Infor System21 Style Inventory

Product Guide

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Contents

About this guide

The purpose of this document is to describe the functions that can be used within the Style Inventory Module.

Intended audience

The guide is intended for any users of the STIN Style Inventory business module.

Related documents

You can find the documents in the product documentation section of the Infor Xtreme Support portal, as described in the "Contacting Infor" section.

Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal at www.infor.com/inforxtreme.

If we update this document after the product release, we will post the new version on this Web site. We recommend that you check this Web site periodically for updated documentation.

If you have comments about Infor documentation, contact documentation@infor.com.

Chapter 1 Overview

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Introduction

The world of commerce can be divided into organisations which provide goods and those which provide services. All of those concerned with the acquisition and supply of goods are required to record, count, manage and account for inventory. It is one of the fundamental needs of all such companies. A system to keep proper control of inventory is a prerequisite for buying decisions, answering customer questions and deciding the production program. Different organisations require different levels of detail and support for Inventory Management decisions, and indeed this might vary within the same organisation. However, the basics of defining items, recording movement, even calculating balances and providing valuations will be common to all such companies.

The Style Inventory Management application provides a wide spectrum of facilities for the recording, valuation and management of inventory. These facilities are the bedrock on which the interface to the Style product is built. The application can be installed in a simple organisation which views its inventory as a single logical unit or with equal ease in a multi-warehousing organisation with separate raw material, finished goods and component stores. Multiple stockrooms or stores can be created, with the ability to maintain different stock investment policies in each. This is achieved without data redundancy, as the same style definition is used throughout.

Relationships to Other Applications

The Style Inventory Management application is a fully standardised application and as such operates under the control of the System Manager.

There are no prerequisite applications for this module (apart from the System Manager); moreover this application is a prerequisite for all the interfaced applications.

Although the application is designed to operate as a fully integrated application of Style, it can be operated in a very simple fashion as a stand-alone system, including facilities to record Sales and Purchasing activity as well as providing Inventory recording and control.

Application Configuration

As with all Style applications, Inventory Management can be operated for a number of companies. The characteristics of each company are maintained in a control file. The application is controlled by setting up data for the company and then for each stockroom within the company. Stockrooms can be added after the initial implementation of the application.

Certain policies can be set up as a default at the company level. These are:

- Costing method
- General Ledger codes
- Period for usage calculation (week or month)
- Stock management policy factors:
  - Method of calculation
  - Re-order quantity factor
  - Stock carrying rate
  - Supply order placement cost

These policies and parameters will be used throughout the operation of the application unless overridden at the level of the item or at the time of the transaction.

It is necessary to define each of the stockrooms where stock will be held. Three important policies can be set at this level:

1. The stockroom can be excluded from valuation, i.e. for consignment stocks.
2. Certain transactions can be excluded from use in the stockroom.
3. A value usage matrix can be created to manage the stock investment policy of the stockroom. Nine value/usage bands can be created and target minimum and maximum weeks of stock defined. In order to calculate average usage, two factors must be defined:
   - The time interval in weeks or months
   - The periods to be taken into account in the calculation of average usage

   The time interval is set in the company record and a number of profiles can be maintained, detailing which of the previous sixty time periods (weeks or months) will be included in the calculation.

Maintenance

The maintenance functions of the Style Inventory Management application enable the creation and amendment of master files and data files which are fundamental to its operation. The application will then build the necessary transaction and movement histories as work progresses.

There are a number of common features in the way in which data is maintained and these are:

- The standard style (product) and description search routines

- A standard method of selecting codes from a displayed list

The following data can be maintained:

- Standard Codes and Descriptions
- Style (product) Master Details
- Alternative Products
- Stockroom or Balance Details
- Calendar

Standard Code and Descriptions

A Descriptions or Parameters file is used by Style in most applications for a number of purposes. Primarily, it enables codes to be set up with standard descriptions. This provides for validation at the time of data entry and also for the display of descriptions on both windows and reports. In some specific instances, a rate is also stored, for example in the case of the tax Table. The application has a small number of standard parameters that must be present for its successful operation. The Style Inventory Management Application Descriptions file is the one used by Style applications. The standard parameters held on this file, therefore, include those required by all Style applications.

Style (Product) Data

Style Inventory Management is designed to have a flexible data structure, but without incurring data redundancy. In order to achieve this, there is a home Style (Product) Master record which identifies the product to the application, and indeed to all applications. This holds the static descriptive and classification data. If more data is required in Inventory or any other application, a record of that information is set up and maintained in the originating application.

The following are examples of the additional data:

Inventory

- Stockroom balance records
- Lot or batch records
- Extended internal and external text
- Alternatives
- Search family codes

Sales Order Processing

- Pricing details
- Default size distribution

Purchase Management

- Item/supplier profiles
- Manufacturing applications
- Manufacturing profile

Forecasting

- Style product/forecast profile

DRP

- Style product/DRP profile

In this way, it can be seen that Style requires the entry and maintenance of only that data necessary to run the operational applications in any company's system.

The Style Product Master details can be grouped into the Static Part record which includes:

- Description
- Six different analysis codes
- Units of measure - three can be defined for each style (product)
- Tax codes
- Costing method, costs and default General Ledger codes
- Sourcing warehouse (primary warehouse)
- Supersession details
- Search families

Stockroom Balance/Warehouse Select

For any style/product, one or more stockrooms can be defined. A stockroom is a discrete area within a company where stock is recorded and controlled separately from other company stocks. Depending upon the type of company, a stockroom can be used to define divisions, depots, warehouses, stores, and an area within a store or even van stock. If such distinctions are not required, a single stockroom is created to record the total company stock of the item.

The Static Warehouse information is concerned with:

- Units of measure at the stockroom
- Inventory management policy and control
- Balance data
- Costs
- Preferred suppliers

The warehouse select allows the user to select more than one warehouse where the style/product can be stored, etc.

Batch Control/Lot Traceability

Batch or lot tracking is available in Style. If warehouse control is required, the Warehousing application should be installed.

Alternative Styles

For any style, one or more alternatives can be nominated. When the relationship is created, it is possible to state whether or not the relationship is reversed. This facility is used by the Sales Order Processing functions to offer customers alternatives if a style is not currently available.

Calendar Control

The Inventory Management application deals with dates, week endings and period endings, in order to perform reconciliation, usage calculations and information analysis. Both week end dates and period end dates can be maintained for all operational years.

Colour File

This holds the selection of colours which are available across all the styles that are stocked (this can total 100).

Size File

This is a selection of sizes available across all the styles that are to be stocked. The Size file is linked to a Size Mask file.

Size Masks

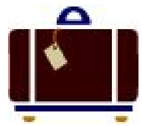
A size mask is a grouping of sizes that apply to a particular style range. Sizes can be included in more that one size mask, if required. Two size masks are used when a four-dimensional product is designated a style range.

Cartons

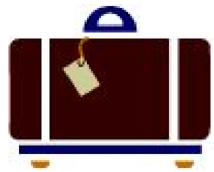
What is Carton Processing?

Carton processing allows a group of items to be processed as a single item. The group is a carton containing a mix of colours and sizes (and fitting, if four-dimensional) for a particular style:

Brown small:



Brown medium:



Brown large:

The carton of suitcases contains:

5 x Brown Small + 3 x Brown Medium + 2 x Brown Large

If the product style is four-dimensional (it has a fitting) this would be dealt with in the same way.

This is of use to companies who import from the Far East, where goods are commonly packed in set ratios. The importer commonly wants to despatch these goods without breaking open the carton but needs to know what is inside the carton.

Key Features

- Carton set-up allows the ratio of colours, sizes (and fitting) within a carton to be entered.
- Carton enquiry shows stock in cartons and pieces.
- Carton breakdown can be printed on any external documents where items are involved.
- Sales analysis can be updated with cartons sold or pieces sold.
- Carton stock adjustment allows a carton to be broken open.

Note: *This results in the stock of pieces being increased and the stock of cartons decreased.*

Using Cartons

To use carton processing, a carton profile for each company must be defined. This controls the carton function within each company, allowing different companies to use cartons in a way which suits their particular needs.

To set up cartons, two separate styles must be defined:

- A style to represent the carton. This would typically have colours and maybe a size/fitting element that reflected the number of individual pieces within a particular carton.
- A style to represent the pieces within the carton. The pieces would be set up with colours, sizes (and fitting if required).

Once these two styles have been defined, the carton can be built using carton maintenance. Here, a carton is defined in terms of the pieces within the carton.

Processing is at carton level: orders placed for cartons and stock are then held at carton level. If a carton is opened (for example because a sample is required), the carton stock adjustment facility can be used. This will down date the carton stock figure and increase the stock of pieces according to the ratio of pieces in the carton.

The carton breakdown in terms of pieces is displayed in the carton enquiry and on external documents such as invoices which are sent to customers.

Processing

There are four main processing activities involved in the operation of the Inventory Management application. These are as follows:

- Movement Transactions
- Stock Counting
- Stock Management
- Periodic Processing

The first two functions are concerned with the performance of the stock recording aspects of Inventory; the third is concerned with deciding what stock should be where, and the fourth with building the database to aid management decisions. As the movement transactions are applied to the balances interactively, the displayed balance reflects the latest information in the system.

Therefore, supply and despatch decisions can be made in greater confidence. The Inventory application can be installed in isolation. However, if Purchasing, Manufacturing and Sales systems are installed, most of the movements will be performed in these operational systems. The Inventory application will concern itself exclusively with counting, housekeeping and stock management decisions.

Movement Transactions

The primary purpose of an Inventory movement is to record an action within the application and to calculate its effect on the stock balance. In its simplest form, a miscellaneous receipt booking straight into Inventory increases the physical stock. However, a Customer Order Issue will not only reduce the physical stock but will also reduce the balance of the stock allocated to orders.

The following movement types are available:

- Customer Order Issue
- Miscellaneous Issue
- Purchase Order Receipt
- Miscellaneous Receipt
- Adjustment to Physical Stock
- Adjustment to Allocated Stock
- Adjustment to Frozen Stock
- Transfer Out to another Stockroom
- Transfer In from another Stockroom
- Record Purchase Order
- Transfer In and Out (move from one stockroom to another on a single transaction)
- Carton Stock Adjustment

Each movement updates the appropriate balance field on the style/product stockroom balance. If the style is defined as being batch/lot/serial-controlled the additional control number must be entered. A subset of the balances is maintained for the lower level record.

Costs can be entered with the movement and depending upon the movement type and the costing method the database will be updated appropriately.

There are four ways of valuing stock movements, which are described below:

Average Cost

The average cost of stock in the stockroom is re-calculated every time a receipt is made. This average cost is used to value issues. (Receipts are valued at receipt cost.)

Standard Cost

The standard cost for the part is either 'rolled over' from the manufacturing application or directly maintained. This cost is used to value all movements, both receipts and issues.

FIFO Cost

This is the acronym for First In First Out. Each receipt for the product is maintained as a separate balance and as an issue is made, the product is consumed. The first receipt to arrive is the first receipt balance to be used for issues. The cost of the issue is taken from the receipt balance. The FIFO sequence is maintained by time as well as date. If the part is lot-controlled, the FIFO operates *within* lot.

Latest Cost

This is when the latest cost of the receipt issued to value the stock.

The default or preferred costing method is set in the company control record. However, you can control at the level of the product when it is defined and set a different costing method for that particular item. All costs are kept in up to five decimal places of base currency. The latest cost of the entire product is recorded and the average cost calculated whatever the costing method. If, for example, the valuation method is FIFO, this can be simply compared with the average and latest cost on an enquiry window.

For each inventory movement, a record is written to a transaction file. This provides a full audit trail of movements. The information held includes:

- Movement type
- Supplier or customer
- Quantity moved
- Value of the movement
- Resulting stockroom balance
- Batch/Lot number
- Date and time of movement
- Person responsible
- Terminal used

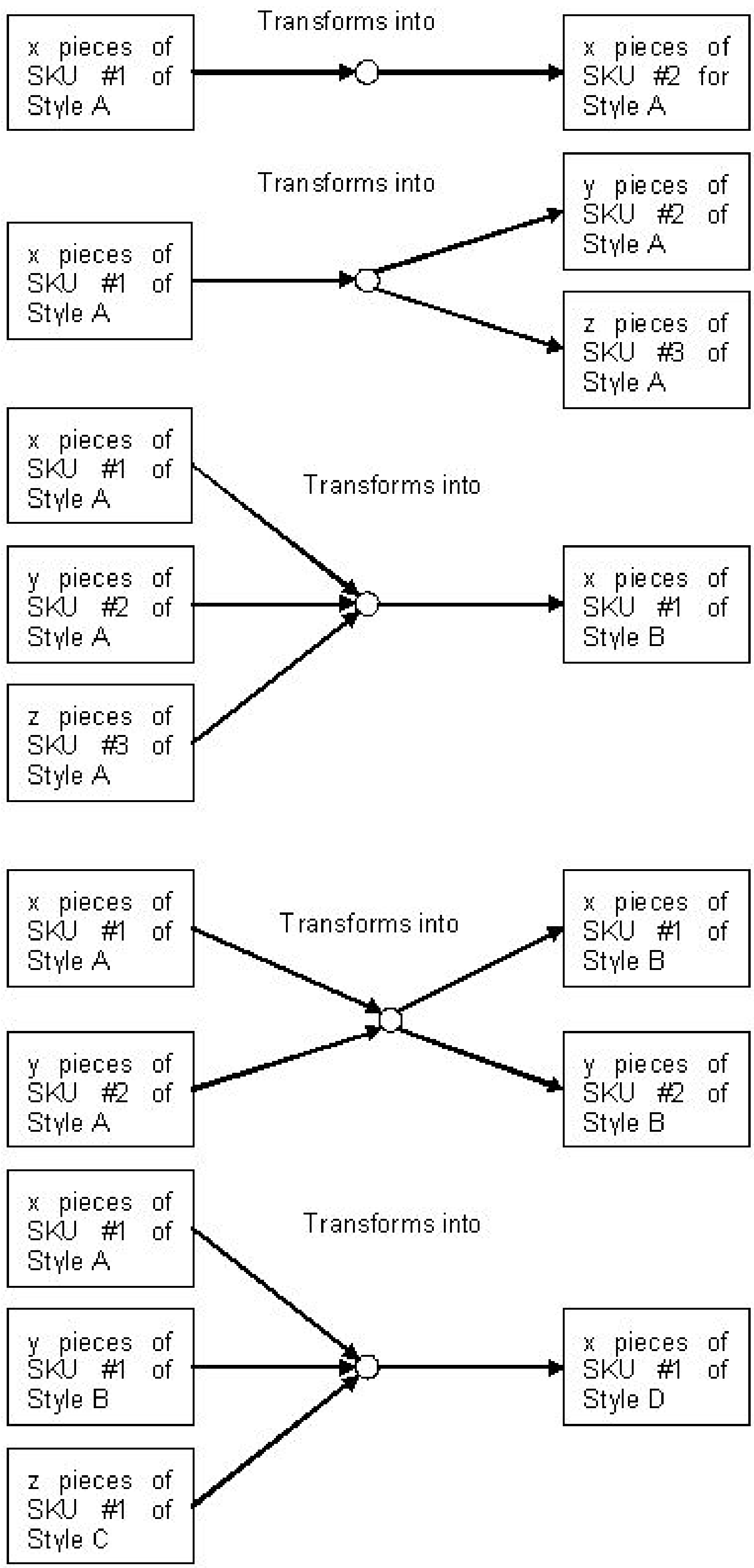
The movement week and period details are determined from the calendar and period files, and set to either the current or next week/period.

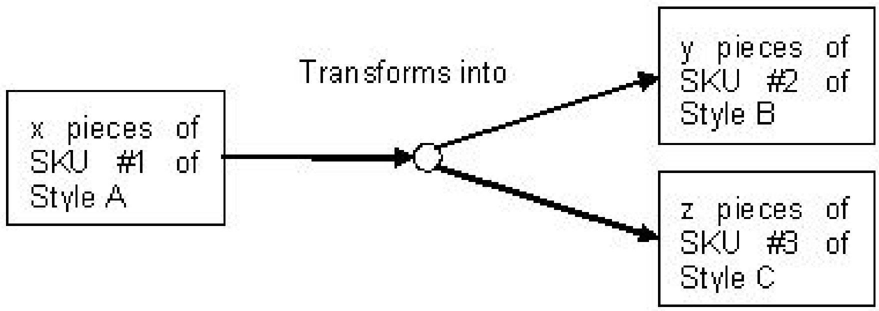
The movement history can be held on the system as long as necessary but not for less than one month. This is because it is used to prove the closing balance at the end of the period. It is available for both enquiry and reporting to assist investigations into stock inaccuracies and provide the basis of activity analysis.

Product Transformation

This provides the ability to transform a given quantity of stocked inventory SKUs of one style into other stocked inventory SKUs of a different or the same style.

The following types of transformation are supported.


x pieces of SKU #1 of Style A
Transforms into
x pieces of SKU #2 for Style A
x pieces of SKU #1 of Style A
Transforms into
y pieces of SKU #2 of Style A
z pieces of SKU #3 of Style A
x pieces of SKU #1 of Style A
y pieces of SKU #2 of Style A
z pieces of SKU #3 of Style A
Transforms into
x pieces of SKU #1 of Style B
x pieces of SKU #1 of Style A
y pieces of SKU #2 of Style A
Transforms into
x pieces of SKU #1 of Style B
y pieces of SKU #2 of Style B
x pieces of SKU #1 of Style A
y pieces of SKU #1 of Style B
z pieces of SKU #1 of Style C
Transforms into
x pieces of SKU #1 of Style D



- All of the following standard style inventory features are considered:
  - Lot and batch control, including lot attributes
  - Warehousing
  - Negative Stock Control
- Transformation operates within a single stockroom or warehouse
- Supported transformations:

1. A single SKU of Style A transforms into a different SKU of the same style. For example, re-size or second quality
2. A single SKU of Style A transforms into multiple SKUs of the same style. For example, roll cutting, banding
3. A single SKU of Style A transforms into a single SKU of Style B. For example, re-assign/label M&S stock to Debenhams
4. A single SKU of Style A transforms into multiple SKUs of Style B, For example, multi-colour socks pack to individual pairs
5. Multiple SKUs of Style A transform into a single SKU of the same style, For example, second quality
6. Multiple SKUs of Style A transform into a single SKU of Style B. For example, second quality
7. Multiple SKUs of Style A transform into multiple SKUs of Style B, For example, re-assign/label M&S stock to Debenhams
8. Multiple SKUs of Styles A and B transform into a single SKU of Style C, For example, skirt/jacket to suit, shirt/tie to shirt pack
9. A single SKU of Style A transforms into multiple SKUs of Styles B and C. For example, suit to jacket + skirt

- Unit of measure codes are considered to be unique and are more than just descriptive in nature. For example, a unit of measure of BX (Box) assigned to two styles, Style A and Style B, implies a one-to-one relationship between boxes of the two items; i.e. 1 BX of Style A is the equivalent of 1 BX of Style B. See below for further details

- The costs associated with the transformed SKUs are not carried forward to the target SKUs; you will be asked to key receipt costs for these SKUs when the target SKUs use one of the actual costing methods, i.e. average, latest or FIFO.
- Pre-configuration of item transformation relationships is not supported.
- Transformation requests cannot be based on any previous requests that may have been entered for that item.
- Item transformation is intended as an after the event transaction; therefore there is no allocation of transformed SKU quantities as you enter a transaction. Therefore, on update, entered transformations could result in the issue of allocated stock,
- Kit parents are excluded from the transformation process,

Unit of Measure Conversions

Where possible, product transformation attempts to perform sanity checks against the movement and target quantities to highlight possible transformation keying errors. Suspected transformation errors result in the issue of a suitable warning message; however, the user takes the ultimate decision as to whether to accept the transformation request as entered.

To achieve this, you establish relationships between your different units of measure codes using the Secondary UoMs maintenance task. Refer to the Secondary UoMs section for further details.

For example, the following unit of measure conversion relationships could be established:

UoM From	UoM To	Conversion Factor	Multiply/Divide
01 (Singles)	10 (Tens)	10	Divide
01 (Singles)	12 (Dozens)	12	Divide
01 (Singles)	24 (Two Dozens)	24	Divide
01 (Singles)	48 (Four Dozens)	48	Divide

With the above units of measure relationships in place, a transformation is requested of 48 Singles of Product A into 5 Dozens of Product B. As the standard conversion expects 48 Singles to equate to 4 Dozens, the user is warned of the possible error in the request and asked to verify whether the transaction is to be completed as entered or corrected.

Caution: Without the existence of any relationship between the movement and target quantity units of measure on a transformation request the system assumes that any quantities that you enter are always correct and no sanity check is performed against the quantities involved in transformation request.

Stock Counting

The application provides a simple-to-use stock counting procedure which incorporates cycle counting. This enables the automatic creation of count recommendations. The following steps are involved:

- Count creation, done manually by item ranges, or automatically on a time-based cycle
- Review and maintenance of count recommendations
- Request for printing of stock count sheets
- Entering of counted stock figures
- Reconciliation of stock count
- Posting of adjustments if applicable

Products are selected for stock take by any of the following options:

- Product Number
- Product Type
- Product Class
- Product Group Major
- Product Group Minor
- Stockroom

The application records the stock level of the selected product(s) at the start of the count. This enables everyday processing of movements to continue while stock is being counted and reconciliation to take place on completion of the count. Stock count sheets are then produced to the required detail, i.e. all levels of inventory records are exploded for the selected items. These can be used as input documents to the following processes.

The total quantity of physical stock of each product counted is entered from the stock count sheets. This data is validated and a report produced.

Until the stock count is deemed to be complete, a reconciliation report of physical stock versus computer stock count is available. This would normally be selected by the same parameters as used when requesting the original stock count sheets. The report highlights the differences between physical and computer figures with actual quantities and value variance. This is to help assess the importance of any discrepancy. On completion of the stock take, the application offers the option to generate automatic adjustment of any unresolved discrepancies. Any variances outside the tolerances defined on the stockroom count profile are designated as count errors.

***Note:** Once the count sheets have been requested, no stock movements should take place for the selected products until after the physical counts have been entered and reconciled.*

To assist in the reconciliation of any discrepancies, a report is available, giving summary or detail information of stock movements.

Stock Management

The system offers a number of stock management techniques including Material Requirements Planning and Distribution Requirements Planning. The Inventory Management application, even in isolation, can be used to operate an order point stock management policy. The main factors in this policy are:

- Average usage
- Re-order point and maximum stock
- Re-ordering rules

Average Usage

The usage of an item is held in the Stock History file and is maintained either weekly or monthly according to the usage cycle specified on the company profile record. Average usage is re-calculated during week or month end processing as appropriate.

The usage profile defines which of the preceding weeks' or months' usage is to be included in the calculation of average usage. The product stockroom balance record holds the code for the usage profile which will be used in the calculation of average usage.

Typically usage profiles will be set up to represent:

- Three months moving average
- Twelve months moving average
- Seasonal moving average (this would be achieved by taking the previous month and the next month from last year)

Note: *Care is taken to ensure that the average is only calculated from the start of the product's life even if the profile indicates that previous data should be included. This is to ensure that the average is not distorted by the absence of history data.*

Re-order Point and Maximum Stock

The parameters of maximum stock, re-order point, re-order quantity and economic order quantity can be maintained for each product in each stockroom. Alternatively, by using the historical usage information, maintained as a result of all movements, the application can calculate these figures. These calculations are based upon grouping products into the categories defined in the stock weeks matrix:

Nine categories are used:

1	Low value	Low usage
2	Low value	Medium usage
3	Low value	High usage
4	Medium value	Low usage
5	Medium value	Medium usage
6	Medium value	High usage

7	High value	Low usage
8	High value	Medium usage
9	High value	High usage

The definition of these groups is held in the stock weeks code matrix, which is updated as part of the IN Company Profile task.

Limits are set to define the boundaries for high, medium and low usage and value. Minimum and maximum stock holdings, expressed as weeks at average usage, are assigned to each of the nine categories. The minimum stockholding in weeks is the number of weeks' stock that will be left after the lead time has expired, and therefore, represents a safety stockholding. Safety stock is a measure of how likely the lead time and average usage are going to increase.

When the procedure to calculate re-order point, maximum stock, etc., is run, the application reads the stockroom records and re-assesses, for allowed products, what the re-order point and maximum stock quantities should be.

The application assesses where the product falls on the value axis of the stock weeks matrix based on its cost. It then determines where it falls on the usage axis based on its average usage.

Having assessed which of the nine categories this product falls into, the minimum and maximum stockholding (in weeks) are taken from the matrix and the following calculations performed:

Re-order Point = (Lead Time + Minimum Stockholding) x Average Usage

(Lead time and minimum stockholding are expressed in weeks)

Maximum Stock = Lead Time + Maximum Stockholding) x Average Usage

(Lead time and maximum stockholding are expressed in weeks)

Re-order point and maximum stock are held in the product stockroom balance record.

Since average usage is used in the calculation procedure, it is best run after the week end or month end processing procedure in which average usage is re-calculated.

The application is also able to calculate an Economic Order Quantity as follows:

$$EOQ = \sqrt{\frac{2 \times AUY \times OPC}{\frac{IC \times SCR}{100}}}$$

where:

EOQ = Economic Order Quantity

AUY = Average Usage per Year

OPC = Order Placement Cost

IC = Item Cost

SCR = Stock Carrying Rate %

Re-ordering Rules

The application supports five different reordering policies:

Up to MAX

When expected stock drops below the re-order point, the system suggests that an order be placed of sufficient size to take the stock level up to the maximum.

Reorder Quantity

When expected stock drops below the re-order point, the application suggests that the re-order quantity be ordered. This quantity is either set by the user or determined by the application. A Re-order Quantity Factor can be held at stockroom level or a default is held on the Company Profile. If the re-order quantity factor is 30%, the application will recommend action to re-order enough stock to last through 30% of the lead time. If the factor is 200% the application will recommend action to re-order enough stock to last through twice the lead time.

Up to ROP

When expected stock drops below the re-order point, the application suggests that enough stock should be ordered to take the level up to the re-order point again. For example, if the re-order point were to be set to zero, this rule is the one that would ensure that goods were only re-ordered when there is demand for them in the form of a customer or manufacturing order.

Up to Min

When expected stock drops below the re-order point, the system suggests that an order be placed of sufficient size to take the stock held up to the minimum level.

EOQ

When expected stock drops below the re-order point, the system suggests that an order be placed for the calculated or maintained economic order quantity.

Available/Expected Stock

These are calculated as follows:

Available Stock = Physical Stock - Frozen Stock - Allocated Stock - Picked Stock

Expected Stock = Available Stock + Stock in Transit + Stock on Supply Order - Stock on Back Order

Periodic Processing

Although the Inventory Management application is a transaction-based system, which records events as they happen, many of the decisions concerning stock levels and raising and amendment of orders are based upon the performance of a product over time. In order to make these decisions, it is necessary to be able to view previous periods’ activity. This is achieved by maintaining history files, not only of the transactions, but also summarised by type of transaction. These are maintained by running weekly, monthly and year end procedures.

Enquiries

The enquiries in the Inventory Management application allow a multi-layer view of a style/product. These layers are:

- Company stock summarised by stockroom
- Full details of the current balance, usage, and cost at a stockroom
- The breakdown of a stockroom balance into the batches or lots that comprise the stock holding
- The movements that gave rise to the present balance
- The summary of activity for previous periods
- In addition, the reference files are supported by a full range of enquiries.

Reports

The reports produced by Inventory Management can be classified as:

- Status
- Audit
- Valuation
- Movement Analysis
- Action

Status reports are provided on the master files and particularly on the Style Master file. Audits with before and after images are printed on request. These include all changes since the previous print.

Most of the reports are supported by both selection and sequence parameters. This helps to minimise the processing time and the amount of paper required.

Reports showing Inventory Item Description

The Inventory item description is shown on a number of reports throughout the Style Distribution and Style Production applications. In many functions, summary information is shown at Style level, colour level, size level or in a list format.

In some reports a summary description e.g. Style, Style/Colour is shown.

As the positioning of the various descriptive elements within the Inventory item description of a SKU are variable, the reports show the separate Style, colour, size and fit descriptions directly from the component elements held on the Style database.

Similarly, lists of SKUs sometimes only show the size/fit descriptions. These lists show the full (extended) description of size/fit wherever possible.

Implementation Considerations

It is of vital importance to the success of any software implementation that some fundamental issues of the implementation are considered before any detailed steps are undertaken. In the case of Style Inventory Management, these issues are as follows:

- How do you wish to use Style Inventory Management and other Style applications?
- How many Inventory Management companies do you intend to set up?

These issues are usually closely linked, and this section deals with each issue in turn.

Inventory Management Utilisation

A fundamental point to consider here is: what functions do you intend Inventory Management to fulfil? Are you intending to use Inventory Management on a stand-alone basis, and to record all stock movements through its own procedures? If this is the case, it obviously simplifies the implementation, as you only need to be concerned with the set up requirements for Inventory Management.

If, however, you are installing other Style applications, your Inventory Management implementation needs to take into account the requirements of those applications. As Inventory Management is a prerequisite for all the Distribution and Production applications of the system, you can appreciate the need to consider its use in relation to the other applications.

Where Inventory Management is installed with other business applications it provides:

- The basic database definition of parts/styles, stockrooms and code descriptions
- The central repository for information on stock holding, whether at stockroom or lot level
- The central audit of stock movements and history
- The source of costing information for the valuation of movements and stock holding

The other Style applications, therefore, use Inventory Management as shown in the following examples:

- Purchase Order Management uses the Inventory part definition, holds ‘on-order’ information as a stockroom balance quantity and posts movement transactions to Inventory Management for receipts and returns.
- Sales Order Processing and Invoicing uses the Inventory style/product definitions, makes use of parameters defined in the Descriptions file, holds back order and allocation quantities as stockroom balance fields and posts movement transactions to Inventory Management for customer issues and returns.
- The Production applications use the Inventory basic part/style definitions, hold ‘on-order’ and allocation quantities as stockroom balance files and post movement transactions to Inventory Management for work order issues and receipts.

In a full Style implementation, it can therefore be seen that Inventory Management provides both basic data definitions and a transaction repository for a number of other applications. This is, of course, in addition to the functions which are only available within Inventory: the Stock Management and Stock Taking tasks and the Stock Adjustment Transactions.

When planning your implementation, it is therefore important that you consider the following:

- Which other Style applications do you plan to install?
- What requirements, in terms of data, will these applications look to Inventory Management to fulfil?
- How will the various stock movement requirements of the business be satisfied - by Inventory Management, or by one of the other applications?
- Will any non-Style applications require an interface to Inventory Management?

It is important that these sorts of questions are addressed at the planning stage. Inventory Management has a central role in any implementation, and subsequent changes are, therefore, difficult to make without disrupting the operation of other applications. It is worthwhile spending time early in the implementation to plan your use of Inventory Management and its relationship with other applications.

Inventory Management Companies

Inventory Management, like all other Style applications, allows the simultaneous operation of discrete companies. Multiple companies are used for many reasons, but the major uses are either organisational, or for testing purposes.

A decision to set up multiple inventory companies for organisational reasons may very well be taken because you require separate inventories. It is more likely, however, that multiple inventory companies are required because you have separate operational organisations. For example, you may require separate selling organisations to be reflected in separate companies in the Sales Order Processing and Invoicing application. In a standard installation, this would require separate Inventory Management companies to be created. Inventory Management companies interface on a one-to-one basis with companies in Purchase Management, Requisitioning, Sales Order Processing, Sales Analysis, Telesales, Distribution Requirements Planning and the Production applications.

It can, therefore, be seen that any decision about the use of companies in Style Inventory Management needs to be taken in terms of the broader implementation.

Basic Data Set Up

Having decided on the way in which you will use Style Inventory Management in conjunction with other applications and the companies you will use, you need to plan and implement the setting up of the basic data required for the application’s operation. The main elements you will need to create are:

- Company profiles
- Stockrooms

- Stock weeks matrices
- Usage profiles
- Descriptions
- Styles/Products/Colours/Sizes/Fittings/Size masks
- Stockroom details
- Alternatives
- Calendars

The maintenance of these elements is covered in detail in the Maintenance chapter of this product guide. It is sufficient here to highlight particular issues to bear in mind when planning the implementation.

Two points which may ease the actual setting up of the data are:

- The use of the Copy Company task: the function which can be used to set up new companies within Style Inventory Management. The essential description codes are set up automatically as part of this routine, if a company is created from the company shipped with the application.
- Conversion of some of the volume elements, such as parts/style and stockroom details, from an existing system. If you have high volumes, this is particularly useful and will obviously save a significant amount of data entry time.

Company Profile

The issues you should address prior to setting up company profiles are:

- Which costing method do you intend to adopt as a company standard? (Standard, Latest, Average and FIFO are available.)
- How do you intend to make use of the user-defined specifications?
- Do you want average usage calculated on a weekly or monthly basis?
- What is to be your default re-order policy?

Note: *When initially creating the Inventory Management company profile, use the Copy Company task. This copies the major types and codes. Copy from the Z5 company initially.*

Stockrooms and Stock Weeks Matrices

You will need to decide how many stockrooms you require. Remember that these may be physical stockrooms or they may be logical stockrooms, for example Quarantine or Written-off Stock. For each stockroom you will need to define:

- Whether the stockroom is to be included in stock valuation
- Which transactions are allowed
- If the stock management facilities of the application are to be used, you will need to define the stock weeks matrix for the stockroom. Therefore, you will define the parameters of value and usage for the nine item categories, along with the preferred stock levels for each category.

Usage Profiles

The application will automatically calculate average usage based on user-defined profiles. You will need to decide how many of these profiles you need to reflect the different patterns of demand in your business.

Descriptions

The Style Inventory Management application holds a file of parameter codes and descriptions which is used by itself and other Style applications. These codes cover such elements as product groups, product types, units of measure, reason codes, etc. The major codes, i.e. the subject headings, are set up automatically if you use the Copy Company task to create your company data initially. Before any further data set up can take place, you need to decide on the codes which you will require for each of these major headings.

Styles/Parts

There are a number of issues to resolve prior to setting up your basic part/style definitions:

- Prior to setting up styles, colours, sizes, fittings, size masks and stockrooms must be set up.
- How are the styles/parts to be coded? It is generally recommended that the style/part number should merely be a unique code to identify the style/part - not a meaningful or structured code.
- How will you use the major analysis codes which can be associated with a style/part (product major group, product minor group, product type and product class)? These codes are important, as many reports allow selection and sequencing by them.
- What are the valid units of measure that you will require?
- Will any parts be subject to a costing method which is not the company standard?
- Which General Ledger accounts do you wish to associate with product/style for General Ledger updates from within style?
- What level of control do you wish to exercise over individual products/styles? Do you require lot/batch control, or is part/stockroom the lowest level you require?

Stockroom Details

You will need to set up a stockroom details definition for each product/style which you wish to hold in a stockroom. The issues to be decided here are:

- In what units do you wish the stock balances and unit costs to be expressed?
- What are the rules regarding the preferred stock level of this product/style in this stockroom? Are they to be set automatically, or manually? Which re-order policy and usage profile are to be used?
- What is the standard cost?
- Who is your preferred supplier?

Alternative Products

Alternative products are used within the Style Sales Order Processing and Invoicing application, but are set up and maintained in Style Inventory Management.

Note: *If you do set up alternatives, it is important to decide whether a relationship is reversible.*

Calendars

Immediately prior to processing you will need to set up the current year, period and week details via calendar maintenance. You must also ensure that week and period end dates have been set up for the current year.

Note: *It should be noted that before processing begins for a new year, you must ensure that the end dates are set up.*

Initial Stock Balance Take On

Once all the basic data has been set up, you are then ready to appoint the initial stock balances prior to processing. This task may be undertaken as part of a conversion from another system, but where this is not the case, the following inventory movements can be used.

- Physical Stock - use the Sundry Receipt task to set the initial shelf stock
- Allocated Stock - use the Adjust Allocated Stock task to set any existing allocated stock level
- Frozen Stock - use the Adjust Frozen Stock task if you currently have stock which is unavailable for issue
- Purchase Order - use the Record Purchase Order task to reflect the current supply situation

It is worthwhile entering these movements all with a narrative indicating 'INITIAL SET UP', so that they may be readily identified in future. Making use of a standard procedure for this exercise means that a full audit is maintained in terms of movement records.

Chapter 2 Maintenance

2

Introduction to Style Inventory Maintenance

Different organisations need different levels of detail and support for Style Inventory Management decisions, and this might even vary within the same organisation. However, the basics of defining items, recording movement, calculating balances and providing valuations are common to all companies.

You can use Style Inventory Management to record, value and manage your stock balances.

Because it is so flexible, you can install Style Inventory Maintenance into both simple and complex organisations. You can use Style Inventory Management as a single logical unit, or as a multi-warehousing organisation with separate raw material, finished goods and component stores. To achieve this you can create multiple stockroom or stores, and maintain different stock investment policies in each.

Relationships to Other Applications

Style Inventory Management is a standardised application and is controlled by System Manager. It is also the prerequisite for all interfaced applications.

Although Style Inventory Management is designed to operate as a fully integrated application, you can operate it as a stand-alone system. You can use Style Inventory Management to record Sales and Purchasing activity as well as to provide Inventory recording and control.

Configuring Style Inventory Management

You can operate Style Inventory Management for a number of companies. You can set up the following policies at company level and these policies can be different for each company:

- Costing method
- General Ledger codes
- Period for usage calculation (week or month)
- Stock management policy factors
- Method of calculation
- Re-order quantity factor
- Stock carrying rate
- Supply order placement cost

You can override these policies at stockroom and item level.

You must also define each of the stockrooms where you want to hold stock. When you define your stockroom you can define:

- Whether you want to include the stockroom in valuation
- Which transactions you want to process
- How you categorise your items within nine value and usage bands

This matrix determines the target minimum and maximum weeks' stock, and is also used in perpetual stock counting.

Inventory Maintenance Tasks

You use the maintenance tasks to create and amend master files and the parameters that are fundamental to Style Inventory Management's operation.

Note: *Take care when you maintain files, particularly the Inventory Descriptions file, as errors will have far reaching effects. We recommend that you introduce a proper procedure of authorisation and post-maintenance checking as a matter of company policy.*

The master file enquiries are output-only versions of the maintenance transactions and are therefore not separately described.

Descriptions [1/STINM]

Style Inventory Management uses the Inventory Descriptions file to define valid parameter values for the application.

The software uses these parameters for a number of reasons. For example, you can use them during data entry instead of entering repetitive data.

Descriptions printed on external documentation can be maintained in foreign languages.

Once they have been set up and checked, the software uses parameters to make sure that data input is both accurate and acceptable.

For example, you set up description codes to govern the usage cycle. You use the usage cycle when you first create an Inventory company profile, to determine whether you want to summarise stock history records at a weekly or monthly level.

If you use Production, this application uses description codes to:

- Add user-defined reason codes. These indicate why you have made manual adjustments to WIP inventory, why you have scrapped or held quantities of WIP, and identify machine status.

- Define issuing, stocking, purchasing and bundle ticket units of measure. This is an Inventory function but Production needs codes when defining items and bundle ticket types. As a minimum, it needs to specify a stocking unit of measure.

Descriptions File Maintenance Description IDs Window

To display this window, select the Descriptions task.

You use this window either to create or to maintain a major type. The window displays a list of the current major types. A major type is a code that has other codes defined to it. These attached codes are called minor types.

Fields

Description I.D.

Enter the major type you want to create or maintain. To display details about a specific major type, enter the major type and then press Enter. This displays the Description File Major Type ID window.

Low Level Code

You can enter a low level code that you want to create or maintain.

Note: *You can use Page Up and Page Down to display more types if required.*

Functions

Lower Level Details (F15)

Use this to add or maintain low level codes for a specific major type. This displays the Descriptions File Maintenance Low Level Codes Selection window.

Enter a code and then press Enter to display the Descriptions File Maintenance Major Type ID window.

Description File Maintenance Codes

Some of the more regularly used codes are:

ANTP - Article number type

This is used to identify the article number type in use.

CANC - Cancellation code

This is a two-character reason code used to cancel an order.

CARC - Carrier code

This can be up to 10 characters and is used to identify a carrier for goods during despatchprogress

CHBN - Charge back number code

Use this to tailor the charge back or debit note field on credit notes. Enter the description, using up to 20 characters. The description defaults to the charge back number.

COLS - Colour status

Use this to link the colour to a style. You can use it in Sales Analysis as a report criterion.

COLT - Colour type (groups of colours)

Use this in Sales Analysis as a report criterion.

CONR – Contract References

These are user defined references which optionally link customers to link a group to a single contract. (EDC only).

CONT – Contract Parameters

Use these to hold the control settings and defaults for contracts.

REFS

Use this to control whether contract numbers are automatically generated by the system or manually input by the user. If automatic, the last number used is held on the company profile.

Set Parameter limit to **1** to Auto Generate numbers

TYPE

Use this to control what type of contracts are in use.

Parameter Limit settings are:

0 =CCs only. This is the default setting

1 = EDCs only

2 = Both

PERD

Use this to control whether contracts are closed during the inventory period end activity.

Set parameter limit to **1** to close contracts during month end.

DATE

Use this to control whether order dates or due dates are used to determine which contract to call off from.

Set to parameter to **1** to use due date and **0** to use order date

CSTP - Credit stop

Use these as reason codes for customer credit stop.

CSTT - Standard cost template

Each cost can be assigned up to four characters, and the default P for percentage or V for value can be attached.

CTYP - Contract Allocation Types

This is used to control whether contracts use stock only or enhanced allocation.

0 = Stock only

1= Enhanced Allocation

On the enhanced allocation parameter set the following fields:

Parameter Limit

This indicates whether when reserving supply, the orders are checked forward (1) or backwards (0) in terms of supply date.

VAT Code

Set to 001-999 (3digits) to indicate the time fence to be used to determine whether a contract is allocated to stock or incoming supply.

DCOL - Default matrix colour description

These are no longer used by Style.

DFIT - Default matrix fit description

These are no longer used by Style.

DFLT - Defaults for Order Entry

These are codes which control various functions in SOP

ASPACK - Simple/Detail Packing

AUTOALCRIN - Auto Allocate credit - invoice

AUTOBLD - Fastpath Auto-build Packs

EXSCCPSTIM - External Credit Crd Processing

PROMOS - Promotions active

QTNO - A<--Quote Type . Quote Days-->

SPTS - Special Tasking Codes

For more information see the Style Sales Order Processing product guide.

DMND – Demand Type

These are system codes used to distinguish various types of demand for reservation enquiries.

1= S/O

2 =W/O

3 = P/O – Enterprise

DSIZ - Default matrix size description

These are no longer used by Style.

EMPN - Employee number

These are user defined and are used in confirm despatch.

Note: *If you choose to confirm picking, you must apply an employee number in Confirm Despatch.*

FRGT - Freight terms

These are user defined.

You can attach these to your supplier via the Vendor Details task.

GRAC - Number of days' grace

Use these codes to define a customer's grace period with payments.

MISC Miscellaneous

These are codes which control various functions.

ACKPRTSUM - Acknowledgement Print Summary

ALCD - Enhanced allocation time fence

IFPS - Override Pick percentages

For more information see the Style Sales Order Processing product guide.

MSKS - Size masks

Use these to group size codes together. For example, you can define a size mask to group ladies dress sizes together, then attach the size mask code to a particular style, so that all of the associated size codes are attached to that style.

MTYP - Movement types

If you use Style Production you must define the following codes:

M - Production Issue

N - Production Receipt

O - Transfer Out

W - Production Adjustment

MOVR - Movement reason codes

This is an optional two-character field on most stock movement transactions within Inventory Management, to track why a transaction is being processed.

If you use Style Production, you can use these codes when you book scrap and held quantities during order and operator booking routines in Production Control. You can allocate quantities to more than one code during a single session. You must enter a default scrap and held reason code on the organisation model.

You must set the **Limit** field to **1** on the reason codes which you want, within item transformation movements, to freeze stock and blank or zero for codes which should not create frozen stock.

ORTP - Order type

Batch allocation only processes items with a line order method of either **0** (Normal) or **4** (Reservation Order). The item's order method defaults from the Item Master file to the order line but you can change this at line level during order entry. If you have set the order method to **0**, the order type code determines any enhanced allocations. If you set the order type in the Descriptions file not to perform enhanced allocations, Inventory allocates the line from stock.

Distribution orders do not use the back-to-back purchase and works orders and direct delivery. The software treats a distribution order as a normal order (**0**). If you use batch allocation, you can set the order type P/V indicator to **0**, **1**, **2** or **3** so that you can use enhanced allocations for distribution orders.

O/T	P/V Ind	Order Entry	Batch Allocation
User	0	No allocation	Allocate from Stock
User	1	Allocate from Stock	Allocate from Stock
User	2	No allocation	Enhanced allocation
User	3	Allocate from Stock	Enhanced allocation
4	0	Contract Call off order	Allocate from Stock
7	0	Rush Order - force allocates to stock available	N/A
8	0	Special	No allocation
9	0	Direct	

Note: *Further definition of order types are defined via the Order Type maintenance task (20/STOEM). See the Style Sales Order Processing product guide for further details.*

ORDM Order Methods

These are system defined codes.

O/M	P/V Ind	Order Entry	Batch Allocation
0	0	No allocation	Allocate from Stock
1	0	Create Works Order	N/A

2	0	Create Purchase Order	N/A
3	0	Direct Delivery	N/A
4	0	Allocate from stock or reserve against supply orders	Allocate from stock or reserve against supply orders
5	0	Enterprise BtB	N/A
6	0	Enterprise Direct Delivery	N/A

If you set the P/V indicator in the allocation field to **2**, **3**, **4** or **6**, you can use enhanced allocations.

Note: *If you leave the P/V field blank, it will default to 1.*

Parameter limit = 1

Enhanced allocations reserve against the oldest POs or WOs. The process starts at the sales order date and reserves against supply orders, working up to the sales order due date.

Parameter limit = 0

Enhanced allocations reserve against the newest POs or WOs, starting at the sales order due date and reserving against supply orders, working backwards to the sales order date.

Note: *If you manually de-allocate a sales order line, the change is reported in the Demand Exception file.*

PACS - Pack status code

If you use Packaging, this forms an internal memo on the status.

PATN - Pattern type

POCC - Purchase order completion reason code

RFTP - Reference type

A list of document/transaction types (e.g. orders, invoices, credit notes, DRP orders etc.) for which number ranges can be defined.

ROUC - Routing codes

You can attach these codes to your supplier via the Vendor Details task.

SESN - Season

You can view this information on the Sales Order and Purchase Order Header.

SIZS - Size systems code

You can attach these to products to determine which size system they use. Examples are British, European and American.

SPTP - Special task code price level

These are system codes used to define the pricing unit for the charge added to a sales order for a special task code.

0 – FOC

1 – Price per Order

2 – Price per Selling Unit

3 – Price per Despatch

SPTS - Special tasking codes

You can use these to set up customer's and order's special pick or pack instructions, or both.

SRCE - Order source

You can use these in Sales Analysis for bespoke queries.

SRC1 -Source supply types

You can define codes to record how you received a customer's order and can report on these using Query programs.

STIN – Style Inventory Defaults

These are codes which control various Inventory functions.

TRANSFOR - Default Item Transformation Reason

This defines the default reason code to be assigned to any product transformation request. Enter into the **Tax Code** field the two-character Movement Reason Code you wish to be assigned, by default, to any transformation request recorded on the system.

SUNC - Small order charge

You can use this to create codes for extended credit checking in Sales Order Processing.

SUSP - Suspend codes

These are codes which can be applied to orders. Some are system defined but user defined codes can also be defined.

Suspend Codes			Field Settings				
Type	Id	Description	System/User	Credit/ Service Type	Allocation/Pick/ Despatch Control	Order/Line	Retain
Automatic Credit Suspension Codes							
	CT	Customer Litigation	1	1	1,2 or 3	1	Na
	CU	Customer Uncertain Credit	1	1	1,2,or 3	1	Na
	CP	Customer Trade Suspension	1	1	1,2,or 3	1	Na
	HT	Hierarchy Litigation	1	1	1,2 or 3	1	Na
	HU	Hierarchy Uncertain Credit	1	1	1,2 or 3	1	Na
	HP	Hierarchy Trade Suspension	1	1	1,2,or 3	1	Na
	CS	Customer Credit Stop	1	1	1,2,or 3	1	Na
	HS	Hierarchy Credit Stop	1	1	1,2,or 3	1	Na
	CL	Credit Limit Exceeded	1	1	1,2,or 3	1	Na
	HL	Hierarchy Credit Limit Exceeded	1	1	1,2,or 3	1	Na
	SD	Demand Order Suspended	1	2	1,2,or 3	1	Na
Automatic Pricing Suspension Codes							
	FP	Fixed Price	1	2	1,2,or 3	1 or 2	Na
	NP	No Price	1	2	1,2,or 3	1 or 2	Na
	MV	Minimum Order Value	1	2	1,2,or 3	1	Na
	PV	Al Price Variance	1	2	1,2, or 3	2	Na
	NV	No Value	1	2	1,2, or 3	2	Na
Stock Availability							
	PA	Partially Available	1	2	1,2, or 3	2	Na
	NA	Not Available	1	2	1,2, or 3	2	Na
User Defined Back Order Suspense Code							
	"Xx"	Back Order Suspension	1	2	1	1	Na
User Defined Blanket Order Suspend Code							
	"Xx"	Blank Order suspension	1	2	1	1	Na
User Defined Ignore Credit Checking Codes							
	"Xy"	Ignore Cr. Checking in Despatch	1	1	8	Na	0/1
	"Xz"	Ignore Credit Checking in Picking	1	1	9	Na	0/1
User Defined Manual Suspension Codes							
	"Yx"	"User Defined (Credit related)"	2	1	1,2,or 3	**Blank**, 1 or 2	Na
	"Yy"	"User Defined (Service Related)"	2	2	1,2,or 3	**Blank**, 1 or 2	Na
System Defined Back Order Suspension Code							
	PD	Part Delivery not allowed	1	2	1	1	Na

***Note**: Defaults are marked in bold.*

Suspend Code Field Settings

System/User 1=Suspend code is applied automatically by S21

2=Suspend code can be applied manually by user

This identifies whether a code is a system code applied by S21 automatically or is a manual code that can be applied by the user. System codes cannot be manually applied. Most system codes are supplied with S21 and most are credit related. There are no restrictions on the number of manual codes that can be set up by the user.

Credit or Service 1=Credit Related

2=Customer service related.

This classification is used for user authorisation checking when suspend codes are removed from the order during suspended order maintenance

Process Control 1= No Allocation (or deallocate if already allocated)

2= Allocate but don't Pick

3=Allocate and Pick

8/9 = Credit ignore – See Credit Checking Below

This controls what can happen to a suspended order/line in terms of allocation and picking.

Order Or Line 1=Whole Order is suspended if applied

2=Only the Line is affected by the suspension

Blank = Code can be applied to the line or the whole order

For a manual suspend code, this controls whether the code can be entered against the line or against the whole order in Order Processing. If it is left blank, the codes can be entered against the line or against the order. For system codes No Price (NP) and Fixed Price (FP) this controls whether just the line or the whole order is affected when the suspend code is applied by the pricing routines. All system credit related codes are set to apply to the whole order and must not be changed.

Retain Cr. Ignore 1=Retain following Picking/Despatch

Credit Checking 9=Suppress Credit Checking in Picking

8=Suppress Credit Checking in Despatch

Two special suspend codes suppress credit checking at picking and despatch. These are user defined codes and are identified by Process Control set to an '8' for Despatch and "9" for picking. The codes are set-up and applied by the user to prevent further credit checking occurring on an order and thus re-suspending it. The retain indicator can be set to "1" to indicate that the code is to be retained on the order following partial picks/despatches.

TAR -Tariff

Any eight-digit commodity codes should be set up for use in World Trade. Ten-digit codes can be used when World Trade is not in use. This satisfies US legal requirements to enable reporting of item movements by tariff codes of ten characters.

TASK - Payment method

This is an override payment code used via Application Manager by authorised users.

TTYP - Text type

These are system codes that identify the different text types that can be maintained.

VAT - Value Added Tax

You will need to set up the values used in the General Ledger.

VTXT - Zero/Exempt Tax supplies text

This is used to hold text to print on invoices where the tax value is zero because the line is zero-rated or exempt, either due to the nature of the goods or by virtue of its being an intra-EU sale.

The sub-code length is 3 in order to hold a tax code, for example:

000 Zero-rate supply

ZER EU 6th Directive exempt supply

WOTF – Works Order Time Fence

These codes define your works order time fence.

Descriptions File Maintenance Major Type ID Window

To display this window, specify a major type (code) and then press Enter on the Descriptions File Maintenance Description IDs window.

Use this window to create or amend the major type description and the description limit.

Fields

Description

Enter up to 30 alphanumeric characters to describe the major type.

Description Limit

Enter up to two digits to specify the length of any descriptions associated with this major type. The maximum value is 30.

Note: *You use the Description Limit field to determine the maximum length of the description. We recommend that you consider the implications of description length, as the software often displays them as abbreviations.*

Functions

Lower Level Details (F15)

Use this to add or maintain low level codes for a specific major type. This displays the Descriptions File Maintenance Low Level Codes Selection window.

Language Descriptions (F23)

Use this to create text on the Multi-lingual Descriptions Maintenance pop-up.

Press Enter to save any changes and return to the Descriptions File Maintenance Description IDs window.

Descriptions File Maintenance Low Level Codes Selection Window

To display this window, select **Lower Level Details (F15)** on the Descriptions File Maintenance Major Type ID window.

Alternatively, select **Lower Level Details (F15)** on the Descriptions File Maintenance Description IDs window.

Use this window to specify the lower level (or minor type) codes that you want to attach to your selected major type. The upper part of the window contains the details of the description code being maintained, and the lower part contains a list of the current description codes for the selected major type.

Fields

Description Type

This field displays the selected major type to which any existing lower level codes, or minor types, are attached.

Description I.D.

To create a new lower level code, enter a two-character code and then press Enter.

Options

Select

Use this to select the lower level code that you want to maintain.

Language descriptions

Use this to create text on the Multi-lingual Descriptions Maintenance pop-up.

Select a code or enter a code and then press Enter to display the Descriptions File Maintenance Low Level Codes Detail window.

Multi-lingual Descriptions Maintenance Pop-up

To display this pop-up, select **Language Descriptions (F23)** on the Descriptions File Maintenance Major Type ID window.

Use this window to specify the lower level (or minor type) codes that you want to attach to your selected major type. The upper part of the window contains the details of the description code being maintained, and the lower part contains a list of the current description codes for the selected major type.

Fields

Language

Enter a valid language code for the colour description.

Alternatively, use the prompt facility to select from the Select Language pop-up.

Description

Enter the description in the selected language.

Press Enter to save any changes and return to the Descriptions File Maintenance Description IDs window.

Descriptions File Maintenance Low Level Codes Detail Window

To display this window, select a code or enter a code and then press Enter on the Descriptions File Maintenance Low Level Codes Selection window.

Use this window to create or maintain the lower level (or minor type) code details that you want to attach to your selected major type.

Fields

Description

Enter the description for this low level code. Style Inventory Management uses the limit value you specified for the major type to control the length of this description.

Parameter Limit

Define the parameter limit, using up to seven digits. This field is for information purposes only within Style Inventory Management.

Rate

Define the rate, using up to five digits, including two decimals. You can use the rate for certain description types, such as extra charges, to define a rate associated with the major type.

P/V

You use this field to define the nature of the rate for this minor type code.

Select one of the following:

P - Where the rate is a percentage basis

V - Where the rate is a value basis

Tax Code

Use this field to define tax codes associated with extra charges. Enter a one-character code to specify the tax code, if required.

Functions

Delete (F11)

Use this to delete the low level code. This marks the code for deletion. When the software reviews the list, the deleted codes are no longer displayed.

Language Descriptions (F23)

Use this to create text on the Multi-lingual Descriptions Maintenance pop-up.

Press Enter to update the description code details and re-display the Descriptions File Maintenance Description IDs window.

Colours [2/STINM]

Use this task to create and maintain any of the colours and colour patterns you want to attach to styles.

Colour Master File Maintenance Window

To display this window, select the Colours task.

Use this window to create or maintain colour or pattern codes.

Fields

Colour Code

Enter an existing colour code to maintain the details held against it.

Alternatively, enter a new code to create a new colour or pattern.

You can use the prompt facility on this field to select from the Colour Code Selection pop-up.

Press Enter to display the Colour Master File Maintenance Details window.

Colour Master File Maintenance Details Window

To display this window, enter or select a colour code and then press Enter on the Colour Master File Maintenance window.

Use this window to enter or amend the description for your selected colour code.

Fields

Colour Code

This field displays the colour code you have selected.

Colour Code Description

Enter or amend the description for this colour code. You can use up to 12 alphanumeric characters to define the description.

Functions

Redisplay (F5)

Use this to re-display the original colour code description.

Delete (F11)

Use this to delete the colour code. You cannot use this to delete a colour code once it has been attached to a style. If a colour is deleted, all foreign language descriptions are also deleted.

Language Desc. (F23)

Use this to maintain colour descriptions in foreign languages.

Select **Update (F8)** to save any changes.

Language Description Maintenance Pop-up

To display this pop-up, select **Language Desc. (F23)** on the Colour Master File Maintenance Details window.

Fields

Code

This field displays the colour code.

Description

This field displays the colour description.

Language

Enter a valid language code for the colour description.

Alternatively, use the prompt facility to select from the Select Language pop-up.

Description

Enter up to 12 characters to describe the colour in the associated language.

Note: *The length of the description is restricted by what is allowed when you are defining a colour in Style Inventory Management.*

Select **Update (F8)** to save any changes.

Sizes [3/STINM]

You use this task to create and maintain all of the sizes, and their associated descriptions, that you want to use across your entire product range.

You can create sizes to cater for both three and four-dimensional sizes.

Note: *We recommend that you consider the number of characters you use when you create size file codes and the way in which you want to use these codes once you have created them. You cannot delete size files if you have specified the wrong code length for your style matrix.*

Size Master File Maintenance Selection Window

To display this window, select the Sizes task.

You can use this window to create or maintain the size code within a particular size system. You set up your default size system in the company profile. The default size system indicates whether the sizes refer to base sizes (UK) or European sizes and so on.

Fields

Size Code

Enter a size code using one, two or three characters.

Alternatively, use the prompt facility to select from the Size Code Selection pop-up.

Note: *The length of the size code you use will depend on the dimension of the styles to which you want to attach these codes. Consider the construction of these codes carefully before you add them to the system.*

Size System

Enter the size system to which you want to attach this size code.

Alternatively, use the prompt facility to select from the Size System Selection pop-up.

Note: *This is normally the same code as the one you defined on your company profile.*

You can use this field to include the size in other size systems so that you can cater for customers you have in other countries.

Select the required size code and system or enter a size code and system and then press Enter to display the Size Master File Maintenance Code Description window.

Size Master File Maintenance Code Description Window

To display this window, select the required size code and system or enter a size code and system and then press Enter on the Size Master File Maintenance Selection window.

Use this window to maintain the description for your selected size code and size system combination.

Fields

Size Code Description

Enter up to five alphanumeric characters to describe the size code.

Note: *If you set up size descriptions with leading blanks rather than trailing blanks, the size descriptions will line up with quantities within the style matrix; this is particularly useful during processing.*

Extended Description

Optionally enter an extended description of up to 20 characters. This will be used in the Sku inventory item description if the flag is switched on in the company profile.

Functions

Redisplay (F5)

Use this to re-display the original description.

Delete (F11)

Use this to delete the size code. You cannot use this to delete a size code once it has been attached to a style. If a size is deleted, all foreign language descriptions are also deleted.

Language Desc. (F23)

Use this to maintain size descriptions in foreign languages.

Note: *If size systems are in use, language descriptions must be established for each size system in order for size descriptions to be printed in the appropriate language on external documentation.*

Select **Update (F8)** to save any changes.

Language Description Maintenance Pop-up

To display this pop-up, select **Language Desc. (F23)** on the Size Master File Maintenance Code Description window.

Fields

Code

This field displays the size code.

Description

This field displays the size description.

Language

Enter a valid language code for the size description.

Alternatively, use the prompt facility to select from the Select Language pop-up.

Description

Enter up to 5 characters to describe the size in the associated language.

Note: *The length of the description is restricted by what is allowed when you are defining a size in Style Inventory Management.*

Select **Update (F8)** to save any changes.

Size Masks [4/STINM]

You can use this task to create or maintain a size mask that you want to attach to a style or styles. A size mask is a collection of individual sizes that can be naturally linked together in some way, for example, women’s dress sizes, men's collar sizes and so on.

Note: *You can attach a size to many size masks. If you have created a style with four dimensions (for example, style, colour, size, fit), you use two size masks when you create the style.*

Size Mask File Maintenance Selection Window

To display this window, select the Size Masks task.

Use this window to select an existing code for amendment, or to attach sizes to a newly created size mask.

Fields

Size Mask Code

Enter an existing size mask code or enter up to three characters to define a new code.

You can use the prompt facility on this field to select from the Size Mask Selection pop-up.

Select a size code or enter a code and then press Enter to display the Size Mask File Maintenance Inclusion window.

Size Mask File Maintenance Inclusion Window

To display this window, select a size code or enter a code and then press Enter on the Size Mask File Maintenance Selection window.

Use this window to determine which of the size codes you want to display so that you can attach them to your selected size mask.

Note: *When you amend an existing size mask, this window only displays the code and description.*

<u>Fields</u>

Size Mask Length

Use this to specify the size codes you want attach to this size mask. You can select **1**, **2** or **3** to determine the number of characters used for these codes. If you select **1** here, you can only view and attach size codes that are one character long to your selected size mask.

Inclusion Type

Select one of the following to limit the search for other size masks:

Same Length (0) - To display codes of the same length

Up to the Length (1) - To display codes of up to this length

Note: *The value entered determines which sizes are available for selection. For example, specifying a size mask length of 1 will display one-character codes such as S, M and L. A size mask length of 2 will display two-character codes, such as SM, MD, and LG. This is particularly important when defining styles as either 3 or 4-dimensional.*

Description

You must enter the size mask description using up to 30 alphanumeric characters.

Press Enter to display the Size Mask File Maintenance Sequence window.

Size Mask File Maintenance Sequence Window

To display this window, press Enter on the Size Mask File Maintenance Inclusion window.

Use this window to select the sizes that you want to attach to this size mask, and the sequence in which you want them to appear in the matrix. The window displays all the sizes and descriptions that have been created and fit your selection criteria.

Fields

Sequence Number (Seq)

Enter a number of up to three digits to indicate selection and sequencing of the size within the size mask. You can select up to 30 sizes.

Note: *We recommend that you use multiples of 10 to sequence your size codes so that you can add more size codes to the size mask at a later date.*

Functions

Display (F5)

Use this to re-display your original code selection if required.

Size System (F8)

Use this to select multiple size systems for your size mask. For more information, see the Size Mask File Maintenance Size System Window section.

Note: *When you press Enter, the software will re-sequence the selected sizes within the size mask.*

Press Enter to display the Size Mask File Maintenance Confirmation window.

Size Mask File Maintenance Confirmation Window

To display this window, press Enter on the Size Mask File Maintenance Sequence window.

Use this window to amend, delete or confirm your selected size codes.

Fields

Sequence

You can blank out the sequence number to delete the selected size code. You can also change the sequence number to re-sequence the selected sizes.

Functions

Display (F5)

Use this to refresh this window to display your new codes, or any changes that you have made.

Select **Size System (F8)** to confirm your selection and display the Size Mask File Maintenance Size System window.

Size Mask File Maintenance Size System Window

To display this window, select **Size System (F8)** on the Size Mask File Maintenance Confirmation window.

Alternatively, select **Size System (F8)** on the Size Mask File Maintenance Sequence window.

Use this window to select multiple size systems.

To attach different size systems, you must have set up these sizes with the same size code under different size systems with a different description.

During order entry, the user can then choose which size system to use when displaying size descriptions within the matrix.

For example:

Size System	Size 1	Size 2	Size 3	Size 4	Size 5
B (Base UK)	5	6	7	8	9
E (European)	38	39	40	42	44
U (US)	7	8	9	11	13

The size systems and descriptions that have been created on the system are displayed. The Select field against the default size system, as set up in the company profile, is **checked**.

Fields

Select

Enter one of the following:

Blank - For the size systems that you do not want to attach to the size mask

1 - For the size systems that you want to attach to the size mask

Select **Update (F8)** to save these changes.

Styles [5/STINM, 1/P1M]

Use this task to create and maintain styles and materials.

***Note:** This is the same task as the Styles task in Style Production.*

Caution: This task behaves differently, depending on whether you want to create a new style or update an existing style.

When you create a new style, the software displays each window in turn.

When you amend an existing style, you can select which area you want to amend. For more information, see the Product Maintenance Option Selection Window section.

***Note:** You can only create or amend warehouse details if you use Warehousing. Similarly, you can only specify production details if you use Production.*

Prerequisites

Before you create a new style, you must:

- Create at least one search family code
    - This is mandatory if you use Production.
- Create at least one colour code.
- Create at least one size code, or enough to cover the range of sizes for your style.
- Attach those size codes to a size mask.

SKU descriptions

When a Style is created or amended using this option, the batch programs build inventory item records for each SKU. The Inventory item description for each SKU is built from the description entered for the Style on the initial entry window together with the colour and size descriptions from the colours and size mask/s assigned to the Style during the maintenance.

Item descriptions are built left to right, with a single space or character between the Style, colour, size and fit descriptions elements of the description.

The 5-character alphanumeric long Size/Fit short description is used.

Extended size and fit descriptions are used if there is sufficient room to build it fully into the SKU description. If there is insufficient room due to long Style and or Colour descriptions, the size/fit codes are used instead of truncating any of the descriptive characters. These exceptions will be reported.

If a description delimiter is specified on the company profile, it is used to separate the Style, Colour, Size and Fit description elements within the Item description.

For example:

Style	Style Description	Colour	Size	Fit
LAB0001	Lab Coat	Light Grey	XLrge	192CM
	Lab Coat:Light Grey:XLrge:192CM (size/fit in full as char total < 40)			
LAB0002	Hammocks Lab Coat	Light Grey	XLrge	192CM
	Hammocks Lab Coat:Light Grey:L4:L5 (size/fit code as char total > 40)			

In addition, for the benefit of double byte languages, the extended description, if entered and requested, is used where-ever possible. If there is insufficient room, the 5 character descriptions or codes are used instead. Again, these exceptions are reported.

For example:

-实验室外套-白色-特大号-192 (- =Double byte shift)

Caution: The start positions of Colour, Size and Fit descriptions are not fixed within the inventory item description of each SKU. Care must be taken when truncating or sub-stringing the field in bespoke or query reports.

Product Maintenance Selection Window

To display this window, select the Styles task.

Alternatively, if you want to maintain styles within Style Production Definition Management, select the Styles task in that application.

Use this window to enter the style that you want to add or update.

Fields

Style

To maintain an existing style, enter the appropriate code.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

To add a new style, enter a new code using up to 9 characters.

Note: *The style code is a unique identifier to each style product and each material and breaks down into the following:*

Note: *Style - You must enter up to nine characters to specify a unique identifier for the style. This is sufficient for one-dimensional styles and materials where colour and size is irrelevant, such as coat hangers and pins.*

Note: *Colour - You can enter up to three characters.*

Note: *Size/Fit - You can enter up to three characters. If you only want to use size only, you can use all three of these characters to describe the size (for example, XXL to describe Extra Large). Otherwise, you need to break down the three characters into size and fit (for example 14 to describe size 14 and L to describe long fit).*

Note: *The Style application concatenates these code elements to create a full style definition.*

Based On

If you want to save time when you create similar styles or materials, you can copy from a style that you have already defined to Inventory Management.

Enter a code for the style you want to copy across.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

If you want to amend an existing style, leave this field blank.

Note: *We recommend that you use the Based On field if you do not want to change the Search Family for the new style.*

Note: *The next four fields are only displayed if you are using Enterprise Orders.*

Copy from Company

Enter the company code to which you have already defined this style. This is called the source company.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Source Stockroom

You must enter the stockroom within your source company from which you want to copy this style.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Stockrooms

Enter the stockroom, or stockrooms, within the company into which you want to copy this style; these are the target stockrooms.

You can use the prompt facility on these fields to select from the Stockroom Selection pop-up.

Order Method

Use this to control the way you handle sales orders.

Enter one of the following:

0 - Normal order

1 - Make to order

2 - Buy to order

3 - Direct delivery

4 - Reservations

5 - Enterprise order

6 - Enterprise direct delivery

Alternatively, use the prompt facility to select from the ORDM Order Method pop-up.

Press Enter to display the Product Maintenance Description window.

Product Maintenance Description Window

To display this window, press Enter on the Product Maintenance Selection window.

If you want to amend an existing style, use this window to modify the style description.

If you want to create a new style, use this window to enter a description for the style.

Fields

Style

This field displays the selected style code.

Style Description

Enter up to 17 alphanumeric characters to help you identify the style.

Functions

Text (F21)

Use this to maintain item text.

Purchase Text (F22)

Use this to add or update text for a purchased style. For more information, see the Purchase Text Pop-up section.

Language Descriptions (F23)

Use this to maintain style descriptions in foreign languages.

If you want to update a material or style, press Enter to display the Product Maintenance Option Selection window.

Alternatively, if you want to add a new material or style, press Enter to display the Product Maintenance Static Details window.

Maintain Text Pop-up

To display this pop-up, select Text (F21) on the Product Maintenance Description window.

Use this pop-up to select a usage code or language code, or both, to specify where you want to print and display text.

Note: *This is a standard pop-up and is displayed in a number of different areas and applications.*

Fields

Text Type

You can define up to ten combinations of default text/default references. On this pop-up, this field is displayed for your information only.

Text Reference

This field displays the reference number given to a text type, which is used to retrieve default text when no text exists for your selected usage or language code.

Usage Code

Enter valid usage type. Pre-defined text types are defined in the Inventory Descriptions file under code USGC. External text is defined as an E type.

You can use the prompt facility on this field to select from the USGC Text Usage Codes pop-up.

Note: *Style Inventory Management is supplied with some standard text usage codes. You can define others if you require them.*

Language Code

Enter a language code to enter text in a language other than the default language.

Alternatively, use the prompt facility to select from the Select Language pop-up.

Note: *No language code should be specified if the text is to be in the company's native language.*

Note: *Language codes are defined in Application Manager.*

Functions

Select Existing Text (F13)

Use this to display all existing item text for maintenance.

Press Enter to display the Text Line Entry pop-up.

Select Existing Text Pop-up

To display this pop-up, select Select Existing Text (F13) on the Maintain Text pop-up.

This pop-up lists all currently defined usage and language code combinations for the text type or text reference. Use the pop-up to select the combination you want to use to enter multi-lingual text.

Options

Select

Use this to maintain existing text.

Select a line to display the Text Line Entry pop-up.

Text Line Entry Pop-up

To display this pop-up, select a usage code or enter a usage code and then press Enter on the Maintain Text pop-up.

Alternatively, select existing text on the Select Existing Text pop-up.

Use this pop-up to enter or amend text.

Fields

Position To

Enter the number of the first line of text you want to display at the top of the window.

Insert/After

Enter the number of lines you want to insert in the text and the number of the line after which they should appear.

Delete/From

Enter the number of lines you want to delete from the text and the first line number of the text you want to delete.

Internal Text

Enter item text required.

Note: *This will default to the item text.*

Functions

Change Usage/Language (F13)

Use this to re-display the Maintain Text pop-up and enter or select a usage code and a language code to enter multi-lingual text.

Select **Update (F8)** to update the text and re-display the Product Maintenance Description window.

Purchase Text Pop-up

To display this pop-up, select Purchase Text (F22) on the Product Maintenance Description window.

Use this pop-up to enter descriptive text relating to purchasing. You can use this text as an alternative description for this style in Style Purchase Management.

You can review the text you enter here during order entry within Style Purchase Management.

Note: *You can only use this if you use Style Purchase Management and it is linked to this Style Inventory company.*

Fields

Text (Untitled)

Enter up to 99 lines of purchasing text.

Position To

Enter the number of the first line of text you want to display at the top of the window.

Insert/After

Enter the number of lines you want to insert in the text and the number of the line after which they should appear.

Delete/From

Enter the number of lines you want to delete from the text and the first line number of the text you want to delete.

Select **Update (F8)** to update the text and return to the Product Maintenance Description window.

Multi-lingual Descriptions Maintenance Pop-up

To display this pop-up, select Language Descriptions (F23) on the Product Maintenance Description window.

Fields

Code

This field displays the style code.

Code Description

This field displays the style description.

Language

Enter a valid language code for the style description.

Alternatively, use the prompt facility to select from the Select Language pop-up.

Description

Enter up to 17 characters to describe the style in the associated language.

Note: *The length of the description is restricted by what is allowed when you are defining a style in Style Inventory Management.*

Note: *If more than 17 characters are required to describe the style, external style text may be used.*

Note: *To delete text, blank out the description.*

Select **Update (F8)** to update the text and return to the Product Maintenance Description window.

Product Maintenance Option Selection Window

To display this window, press Enter on the Product Maintenance Description window if you are maintaining an existing style.

Note: *If you are creating a new style, this window is displayed at the end of the creation process, before the style is created.*

The options you can choose from on this window depend on the way in which you have set up your style.

Colour Select

This option is displayed if you have assigned at least one colour code to the style.

Size Mask Select

This option is displayed if you have assigned at least one size mask to the style.

Warehouse Details

This option is displayed if you have activated Warehousing for this company and you are authorised to Warehousing.

Production Details

This option is displayed if you have activated Style Production and you have defined production details for this style.

Packaging Usage Details

This option is displayed if you have specified that you want to record Packaging Usage information for your style.

Carton Maintenance

This option is displayed if the style has already been assigned to a carton

Caution: Making changes in an option does not save updated details automatically. To save the changes you make to details in a selected option, select **Update (F8)** before you leave this window.

Fields

Option

Select one of the following:

Static Part (1) - To use both the Product Maintenance Static Details window and the Product Maintenance Costing Details window to update Inventory details

Static Warehouse (2) - To use the Stockroom Details Maintenance window to update Inventory costing and provisioning details

Warehouse Select (3) - To use the Product Code Maintenance Warehouse Selection window to update the stockrooms you can use to receive and issue your style

Style only allows balances and transactions against these stockrooms.

Colour Select (4) - To use the Product Code Maintenance Colour Code Selection window to add more colours to the style

Size Mask Select (5) - To use the Product Code Maintenance Size Mask Selection window to update the size masks to cover all the variations in size of the style

Warehouse Details (6) - To use the Maintain Item/Warehouse Details window to identify which warehouses, if any, stock the style

You can then issue from these warehouses and receive into these warehouses. This option is only available if you use Warehousing.

Production Details (7) - To use the Production Details window to update production details for the style

This option is only available if you use Style Production.

Maintain Item Search (8) - To use the Inventory Item Search Words window to enter search words

Delete Style (9) - To use the Style Deletion window to delete the style

When a style is deleted, any multi-lingual descriptions are also deleted.

Where the style is a piece style, any carton SKUs to which it is linked must have no orders or stock attached, and if the carton SKU is still active, deletion is not allowed. If an active carton SKU is not found, deletion is allowed and carton records for the piece style are also deleted.

Where the style is a carton style, normal Style delete validation prevents it from being deleted if it is still active. Where it can be deleted, all its Carton file definition details are also deleted.

Packaging Reporting (10) - To create packaging usage information for your style

For more information, see the Introduction to Packaging Requirements section in the Packaging Requirements chapter of this product guide.

Carton Maintenance (11) - To display any existing carton styles which are linked to this piece style

Once one is selected, Carton Maintenance is invoked. (See the previous section for details.) On return, with carton(s) successfully defined, the original style is set as a piece style. This is not available for carton styles and kit styles.

Extended Attributes (12) - To display Extended Attributes for Amendment. See **Extended Attribute Data [11/L1M]** task details for more details on this function

Note: *If another user is currently maintaining any Extended Attribute record for the same Style, even if it is for a different Category, then a message stating that the record is currently in use will be displayed.*

Note: *If you are creating a new style, the software automatically displays the windows that are available.*

Functions

Update (F8)

Use this to save any details that you have added or amended. If you have set up the Inventory company profile to generate article numbers, the software displays a window from which you can select the styles for which numbers will be generated.

No Update (F11)

Use this to leave this window without saving your changes.

If you are amending an existing style, choose an option and then press Enter. The next window displayed depends on the option you have chosen.

Carton Selection Pop-up

To display this pop-up, select Carton Maintenance in the Option field and then press Enter on the Product Maintenance Option Selection window.

This window allows the contents of cartons to be maintained from within maintenance of the piece style. It is available for all existing styles except carton styles and kit styles. The option is not displayed when you are creating a new style, even if you are using the “Based on” function

It is only available once the style has been updated.

Options

Select

Use this to invoke Carton Maintenance (see the Carton Maintenance section for details of processing).

Carton Details

Use this to display the contents of the carton.

Functions

Add Carton (F10)

Use this to invoke Carton Maintenance to define a new carton sku.

Product Maintenance Static Details Window

To display this window, if you are amending an existing style, select Static Part in the Option field and then press Enter on the Product Maintenance Option Selection window.

Alternatively, if you are creating a new style, press Enter on the Product Maintenance Description window.

Use this window, together with the Product Maintenance Costing Details window, to enter or update Inventory details for the style. Inventory details are common to all sizes and colours.

Critical Fields

If you use Style Production, the following fields are critical:

- Prod Group Minor
- Stock Unit
- Tax Code

Note: *In Style Inventory Management, you can request reports and stock counts using the information you enter here under Product Type, Product Class, Prod Group Major and Prod Group Minor.*

Fields

Specification (1-3)

These user-defined fields default through from the Style Inventory Management company profile. They are only available if you are creating a new style.

Note: *The literals associated with these fields are defined on the Inventory company profile.*

Effectivity Start/End

Enter or select an effectivity date range. The start date is the date on which you first entered these product details onto the system.

These fields are only available if you are creating a new style.

Packaging Reporting Style

Use this checkbox as follows:

Unchecked - Not to report on packaging usage

Checked - To report on this product's packaging usage for this company

Product Type

Enter a product type. The maximum field length is one character.

Alternatively, use the prompt facility to select from the PTYP Product Type pop-up.

Product Class

Enter an item class. The maximum field length is two characters.

Alternatively, use the prompt facility to select from the PCLS Product Class pop-up.

Prod Group Major

Enter a major item group. The maximum field length is three characters.

Alternatively, use the prompt facility to select from the PGMJ Product Group - Major pop-up.

Prod Group Minor

Enter a minor item group. The maximum field length is three characters.

Alternatively, use the prompt facility to select from the PGMN Product Group - Minor pop-up.

Use these codes to group similar styles into product families for use by Production forecasting. You can also classify like styles or materials for reporting purposes.

Division

Enter a division. The maximum field length is two characters.

Alternatively, use the prompt facility to select from the DIVN Inventory Product Division pop-up.

Note: *Use the division and sub-division codes to define which division of the company has responsibility for this particular product.*

Sub-division

Enter a sub-division. The maximum field length is two characters.

Alternatively, use the prompt facility to select from the SDIV Inventory Product Sub-division pop-up.

Purchase Pack

Enter up to six alphanumeric characters to define the purchase pack of this style.

Pricing Level

Use this to determine the level at which you want to price your style. This information is used in Sales Order Processing.

Enter one of the following:

1 - To price at style level only, so that the price for all style variants is the same

2 - To price at style/colour level only, so that you can vary the price for colour variations of your style

3 - To price at style/size level only, so that you can vary the price for size variations of your style

4 - To price at style/colour/size level only, so that you can vary the price for all variations of your style

Note: *For four-dimensional styles, where, for example, fit is the fourth dimension:*

3 - Price at the style/size/fit level only, so that you can vary the price for size/fit variations of your style

4 - Price at the style/colour/size/fit level only, so that you can vary the price for all variants of your style

Purchase Unit

Enter a unit. The maximum field length is two characters.

Alternatively, use the prompt facility to select from the UNIT Unit Descriptions pop-up.

The purchase unit you enter here provides the default purchase unit at style/stockroom or material/stockroom level. You use this when you order stock from your suppliers.

Weight per Selling Unit

Enter 11 digits, including four decimals, to specify the weight of a single selling unit. This can be amended later using the Full Product Item Details task.

Stock Unit

You must enter a default stock unit. The maximum field length is two characters.

Alternatively, use the prompt facility to select from the UNIT Unit Descriptions pop-up.

This is the default unit of measure quoted for stock balances.

Note: *The stock unit, together with the purchase unit and issue unit, provides the three valid units of measure for use with this style. You will use these units when you order, move, stock or sell this product.*

Stock >Purchase Conv

This field displays the Stock to Purchase Conversion Factor. Enter up to nine digits, including five decimals, to specify the relationship between the stock and purchase units. The default is 1.

For example, if you set the Stock Unit field to EA (Each) and the purchase unit is packs of 10, set this conversion factor to 10.

If the stock and purchase units are the same, enter 1.

Issue Unit

Enter an issue unit. The maximum field length is two characters.

Alternatively, use the prompt facility to select from the UNIT Unit Descriptions pop-up.

This unit you enter here:

- Is the default issue unit at style/stockroom or material/stockroom level (the unit in which stockholding is expressed for the style/stockroom or material/stockroom)
- Is the common stock unit for this style in Sales Order Processing, which uses this unit to express orders for the same style in a common unit where you use many order units

Issue->Stock Conv

This field displays the Issue to Stock Conversion Factor. Enter up to nine digits, including five decimals, to specify the relationship between the issue and stock units.

For example, if you set the Issue Unit field to EA (Each) and the stock unit is packs of 10, enter a conversion factor of 10.

If the issue and stock units are the same, enter 1.

Individual Unit

Enter the unit item, to determine what constitutes an individual unit for this style, for example EA (Each).

Alternatively, use the prompt facility to select from the UNIT Unit Descriptions pop-up.

Tax Code

You must enter a valid tax code.

Alternatively, use the prompt facility to select from the Select Tax Code pop-up.

Note: *If you want to assign tax codes at sku level, leave this field blank and use the Tax Codes at Full Product task.*

Tax at Product Level

Use this field to assign tax codes below the general style level. For example, you can use this if you produce the same style of training shoe for both the children's and adult market, to take into account the fact that tax is not charged on children's clothing within the UK.

Use this checkbox as follows:

Unchecked - If tax is at style level only

Checked - If tax is at style/colour/size level

If you **check** this field, use the Tax Codes at Full Product task to assign the tax codes to the style variations.

Discount Group

Enter a discount group, using up to three alphanumeric characters.

Alternatively, use the prompt facility to select from the PGR Product Discount Groups pop-up.

If you want to group this style with others for the purposes of discounting, enter the common discount group. You can then specify this discount group against a discount list for the group in Sales Order Processing and Invoicing.

Inventory Source

Enter an Inventory source code. Style does not use this field.

The maximum field length is one character. The default is 1.

Alternatively, use the prompt facility to select from the INSC Inventory Source pop-up.

Press Enter to validate the data. Press Enter again to display the Product Maintenance Costing Details window.

Product Maintenance Costing Details Window

To display this window, press Enter twice on the Product Maintenance Static Details window.

Use this window to enter more Inventory details for the style.

Critical Fields

- You must enter a sourcing warehouse.
- You must enter a search family for styles other than 1D.

Fields

Superseded By

Enter up to 15 alphanumeric characters if you have superseded this style with another style, or if you plan to do so. You must also provide the supersession date.

This field is only available if you are creating a new style.

Supersession Date

If you have specified a style in the Superseded By field, enter or select the date on which you have superseded this style, or plan to do so.

This field is only available if you are creating a new style.

Date Last Changed

This field displays the date on which this style was last amended.

Costing Method

This field displays the company default costing method for any styles or materials you receive into Inventory. You can override this costing method if you do not want to use the company default for this style. Although this costing method is the same for all stockrooms that hold this style, you can specify the cost of the style in each stockroom.

Style Production does not use this information because it references those associated with specific stockrooms when it copies material costs, and transfers Production costs to Inventory.

Select one of the following:

Standard (S) - Standard costing

Latest (L) - Latest costing

Average (A) - Average costing

FIFO (F) - FIFO costing

GL A/C

The General Ledger account code defaults to that specified in the company profile.

Standard Cost

Enter the standard cost. This field is only active if the Std Cost Roll Up field is set to **1** in the Style Inventory Management company profile.

Note: *For standard costed items, a check is made that a product group and division have been selected for the style. If not, an error message is displayed.*

Sales GL A/C

The Sales General Ledger account code defaults to that specified in the company profile.

Latest Cost

This field is not used.

Cost of Sales GL A/C

The Cost of Sales General Ledger account code defaults to that specified in the company profile.

Average Cost

This field is not used.

Price Variance A/C

The Price Variance account code defaults to that specified in the company profile.

Base List Price

This field is not used.

Purchasing Officer

If you have specified that you must enter purchasing officers in the Style Purchase Management company profile, you must enter the code of the purchasing officer responsible for the style details.

If you have created a direct delivery sales order or a purchase to order sales order, you must enter the purchasing officer code.

You can define these codes via the Planner Names task within Style Purchase Management. This information is also attached to sourced requisitions and purchase orders.

Price Regulator Code

This field is not used.

Price List Seq Code

Enter a five-character alphanumeric code to determine the sequence in which you want to apply price lists.

Sourcing W'hse

You must enter the issuing warehouse, or stockroom, for a new style.

You can use the prompt facility on this field to select from the Stockroom Selection pop-up.

Note: *This is the default warehouse on sales orders for this style.*

Warranty Type

Enter a warranty type code. The maximum field length is one character.

Alternatively, use the prompt facility to select from the WTYP Warranty Type pop-up.

Examples of warranty types are: 24 months' guarantee against parts and labour or labour only warranties.

Matrix Type

Use this to determine the size of the fields that are displayed on the Matrix during processing.

Select one of the following:

1 - To display 15 size columns and enter quantities of up to 3 figures without decimals

2 (default) - To display 10 size columns and enter quantities of up to 5 figures without decimals

3 - To display 6 size columns and enter quantities of up to 5 figures including 3 decimals

4 - To enter quantities of up to 8 figures without decimals

5 - To enter quantities of up to 11 figures including 3 decimals

Storage Method

Select a storage method code.

Alternatively, use the prompt facility to select from the STRM Inventory Storage Method pop-up.

Search Family

Caution: If you use Style Production, you must define a search family for your style.

Note: *To make a style one-dimensional (that is, with no variations), leave this field blank.*

Use this field to determine the number of dimensions associated with your style. You can attach characteristics to the dimensions you define for the style. For example, you could define colour as a dimension, and so on.

If you want to be able to add characteristics to the style, enter an appropriate search family (that is, with the correct dimensions), set up using search family codes in Style Inventory Management.

If you specify a search family code, the software prompts for colour codes and size masks during the Style task, according to the number of dimensions associated with that search family.

You can use the prompt facility on this field to select from the Search Family Code Selection pop-up.

Caution: It is essential that you select the correct search family, as it is not practical to change to a family with more or fewer dimensions once you have created the style.

Shelf Life Unit

If you have specified that your style is lot-controlled or batch-controlled, you can enter a shelf life unit code using up to three characters. You can define these in the Inventory Descriptions file, under major type SHLU. This would normally be days, months or years.

You can use the prompt facility on this field to select from the SHLU Shelf Life Unit pop-up. This field is for memorandum purposes only.

Order Method

Enter one of the following to define the default order method for this style:

0 (default) (Normal Order) - If you want to sell (that is, allocate) from stock

If there is a stock shortage for the order line, you can use any of the other ordering methods.

1 (Make to Order) - To create a back-to-back (make to order) production order, so that you can plan for the stages of manufacture

When you use this order method, the lead time for the style is added to the time fence days.

The time fence for the stockroom is held in the Inventory Descriptions file, under major type WOFT, with the minor type code set to line stockroom. The number of days is held in the Limit field. If no record is held, assume zero days.

This option calculates the number of working days that need to be added to the current date. Non-working days and holidays are taken into account during the calculation. The date of the works order is changed to be the last working day before the sales order due date. This calculation determines the date by which you can manufacture a style.

If this date exceeds the sales order date, the software will display a warning. You can override this manually if you want to.

2 - (Buy to Order) - To create a back-to-back purchase order to satisfy a particular order line quantity

This option checks the style/supplier profile for the lead time and adds it to the current date.

If the date exceeds the sales order due date, the software displays a warning message. You can manually override this if you want to.

If you want to use this order method, you must make sure that you have set up a supplier against the style. The software uses the supplier to create requisitions for purchase orders. If you have not defined a supplier for the style, the software displays a warning and you can manually amend the requisition once it has been created.

3 (Direct Delivery) - Use this to create a back-to-back purchase order for direct delivery from the supplier to the customer

This order method bypasses normal stock allocation for the order line. You can create more than one purchase order for a back-to-back sales order detail line if it is amended.

If you assign a back-to-back order method to an order line, the software will raise a requisition for the order detail line. When you create purchase orders in Requisitioning, the software converts the requisition into a purchase order. If you increase the quantity on the sales order detail line, the software will create another requisition for the increased quantity which will become another purchase order.

If you increase or decrease the sales order detail line while a requisition is still held against the line, that is, before it becomes a purchase order, the software will amend the requisition.

If you have reserved the sales order detail line against purchase orders, the decrease is reported in the Demand Exception file but the purchase order is not changed.

4 (Reservations) - To reserve against an existing production or purchase order

If this is a manufactured style, you reserve against works orders. If the software cannot fully reserve against works orders, it will then check for any purchase orders and reserve against those that match the demand requirement.

If this is not a manufactured style, the software will reserve against purchase orders. If you set an order to method 0 (Normal Order), the software allocates stock according to the rules (the P/V indicator on ORTP in the Inventory Descriptions file). If you change the order method to, for example, method 4 (Reservations), the software de-allocates lines and changes the status of the allocated or outstanding quantity to Reserved.

If you choose to reserve an order line against purchase or works orders that the software can only source from supply orders that are beyond its due date, the software will display a message to inform you of the date by which the order can actually be sourced. You can accept this date, in which case the available due date becomes the order line due date and the customer's requested due date will be displayed on the sales line as the original due date.

If you amend an order to reduce quantities of lines with reservations, a record is written to the Demand Exception file, which you can print off to highlight differences between supply orders and sales orders as a result of the amendment. If the software suspends an order, it deletes all allocations and reservations.

A record is written to the Demand Exception file if you amend a variant within an order line that has a reservation against a works order. If you amend the same line but change to a different variant, the original variant will be reported on. This is because works order creation is at style level rather than variant level and all the variants on a line are processed for a style line amendment.

For all order methods other than 0 (Normal Order), the reserved quantity will be set to the ordered quantity equivalent to the outstanding quantity. The software uses the reserved quantity to update the customer's outstanding orders value, because the line is treated as allocated to the customer if it is reserved. This will affect the customer's credit rating and limit.

5 (Enterprise Order) - To source the style from an enterprise

An enterprise lets you link sales orders to both purchase orders and works orders. This link means that the supplier can be another company within the same enterprise, so that goods are sourced from that company. Enterprise is particularly useful in multi-company businesses that operate on a number of physical sites and may have multiple processors and a distributed database. You can use Enterprise orders with enhanced allocation and back-to-back processing.

6 (Enterprise Direct Delivery) - To process a direct delivery and source styles using the Enterprise system

Note: *Certain order method types are incompatible with certain order types as listed in the table below:*

Order Type	Blanket - B	Rush - 7	Direct - 9
Normal order	Yes	Yes	Yes
Make to order	Yes	No	No
Buy to order	Yes	No	No
Reservations	Yes	No	No
Direct delivery	No	No	No
Enterprise order	Yes	Yes	No
Enterprise direct	No	Yes	No

delivery

If the order method is incompatible with the order type, the order method is set to 0 (Normal Order).

Note: *If a line is reserved, it is not taken off the outstanding quantity.*

You can use the prompt facility on this field to select from the ORDM Order Method pop-up.

Shelf Life

If you have specified that your style is lot-controlled or batch-controlled, you can enter a code of up to three digits to determine the actual life of the product. The shelf life is defined in shelf life units, for example, days.

Cust Shelf Life

If you have specified that your style is lot-controlled or batch-controlled, you can specify your customer's portion of the total shelf life for this style, in shelf life units.

For example, if you specify that the total shelf life for your style is 20 days, and your customer wants 11, you should store your style for 9 days in total. Any time spent in your stockroom after that date could mean that you need to consider reducing the price.

EEC Tariff Code

Enter an EEC tariff code.

Alternatively, use the prompt facility to select from the TAR EEC Tariff Code pop-up.

If you enter a tariff code, the software retrieves the Duty % from the Inventory Descriptions file for that tariff code. Any eight-digit commodity codes should be set up for use in World Trade. Ten-digit codes can be used when World Trade is not in use. This satisfies US legal requirements to enable reporting of item movements by tariff codes of ten characters.

Note: *Only eight-character tariff codes are permitted in companies defined within the World Trade application. This ensures that the tariff code definition within Inventory Management remains compatible with the definition of the first portion of an item's commodity code within the World Trade application (which is still restricted to eight characters).*

Date

Enter or select the date on which you agreed the tariff classification.

Ref

Enter up to fifteen alphanumeric characters to specify the reference of the document which confirms an item's EEC tariff classification.

Duty %

If you have specified an EEC tariff code, this is retrieved from the Inventory Descriptions file.

Batch Control

Select one of the following to specify the level of control for this style:

Lot (L) - To control stock by manufacturing lot number

Normal (N) - For no batch control (control of stock by total quantity recorded only)

Batch (B) - To control stock by manufacturing batch number

This is particularly relevant if you use Production.

Note: *If you choose to select a value other than Normal, you must enter an appropriate control number when you process a stock movement.*

Prof'l

You can optionally enter a valid lot attribute profile.

Req?

You can enter valid values from the Inventory Descriptions file, major type LARQ. This field is reserved for future use.

Inspection Req'd

Use this checkbox as follows:

Unchecked - For this product to be subject to normal despatch procedures

Checked - For this product to be inspected before despatch

This field is for information only.

Sub Contract Product

If you use Style Purchase Management, enter up to 15 alphanumeric characters to specify whether you want to book your selected style into stock under another part number. If you specify a subcontract, any purchase receipts against that product are booked into stock against the subcontract product.

Note: *You maintain bar codes via the Bar Codes/Alternative Ref task.*

Functions

Additional Product Details (F13)

Use this to enter additional information about this style.

If you are maintaining an existing style, press Enter to validate the data. Press Enter again to display the Stockroom Details Maintenance window.

Alternatively, if you are setting up a new style, press Enter to display the Style Standard Cost Build window (if standard cost build is activated at company profile level).

Additional Product Details Window

To display this window, select Additional Product Details (F13) on the Product Maintenance Costing Details window.

Use this window to add additional part fields created through the Inventory company profile. These fields are for memorandum purposes only.

You can use these additional details in despatch or other processes where other charges are applicable. You can also use this information in Sales Analysis.

Fields

Colour Pattern

Enter a colour pattern.

Alternatively, use the prompt facility to select from the PATN Pattern Type pop-up.

Colour patterns identify the pattern attributes of a style; for example, solid, striped, printed and so on.

Colour Status

Enter a colour status.

Alternatively, use the prompt facility to select from the COLS Colour Status pop-up.

Use colour status to identify colours that have special conditions attached to them; for example, new, discontinued, limited availability and so on.

Note: *The above two fields are only available when creating a new style. Updates to existing styles must be done through Full Product Item Details Maintenance.*

Press Enter to return to the Product Maintenance Costing Details window.

If you are creating a new style, press Enter again to display the Stockroom Details Maintenance window.

Style Standard Cost Build Window

To display this window, enter the Product Group Major and Division and then press Enter on the Product Maintenance Costing Details window.

Use this window to amend the values of any costs.

Fields

Style

This field displays the selected style.

Year

This field displays the selected year.

Table

Description

This field displays the text description of the cost.

P/V

One of the following is displayed:

P - If the cost is applied as a percentage

V - If the cost is applied as a value

Code Value

This field displays the code value.

Line Value

This field displays the line value.

G/L Account

This field displays the General Ledger account code.

Fields at the Bottom of the Window

Note: *The following fields are populated when a cost is selected for amendment.*

Level

This field displays the level.

Total Record

The checkbox is displayed as follows:

Unchecked - If it is not a total record

Checked - If it is a total record

Description Code

This field displays the description code.

P/V

One of the following is displayed:

P - If the cost is applied as a percentage

V - If the cost is applied as a value

Value

The existing value is displayed, but can be changed.

GL Account

This field displays the General Ledger account code.

Options

Select

Use this to display the details in the fields at the bottom of the window to amend the value.

Note: Update (F8) *validates the template. Validation will fail if either of the following is true:*

- No value has been given for the level 0 cost at the head of the template.
- A level total has been calculated as 0 or is negative.

Select **Update (F8)** to update the details and to display the Stockroom Details Maintenance window.

Stockroom Details Maintenance Window

To display this window, if you are creating a new style, press Enter on the Product Maintenance Costing Details window.

Alternatively, if you are amending an existing style, select Static Warehouse in the Option field and then press Enter on the Product Maintenance Option Selection window.

Use this window to maintain stockroom details for a style. Initially, the window displays details of the stockroom selected on the Product Maintenance Costing Details window, including information on stock control, costs and preferred suppliers for this style/stockroom combination.

Caution: If you want to amend an existing style, you cannot maintain the following defaults: re-order point, maximum stock, re-order quantity, re-order factor %, EOQ, standard cost, latest cost, base list price, bin 1 and bin 2 over the entire style. You can re-set these values for individual styles or colours or sizes in specific stockrooms via the Full Product Stockroom Details task. Any fields you can maintain via this window are defaults; you cannot set them for individual stockrooms.

***Note:** Style Production does not use the following fields when defining stock replenishment policies: re-order policy, re-order point, maximum stock, re-order quantity, re-order factor %, EOQ. (MPS) Production Scheduling and (MRP) Material Planning use Style Production's own style replenishment policies.*

Critical Fields

You must enter the standard cost for your style and stockroom combination.

Fields

Purchase Unit

This defaults to the purchase unit defined for the style. The software uses this as the default purchase ordering unit during order processing within Purchase Management. You can override this for a new style if you want to.

Issue Unit

This field displays the issue unit of measure for this style and stockroom combination. All stock balances and costs for this style are expressed in this unit.

This is the default used when you define a route header for a style or input quantities for materials in Production.

Reorder Policy

This field displays the default from your company profile. If you are creating a new style, you can override this to specify the normal re-order policy in this stockroom.

Select one of the following:

1 - Up to Max

2 - ROQ

3 - Up to ROP

Profile Code

You can specify the usage code you want to use to define the average usage calculation for this style in this stockroom, using up to two characters.

You can use the prompt facility on this field to select from the Select Usage Code pop-up.

You create profile codes using the IN Company Profile task.

Lead Time

Enter up to five digits, including two decimals, to define the lead time in weeks for this style into this stockroom.

If you are not using Production, this is the purchasing lead time; otherwise this is used to calculate Production and cumulative lead times. Non-production styles are those styles with Style Production item type codes of P (Purchased), B (Bought out), and T (Consumable tools).

If you use Production, this is the lead time for Production in weeks.

This information is displayed during order entry.

Reorder Point

If you do not want the software to calculate the re-order point for this style, enter the quantity here using up to 13 digits, including a maximum of three decimals.

Maximum Stock

If you do not want the software to calculate the maximum stock balance for this style and stockroom combination, enter the quantity here using up to 13 digits, including a maximum of three decimals.

Reorder Qty

Use this field to specify your re-order quantity using up to 13 digits, including a maximum of three decimals. If you leave this value as zero, the software calculates a re-order quantity based on the Reorder Factor % field. You only need to use this if you have selected ROQ as your default re-order policy.

Reorder Factor %

Enter up to three digits to specify the re-order factor percentage. This will default to the percentage defined in the company profile.

EOQ

You can enter up to 11 digits, including a maximum of three decimals, to specify the economic order quantity for this style.

ABC Class Override

If you want to override the default item classification that Inventory will calculate based on value and usage criteria, you can enter it here. Select A, B or C classification against the style. Select Z to ignore classification.

Calculate EOQ Etc.

Use this checkbox as follows:

> Unchecked - To enter the Economic Order Quantity, Re-order Point and Maximum Stock manually
>
> Checked - To calculate the Economic Order Quantity, Re-order Point and Maximum Stock automatically

Standard Cost

For a new style, you must enter up to 15 digits, including a maximum of five decimals, to specify the unit standard cost of one issue unit of the style.

If you selected **Standard** in the Costing Method field on the Product Maintenance Costing Details window, the software uses the standard cost to value all stock movements.

You must specify this cost upon receipt for all purchased styles and materials (including bought out and consumable tools) and for styles and materials transferred from Style Production using this method of costing.

Note: *To re-set the standard cost for a specific stockroom, use the Full Product Stockroom Details task.*

Suppliers

You can enter up to four eight-character supplier codes to specify the suppliers of this style for this stockroom. Requisitioning uses the first supplier as the preferred supplier during recommended purchase order generation.

You can use the prompt facility on these fields to select from the Supplier Search pop-up.

Latest Cost

You can enter up to 15 digits, including a maximum of five decimals, to specify the latest cost. The software maintains the latest cost as the unit cost associated with the last recorded receipt. You can specify it here when you first set up the style and stockroom combination.

Note: *To set the latest cost for a specific stockroom, use Full Product Stockroom Details.*

Base List Price

Use this price to value forecasts in Production Scheduling and Material Planning. You can re-set this price for a specific stockroom using the Full Product Stockroom Details task. Sales Analysis also uses this information as a report criterion.

Bins

Enter up to two sets of six alphanumeric characters to specify the bins where this style is stored in this stockroom. If you require full location management, you need to consider installing the Warehousing application.

Note: *Bin number 1 is printed on picking notes and you can sequence picking notes using this number.*

Date Changed

This field displays the date on which the stockroom details were last changed.

Functions

Landed Costs (F14)

Use this to add landed costs to your style, if it uses the standard cost costing method.

Press Enter to validate the data. Press Enter again to display the Product Code Maintenance Warehouse Selection window.

Landed Costs Entry Window

To display this window, select Landed Costs (F14) on the Stockroom Details Maintenance window.

Use this window to set up or amend any additional cost elements that are associated with receiving these goods into the finished goods warehouse.

Note: *You can only add landed costs to standard cost products.*

To copy landed costs for all purchased materials to Style Production, use the Purchased Item Re-cost task. You can copy up to four costs to four user-defined cost elements, defined in the Production company profile.

Fields

Cost Code

Enter a landed cost code.

Alternatively, use the prompt facility to select from the LAND Landed Costs pop-up.

The description will be displayed. You can copy a maximum of four costs to Style Production. You can define landed costs in Purchase Management.

Standard Landed Cost

Enter the cost you want to attach to this style. You can govern this value using the percentage value field.

Perc/Value

Use this field to indicate how you want the landed cost to impact on the overall cost.

Select one of the following:

Percent (1) - To set the landed cost as a percentage and add it to the existing product cost

Value (0) - To set the landed cost as a value and add it to the existing product cost

Select **Update (F8)** to save any changes and return to the Stockroom Details Maintenance window.

Product Code Maintenance Warehouse Selection Window

To display this window, if you are creating a new style, press Enter on the Stockroom Details Maintenance window.

If you are amending an existing style, select Warehouse Select in the Option field and then press Enter on the Product Maintenance Option Selection window.

Use this window to identify the receiving and issuing stockrooms and warehouses for this style.

Caution: Once you have assigned a stockroom to a style, you cannot remove the stockroom.

Fields

Warehouse

You must enter the primary, sourcing stockroom for your style. This must be a stockroom that you have already defined to Style Inventory Management.

You can use the prompt facility on this field to select from the Stockroom Multi-selection pop-up.

Note: *If you want to issue stock to sales orders, you must enter the code for a stockroom set up using the Depot Profiles task within Style Sales Order Processing.*

Note: *If you use Production, you must enter the material subcontractor stockroom for your style.*

Functions

Refresh (F5)

Use this to re-display the original window details.

Accept (F8)

Use this to accept the stockrooms you have selected.

Remove (F11)

Use this to remove any single stockroom from this list.

Caution: Once you have saved a stockroom, you cannot use this function to remove the stockroom.

All (F15)

Use this to select all stockrooms so that you can issue and stock this style across all defined stockrooms.

Press Enter to validate your entries and then select **Accept (F8)** to save any changes and display the Product Code Maintenance Colour Code Selection window.

Product Code Maintenance Colour Code Selection Window

To display this window, if you are amending an existing style, select Colour Select in the Option field and then press Enter on the Product Maintenance Option Selection window.

If you are creating a new style, select **Accept (F8)** on the Product Code Maintenance Warehouse Selection window.

Note: *This window is only displayed if you enter a Search Family with two or more dimensions on the Product Maintenance Costing Details window.*

Use this window to attach colour codes to your style. You can create up to 300 colours using the Colours maintenance task.

During processing, the software displays these colours in matrices, so that you can discriminate between variants of this style.

Caution: Once you have assigned a colour code to your style and saved it to file, you cannot change or delete it.

Fields

Colour Code

Enter the colour code you want to attach to your style. You can attach up to 100 colours to each style.

You can use the prompt facility on this field to select from the Colour Code Selection pop-up.

Sequence (Seq)

Enter the value to determine the order on the matrix in which you want these colours to appear.

Note: *It is recommend that you specify sequence numbers in multiples of 10 so that you can add another colour and re-sequence the matrix at a later date if you need to.*

Functions

Resequence (F5)

Use this to re-display the window after you have attached your colour codes, so that the colours are displayed in sequential order.

Accept (F8)

Use this to accept the colours you have selected.

Remove (F11)

Use this to remove any colours you have entered this session. Enter the colour code you want to remove in the colour code field and select this function.

Note: *You cannot remove a colour once you have saved it to file.*

To add a colour to the list, press Enter. When you have finished adding colours, select **Accept (F8)**.

If you entered a 3 or 4-dimensional Search Family on the Product Maintenance Costing Details window, the Product Code Maintenance Size Mask Selection window is displayed. Otherwise, the Maintain Item/Warehouse Details window is displayed.

Product Code Maintenance Size Mask Selection Window

To display this window, if you are amending an existing style, select Size Mask Select in the Option field and then press Enter on the Product Maintenance Option Selection window.

Alternatively, if you are creating a new style, select **Accept (F8)** on the Product Code Maintenance Colour Code Selection window.

Note: *This window is only displayed if you enter a Search Family with 3 or 4 dimensions on the Product Maintenance Costing Details window.*

There are two ways to use this window:

- If you have specified a 3-dimensional style, use this window to attach one size mask to the style you are creating or maintaining.
- If you have specified 4-dimensional style, use this window to attach two size masks (for example, size and fit) to the style you are creating or maintaining.

During processing, the software displays the associated sizes in matrices, so that you can discriminate between variants of this style.

Fields

Size Mask 1/Size Mask 2

Enter a size mask to determine the sizes you want to use for this style. If the style is 4-dimensional, you need to enter two size masks to cater for the extra characteristics. For example, you need to enter one size mask to cater for size, and another to cater for fit.

You can change the size mask at a future date. However, the new size mask must be compatible with the previous size mask.

You can use the prompt facility on these fields to select from the Size Mask Selection pop-up.

Note: *Size masks contain size codes of up to three characters. If you want to include two size masks, you can create size masks that total the three characters. Therefore, make sure that the sizes in one size mask are a maximum of two characters each and the sizes in the other size mask are one character each.*

Press Enter to add a size mask to your style. Then select **Accept (F8)** to display the Maintain Item/Warehouse Details window.

Maintain Item/Warehouse Details Window

To display this window, if you are amending an existing style, select Warehouse Details in the Option field and then press Enter on the Product Maintenance Option Selection window.

Alternatively, if you are creating a new style, select **Accept (F8)** on the Product Code Maintenance Size Mask Selection window to display this window.

Use this window to designate location details for warehouse-controlled materials and styles.

You can use this window to:

- Maintain the relationship between inventory units of measure (Stock Keeping Units) and warehousing packing units
- Define the stock rotation rules

The upper part of the window specifies the minimum information the software needs to define the style within your warehouse. The lower part defines the pack types you use to store the style and its default pack type for this warehouse.

Note: *If you want to set these details up at a later date, select Previous (F12).*

Note: *This window is only displayed if you use Warehousing.*

Fields

Date to be Used for Stock Rotation

This field defaults from the warehouse details.

Select one of the following:

None (0) - If there is no stock rotation

Receipt W/H (1) - To rotate stock by date of receipt at warehouse

Receipt Loc (2) - To rotate stock by date of receipt at location

Expiry (3) - To rotate stock using an expiry date as calculated or input

Conversion Factor to Measure Warehousing Activity

Many industries use a standard unit of work. You can use this conversion unit to convert Inventory units to Warehouse work units.

Unit of Measure

Enter the unit you use to measure the warehouse activity.

Alternatively, use the prompt facility to select from the UNIT Unit Descriptions pop-up.

Default Pack

Enter the standard pack type in which you receive your style.

Alternatively, use the prompt facility to select from the Select Packaging Type pop-up.

Line

Use this to select an existing pack type so that you can amend its details.

Warehouse Pack

Enter the pack type you want to attach or amend. You define pack types via the Packaging Types maintenance task in Style Warehousing.

Quantity/Pack

Enter the quantity of the style that you can store in this pack.

If the style does not have a standard pack type, we recommend that you use standard units of volume, for example pack type/cubic meter. You can then define the number of style/cubic meter or material/cubic meter. You can then set up the locations in numbers of cubic meters. You can also use a unit of weight.

Functions

Refresh (F5)

Use this to refresh the details displayed on the window.

Fixed Locs (F15)

Use this to determine the fixed locations for this style and warehouse combination. For more information see the Fixed Locations Window section.

Putaway (F16)

Use this to determine the putaway locations for this style and warehouse combination. For more information see the Putting Away Window section.

Commit (F17)

Use this to determine the committing locations for this style and warehouse combination. For more information see the Committing Window section.

Picking (F18)

Use this to determine the picking locations for this style and warehouse combination. For more information see the Picking Location Window section.

Restart (F20)

Use this to re-start processing without updating any details.

Complete (F21)

Use this to specify that all updates are complete.

Select **Update (F8)** to update the Warehouse record for the style.

Production Details Window

To display this window, if you are amending an existing style, select Production Details in the Option field and then press Enter on the Product Maintenance Option Selection window.

Alternatively, if you are creating a new style, and you use Warehousing, select **Complete (F21)** on the Maintain Item/Warehouse Details window.

If you are creating a new style and you do not use Warehousing, select **Previous (F12)** on the Maintain Item/Warehouse Details window.

Use this window to enter or maintain the default production details for the style.

Note: *This window is only displayed if you use Style Production.*

You can use the Full Product Details task in Style Production to change the following fields for individual variants on specific process routes:

- Minor sequence
- Major sequence
- Material and user defined costs 1 to 4

Critical Fields

You must specify details for:

- Item type
- Planning route
- Costing route
- Planning type
- Demand policy
- Forecast level

Fields

Item Type

Enter one of the following to determine how you use this style:

Bought Out (B) - Styles or materials, for example: buttons, zips, hangers, suit covers, and packaging materials such as boxes, laces, labels and so on

Manufactured (M) - Production styles or materials

These are styles (finished goods) or intermediates used to produce a style, that is, production styles or materials that appear on lower levels of a route/BOM.

Purchased (P) - Styles or materials, for example: lace, leather, cotton, silk, nylon, linings and so on

Consumable Tool (T) - For example: knitting needles, blades, pins and so on

You can use the prompt facility to select from the PIPT Item Type pop-up.

Note: *If you use item types P (Purchased) and B (Bought Out), you can use the Indented Cost Simulation task to see the effect on a cost explosion of increasing or decreasing purchased and bought out costs; and apply independent percentages to either or both.*

***Note:** Planning applications consider item types B (Bought Out) and T (Consumable Tools) as purchased styles/materials.*

***Note:**You can re-set this flag at style or material planning route level using the Route/Bill of Material maintenance task.*

Planner

Use this field as follows:

If you have specified that this is a purchased item, enter the buyer responsible for buying the style.

If you have specified that this is a manufactured item, enter the planner responsible for planning production of the style.

You can use planners in Style Production Planning to sequence MPS and MRP outputs in reports. You can also select a planner on planning enquiries, giving you fast access to schedules for styles/materials under the planner's control.

You define planner codes under the PLAN system parameter using the Maintain Parameters task.

You can use the prompt facility on this field to select from the PLAN Planner Code pop-up.

***Note:** To change the planner for an individual route, use the Route/Bill of Material task.*

Specification Ref

You can use up to 15 alphanumeric characters to specify your own or customer or supplier specification.

Planning Route

You use this for manufactured styles and materials only. Enter the planning route you want MPS and MRP to use as a default planning route when suggesting production orders. When you create production orders for this style, Style Production Control nominates this route as the planning route by default. In addition, the Cumulative Lead Time and Production Lead Time fields on this window use the planning route to calculate lead times when you select **Calc. Prod. Lead Time (F19)** or **Calc. Cum. Lead Time (F20)**.

If you use multiple plants rather than a centralised plant, leave this field blank. With MPS multi-plant planning, different plants can use different planning routes. The software determines which planning route to use for each plant by matching the receiving stockroom for a route on the Style Route Header window with the stockrooms set up for a plant's planning model using the Maintain Model Stockrooms task.

***Note:** Make sure that you create the Planning Route using the Route/Bill of Material task.*

Caution: Since you can create a route or bill of material with a blank code, you could define the wrong planning route if you leave this field blank.

Costing Route

Enter the route code to use to roll up costs. Style Production uses this route to calculate standard and non-standard unit costs; it also uses it to calculate the standard cost of a style in its primary stockroom. Make sure you define this route using the Route/Bill of Material task.

Planning Type

Select one of the following to indicate whether you want to plan this style as a production style (MPS) or as a material requirement (MRP).

MRP (0) (default) - Material Planning style

MPS (1) - Production Scheduling style

Fabric Type

Use this code to group together styles and materials with the same fabric content, for example, 100% cotton, polycotton, velour and so on. You use this code in Production Scheduling, Material Planning and Production Control to select and sequence styles.

Forecast Level

Use this to determine whether your style has a forecast, and at what level you can maintain that forecast.

Note: *This code must be compatible with the code that you specify in the Demand Policy field.*

You can maintain forecasts at one of the following levels, or you can spread a forecast down to this level from a product family level forecast.

Enter one of the following:

Blank - If no forecast is required

You can only use this if you have set the Demand Policy to blank or 0 (Total actual demand) or 3 (Independent demand compared to dependent demand).

0 - To maintain the forecast at style level

Use this for styles/materials with sizes and/or colours.

1 - To maintain the forecast at the style/colour level

Use this for 2-dimensional styles/materials.

2 - To maintain the forecast at the variant level

Use this for 3-dimensional and 4-dimensional styles/materials.

You can define these codes in the Parameters file under type DEMP.

You can use the prompt facility on this field to select from the DEMP Forecast Levels pop-up.

Note: *If you set this field to 0, you can enter forecasts at the style level rather than for each variant. Subsequently, use Generate Variant Stock/Style Forecast task to spread the forecast down to variant level.*

Minor Sequence

Use this to determine the sequence in which you want styles/materials processed at a machine.

For example, you could use this if you have a mixing process where products range in colour from light to dark, so that you can sequence light coloured styles/materials ahead of dark. Alternatively, you could use it to sequence styles/materials with a long set up time ahead of them, or following those with short set up times, or to sequence high quality output ahead of low.

You can use this in conjunction with the Major Sequence field on the Additional Parameters pop-up. You can use this pop-up to group similar styles/materials so that you can plan and schedule together; with the processing of styles/materials within the group sequenced by the code entered here.

Enter up to six characters to define the sequence number for this style.

Leave this field blank if you do not want to use special sequencing

Note: *Although this is the default setting for a style, you can re-set the sequence at style/colour/size level for individual process routes using the Full Product Details task. You can re-set this sequence at individual route level using the Route/Bill of Material task.*

Demand Policy

Use this field to control the method the software uses to compare the following types of demand to arrive at the adjusted or net demand that drives MPS and MRP.

You control the method used to calculate forecast demand using the Consume Forecast field in the company profile. This affects those policies that use Planning or external forecasts. You can use this field to select whether you want to adopt either a discrete comparison or a cumulative consumption.

The demand policy you choose will also affect the level of forecast you can choose.

You can define these codes in the Parameters file under type MPFF.

Enter one of the following codes:

0 or Blank - Total actual demand

This is the sum of sales orders *plus* dependent demand; no forecast.

1 - Forecasts compared with independent demand.

This is the greater of the forecast *or* sales orders *plus* dependent demand.

2 - Forecasts compared with total demand.

This is the greater of the sales orders *plus* dependent demand *or* forecasts.

3 - Independent demand compared with dependent demand

This is the greater of sales orders *or* dependent demand with no forecast.

4 - Make to forecast

This is equal to forecast only, with no sales orders or dependent demand.

6 - Total demand

This is the total demand, that is, the sum of forecasts *plus* sales orders *plus* dependent demand.

You can use the prompt facility on this field to select from the MPFF Planning - Demand Policy pop-up.

Note: *You can exclude MPS and MRP recognised demand from the production schedule or material plan because it contravenes the specified demand policy. The software indicates these* *with X in the supply status code when you process an enquiry or report. For example, WX indicates an excluded production order. You can override this field for individual routes on the Style/Route Override Maintenance window in the Route/Bill of Material task.*

Smoothing Policy

Enter one of the following to indicate the demand smoothing policy that you want MPS and MRP runs to use:

0 - No smoothing

By default, this buckets forecasts into weekly requirements

1 - Forecast smoothing

This spreads forecasts evenly over each working day in a week.

You can define these codes in the Parameters file under type FPOL. You can re-set this value at individual route level using the Route/Bill of Material task.

You can use the prompt facility on this field to select from the FPOL Levelling Policy pop-up.

Note: *You should only select option 1 after you have carefully reviewed your disk space, because it carries a substantial machine overhead in terms of disk space requirement*

Planning Filter

Use this to specify the style's default re-scheduling policy during MPS and MRP processing. These sensitivity policies determine whether or not you can re-schedule production orders at a particular status, or if you can increase or decrease the order quantity.

You can also choose to exclude recommendations for insignificant or unworkable changes to the quantity or due date of the supply (order).

Enter one of the following:

Blank - If no special conditions apply.

Non-blank - If the software is to generate a parameter code using the filter character as a suffix to the order status

The status/filter combination refers to a particular set of processing rules which MPS and MRP use in preference to the default rules. You must define each filter character against each order status.

Production order status codes are as follows:

41 - Planned

42 - Confirmed

43 - Released

44 - Active

For example, if you enter a planning filter character of S, when you confirm a production order it will have a status of 42S. The effect this will have on planning recommendations will depend on how you have defined S.

Although filters are specific to an order status, you can apply them to any style. If you do not define a filter, any code entered here will have no effect on the planning process.

You can define these codes in the Parameters file under type WTYP.

You can use the prompt facility on this field to select from the WTYP Planning Filter pop-up.

Note: *You can re-set this filter for a specific production order when you create or maintain an order, using Production Scheduling and Material Planning reviews. You can also re-set this filter at individual route level using the Route/Bill of Material task.*

Seasonal Profile

You can enter the default seasonal profile for the style you want to use in Production Scheduling and Material Planning forecasting routines.

Alternatively, use the prompt facility to select from the Select Seasonal Index pop-up.

You can define profile codes via the Maintain Seasonal Indices task within Forecast Management.

Min Order Qty

Use this value at the variant level with ordering policies **B** (Discrete above Minimum) and **H** (Multiples above Minimum) in MPS and MRP to set the minimum quantity for a suggested supply order.

Note: *You can re-set this at individual route level and at the item variant/planning route level using the Route/Bill of Material task.*

Max Order Qty

This value determines the maximum supply order quantity for this style. MPS and MRP use this value at the variant level as an advisory field. If a suggested order quantity exceeds this value, the system will flag the order for the planner's attention by:

Printing 'Above Max' on the Material Planning Recommendations report

Printing an asterisk (*) against the production order on the Production Scheduling Schedule report and the Material Planning Material Plan report

Highlighting the production order on the Production Scheduling, Review Production Schedule and Material Planning Review enquiries

Note: *You can re-set this at individual route level, and at the item variant/planning route level using the Route/Bill of Material task.*

Mult Order Qty

The software uses the value you enter here at the variant level in conjunction with order policy code **H** (Multiples above Minimum). This increases the suggested order value in increments of the multiple above minimum order quantity, to meet the demand.

Note: *You can re-set this at individual route level and at the item variant/planning route level using the Route/Bill of Material task.*

Fixed Order Qty

MRP and MPS use this quantity to generate suggested supply orders for each variant using order policy **D** (Fixed Quantity).

If this requirement is greater than the fixed quantity, the software generates additional batches of the fixed quantity until you meet the requirement.

Note: *You can re-set this at individual route level and at the item variant/planning route level using the Route/Bill of Material task.*

Safety Stock

If you need to retain a safety or buffer stock, enter a quantity at variant level. This figure is the target Inventory level maintained by MPS and MRP.

Note: *You can re-set this at individual route level and at the item variant/planning route level using the Route/Bill of Material task.*

No. of Days Supply

This is the period cover. Use this to determine the number of days forward of this date that you need a suggested order to cover. You use this value in conjunction with order policy code **G** (Number of Days Supply).

Note:*This flag may be re-set at individual route level and at the item variant/planning route level via the Route/Bill of Material task.*

Production Lead Time

This is number of days that production needs to produce a style from the components or raw materials, or both.

Note: *You can re-set this at individual route level and at the item variant/planning route level using the Route/Bill of Material task.*

You can enter this lead time, or choose to let the software calculate this from the designated planning route and standard lot size, using **Calc. Prod. Lead Time (F19)** or from within the Route/Bill of Material task when you define the style's planning route.

If you select Use Item Time Fence when you run MPS and MRP, the software uses the production lead time, in preference to the default global option, to establish the frozen schedule time fence for the style.

Cumulative Lead Time

This is the total number of days you need to produce the style based on a full explosion of its planning route, including any low level production styles/materials included on the route; and the purchasing lead time of materials and any bought out components.

Note: *The software uses the Static Stockroom Lead Time details to produce the Purchasing lead times. You can re-set this at individual route level using the Route/Bill of Material task.*

The software calculates this from the longest leg or critical path of the production and procurement process.

You can enter this lead time or choose to let the software calculate this from the designated planning route and standard lot size, using **Calc. Cum. Lead Time (F20)**.

If you select Use Item Time Fence when you run MPS and MRP, the software uses the production lead time, in preference to the default global option, to establish the planning horizon for the style. For non-production styles/materials, the calculation specifies the purchasing lead time.

Primary Stockroom

You can define multiple stockrooms for a style. The software uses the primary stockroom as the default for all issuing and receipt activities for this style. You can override this default during transaction processing and route definition.

You can use the prompt facility on this field to select from the Select Stockroom pop-up.

Mat'l Control Policy

Use this field to define the way you issue this style to production.

Enter one of the following:

0 - Formal issue against a production order

1 - Backflush

> These styles have stockroom balances reduced by standard requirement quantities when you book a quantity at a route count point. If you select this, you do not need record a formal issue transaction against a production order. This is commonly used for bulk issue styles/materials. Lot-controlled styles/materials cannot be backflushed.

Note: *If you select this, you should assign subcontractor materials to this policy.*

2 - Actual issues

> You must formally issue these styles.

3 - Shop floor stock

> When you issue this style it creates a reservation at a designated holding area (floor stock location). This location is associated with the machine defined on the operation that needs this material. You must enter a floor stock location when you define a machine.
>
> When you use floor stock material it you must record it via the Material Usage window. This window opens automatically when you book work at an operation where such styles are a standard input. Such styles are generally lot-controlled.
>
> You should assign this policy to any materials defined on a route as key styles; these materials must also be lot-controlled.

You can define these codes in the Parameters file under type BLKI.

You can use the prompt facility on this field to select from the BLKI Bulk Issue pop-up.

Order Policy

MPS and MRP use supply order policies to govern suggested order replenishment quantities.

Enter one of the following:

A (default) - Discrete (lot for lot)

Use this to produce a suggested order quantity equal to the demand quantity.

B - Discrete above minimum

Use this to generate a suggested order quantity to meet the requirement that will be at least as large as the stipulated minimum order quantity. If the requirement is less than the minimum, the suggested order is equal to the minimum quantity.

D - Fixed quantity

Use this to create one or more orders of a fixed quantity, with the same due date, until the requirement is met.

G - Number of days' supply (period cover)

Use this to accumulate forward requirements over the specified number of days and generate a single order to satisfy the total demand.

H - Multiples above minimum

This policy takes into account two parameters. It will generate a minimum quantity and plan that any unsatisfied requirement above the minimum be met by increments of the defined multiple order quantity. You should define variations with this policy using Route Overrides Maintenance, if you have defined the standard style with order policy I.

I - Multiples up to a maximum

You can use this at style level only. The software compares the total of the variants to the multiple and maximum order quantities defined for the style. If the total exceeds the maximum, it will split an order into two or more separate orders. If the total is not divisible by the multiple, later supply will be brought back until the next multiple is reached.

J - Variable

You should define variants with order policy **H**, with its multiple the same or a direct division of the style multiple, using Route Overrides Maintenance within the Route/Bill of Material task.

You can define these codes in the Parameters file under type POPC.

You can use the prompt facility on this field to select from the POPC Planning - Order Policy pop-up.

Note: *You can re-set this at individual route level and at the item variant/planning route level using the Route/Bill of Material task.*

Functions

More Parm (F18)

Use this to display the Additional Parameters pop-up.

Calc. Prod. Lead Time (F19)

Use this to calculate the production lead time. When you select this, the software updates the Production Lead Time field automatically.

Calc. Cum. Lead Time (F20)

Use this to calculate the cumulative lead time. When you select this, the software updates the Cumulative Lead Time field automatically.

Text (F21)

Use this to enter additional descriptive text.

Costs (F22)

Use this to review style costs. The Item Cost Maintenance Details window from the Item Costs task in Style Production Definition Management is displayed.

Press Enter to validate the data.

Press Enter again to display the Product Maintenance Option Selection window.

Additional Parameters Pop-up

To display this pop-up, select More Parm (F18) on the Production Details window.

Use this pop-up to define a material's material type and to make a material ratio-based.

Fields

Major Sequence

You can group both styles and materials under a common heading so that you can plan and schedule them together. These are planned and scheduled in the order that you specified using the minor sequence on the Production Details window.

Note: This is the default setting for a material. You can re-set the sequence at style/colour/size level for individual process routes using the Full Product Details task. You can re-set this at individual route level using the Route/Bill of Material task.

You can define these entries in the Parameters file under type PRSQ Major Sequence.

You can use the prompt facility on this field to select from the PRSQ Major Sequence pop-up.

Material Type

This defines your style’s material type, and determines which cost element it accumulates into.

Enter one of the following:

0 or Blank - Fabric

The style is a single-dimension material. Any costs associated with the style when used on a bill of material are assigned to the Fabric cost element.

1 - Trim

The style is a single-dimension trim or accessory style. Any costs associated with the style when used on a bill of material are assigned to the Trim cost element.

2 - Packaging

The style is a single-dimension packaging material. Any costs associated with the style when used on a bill of material are assigned to the Packaging cost element.

3 - Fabric group

The style is a multi-dimensional material. Any costs associated with the style when used on a bill of material are assigned to the Fabric cost element.

4 - Trim group

The style is a multi-dimensional trim or accessory style. Any costs associated with the style when used on a bill of material are assigned to the Trim cost element.

5 - Packaging group

The style is a multi-dimensional packaging material. Any costs associated with the style when used on a bill of material are assigned to the Packaging cost element.

You can define these codes in the Parameters file under type MATP.

You can use the prompt facility on this field to select from the MATP Material Cost Type pop-up.

Material Usage Policy

Use this to define how you want to determine the material quantity when you specify this style on a bill of material.

Note: *You can only view this field if you have defined fabric, trim or packaging group styles or materials.*

Enter one of the following:

0 or Blank - Quantity per based

You can prompt for variant material quantity. During Route/Bill of Material entry, you are prompted for the quantity per of this material that you need to make each variant of the parent style. You can set up these quantities on the Material Quantity Requirements pop-up in the Route/Bill of Material task.

1 - Ratio-based

Let the system auto-calculate variant material quantity. During Route/Bill of Material entry, the quantity per for each variant is calculated automatically based upon user-defined (on relevant route/BOMs) material usage factors and the quantity per specified for the primary style. You can set up these quantities on the Enter Material Usage Factors pop-up in the Route/Bill of Material task.

You can define these codes in the Parameters file under type IDXS.

You can use the prompt facility on this field to select from the IDXS Material Usage Policy pop-up.

Discrete Demand

Use this checkbox as follows:

Unchecked - If demand is not discrete

Checked - If demand is discrete

Demand Based Order Number

Select one of the following:

0 - Style

1 - Style/Colour

2 - Full Product

Suppress Excess Supply

Use this checkbox as follows:

Unchecked - If excess supply is not to be suppressed

Checked - If excess supply is to be suppressed

Default Order Level

Use this field to determine the order level to be used as the default.

Enter one of the following:

0 - Style

1 - Style/Colour

2 - Full Product

You can use the prompt facility on this field to select from the WORL Production Works Order Level pop-up.

Press Enter to save your entries and return to the Production Details window.

Extended Attribute Category Selection Pop-up

To display this window, select Extended Attributes (12) in the Option field and then press Enter on the Product Maintenance Option Selection window.

Use this window to enter the category of extended attribute information to be maintained for your style.

Fields

Category

Enter a valid extended attribute category.

Alternatively, select a category from the Extended Attribute Category Selection pop-up.

Press Enter to display the Extended Attribute Data Maintenance window.

Extended Attribute Data Maintenance Window

To display this window, press Enter on the Extended Attribute Category Selection pop-up.

Use this window to enter extended attribute information for your style.

See the **Extended Attribute Data [11/L1M]** task details for more details on this function

Inventory Item Search Words Pop-up

To display this pop-up, select Maintain Item Search in the Option field and then press Enter on the Product Maintenance Option Selection window.

Use this pop-up to enter search words for the style.

Fields

Item Key Words

The words that you used to describe the style are automatically included. You can add up to 20 words. These are used when you search for the style during processing.

Functions

Old Index/Rebuild (F13)

Use this to re-display the original text. This is a toggle function. If you select this, the function name changes to Rebuild. Use the Rebuild function to rebuild the original text from the description.

Press Enter to submit a batch job to update the variants for the style and return to the Product Maintenance Option Selection window.

Style Deletion Window

To display this window, select Delete Style in the Option field and then press Enter on the Product Maintenance Option Selection window.

Use this window to delete a style. The window shows the current stock and order position for this style and indicates whether you have ever bought, sold or manufactured it.

You can delete a colour associated with a style. You can only delete a style from a single stockroom.

Note: This window is displayed when you have **checked** the Deletion of Active Styles field in the Style Sales Order Processing company profile.

You cannot delete a style if:

- There are still route/BOMs defined for the style
- The material is still input to a route/BOM
- There is a current production order for manufacture of the style
- The material is a requirement on a production order

Options

Remove from Stockroom (4)

Use this to remove the style.

You can remove from the stockroom only when all stock figures in the stockroom are zero.

Physical (5)

Use this to view physical stock in the stockroom.

Sales Order (6)

Use this to view sales order quantities against this stockroom.

P/O (7)

Use this to view purchase order quantities against this stockroom.

In-Transit (8)

Use this to view stock in-transit to this stockroom.

Functions

Delete (F11)

To delete a style, select **Delete (F11)** twice.

Note: *You can only delete a style when all stock figures are zero and no outstanding orders exist.*

Colour Select (F13)

Use this to display the Colour Code Selection window. You use this to view the orders associated with any non-zero figures for stock availability when the matrix is displayed. Select the colour and size you want to view and then select **Colour Select (F13)**.

Note: *When a Style or Style/Colour record is deleted, the corresponding Extended Attribute data for the Style and/or SKU is also deleted.*

Update Pop-up

To display this pop-up, select **Update (F8)** on the Product Maintenance Option Selection window.

Note: *This pop-up will only be displayed if the Gen Article No field in the Style Inventory Management company profile is checked.*

Note: *For further information, refer to the IN Company Profile section in the Utilities chapter of this product guide.*

Use this pop-up to generate article numbers.

Fields

Do You Wish to Generate Article Numbers for Style *XXX*

Use this checkbox as follows:

Unchecked - Not to generate article numbers

Checked - To generate article numbers

Do You Wish Blank Barcodes to be Set to the Article Numbers?

Use this checkbox as follows:

Unchecked - Not to set blank barcodes to the article numbers

Checked - To set blank barcodes to the article numbers

Press Enter to submit the updates to batch and return to the Product Maintenance Selection window.

Alternative Parts [6/STINM]

Use this task to identify alternative products for your selected styles. You can reverse this relationship. You can also define the nature of the relationship on the single window. Sales Order Processing users can use this information to offer alternatives to the customer if the original choice of product is not available, or if you want to phase out an older product and introduce the new one in its place.

Alternative Product Code Maintenance Selection Window

To display this window, select the Alternative Parts task.

Use this window to select the product number for which you want to maintain alternatives.

Fields

Product Code

Either enter the style reference code for which you want to maintain alternatives, or enter the full style/colour/size/fitting code, if known.

You can use the prompt facility on this field to select from the Item Master Scan pop-up.

Press Enter to display the Alternative Product Code Maintenance Details window.

Alternative Product Code Maintenance Details Window

To display this window, press Enter on the Alternative Product Code Maintenance Selection window.

Use this window to create and maintain alternative relationships for your selected style. The window displays a list of existing alternatives for the style, and states whether you have chosen to reverse this relationship.

Fields

Alternative Product Code

Enter up to 15 alphanumeric characters to specify the product number of the alternative product. You must have defined the alternative product in the Products file.

You can use the prompt facility on this field to select from the Item Master Scan pop-up.

Reverse?

Use this checkbox as follows:

Unchecked - Not to reverse the product substitution

For example, you could offer a 38-inch leather belt as an alternative item for a 34-inch leather belt, as you could cut this down. However, you could not supply a 34-inch leather belt as an alternative for a 38-inch leather belt.

Checked - To reverse the product substitution

In this case, the software creates an associated record for the alternative product.

Note: *You can remove the alternative from the list to delete the alternative product relationship.*

Press Enter to validate the data and then press Enter again to update the file.

VAT Codes at Full Product [7/STINM]

Use this task to maintain the default tax code that you defined for a style in the Styles task at the colour and size level.

Tax Code Maintenance Window

To display this window, select the Tax Codes at Full Product task.

Use this window to specify the style to which you want these tax codes to apply.

Fields

Style

Enter the style reference code for the item that you want to maintain.

Press Enter to display the Tax Code Maintenance Matrix pop-up.

Tax Code Maintenance Matrix Pop-up

To display this pop-up, enter a style and then press Enter on the Tax Code Maintenance window.

Use this pop-up to specify the different tax codes against each variant of your selected style.

Fields

Tax Code

Enter a tax code.

Alternatively, use the prompt facility to select from the Select Tax Code pop-up.

The code must exist in the Inventory Descriptions file under major type VAT.

Functions

Refresh (F5)

Use this to re-display the original data.

Press Enter to validate the codes and then select **Update (F8)** to save the details.

Calendars [8/STINM]

Use this task to create or maintain the current week, period and year number for your Inventory company. Inventory uses calendars to run many background functions.

Once you have set up your calendars, the dates are maintained by the Week End Update, Month End Update and Year End Update tasks.

Maintain Calendar File Window

To display this window, select the Calendars task.

You must create calendar details when you first set up your system. After this, the current calendar position is maintained automatically by the Week End Update, Month End Update and Year End Update tasks.

It is recommended that you never update a calendar manually during the course of the year, except under exceptional circumstances when you need to re-run the week, month, or yearend update.

Fields

Current Year

Enter up to two digits that specify the current year.

This field is protected when the window is invoked as part of the Year End Update task.

Current Week

Enter up to two digits that specify the current week.

This field is protected when the window is invoked as part of the Year End Update task.

Current Period

Enter up to two digits that specify the current period.

This field is protected when the window is invoked as part of the Year End Update task.

No of Weeks This Year

Enter up to two digits that specify the number of weeks this year. This must be less than or equal to 53.

If this window is invoked as part of the Year End Update task, this field defaults to the value specified in the Period/Week Control File for Year for the new year (if such a record is found).

No of Weeks Last Year

Enter up to two digits that specify the number of weeks last year. This must be less than or equal to 53.

If this window is invoked as part of the Year End Update task, this field defaults to the value from the No of Weeks This Year field for the year being closed.

No of Periods This Year

Enter up to two digits that specify the number of periods this year. This must be less than or equal to 13.

If this window is invoked as part of the Year End Update task, this field defaults to the value specified in the Period/Week Control File for Year for the new year (if such a record is found).

Note: *This information is linked to the Sales Analysis company profile and Forecasting Company Profile Period/Backups Details.*

Functions

Delete (F11)

Use this to delete the selected calendar details if required.

If this window is invoked as part of the Year End Update task, this function is not available.

Press Enter to update the calendar.

Period/Week End Control [9/STINM]

Use this task to create or maintain the period and week end dates for your selected calendar code. Style Inventory uses this to stamp movements and update history records with the correct year, period and week number. You normally use this task once, when you set up your system, or to create dates for future years.

Note: *You can define a period in a variety of different ways, but it normally refers to a month.*

Inventory Period End Control Maintenance Selection Window

To display this window, select the Period/Week End Control task.

Use this window to select the year number and period type for which you want to maintain end dates.

Fields

Year

Enter the year number of the year for which you want to maintain end dates.

Type

Select one of the following:

Weekly (1) - If you want to maintain week end dates for this calendar

Monthly (2) - If you want to maintain month (or period) end dates for this calendar

Press Enter to display the Inventory Period End Control Maintenance Details window.

Inventory Period End Control Maintenance Details Window

To display this window, select the year and period type you want to create or maintain and then press Enter on the Inventory Period End Control Maintenance Selection window.

Use this window to create or maintain end dates for a selected year and period type. If you are maintaining an existing calendar, the window displays the current period/week end values.

Fields

End Date

Enter dates for the week or period end dates.

Note: *If you are creating period or week end types, you only need to enter the first date. When you press Enter, the software automatically generates the rest of the dates for the year. When you enter periods, enter the first date as 28/01/XX as this allows the system to cater for 28 days in February.*

Caution: We recommend that you take care when you want to change dates for a currently active year, as this can cause unpredictable results.

Press Enter to validate the entries and then select **Update (F8)** to update the database.

Search Family Codes [10/STINM]

You use search family codes to control which elements of a style you want to display on the Style Matrix. You can use this task to define up to 10 characteristics for each code.

Note: *You must set these codes up before you start to create product styles.*

You can define a search family code for each style in the Styles task.

Within the Styles task, descriptions of characteristics are generated from colour descriptions and size/fitting descriptions. These descriptions/values then form the basis of Item Search type 5.

Search Family Code Maintenance Selection Window

To display this window, select the Search Family Codes task.

Use this window to select the search family code you want to maintain.

Fields

Code

Enter up to three characters to specify the code you want to create or maintain.

Alternatively, use the prompt facility to select from the Code Selection pop-up.

Press Enter to display the Search Family Code Maintenance window.

Search Family Code Maintenance Window

To display this window, enter the search family code and then press Enter on the Search Family Code Maintenance Selection window.

Use this window to define the characteristics of the search family code. You can define both descriptive and numerical characteristics. The search family code you selected is displayed at the top of the window.

If you have chosen an existing code, the window displays the description and the characteristics that you have defined for the code. If this is a new code, these fields are blank.

Fields

Description

Enter up to 30 characters that describe the search family code.

Present Seq

This is the sequence which these characteristics displayed on your matrix. They are set by the system.

Characteristics Description

Enter up to 20 characters that describe the characteristic you want to define. You can define up to 10 characteristics for each code.

Number of Decimals

No longer used.

Code

No longer used.

Number of Values

No longer used.

Options

Select

Use this to select an existing characteristic so that you can amend it.

Select **Update (F8)** to save any changes.

Carton Maintenance [11/STINM]

Use this task to create or maintain a carton. A carton is a collection of piece items that can be made up of different variants of your style, but processed as a single item.

You can specify:

- The number of pieces the carton contains
- The breakdown of pieces in terms of style characteristics, for example by colour, size and fit

Note: *You need to create the carton and its contents as styles and use the Cartons Profile Maintenance task before you can maintain the carton using this task.*

Note: *All carton details are maintained at SKU level. Each SKU can be linked to a different style, if required.*

Maintain Cartons Selection Window

To display this window, select the Carton Maintenance task.

Use this window to select the carton you want to create or maintain.

Note: *You must set up each carton as a style using the Styles task. You must also make sure that you have created each piece within the carton before you start to maintain the carton details.*

Note: *Cartons may not be modified or deleted once they have been used on a sales or purchase order or if there is any stock.*

Fields

Carton Style

Enter the reference number for the carton style that you want to create or maintain. If you have specified that your carton holds three-dimensional or four-dimensional styles, you can use the matrix to select a single colour, size and fitting combination.

You can use the prompt facility on this field to select from the Item Master Scan pop-up.

Press Enter to display the Maintain Cartons Details window.

Maintain Cartons Details Window

To display this window, press Enter on the Maintain Cartons Selection window.

Use this window to enter details about the carton.

Note: *You can define the Set Total and No of Sets in Carton field titles using the Cartons Profile Maintenance task, so that they mean something in your company.*

Fields

Carton Style

This is the style code that is to be set up as a carton. It must previously have been created through the Styles task. If not already defined as a carton style, it may not have been used on any order, or possess any stock. If the carton style has more than a single dimension, a matrix will be displayed for selection of a single colour/size/fit combination.

Piece Style

Enter the style with which this carton sku is associated, in other words, the style which makes up the contents of this carton.

You can use the prompt facility on this field to select from the Item Master Scan pop-up.

Price Roll-up (Sales)

This field defaults from the carton profile but can be amended here if necessary.

Use this checkbox as follows:

Unchecked - To price cartons using the prices set against the cartons.

Checked - To allow cartons to be priced using the prices set on the styles associated with the cartons

Price Roll-up (Purchases)

This field defaults from the carton profile but can be amended here if necessary.

Use this checkbox as follows:

Unchecked - To price cartons using the prices set against the cartons

Checked - To allow cartons to be priced using the prices set on the styles associated with the cartons

Set Total

Enter the total number of pieces within a set. A set could be:

A pre-pack within the carton (for example, you could hold 12 packs within your carton)

The total number of pieces within the carton

Use Templates

Use this checkbox as follows:

Unchecked (default) - If the Select Template for Colour pop-up is not to be displayed

Checked - If the Select Template for Colour pop-up is to be displayed when you press Enter

Number of Sets in Carton

Enter the number of sets within the carton.

You use this field with the Set Total field to indicate the total number of pieces within the carton.

For example:

If a carton contains 12 pieces, but these 12 pieces are split into 3 sets, the total number of pieces within each set is 4.

If a carton contains 12 pieces, and each is an individual style, the set total is 12 and the number of sets within the carton is 1.

Note: *Number of sets and templates or number of sets and set totals may be used together to achieve an increment of the total quantities where a carton with a large number of pieces is being defined.*

Functions

Text (F21)

Use this to display the Maintain Text pop-up for additional information regarding this carton.

Caution: Carton text is for internal use only.

Where templates have not been selected, press Enter to display the Carton Composition pop-up.

Where templates have been selected, press Enter to display the Select Template for Colour pop-up.

Select Template for Colour Pop-up

To display this pop-up, check the Use Templates field and then press Enter on the Maintain Cartons Details window.

Use this pop-up to select the quantity of each template to hold in this carton.

Fields

Template

Enter the template code to add to this carton. If you use the prompt facility, the piece style is passed to the Carton Template Selection pop-up, which will select all templates defined with the same size masks as the style which makes up the contents of the carton.

Note: Different templates may be selected for each colour of the piece style associated with this *carton*.

Sets

Enter the number of sets of the template you wish to use to make up the carton contents for each colour. Standard matrix processing is then invoked for all assigned colours.

Note: *No links are maintained between carton templates and the cartons for which they are used. Once a carton definition has been established, any changes to the template are not reflected.*

Press Enter to confirm your entries and display the Maintain Cartons Matrix pop-up.

Maintain Cartons Matrix Pop-up

To display this pop-up, leave the Use Templates field unchecked and then press Enter on the Maintain Cartons Details window.

Alternatively, press Enter on the Select Template for Colour pop-up.

This pop-up displays the matrix for the piece you want to hold in this carton. You can enter the quantities of each variant of the style you want to hold in this carton.

Note: *The quantities you enter here must equal the total that you entered on the Maintain Cartons Details window.*

Fields

Quantity (Untitled)

Enter the number of each SKU which makes up a single set within the carton.

Functions

Duplicate Entries (F15)

You can only use this function when you first define a carton, to duplicate this initial set-up over all colours within the carton.

Press Enter to confirm your entries. The quantity is validated against the set total originally entered and a control quantity error is displayed if it is different. Otherwise, press Enter to update the file.

Default Size Distribution [12/STINM]

Use this task to create or maintain a default size distribution of a particular style, either for all customers or a selected customer. This default distribution is applied during sales order entry.

Default Size Distribution Window

To display this window, select the Default Size Distribution task.

Use this window to select the style and, if you want to attach this to a specific customer, the customer code.

Fields

Customer Number

Enter a customer number to attach this size distribution to a specific customer.

Leave this field blank if you want it to apply to all customers.

Note: *The details that you specify here will apply to all customers within a customer hierarchy.*

Style

You must enter the style to which you want to attach this size distribution.

Note: *Press Enter to display the Quantity field.*

Quantity

Enter the quantity that you want to split between the applicable colour/size options.

Press Enter to validate your entries and display the Default Size Distribution Matrix pop-up.

Default Size Distribution Matrix Pop-up

To display this pop-up, press Enter on the Default Size Distribution window.

Use this pop-up to split the quantity you specified on the Default Size Distribution window between the applicable colours/sizes/fittings for your selected style.

Fields

Quantity (Untitled)

Enter a breakdown of the total quantity across the matrix. You do not need to enter details for variants of your selected style.

Note: *The quantity you enter here must equal the total quantity you specified on the Default Size Distribution window.*

Functions

Left (F19)

Use this to view other variants to the left of those currently displayed in the matrix.

Right (F20)

Use this to view other variants to the right of those currently displayed in the matrix.

Press Enter to validate your entries and update the file.

Colour Type Master File [13/STINM]

You can use this task to group colour codes together into colour types; for example, you can create colour types for a specific style, or season. You can then process reports and enquiries on these in Sales Analysis.

Colour Type Master File Maintenance Selection Window

To display this window, select the Colour Type Master File task.

Use this window to select the colour type you want to create or maintain.

Fields

Colour Type Code

Enter the colour type code for which you want to attach or amend colours.

Alternatively, use the prompt facility on this field to select from the COLT Colour Type - Groups pop-up.

Note: *Before you can attach colour codes to a colour type, you must define the colour type codes in the Inventory Descriptions file under major type COLT.*

Press Enter to display the Colour Type Master File Maintenance Details window.

Colour Type Master File Maintenance Details Window

To display this window, enter or select a colour type code and then press Enter on the Colour Type Master File Maintenance Selection window.

Use this window to select the colour codes you want to attach to your selected colour type code.

Fields

Colour Code

Enter the colour code you want to attach, using up to three alphanumeric characters. You must define these colour codes using the Colours task before you attach them to a colour type.

Note: *You can define a maximum of 300 colour codes for each colour type, but you cannot attach the same colour code to more than one colour type.*

Select **Update (F8)** to save your entries.

FIFO Costs [21/STINM]

Style Inventory Management generates FIFO records when you have set your style costing method to FIFO and you receive stock of this style into your stockroom.

If an operator makes a mistake when recording details of the receipt, you can use this task to amend the detail within a FIFO record.

The software records details to the transaction file so that you can audit any cost changes made. This record has a zero quantity and a value equal to the adjustment; an audit report is then printed.

Maintain FIFO Costs Selection Window

To display this window, select the FIFO Costs task.

Use this window to select both the style and stockroom that this FIFO cost amendment affects.

Fields

Product Code

Enter the product code for the style for which you want to amend FIFO costs. You can specify down to SKU level if you want to.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Stockroom

Enter the stockroom code that holds the stock to be amended.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Reference

Enter a reference number (of up to fourteen characters).

This reference number is written to all inventory movements generated as a result of changing FIFO costs on the subsequent window.

Reference Date

Enter or select a valid calendar date as the reference date for a change to a FIFO cost.

This defaults to the current system date.

This date is written to all inventory movements generated as a result of changing FIFO costs on the subsequent window. The reference date is cross-referenced with both the inventory period and week end calendars to decide the week and period numbers for the ageing of stock movements.

Reference Type

Enter a reference type of up to three alphanumeric characters.

Alternatively, use the prompt facility to select from the TRAN Transaction Reference Type pop-up.

Note: *The reference type can be used as a mnemonic to describe the reference number.*

Narrative

Enter the narrative or description, using up to twenty characters.

This defaults to the value **FIFO cost amend**, which is the value previously set on all inventory movements generated by this task.

This narrative is written to all inventory movements generated as a result of changing FIFO costs on the subsequent window.

Reason Code

Enter a reason code of up to two alphanumeric characters.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Enter the first nine characters of your product code reference and then press Enter to confirm your selection and display the Maintain FIFO Costs Style Matrix pop-up.

Alternatively, enter the full product code reference and then press Enter to display the Maintain FIFO Costs Details window.

Maintain FIFO Costs Style Matrix Pop-up

To display this pop-up, select a product code and stockroom combination on the Maintain FIFO Costs Selection window and then press Enter.

Use this matrix pop-up to select the style variants for which you want to amend FIFO costs.

Note: *You can enter the full product reference number and then press Enter on the first Maintain FIFO Costs window to bypass this pop-up.*

Fields

Select (Untitled)

Enter **1** against the style variants for which you want amend FIFO costs.

Press Enter to display the Maintain FIFO Costs Details window.

Maintain FIFO Costs Details Window

To display this window, make your selections and then press Enter on the Maintain FIFO Costs Style Matrix pop-up.

Alternatively, enter the full product code reference and then press Enter on the Maintain FIFO Costs Selection window.

This window displays the existing FIFO details for the selected stockholding.

Use this window to maintain the unit cost of a FIFO record. This amendment only affects the un-issued items associated with that record. Inventory does not track issued items to amend their cost.

If you have already issued part of the receipt, you must spread the total value of the adjustment over the remaining items in the receipt. This can cause unusual short-term costs.

The upper part of the window identifies the product and stockroom you selected for amendment. The lower part lists the open FIFO records for the product/stockroom.

To amend the cost for the required FIFO record, change the cost on the relevant line on the window.

Note: *Although you may change the value of the stock, this process does not update the General Ledger.*

Fields

Date/Time Received

These fields display the date and time which you received the stock into this stockroom.

Original Quantity

This field displays the original quantity you received of this stock.

From Supplier Stockroom

This field displays the source of the stock receipt.

Cost/Unit

This field displays the cost of the receipt. You can override this value to reflect the amendment.

Balance

This field displays the amount of the original quantity still stored in the stockroom. The amendment will only affect this amount.

Press Enter to save and amend the FIFO record.

The value of the change is written to the Movements file as an audit of the change.

Bar Codes/Alternative Ref [22/STINM]

You can use this task to create or amend bar coding or other item references for each style to SKU level. The software uses this information to reference styles when you use Electronic Data Interchange (EDI).

Bar Code/Alternative Item Reference Maintenance Selection Window

To display this window, select the Bar Codes/Alternative Ref task.

Use this window to create or maintain barcodes or alternative item references, or both, for a selected style.

Fields

Style

Enter the style reference code to which you want these codes to apply.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Maintenance Type

Select one of the following to determine the information you want to maintain:

Bar Code (1) - To create or maintain bar code details for your style

Alternative Item Reference (2) - To create or maintain alternative item references for your style

Both (3) - To create or maintain both barcodes and alternative item references for your style

Default Bar Code

If you want to create bar code details for your style, define the default for the barcodes.

Alternative Reference Type

If you want to create alternative references for your style, enter the type of alternative reference you want to create.

Alternatively, use the prompt facility to select from the ALTT Alternative Item Type pop-up.

External Agency

If your alternative reference is associated with a customer or supplier (that is, an external agency), you can specify that code here.

Default Alternative Reference

You can optionally enter a default alternative reference code here.

Press Enter to display the Bar Code/Alternative Item Reference Maintenance Details window.

Bar Code/Alternative Item Reference Maintenance Details Window

To display this window, specify a maintenance type and the other selection criteria and then press Enter on the Bar Code/Alternative Item Reference Maintenance Selection window.

You can use this window to enter or amend the bar code or alternative item references, or both, for your selected style.

Note: *The window that is displayed depends on the selection criteria you specified on the Bar Code/Alternative Item Reference Maintenance Selection window.*

Fields

Colour Size

This field displays the SKU level variation of your selected style.

Colour Description

This field displays the description of the SKU level for your selected style.

Bar Code

You can enter a bar code for each SKU variant. If you have specified a default bar code, this is displayed. You can add the part of the bar code that differentiates between the variants.

Alternative Item Reference

You can enter the alternative item reference for each SKU variant. If you have specified a default alternative item reference, this is displayed. You can add the part of the alternative item reference that differentiates between the variants.

Select **Update (F8)** to save any changes.

Full Product Stockroom Details [23/STINM]

Use this task to maintain the stockroom defaults you set up using the Styles task for each variation of your selected style.

The process of making changes to standard, latest and average costs through this task provides a movement record recording the cost change where there is a physical stock quantity.

Maintain Stockroom Details at Full Product Window

To display this window, select the Full Product Stockroom Details task.

Use this window to select the details you want to maintain for the item and stockroom combination you specify.

When any of the three costing fields are amended, (Standard Cost, Latest Cost and Average Cost), a record is written to the movement files when the costing method on the item is equal to the cost being changed.

For example, if the item costing method is standard and the standard cost is updated, a movement record is generated.

The adjustment value is the difference in cost between the original cost value for the current physical stock and the revised cost value for the current physical stock. A quantity of zero is always written to a cost adjustment movement.

The movement reason code is set to **RV**, the reference to REVAL-STD, REVAL-AVG or REVAL-LTST and the narrative to Cost Amendment.

Fields

Item

Enter the style or the variation for which you want to maintain stockroom details.

Stockroom

Enter a stockroom for the style or variation you want to maintain. You must have attached this stockroom to your selected style.

Default (Untitled)

Enter the new default details for the aspect of the stockroom that you want to update. This field holds the default details that are updated according to the default rule you specify for each aspect.

Maintain

Use these checkboxes as follows:

Unchecked - To leave the details for that style or variation as already specified

Checked - To select the aspect you want to maintain

Default Rule

If you have selected to maintain a stockroom aspect for this style or variation, use this to enter the rule to govern the level of maintenance.

Select one of the following:

ONLY zero/blank to default (0) - To use the default details for zero or blank variants of the style

These details default through from those set up using the Styles task; any aspects which already have details held against them remain the same.

ALL values set to default value (1) - To enter new default details for all variants of your style

Only entered value updated (All Stockrooms) (2) - To enter new defaults details for all variants of your style in all stockrooms that stock this style

Entered fields set to zero/blank (All Stockrooms) (3) - To use the default details for zero or blank variants of your style in all stockrooms that stock this style

Functions

Amend Cost Reference Information (F14)

Use this to display the Amend Cost - Reference Information pop-up, on which you can record reference information to be written to any cost adjustment movements generated by this function.

Extended Attributes (F23)

Use this function to display Extended Attributes for Amendment. See **Extended Attribute Data [11/L1M]** task for more details on this function.

Note: *Extended Attributes created and maintained from this option only pertain to the SKU that is being amended.*

Note: *If another user is currently maintaining any Extended Attribute record for the same SKU, even if it is for a different Category, then a message stating that the record is currently in use will be displayed.*

Use Page Up and Page Down to view other stockroom aspects.

Press Enter to save and process any changes you have made.

Alternatively, if the Maintain field has been checked against Standard Cost, press Enter to display the Style Standard Cost Build window.

Amend Cost – Reference Information Pop-up

This pop-up is displayed when you maintain the costing field (Standard Cost, Latest Cost or Average Cost) on the Maintain Stockroom Details at Full Product window that matches the costing method of your chosen item and then press Enter, assuming that the Applies to All field on this pop-up has not already been checked during the current session.

Alternatively, you can display this pop-up by selecting **Amend Cost Reference Information (F14)** on the Maintain Stockroom Details at Full Product window.

Use this pop-up to specify the reference information and reason code to be written to the cost adjustment inventory movements generated to reflect any change in inventory value of an item when its cost is amended.

For example, if an item's costing method is standard and you amend the standard cost, an inventory movement is written to reflect any change in inventory value.

Fields

Reference Number

You can optionally enter a reference number to be assigned to any cost adjustment movement generated as a result of amending an item's cost, using up to 14 alphanumeric characters.

This field defaults to blank.

Reference Date

Enter or select a valid reference date to be assigned to any cost adjustment movement generated as a result of amending an items cost.

This field defaults to the current date. You can amend this date to reflect the actual date on which the cost change being recorded took place.

The date you specify is cross-referenced to the table of week and period end dates for ageing any cost adjustment movements generated.

Note: *You cannot enter a reference date greater than the current date.*

Reference Type

You can optionally enter a valid reference type, using up to 3 alphanumeric characters.

Alternatively, use the prompt facility on this field to select from the TRAN Transaction Reference Type pop-up.

Note: *You can use the reference type to enter a mnemonic to describe the reference number.*

Narrative

You can optionally enter the narrative, or description, to be assigned to any cost adjustment movement generated as a result of amending an item's cost, using up to 20 alphanumeric characters.

This defaults to the literal "COST AMENDMENT" but can be amended if necessary.

Reason Code

You can optionally enter a valid reason code, using up to 2 alphanumeric characters.

This defaults to the value "RV" but can be changed if necessary.

You can use the prompt facility on this field to select from the MOVR Transaction Reason Codes pop-up.

Applies to All

Use this checkbox as follows:

Unchecked (0) - Not to apply to all

Checked (1) - To apply to all

By default, this field is left **unchecked**, thus forcing the display of this pop-up for the first item for which you choose to amend the cost, but can be changed if you wish.

Checking this field suppresses the display of this pop-up for all subsequent items against which you amend the cost in the current session.

If, after checking this field, you need to review the reference information to be recorded on cost adjustments generated in this function, you can invoke this pop-up by selecting **Amend Cost Reference Information (F14)** on the Maintain Stockroom Details at Full Product window.

Note: *When you have chosen to amend the costing field (Standard Cost, Latest Cost or Average Cost) that corresponds to the costing method of the product you have chosen and the Applies to All field has not already been checked on this pop-up, the pop-up is displayed when you press Enter on the Maintain Stockroom Details at Full Product window for each and every product you maintain, thus permitting the entry of different reference information for each and every product that you maintain.*

Press Enter to accept the entered information and continue processing.

Style Standard Cost Build Window

To display this window, check the Maintain field Standard Cost and then press Enter on the Maintain Stockroom Details at Full Product window.

Use this window to maintain the values of any costs.

This task writes a movement record to the Stock Movements Detail file and the Stock Daily Movements Detail file when costs are changed.

Fields

Style

This field displays the selected style.

Year

This field displays the selected year.

Table

Description

This field displays the text description of the cost.

P/V

One of the following is displayed:

P - If the cost is applied as a percentage

V - If the cost is applied as a value

Code Value

This field displays the code value.

Line Value

This field displays the line value.

G/L Account

This field displays the General Ledger account code.

Fields at the Bottom of the Window

Note: *The following fields are populated when a cost is selected for amendment.*

Level

This field displays the level.

Total Record

The checkbox is displayed as follows:

Unchecked - If it is not a total record

Checked - If it is a total record

Description Code

This field displays the description code.

P/V

One of the following is displayed:

P - If the cost is applied as a percentage

V - If the cost is applied as a value

Value

This field displays the value, but can be changed.

GL Account

This field displays the General Ledger account code.

Options

Select

Use this to display the details in the fields at the bottom of the window for amendment.

Select **Update (F8)** to save the details and return to the Maintain Stockroom Details at Full Product window.

Divisional Information [24/STINM]

If you have specified in your Style Sales Order Processing company profile that your customers will accept back orders, you can use this task to determine, by division, the percentage of the order that you must pick, and optionally pack, to make the despatch of goods acceptable to your customers.

Divisional Information Maintenance Selection Window

To display this window, select the Divisional Information task.

Use this window to specify the default divisional choices for back orders.

Fields

Division

This field displays the division that you can attach to each style. You can define these codes in the Inventory Descriptions file under major type DIVN.

Note: *Use Page Up and Page Down to display more divisions.*

Description

This field displays the description attached to the division code.

Initial Line

This field displays the percentage of the initial order line that you must allocate before the software will produce a picking note.

Back Order Line

This field displays the percentage of the back order line that you must allocate before the software will produce a picking note.

Record Exist

This field displays one of the following to indicate whether records exist or not:

0 - If no records are kept

1 - If records are kept by the system

Options

Change (2)

Use this to amend existing details.

The Division Percentage to Pick Maintenance pop-up is displayed.

Delete (4)

Use this to delete the division line.

Note: *You set the Divisional Information details at company level here, but you can change them to account for specific customers within Sales Order Processing Maintenance.*

Division Percentage to Pick Maintenance Pop-up

To display this window, select Change against a division line on the Divisional Information Maintenance Selection window.

Use this window to maintain or amend details for your selected division.

Fields

Division

This field displays the division that you have attached to the style.

Rule

If you generate article numbers, you can select the rule that you want to use to govern this generation exercise for your selected division. You can set up these rules using the Article Numbering task.

You can use the prompt facility on this field to select from the Article Type Prompt pop-up.

Initial Line

Enter the percentage of the initial order line that you must allocate before the software produces a picking note.

Back Orders Line

Enter the percentage of the back order line that you must allocate before the software produces a picking note.

Select **Update (F8)** to update the details for the division line.

Full Product Item Details [25/STINM]

Use this task to maintain the item level details you set up using the Styles task for each variation of your selected style.

Item Detail at Full Product Maintenance Window

To display this window, select the Full Product Item Details task.

Use this window to select the style you want to maintain. You can choose the aspect of the style that you want to maintain; for example, you can change the effectivity start date for a particular style or for a particular SKU variation of a style.

Fields

Item

Enter the item you want to maintain, to SKU level if required.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Default (Untitled)

Enter the new default details for the aspect of the stockroom that you want to update. This field holds the default details that are updated according to the default rule you specify for each aspect.

Maintain

Use these checkboxes as follows:

Unchecked - To leave the details for that style or variation as already specified

Checked - To select that aspect to maintain

Default Rule

Use these checkboxes as follows:

Unchecked - To use the default details specified in the Default field to update any style or variations of that style that are blank, or are flagged with zero

Checked - To use the default details specified in the Default field as the new default for all variations of the style

Use Page Up and Page Down to view other aspects of the style.

Press Enter to display the style matrix so that you can select the variations to which you want to add these default details.

Functions

Extended Attributes (F23)

Use this function to display Extended Attributes for Amendment. See **Extended Attribute Data [11/L1M]** task details for more details on this function.

Note: *Extended Attributes created and maintained from this option only pertain to the SKU that is being amended.*

Note: *If another user is currently maintaining any Extended Attribute record for the same SKU, even if it is for a different Category, then a message stating that the record is currently in use will be displayed.*

Article Numbering [26/STINM]

Use this task to create or maintain the rules you want to use to govern how you generate article numbers for your company.

You normally use article numbers on styles with specific variation details.

Article Numbering Maintenance Selection Window

To display this window, select the Article Numbering task.

Use this window to create or maintain a rule.

Fields

Rule

Enter a rule using up to three alphanumeric characters. If you have chosen to de-activate article numbers in your company profile, you cannot generate article numbers for a style.

If you have already generated article numbers for a specific style, you cannot generate other article numbers for it.

You can use the prompt facility on this field to select from the Article Type Prompt pop-up.

Press Enter to display the Article Numbering Maintenance Detail window.

Article Numbering Maintenance Detail Window

To display this window, enter or select a rule and then press Enter on the Article Numbering Maintenance Selection window.

Use this window to define or maintain your selected article numbering rule.

Fields

Rule

This field displays the rule you selected on the Article Numbering Maintenance Selection window. You can add or amend the description if required.

Note: *You can only delete a rule if you have not used it to attach article numbers to an item. You can use Activate/De-activate (F9) to suspend a rule.*

Article Numbering Type

Enter the article number type for the item, for example, EAN, UPC, and so on.

Alternatively, use the prompt facility to select from the ANTP Article Number Type pop-up.

Check Digit

Use this field to determine whether you want to use check digits or not.

Use this checkbox as follows:

Unchecked - To choose to suppress a check routine

Checked - To enter a check routine

Inventory can use a check routine to calculate a check digit automatically and add it to the article numbering length to validate manual data input. If the manual input does not conform to a pre-configured sequence, the last digit will indicate an error.

Check Routine

If you have **checked** the Check Digit field, select one of the following standard check routines:

Modulus 10 (M10) - To use the Modulus 10 standard check routine

Modulus 11 (M11) - To use the Modulus 11 standard check routine

Article No. Length

This is for display only. Inventory automatically generates a value equal to the total number of digits defined in the Company Length and Article Length and the Check Digit if you have **checked** that field. See the next three fields for further details.

Company Length

You must enter a value equal to the number of digits defined in the Company ID field.

Article Length

You must enter the value equal to the total number of digits defined in the Article Subnumber field. For example, an article subnumber of 00343 gives an article length of 5.

Company ID

If you want to use automatic article numbering for manufactured and finished goods, you must enter a value equal to the total number of digits defined on your company ID. For example, a company ID of 1234567 gives a company length of 7.

You can leave this field blank as long as you also leave the Article Subnumber field blank. If you leave both of the fields blank, you can use this rule to enter company ID and article subnumber manually for bought in goods.

Article Subnumber

If you want to generate automatic article numbers for manufactured and finished goods items, you must enter your article subnumber. The total number of digits you enter here determines your article length value; for example, an article subnumber of 00343 means that you must enter an article length of 5.

You can leave this field blank as long as you also leave the Company ID field blank. If you leave both of the fields blank, you can use this rule to enter the company ID and article subnumber manually for bought in goods.

Functions

Activate/De-activate (F9)

Use this toggle function to activate or de-activate the rule. If you activate your rule, and you have chosen to use automatic article numbering, the software will use the article subnumber and increment it when it assigns numbers to items.

Select **Update (F8)** to save your entries.

Item Article Numbering [27/STINM]

You can use this task to assign the rules that you want to use to govern the way in which article numbers are attached to a specific style.

You can only attach article numbers to a style if the style does not already have article numbers attached to it. For example, you could use this task for bought in items that would not have system-generated numbers.

You can only use this task if you have left the Company ID and Article Subnumber fields blank when you created the rule using the Article Numbering task.

Article Number Maintenance Selection Window

To display this window, select the Item Article Numbering task.

Use this window to select the style and the article numbering rule that you want to attach.

Fields

Style

Enter the product reference number for the style to which you want to attach an article numbering rule.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Rule

Enter the code for the rule that you want to attach, using up to three alphanumeric characters.

Normally you will only create one rule for bought in items, but there are occasions when this is not the case. For example, you can generate article numbers for a style at division level, and amend the rule when you add a new variation to the style. The new variation of the style will have article numbers generated from the new rule.

You can use the prompt facility on this field to select from the Item/Article Rule pop-up.

Press Enter to display the Article Number Maintenance Details window.

Article Number Maintenance Details Window

To display this window, press Enter on the Article Number Maintenance Selection window.

Use this window to maintain the company ID and article subnumbers supplied with styles that you buy in to your company.

You can create article numbers for a new style and its various skus.

You can use the Stop/Sell function to render these skus inactive, but the software does not delete any generated article numbers.

If you have entered multi-dimensional skus, the style is not displayed.

Fields

Style

This field displays the style reference you specified on the Article Number Maintenance Selection window.

Rule

This field displays the rule you specified on the Article Number Maintenance Selection window.

Article Numbering Type

This field displays the article numbering type that you have already specified for this rule. When you press Enter on the Article Number Maintenance Selection window, this information is automatically displayed.

Description

These are the variants that you have set up for your selected style.

Company Identifier

You can enter the company ID reference for this style using up to seven alphanumeric characters. This information is normally supplied when you receive these products from your supplier.

Note: *You can leave this field blank providing you leave the Article Subnumber field blank as well.*

Note: *You control the number of characters you can use to record the company ID when you create the rule using the Article Numbering task.*

Article Subnumber

You can enter an article number for this style using up to seven alphanumeric characters. This information is normally supplied when you receive these products from your supplier.

Note: *You can leave this field left blank providing you leave the Company Identifier field blank as well.*

Note: *You control the number of characters you can use to record the article subnumber when you create the rule using the Article Numbering task.*

Functions

Use Page Up and Page Down to display more variants of your style.

Refresh (F5)

Use this to refresh your data if you make a mistake.

Select **Update (F8)** to save any entries and attach this rule to your style.

Fast Product Creation [28/STINM]

You can use this task to set up new styles quickly. You only need to enter basic data here: the rest of the information defaults from the Inventory Descriptions file, under type FSTC.

Note: *You can override any of the defaults if you want to.*

If you want to enter more information, you can use More Fields to add additional style details.

You can only use Fast Product Creation to create new styles; any amendments to existing styles must be made using the Styles task. Please refer to the Styles section for more information.

Fast Product Creation Details Window

To display this window, select the Fast Product Creation task.

Use this window to enter the details for a new style.

Fields

Style Code

Enter the code for the new style, using up to nine alphanumeric characters.

Description

Enter a description for the new style.

Stock Unit

Enter a default stock unit. This is the default unit of measure used to display stock balances.

Alternatively, use the prompt facility to select from the UNIT Unit Descriptions pop-up.

Tax Code

Enter the tax code for this product. All tax codes are validated against the GL tax codes and not the Inventory Descriptions file.

You can use the prompt facility on this field to select from the Select Tax Code pop-up.

Purchasing Officer

If you have specified that purchase officers are mandatory on the Purchase Management company profile, you must enter the code of the purchase officer responsible for this style.

You can use the prompt facility on this field to select from the Select Purchase Officer pop-up.

Search Family

Caution: If you use Style Production, you must define a search family for your style.

Enter a search family code for this style.

Alternatively, use the prompt facility to select from the Search Family Code Selection pop-up.

The search family code determines the number of dimensions associated with this style. You can add characteristics to the dimensions you define for each style. For example, you could define colour as a dimension, size as another and so on.

Note: *To make a style one-dimensional, that is, with no variations, leave this field blank.*

Caution: It is essential that you select the correct search family code, as it is not practical to change to a family with more or fewer dimensions once you have created the style.

Sourcing Warehouse

Enter the issuing warehouse and/or stockroom for this style.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Note: *This is the default warehouse on sales orders for this style.*

Addit. Stockrooms

You can enter up to three additional stockrooms in addition to the sourcing warehouse.

You can use the prompt facility on all additional fields to select from the Stockroom Selection pop-up.

Colours

You can enter up to three colours for the style.

You can use the prompt facility on all additional fields to select from the Colour Code Selection pop-up.

If the search family does not include colour as a dimension, you can leave these fields blank.

Order Method

Enter one of the following to define the default order method for this style:

0 (default) - Normal Order

Use this if you want to sell (that is, allocate) from stock. If there is a stock shortage for the order line, you can use any of the other ordering methods.

1 - Make to order

Use this to create a back-to-back (make to order) production order so that you can plan for the stages of manufacture. When you use this order method, the lead time for the style is added to the time fence days.

The time fence for the stockroom is held in the Inventory Descriptions file under major type WOFT, with the minor type code set to line stockroom. The number of days is held in the Limit field. If no record is held, assume zero days.

This task calculates the number of working days that need to be added to the current date. Non-working days and holidays are taken into account during the calculation. The date of the works order is changed to be the last working day before the sales order due date. This calculation determines the date by which you can manufacture a style.

If this date exceeds the sales order date the software will display a warning. You can override this manually if you want to.

2 - Buy to order

Use this to create a back-to-back purchase order to satisfy a particular order line quantity. This option checks the style/supplier profile for the lead time and adds it to the current date.

If the date exceeds the sales order due date, the software displays a warning message; you can manually override this if you want to.

If you want to use this order method, you must make sure that you have set up a supplier against the style. The software uses the supplier to create requisitions for purchase orders. If you have not defined a supplier for the style, the software displays a warning and you can manually amend the requisition once it has been created.

3 - Direct delivery

Use this to create a back-to-back purchase order for direct delivery from the supplier to the customer. This order method bypasses normal stock allocation for the order line. You can create more than one purchase order for a back-to-back sales order detail line if it is amended.

If you assign a back-to-back order method to an order line, the software will raise a requisition for the order detail line. When you create purchase orders in Requisitioning, the software converts the requisition into a purchase order. If you increase the quantity on the sales order detail line, the software will create another requisition for the increased quantity which will become another purchase order.

If you increase or decrease the sales order detail line while a requisition is still held against the line, that is, before it becomes a purchase order; the software will amend the requisition.

If you have reserved the sales order detail line against purchase orders, the decrease is reported in the Demand Exception file but the purchase order is not changed.

4 - Reservations

Use this to reserve against an existing production or purchase order. If this is a manufactured style, you reserve against works orders. If the software cannot fully reserve against works orders, it will then check for any purchase orders and reserve against those that match the demand requirement.

If this is not a manufactured style, the software will reserve against purchase orders. If you set an order to **Normal Order**, the software allocates stock according to the rules (P/V indicator on ORTP in the Inventory Descriptions file). If you change the order method to, for example, **Reservations**, the software de-allocates the line and changes the status of the allocated or outstanding quantity to Reserved.

If you choose to reserve an order line against purchase or works orders that the software can only source from supply orders that are beyond its due date, the software will display a message to inform you of the date by which the order can actually be sourced. You can accept this date, in which case the available due date becomes the order line due date and the customer's requested due date will be displayed on the sales line as the original due date.

If you amend an order to reduce quantities of lines with reservations, a record is written to the Demand Exceptions file, which you can print off to highlight differences between supply orders and sales orders as a result of the amendment. If the software suspends an order, it deletes all allocations and reservations.

A record is written to the Demand Exceptions file if you amend a variant within an order line that has a reservation against a works order. If you amend the same line but change to a different variant, the original variant will be reported on. This is because works order creation is at style level rather than variant level and all the variants on a line are processed for a style line amendment.

For all order methods other than **0** (Normal Order), the reserved quantity will be set to the ordered quantity equivalent to the outstanding quantity. The software uses the reserved quantity to update the customer's outstanding orders value. Because the line is treated as allocated to the customer if it is reserved, this will affect the customer's credit rating and limit.

5 - Enterprise order

Use this to source the style from an enterprise. An enterprise lets you link sales orders to both purchase orders and works orders. This link means that the supplier can be another company within the same enterprise, so that goods are sourced from that company. Enterprise is particularly useful in multi-company businesses that operate on a number of physical sites and may have multiple processors and a distributed database. You can use Enterprise orders with enhanced allocation and back-to-back processing.

6 - Enterprise direct delivery

Use this to process a direct delivery and source styles using the Enterprise system.

Certain order method types are incompatible with certain order types as listed in the table below:

Order Type	**Blanket - B**	**Rush - 7**	**Direct - 9**
Normal	Yes	Yes	Yes
Make to order	Yes	No	No
Buy to order	Yes	No	No
Reservations	Yes	No	No

Direct delivery	No	No	No
Enterprise	Yes	Yes	No
Enterprise direct delivery	No	Yes	No

If the order method is incompatible with the order type, the order method is set to **0** (Normal Order).

You can use the prompt facility on this field to select from the ORDM Order Method pop-up.

Note: *If a line is reserved, it is not taken off the outstanding quantity.*

Size Mask 1

Enter a size mask to associate with this style. This field is only displayed if the search family code that you have entered requires a size mask.

Size Mask 2

Enter a size mask to associate with this style. This field is only displayed if the search family code that you have entered requires 2 size masks.

Production Item Type

This field is only displayed if you are using Style Production. Production distinguishes between manufactured items, bought out items, consumable tools and purchased items.

Enter one of the following:

M - Production items

These are styles or intermediates used in the production of a style.

P - Purchased items, for example, materials, such as lace, leather and silk

B - Bought out items, for example, buttons, zips and packaging materials

T - Consumable tools, for example, needles, blades and pins

You can use the prompt facility on this field to select from the PITP Item Type pop-up.

Warehouse Pack

This field is only displayed if you are using Warehousing. Enter the type of pack used for this style in your warehouses.

Alternatively, use the prompt facility to select from the Select Packaging pop-up.

Functions

More Fields (F20)

Use this to display more maintenance windows, so that you can add more details to this style. Please refer to the Styles section for more information.

Select **Update (F8)** to save the new style details.

Stock Gain/Loss Accounts [29/STINM]

Use this task to maintain the stock gain and loss accounts to which stock gains and losses are to be posted in 3-way match.

Stock Gain and Loss Account Maintenance Selection Window

To display this window, select the Stock Gain/Loss Accounts task.

Use this window to select the accounts by division.

Fields

Division

Enter the division for the accounts that you want to maintain. Leave the field blank to use the company default.

Alternatively, use the prompt facility to select from the DIVN Inventory Product Division pop-up.

Press Enter to display the Stock Gain and Loss Accounts Maintenance Detail window.

Stock Gain and Loss Accounts Maintenance Detail Window

To display this window, optionally enter the division, and then press Enter on the Stock Gain and Loss Accounts Maintenance Selection window.

Use this window to enter the gain and loss account codes.

Fields

Division

This field displays the selected division.

Stock Gain Account

Enter the stock gain account number.

Alternatively, use the prompt facility to select from the Select Account pop-up.

Stock Loss Account

Enter the stock loss account number.

Alternatively, use the prompt facility to select from the Select Account pop-up.

Press Enter to save the information and return to the Stock Gain and Loss Account Maintenance Selection window.

When you press Enter, if you are using extension codes, the Select Fiscal Account Extension Code pop-up is displayed for you to select the extension codes for the accounts.

Select Account Pop-up

To display this pop-up, use the prompt facility on an account field.

Fields

Search Argument

Use this in conjunction with a function.

Options

Select

Use this to select the account. Selection of an account from the list will populate the required field with the new selection.

Note: *Blank account codes may be used.*

Functions

Alpha Search on Account Description (F17)

Use this to search on the account description. Use the Search Argument field in conjunction with this function.

Position to … Ledger Code (F19)

Use this to display the pop-up from the selected point. Use the Search Argument field in conjunction with this function.

Position to … Account Code (F21)

Use this to display the pop-up from the selected point. Use the Search Argument field in conjunction with this function.

Select an account to return to the previous window.

Lot Attribute Profile [30/STINM]

Use this task to maintain a lot attribute profile that will allow the user to control the type of data to be detailed against an item/lot. The user can name up to 10 fields and define their type.

There is additional functionality available by the use of a special Lot Attribute Profile, namely **L01**. It has been introduced to assist in the control of materials where dyelot and shade are important in the control and allocation of lots to production orders.

Key Points

This function is supported by the use of a fixed lot attribute profile, which MUST be defined in a pre-determined way. Function is limited to that described and includes the following, which are mandatory, if this fixed format and the associated function is to be used.

Mandatory Setup/Functionality:

- **L01** Profile Code
- Field definitions must be set as described.
- Parameter file entries must set as defined.
- Receipts must be via Purchasing for the shading function to be available.

Within the L01 profile the key data held per lot is shipment, shade and taper. If these details are not the key considerations when controlling a lot's attributes, the use of this fixed profile needs to reviewed, as it is likely that the use of other flexible lot attribute profiles will provide a better solution.

Additional Lot Attribute Profile Maintenance Selection Window

To display this window, select the Lot Attribute Profile Maintenance task.

Use this window to select the code.

Fields

Code

Enter an existing lot attribute profile, or any code that is not already in use as a search family code. Code **L01** is reserved for a special case and provides for a fixed format to be used where dyelot and shade are important in the control and allocation of lots to production orders.

You can use the prompt facility on this field to select from the Lot Attribute Profiles pop-up.

Press Enter to display the Additional Lot Attribute Profile Maintenance Detail window.

Lot Attribute Profile Maintenance Detail Window

To display this window, enter or select a code and then press Enter on the Additional Lot Attribute Profile Maintenance Selection window.

Use this window to enter the lot attribute details in sequence. The first three fields defined should be the key data for the lot; they are used for sorting and selection purposes.

Fields

Code

This field displays the selected code.

Description

You can enter or amend the description for this code.

Present Sort

This field displays the present sort number.

Present Seq

This field displays the present sequence.

Characteristics Description

Enter a description for the attribute.

Short

Enter a short description for the attribute.

No Dec

Enter the number of decimal places required, up to a maximum of 5. Leave this field blank for a text field.

Caution: This is only available when creating new profiles. On existing profiles this field is not available, in order to protect the integrity of any data set up on the database.

Note: *Text fields are 15 characters in length and numeric fields are 8 digits plus up to 5 decimals.*

Mand/Df

Enter a valid value.

Alternatively, use the prompt facility to select from the LAMD Lot Attributes Field Options pop-up.

Defaulting fields are reserved for future use.

Field Types

Enter a valid value.

Alternatively, use the prompt facility to select from the LAFT Lot Attributes Field Type pop-up.

This feature is reserved for future use.

Select **Update (F8)** to save the new lot attribute profile details.

Special Case

Where a lot attribute profile code of **L01** is to be used, it must be set up as follows:

Present Sort	Present Seq	Characteristics Description	Short	No Dec	Mand /Df	Field Type
1	01	Shipment	Ship	_	2	__
2	02	Shade	Shade	_	3	__
3	03	Taper	Taper	0	0	10
	04	Width	Width	3	3	__
	05	Weft	Weft	2	0	__
	06	Location	Locn	_	3	__
	07	Shrinkage1	SHRN1	0	0	__
	08	Shrinkage2	SHRN2	0	0	__
	09	Supplier Lot No	SLOTN	_	0	__

Menu/Task Set Up

An activity and task are required to be set up to run AP146 (Lot Shading).

Inventory Descriptions

The profile **L01** may be entered as a minor type in the Inventory Descriptions file under major type LACN. This controls any purchasing receipts to 1 receipt per lot.

Manufacturing Parameters

Under the manufacturing parameter MATO, both AUTP and DEAL are switched to **1**.

This prevents the auto allocation of items with L01 profiles and allows de-allocation of other lots allocated to other orders during Material Issue.

Purchasing Receipts

When **L01** is defined against a Style and the Reqd flag is set to **1**, a Multiple Lot Entry window with the ability to enter Lot Attributes in a pre-defined format is displayed.

Carton Templates [31/STINM]

This task allows the creation of carton templates. It allows the definition of a template detailing the quantities of each size or size/fit combination within a size mask (or set of size masks) which make up the profile of the contents of any carton on which it is used.

Templates may be added, maintained, deleted or enquired upon.

Note: *No links are maintained between carton templates and the cartons for which they are used. Once a carton has been defined, any changes to the template are not reflected.*

Carton Template Maintenance Selection Window

To display this window, select the Carton Templates task.

Use this window to select the code.

Fields

Template Code

Enter a template code, using up to 5 alphanumeric characters.

Alternatively, use the prompt facility to select from the Carton Template Selection pop-up.

Press Enter to display the Carton Template Maintenance Detail window.

Carton Template Maintenance Detail Window

To display this window, enter or select a template code and then press Enter on the Carton Template Maintenance Selection window.

Use this window to enter the template description and sizes.

Fields

Description

You must enter a description for a new template.

Based on Size Mask 1/Based on Size Mask 2

Enter a valid size mask. If the related styles for which this template is to be used are defined as 4-dimensional, enter a second size mask. As in the Styles task, if both fields are used, the two size masks must not exceed a total of three characters.

These fields are not available for existing templates.

Note: *The size masks must match the size masks on the styles for which you wish to use this template.*

Number of Pieces

Enter the total number of pieces contained within the template. This is used to validate the subsequent matrix entries.

Functions

Delete (F11)

Use this to delete the template. Confirmation is required.

Press Enter to display the Carton Template Matrix pop-up.

Carton Template Matrix Pop-up

To display this pop-up, enter the appropriate data and then press Enter on the Carton Template Maintenance Detail window.

Use this pop-up to enter the number of each size or size/fit.

Fields

The fields displayed will depend upon the selections made in the previous window. The total quantities entered in the matrix are validated against the number of pieces entered on the Carton Template Maintenance Detail window. If the totals do not agree, a control quantity is shown. Amend either the control quantity or the sku quantities.

Functions

Window Left/Right (F20)

Use this to move the display to the left or right.

Press Enter to update or create this carton template.

Secondary UoMs [32/STINM]

This task allows the creation and maintenance of secondary units of measurement.

Maintain Unit of Measure Selection Window

To display this window, select the Secondary UoMs task.

Use this window to select the unit of measure to create or maintain.

Fields

Unit of Measure

Enter a new or existing unit of measure.

Alternatively, use the prompt facility to select from the Units of Measure pop-up.

Press Enter to display the Maintain Unit of Measure Detail window.

Maintain Unit of Measure Detail Window

To display this window, enter or select a unit of measure and then press Enter on the Maintain Unit of Measure Selection window.

Use this window to enter the template description and sizes.

Fields

Long Description

You must enter a description of the unit of measure, using up to 30 characters.

Short Description

You can optionally enter a short description for the unit of measure, using up to 9 characters. This is used by the software on some windows to describe the unit of measure.

Note: *If you make no entry in this field, it defaults to the first nine characters of the long description.*

Abbreviation

You can optionally enter an abbreviation for the unit of measure, using up to three characters. This is used by the software on some windows to describe the unit of measure.

Note: *If you make no entry in this field, it defaults to the first three characters of the long description.*

Larger UOM

You can associate a unit of measure with a larger unit of measure. For example, you can associate ounces with pounds. The abbreviation and text description for the larger unit of measure are displayed in this field.

UOM Type

Enter one of the following:

1 - Weight

2 - Volume/Fluid Capacity

3 - Length

4 - Area

Alternatively, use the prompt facility to select from the UTYP UoM Type pop-up.

Press Enter to validate the details and then select **Update (F8)** to save the details and display the Maintain Unit of Measure Selected Details window.

Maintain Unit of Measure Selected Details Window

To display this window, select Update (F8) on the Maintain Unit of Measure Details window.

Use this window to configure the conversion factors between different units of measure.

Fields

Select (Sel)

Enter **1** to select the required record

To UOM

Enter the abbreviation of the conversion unit of measure.

Alternatively, use the prompt facility to select from the Units of Measure pop-up.

Conv Factor

Enter the value, to four decimal places, by which the unit of measure must be either multiplied or divided to result in the conversion unit of measure.

M/D

Select one of the following to determine whether the unit of measure is multiplied or divided to result in the conversion unit of measure:

Multiply (M)

Divide (D)

Larger UOM

Use this checkbox as follows:

Unchecked - If it is not a larger unit of measure

Checked - If the conversion unit of measure is a larger unit of measure

Select **Update (F8)** to save any changes.

Season [1/STINA]

This task allows the creation and maintenance of season codes.

Maintain Season Selection Window

To display this window, select the Season task.

Use this window to add a new season code or to select an existing code for amendment.

Fields

Season

Enter a season code, using up to 5 alphanumeric characters.

Alternatively, use the prompt facility to select from the Select Season pop-up.

Press Enter to display the Maintain Season window.

Maintain Season Window

To display this window, enter or select a season code and then press Enter on the Maintain Season Selection window.

Use this window to add or amend details for a season code. The window will display *Add or *Amend. All updates of season code definitions automatically update the Inventory Descriptions file (major type SESN) and the Seasonality Master file (APP72).

Fields

Season

This field displays the season code.

Description

Enter or amend the description for the season.

Start Date

You must enter or select a start date.

End Date

You must enter or select an end date.

Sales Order Dates

Available to Promise Date

You must enter or select this date.

End Order Date

You must enter or select a date, which must be later than the Available to Ship date.

Available to Ship Date

You must enter or select a date, which must be later than the Available to Promise date.

Available to Ship To Date

You must enter or select a date, which must be later than the Available to Ship date.

Caution: If either the Available to Ship Date or the Available to Ship To Date field is amended and this causes conflict with any attached delivery window dates, an error message will be displayed. The related delivery window will then need to be amended prior to this change.

Purchase Order Dates

Start Order Date

This date is optional, depending on whether purchase seasonality is in use.

End Order Date

This date is optional, depending on whether purchase seasonality is in use.

Production Order Dates

Start Order Date

This date is optional, depending on whether purchase seasonality is in use.

End Order Date

This date is optional, depending on whether purchase seasonality is in use.

Functions

Delivery Windows (F18)

When Delivery Windows is activated within the SOP Company Profile, this function will be available to provide a fast path through to the definition of the delivery windows for the season. This functionality is described in the Delivery Windows section.

Select **Update (F8)** to save any changes and return to the Maintain Season Selection window.

Delivery Windows [2/STINA]

This task allows the creation and maintenance of a delivery window, defined in terms of its start and end shipment dates, which must lie within the shipment dates of the season to which it relates.

Note: *This task is only available where the appropriate Seasonal Processing setting is established for the Demand Company. The message "Delivery windows are not in use for this company" is displayed if this task is used in a company that does not use delivery windows.*

Maintain Season - Delivery Window Definition Selection Window

To display this window, select the Delivery Windows task.

Use this window to enter a valid season code in order to maintain its delivery definition.

Fields

Season

Enter a season code, using up to 5 alphanumeric characters.

Alternatively, use the prompt facility to select from the Select Season pop-up.

Press Enter to display the Maintain Season - Delivery Window Definition window.

Season Maintenance - Delivery Window Definition Window

To display this window, enter or select a season code and then press Enter on the Maintain Season - Delivery Window Definition Selection window.

Alternatively, select Delivery Windows (F18) on the Maintain Season window or on any other window on which it occurs.

Use this window to maintain the delivery windows within the selected season.

Fields

Sequence (Seq)

Enter a sequence number.

Del. Window

Enter a code to identify the delivery window.

Description

Enter a description for this sequence.

Start Date

You must enter or select a date, which must be the same as or later than the Available to Ship Date.

End Date

You must enter or select a date, which must be the same as or earlier than the Available to Ship To date.

Note: *Start and end dates for different windows may overlap.*

Status

You can optionally enter a status code. This is not validated.

Options

Amend (1)

Use this to bring a line down for amendment.

Text (2)

Use this to add text to the delivery window (effectively for memo purposes).

Delete (4)

Use this to delete the window.

Note: *Where this window is attached to a style, deletion will not be allowed and an error message will be displayed.*

Functions

Resequence (F5)

Use this to re-display the window in sequence order.

Select **Update (F8)** to save any changes and return to the Maintain Season - Delivery Window Definition Selection window.

Seasons by Style [3/STINA]

This task is used to provide the ability to associate seasons (and optionally delivery windows) with the appropriate styles.

Note: *Styles to which no seasons are attached should be considered as non-seasonal throughout the system.*

Maintain Seasons by Style Selection Window

To display this window, select the Seasons by Style task.

Use this window to select a style and optionally to copy the season codes associated with that style from another company.

Fields

Style

Enter a style.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Note: *The style must first exist on the Stockroom Balance file within both companies.*

Copy From Company

Enter the company from which you wish to copy the season codes associated with that style.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Press Enter to display the Maintain Seasons by Style window. Where a company is also selected, a warning message is displayed when a valid selection has been entered.

Maintain Seasons by Style Window

To display this window, enter or select a style and, optionally, a company from which to copy and then press Enter on the Maintain Seasons by Style Selection window.

Entry of a style only will display the seasons attached to the style within the company being used. Use of the copy from company facility will replicate any seasons attached to the style from the company selected.

Fields

Season

Enter a season code to add it to this style.

Alternatively, use the prompt facility to select from the Select Season pop-up.

Options

Select Colours (1)

Use this to display the Maintain Colours by Style/Season window, containing a list of all colours associated with the style

All Colours (2)

Use this to clear all associations for a style from the Colours for a Style by Season file (APPAO). Selecting **All Colours** against the season followed by selection of **Update (F8)** will remove all records from the file.

Delivery Windows (3)

Use this to maintain delivery windows.

Note: *This option is described further in the Delivery Windows section.*

Delete (4)

Use this to delete the style from the season.

Note: *Where delivery windows are de-activated in the SOP company profile, neither the Windows Defined field nor the Delivery Windows option will appear.*

Press Enter to add a line. When all additions are complete, select **Update (F8)** to save any changes and re-display this window.

Maintain Colours by Style/Season Window

To display this window, use Select Colours against a line on the Maintain Seasons by Style window.

Entry of a style only will display the seasons attached to the style within the company being used. Use of the copy from company facility will replicate any seasons attached to the style from the company selected.

Fields

Select

Select one of the following:

Select/Deselect Colour (1) - To de-select or select individual colours

To select or de-select all colours use **Select All (F15)** or **Deselect All (F17)**.

Delivery Windows (3) - To maintain delivery windows

This option is described in the Delivery Windows section.

Note: *Where delivery windows are de-activated in the SOP company profile, neither the Windows Defined field nor the Delivery Windows option will appear.*

Functions

Select All (F15)

Use this to select all colours.

Deselect All (F17)

Use this to de-select all colours.

Select **Update (F8)** to save any changes and return to Maintain Seasons by Style window.

Delivery Windows by Style [4/STINA]

This task is used to provide the ability to associate delivery windows with the appropriate style/colour combinations

Note: *This task has the same functionality as use of the Seasons by Style task and selection of the Delivery Windows option.*

Entry of a valid style and season together with a copy from company will replicate the delivery window data from the company selected.

Maintain Delivery Windows by Style Selection Window

To display this window, select the Delivery Windows by Style task.

Use this window to select a style and season. You may optionally copy the delivery windows associated with that style and season from another company.

Fields

Style

Enter a style.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Season

Enter a season.

Alternatively, use the prompt facility to select from the Select Season pop-up.

Copy From Company

Enter the company from which you wish to copy the delivery windows associated with the selected style and season.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Press Enter to display the Maintain Season/Delivery Windows by Style window.

Maintain Season/Delivery Windows by Style Window

To display this window, enter or select a style, season and, optionally, a company from which to copy and then press Enter on the Maintain Delivery Windows by Style Selection window.

Entry of a valid style and season together with a copy from company will replicate the delivery window data from the company selected.

Fields

Select

Choose **Select** against a line to select it.

Functions

Delete (F11)

Use this to delete all windows. However, this will not be allowed if any of these windows is attached to orders, and an error message will be displayed.

All Colours (F15)

Use this to select all colours.

Select All Colours (F15) or select a line and then press Enter to display the Maintain Season/Delivery Windows by Style Details Window.

Maintain Season/Delivery Windows by Style Details Window

To display this window, select All (F15) or select a line and then press Enter on the Maintain Season/Delivery Windows by Style window.

Use this window to add, amend or remove delivery windows at colour level.

Fields

Window

Enter a code to identify the delivery window.

Alternatively, use the prompt facility to select from the Delivery Window window.

Preferred

Use this checkbox as follows:

Unchecked - If the delivery window is not a preferred window for a style/colour combination

Checked - If the delivery window is a preferred window for a style/colour combination

This will have no impact on the operation of the system. There is no limit to the number of windows that can be flagged as preferred.

Closed

Use this checkbox as follows:

Unchecked - If the delivery window is open for a style/colour combination

Checked - If the delivery window is closed for a style/colour combination

This will have no impact on the operation of the system.

It is possible to associate a one-dimensional style with its appropriate delivery window(s). The colour selection is bypassed when you are processing a one-dimensional style.

When you are updating the database for one-dimensional styles, the colour code is set to "***", just as it is when the all colour options are selected for other styles.

Options

Amend (1)

Use this to bring a line down for amendment.

Text (2)

Use this to add text to the delivery window (effectively for memo purposes).

Delete (4)

Use this to delete a delivery window.

When you attempt to delete, an error pop-up will be displayed if the delivery window is attached to any orders.

Functions

Resequence (F5)

Use this to re-display the window in sequence order.

Change Level of Detail (F13)

Use this to re-display the window, expanded to display each sequence on two lines, the second displaying the description.

All Windows (F15)

Use this to select all windows.

Select **Update (F8)** to save any changes and return to Maintain Season/Delivery Windows by Style window.

Chapter 3 Processing

3

Introduction to Style Inventory Processing

Inventory Processing is also commonly known as stock movement transfer.

The primary functions of Style Inventory Management are to record stock movements and determine, at any moment, the current stock levels. To achieve this, there are a number of different types of stock movements.

Whilst you can record these transactions within Style Inventory Management, the application forms part of an integrated business system and other applications can perform many transactions more easily. For example, Style Purchase Management handles the receipt of goods, and Style Sales Order Processing the despatch. The main transactions within Style Inventory Management are stock counting and housekeeping.

During processing, the format of the window is very similar for all transactions. To simplify the process, you enter common data on the first window. The second window records the detail of the movement.

Customer Order Issue [1/STINP]

You can use this task to issue stock to a customer if you are not using Style Sales Order Processing to process your sales orders.

You can only issue previously allocated stock. To do this, you need to use the Adjust Allocated Stock task. If you use this task to issue stock to a customer, there is no link with allocating stock to a customer order in Style Sales Order Processing.

Caution: You normally process sales orders using Style Sales Order Processing. We recommend that you only use this task if you do not use Style Sales Order Processing.

Record Customer Order Issue Selection Window

To display this window, select the Customer Order Issue task.

Use this window to select the stockroom that this transaction affects, in addition to specifying the date, reference information and reason code for the transaction.

Fields

Stockroom

You must enter the code for the stockroom that this transaction affects, using up to two alphanumeric characters. This must exist in the company profile.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Ref. No.

You must enter the reference number for this movement, using up to 14 alphanumeric characters. You can link this with the reference type you specify.

Date

You must enter or select a date to specify the reference date for this movement. This defaults to the current system date. You can change this to reflect the actual movement date. The reference date is cross-referenced with the table of period and week end dates to determine the week and period numbers for ageing the stock movement and history records.

Note: *You cannot enter a reference date greater than the current date.*

Type

You must enter the reference type, using up to three alphanumeric characters.

Alternatively, use the prompt facility to select from the TRAN Transaction Reference Type pop-up.

You can use the reference type to enter a mnemonic to describe the reference number; for example, you can use the code REQ to indicate that the reference number is a stores requisition note number.

Narrative

You can optionally enter the narrative or description for this movement, using up to 20 alphanumeric characters.

Reason Code

You must enter a reason code.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Note: *This information is written to the Movement History file. To help you recognise and analyse the movements, you can view it and report on it.*

Note: *If you use MRP and you have activated the Unplanned Inventory Transaction Reason Code, any sundry issues or receipts trigger a flag for the next MRP run.*

Press Enter to accept the entered details and display the Record Customer Order Issue Details window.

Record Customer Order Issue Details Window

To display this window, press Enter on the Record Customer Order Issue Selection window.

Use this window to record the details of the customer's order issue.

Fields

Stockroom

The stockroom code defaults from the Record Customer Order Issue Selection window but you can change it.

You can use the prompt facility to select from the Stockroom Selection pop-up.

Customer

Enter the customer to whom you want to issue this stock, using up to 11 alphanumeric characters. Customer details are not checked against the customer profiles within Style Sales Order Processing.

Product Code

You can enter the full product code, using 15 alphanumeric characters.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

You can also choose to enter the nine-character style code and then select **Matrix (F16)** to specify the variants of the product you want to issue.

Note: *You cannot select Matrix (F16) if you use Warehousing and this stockroom is defined as a warehouse.*

Movement Qty

Enter the total quantity you want to issue, using up to eight digits.

Note: *If you want to correct a previous over-issue, you can enter a negative quantity. To do this, enter the quantity followed by a minus sign (-).*

Lot

If your style is lot-controlled or batch-controlled you must specify the lot from which this quantity is to be issued, using up to 15 alphanumeric characters. You can enter a new lot reference or select an existing lot reference.

You can use the prompt facility on this field to select from the Select Lot Reference pop-up.

Quantity Units

Enter the unit of measure code.

This code defines the unit of measure in which the movement quantity is expressed.

You can enter a unit defined for the product. This code defaults to the issue unit for this particular product and stockroom combination but you can change it.

Cost/Unit

You do not use cost per unit for stock issues.

You can enter up to 15 digits, including five decimals, to specify the cost/unit for this movement. If the movement is a goods receipt transaction and the product is costed using the latest, average or FIFO costing method, this movement cost will be used to value the movement.

Otherwise, the movement is valued according to the costing method defined for the product and stockroom combination.

Ref No. Date & Type

You can alter the date and type if necessary, but not the reference.

You can use the prompt facility on the type field to select from the TRAN Transaction Reference Type pop-up.

Narrative

You can alter the narrative if necessary.

Movement Reason

You can alter the movement reason if necessary.

You can use the prompt facility on this field to select from the MOVR Transaction Reason Codes pop-up.

Press Enter to display the three units of measure for the product. You can still change the details on this window.

This transaction processes the following updates at full product level:

- It subtracts the movement quantity from the physical stock and allocated stock for the product/stockroom.
- It re-calculates the available stock for the product and stockroom combination.
- It updates the usage figures for the product and stockroom combination.
- It updates the last issue date for the product and stockroom combination.

Functions

Matrix (F16)

Use this to display the matrix showing all available variants for the style. You can use this matrix to divide the total quantity between the variants. The quantities you enter must equal the total quantity specified on the Record Customer Order Issue Details window. If you use the matrix, you must press Enter to validate the entries and return to the Record Customer Order Issue Details window. For more information, see the Style Matrix Processing Window section in the Style Sales Order Processing product guide.

Note: *You cannot select Matrix (F16) if you use Warehousing and this stockroom is defined as a warehouse.*

Press Enter again to process the transaction.

Sundry Issue [2/STINP]

You can use this task to enter details of an issue for which no prior allocation has taken place.

You can use this task to despatch an incoming delivery straight to your customer; effectively bypassing the goods receipt, picking, confirmation and despatching processing, and complete the paperwork later.

Record Miscellaneous Issue Selection Window

To display this window, select the Sundry Issue task.

Use this window to select the stockroom that this transaction affects, in addition to specifying the date, reference information and reason code for the transaction.

Fields

Stockroom

You must enter the code for the stockroom that this transaction affects, using up to two alphanumeric characters. This must exist in the company profile.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Reference Number

You must enter the reference number for this movement, using up to 14 alphanumeric characters. You can link this with the reference type you specify.

Date

You must enter or select a date to specify the reference date for this movement. This defaults to the current system date. You can change this to reflect the actual movement date. The reference date is cross-referenced with the table of period and week end dates to determine the week and period numbers for ageing the stock movement and history records.

Note: *You cannot enter a reference date greater than the current date.*

Type

You must enter the reference type, using up to three alphanumeric characters.

Alternatively, use the prompt facility to select from the TRAN Transaction Reference Type pop-up.

You can use the reference type to enter a mnemonic to describe the reference number; for example, you can use the code REQ to indicate that the reference number is a stores requisition note number.

Narrative

You can enter the narrative or description for this movement, using up to 20 alphanumeric characters.

Reason Code

You must enter a reason code.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Note: *This information is written to the Movement History file. To help you recognise, and analyse the movements, you can view it and report on it.*

Note: *If you use MRP and you have activated the Unplanned Inventory Transaction Reason Code, any sundry issues or receipts trigger a flag for the next MRP run.*

Press Enter to accept the entered details and display the Record Miscellaneous Issue Details window.

Record Miscellaneous Issue Details Window

To display this window, press Enter on the Record Miscellaneous Issue Selection window.

Use this window to record the details of the miscellaneous issue.

Fields

Stockroom

The stockroom code defaults from the Record Miscellaneous Issue Selection window but you can change it.

You can use the prompt facility to select from the Stockroom Selection pop-up.

Issued To

Enter a name or reference, using up to 11 alphanumeric characters to identify the body or person to whom you have issued the product.

Product Code

You can enter the full product code, using 15 alphanumeric characters.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

You can also choose to enter the nine-character style code and then select **Matrix (F16)** to specify the variants of the product you want to issue.

Note: *You cannot select Matrix (F16) if you use Warehousing and this stockroom is defined as a warehouse.*

Movement Qty

Enter the total quantity you want to issue, using up to eight digits.

Note: *If you want to correct a previous over-issue, you can enter a negative quantity. To do this, enter the quantity followed by a minus sign (-).*

Lot

If your style is lot-controlled or batch-controlled you must specify the lot from which this quantity is to be issued, using up to 15 alphanumeric characters. You can enter a new lot reference or select an existing lot reference.

Alternatively, use the prompt facility to select from the Select Lot Reference pop-up.

Quantity Units

Enter the unit of measure code.

This defines the unit of measure in which the movement quantity is expressed.

You can only enter a unit defined for the product. This code defaults to the issue unit for this particular product and stockroom combination but you can change it.

Cost/Unit

Cost per unit is not used for issues.

You can enter up to 15 digits, including five decimals, to specify the cost/unit for this movement. If the movement is a goods receipt transaction and the product is costed using the latest, average or FIFO costing method, this movement cost will be used to value the movement.

Otherwise, the movement is valued according to the costing method defined for the product and stockroom combination.

Ref No. Date & Type

You can alter the date and type if necessary, but not the reference.

You can use the prompt facility on the type field to select from the TRAN Transaction Reference Type pop-up.

Narrative

You can alter the narrative if necessary.

Movement Reason

You can alter the movement reason if necessary.

You can use the prompt facility on this field to select from the MOVR Transaction Reason Codes pop-up.

Press Enter to display the three units of measure for the product. You can still change the details on this window.

This transaction processes the following updates at full product level:

- It subtracts from the physical stock balance
- It re-calculates the available stock balance
- It includes the movement quantity in usage figures
- It updates the date last issued

Functions

Matrix (F16)

Use this to display the matrix showing all available variants for the style. You can use this matrix to divide the total quantity between the variants. The quantities you enter must equal the total quantity specified on the Record Miscellaneous Issue Details window. If you use the matrix, you must press Enter to validate the entries and return to the Record Miscellaneous Issue Details window. For more information, see the Style Matrix Processing Window section in the Style Sales Order Processing product guide.

Note: *You cannot select Matrix (F16) if you use Warehousing and this stockroom is defined as a warehouse.*

Press Enter again to process the transaction.

Purchase Order Receipt [3/STINP]

Use this task to receive stock supplied because of a purchase order generated outside of the Style Purchase Management application.

Caution: You normally record purchase orders within Style Purchase Management. We recommend that you only use this task if you are not using Style Purchase Management.

Record Purchase Receipt Selection Window

To display this window, select the Purchase Order Receipt task.

Use this window to select the stockroom that this transaction affects, in addition to specifying the date, reference information and reason code for the transaction.

Fields

Stockroom

You must enter the code for the stockroom that this transaction affects, using up to two alphanumeric characters. This must exist in the company profile.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

Reference Number

You must enter the reference number for this movement, using up to 14 alphanumeric characters. You can link this with the reference type you specify.

Date

You must enter or select a date to specify the reference date for this movement. This defaults to the current system date, but you can change this to reflect the actual movement date. The reference date is cross-referenced with the table of period and week end dates to determine the week and period numbers for ageing the stock movement and history records.

Note: *You cannot enter a reference date greater than the current date.*

Type

You must enter the reference type, using up to three alphanumeric characters.

Alternatively, use the prompt facility to select from the TRAN Transaction Reference Type pop-up.

You can use the reference type to enter a mnemonic to describe the reference number; for example, you can use the code REQ to indicate that the reference number is a stores requisition note number.

Narrative

You can enter the narrative or description for this movement, using up to 20 alphanumeric characters.

Reason Code

You must enter a reason code.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Note: *This information is written to the Movement History file. To help you recognise, and analyse the movements, you can view it and report on it.*

Note: *If you use MRP and you have activated the Unplanned Inventory Transaction Reason Code, any sundry issues or receipts trigger a flag for the next MRP run.*

Press Enter to accept the entered details and display the Record Purchase Receipt Details window.

Record Purchase Receipt Details Window

To display this window, press Enter on the Record Purchase Receipt Selection window.

Use this window to record details of a receipt of stock ordered using Record Purchase Order.

Fields

Stockroom

The stockroom code defaults from the Record Purchase Receipt Selection window but you can change it.

You can use the prompt facility to select from the Stockroom Selection pop-up.

Supplier

Enter a reference to specify source of supply, using up to 11 alphanumeric characters.

Product Code

You can enter the full product code, using 15 alphanumeric characters.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

You can also choose to enter the nine-character style code and then select **Matrix (F16)** to specify the variants of the product you want to issue.

Note: *You cannot select Matrix (F16) if you use Warehousing and this stockroom is defined as a warehouse.*

Movement Qty

Enter the total quantity you want to issue, using up to eight digits.

Lot

If your style is lot-controlled or batch-controlled you must specify the lot from which this quantity is to be issued, using up to 15 alphanumeric characters. You can enter a new lot reference or select an existing lot reference.

Alternatively, use the prompt facility to select from the Select Lot Reference pop-up.

Quantity Units

Enter the unit of measure code.

This defines the unit of measure in which the movement quantity is expressed.

You can only enter a unit defined for the product. This code defaults to the issue unit for this particular product and stockroom combination but you can change it.

Cost/Unit

Cost per unit is not used for issues.

You can enter up to 15 digits, including five decimals, to specify the cost/unit for this movement. If the movement is a goods receipt transaction and the product is costed using the latest, average or FIFO costing method, this movement cost will be used to value the movement.

Otherwise, the movement is valued according to the costing method defined for the product and stockroom combination.

Note: *If this transaction re-calculates the costs, you must enter the actual cost.*

Ref No. Date & Type

You can alter the date and type if necessary, but not the reference.

You can use the prompt facility on the type field to select from the TRAN Transaction Reference Type pop-up.

Narrative

You can alter the narrative if necessary.

Movement Reason

You can alter the movement reason if necessary.

You can use the prompt facility on this field to select from the MOVR Transaction Reason Codes pop-up.

Press Enter to display the three units of measure for the product. You can still change the details on this window.

This transaction processes the following updates at full product level:

- It adds to the physical stock balance
- It subtracts from the on-order stock balance
- It re-calculates the available stock balance
- It re-calculates costs (average, latest) and creates a FIFO record depending on costing method used for this item
- It updates the date of last receipt

Functions

Matrix (F16)

Use this to display the matrix showing all available variants for the style. You can use this matrix to divide the total quantity between the variants. The quantities you enter must equal the total quantity specified on the Record Purchase Receipt Details window. If you use the matrix, you must press Enter to validate the entries and return to the Record Purchase Receipt Details window. For more information, see the Style Matrix Processing Window section in the Style Sales Order Processing product guide.

Note: *You cannot select Matrix (F16) if you use Warehousing and this stockroom is defined as a warehouse.*

Press Enter again to process the transaction.

Sundry Receipt [4/STINP]

Use this task to record the receipt of goods for which there is no record of supply. You can use this task to set the initial shelf stock when you first create the product.

Record Miscellaneous Receipt Selection Window

To display this window, select the Sundry Receipt task.

Use this window to select the stockroom that this transaction affects, in addition to specifying the date, reference information and reason code for the transaction.

Fields

Stockroom

You must enter the code for the stockroom that this transaction affects, using up to two alphanumeric characters. This must exist in the company profile.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Reference Number

You must enter the reference number for this movement, using up to 14 alphanumeric characters. You can link this with the reference type you specify.

Date

You must enter or select a date to specify the reference date for this movement. This defaults to the current system date, but you can change this to reflect the actual movement date. The reference date is cross-referenced with the table of period and week end dates to determine the week and period numbers for ageing the stock movement and history records.

Note: *You cannot enter a reference date greater than the current date.*

Type

You must enter the reference type, using up to three alphanumeric characters.

Alternatively, use the prompt facility to select from the TRAN Transaction Reference Type pop-up.

You can use the reference type to enter a mnemonic to describe the reference number; for example, you can use the code REQ to indicate that the reference number is a stores requisition note number.

Narrative

You can enter the narrative or description for this movement, using up to 20 alphanumeric characters.

Reason Code

You must enter a reason code.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Note: *This information is written to the Movement History file. To help you recognise, and analyse the movements, you can view it and report on it.*

Note: *If you use MRP and you have activated the Unplanned Inventory Transaction Reason Code, any sundry issues or receipts trigger a flag for the next MRP run.*

Press Enter to accept the entered details and display the Record Miscellaneous Receipt Details window.

Record Miscellaneous Receipt Details Window

To display this window, press Enter on the Record Miscellaneous Receipt Selection window.

Use this window to record details of a receipt of stock not covered by a supply record.

Fields

Stockroom

The stockroom code defaults from the Record Miscellaneous Receipt Selection window but you can change it.

You can use the prompt facility to select from the Stockroom Selection pop-up.

Received From

Enter the source of the receipt, using up to 11 alphanumeric characters.

Product Code

You can enter the full product code, using 15 alphanumeric characters.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

You can also choose to enter the nine-character style code and then select **Matrix (F16)** to specify the variants of the product you want to issue.

Note: *You cannot select Matrix (F16) if you use Warehousing and this stockroom is defined as a warehouse.*

Movement Qty

Enter the total quantity you want to receive, using up to eight digits.

Lot

If your style is lot-controlled or batch-controlled you must specify the lot from which this quantity is to be issued, using up to 15 alphanumeric characters. You can enter a new lot reference or select an existing lot reference.

Alternatively, use the prompt facility to select from the Select Lot Reference pop-up.

Quantity Units

Enter the unit of measure code.

This defines the unit of measure in which the movement quantity is expressed.

You can only enter a unit defined for the product. This code defaults to the issue unit for this particular product and stockroom combination but you can change it.

Cost/Unit

Cost per unit is not used for issues.

You can enter up to 15 digits, including five decimals, to specify the cost/unit for this movement. If the movement is a goods receipt transaction and the product is costed using the latest, average or FIFO costing method, this movement cost will be used to value the movement.

Otherwise, the movement is valued according to the costing method defined for the product and stockroom combination.

Ref No. Date & Type

You can alter the date and type if necessary, but not the reference.

You can use the prompt facility on the type field to select from the TRAN Transaction Reference Type pop-up.

Narrative

You can alter the narrative if necessary.

Movement Reason

You can alter the movement reason if necessary.

You can use the prompt facility on this field to select from the MOVR Transaction Reason Codes pop-up.

Press Enter to display the three units of measure for the product. You can still change the details on this window.

This transaction processes the following updates at full product level:

- It adds to the physical stock balance
- It re-calculates the available stock balance
- It re-calculate the costs (average, latest) and creates a FIFO record, depending on costing method
- It updates the date of last receipt

Functions

Matrix (F16)

Use this to display the matrix showing all available variants for the style. You can use this matrix to divide the total quantity between the variants. The quantities you enter must equal the total quantity specified on the Record Miscellaneous Receipt Details window. If you use the matrix, you must press Enter to validate the entries and return to the Record Miscellaneous Receipt Details window. For more information, see the Style Matrix Processing Window section in the Style Sales Order Processing product guide.

Note: *You cannot select Matrix (F16) if you use Warehousing and this stockroom is defined as a warehouse.*

Press Enter again to process the transaction.

Adjust Physical Stock [5/STINP]

You can use this task to adjust physical stock balances without altering any other stock levels. This is one transaction where it is common to have a negative movement quantity.

Note: *You can also use this task to adjust the quantities held against lot or batch references for lot-controlled or batch-controlled products.*

Record Stock Adjustments (Physical) Selection Window

To display this window, select the Adjust Physical Stock task.

Use this window to select the stockroom that this transaction affects, in addition to specifying the date, reference information and reason code for the transaction.

Fields

Stockroom

You must enter the code for the stockroom that this transaction affects, using up to two alphanumeric characters. This must exist in the company profile.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Reference Number

You must enter the reference number for this movement, using up to 14 alphanumeric characters. You can link this with the reference type you specify.

Date

You must enter or select a date to specify the reference date for this movement. This defaults to the current system date, but you can change this to reflect the actual movement date. The reference date is cross-referenced with the table of period and week end dates to determine the week and period numbers for ageing the stock movement and history records.

Note: *You cannot enter a reference date greater than the current date.*

Type

You must enter the reference type, using up to three alphanumeric characters.

Alternatively, use the prompt facility to select from the TRAN Transaction Reference Type pop-up.

You can use the reference type to enter a mnemonic to describe the reference number; for example, you can use the code REQ to indicate that the reference number is a stores requisition note number.

Narrative

You can enter the narrative or description for this movement, using up to 20 alphanumeric characters.

Reason Code

You must enter a reason code.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Note: *This information is written to the Movement History file. To help you recognise, and analyse the movements, you can view it and report on it.*

Note: *If you use MRP and you have activated the Unplanned Inventory Transaction Reason Code, any sundry issues or receipts trigger a flag for the next MRP run.*

Press Enter to accept the entered details and display the Record Stock Adjustments (Physical) Details window.

Record Stock Adjustments (Physical) Details Window

To display this window, press Enter on the Record Stock Adjustments (Physical) Selection window.

Use this window to record the details of the physical stock adjustment.

Fields

Stockroom

The stockroom code defaults from the Record Stock Adjustments (Physical) Selection window but you can change it.

You can use the prompt facility to select from the Stockroom Selection pop-up.

Product Code

You can enter the full product code, using 15 alphanumeric characters.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

You can also choose to enter the nine-character style code and then select **Matrix (F16)** to specify the variants of the product you want to issue.

Note: *You cannot select Matrix (F16) if you use Warehousing and this stockroom is defined as a warehouse.*

Movement Qty

Enter the total quantity you want to issue, using up to eight digits.

Lot

If your style is lot-controlled or batch-controlled you must specify the lot from which this quantity is to be issued, using up to 15 alphanumeric characters. You can enter a new lot reference or select an existing lot reference.

Alternatively, use the prompt facility to select from the Select Lot Reference pop-up.

Quantity Units

Enter the unit of measure code.

This defines the unit of measure in which the movement quantity is expressed.

You can only enter a unit defined for the product. This code defaults to the issue unit for this particular product and stockroom combination but you can change it.

Cost/Unit

Cost per unit is not used for issues.

You can enter up to 15 digits, including five decimals, to specify the cost/unit for this movement. If the movement is a goods receipt transaction and the product is costed using the latest, average or FIFO costing method, this movement cost will be used to value the movement.

Otherwise, the movement is valued according to the costing method defined for the product and stockroom combination.

Note: *If this transaction re-calculates the costs, you must enter the actual cost.*

Ref No. Date & Type

You can alter the date and type if necessary, but not the reference.

You can use the prompt facility on the type field to select from the TRAN Transaction Reference Type pop-up.

Narrative

You can alter the narrative if necessary.

Movement Reason

You can alter the movement reason if necessary.

You can use the prompt facility on this field to select from the MOVR Transaction Reason Codes pop-up.

Press Enter to display the three units of measure for the product. You can still change the details on this window.

This transaction processes the following updates at full product level:

- It adjusts the physical stock balance
- It re-calculates the available stock balance

Functions

Matrix (F16)

Use this to display the matrix showing all available variants for the style. You can use this matrix to divide the total quantity between the variants. The quantities you enter must equal the total quantity specified on the Record Miscellaneous Receipt Details window. If you use the matrix, you must press Enter to validate the entries and return to the Record Miscellaneous Receipt Details window. For more information, see the Style Matrix Processing Window section in the Style Sales Order Processing product guide.

Note: *You cannot select Matrix (F16) if you use Warehousing and this stockroom is defined as a warehouse.*

Press Enter again to process the transaction.

Adjust Allocated Stock [6/STINP]

Use this task to adjust the balance between the allocated and available stock levels, without changing the physical stock balance.

You can use this to allocate stock before you process a Customer Order Issue if you are not using Style Sales Order Processing to control your sales order issues.

You can process the allocation at stockroom level and lot or batch level for appropriate products.

You can also use this task to set any existing allocated stock levels during system implementation.

Caution: Using this task where Sales Order Processing is in use can have serious implications.

Record Allocated Adjustment Selection Window

To display this window, select the Adjust Allocated Stock task.

Use this window to select the stockroom that this transaction affects, in addition to specifying the date, reference information and reason code for the transaction.

Fields

Stockroom

You must enter the code for the stockroom that this transaction affects, using up to two alphanumeric characters. This must exist in the company profile.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Reference Number

You must enter the reference number for this movement, using up to 14 alphanumeric characters. You can link this with the reference type you specify.

Date

You must enter or select a date to specify the reference date for this movement. This defaults to the current system date, but you can change this to reflect the actual movement date. The reference date is cross-referenced with the table of period and week end dates to determine the week and period numbers for ageing the stock movement and history records.

***Note:** You cannot enter a reference date greater than the current date.*

Type

You must enter the reference type, using up to three alphanumeric characters.

Alternatively, use the prompt facility to select from the TRAN Transaction Reference Type pop-up.

You can use the reference type to enter a mnemonic to describe the reference number; for example, you can use the code REQ to indicate that the reference number is a stores requisition note number.

Narrative

You can enter the narrative or description for this movement, using up to 20 alphanumeric characters.

Reason Code

You must enter a reason code.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Note: *This information is written to the Movement History file. To help you recognise, and analyse the movements, you can view it and report on it.*

Note: *If you use MRP and you have activated the Unplanned Inventory Transaction Reason Code, any sundry issues or receipts trigger a flag for the next MRP run.*

Press Enter to accept the entered details and display the Record Allocated Adjustment Details window.

Record Allocated Adjustment Details Window

To display this window, press Enter on the Record Allocated Adjustment Selection window.

Use this window to record the details of the allocated stock adjustment.

Fields

Stockroom

The stockroom code defaults from the Record Allocated Adjustment Selection window but you can change it.

You can use the prompt facility to select from the Stockroom Selection pop-up.

Customer

Enter the customer to whom you want to allocate this stock.

Product Code

You can enter the full product code, using 15 alphanumeric characters.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

You can also choose to enter the nine-character style code and then select **Matrix (F16)** to specify the variants of the product you want to issue.

Note: *You cannot select Matrix (F16) if you use Warehousing and this stockroom is defined as a warehouse.*

Movement Qty

Enter the total quantity you want to issue, using up to eight digits.

Lot

If your style is lot-controlled or batch-controlled you must specify the lot from which this quantity is to be issued, using up to 15 alphanumeric characters. You can enter a new lot reference or select an existing lot reference.

Alternatively, use the prompt facility to select from the Select Lot Reference pop-up.

Quantity Units

Enter the unit of measure code.

This defines the unit of measure in which the movement quantity is expressed.

You can only enter a unit defined for the product. This code defaults to the issue unit for this particular product and stockroom combination but you can change it.

Cost/Unit

Cost per unit is not used for issues.

You can enter up to 15 digits, including five decimals, to specify the cost/unit for this movement. If the movement is a goods receipt transaction and the product is costed using the latest, average or FIFO costing method, this movement cost will be used to value the movement.

Otherwise, the movement is valued according to the costing method defined for the product and stockroom combination.

Note: *If this transaction re-calculates the costs, you must enter the actual cost.*

Ref No. Date & Type

You can alter the date and type if necessary, but not the reference.

You can use the prompt facility on the type field to select from the TRAN Transaction Reference Type pop-up.

Narrative

You can alter the narrative if necessary.

Movement Reason

You can alter the movement reason if necessary.

You can use the prompt facility on this field to select from the MOVR Transaction Reason Codes pop-up.

Press Enter to display the three units of measure for the product. You can still change the details on this window. This transaction processes the following updates at full product level:

- It adjusts the Allocated stock balance
- It re-calculates the Available stock balance

Functions

Matrix (F16)

Use this to display the matrix showing all available variants for the style. You can use this matrix to divide the total quantity between the variants. The quantities you enter must equal the total quantity specified on the Record Allocated Adjustment Details window. If you use the matrix, you must press Enter to validate the entries and return to the Record Allocated Adjustment Details window. For more information, see the Style Matrix Processing Window section in the Style Sales Order Processing product guide.

Note: *You cannot select Matrix (F16) if you use Warehousing and this stockroom is defined as a warehouse.*

Press Enter again to process the transaction.

Adjust Frozen Stock [7/STINP]

Use this task to alter the balance between the frozen and available stock levels, without changing the physical stock level.

You can enter details of stock that cannot be allocated or issued. You can use this task to process a quality assurance freeze, or to reserve a lot for a particular customer.

This task operates at full product level. However, if you freeze stock of a lot or batch of a particular style, all of that style held under that lot or batch reference is frozen.

Record Frozen Adjustment Selection Window

To display this window, select the Adjust Frozen Stock task.

Use this window to select the stockroom that this transaction affects, in addition to specifying the date, reference information and reason code for the transaction.

Fields

Stockroom

You must enter the code for the stockroom that this transaction affects, using up to two alphanumeric characters. This must exist in the company profile.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Reference Number

You must enter the reference number for this movement, using up to 14 alphanumeric characters. You can link this with the reference type you specify.

Date

You must enter or select a date to specify the reference date for this movement. This defaults to the current system date, but you can change this to reflect the actual movement date. The reference date is cross-referenced with the table of period and week end dates to determine the week and period numbers for ageing the stock movement and history records.

Note: *You cannot enter a reference date greater than the current date.*

Type

You must enter the reference type, using up to three alphanumeric characters.

Alternatively, use the prompt facility to select from the TRAN Transaction Reference Type pop-up.

You can use the reference type to enter a mnemonic to describe the reference number; for example, you can use the code REQ to indicate that the reference number is a stores requisition note number.

Narrative

You can enter the narrative or description for this movement, using up to 20 alphanumeric characters.

Reason Code

You must enter a reason code.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Note: *This information is written to the Movement History file. To help you recognise, and analyse the movements, you can view it and report on it.*

Note: *If you use MRP and you have activated the Unplanned Inventory Transaction Reason Code, any sundry issues or receipts trigger a flag for the next MRP run.*

Press Enter to accept the entered details and display the Record Frozen Adjustment Details window.

Record Frozen Adjustment Details Window

To display this window, press Enter on the Record Frozen Adjustment Selection window.

Use this window to record the details of the frozen stock adjustment.

Fields

Stockroom

The stockroom code defaults from the selection window but you can change it.

You can use the prompt facility to select from the Stockroom Selection pop-up.

Product Code

You can enter the full product code, using 15 alphanumeric characters.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

You can also choose to enter the nine-character style code and then select **Matrix (F16)** to specify the variants of the product you want to issue.

Note: *You cannot select Matrix (F16) if you use Warehousing and this stockroom is defined as a warehouse.*

Movement Qty

Enter the total quantity you want to issue, using up to eight digits.

Lot

If your style is lot-controlled or batch-controlled you must specify the lot from which this quantity is to be issued, using up to 15 alphanumeric characters. You can enter a new lot reference or select an existing lot reference.

Alternatively, use the prompt facility to select from the Select Lot Reference pop-up.

Quantity Units

Enter the unit of measure code.

This defines the unit of measure in which the movement quantity is expressed.

You can only enter a unit defined for the product. This code defaults to the issue unit for this particular product and stockroom combination but you can change it.

Cost/Unit

Cost per unit is not used for issues.

You can enter up to 15 digits, including five decimals, to specify the cost/unit for this movement. If the movement is a goods receipt transaction and the product is costed using the latest, average or FIFO costing method, this movement cost will be used to value the movement.

Otherwise, the movement is valued according to the costing method defined for the product and stockroom combination.

Note: *If this transaction re-calculates the costs, you must enter the actual cost.*

Ref No. Date & Type

You can alter the date and type if necessary, but not the reference.

You can use the prompt facility on the type field to select from the TRAN Transaction Reference Type pop-up.

Narrative

You can alter the narrative if necessary.

Movement Reason

You can alter the movement reason if necessary.

You can use the prompt facility on this field to select from the MOVR Transaction Reason Codes pop-up.

Press Enter to display the three units of measure for the product. You can still change the details on this window.

This transaction processes the following updates at full product level:

- It adjusts the Frozen stock balance
- It re-calculates the Available stock balance

Functions

Matrix (F16)

Use this to display the matrix showing all available variants for the style. You can use this matrix to divide the total quantity between the variants. The quantities you enter must equal the total quantity specified on the Record Frozen Adjustment Details window. If you use the matrix, you must press Enter to validate the entries and return to the Record Frozen Adjustment Details window. For more information, see the Style Matrix Processing Window section in the Style Sales Order Processing product guide.

Note: *You cannot select Matrix (F16) if you use Warehousing and this stockroom is defined as a warehouse.*

Press Enter again to process the transaction.

Stock Transfers

When you process a transfer between two stockrooms, there is often not only a physical change in position, which can take time to accomplish, but also a change in responsibility.

You can use two movements to record these actions, one to record the details of the transfer out movement, and the other to record the transfer in.

You can use the Transfer In/Out task to transfer one or more available items between two stockrooms, immediately. When you use this task there is no change to the in transit stock balance.

Note: *You can only transfer a product if it is defined to both the From and the To stockroom.*

If, during a stock transfer, Inventory displays a message indicating that there is insufficient stock in the stockroom for the transfer to take place, and you want to proceed with the transfer, you can take the following course of action:

- Exit the stock transfer task.
- Use the Inventory Item/Stockroom enquiry task to view the stock balances to see which stock balance is preventing the transfer from taking place.
- Use the appropriate stock adjustment task to increase that stock balance.
- Return to the stock transfer task and continue as before.

Transfer In [8/STINP]

Use this task to record the **second** part of the stock transfer from one stockroom to another. Use the Transfer Out task to record the first part.

Record Transfer In Selection Window

To display this window, select the Transfer In task.

Use this window to select the stockroom that this transaction affects, in addition to specifying the date, reference information and reason code for the transaction.

Fields

Stockroom

You must enter the code for the stockroom that this transaction affects, using up to two alphanumeric characters. This must exist in the company profile.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Reference Number

You must enter the reference number for this movement, using up to 14 alphanumeric characters. You can link this with the reference type you specify.

Date

You must enter or select a date to specify the reference date for this movement. This defaults to the current system date, but you can change this to reflect the actual movement date. The reference date is cross-referenced with the table of period and week end dates to determine the week and period numbers for ageing the stock movement and history records.

Note: *You cannot enter a reference date greater than the current date.*

Type

You must enter the reference type, using up to three alphanumeric characters.

Alternatively, use the prompt facility to select from the TRAN Transaction Reference Type pop-up.

You can use the reference type to enter a mnemonic to describe the reference number; for example, you can use the code REQ to indicate that the reference number is a stores requisition note number.

Narrative

You can enter the narrative or description for this movement, using up to 20 alphanumeric characters.

Reason Code

You must enter a reason code.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Note: *This information is written to the Movement History file. To help you recognise, and analyse the movements, you can view it and report on it.*

Note: *If you use MRP and you have activated the Unplanned Inventory Transaction Reason Code, any sundry issues or receipts trigger a flag for the next MRP run.*

Press Enter to accept the entered details and display the Record Transfer Out Details window.

Record Transfer In Details Window

To display this window, press Enter on the Record Transfer In Selection window.

Use this window to record the details of the transfer in.

Fields

Stockroom

The stockroom code defaults from the Record Transfer In Selection window but you can change it. This is your receiving stockroom.

You can use the prompt facility to select from the Stockroom Selection pop-up.

From Stockroom

Enter the stockroom code of the transferring stockroom.

Product Code

You can enter the full product code, using 15 alphanumeric characters.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

You can also choose to enter the nine-character style code and then select **Matrix (F16)** to specify the variants of the product you want to issue.

Note: *You cannot select Matrix (F16) if you use Warehousing and this stockroom is defined as a warehouse.*

Movement Qty

Enter the total quantity you want to issue, using up to eight digits.

Lot

If your style is lot-controlled or batch-controlled you must specify the lot from which this quantity is to be issued, using up to 15 alphanumeric characters. You can enter a new lot reference or select an existing lot reference.

Alternatively, use the prompt facility to select from the Select Lot Reference pop-up.

Quantity Units

Enter the unit of measure code.

This defines the unit of measure in which the movement quantity is expressed.

You can only enter a unit defined for the product. This code defaults to the issue unit for this particular product and stockroom combination but you can change it.

Cost/Unit

Cost per unit is not used for issues.

You can enter up to 15 digits, including five decimals, to specify the cost/unit for this movement. If the movement is a goods receipt transaction and the product is costed using the latest, average or FIFO costing method, this movement cost will be used to value the movement.

Otherwise, the movement is valued according to the costing method defined for the product and stockroom combination.

Note: *If this transaction re-calculates the costs, you must enter the actual cost.*

Ref No. Date & Type

You can alter the date and type if necessary, but not the reference.

You can use the prompt facility on the type field to select from the TRAN Transaction Reference Type pop-up.

Narrative

You can alter the narrative if necessary.

Movement Reason

You can alter the movement reason if necessary.

You can use the prompt facility on this field to select from the MOVR Transaction Reason Codes pop-up.

Press Enter to display the three units of measure for the product. You can still change the details on this window.

This transaction processes the following updates at full product level:

- It adds to the Physical Stock for the Receiving stockroom
- It re-calculates the Available Stock for the Receiving stockroom
- It adds to the In-transit for the Transferring stockroom
- It updates the Usage for the Receiving stockroom
- It updates the Last Receipt Date for the Transferring stockroom
- It updates the Date of Issue for the Transferring stockroom

Functions

Matrix (F16)

Use this to display the matrix showing all available variants for the style. You can use this matrix to divide the total quantity between the variants. The quantities you enter must equal the total quantity specified on the Record Transfer Out Details window. If you use the matrix, you must press Enter to validate the entries and return to the Record Transfer Out Details window. For more information, see the Style Matrix Processing Window section in the Style Sales Order Processing product guide.

Note: *You cannot select Matrix (F16) if you use Warehousing and this stockroom is defined as a warehouse.*

Press Enter again to process the transaction.

Transfer Out [9/STINP]

Use this task to record the **first** part of the transfer of stock from one stockroom to another. Use the Transfer In task for the second part.

Record Transfer Out Selection Window

To display this window, select the Transfer Out task.

Use this window to select the stockroom that this transaction affects, in addition to specifying the date, reference information and reason code for the transaction.

Fields

Stockroom

You must enter the code for the stockroom that this transaction affects, using up to two alphanumeric characters. This must exist in the company profile.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Reference Number

You must enter the reference number for this movement, using up to 14 alphanumeric characters. You can link this with the reference type you specify.

Date

You must enter or select a date to specify the reference date for this movement. This defaults to the current system date, but you can change this to reflect the actual movement date. The reference date is cross-referenced with the table of period and week end dates to determine the week and period numbers for ageing the stock movement and history records.

Note: *You cannot enter a reference date greater than the current date.*

Type

You must enter the reference type, using up to three alphanumeric characters.

Alternatively, use the prompt facility to select from the TRAN Transaction Reference Type pop-up.

You can use the reference type to enter a mnemonic to describe the reference number; for example, you can use the code REQ to indicate that the reference number is a stores requisition note number.

Narrative

You can enter the narrative or description for this movement, using up to 20 alphanumeric characters.

Reason Code

You must enter a reason code.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Note: *This information is written to the Movement History file. To help you recognise, and analyse the movements, you can view it and report on it.*

Note: *If you use MRP and you have activated the Unplanned Inventory Transaction Reason Code, any sundry issues or receipts trigger a flag for the next MRP run.*

Press Enter to accept the entered details and display the Record Transfer Out Details window.

Record Transfer Out Details Window

To display this window, press Enter on the Record Transfer Out Selection window.

Use this window to record the details of the transfer out.

Fields

Stockroom

The stockroom code defaults from the Record Transfer Out Selection window but you can change it. This is your transferring stockroom.

You can use the prompt facility to select from the Stockroom Selection pop-up.

To Stockroom

Enter the stockroom code of the receiving stockroom: the one to which you want to transfer the product.

Product Code

You can enter the full product code, using 15 alphanumeric characters.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

You can also choose to enter the nine-character style code and then select **Matrix (F16)** to specify the variants of the product you want to issue.

Note: *You cannot select Matrix (F16) if you use Warehousing and this stockroom is defined as a warehouse.*

Movement Qty

Enter the total quantity you want to issue, using up to eight digits.

Lot

If your style is lot-controlled or batch-controlled you must specify the lot from which this quantity is to be issued, using up to 15 alphanumeric characters. You can enter a new lot reference or select an existing lot reference.

Alternatively, use the prompt facility to select from the Select Lot Reference pop-up.

Quantity Units

Enter the unit of measure code.

This defines the unit of measure in which the movement quantity is expressed.

You can only enter a unit defined for the product. This code defaults to the issue unit for this particular product and stockroom combination but you can change it.

Cost/Unit

Cost per unit is not used for issues.

You can enter up to 15 digits, including five decimals, to specify the cost/unit for this movement. If the movement is a goods receipt transaction and the product is costed using the latest, average or FIFO costing method, this movement cost will be used to value the movement.

Otherwise, the movement is valued according to the costing method defined for the product and stockroom combination.

Note: *If this transaction re-calculates the costs, you must enter the actual cost.*

Ref No. Date & Type

You can alter the date and type if necessary, but not the reference.

You can use the prompt facility on the type field to select from the TRAN Transaction Reference Type pop-up.

Narrative

You can alter the narrative if necessary.

Movement Reason

You can alter the movement reason if necessary.

You can use the prompt facility on this field to select from the MOVR Transaction Reason Codes pop-up.

Press Enter to display the three units of measure for the product. You can still change the details on this window.

This transaction processes the following updates at full product level:

- It subtracts from the Physical for the Transferring stockroom
- It re-calculates the Available for the Transferring stockroom
- It adds to the In-transit for the Receiving stockroom
- It updates the Usage for the Receiving stockroom
- It updates the Date of Issue for the Receiving stockroom

Functions

Matrix (F16)

Use this to display the matrix showing all available variants for the style. You can use this matrix to divide the total quantity between the variants. The quantities you enter must equal the total quantity specified on the Record Transfer Out Details window. If you use the matrix, you must press Enter to validate the entries and return to the Record Transfer Out Details window. For more information, see the Style Matrix Processing Window section in the Style Sales Order Processing product guide.

Note: *You cannot select Matrix (F16) if you use Warehousing and this stockroom is defined as a warehouse.*

Press Enter again to process the transaction.

Record Purchase Order [10/STINP]

Use this task to maintain the details of the supply position held in the on order balance. Once you have recorded a purchase order using this task, you can use the Purchase Order Receipt task to receive those goods into Inventory.

Caution: You normally record purchase orders using Style Purchase Management. We recommend that you only use this task to record purchase order requirements if you are not using Style Purchase Management.

Record Purchase Order Selection Window

To display this window, select the Record Purchase Order task.

Use this window to select the stockroom that this transaction affects, in addition to specifying the date, reference information and reason code for the transaction.

Fields

Stockroom

You must enter the code for the stockroom that this transaction affects, using up to two alphanumeric characters. This must exist in the company profile.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Reference Number

You must enter the reference number for this movement, using up to 14 alphanumeric characters. You can link this with the reference type you specify.

Date

You must enter or select a date to specify the reference date for this movement. This defaults to the current system date, but you can change this to reflect the actual movement date. The reference date is cross-referenced with the table of period and week end dates to determine the week and period numbers for ageing the stock movement and history records.

Note: *You cannot enter a reference date greater than the current date.*

Type

You must enter the reference type, using up to three alphanumeric characters.

Alternatively, use the prompt facility to select from the TRAN Transaction Reference Type pop-up.

You can use the reference type to enter a mnemonic to describe the reference number; for example, you can use the code REQ to indicate that the reference number is a stores requisition note number.

Narrative

You can enter the narrative or description for this movement, using up to 20 alphanumeric characters.

Reason Code

You must enter a reason code.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Note: *This information is written to the Movement History file. To help you recognise, and analyse the movements, you can view it and report on it.*

Note: *If you use MRP and you have activated the Unplanned Inventory Transaction Reason Code, any sundry issues or receipts trigger a flag for the next MRP run.*

Press Enter to accept the entered details and display the Record Purchase Order Details window.

Record Purchase Order Details Window

To display this window, press Enter on the Record Purchase Order Details window.

Use this window to record the details of the purchase order.

Fields

Stockroom

The stockroom code defaults from the selection window but you can change it.

You can use the prompt facility to select from the Stockroom Selection pop-up.

Supplier

Enter a reference to specify source of supply, using up to 11 alphanumeric characters.

Product Code

You can enter the full product code, using 15 alphanumeric characters.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

You can also choose to enter the nine-character style code and then select **Matrix (F16)** to specify the variants of the product you want to issue.

Note: *You cannot select Matrix (F16) if you use Warehousing and this stockroom is defined as a warehouse.*

Movement Qty

Enter the total quantity you want to issue, using up to eight digits.

Lot

If your style is lot-controlled or batch-controlled you must specify the lot from which this quantity is to be issued, using up to 15 alphanumeric characters. You can enter a new lot reference or select an existing lot reference.

Alternatively, use the prompt facility to select from the Select Lot Reference pop-up.

Quantity Units

Enter the unit of measure code.

This defines the unit of measure in which the movement quantity is expressed.

You can only enter a unit defined for the product. This code defaults to the issue unit for this particular product and stockroom combination but you can change it.

Cost/Unit

Cost per unit is not used for issues.

You can enter up to 15 digits, including five decimals, to specify the cost/unit for this movement. If the movement is a goods receipt transaction and the product is costed using the latest, average or FIFO costing method, this movement cost will be used to value the movement.

Otherwise, the movement is valued according to the costing method defined for the product and stockroom combination.

Note: *If this transaction re-calculates the costs, you must enter the actual cost.*

Ref No. Date & Type

You can alter the date and type if necessary, but not the reference.

You can use the prompt facility on the type field to select from the TRAN Transaction Reference Type pop-up.

Narrative

You can alter the narrative if necessary.

Movement Reason

You can alter the movement reason if necessary.

You can use the prompt facility on this field to select from the MOVR Transaction Reason Codes pop-up.

Press Enter to display the three units of measure for the product. You can still change the details on this window.

This transaction processes the following update at full product level:

- It adjusts the on order balance, depending upon the sign of the quantity

Functions

Matrix (F16)

Use this to display the matrix showing all available variants for the style. You can use this matrix to divide the total quantity between the variants. The quantities you enter must equal the total quantity specified on the Record Purchase Order Details window. If you use the matrix, you must press Enter to validate the entries and return to the Record Purchase Order Details window. For more information, see the Style Matrix Processing Window section in the Style Sales Order Processing product guide.

Note: *You cannot select Matrix (F16) if you use Warehousing and this stockroom is defined as a warehouse.*

Press Enter again to process the transaction.

Transfer In/Out [11/STINP]

Use this task to record a simultaneous transfer out of one stockroom and receipt into another.

Record Transfer In/Out Selection Window

To display this window, select the Transfer In/Out task.

Use this window to select the stockroom that this transaction affects, in addition to specifying the date, reference information and reason code for the transaction.

Fields

From Stockroom

You must enter the transferring stockroom that this transaction affects, using up to two alphanumeric characters. This must exist in the company profile.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Reference Number

You must enter the reference number for this movement, using up to 14 alphanumeric characters. You can link this with the reference type you specify.

Date

You must enter or select a date to specify the reference date for this movement. This defaults to the current system date, but you can change this to reflect the actual movement date. The reference date is cross-referenced with the table of period and week end dates to determine the week and period numbers for ageing the stock movement and history records.

Note: *You cannot enter a reference date greater than the current date.*

Type

You must enter the reference type, using up to three alphanumeric characters.

Alternatively, use the prompt facility to select from the TRAN Transaction Reference Type pop-up.

You can use the reference type to enter a mnemonic to describe the reference number; for example, you can use the code REQ to indicate that the reference number is a stores requisition note number.

Narrative

You can enter the narrative or description for this movement, using up to 20 alphanumeric characters.

Reason Code

You must enter a reason code.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Note: *This information is written to the Movement History file. To help you recognise, and analyse the movements, you can view it and report on it.*

Note: *If you use MRP and you have activated the Unplanned Inventory Transaction Reason Code, any sundry issues or receipts trigger a flag for the next MRP run.*

Press Enter to accept the entered details and display the Record Transfer In/Out Details window.

Record Transfer In/Out Details Window

To display this window, press Enter on the Record Transfer In/Out Selection window.

Use this window to record the details of the simultaneous transfer.

Fields

From Stockroom

The stockroom code defaults from the Record Transfer In/Out Selection window but you can change it. This is your transferring stockroom.

You can use the prompt facility to select from the Stockroom Selection pop-up.

To Stockroom

Enter the stockroom code of the receiving stockroom.

Product Code

You can enter the full product code, using 15 alphanumeric characters.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

You can also choose to enter the nine-character style code and then select **Matrix (F16)** to specify the variants of the product you want to issue.

Note: *You cannot select Matrix (F16) if you use Warehousing and this stockroom is defined as a warehouse.*

Movement Qty

Enter the total quantity you want to issue, using up to eight digits.

Lot

If your style is lot-controlled or batch-controlled you must specify the lot from which this quantity is to be issued, using up to 15 alphanumeric characters. You can enter a new lot reference or select an existing lot reference.

Alternatively, use the prompt facility to select from the Select Lot Reference pop-up.

Quantity Units

Enter the unit of measure code.

This defines the unit of measure in which the movement quantity is expressed.

You can only enter a unit defined for the product. This code defaults to the issue unit for this particular product and stockroom combination but you can change it.

Cost/Unit

Cost per unit is not used for issues.

You can enter up to 15 digits, including five decimals, to specify the cost/unit for this movement. If the movement is a goods receipt transaction and the product is costed using the latest, average or FIFO costing method, this movement cost will be used to value the movement.

Otherwise, the movement is valued according to the costing method defined for the product and stockroom combination.

Note: *If this transaction re-calculates the costs, you must enter the actual cost.*

Ref No. Date & Type

You can alter the date and type if necessary, but not the reference.

You can use the prompt facility on the type field to select from the TRAN Transaction Reference Type pop-up.

Narrative

You can alter the narrative if necessary.

Movement Reason

You can alter the movement reason if necessary.

You can use the prompt facility on this field to select from the MOVR Transaction Reason Codes pop-up.

Press Enter to display the three units of measure for the product. You can still change the details on this window.

This transaction processes the following updates at full product level:

- It subtracts from the Physical Stock for the Transferring stockroom
- It adds to the Physical Stock for the Receiving stockroom
- It re-calculates the Available Stock for both the Transferring and Receiving stockrooms
- It updates the Last Receipt Date for the Receiving stockroom

Functions

Matrix (F16)

Use this to display the matrix showing all available variants for the style. You can use this matrix to divide the total quantity between the variants. The quantities you enter must equal the total quantity specified on the Record Transfer In/Out Details window. If you use the matrix, you must press Enter to validate the entries and return to the Record Transfer In/Out Details window. For more information, see the Style Matrix Processing Window section in the Style Sales Order Processing product guide.

Note: *You cannot select Matrix (F16) if you use Warehousing and this stockroom is defined as a warehouse.*

Press Enter again to process the transaction.

Open or Assemble Cartons [20/STINP]

Use this task to record the opening of existing cartons and the assembly of new cartons.

Note: *A carton profile must exist before you can use this task to open/assemble cartons..*

Note: *If you have chosen to create your selected carton from piece stock, you need to enter a negative quantity for the number of cartons to open.*

Note: *You can only create cartons from pieces if you do not use Warehousing.*

Open or Assemble Cartons Window

To display this window, select the Open or Assemble Cartons task.

Use this window to select the carton and pieces you want to open or assemble.

Fields

Open or Assemble

Select one of the following:

Open (0) - To open an existing carton

Assemble (1) - To assemble a new carton

Carton Style

Enter a carton SKU.

Alternatively, use the prompt facility to select from the Carton Selection pop-up, which lists all styles defined as cartons.

From Stockroom

If you are opening a carton, enter a valid stockroom for the carton.

If you are assembling a carton, enter a stockroom that is valid for the pieces.

You can use the prompt facility to select from the Item Stockroom Display pop-up if the carton style or the piece style has been entered or otherwise the Stockroom Selection pop-up.

To Stockroom

Enter a valid stockroom for the separate pieces or new cartons.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Note: *If this field is left blank, the From Stockroom is used.*

Number of Cartons

Enter the number of cartons to be opened or assembled.

OR Open Cartons to Retrieve Pieces

The following fields may be used to locate the cartons that need to be opened to achieve a desired amount of free stock. You enter data here in place of the previous fields.

Piece

Enter a piece sku.

Alternatively, use the prompt facility to select from the Piece sku Selection pop-up, which lists all skus defined as being in a carton definition.

Quantity Required

Enter the number of loose pieces required.

Include Available

Use this checkbox as follows:

Unchecked - If all available stock of loose pieces has already been considered when determining the quantity required

Checked - If all available stock of loose pieces has not been considered

To Stockroom

Enter a valid stockroom for the separate pieces.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Caution: If either the carton or its pieces are lot-controlled, processing is not allowed through this task. Manual transfers in and out of the respective items must be performed through the Transfer In and Transfer Out tasks.

Press Enter to display the next pop-up.

If piece retrieval has been requested, and the piece exists in more than one carton and/or location, the Carton Open Selection pop-up is displayed.

Once the cartons to be opened or assembled have been determined, the Movement Details pop-up is displayed

Carton Open Selection Pop-up

To display this pop-up, press Enter on the Open or Assemble Cartons window when piece retrieval has been requested and there is more than one carton and/or location of available cartons.

Use this pop-up to select cartons.

Options

Select

Use this to select the carton.

Select a carton to display the Carton Stock Adjustment Movement Details pop-up.

Carton Stock Adjustment Movement Details Pop-up

To display this pop-up, press Enter on the Carton Stock Adjustment window.

Alternatively, select a carton on the Carton Open Selection pop-up.

Use this pop-up to enter movement information to process the adjustment.

Fields

Reference

Enter the reference number for this movement, using up to 14 alphanumeric characters. This reference number must be unique for each stockroom.

Date

You must enter or select the date to specify the reference date. This field defaults to the current date. You can change this to reflect the actual movement date. The software uses the reference date to look up the table of period and week end dates to determine the week and period numbers for ageing the stock movement and history records.

Note: *You cannot specify a reference date that is greater than the current date.*

Note: *The period is either the current period or current +1.*

Movement Type

Enter the movement type code, using up to three alphanumeric characters. You can use the movement type as a mnemonic to describe the reference number.

Alternatively, use the prompt facility to select from the TRAN Transaction Reference Type pop-up.

Narrative

Enter the narrative you want to associate with this movement. You can enter up to twenty alphanumeric characters of free format text.

Reason Code

Enter the reason you are processing this movement.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Carton Cost

This cost defaults from the stockroom balance record.

If your cartons, or pieces, are costed using latest, average and FIFO, the piece cost is calculated so that the piece cost equals the carton cost divided by number of pieces within the carton.

If your carton is costed using standard cost, Inventory does not calculate the cost from the cost of the carton; it uses the standard cost of the pieces held within the carton.

Press Enter to accept the entered details and display the Carton Quantity window.

Carton Quantity Window

To display this window, press Enter on the Carton Stock Adjustment Movement Details pop-up.

The window displays the physical stock and available stock balances.

Select **Update (F8)** to process the adjustment.

Lot Attribute Maintenance [21/STINP]

Use this task to record lot attributes.

Lot Attribute Maintenance Selection Window

To display this window, select the Lot Attribute Maintenance task.

Use this window to select the item and lot number against which attributes are to be entered. Lots may not necessarily exist in Inventory; it is possible to pre-record the attributes before receipt.

Fields

Item

Enter an item number to amend. This must have a lot attribute profile. If the style code only is entered, a matrix is presented to allow the selection of the sku.

You can use the prompt facility on this field to select from the Item Master Scan pop-up.

Lot Number

Enter a lot number for which attributes already exist in order to maintain them. Alternatively enter any lot number. If no details exist in Inventory, a warning window is displayed.

You can use the prompt facility to select from the Lot Attribute Select pop-up.

Functions

Stocked Lots (F16)

Use this in conjunction with a valid item to display the Lots for Selected Item, window showing all lots recorded in Inventory.

Press Enter to validate the details entered and display the Lot Attribute Details Maintenance pop-up.

Lot Attribute Details Maintenance Pop-up

To display this pop-up, press Enter on the Lot Attribute Maintenance Selection window or make a selection on the Lot Attribute Select pop-up.

Use this pop-up to record the attribute details against a lot. The type of input required is derived from the profile defined to the item.

Fields

Enter or amend the data as required.

Press Enter to update the data.

Lot Attribute Select Pop-up

To display this pop-up, enter an item and use the prompt facility on the Lot Number field on the Lot Attribute Maintenance Selection window.

Use this pop-up to display all lots of the selected item for which attributes have been defined. Initially they are displayed in lot number sequence.

Fields

Lot

This field displays the lot number.

Options

Select

Use this to select a lot.

Functions

Resequence by Attributes (F13)

Use this to re-display the window in the chosen sequence.

Select a lot to display the Lot Attribute Details Maintenance pop-up.

Lots for Selected Item Pop-up

To display this pop-up, select Stocked Lots (F16) on the Lot Attribute Maintenance Details window.

Use this pop-up to record the display all lots that exist in Inventory for the selected item.

Fields

Position To

This re-displays the lots listing details starting from the lot you enter.

Select (Untitled)

Enter **1** to select a particular lot.

Lot

This displays the lot number.

Press Enter to display the Lot Attribute Details Maintenance window for the selected lot.

Record Item Transformation [26/STINP]

This task provides the ability to transform a given quantity of one or more stocked inventory SKUs into other stocked inventory SKUs.

Transformation requests can be batched together or entered in single item batches, all transformation requests within a batch being assigned the same reference number.

Record Item Transformation Selection Window

To display this window, select the Item Transformation task.

You use this window to enter a stockroom, date, reference type and reason code for transforming items.

Fields

Stockroom

You must enter the code of an existing stockroom or warehouse.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Reference Type

Enter the transformation type, using up to three alphanumeric characters. These are defined in the Inventory Descriptions file under major type TRAN.

Alternatively, use the prompt facility to select from the TRAN Transaction Reference Type pop-up.

Reference Date

Enter or select the date of the item transformation.

This field defaults to the current date.

Narrative

Enter the narrative or description, using up to twenty alphanumeric characters, associated with this item transformation.

Reason Code

Enter a reason code, using up to two alphanumeric characters. These are defined in the Inventory Descriptions file under major type MOVR.

The reason code you specify determines whether the target quantity of the To item is automatically frozen by the system.

You can use the prompt facility on this field to select from the MOVR Transaction Reason Codes pop-up.

Note: *If the Parameter Limit for the specified reason code is set to 1, the system automatically freezes the target quantity of the To item(s).*

Press Enter to confirm the details and then press Enter again to display the Review Transformation Details (Style Level View) window.

Review Transformation Details (Style Level View) Window

To display this window, enter your required selection criteria and then press Enter twice on the Record Item Transformation Selection window.

You use this window to review details of items you want to transform.

The window lists details of transformation requests you have already entered in this session. The list includes:

- Style
- Lot Number
- Movement Quantity
- Quantity Units
- Cost/Unit (Not shown at style level)

And optionally:

- Style Description
- Quantity Units Description

Fields

Generated Reference

This field displays the reference generated by the system.

Options

Amend (1)

Use this to amend the selected transformation requests details.

From Product Details (3)

Use this to display From product details at full product level within a matrix.

To Product Details (5)

Use this to display To product details at full product level within a matrix.

Note: *From Product Details and To Product Details are only available for those transactions for which Matrix Processing was invoked when recording a one-to-one transformation request.*

Functions

Delete (F11)

Use this to delete the entire batch of transformation requests you have entered.

You are asked to confirm your request before deletion.

Expand (F13)

Use this to expand the window to show the style/SKU code and unit of measure code descriptions for each entered transformation detail line.

Transform One-to-One (F14)

Use this to add a one-to-one transformation request to the current batch of transformation requests. The Record Item Transformation One-to-One window is displayed.

Transform Many-to-One (F16)

Use this to add a many-to-one transformation SKU level request to the current batch of transformation requests. The Record Item Transformation Many-to-One window is displayed.

Transform One-to-Many (F18)

Use this to add a one-to-many transformation SKU level request to the current batch of transformation requests. The Record Item Transformation One-to-Many window is displayed.

This task:

- Subtracts the movement quantity from the physical balance of each From SKU
- Adds the target quantity to the physical balance of each To SKU
- Freezes the target quantity of each To Item if the selected reason code indicates this as a requirement of the transformation
- Re-calculates the available balances of each From SKU and To SKU
- Updates the usage and date of issue of each From SKU
- Updates the date of receipt of each To SKU
- Updates inventory costs
- Updates the stock history for each From SKU and To SKU
- Generates inventory movements that reflect the change in stock position for each From SKU and To SKU

Select **Update (F8)** to process the batch of transformation requests you have entered.

Review Transformation Details Window (Expanded View)

To display this window, select Expand (F13) on the Review Transformation Details (Style View) window.

You use this window to review details of the styles/SKUs you want to transform.

The window lists details of transformation requests you have already entered in this session. The list includes:

- Style or SKU code
- Lot Number

- Movement Quantity
- Quantity Units
- Cost/Unit
- Style/SKU Description
- Quantity Units Description

Options

Amend (1)

Use this to amend the selected transformation requests details.

From Product Details (3)

Use this to display from product details at full product level within a matrix.

To Product Details (5)

Use this to display to product details at full product level within a matrix.

Note: *From Product Details and To Product Details are only available for those transactions for which Matrix Processing was invoked when recording a one-to-one transformation request.*

Functions

Delete (F11)

Use this to delete the entire batch of transformation requests you have entered.

You are asked to confirm your request before deletion.

Expand (F13)

Delete (F11)

Use this to delete the entire batch of transformation requests you have entered.

You are asked to confirm your request before deletion.

Contract (F13)

Use this to contract the window, suppressing the display of the style/SKU and unit of measure code descriptions for each of the entered transformation detail lines.

Transform One-to-One (F14)

Use this to add a one-to-one transformation request to the current batch of transformation requests. The Record Item Transformation One-to-One window is displayed.

Transform Many-to-One (F16)

Use this to add a many-to-one transformation SKU level request to the current batch of transformation requests. The Record Item Transformation Many-to-One window is displayed.

Transform One-to-Many (F18)

Use this to add a one-to-many transformation SKU level request to the current batch of transformation requests. The Record Item Transformation One-to-Many window is displayed.

Select **Update (F8)** to process the batch of transformation requests you have entered.

Record Item Transformation One-to-One Window

To display this window, select Transform One-to-One (F14) on the Review Transformation Details window.

You use this window to enter details of the SKUs you want to transform.

Fields

Source Item

From Product

Enter a full product code, using 15 alphanumeric characters, or alternatively enter a 9-character style code (and optionally a colour or size code) and then press Enter to invoke Matrix Processing to specify the variants of the product to be issued.

Note: *Matrix Processing is not invoked if you are using Warehousing and the selected stockroom is defined as an active warehouse.*

The description of the specified style or SKU is displayed automatically.

Movement Quantity

Enter the total quantity of the item to be transformed.

A movement quantity of zero is not allowed, unless a full product code has not been specified, in which case Matrix Processing is invoked and the total movement quantity is derived from the quantities entered in the matrix.

If a full product code has not been specified as the From Product, when you press Enter, Matrix Processing is invoked to allow the movement quantity to be split between multiple SKUs of the selected From product. The available stock balance of each SKU of the chosen style is shown within the matrix, thus prompting you as to how much of each SKU is available to be transformed and the matrix control total is available to allow you to correct the movement quantity should the total quantity entered within the matrix not equal the value entered in this field.

Note: *Standard Negative Stock Processing is invoked for each transformation From SKU, thus ensuring there is sufficient stock of the chosen item available to continue with your transformation request.*

Quantity Units (Untitled)

Enter a valid unit of measure code for the selected item. These are defined in the Item Master file.

This is the unit of measure in which the movement quantity (and cost) is expressed.

If you do not enter a unit of measure, it defaults to the issue unit defined for the selected product and stockroom combination.

You can use the prompt facility on this field to select from the Units of Measure pop-up.

From Lot

Enter the originating lot, using up to fifteen alphanumeric characters. This lot must exist in the selected stockroom.

A lot number must be entered if a full product code is entered as the From product, and that product is lot-controlled.

You can use the prompt facility on this field to select from the Select Lot Reference pop-up.

Note: *Multiple lots cannot be specified here; however if Matrix Processing has been invoked to split the movement quantity across multiple SKUs, a different lot number can be specified against each SKU involved in the transformation request, via the Record Item Transformation Lot Details window.*

Cost

The appropriate unit cost is displayed for items using standard average and latest costing.

The costing method associated with the chosen item is also displayed.

Note: *Only the costing method is displayed for FIFO costed items, the appropriate cost being derived from the consumption of existing FIFO cost details.*

Physical Stock

This field displays the physical stock balance of the From product that would result on transformation of the requested movement quantity.

It is displayed when you press Enter, but only where a full SKU code has been entered in the From Product field. For those items subject to lot control, the lot number to be transformed must also be entered.

Available Stock

This field displays the current available stock balance of the From product.

It is displayed when you press Enter, but only where a full SKU code has been entered in the From Product field. For those items subject to lot control, the lot number to be transformed must also be entered.

Target Item

To Product

Enter a full product code, using 15 alphanumeric characters, or alternatively enter a 9-character style code (and optionally a colour or size code) and then press Enter to invoke Matrix Processing to specify quantities against multiple SKUs of the target product.

The following additional sanity checks are performed; however none of these checks stops you from completing a transformation request:

- The From product and To product should have the same number of dimensions e.g. both products should be 3-dimensional.

- The size masks associated with the From product and To product should be the same.

Note: *If full SKU codes have been entered in both the From Product field and this field, this field must be a different product code from that in the From Product field. If the style is lot-controlled, however, the same SKU is allowed as long as the lot number is different.*

Target Quantity

Enter the total quantity of the target item to be received.

If a full product code has not been specified as the To product, Matrix Processing is invoked to allow this total quantity to be split between multiple SKUs of the selected To product.

If you leave this field blank, this quantity is calculated automatically from the relationship between the quantity units of the movement and target quantities, should such a relationship exist.

Note: *You will be forced to enter a target quantity if no relationship exists between the quantity units of the target quantity and the movement quantity.*

Note: *Where the quantity units of the movement quantity and target quantity are the same, a one-to-one relationship between the units for the two products is assumed; however, sanity checks on the entered quantity will only be performed where relationships between different units of measure are established using the Secondary Units of Measure maintenance task.*

If you enter a quantity in this field and that quantity does not match the expected target quantity, calculated from the relationship between the units of measure of this and the movement quantity, a warning is issued.

Caution: You may continue the transformation request at this stage without amending the target quantity; however, you should only do this if you are sure of the implications of your actions.

To Lot

Enter the target lot, using up to fifteen alphanumeric characters. This can be an existing lot or a new lot.

A target lot must be entered if a full product code is entered as the To product.

If you do not enter a lot number for a lot-controlled part, it will default to the From lot number you have entered.

In the case of an existing lot, the target quantity is added to the total physical quantity of that lot and its frozen or available balance, depending on the reason code you selected for the transformation request.

You can use the prompt facility on this field to select from the Select Lot Reference pop-up.

Note: *Multiple target lots cannot be specified here; however, if Matrix Processing has been invoked for the To product, different lot numbers can be specified against each SKU involved in the transformation request, via the Record Item Transformation Lot Details window.*

Quantity Units (Untitled)

Enter a valid unit of measure code for the selected product. This is the unit of measure in which the target quantity is expressed.

If you do not enter a unit of measure, it defaults to the same unit of measure as the movement quantity, if this unit is a valid unit of measure for the target item, or to the issue unit defined for the selected To product and stockroom combination.

You can use the prompt facility on this field to select from the Units of Measure pop-up.

Cost

Enter the cost per unit using up to fifteen numeric characters with five decimal places.

Note: *The standard cost associated with the target item/stockroom combination is displayed automatically when you press Enter, if the item's costing method is set to Standard.*

You must enter a cost per unit for the target item if that item has a costing method of average, latest or FIFO.

Note: *Where Matrix Processing has been invoked, the matrix is displayed a second time for the To product to permit cost entry against the relevant SKUs. The cost entered in this field becomes the default cost shown in the matrix against each target SKU.*

This applies for products whose *costing method* is Average, Latest or *FIFO*.

Caution: The costs associated with the transformed From product are not carried forward to the To product.

Note: *If you leave this field blank, the message "Zero unit cost has been entered" is displayed. You can still amend the cost at this stage in the process.*

Reference Type

Enter the transformation type, using up to three alphanumeric characters. These are defined in the Inventory Descriptions file under major type TRAN.

This field defaults to the value you specified on the Record Item Transformation Selection window but can be changed for each transformation request.

You can use the prompt facility on this field to select from the TRAN Transaction Reference Type pop-up.

Reference Date

Enter or select the date of the item transformation.

This field defaults to the date you specified on the Record Item Transformation Selection window but can be changed for each transformation request.

Narrative

Enter the narrative, or description, using up to twenty alphanumeric characters, associated with this item transformation.

This field defaults to the value you specified on the Record Item Transformation Selection window but can be changed for each transformation request.

Reason Code

Enter a reason code, using up to two alphanumeric characters. These are defined in the Inventory Descriptions file under major type MOVR.

This field defaults to the value you specified on the Record Item Transformation Selection window but can be changed for each transformation request within a batch.

The reason code you specify determines whether the target item quantity is automatically frozen by the system. The text literal “FROZEN” is displayed when appropriate.

You can use the prompt facility on this field to select from the MOVR Transaction Reason Codes pop-up.

Functions

Delete (F11)

Use this to delete the selected transformation request from the batch of requests you have entered.

You are asked to confirm your request before it is actually removed from the current batch.

Enter

If full product codes have not been specified, use this to display the matrix that shows all available variants for the entered style. You use the matrix to split the total quantity between the required variants.

The quantities you enter in the matrix must equal the total quantity you specify on this window.

For more information see the Style Matrix Processing window section in the Style Sales Order Processing product guide.

Note: *If you are using Warehousing, press Enter to display the Warehousing Details pop-up if these details are required for the From product/stockroom and To product/stockroom combination.*

Note: *Transformations in a warehouse must be recorded at SKU level.*

Once you have entered the transformation details, press Enter to validate your selections and invoke Matrix Processing, where appropriate, and then select **Update (F8)** to add the entered details to the current batch and return to the Review Transformation Details window.

Record Item Transformation Lot Details Window

To display this window, select the transformation of a lot-controlled item and invoke Matrix Processing on the Record Item Transformation One-to-One window.

Use this window to record the required lot detail for all of the SKUs being transformed.

Fields

Location

Enter a valid lot number against each SKU being transformed.

> ***Note:*** *When transforming multiple SKUs of one style into multiple SKUs of another style, which has the same colour and size configuration, the issued lot becomes the default target lot for the corresponding target SKU.*

Once you have entered the required lot details, press Enter to validate your selections, then finally select **Update (F8)** to accept all of the entries you have made and return to the Review Transformation Details window, where the details of the transformation request you have just recorded are displayed.

Record Item Transformation Many-to-One Window

To display this window, select Transform Many-to-One (F16) on the Review Item Transformation Details window.

Use this window to record the detail of the items, lots and quantities to be transformed.

All product codes entered on this window must be a valid SKU code.

Fields

Source Item Table

From Product

Enter a valid SKU code.

The SKU must be stocked in the selected stockroom.

You can use the prompt facility on this field to select from the Item Master Scan pop-up.

Quantity

Enter the quantity of the SKU to be issued from the selected stockroom.

Unit of Measure (UoM)

Enter a valid unit of measure code for the selected SKU.

This is the unit of measure in which the quantity is entered.

If you do not enter a unit of measure, it defaults to the issue unit defined for the selected SKU and stockroom combination.

You can use the prompt facility on this field to select from the Units of Measure pop-up.

From Lot

Enter a valid lot number for the selected SKU, using up to fifteen alphanumeric characters. This must be an existing lot for the selected SKU.

You can use the prompt facility on this field to select from the Select Lot Reference pop-up.

Cost/Unit

The appropriate unit cost is displayed for items using standard average and latest costing.

Note: *The costing method is displayed for FIFO costed items, instead of the cost, the cost being derived from the consumption of existing FIFO cost details.*

Physical Stock

This field displays the physical stock balance of the SKU that would result from recording this transaction.

It is only displayed if you select **Expand (F13)**.

Available Stock

This field displays the current available stock balance of the From product.

It is only displayed if you select **Expand (F13)**.

Target Item

To Product

Enter a valid SKU code. This cannot be the same item code as any of the From product codes you have entered above.

The item must be stocked in the selected stockroom.

You can use the prompt facility on this field to select from the Item Master Scan pop-up.

Target Quantity

Enter the quantity of the target SKU to be received.

If you leave this field blank, this value is calculated automatically from the relationship between the quantity units of the movement and target quantities, should such a relationship exist.

Note: *Where multiple items are being transformed into a single item, the target quantity is calculated from the movement quantity of the first From SKU code specified. It is assumed that the first item is the base item for any transformation request that you enter.*

Note: *You will be forced to enter a target quantity if no relationship exists between the quantity units of the target quantity and the movement quantity.*

If you enter a quantity in this field and that quantity does not match the expected target quantity, calculated from the relationship between the units of measure of this and the movement quantity, a warning is issued.

Caution: You may continue the transformation request at this stage without amending the target quantity; however you should only do this if you are sure of the implications of your actions.

Unit of Measure (Untitled)

Enter a valid unit of measure code for the selected SKU.

This is the unit of measure in which the target quantity is expressed.

If you do not enter a unit of measure, it defaults to the same unit as the movement quantity, if that unit of measure is a valid unit of measure for this SKU, or to the issue unit defined for the selected SKU and stockroom combination.

To Lot

Enter the target lot, using up to fifteen alphanumeric characters. This can be an existing lot or a new lot.

In the case of an existing lot, the target quantity is added to the total physical quantity of that lot and its frozen or available balance, depending on the reason code you specify on this window.

You can use the prompt facility on this field to select from the Select Lot Reference pop-up.

Cost

Enter the cost per unit using up to fifteen numeric characters with five decimal places.

Note: *The standard cost associated with the target item/stockroom combination is displayed automatically when you press Enter, if the item's costing method is set to Standard.*

You must enter a cost per unit for the target item if that item has a costing method of average, latest or FIFO. The costs associated with the transformed From items are not carried forward.

Note: *If you leave the cost blank, the message “Zero unit cost has been entered" is displayed. You can still amend the cost at this stage in the process.*

Reference Type

Enter the transformation type, using up to three alphanumeric characters. These are defined in the Inventory Descriptions file under major type TRAN.

This field defaults to the value you specified on the Record Item Transformation Selection window.

You can use the prompt facility on this field to select from the TRAN Transaction Reference Type pop-up.

Reference Date

Enter or select the date of the item transformation.

This field defaults to the date you entered on the Record Item Transformation Selection window.

Narrative

Enter the narrative, or description, using up to twenty alphanumeric characters, associated with this item transformation.

This field defaults to the value you specified on the Record Item Transformation Selection window.

Reason Code

Enter a reason code, using up to two alphanumeric characters. These are defined in the Inventory Descriptions file under major type MOVR.

This field defaults to the value you specified on the Record Item Transformation Selection window.

The reason code you specify determines whether the target item quantity is automatically frozen by the system. The text literal “FROZEN” is displayed, when appropriate.

You can use the prompt facility on this field to select from the MOVR Transaction Reason Codes pop-up.

Functions

Delete (F11)

Use this to delete the selected transaction from the current batch of transformation requests. The Confirm Deletion pop-up is displayed, on which you will be asked to confirm or cancel your deletion request.

Expand/Contract (F13)

Use this to toggle the display to show both the physical and available stock balances for each From product.

Note: *If you are using Warehousing, press Enter to display the Warehousing Details pop-up, if these details are required for any of the From product/stockroom or To product/stockroom combinations you have selected.*

Once you have entered the transformation details, press Enter to validate your selection, and then finally select **Update (F8)** to accept all of the entries you have made and return to the Review Item Transformation Details window, where the details of the transformation request you have just recorded are displayed.

Record Item Transformation One-to-Many Window

To display this pop-up, select Transform One-to-Many (F18) on the Review Item Transformation Details window.

Use this window to record the detail of the items, lots and quantities to be transformed.

All product codes entered on this window must be at full SKU code level.

Fields

Source Item

From Product

Enter a valid SKU code.

This SKU must be stocked in the selected stockroom.

You can use the prompt facility on this field to select from the Item Master Scan pop-up.

Note: *The description of the SKU is automatically displayed when you press Enter.*

Movement Quantity

Enter the quantity of the SKU to be transformed (issued from the selected stockroom).

Unit of Measure (Untitled)

Enter a valid unit of measure code for the selected SKU.

This is the unit of measure in which the movement quantity is entered.

If you do not enter a unit of measure, it defaults to the issue unit defined for the selected SKU and stockroom combination.

You can use the prompt facility on this field to select from the Units of Measure pop-up.

Lot

Enter a valid lot number for the selected item, using up to fifteen alphanumeric characters. This must be an existing lot for the selected SKU.

You can use the prompt facility on this field to select from the Select Lot Reference pop-up.

Cost

The appropriate unit cost is displayed for SKUs using standard average and latest costing.

The costing method associated with the chosen SKU is also displayed.

Note: *Only the costing method is displayed for FIFO costed SKUs, the cost being derived from the consumption of existing FIFO cost details.*

Physical Stock

This field displays the physical stock balance of the From product that would result from transformation of the requested movement quantity.

The field is displayed when you press Enter. For those items subject to lot control, a valid lot number must also be entered in the Lot field.

Available Stock

This field displays the current available stock balance of the From product.

It is displayed when you press Enter. For those items subject to lot control, a valid lot number must also be entered in the Lot field.

Reference Type

Enter the transformation type, using up to three alphanumeric characters. These are defined in the Inventory Descriptions file under major type TRAN.

This field defaults to the value you specified on the Record Item Transformation Selection window.

You can use the prompt facility on this field to select from the TRAN Transaction Reference Type pop-up.

Reference Date

Enter or select the date of the item transformation.

This field defaults to the date you specified on the Record Item Transformation Selection window.

Narrative

Enter the narrative, or description, using up to twenty alphanumeric characters, associated with this item transformation.

This field defaults to the value you specified on the Record Item Transformation Selection window.

Reason Code

Enter a reason code, using up to two alphanumeric characters. These are defined in the Inventory Descriptions file under major type MOVR.

This field defaults to the value you specified on the Record Item Transformation Selection window.

The reason code you specify determines whether the target item quantity is automatically frozen by the system. The text literal "FROZEN" is displayed when appropriate.

You can use the prompt facility on this field to select from the MOVR Transaction Reason Codes pop-up.

Target Item Table

To Product

Enter a valid SKU code. This must be a different SKU code from the From product code you have entered.

The SKU must be stored in the selected stockroom.

You can use the prompt facility on this field to select from the Item Master Scan pop-up.

Quantity

Enter the quantity of the target item to be received.

If you leave this field blank, it is calculated automatically from the relationship between the quantity units of the movement and target quantities, should such a relationship exist.

Note: *Automatic calculation of the target quantity is only performed for the first To product specified for any transformation request.*

Note: *You will be forced to enter a target quantity against each SKU if no relationship exists between the quantity units of the target quantity and the movement quantity.*

If you enter a quantity in this field and that quantity does not match the expected target quantity, calculated from the relationship between the units of measure of this and the movement quantity, a warning is issued.

Caution: You may continue the transformation request at this stage without amending the target quantity; however, you should only do this if you are sure of the implications of your actions.

Unit of Measure (UoM)

Enter a valid unit of measure code for the selected SKU.

This is the unit of measure in which the target quantity is expressed.

If you do not enter a unit of measure, it defaults to the issue unit defined for the selected item and stockroom combination.

You can use the prompt facility on this field to select from the Units of Measure pop-up.

To Lot

Enter the target lot, using up to fifteen alphanumeric characters. This can be an existing lot or a new lot.

In the case of an existing lot, the target quantity is added to the total physical quantity of that lot and the frozen or available balance as appropriate.

You can use the prompt facility on this field to select from the Select Lot Reference pop-up.

Cost/Unit

Enter the cost per unit for each target item, using up to fifteen numeric characters with five decimal places.

Note: *The standard cost associated with the target SKU/stockroom combination is displayed automatically when you press Enter, if the item's costing method is set to Standard.*

You must enter a cost/unit for each target item if that item has a costing method of average, latest or FIFO. The cost associated with the transformed From item is not carried forward.

Note: *If you leave the cost/unit blank for any item, the message "Zero unit cost has been entered" is displayed. You can still amend the appropriate cost at this stage in the process.*

Functions

Delete (F11)

Use this to delete the selected transaction from the current batch of transformation requests. The Confirm Deletion pop-up is displayed, on which you are asked to confirm or cancel your deletion request.

Note: *If you are using Warehousing, press Enter to display the Warehousing Details pop-up, if these details are required for any of the From item/stockroom or To item/stockroom combinations you have selected.*

Once you have entered the transformation details for each item, press Enter to validate your selection, and then select **Confirm (F8)** to accept all of the entries and return to the Review Item Transformation Details window, where the details of the transformation request you have recorded are displayed.

Confirm Deletion Pop-up

To display this pop-up, select Delete (F11) on the Review Transformation Details window.

Alternatively, select **Delete (F11)** for a previously entered transformation request on the Record Item Transformation Details window.

You use this pop-up to confirm or cancel your deletion request.

Select **Delete (F11)** to confirm your deletion request.

Warehousing Details Entry Pop-up

To display this pop-up, press Enter on the Record Item Transformation Details window when you are recording an item transformation in a warehouse.

You use this pop-up to record the warehousing detail against each item that you are transforming from and to within a warehouse.

Refer to the Style Warehousing product guide for further information regarding the details shown on this pop-up.

Press Enter to confirm the details entered and return to the relevant processing window to continue processing your transaction.

Chapter 4 Stock Counting

4

Processes within Stock Counting

You can use Style Inventory Management to count stock. You can produce counts that are:

- Time based
- Manually requested

Time Based

Use this for cycle counting or perpetual inventory. The software uses item classification to suggest WHAT to count and WHEN. Items are classified using the values from the Maintain Company Profile Stock Weeks Matrix window as follows:

- **A** - High value and high usage or both
- **B** - Medium value and medium usage or both
- **C** - Low value and low usage both
- **Z** - Ignore these items in a class/date control count

Stockrooms have a count objective per year, per ABC classification. With the definition of a number of working days, the software calculates time intervals so that you can meet the count objectives.

Manual Request

You can use group ranges to select items for counting at any time (for example major group, minor group and so on).

Warehousing Stock Counting

The primary options of Warehousing are to record item locations and quantities, and item movements. This incorporates a stock counting task that provides assistance with the control, documentation, reconciliation and adjustment of stock counting.

The Warehousing Stock Counting tasks apply to the default warehouse only. You can use the Authorise Users to Warehouse task to change a user's default warehouse.

Physical Warehouse Areas/Locations

You can request stock counts by a range of locations within a given area. In addition, you can select specific location types with the omission of void locations.

Stock Counting Steps

Count Creation

You can use ABC classification or manual range to create a count. For either method, the software provides a series of recommendations of what to count, but does not record details (lot/batch/serial). You can print count sheets at this stage but this will bypass the review stage and the count has an immediate status of outstanding.

Review Recommendations

If you have created a stock count, you can review those recommendations.

Maintain the Count

Once you have created a count, you can add items to, or delete items from, the count list.

Print Count Sheets

The software records the computer stock figure. The count is now of outstanding status. The produced count sheets can cover a number of action lists. You can also use the Reprint Count Sheets task to re-print the count sheets.

Count Entry

You can record actual count figures. You can add new items to the count at that time.

Count Reconciliation With/Without Update

Without Update

You can compare your counted figure with the recorded computer stock figure. If you use this task, you can report any variances by quantity and value. If these variances fall outside your defined tolerance limits, they are designated as errors.

With Update

You can automatically adjustment the computer-recorded figures to reflect your counted figures.

Maintain Count Profile [1/STINS]

Use this task to create the profiles that control the range of items that you want to count and the time in which it is done.

Stock Count Profile Maintenance Selection Window

To display this window, select the Maintain Count Profile task.

Use this window to specify the stockroom for which you want to make the stock count.

Fields

Stockroom

Enter the stockroom code for which you want to create or maintain a count profile.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Note: *If this stockroom is also defined as a warehouse, you must make sure that you de-activate it before you start to process any stock counts.*

Press Enter to display the Stock Count Profile Maintenance Detail window.

Stock Count Profile Maintenance Detail Window

To display this window, press Enter on the Stock Count Profile Maintenance Selection window.

Use this window to specify the counting criteria your selected stockroom or warehouse.

Fields

Last Count Number

This field displays the last count number used within the stockroom or warehouse.

Overdue Days

Enter the number of days after which the counts become overdue for printing. This is based on the date of the count recommendation that you enter at count request time.

Time Fence Days

This is the number of days' information that you want to print on each count sheet. If you enter **1**, you will only print count details for counts recommended for the current day. Enter a number greater than 1 to produce count sheets for extra days.

View Quantity on Count

Select one of the following to determine the level of information you want to print on count sheets:

No (0) - Not to view the computer-counted quantity either on the screen or on the printed count sheet

Print (1) - To view the computer counted-quantity on the printed count sheet

Panel (2) - To view the computer counted-quantity on a window

Both (3) - To view the computer counted-quantity both on a window and on the printed count sheet

Count Frozen Stock

Use this field to establish a default setting for the warehouse.

Use this checkbox as follows:

Unchecked – If you cannot view and maintain free and frozen stock quantities on count sheets and windows

Checked - If you can view and maintain free and frozen stock quantities on count sheets and windows

This default setting can be overridden at count level within the count sheet generation and printing tasks.

Count by Class

Use this to indicate whether you want to produce recommended counts by item class.

Use this checkbox as follows:

Unchecked - Not to produce count recommendations using item class categorisations

Checked - To define count tolerances so that you produce recommended counts by item class

See the Stock Count Profile Maintenance Count by Class Window section for more information.

Tolerances

Percentage (-ve)

Enter the maximum percentage tolerance for stock shortage in terms of both percentage and value terms. Any excess greater than this tolerance is identified during reconciliation.

Percentage (+ve)

Enter the maximum percentage tolerance for stock excess in terms of both percentage and value. Any excess greater than this tolerance is identified during reconciliation.

Value (-ve)

Enter the maximum value tolerance for stock shortage in terms of both percentage and value terms. Any excess greater than this tolerance is identified during reconciliation.

Percentage (+ve)

Enter the maximum value tolerance for stock excess in terms of both percentage and value. Any excess greater than this tolerance is identified during reconciliation.

Select **Update (F8)** to validate the details and save them.

Stock Count Profile Maintenance Count by Class Window

To display this window, check the Count by Class field and then press Enter on the Stock Count Profile Maintenance Detail window.

Use this window if you want to maintain your stock count profile to produce recommended counts based on item classification.

Fields

***Note:** The fields on the window are the same as those on the Stock Count Profile Maintenance Count Detail window, with the addition of the three fields described below.*

Number of Days/Year

Enter the number of days that you normally work in a year.

Number of Counts/Year

Enter the number of counts that you want to process for each item class per year. For example, you can decide to count class A items more frequently than class C and so on.

Maximum Items/Count

Enter the maximum number of items that you want to count each time you process a recommended count.

Select **Update (F8)** to validate the details and save them.

Enquire on Count Profile [2/STINS]

Use this task to view the count processing criteria and item/stockroom ABC classification that you have created for an Inventory stockroom or warehouse.

Stock Count Profile Enquiry Selection Window

To display this window, select the Enquire on Count Profile task.

Use this window to select the stockroom on which you want to enquire.

Fields

Stockroom

Enter the stockroom on which you want to enquire.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Press Enter to display the Stock Count Profile Enquiry window.

Stock Count Profile Enquiry Window

To display this window, enter or select the stockroom on which you want to enquire and then press Enter on the Stock Count Profile Enquiry Selection window.

Use this window to view a detailed breakdown of the stock count for the selected stockroom including negative/positive tolerances and count by class specifications, if they are permissible within that particular stockroom.

Fields

Last Count Number

This field displays the last count number used within the stockroom or warehouse.

Overdue Days

This field displays the number of days after which the counts become overdue for printing. This is based on the date of the count recommendation that you enter at count request time.

Time Fence Days

This field displays the number of days' information that you want to print on each count sheet. If this field is set to **1**, you will only print count details for counts recommended for the current day. A number greater than 1 indicates that you will produce count sheets for extra days.

View Quantity on Count

This field displays the level of information you want to print on count sheets as follows:

No (0) - If you do not wish to view the computer-counted quantity either on the screen or on the printed count sheet

Print (1) - If you wish to view the computer-counted quantity on the printed count sheet

Panel (2) - If you wish to view the computer-counted quantity on a window

Both (3) - If you wish to view the computer-counted quantity both on a window and on the printed count sheet

Count Frozen Stock

This field indicates whether you want to view and maintain both free and frozen balances on count sheets and windows.

The checkbox is displayed as follows:

Unchecked - If you cannot view and maintain both free and frozen balances on count sheets and windows

Checked - If you can view and maintain both free and frozen balances on count sheets and windows

Count by Class

This field indicates whether you want to produce recommended counts by item class.

The checkbox is displayed as follows:

Unchecked - If you do not normally produce count recommendations using item class categorisations

Checked - If you define count tolerances so that you produce recommended counts by item class

See the Stock Count Profile Maintenance Count by Class window for more information.

Tolerances

Percentage (-ve)

This field displays the maximum percentage tolerance for stock shortage in terms of both percentage and value terms. Any excess greater than this tolerance is identified during reconciliation.

Percentage (+ve)

This field displays the maximum percentage tolerance for stock excess in terms of both percentage and value. Any excess greater than this tolerance is identified during reconciliation.

Value (-ve)

This field displays the maximum value tolerance for stock shortage in terms of both percentage and value terms. Any excess greater than this tolerance is identified during reconciliation.

Percentage (+ve)

This field displays the maximum value tolerance for stock excess in terms of both percentage and value. Any excess greater than this tolerance is identified during reconciliation.

Note: *If you have specified that you want to use this profile to recommend counts by item class, the window displays the next three fields.*

Number of Days/Year

This field displays the number of days that you normally work in a year.

Number of Counts/Year

This field displays the number of counts that you want to process for each item class per year. For example, you can decide to count class A items more frequently than class C and so on.

Maximum Items/Count

This field displays the maximum number of items that you want to count each time you process a recommended count.

Regenerate ABC Classifications [11/STINS]

Use this task to re-classify items within a stockroom based on their average usage and cost in relation to the stockroom cost/usage matrix. When you re-classify these items, the next count date is re-calculated based on the last count date and criteria defined for the stockroom count profile.

We recommend that you use this task to re-assign classifications and the next count dates to items. You need to do this if you have changed the stockroom matrix or stockroom count profile.

The software prompts for this task during period end processing within Style Inventory when average usages for stockroom/item profiles are re-calculated.

Note: *If you use Warehousing, the software assumes that the stockroom is the default warehouse.*

You can view the ABC classification of items in the Item/Stockroom enquiry task.

ABC Regeneration Selection Window

To display this window, select the Regenerate ABC Classifications task.

Use this window to select the stockroom for which you want to process regeneration.

Fields

Stockroom

Enter the stockroom for which you want to regenerate item classifications.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Press Enter to confirm your selection and then select **Submit (F8)** to regenerate the classifications.

Create Count for ABC Recommendations [21/STINS]

Use this task to create counts based on the next due for count date defined for each item within the stockroom.

The software produces a count for any item that is due for count before or on the count recommendation date that you enter on the window.

This task will produce additional counts for each day after the date up to the number of days specified. These counts will contain items that are due on those days only. You can use this to provide a method of evaluating future workloads.

Create Count by Class/Date Control Selection Window

To display this window, select the Create Count for ABC Recommendations task.

Use this window to select the stockroom for which you want to produce your count recommendations.

Fields

Stockroom

Enter the stockroom for which you want to produce recommendations.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

An error message is displayed if the stockroom count type is not be ABC classification.

Press Enter to display the Create Count by Class/Date Control Details window.

Create Count by Class/Date Control Details Window

To display this window, press Enter on the Create Count by Class/Date Control Selection window.

Use this window to specify the selection criteria you want to use to produce the recommended counts.

Fields

Stockroom

This field displays the stockroom you specified on the Create Count by Class/Date Control Selection window.

Time Fence Days

Enter the number of days after the date of recommendation for which you want to produce count sheets. This is reviewed separately for the count creation.

From

Enter or select the date from which items are selected based on their next due for count date.

Print Count Sheets

Use this field to indicate whether count sheets should be printed immediately upon generation of recommendations.

Use this checkbox as follows:

Unchecked - Not to print count sheets immediately

In this case, you can review the recommendations before you process the count.

Checked - To print count sheets immediately

In this case, the balance is outstanding immediately after generation and you cannot review recommendations before printing.

Number of Instructions per List

Enter the maximum number of items or print location details that you want to print on each action list.

Note: *If you use Warehousing, this value will default to the value you have defined for the warehouse list profile for count lists.*

Include Zero Balances

Use this checkbox as follows:

Unchecked (default) - If items with zero physical stock will not be included in the stock count

Checked - If you wish to include zero balance items

Count Frozen Stock

Use this checkbox as follows:

Unchecked – If you cannot view and maintain free and frozen stock quantities on count sheets and windows

Checked - If you can view and maintain free and frozen stock quantities on count sheets and windows

There are two possible reasons why no count recommendations are produced once you have used this task:

- If you specified how often you want to count each item class on the count profile, you have set the number of counts per year field to count items relatively infrequently, and all items have been recently counted.
- Items that are currently being counted cannot be included on other count lists, whether active or recommended. Therefore, any items appearing on manually requested count lists, at either a summary or a detail level, will not appear on a count list created by ABC Recommendation.

Select **Submit (F8)** to create the count.

Create Count for Manual Range [22/STINS]

You can use this task to create counts for one or more stockrooms, based on the item range selection or item attribute selection.

You can create a count for a single stockroom or range of stockrooms and choose to create the count based on a single selection or range item attributes for the item.

Create Count by Item Selection Window

To display this window, select the Create Count for Manual Range task.

Use this window to select a stockroom and item combination on which to base a stock count.

Fields

Range From/Range To

Stockroom

Enter the single stockroom or the range of stockrooms for which you want to process this stock count. Leave these fields blank to process a count over all stockrooms for your selected item(s).

You can use the prompt facility on these fields to select from the Stockroom Selection pop-up.

Note: *You can use the next five fields to select the item(s) for which you want to process this stock count.*

Item

You can choose to enter the item, or style, for which you want to produce this stock count. If you enter a single item, it must exist on the Item Master file. If you enter a range of items, the From and To fields used to define the range do not have to be on the Item Master file, unless they are of the same value.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Item Group Major

You can choose to enter a single code, or a range of item group major codes, as defined in the Inventory Descriptions file under major type PGMJ.

You can use the prompt facility on these fields to select from the PGMJ Product Group - Major pop-up.

Item Group Minor

You can choose to enter a single code, or a range of item group minor codes, as defined in the Inventory Descriptions file under major type PGMN.

You can use the prompt facility on these fields to select from the PGMN Product Group - Minor pop-up.

Item Type

You can choose to enter an item type, or a range of item types, as defined in the Inventory Descriptions file under major type PTYP.

You can use the prompt facility on these fields to select from the PTYP Product Type pop-up.

Item Class

You can choose to enter an item class, or a range of item classes, as defined in the Inventory Descriptions file under major type PCLS.

You can use the prompt facility on these fields to select from the PCLS Item Class Product Class pop-up.

Count Class

You can enter an item count class, or a range of item count classes. These are the classification codes that Inventory assigns each item within a stockroom based on their usage and value.

Count Date

Enter or select the date associated with this count recommendation.

Include Zero Balances

Use this checkbox as follows:

Unchecked (default) - If items with zero physical stock will not be included in the stock count

Checked - If you wish to include zero balance items

Print Count Sheets

Use this field to indicate whether you want to print count sheets immediately once you have generated count recommendations.

Use this checkbox as follows:

Unchecked - Not to print count sheets immediately

In this case, you can review the recommendations before you process the count.

Checked - To print count sheets immediately

In this case, the balance is outstanding immediately after generation and you cannot review recommendations before printing.

No. of Instructions/List

Enter the maximum number of items or print location details that you want to print on each action list.

Note: *If you use Warehousing, this value will default to the value you have defined for the warehouse list profile for count lists.*

Count Frozen Stock

Use this checkbox as follows:

Unchecked – If you cannot view and maintain free and frozen stock quantities on the generated count(s)

Checked - If you can view and maintain free and frozen stock quantities on generated count(s)

Select **Submit (F8)** to create the count.

Maintain Count [31/STINS]

You can use this task to review recommended counts if you did not select the option to print count sheets when you requested the count.

You can add or delete a request to count all balances for an item. In addition, you can request detail recommendations, (specific lots, batches or serial numbers) for a count. You can delete counts in their entirety and take all associated items off a count.

The software records any items that you add as unplanned requests. When you add items, you must enter an appropriate reason code.

Maintain Count Selection Window

To display this window, select the Maintain Count task.

Use this window to select the count number and stockroom for which you want to retrieve the count.

Fields

Stockroom

Enter a stockroom code.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Count Number

Enter the count number you want to review.

Alternatively, use the prompt facility to select from the Recommended Count Selection pop-up.

Note: *The count must have a status of Recommended (not Outstanding). Counts have a status of Outstanding once you have printed the count.*

Note: *You must enter the stockroom if you want to use the prompt facility on the Count Number field.*

Enter or select the stockroom code and the count number and then press Enter to display the Maintain Count Detail window.

Maintain Count Detail Window

To display this window, enter or select the stockroom code and the count number and then press Enter on the Maintain Count Selection window.

Use this window to add or delete summary or detail item recommendations. The stockroom, the count number and the number of items or lots to count are displayed at the top of the window. Below this, the window displays detailed recommendations to count specific lot, batch or serial numbers.

Fields

Select (Untitled)

Select **Delete (4)** to delete the count recommendation for a particular line and then select **Update (F8)**. When you do this, the Maintain Count Selection window is re-displayed. When you return to this window; the count recommendation you have deleted is not displayed window and is not included in the count.

Position to Item

Use this field to position the count list to item reference number that you want to view. You can enter the full item reference, or the first few characters of an item.

Functions

Add (F9)

Use this to add an item to the count. This displays the Maintain Count Addition pop-up.

Delete (F11)

Use this to delete the entire count recommendation. Select **F11** again to delete the count.

Caution: You must delete summary recommendations for an item before you can add a detail recommendation for an item.

Caution: Lot-controlled items are displayed at summary level. Use **Add (F9)** to specify individual lots for a count.

Select **Update (F8)** to update all item additions and deletions for your selected count.

Maintain Count Addition Pop-up

To display this pop-up, select Add (F9) on the Maintain Count Detail window.

Use this pop-up to specify individual lots to add to the count.

Fields

Item

Enter the item that you want to add.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Lot

If your item is lot-controlled or batch-controlled you must also enter a lot reference.

Alternatively, use the prompt facility to select from the Select Lot Reference pop-up.

Reason Code

You must enter a reason code for this addition.

Alternatively, use the prompt facility to select from the CTRE Count Reason pop-up.

You must select a code that details the reason as of an unplanned nature.

Press Enter to confirm the additions and return to the Maintain Count Detail window.

Count Size Warning Pop-up

This pop-up is automatically displayed as a warning when you select **Update (F8)** for a count request by ABC classification where the number of items specified for any of the classifications exceeds the maximum number of items per count sheet that you specified in the stockroom count profile.

This situation can arise where unplanned additions are made to the count.

You can select **Previous (F12)** to amend the current count.

Alternatively, press Enter to accept the count with the excess items.

Enter Count Details [32/STINS]

You use this task to enter your actual count details on a list-by-list basis. You can add details, amend them or delete details until you record the list as complete. You can delete lists and take all associated items off count (unless those item details span a number of lists).

You can only add item details if the item already exists as on count for this particular count. If you add any items they are considered to be override details and you must enter an appropriate reason code. We recommend that you do not complete the list until you have reviewed the reconciled detail, since, once you have recorded this list as complete, you cannot maintain it.

Note: *Before you can use this task to record count details, you must print your count sheets.*

Enter Count Selection Window

To display this window, select the Enter Count Details task.

Use this window to select the stockroom and enter other details for the count.

Fields

Stockroom

Enter the stockroom from which you want to enter count details.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Count Number

Enter the count number for the count you want to maintain.

Alternatively, use the prompt facility to select from the Outstanding Count Selection pop-up.

List Number

Enter the list number for the count you want to maintain.

Alternatively, use the prompt facility to select from the Select List Number pop-up.

Press Enter to display the Enter Count Detail window.

Enter Count Detail Window

To display this window, press Enter on the Enter Count Selection window.

Use this window to enter or amend details for an item count.

Fields

Select (Untitled)

Select one of the following:

Select (1) - To select one or more lines to enter or amend detail item count quantities

When you press Enter, the Enter Count Amendment pop-up is displayed, showing current information available for amendment.

Lot Header (2) - To display the lot header window for a detail count

Delete (4) - To delete the line from the count

This displays the Enter Count Delete window.

Position to Item

Use this field to position the count list to the item reference number that you want to view. You can enter the full item reference, or the first few characters of an item.

Functions

Add (F9)

Use this to add item details to the count. You can only do this if the item already exists as on count in this particular count. For example, you can use this if you find different lots of an item from those detailed on original count sheets. If the item is lot-controlled, the software displays the Lot Reference Maintenance window for completion. When you add item details to the count, they are considered as overrides, so you must specify a reason for the addition.

Delete (F11)

Use this to delete the complete list.

Include/Exclude Zero Balances (F13)

Use this to toggle between including and excluding zero balance items, whether from the original stock count or entered later.

Select an option and then press Enter or select **Update (F8)** to confirm the completed list.

Enter Count Amendment Pop-up

To display this pop-up, select an item on the Enter Count Detail window.

Use this pop-up to enter or amend details for your selected item. The pop-up displays current information available for amendment.

Fields

Item

This field displays your selected item.

Lot

If the selected item is lot-controlled or batch-controlled, this field displays the selected lot or batch of this item.

Reason

This field displays the reason code for the amendment. These are defined in the Inventory Descriptions file under major type CTRE.

Recorded Qty

This field displays the quantity recorded within Inventory stock balances.

Note: *This displays either the recorded physical quantity or the recorded free quantity depending upon whether you chose to count frozen stock when printing count sheets.*

Recorded Frz

This field displays the frozen quantity recorded within Inventory stock balances.

Note: *This field is only shown if you chose to count frozen stock when printing count sheets.*

Entered Qty/UoM

Enter the actual counted quantity for your selected item.

You can use the prompt facility on the UoM field to select from the Purchase/Issue Unit Selection pop-up.

Note: *If frozen stock is being counted you should enter the free quantity you have counted. The system calculates the counted physical quantity by adding this to the entered frozen quantity.*

Entered Frz/UoM

Enter the counted frozen quantity for your selected item and its associated unit of measure.

You can use the prompt facility on the UoM field to select from the Purchase/Issue Unit Selection pop-up.

Note: *This field is only shown if you chose to count frozen stock when printing count sheets.*

Press Enter to confirm the details and return to the Enter Count Detail window.

Enter Count Delete Window

To display this window, select Delete against an item on the Enter Count Detail window.

This window displays the item that you have selected for deletion, marked with Delete.

Functions

Delete (F11)

Use this to delete the entire count. Select **F11** again to confirm deletion.

Enter Count Addition Pop-up

To display this pop-up, select Add (F9) on the Enter Count Detail window.

Use this pop-up to add new item details to your count list.

Fields

Item

Enter the item from which you want to add details to this count.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Note: *Enter the item details if you find different lots of an item from those detailed on original count sheets. If the item is lot-controlled, the software displays the Lot Reference Maintenance window for completion.*

Lot

If the new item details are lot-controlled or batch-controlled, enter a lot or batch number.

Alternatively, use the prompt facility to select from the Select Lot Reference pop-up.

Reason Code

Enter the reason code for this addition.

Alternatively, use the prompt facility to select from the CTRE Count Reason pop-up.

The reason code must be of an override nature.

Quantity/UoM

Enter your counted quantity in the issue unit of measure defined for the item within the stockroom.

You can use the prompt facility on the UoM field to select from the Purchase/Issue Unit Selection pop-up.

Note: *If frozen stock is being counted you should enter the free quantity you have counted. The system calculates the counted physical quantity by adding this to the entered frozen quantity.*

Entered Frz/UoM

Enter the counted frozen quantity for the added item and its associated unit of measure.

You can use the prompt facility on the UoM field to select from the Purchase/Issue Unit Selection pop-up.

Note: *This field is only shown if you chose to count frozen stock when printing count sheets.*

***Note:** When you return to the Enter Count Detail window, the stock balance for the additional item will not be displayed in the Recorded Quantity column.*

Press Enter to save these details and re-display the Enter Count Detail window. Select **Update (F8)** to update the list and, if there are no errors, display the Update Confirmation pop-up.

Update Confirmation Pop-up

To display this pop-up, select **Update (F8)** on the Enter Count Detail window where no errors occurred during the update.

Use this pop-up to confirm that you want to complete this count list.

***Note:** You must complete all lists associated with a count before you can use the Reconciliation with Update task to update the stockroom balance figures for your count.*

Fields

Complete List

Use this field to specify whether you want to complete this list or not.

Use this checkbox as follows:

Unchecked - To record this list as incomplete

You can still maintain this list and amend any details if required.

Checked - To record this list as complete

You cannot make any changes to any details held in the count list, and you can use these figures to update stockroom balances.

***Note:** We recommend that you do not complete a list until you have run the Count Reconciliation without Update task to check your figures, as you cannot change details for a completed list.*

Press Enter to confirm your selection.

Complete Count List [33/STINS]

You can use this task as an alternative to completing lists during count entry. Before you use this task, you must make sure that you do not want to amend any details held on the lists associated with the count as this task completes all count lists for a count number en masse.

***Note:** We recommend that you review the results of the Count Reconciliation without Update task before you complete your lists, so that you can change the details held on your lists if required.*

Note: *You cannot complete count lists if they contain detail records with lots referring to the special case of * Lot Error *. These lot errors occur when you print count sheets if no lot details exist for a batch-controlled or lot-controlled item.*

Count Completion Selection Window

To display this window, select the Complete Count List task.

Use this window to select the stockroom and associated count number that you want to complete.

Fields

Stockroom

Enter the stockroom that is associated with the count you want to complete.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Count Number

Enter the count number you want to complete.

Alternatively, use the prompt facility to select from the Outstanding Count Selection pop-up.

This task completes all count lists associated with this count number.

Select **Update (F8)** to update the details and complete the count.

Print Count Sheets [41/STINS]

Once you have reviewed the count recommendations for your count, you can choose to print the stock count sheets. It is at this point that the software records computer stock figures and expands the recommendations to include item details down to lot/batch reference number.

Note: *If a lot-controlled or batch-controlled item has no recorded lots, the software adds a record with a lot reference of * Lot Error *.*

Print Count Sheets Window

To display this window, select the Print Count Sheets task.

Use this window to select the count number that you want to print.

Fields

Stockroom

Enter the stockroom associated with the count sheets you want to print.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Count Number From

Enter the start of the range of count numbers whose count sheets you want to print. If you want to print a single count number, enter that number in this field.

You can use the prompt facility on this field to select from the Recommended Count Selection pop-up.

Count Number To

Enter the end of the range of count numbers whose count sheets you want to print.

You can use the prompt facility on this field to select from the Recommended Count Selection pop-up.

Note: *Leave both of the Count Number fields blank to print all recommended counts for your selected stockroom.*

No of Instructions/List

Enter the number of count instructions you want to print on each count sheet.

Count Frozen Stock

Use this field to specify whether frozen stock quantities are to be counted.

Select one of the following:

From Count Header (default) - If the decision as to whether you can view and maintain free and frozen quantities on count sheets and windows on each printed count is inherited from the appropriate count header

No - If you cannot view and maintain free and frozen quantities on count sheets and windows

Yes - If you can view and maintain free and frozen quantities on count sheets and windows

Select **Submit (F8)** to print your count details.

Reprint Count Sheets [42/STINS]

Use this task to re-print count sheets. You can re-print all lists or select specific lists.

Reprint Count Sheets Window

To display this window, select the Reprint Count Sheets task.

Use this task to re-print count sheets for your selected stockroom.

Fields

Stockroom

Enter the stockroom code.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Count Number From/Count Number To

Enter the range of count numbers whose count sheets you want to re-print. If you enter a single count, it must exist and have a status of outstanding. If you enter a range of count numbers, these need not exist as they act as limiters. If you leave these fields blank, the software includes all recommendations.

You can use the prompt facility on these fields to select from the Outstanding Count Selection pop-up.

List Number From/List Number To

Enter the range of list numbers you want to re-print. If you enter a single count, it must exist and have a status of Outstanding. If you enter a range of count numbers, these need not exist as they act as limiters. If you leave these fields blank, the software includes all recommendations.

You can use the prompt facility on these fields to select from the Select List Number pop-up.

Select **Submit (F8)** to re-print the count sheets.

Count Reconciliation

You use reconciliation to compare counted stock quantities with recorded computer stock quantities so that you can assess any stock count errors.

You can assess stock errors as both percentage quantity variance and a value variance basis; these variances are defined by the tolerances specified for the stockroom count profile. If you have chosen to count frozen stock, count errors are assessed against the free, frozen and optionally the physical counted values independently and adjustments made accordingly. If you have not chosen to count frozen stock, count errors are assessed against physical counted values only.

You can split the reconciliation process into two tasks:

- Count Reconciliation with Update
- Count Reconciliation without Update

Both tasks display the same window, which requests a stockroom and count number. Once you have entered these details, the window that is displayed depends on the one you have requested.

You can restrict Count Reconciliation without Update to take into account only complete lists within the count, or you can take into account lists that are still available for modification.

You can choose to print full detail or summary information by item, with selection by item range.

The software highlights any detail or item summaries that are included with an asterisk to the right hand side of the report.

The software highlights item summaries that are in error, but where no errors have occurred for the detail lines, with a double asterisk. You would normally see this if the software recorded a small number of variances (positive or negative), which in total constitute an error.

The software highlights detail or item summaries with free and frozen count errors with errors with # at the right-hand side of the report.

Count Reconciliation without Update [51/STINS]

Use this task to reconcile your counted and computer-recorded stock figures for count sheets that you still want to maintain.

Request Count Reconciliation (without Update) Selection Window

To display this window, select the Count Reconciliation without Update task.

Use this window to select the stockroom and count number combination for which you want to reconcile actual and computer recorded stock balances.

Fields

Stockroom

Enter the stockroom whose count sheets you want to reconcile.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Count Number

Enter the count number whose count sheets you want to reconcile.

Alternatively, use the prompt facility to select from the Outstanding Count Selection pop-up.

Press Enter to confirm your selection and display the Request Count Reconciliation (without Update) window.

Request Count Reconciliation (without Update) Window

To display this window, enter or select a stockroom and count number and then press Enter on the Request Count Reconciliation (without Update) Selection window.

Use this window to specify the criteria you want to include on the reconciliation report.

Fields

Count Lists

Select one of the following:

Completed (1) - To include only completed lists on the report

All (2) - To include both open and completed lists on the report

Report Content

Select one of the following:

Detail (1) - To include item detail, that is lot, batch or serial numbers, on the report

Summary (2) - To include only item totals on the report

Print Movements

Use this checkbox as follows:

Unchecked - Not to print movements in the report

Checked - To print the item movements, the counted quantity, the value of the count and the recorded quantity of items on the report

Note: *The items printed on the report will depend on the entry in the Items to be Included field.*

Items to be Included

Select one of the following:

None (0) - Not to include any items on the report

Variance (1) - To report only on items that have either a quantity or value variance

All (2) - To report on all items regardless of variance

Range of Items From/To

Enter the item you want to include within your reconciliation process.

If you enter a single item, it must exist on the Item Master file. However, if you enter a range, the From and To items used to define the range need not exist on the Item Master file except when they are the same value.

If you leave the To field blank, the detail will default to the From item.

Leave both of these fields blank to include all items on the count within your reconciliation process.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Note: *You can use these fields to restrict the report so that you can investigate specific item discrepancies.*

Select **Submit (F8)** to submit the details for processing.

Count Reconciliation with Update [52/STINS]

Use this task to reconcile your counted and computer-recorded stock figures for count sheets that you still want to maintain. This task also uses your reconciled figures to update the computer-recorded stock figures for the items held on the count.

Request Count Reconciliation (with Update) Selection Window

To display this window, select the Count Reconciliation with Update task.

Use this window to select the stockroom and count number combination for which you want to reconcile between system-recorded and manually-counted stock figures.

If you use this task, you can update the inventory stockroom balances, according to the variances specified in the count profile.

Fields

Stockroom

Enter the stockroom whose count sheets you want to reconcile.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Count Number

Enter the count number whose count sheets you want to reconcile.

Alternatively, use the prompt facility to select from the Outstanding Count Selection pop-up.

Press Enter to confirm your selection and display the Request Count Reconciliation (with Update) window.

Request Count Reconciliation (with Update) Window

To display this window, enter or select a stockroom and count number and then press Enter on the Request Count Reconciliation (with Update) Selection window.

Use this window to specify the criteria you want to include on the reconciliation report. If an item is lot-controlled or batch-controlled, the report will give details, but the software does not process any stock adjustments. You must manually process any required stock adjustments.

Fields

Report Content

Select one of the following:

Detail (1) - To include item detail, that is lot, batch or serial numbers on the report

Summary (2) - To include only item totals on the report

Print Movements

Use this checkbox as follows:

Unchecked - Not to print movements in the report

Checked - To print the item movements, the counted quantity, the value of the count and the recorded quantity of items on the report

Note: *The items printed on the report will depend on the entry in the Items to be Included field.*

Items to be Included

Select one of the following:

None (0) - Not to include any items on the report

Variance (1) - To report only on items that have either a quantity or value variance

All (2) - To report on all items regardless of variance

Generate Adjustments

Select one of the following:

No (0) - Not to make any stock adjustments

All (1) - To adjust all inventory quantity variances regardless of size

Outside Tolerances (2) - To adjust those variances that are flagged as being outside the specified tolerances

Reference

Enter the reference number to be assigned to any inventory movements using up to fourteen alphanumeric characters.

Reference Date

Enter or select a valid calendar date to specify the reference date to be written to any stock movements generated by this task.

This defaults to the current system date but can be changed.

The reference date is cross-referenced with the table of period and week end dates to decide the week and period numbers for the ageing of the stock movements and history records.

The value entered cannot be earlier than the date on which the physical stock "snapshot" of the items included on the count being reconciled was taken, nor can it be a future date.

Reference Type

Enter the reference type using up to three alphanumeric characters.

Alternatively, use the prompt facility to select from the TRAN Transaction Reference Type pop-up.

Note: *The reference type can be used as a mnemonic to describe the reference number. For example, INT could be used for internal company references.*

Reason Code

You must enter a movement reason if you want to automatically reconcile adjustment.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

When you select to submit the reconciliation, the following count history updates are performed:

Item Count History

- If you selected to process a Count by Class, the number of recommended counts is incremented if the item was a planned summary recommendation. This task also increments the number of unplanned if the item was an unplanned recommendation, that is, it was added to the count when you reviewed the count recommendations
- If you selected to process a Count by Manual Range, the number of unplanned counts is incremented.

Stockroom Count History

- If you selected to process a Count by Class, the A, B and C items counted are incremented for all items that were planned using summary recommendations. In addition, the numbers of A, B and C items that are in error are incremented for all items in error that were planned summary recommendations.
- If you selected to process a Count by Manual Range, the number of other counts is incremented. In addition, the numbers of other counts that are in error are incremented if any of the items on those counts are in error.
- If you use Warehousing and you select Count by Warehouse Location, other updates associated with these counts are performed.

Select **Submit (F8)** to submit the details for processing.

Enquire on Recommended Counts [61/STINS]

Use this task to view the details of any counts that you have created with a status of Recommended.

Count Enquiry Selection Window

To display this window, select the Enquire on Recommended Counts task.

Use this window to select the stockroom and count number combination you want to view.

Fields

Stockroom

Enter the stockroom for which you want to view the count details.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Count Number

Enter the count number for which you want to view the count details.

Alternatively, use the prompt facility to select from the Recommended Count Selection pop-up.

Press Enter to display the Count Enquiry Detail window.

Count Enquiry Detail Window

To display this window, enter or select a stockroom and count number and then press Enter on the Count Enquiry Selection window.

Use this window to view the details of your selected count.

Fields

Stockroom

This field displays your selected stockroom.

Count Number

This field displays your selected count number.

Create Date/Time

This field displays the date and time at which the selected count number was created.

Item Summaries to Count

This field displays the total number of item summaries included on the count, that is, the number of items that are not lot-controlled or batch-controlled.

Item Details to Count

This field displays the total number of lot-controlled or batch-controlled items included for count on your selected count number.

Item Summaries Cancelled

This field displays the number of items you have deleted from the count.

Item

This field displays the item included on the count, to SKU level.

Lot

This field displays the lot number of the item included on the count. This information is only displayed if your item is lot-controlled or batch-controlled.

Reason

This field displays the reason for the item being included on the count.

Position to Item

Use this field to position the count list to item reference number that you want to view. You can enter the full item reference, or the first few characters of an item.

Select **Exit (F3)** to leave the enquiry.

Enquire on Outstanding Counts [62/STINS]

Use this task to enquire on outstanding counts for a stockroom. You can review either open or complete lists for a count.

Count Details Enquiry Selection Window

To display this window, select the Enquire on Outstanding Counts task.

Use this window to specify the stockroom, the count number and the list number on which you want to enquire.

Fields

Stockroom

Enter a stockroom code.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Count Number

Enter a count number.

Alternatively, use the prompt facility to select from the Outstanding Count Selection pop-up.

List Number

Enter a list number.

Alternatively, use the prompt facility to select from the Select Count List Number pop-up.

Press Enter to display the Count Enquiry Detail window.

Count Enquiry Detail Window

To display this window, enter or select a stockroom, count number and list number and then press Enter on the Count Details Enquiry Selection window.

Use this window to view the detailed count analysis.

Position to Item

Use this field to position the count list to item reference number that you want to view. You can enter the full item reference, or the first few characters of an item.

Select **Exit (F3)** to leave the enquiry.

Enquire on Item Count Summary [63/STINS]

Use this task to view the yearly summary count information by item: the number and type of counts carried out to date, with dates of the last count and the next count due.

Item Count Summary Enquiry Selection Window

To display this window, select Enquire on Item Count Summary task.

Use this window to select the item and stockroom for which you want to view the summary count information.

Fields

Stockroom

Enter a stockroom code.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Item

Enter an item code to display count details for that item only.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Leave this field blank to display all item summaries associated with the specified stockroom.

Note: *If you enter a stockroom and leave the Item field blank, the software displays a window which shows summary count information for all items in the specified stockroom.*

Enter or select a stockroom and then press Enter to display the Item Count Summary Enquiry Detail window.

Alternatively, enter or select a stockroom and an item and then press Enter to display the Item Count Summary Enquiry Stockroom Detail window.

Item Count Summary Enquiry Detail Window

To display this window, enter or select a stockroom, leave the Item field blank and then press Enter on the Item Count Summary Enquiry Selection window.

Use this window to select the item whose summary count information you want to view from a list selected items in your selected stockroom. The window displays the item reference number (to SKU level), the current year, the number of recommended and unplanned counts that have been processed for the item during that year, the date of the last count for the item and the date that the next count is due for the item.

Fields

Position to Item

Use this field to position the count list to the item reference number that you want to view. You can enter the full item reference, or the first few characters of an item.

Options

Select

Use this to display count details for that item.

Select an item to display the Item Count Summary Enquiry Stockroom Detail window.

Item Count Summary Enquiry Stockroom Detail Window

To display this window, select an item on the Item Count Summary Enquiry Detail window.

Alternatively, enter or select both an item and stockroom and then press Enter on the Item Count Summary Enquiry Selection window.

Fields

Stockroom

This field displays your selected stockroom.

Item

This field displays your selected item.

Year

This field displays the year.

Date/Time of Last Count

This field displays the date and time at which you last performed a stock count for your selected item and stockroom.

Date/Time of Next Count

This field displays the date and time of the next planned count for your selected item and stockroom.

Recommended Counts

This field displays the number of recommended counts that have been carried out this year.

Unplanned Counts

This field displays the number of unplanned, or manually requested, counts that have been carried out this year.

Negative Stock Counts

This field displays the number of negative stock counts that have occurred this year.

Note: *The Low Stock Counts, Zero Stock Counts, and Transaction Frequency Counts fields refer to currently unsupported count methodologies, which are for future development.*

Select **Previous (F12)** to return to the previous window or select **Exit (F3)** to leave the enquiry.

Enquire on Count History [64/STINS]

Use this task to view the stockroom summary count information by period. You can only enquire on counts once you have completed the count, even if no stock adjustments were actually generated.

You can view the number of counts at summary level, with information on the number of each ABC classified item counted with the number of items in error.

The window displays the number of other counts, those where you manually select the range. Any other counts in error are displayed at a detail level on an individual period basis.

Count History Enquiry Selection Window

To display this window, select the Enquire on Count History task.

Use this window to select the stockroom and period on which you want to enquire.

Fields

Stockroom

Enter the stockroom code for which you want to review count summaries.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Period

Enter the week or period you want to review. You must enter the period in the same units as the usage cycle.

Enter one of the following:

YYMM - If you have defined your usage cycle as monthly

YYWW - If you have defined your usage cycle as weekly

(where YY is the current year, MM is the current period and WW is the current week).

Note: *The usage cycle is defined in your company profile.*

Note: *Leave this field blank to display all period summaries associated with the stockroom. Summaries are displayed in descending period sequence by year.*

Enter your selection criteria and then press Enter to display the Count History Enquiry Class window.

Count History Enquiry Class Window

To display this window, press Enter on Count History Enquiry Selection window.

Use this window to view detailed stockroom enquiry information broken down into class type categories.

Fields

Position To

If the summary count history extends over more than a single window, enter the period you want to view in this field and then press Enter. You must enter the period in the correct format (YYMM or YYWW).

Options

Select

Use this to display more detailed count history.

Select the period you want to view to display the Count History Enquiry Detail window.

Count History Enquiry Detail Window

To display this window, select a period on the Count History Enquiry Class window.

Use this window to view summary period information for the stockroom. This includes the number of ABC classified items counted and the number of items with errors.

Select **Exit (F3)** to leave the enquiry.

Chapter 5 Updates and Stock Count Procedures

5

Regular Updates and Procedures

To improve the speed and quality of information displayed in Style Inventory Management, you must maintain a series of periodic updates at week, month and year end.

When you process a month end update, you must run both week end and month end update consecutively.

When you process a year end update, you must run a week end, month end and year end update consecutively.

The month end run normally includes a valuation of stock movements and this, therefore, is prompted.

Week End Update [1/STINT]

Use this task to perform the following:

- If you have set the usage cycle at company level to W (Weekly), re-calculate the average weekly usage for each product within each stockroom.
- Store the physical stock at the end of the week in a separate Stock at Start of Week field for each product stockroom combination.
- Set usage this week to zero for each product stockroom combination.
- Increment the current week number in the Calendar file by 1. If this update is part of the year end update, the week number is set to 1.

Note: *If you are processing the last week of the year, you should process this update followed by the month and year end processing since the year number in the Calendar file is only incremented by the year end update.*

Select **Confirm Submit (F8)** to submit the background job.

Month End Update [2/STINT]

Use this task to perform the following:

- If you have set the usage cycle at company level to **M** (Monthly), re-calculate the average monthly usage for each product stockroom combination.
- Set usage for this period to zero.
- Set the number of sales orders for this period to zero.
- Set the number of substitutions for this period to zero.
- Store the current physical stock figures in a separate Stock at Start of Period field.
- Calculated the stock value using the appropriate costing method and store the information in a field called Stock Value at Start of Period.
- Increment the current period number by 1. If you process the end of the year update, the period number is set to 1.
- If you have requested that this update should produce a Stock Movements Valuation report, produce the report based on parameters entered.
- If the contract parameter CONT/PERD is set on the Inventory Description file (see Inventory Descriptions maintenance), close any contracts which have an end date prior to the start date of the period to be opened and release any stock still allocated to those closed contracts

Record Report Selection Criteria Window

To display this window, select the Month End Update task.

Use this window to specify the parameters for the Stock Movements Valuation report.

Fields

Stockroom Code From/To

Enter a single stockroom code or a range of stockroom codes whose month end updates you want to process.

You can use the prompt facility on these fields to select from the Stockroom Selection pop-up.

Leave these fields blank to include all stockrooms in the process.

Note: *Use one of the remaining fields to limit your report if necessary.*

Product Code From/To

Enter the product or range of products that you want to include in the process. You can specify to SKU level if required.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Product Group Major/Minor From/To

Enter the product group codes or range of product group codes that you want to include in the process.

You can use the prompt facility on these fields to select from the PGMJ Product Group - Major and PGMN Product Group - Minor pop-ups.

Leave these fields blank to include all product group codes.

Product Type From/To

Enter the product type or range of product types that you want to include in the process.

You can use the prompt facility on these fields to select from the PTYP Item Type Product Type pop-up.

Leave these fields blank to include all product class codes.

Product Class From/To

Enter the product class code or range of product class codes that you want to include in the process.

You can use the prompt facility on these fields to select from the PCLS Item Class Product Class pop-up.

Leave these fields blank to include all product class codes.

Enter the required parameters and then press Enter.

Alternatively, select **Bypass Report (F6)** if you do not want to produce the Stock Movements Valuation report.

Select **Accept (F8)** on the Month End Update Confirmation window to process the update and optionally produce the report.

Year End Update [3/STINT]

Use this task to perform the following tasks:

- Update the number of weeks this year and last year specified on the calendar.
- Change the number of periods specified on the calendar.
- Set any yearly accumulators to zero.
- Increment the year number by 1.

Select the Year End Update task. This displays the Maintain Calendar File window. For more information, please see the Maintain Calendar File Window section in the Maintenance chapter of this product guide. Use this window to review and update the number of periods and the number of weeks this year and last year so that they reflect the new year.

Press Enter to submit a batch job to perform the year end update.

Re-order Recommendations

The investment in inventory typically represents one of the largest single areas of investment in a business, often as high as twenty-five percent of total assets. It is, therefore, vital that you plan and control its acquisition and disposition.

A number of techniques have been developed to assist in this control. In the sphere of a manufacturing operation, where demand is considered to be dependent, the most common forms of control are Material Requirements Planning or Just In Time. These techniques work in the relatively predictable environment where demand is dependent on an agreed production schedule. You can use these control techniques within Style Production.

However, the demand for end product parts is primarily influenced by factors that are independent of company decisions. These external factors include a certain amount of random variation in the demand for such parts. As a result, forecasts of demand for these parts are typically projections of historical demand patterns to determine average usage. The concept of independent and dependent demand is important in selecting appropriate inventory management techniques.

Holding Inventory

Movement Inventories

Movement inventories let you consider the time it takes to make and transport products. The most obvious of these is work in progress for a manufacturing environment and stock in transit for a distribution environment.

Organisation

Inventories exist to de-couple successive stages of production and distribution. Finished goods inventory means that you do not need to produce directly to meet the demands from distribution centres. This means that you can be flexible when you schedule manufacturing and assembly operations. You can hold organisational inventory to meet different requirements, for example, cycle stock, safety stock and anticipation stock.

Cycle Stock

This is a result of buying or making more than you need to fulfil the immediate requirement. You must set the one-time costs of raising an order and perhaps setting machines or transport costs against the costs of holding stock, to determine the Economic Order Quantity.

Safety Stock

This is used to protect against uncertainty, not only the uncertainty of demand, but also the likelihood that you will achieve planned lead times.

Anticipation Stock

You hold this stock held when demand exceeds the rate at which the product can be economically supplied. This particularly relates to seasonal products.

Inventory Decisions

There are two decisions that you need to make when you use Style Inventory Management. These are:

- How much to order

- When to place the order

There are four main factors that influence the decisions:

- Forecast demand
- Replenish lead time
- Inventory related cost
- Management policies

Two important parameters that will help you to make these decisions are:

- Economic Order Quantities (EOQ)
- Economic Time between Orders (ETBO)

The standard calculation of EOQs is:

$$EOQ = \sqrt{[(2 \times CP \times AU) \div CH]}$$

Where:

CP = Cost of order placement

AU = Average usage per annum

CH = Inventory holding cost per year

= (Item Cost x Carrying Rate) / 100

Once EOQ has been determined then:

$$ETBO = EOQ \div WU$$

Where:

WU = Average usage per week

The resulting Economic Time between Orders is in weeks.

You can use Style Inventory Management to manage independent demand products that are traditionally controlled by re-order point techniques.

- You can use a value/usage matrix to implement a stock investment policy at each stockroom.
- You can use usage profiles to provide a range of calculations for forecast usage.
- You can perform EOQ calculations to use as the basis of re-order quantity and time between orders.
- You can factor lead time in the re-order calculation to modify order review periods.

Calculate ROP, Max Stock etc. [4/STINT]

Use this task to calculate the re-order point, maximum stock, and EOQ for all stockroom balance records where it has been requested. For more information see the Stockroom Details Maintenance Window section in the Maintenance chapter of this product guide.

The task determines the value/usage category by using the product cost, average usage and the stock weeks matrix for each product/stockroom combination.

It then calculates the quantities using the minimum and maximum stockholdings specified for the category:

Re Order Point

(Minimum Stock Weeks + Lead Time in Weeks) x Average Usage

Maximum Stock

(Minimum Stock Weeks x Average Usage

Economic Order Quantity

√ [(2 x Order Placement Cost x Annual Usage) ÷ Inventory Holding Cost per Year]

Note: *You can run this task as an ad hoc update process, but you normally run it at period or week ends.*

Select Confirm **Submit (F8)** to submit the background job.

Request Stock Count Sheets [5/STINT]

Use this task to request stock count sheets for a specified range of styles or styles, colours, sizes and fittings. When you select this task, the software records the computer stock figure for the selected products

Request Stocktake Count Sheets Window

To display this window, select the Request Stock Count Sheets task.

Use this window to specify the selection criteria you want to use to create stock count sheets.

Fields

Date of Stocktake

Enter or select the date upon which you want the stock take to take place. This defaults to the current date, but you can change it.

Stockroom

Enter the stockroom in which you want to process a stock take.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Leave this field blank if you want to process a stock take over all stockrooms.

Note: *Use one of the remaining fields to request stock count sheets for particular products.*

Note: *If you want to produce sheets for a range, enter the From and To values. If you want to produce sheets for a specific product group, enter the information in the From field only. If you want to produce sheets for all products, leave both the From and To fields blank.*

Product Code From/To

You can optionally enter a product or a range of products, to variant level if appropriate.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Product Group Major/Minor From/To

You can optionally enter product groups or ranges of product groups required. You can specify major groups, minor groups or both.

You can use the prompt facility on these fields to select from the PGMJ Product Group - Major and PGMN Product Group - Minor pop-ups.

Product Type From/To

You can optionally enter a product type or range of product types required.

You can use the prompt facility on these fields to select from the PTYP Product Type pop-up.

Product Class From/To

You can optionally enter a product class or range of product classes required.

You can use the prompt facility on these fields to select from the PCLS Product Class pop-up.

Press Enter to validate your entries and submit the job to print the count sheets.

Enter Stock Counts [6/STINT]

Use this task to enter details of the stock counts.

Enter Stockcounts Selection Window

To display this window, select the Enter Stock Counts task.

Use this window to select the count you want to update.

Fields

Stockroom

Enter the stockroom with which this count is associated.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Stocktake Date

Enter or select the stock take date. This information is specified on the count entry sheets.

Note: *Press Enter to display the Style Code field.*

Style Code

Use this to enter the specific style for which you want to update count details.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Functions

Full Product (F13)

Use this to enter details of the stock count at full product stock entry. The Enter Stockcounts Full Product window is displayed.

Press Enter to confirm the selection and display the Enter Stockcounts Item Code/Quantity Selection for Stocktake pop-up.

Enter Stockcounts Full Product Window

To display this window, select Full Product (F13) on the Enter Stockcounts Selection window.

Use this window to enter stock counts by full sku product code.

Fields

Item

Enter the item code from the stock count sheet.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Quantity

Enter the total physical stock quantity counted as recorded on the count sheet.

Press Enter to update the stockroom balance record.

Enter Stockcounts Item Code/Quantity Selection for Stocktake Pop-up

To display this pop-up, enter a stockroom, date and style code and then press Enter on the Enter Stockcounts Selection window.

Use this pop-up to enter details of the physical counts by style, colour, size and fitting following a stock count. The style matrix is displayed showing all applicable colours, sizes and fittings.

Note: *You can only use this pop-up if you have NOT specified a style code, or if you have selected Full Product (F13) on the Enter Stockcounts Selection window.*

Fields

Quantity (Untitled)

Enter the total physical stock counted, for each applicable colour, size and fitting combination.

Note: *If you make an incorrect entry, or you find subsequent stock which increases the stock on hand, re-enter the complete record and overwrite the previous details.*

Press Enter to update the stockroom balance record.

Request Stock Count Reconcile [7/STINT]

You can use this task to:

- Provide a comparison of the book stock figure with the actual quantity counted, throughout the stock take
- The report values the physical and counted stock, highlights any discrepancies and values them as appropriate. Styles that are subject to FIFO costing are costed based on latest cost for the purposes of the reconciliation report.
- Record the completion of a stock take and generate, if required, any adjustments to correct the Stockroom Balance records
- Inventory adjustments are costed according to the products costing method.

The reconciliation is based on the comparison of quantity counted and the computer stock quantity recorded when the stock take was requested. If automatic adjustment is requested, the current Stockroom Balance record Computer Stock is adjusted by the difference above, regardless of any stock movements that may have taken place in the interim.

Request Stocktake Reconciliation Report Window

To display this window, select the Request Stock Count Reconcile task.

Use this window to enter the criteria for the report and submit the report for batch processing.

Fields

Date of Stocktake

Enter or select the date on which the stock take took place.

Stockroom

Enter the stockroom in which this stock take took place.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Note: *You can use the following fields to request the report for products in a given range of: product number, product group, product type or product class.*

Product Code From/To

You can optionally enter a product or range of products for which a report is required.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Prod Group Major/Minor From/To

You can optionally enter a product group or range of product groups for which a report is required. You can specify a range of major group, minor group, or both.

You can use the prompt facility on these fields to select from the PGMJ Product Group - Major and PGMN Product Group - Minor pop-ups.

Product Type From/To

You can optionally enter a style type or range of style types for which a report is required.

You can use the prompt facility on these fields to select from the PTYP Item Type Product Type pop-up.

Product Class From/To

You can optionally enter a product class or range of product classes for which a report is required.

You can use the prompt facility on these fields to select from the PCLS Item Class Product Class pop-up.

Items with Variances Only

Use this checkbox as follows:

Unchecked - To produce a report that details all products

Checked - To produce a report that details products where there is a variance between the computer stock and the quantity counted

Print Report

Use this checkbox as follows:

Unchecked - Not to produce a report as part of this task

Checked - To produce a report as part of this task

Stock Take Complete

Use this checkbox as follows:

Unchecked - Not to flag this stock take as complete and update the stockroom balances with these values

Checked - To flag the stock take as complete

You must complete the stock take if you want to generate adjustments.

Generate Adjustments

Use this checkbox as follows:

Unchecked - Not to generate adjustments

Checked - To generate adjustments automatically

If you want to generate adjustments, you must enter a reason code.

Reason

Enter a reason code. This reason code is associated with the generated adjustment movements.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Press Enter to confirm the selections and submit a batch job to produce the report.

Stocktake Report Selection [8/STINT]

Use this task to produce a report that will help you reconcile your physical and counted stock balances.

You can request this report for any product within a stockroom in either a detailed, summary, or transaction type format, within a range of specified dates.

The report lists appropriate stock movements, providing an audit trail so that reconciliation can take place.

Stocktaking Report Selection Window

To display this window, select the Stocktake Report Selection task.

Use this window to select the report criteria and submit the report for processing.

Fields

Start Date

Enter or select the date of the first stock movement record you want to select.

End Date

Enter or select the date of the last stock movement record you want to select.

Product Code

Enter the style (or variant of that style) for which you want to produce the report.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Leave this field blank to produce the report on all styles.

Stockroom

Enter the stockroom for which the report is required.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Leave this field blank to include all stockrooms.

Detail

Use this checkbox as follows:

Unchecked - To produce the report in summary form

Checked - To produce the report with full stock movement detail

Summary

Use this checkbox as follows:

Unchecked - To produce the report in detail form

Checked - To produce the report in summary form

By Transaction Type

Use this checkbox as follows:

Unchecked - Not to produce the report in summary form by transaction type

Checked - To produce the report in summary form sorted by transaction type, for example, customer order issues

Press Enter to confirm your selections and submit a job to print the report.

Chapter 6 Enquiries

6

Types of Enquiry

The Style Inventory Management enquiries are designed so that you can review a style in a multi-layered view. They include:

- Company stock summarised by stockroom
- Descriptions and codes
- Balances at stockrooms
- Movements
- History

Product/Style Search

To start a product/style search, use the prompt facility on any Style/Product field to display the Item Master Scan pop-up.

You can use this throughout Style Inventory Management to help you identify the style you want to use within enquiries, processing and maintenance as well as any other modules that use a style product number. You can use one of the following search criteria to select a style:

Item Reference (Search Type 1)

Use this to display all the styles, in style number sequence, beginning with the search criteria you enter. You can enter a full style code, or part of a style code.

Inventory/Purchasing Description (Search Type 2 or 3)

You can search on either the Inventory or Purchasing description for a style.

If you use Inventory Description, you can select your style based on the current Inventory search word for it. You generate these via the Styles task; they are based on the first 20 words from the style description and the first three lines of the external text for the style.

Matrix Style (Search 1, 2 and 3)

Enter a number to display, in matrix form, the various attributes or variations for this style. Once you have displayed the matrix for your style, enter **1** next to the variation you want to choose.

The selected items are displayed in the Style Search - Detail Parameters window.

You can:

- Use **Page Up** and **Page Down** to view the full list of styles that meet your selection criteria.
- Enter **1** to select the style you want to choose.
- Select a style using the product reference code.
- Position the display to start anywhere on the list.
- Enter **1** to display a matrix or **2** to display a carton.

Press Enter to select the style you want to view and return to your main window.

Stock in Transit [1/STINE]

Use this task to enquire on distribution order lines in transit between a selected centre and distribution centre (DC).

The items recorded on these order lines have been confirmed as despatched from the centre (via Sales Order Processing or Warehousing), but not yet confirmed as received at the DC (via Distribution Requirements Planning).

Stock in Transit Selection Window

To display this window, select the Stock in Transit task.

Use this window to select all the distribution order lines in transit between a supply centre and a selected DC, or to display details of lines for one specific order in transit.

You can select a list of all DCs or a list of all centres.

Fields

Warehouse

Enter the From stockroom.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

You must have defined this stockroom to at least one Network within DRP as a DC code.

Enter or select a stockroom and then press Enter to display the Stock in Transit Enquiry Detail window.

Stock in Transit Enquiry Detail Window

To display this window, enter or select a stockroom and then press Enter on the Stock in Transit Selection window.

Use this window to display the distribution order line details.

Fields

Warehouse

This field displays the stockroom specified on the Stock in Transit Selection window.

Product

This field displays the despatched style.

Lot Number

If your style is lot-controlled or batch-controlled, this field displays the lot or batch number of the quantity that was despatched.

You can amend the stockroom, pack, lot number and rotation date when you confirm receipt of the shipment within DRP Processing.

Qty

This field displays the amount of the product that is currently in transit.

Value

This field displays the value of the product currently in transit.

Note: *Use Page Up and Page Down to display more order lines that meet your selection criteria.*

Functions

Change Level of Detail (F13)

Use this to change the level of detail displayed for each line.

Select **Exit (F3)** to leave the enquiry.

Descriptions [2/STINE]

Use this task to display details from the Descriptions file. The windows are the same as those used when you maintain descriptions, but you cannot change any details. For more information about the windows within this enquiry, see the Descriptions section in the Maintenance chapter of this product guide.

Part/Stockroom [3/STINE]

Use this task to display all of the data from the Style Master file and the stockroom balance.

You can choose the level of information you want to view from static data for the style, a summary of the company stock position for the style or the individual stockroom balances.

You can also view batch and FIFO cost records from the stockroom level if your style meets this requirement.

Product/Stockroom Enquiry Selection Window

To display this window, select the Part/Stockroom task.

Use this window to select the style on which you want to enquire, and the required level of entry.

Fields

Product Code

Enter a product code. You can specify this to sku level if required.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Note: *If you want to view the static information for this style, enter the style product code here and then press Enter.*

Stockroom

You can choose to enter the stockroom in which this style is held.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Note: *To view the stockholding of a style in a single stockroom, enter the style and stockroom code and then press Enter.*

Functions

Stock Summary (F13)

Use this to view the total stockholding of a style across all stockrooms. To do this, enter the style number. This displays the Product/Stockroom Enquiry Stock Summary window.

Enter both the style and stockroom code and then press Enter to display the Product Stockroom Enquiry Static Details window.

Product/Stockroom Enquiry Stock Summary Window

To display this window, enter a style and then select Stock Summary (F13) on the Product/Stockroom Enquiry Selection window.

Use this window to view simple control figures for the total company stock of the style. The window displays three sets of information.

Fields

Note: *The usage unit is displayed above the usage figures.*

Usage This Week

This field displays the number of units of this product that have been used this week to date.

Usage This Month

This field displays the number of units of this product that have been used this month to date.

Usage This Year

This field displays the number of units of this product that have been used this year to date.

Total Physical Stock

This field displays the number of units of this product that are currently held in stock.

Total Physical Stock Stored in Stock Units

This field displays the number of stock units of this product that are currently held in stock. This figure may be different from that displayed in the Total Physical Stock field if the issue and stock units of measure codes are different.

The stock unit is displayed to the right of this field.

Press Enter to display the Product/Stockroom Enquiry Stockroom window.

Product Stockroom Enquiry Static Details Window

To display this window, enter a product code and then press Enter on the Product/Stockroom Enquiry Selection window.

Use this window to view the static descriptive information for your selected style. The information is displayed on two windows. For more information about the fields on this window, see the Product Maintenance Static Details Window section in the Maintenance chapter of this product guide.

Functions

Text (F21)

Use this to view item text.

For more information, see the Maintain Text Pop-up section in the Maintenance chapter of this product guide.

Caution: Although the title of the pop-up is “Maintain Text”, maintenance of text is not available via this enquiry task.

Extended Attributes (F23)

Use this function to display Extended Attributes details. See the **Extended Attribute Data [11/L1M]** task details for more details on this function.

Press Enter to display the Product Stockroom Enquiry Costing Details window.

Product Stockroom Enquiry Costing Details Window

To display this window, press Enter on the Product Stockroom Enquiry Static Details window.

Use this window to view more static descriptive information for your selected style. For more information about the fields displayed on this window, see the Product Maintenance Costing Details Window section in the Maintenance chapter of this product guide.

Functions

Additional Details (F13)

Use this to display any additional details specified for this style. This field displays the Product/Stockroom Enquiry Additional Details window.

Press Enter to display the Product/Stockroom Enquiry Stockroom window.

Product/Stockroom Enquiry Additional Details Window

To display this window, select **Additional Details (F13)** on the Product Stockroom Enquiry Costing Details window.

Use this window to view any additional information that you have set up for your selected style. For more information about the fields displayed on this window, see the Additional Product Details Window section in the Maintenance chapter of this product guide.

Select **Previous (F12)** to return to the Product Stockroom Enquiry Costing Details window.

Product/Stockroom Enquiry Stockroom Window

To display this window, enter a product code and stockroom on the Product/Stockroom Enquiry Selection window and then press Enter.

Alternatively, press Enter on the Product/Stockroom Enquiry Stock Summary window.

Use this window to display stockroom information.

The product and stockroom codes, with their associated descriptions, are displayed at the top of the window.

All the balances displayed are in the issue units of the product stockroom. Stock is valued using the item's costing method indicated in the right-hand Costing Data field.

Information is displayed as follows:

- Stock balances in issue units
- Usage and stock management details
- Costing and valuation
- Preferred suppliers
- Units of measure
- Action dates
- Standard bin locations

Fields

Note: *(XX) indicates the Unit of Measure code, for example, stock balances could be in Boxes, Each, Pallets, and so on.*

STOCK IN ISS UNITS

This section of the window displays all the stock balances for this product/stockroom combination in the issue unit of measure.

It also displays the number of products physically held in this stockroom as well as the quantity currently on order and those already allocated to orders.

The amount of goods frozen in this stockroom or currently in transit to this stockroom also appears in this section, as does the quantity available to be issued.

ROP

This field displays the re-order point for this product/stockroom combination.

Maximum

This field displays the maximum holding stock level for this stockroom. Style Inventory Management uses this quantity for the re-order policy Up to Max.

EOQ

This field displays the Economic Order Quantity for this product/stockroom combination.

USAGE

This section of the window displays the amount of the product that has been issued from this stockroom; first over a weekly, monthly and annual basis, and then the average usage, which is calculated by the software.

Lead Time

This field displays the time in weeks between placing an order for a particular item and receiving it at the stockroom.

Immediately below this field are the details from the stock weeks matrix. You can view the number of weeks' cover for this item along with the minimum and maximum weeks of stock held in the company profile for this product/stockroom combination.

There are also details of the current system-assigned ABC Classification, again from the stock weeks matrix. If you have specified an ABC classification override in the Item Master file, this is the last field in this section.

COSTING DATA

This section of the window displays the most recent product cost according to the method of costing displayed next to the Cost At field. If there is a base list price for the product, this will be displayed under the costing method.

UNITS

This section of the window displays both the purchase and issue units of measure assigned to this product in this stockroom.

DATES

This section of the window displays the date on which you last changed this product/stockroom combination. It also displays the date of the most recent receipt and issue of this product from this stockroom, and the date of the last stock count.

SUPPLIERS

This section of the window displays the preferred supplier for this product and any stockroom bin location details for the product.

Functions

Lot Details (F13)

Use this to view lot details if your selected style is lot-controlled or batch-controlled.

Frozen Analysis (F14)

Use this to display the Frozen Stock Analysis by item window

FIFO Cost Details (F19)

Use this to view FIFO details if your selected style is costed using the FIFO costing method.

Press Enter to display the details of this style held in other stockrooms on this company (sequentially).

Alternatively, if you have only defined this style to one stockroom, press Enter to return to the Product/Stockroom Enquiry Selection window.

Product/Stockroom Enquiry Lot Details Window

To display this window, select **Lot Details (F13)** on the Product/Stockroom Enquiry Stockroom window.

Use this window to view the current status of the lot for the product/stockroom that you have selected.

Options

Receipt Costs

Use this to display any receipt costs for this particular lot or batch of your selected style.

Lot Trace

Use this to display the Lot Trace for this particular lot or batch of your selected style.

Additional Lot Attributes

Use this to display additional lot attribute information for this particular lot or batch of your selected style.

Functions

Zero/Current (F9)

Use this to toggle between displaying the lots with a zero balance and those with a current balance.

Note: *This function will only be displayed if the item/stockroom selected has at least one lot with a zero balance.*

Select **Previous (F12)** to return to the Product/Stockroom Enquiry Stockroom window.

Product/Stockroom Enquiry Lot Details Receipt Cost Window

To display this window, select **Receipt Costs (1)** against the lot or batch details for which you want to view the receipt costs on the Product/Stockroom Enquiry Lot Details window.

Use this window to view receipt details for your selected lot or batch. This information includes the date, the quantity, the supplier or supplying stockroom and the cost of the receipt. It also displays the stockroom balance after the receipt.

Select Previous (F12) to return to the Product/Stockroom Enquiry Lot Details window.

Product/Stockroom Enquiry Lot Header Trace Window

To display this window, select Lot Trace against the lot or batch for which you want to view lot header trace details on the Product/Stockroom Enquiry Lot Details window.

Alternatively, select **Lot Trace** against the lot or batch for which you want to view lot header trace details on the Forwards/Backwards Trace Detail Pop-up window.

Use this window to view trace details for your selected lot or batch. This details all receipt and issue movements for the selected lot. This information includes the order/reference, quantity, supplier and customer detail depending on the movement type.

Options

Movement Details

Use this to view the movement in more detail.

Order Enquiry

Use this to display the purchase or production order detail for receipts and to display the sales order or production order for issues.

Forward/Backward

Use this to display further information where the movement is a production order issue or receipt.

Functions

Lot Header Details (F13)

Use this to view lot header information for your selected lot or batch.

Select **Previous (F12)** to return to the previous window.

Product/Stockroom Enquiry Lot Header Details Pop-up

To display this pop-up, select **Lot Header Details (F13)** on the Product/Stockroom Enquiry Lot Header Trace window.

Use this to view the lot header details for your selected style and lot number.

Functions

Text (F21)

Use this to view any product text entered for this style. For more information, see the Maintain Text Pop-up section in the Maintenance chapter of this product guide.

Select **Previous (F12)** to return to the Product/Stockroom Enquiry Lot Header Trace window.

Forwards/Backwards Trace Detail Pop-up

To display this pop-up, select Forward/Backward against a movement on the Lot Trace Enquiry window, where the movement is against a production order.

Use this pop-up to trace details of the issues forwards and receipts backwards to their source where your selected movement is against a production order. This information includes item, lot, date and quantity detail.

If the selected movement is a production receipt, the pop-up shows all items which were issued to the production order.

If the trace finds issues with a reference or lot number which matches the receipt, these are displayed. If no direct relationship between the issues and the lot number of the receipt is found, all issues to the production order are displayed.

Options

Select

Use this to view the issue in more detail.

Lot Trace

Use this to view a lot trace for this particular lot.

Note: *A further backwards/forwards trace can be done from the lot trace if this lot was an output from a lower level production order.*

Functions

Receipts/Issues (F13)

Use this to toggle between displaying receipts and displaying matching issues.

All Issues/Matching Issues (F14)

Use this to toggle between just the issues with a common reference or lot number and a full set of issues. (This is not available if no common reference or lots are found.)

Select **Previous (F12)** to return to the Lot Trace Enquiry window.

Inventory Movement - Detail Window

To display this window, select a line on the Forwards/Backwards Trace Detail pop-up.

Alternatively, select a specific movement on the Inventory Movements Enquiry window (4/STINE) or the Lot Trace window (16/STINE).

Use this window to view details of the movement.

Functions

Forward/Backward (F13)

Use this to display further information where the movement is a production order issue or receipt.

Select **Previous (F12)** to return to the Forwards/Backwards Trace Detail pop-up.

Frozen Stock Analysis By Item Window

To display this window, select the Frozen Analysis function on the Product/Stockroom Enquiry Stockroom Window where there is a frozen stock quantity.

This is a new window which is available at Sku level.

The following information is presented in descending contract priority sequence:

- Customer /Reference - Depending on the contract, this will show the customer or the customer group reference.
- Quantity - This is the quantity of frozen stock allocated to each contract.
- Other – This is “True” Frozen stock balances which is not allocated to any contract

Options

Select

Use this if the level of detail is Style. This will show the frozen stock for all sku detail for this line

Contract Enquiry (1)

Use this to go to contract enquiry at sku level for further detail.

Functions

Matrix (F16)

Use this to select a single sku. The window is re-displayed showing the detail for just the selected sku.

Note*: this function is only available if the level of detail is Style.*

Select **Previous (F12)** to return to the Product/Stockroom Enquiry Stockroom window.

Product/Stockroom Enquiry FIFO Details

To display this window, select FIFO Cost Details (F19) on the Product/Stockroom Enquiry Stockroom window.

Use this window to display the opening and current position of FIFO batches for a product/stockroom. Both date and time are displayed. The list of batches is displayed.

Note: *You can manage FIFO costing at lot level, if you have defined both for your selected style. You can use the same function to display the current FIFO records for a lot. This is the same as the standard FIFO display, except that the selected lot number is displayed as well as the product number and stockroom.*

Select **Previous (F12)** to return to the Product/Stockroom Enquiry Stockroom window.

Stock Movements [4/STINE]

Use this task to display stock movements for a product in either summary or detail form. You can use other selection criteria to restrict the number of movements displayed.

Inventory Movements Enquiry Selection Window

To display this window, select the Stock Movements task.

Use this window to enter the selection criteria for the stock movements you want to display. Use the top of the window to enter the selection criteria. The bottom of the window displays a list of valid movement types on which you can enquire.

Fields

Product Code

You must enter the style on which you want to enquire. You can enter the full product code to SKU level if required.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Note: *If you enter the style part of the reference code, press Enter to display the matrix pop-up and then select the full SKU, or full SKUs, on which you want to enquire.*

You can use the following selection criteria to limit the scope of the subsequent display:

Stockroom

You can optionally enter a stockroom.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Leave this field blank for all stockrooms.

Location

You can optionally enter a location.

Leave this field blank for all locations.

From Date/To Date

Specify a range of dates or leave these fields blank for all dates.

Movement Type

Enter a particular movement type.

A list of valid movement types is displayed on the right-hand side of the window.

Leave this field blank for all movement types.

Summary Detail

Select one of the following to determine the level of information you want to view:

Summary (1) - To display a summary list with many movements on one window

Detail (2) - To display a detailed enquiry with one movement per window

Press Enter to confirm the selections and display the next Inventory Movements Enquiry window. The information displayed depends on the selection criteria you have used.

Inventory Movements Summary Window

To display this window, select Summary in the Summary Detail Field and then press Enter on the Inventory Movements Enquiry Selection window.

This window displays a list of the selected movements in a summary form, with one line per movement.

The most recent movement is displayed first. You can use **Page Up** and **Page Down** to display additional movements if required.

Fields

Product Code

This field displays the product reference code, to full sku level, of the style that has movement details held against it.

Reference

This field displays the reference information recorded when the movement was processed.

Mvt Date

This field displays the date on which the movement was processed.

Mvt Type

This field displays the type of movement that occurred.

Warehouse (Whs)

This field displays the originating stockroom, or warehouse, for this style.

Quantity

This field displays the quantity involved in the movement. If this movement results in a subtraction of stock from a stockroom, or warehouse, this is indicated by a minus sign (**-**).

Units

This field displays the unit of measure for the movement.

Options

Select

Use this to select the line you want to view in more detail.

Select a specific movement to display the Inventory Movements Details window for that movement.

Inventory Movements Detail Window

To display this window, select Detail in the Summary Detail Field and then press Enter on the Inventory Movements Enquiry Selection window.

Alternatively, select a specific movement on the Inventory Movements Summary window.

The window displays the full details of an individual stock movement.

There are three groups of data:

- Identification of the movement: style, stockroom, references and date
- Movement quantity, the resulting balance after the movement was recorded, and the movement value
- Further control information: lot number, third party (supplier, customer, and so on), date, time, terminal and user

Fields

Product Code

This field displays the product reference code, to full SKU level, for your selected style.

Description (Untitled)

This field displays the description held against that style.

Stockroom

This field displays the originating stockroom.

Movement Type

This field displays the type of movement that was processed.

Movement Ref

This field displays the reference information recorded when the movement was processed.

Ref. Type

This field displays the movement type code. These are defined in the Inventory Descriptions file under major type TRAN.

Ref. Date

This field displays the date on which the movement was processed.

Movement Qty

This field displays the quantity involved in the movement. If this movement results in a subtraction of stock from a stockroom, or warehouse, this is indicated by a minus sign (**-**).

Movement Value

This field displays the value of the movement.

Resulting Balance

This field displays the stockroom balance for your selected style and stockroom combination once the movement was processed.

To/From

This field displays the receiving stockroom.

Location

This field displays the location of the stock in the receiving stockroom, if this information was recorded during processing.

Reason

This field displays the reason code for the movement. These are defined in the Inventory Descriptions file under major type MOVR.

Narrative

This field displays the narrative detail recorded during processing.

Date/Week/Period

These fields display the date, week and period number in which this movement was processed.

Time

This field displays the time at which this movement was processed.

Screen

This field displays the workstation that was used to process this movement.

User

This field displays the user that processed the movement.

Functions

Additional Lot Attributes (F10)

Use this to view the Lot Attribute Detail Enquiry window.

Select **Exit (F3)** to leave the enquiry.

All Stockrooms for a Part [5/STINE]

Use this task to enquire on the stock position of a single style over all stockrooms that hold stock of that style.

All Stockrooms for a Product Enquiry Selection Window

To display this window, select the All Stockrooms for a Part task.

Use this window to select the style on which you want to enquire.

Fields

Product Code

Enter the style on which you want to enquire. You can enter the full product code reference if required.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Press Enter to display the All Stockrooms for a Product Summary window.

All Stockrooms for a Product Summary Window

To display this window, enter or select a style and then press Enter on the All Stockrooms for a Product Enquiry Selection window.

The window displays the disposition of the stock of a style throughout the company at summary level. You can use this window to access the standard stockroom enquiry.

Options

Select

Use this to display the stock position of your selected style against an individual stockroom. If necessary, select the required size, colour and fit from the matrix pop-up. For more information on the window displayed, see the Product/Stockroom Enquiry Stockroom Window section.

Select **Exit (F3)** to leave the enquiry.

Stock History [6/STINE]

Use this task to view stock history information for a selected style and stockroom combination.

Stock History Enquiry Selection Window

To display this window, select the Stock History task.

Use this window to select the style and stockroom combination on which you want to enquire.

Fields

Product Code

Enter the style on which you want to enquire. You can enter the full product reference code if required.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Stockroom

Enter the stockroom on which you want to enquire.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Your selected style must be stocked in this stockroom.

Press Enter to confirm your selection and display the Stock History Enquiry Detail window.

Stock History Enquiry Detail Window

To display this window, press Enter on the Stock History Enquiry Selection window.

Use this window to view the historical data for a product/stockroom. The top of the window displays the average usage performance of the style in this stockroom.

The bottom of the window lists the activity of the style for each week or period.

The enquiry only displays a period or week where some activity has occurred for your selected style and stockroom combination.

Note: *You determine whether you keep stock history details by week or period in your company profile.*

Select **Exit (F3)** to leave the enquiry.

Stock Matrix [7/STINE]

Use this task to view the stock information in matrix form.

Stock Enquiry Window

To display this window, select the Stock Matrix task.

Use this window to select the style, stockroom and type of enquiry you want to view.

Fields

Style

Enter the style on which you want to enquire.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Stockroom

Enter the stockroom on which you want to enquire.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Type of Enq.

Select one of the following:

Physical (1) - To view the physical stock of your selected style held in your selected stockroom

Allocated (2) - To view the allocated stock of your selected style held in your selected stockroom

Available (3) - To view the available stock of your selected style held in your selected stockroom

In Picking (4) - To view the stock that is being picked for your selected style held in your selected stockroom

Packed (5) - To view the stock that is being packed for your selected style held in your selected stockroom

Frozen (6) - To view the frozen stock of your selected style held in your selected stockroom

On P/O (7) - To view any stock that is on a purchase order, i.e. due in from your suppliers, for your selected style held in your selected stockroom

In Transit (8) - To view any stock that is due in from another stockroom for your selected style held in your selected stockroom

On Sales Order (9) - To view any stock allocated to a sales order for your selected style held in your selected stockroom

Calculated Free Stock (10) - To view the free stock calculated for your selected style held in your selected stockroom

Fast on Sales Order (11) - To view any stock committed to a sales order for your selected style held in your selected stockroom

Fast Calc. Free Stock (12) - To view any stock that is committed free stock for your selected style held in your selected stockroom

Select the type of enquiry you want to process and then press Enter twice to display the Stock Enquiry Details pop-up.

Stock Enquiry Details Pop-up

To display this pop-up, press Enter twice on the Stock Enquiry window.

This pop-up displays the stock information in matrix form, that is, for each variation of your selected style in your selected stockroom.

Note: *The type of information displayed depends on the type of enquiry you selected on the Stock Enquiry window.*

Select **Previous (F12)** to return to the Stock Enquiry window.

Full Stock Position [8/STINE]

Use this task to enquire on the stock position for your selected style. You can enquire at various levels, such as full stock, or choose selective enquiries at colour/fit/style levels.

Stock Enquiry Selection Window

To display this window, select the Full Stock Position task.

Use this window to select the style on which you want to enquire.

Fields

Style

Enter the style on which you want to enquire.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Enter the item on which you want to enquire then press Enter to display the Stock Enquiry Detail window.

Stock Enquiry Detail Window

To display this window, press Enter on the Stock Enquiry Selection window.

Use this window to select the enquiry you want to process for your selected style.

Fields

Select

Choose **Select** against the colours on which you want to enquire.

Warehouse

Enter the warehouse or stockroom for which you want to make this enquiry

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Leave this field blank for all stockrooms.

Sizes

Use this checkbox as follows:

Unchecked - Not to display the stock position for all sizes of your selected style and colour variation

Checked - To display the stock position for all sizes of your selected style and colour variation

Sales Orders

Use this checkbox as follows:

Unchecked - Not to display sales order quantities for your selected style and colour variation

Checked - To display sales order quantities for your selected style and colour variation

Options

Sel (1)

Use this on the Sku detail views to select a sku to display the frozen stock analysis

Press Enter to display the Stock Enquiry Full Stock Details window.

Stock Enquiry Full Stock Details Window

To display this window, specify your selection criteria and then press Enter on Stock Enquiry Detail window.

Use this window to view the full stock enquiry details. The details displayed are dependent on the options selected. You can display selective information for a particular item/colour/size/fit or you can display all the information regarding a style.

Fields

Sizes

This field displays the size for your style.

Phy

This field displays the quantity of stock that is physically held within your stockroom(s) for your selected style.

Allctd

This field displays the quantity of stock that is allocated to demand orders within your stockrooms(s) for your selected style.

On Ord

This field displays the quantity of stock on purchase orders.

Resrved

This field displays the amount of stock of the product which has been reserved.

Note: *Use **Window Right (F20)** to show the following data fields.*

Picked

This field displays the amount of stock of the product which has been picked.

Packed

This field displays the amount of stock of the product which has been packed.

Free

This field displays the free stock for the product.

On S/O

This field displays the amount of stock on sales orders.

Wh

This field displays the warehouse, if you left the Warehouse field blank to select all warehouse on the Stock Enquiry Detail window.

Functions

Consolidate (F16)

If you have chosen to view data for all warehouses, use this to consolidate the data.

Window Left (F19)

Use this to view fields to the left of the window.

Window Right (F20)

Use this to view fields to the right of the window.

Select **Exit (F3)** to leave the enquiry.

Carton Enquiry [9/STINE]

Use this task to view a selected carton and the pieces within that carton.

Note: *You can also access this task via the Item Search, by selecting Carton against a style on the second Item Master Scan pop-up.*

Carton Enquiry Selection Window

To display this window, select the Carton Enquiry task.

Use this window to specify the carton style for enquiry.

Fields

Carton Style

Enter the code for the carton you want to view.

Alternatively, use the prompt facility to select from the Carton Selection pop-up.

Stockroom

Enter a stockroom to display the stock position for that stockroom.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

If this field is left blank, the stockroom defaults to the sourcing stockroom for the selected carton.

Note: *You need to create each carton as a style and maintain it as a carton before you can attach the styles that you want to hold within it.*

Press Enter to display the Carton Enquiry Detail window. If colour/size/fitting options exist, the software displays a matrix so that you can select a particular colour/size/fitting combination.

Carton Enquiry Selection Pop-up

To display this pop-up, press Enter on the Carton Enquiry Selection window.

Use this pop-up to select the required carton/sku.

Fields

Select (Untitled)

Enter **1** for the lines required.

Enter 1 for the line required to display the Carton Enquiry Detail window.

Carton Enquiry Detail Window

To display this window, enter 1 for the line required on the Carton Enquiry Selection pop-up.

Use this window to view details of the carton at loose pieces and total pieces level. The window displays:

- The selling price of carton and piece
- Cost and margin as a value or percentage if you have set this up on the carton profile
- Stock for carton, pieces and loose pieces, that is those that are no longer stocked in a carton

Note: *Information on the selling price is removed unless the Cost and Margin fields are being displayed.*

Functions

Alternative Search (F14)

Use this to display any alternative styles associated with the styles that your selected carton holds.

Text (F15)

Use this to display the Maintain Text pop-up for your carton.

Stock Available (F17)

Use this to display the Stock Availability Enquiry window for the carton.

Loose Stock (F18)

Use this to display the available stock of loose pieces within the matrix.

Change Stockroom (F19)

Use this to change the stockroom that is the subject of the enquiry. The default is the sourcing stockroom defined against the style. You can only select stockrooms that stock this carton. You can then use another function to choose whether to display available or free to sell stock.

All Stockrooms (F20)

Use this to display the same details, except that all figures are totalled over all stockrooms. The Cartons to be Made figures are not calculated until all the stock for the piece style SKUs have been accumulated across all stockrooms.

Press Enter to display the Carton Enquiry Carton Composition pop-up.

Carton Enquiry Carton Composition Pop-up

To display this window, press Enter on the Carton Enquiry Detail window.

Use this pop-up to view the breakdown of pieces within the carton. You can define many sets within a single carton. This set is often the ratio of pieces at the lowest level. The initial display shows the total number of pieces in the carton. This is the number of pieces in a set multiplied by the number of sets.

Functions

Carton Totals (F13)

Use this to display the Carton Totals pop-up.

Select Previous (F12) to return to the Carton Enquiry Detail window.

Colour Type Master File [10/STINE]

Use this task to enquire on colour types and display the list of colours attached to a particular colour type.

Note: *Colour types are a series of colour codes that are linked together.*

Colour Type Master File Enquiry Selection Window

To display this window, select the Colour Type Master File task.

Fields

Colour Type Code

Enter the colour type code on which you want to enquire.

Alternatively, use the prompt facility to select from the COLT Colour Type - Groups pop-up.

Press Enter to display the Colour Type Master File Enquiry Detail window.

Colour Type Master File Enquiry Detail Window

To display this window, press Enter on the Colour Type Master File Enquiry Selection window.

Use this window to view the list of colours attached to the colour type code selected on the Colour Type Master File Enquiry Selection window.

Select **Exit (F3)** to leave the enquiry.

Lot Attribute Enquiry [16/STINE]

Use this task to enquire on lot attributes and display the list of data to be attached to a particular attribute code.

Note: *The first three fields defined are the key data for the lot; they are used for sorting and selection purposes.*

Lot Attribute Enquiry Selection Window

To display this window, select the Lot Attribute Enquiry task.

Fields

Item

Enter an item code.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Lot Number

Enter a lot number.

Alternatively, use the prompt facility to select from the Lot Attribute Select pop-up.

Functions

Stocked Lots (F16)

Use this to display lots for a selected item.

Press Enter to display the Lot Attribute Enquiry Detail pop-up.

Lots for Selected Item Pop-up

To display this pop-up, select Stocked Lots (F16) on the Lot Attribute Enquiry Selection window.

Fields

Select (Untitled)

Enter **1** against a lot to display the Lot Attribute Detail pop-up.

Press Enter to display the Lot Attribute Enquiry Detail pop-up.

Lot Attribute Enquiry Detail Pop-up

To display this pop-up, press Enter on the Lot Attribute Enquiry Selection window or select a lot on the Lots for Selected Item pop-up

Use this pop-up to view the list of attributes for the lot number selected on the initial window.

Select **Previous (F12)** to return to the Lot Attribute Enquiry Selection window.

Lot Enquiry [17/STINE]

Use this task to enquire on lot information.

Lot Enquiry Header Window

To display this window, select the Lot Enquiry task.

Fields

Lot Number

Enter a lot number.

Alternatively, use the prompt facility to select from the Lot Selection pop-up.

Press Enter to display the Lot Enquiry Detail window. If the entered lot number exists on different items, the Items for Selected Lot window is displayed for selection.

Lot Enquiry Detail Window

To display this window, press Enter on the Lot Enquiry Header window.

Use this window to view the details of a particular lot.

If stock exists in only one stockroom, the balances are shown.

Production orders and sales orders which hold allocations for the lot are displayed.

Purchased receipt detail is shown if a single GRN is found for the lot.

Functions

Prv. Lot (F5)

Use this to display the previous lot, in lot number sequence.

Next Lot (F6)

Use this to display the next lot, in lot number sequence

Select **Exit (F3)** to leave the enquiry.

Product Transformation Enquiry [18/STINE]

You use this task to enquire upon transformations of one item to another.

Transformation Enquiry Selection Window

To display this window, select the Product Transformation Enquiry task.

To display this window, select the **Product Transformation Enquiry** task

Fields

Product Code

Enter a valid product code, using up to fifteen alphanumeric characters. You can specify to SKU level if required.

If you enter a style code (and optionally a colour or size code), Matrix Processing is invoked to allow you to select the specific SKU(s) on which you wish to enquire.

Multiple SKUs of a product may be selected, in which case transformation details for all of the selected SKUs will be displayed on the Transformation Enquiry Details window in SKU number sequence.

Alternatively, leave this field blank and enter a reference number to show all of the SKUs transformed in a specific transformation request.

You can use the prompt facility on this field to select from the Item Master Scan pop-up.

Caution: Only those transformation movements for selected SKU(s) are displayed on the Transformation Enquiry Details window, so where a transformation involved multiple issued or target SKUs, a complete picture of that transformation may not be shown.

Lot

Enter the specific lot number of the above product code you have transformed into other items, using up to fifteen alphanumeric characters.

You may leave the lot number blank, in which case all transformations for all lots of your selected product are displayed.

You can use the prompt facility on this field to select from the Select Lot Reference pop-up.

Stockroom

Enter the stockroom code you want to view, using up to two alphanumeric characters.

You can use the prompt facility on this field to select from the Stockroom Selection pop-up.

From Date/To Date

Enter or select a date range to restrict the display of transformation movements.

Movement Type

This is automatically set to the value J, signifying that only transformation movements matching the other selection criteria you enter are to be displayed.

Reference Number

Enter the first seven characters of the reference number assigned to a batch of transformation requests to restrict the display of transformation movements to those recorded in the specified batch.

Note: *If you have also left the Product Code field blank, entry of a Reference Number will display all SKUs transformed in a specific transformation request.*

Note: *Press Enter to display the Transformation Enquiry Details window.*

Transformation Enquiry Details Window

To display this window, enter your selection criteria and then press Enter on the Transformation Enquiry Selection window.

You use this window to view transformation details for your selected product.

Fields

Select (Sel)

Enter one of the following:

1 - To display the Inventory Movements Detail window

For more information, see the Inventory Movements Detail Window section.

3 - To display the Forward/Backward Trace pop-up

Date

This field displays the date on which the transformation was recorded.

Product

This field displays the original or resulting product for a transformation request.

The list of products displayed depends upon the selections made on the Transformation Enquiry Selection window.

Order/Reference

This field displays the system-generated reference assigned to each transformation request.

Sub-Reference

This field displays the original or resulting product for a transformation request.

Note: *If more than one SKU resulted from a transformation request, the literal "MULTIPLE SKUs" is displayed and the Forward/Backward Trace facility must be used to view the list of SKUs relevant to that transformation request.*

Trans Units

This field displays the quantity of the SKU transformed.

UoM

This field displays the unit of measure associated with the quantity of the SKU transformed.

Select **Previous (F12)** to return to the Transformation Enquiry Selection window.

Forward/Backward Trace Pop-up

To display this pop-up, enter a 3 against a transformation transaction and then press Enter on the Item Transformation Enquiry Details window.

You use this pop-up to display the details of the items generated or consumed by your selected transformation transaction.

Options

Select

Use this to return to the Transformation Enquiry Details window and view transformation transactions for the selected product.

Transformations From/To (F13)

Use this to toggle between the From and To transformation details for your selected transaction.

Select **Previous (F12)** to return to the Transformation Enquiry Details window.

Enquire on Season [11/STINA]

This task is identical to the Season task in terms of the information available to view. For further information, see the Season section in the Maintenance chapter of this product guide.

Enquire on Delivery Windows [12/STINA]

This task is identical to the Delivery Windows task in terms of the information available to view. For further information, see the Delivery Windows section in the Maintenance chapter of this product guide.

Enquire on Seasons by Style [13/STINA]

This task is the same as the Seasons by Style task in terms of the information available to view. For further information, see the Seasons by Style section in the Maintenance chapter of this product guide.

Enquire on Delivery Windows by Style [14/STINA]

This task is the same as the Delivery Windows by Style task in terms of the information available to view. For further information, see the Delivery Window by Style section in the Maintenance chapter of this product guide.

Chapter 7 Inventory Reports

7

Scope of Reports

You can classify the reports that Style Inventory produces as:

- Status
- Audit
- Valuation
- Movement Analysis
- Action

Status reports apply to the current stock balance and to the movements you have processed to affect that stock balance.

The Audit reports produce before and after images of the data, so they list all changes since the report was last sent to print.

For example, if you change details on sales orders that are attached to purchase orders or works orders, and the amendment affects purchase/works orders, the details appear on an item audit report.

Part/Stockroom [1/STINR]

Use this task to produce a hard copy of the parts and stockroom balances.

Part/Stockroom Report Window

To display this window, select the Part/Stockroom task.

Fields

Product Summary/Detail

Select one of the following to determine the level of information you want to view:

Summary (1) - To produce a summary report which lists summarised information for your selected style

Detail (2) - To produce a detailed report by style

Stockroom Summary/Detail

Select one of the following:

Summary (1) - To produce a summary report which lists summarised information for a stockroom

Detail (2) - To produce a detailed report by stockroom

Stockroom Code From/To

Enter the code, or range of codes, for the stockrooms you want to include in the report.

You can use the prompt facility on these fields to select from the Stockroom Selection pop-up.

Note: *Use one of the following selection criteria to limit the scope of the report you produce.*

Product Code

Enter the product, or range of products, that you want to include in the report.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Product Group Major/Minor

Enter the product group, or range of product groups, that you want to include in the report.

You can use the prompt facility on these fields to select from the PGMJ Product Group - Major and PGMN Product Group - Minor pop-ups.

Product Type

Enter the product type, or range of product types, that you want to include in the report.

You can use the prompt facility on this field to select from the PTYP Product Type pop-up.

Product Class

Enter the product class, or range of product classes, that you want to include in the report.

You can use the prompt facility on this field to select from the PCLS Product Class pop-up.

Press Enter to produce the report.

Part Audit Log [2/STINR]

Use this task to produce a hard copy of all the changes made to the Parts file since the report was last run.

Note: *We recommend that you normally run this report as part of a day or week end run.*

Select **Confirm Submit (F8)** to submit this background job.

Stockroom Audit Log [3/STINR]

Use this task to produce a hard copy of all changes made to the Part/Stockroom file since you last produced the report.

Note: *We recommend that you normally run this report as part of a day or week end run.*

Select **Confirm Submit (F8)** to submit this background job.

Movement Audit Trail [4/STINR]

Use this task to produce a hard copy of all movements that have taken place since the report was last run.

The report details any movement value by transaction type, for each stockroom within your company.

Note: *We recommend that you normally run this report as part of a day or week end run.*

Select **Confirm Submit (F8)** to submit this background job.

Stock Movement Valuation [5/STINR]

Use this task to list the stock availability of an item, or range of items, over a period of time, taking into account both demand and supply orders.

The software produces two running totals of stock availability; the first specifies information for demand orders only, the second specifies both demand and supply, in other words a worst and best case.

The report displays opening stock levels, movements and closing levels for all items that have moved during the period.

Note: *When you request a Period End Update the software will prompt you to run this report, but you can run it at any time.*

Stock Movements Valuation Record Report Selection Criteria Window

To display this window, select the Stock Movement Valuation task.

Use this window to specify the selection criteria that you want to use to produce your report.

Fields

Stockroom Code From/To

Enter a stockroom, or the range of stockrooms, that you want to include on the report.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

You can leave these fields blank to include all stockrooms.

Note: *Choose one of the remaining fields to tailor your report. For example, you could choose to report on all class A products held in all of the stockrooms defined for your company.*

Product Code From/To

Enter a product, or the range of products, that you want to include on the report. Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

You can leave these fields blank to include all products.

Product Group Major/Minor From/To

Enter the product group major or minor code, or the range of product group major or minor codes, that you want to include on the report.

Alternatively, use the prompt facility to select from the PGMJ Product Group - Major and PGMN Product Group - Minor pop-ups.

You can leave these fields blank to include all product group major or minor codes.

Product Type From/To

Enter a product type code, or the range of product type codes, that you want to include on the report.

Alternatively, use the prompt facility to select from the PTYP Product Type pop-up.

You can leave these fields blank to include all product type codes.

Product Class From/To

Enter a product class, or the range of product classes, that you want to include on the report.

Alternatively, use the prompt facility to select from the PCLS Product Class pop-up.

You can leave these fields blank to include all product classes.

Press Enter to validate your selection and produce the report.

Stock Valuation [6/STINR]

Use this task to value the physical and in transit stock of the requested parts/products or stockrooms.

The report lists opening stock levels, movements and closing levels for all items that have moved during the period.

Note: *When you request a Period End Update, the software will prompt you to run this report, but you can run it at any time.*

Stock Valuation Record Report Selection Criteria Window

To display this window, select the Stock Valuation task.

Use this window to specify the selection criteria that you want to use to produce your report.

Fields

Stockroom Code From/To

Enter a stockroom, or the range of stockrooms, that you want to include on the report.

You can use the prompt facility on these fields to select from the Stockroom Selection pop-up.

You can leave these fields blank to include all stockrooms.

Note: *Choose one of the remaining selection fields to tailor your report. For example, you could choose to report on all class A products held in all of the stockrooms defined for your company.*

Product Code From/To

Enter a product, or the range of products, that you want to include on the report. Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

You can leave these fields blank to include all products.

Product Group Major/Minor From/To

Enter the product group major or minor code, or the range of product group major or minor codes, that you want to include on the report.

Alternatively, use the prompt facility to select from the PGMJ Product Group - Major and PGMN Product Group - Minor pop-ups.

You can leave these fields blank to include all product group major or minor codes.

Product Type From/To

Enter a product type code, or the range of product type codes, that you want to include on the report.

Alternatively, use the prompt facility to select from the PTYP Product Type pop-up.

You can leave these fields blank to include all product type codes.

Product Class From/To

Enter a product class, or the range of product classes, that you want to include on the report.

Alternatively, use the prompt facility to select from the PCLS Product Class pop-up.

You can leave these fields blank to include all product classes.

Include Zero Balances

Use this field to determine whether you want to include information with zero balances on your report.

Use this checkbox as follows:

Unchecked - Not to include zero balances on the report

Checked - To include zero balances on the report

Enter the required selection criteria for this report and then press Enter to display the Stock Valuation Report Sequence Selection window.

Stock Valuation Report Sequence Selection Window

To display this window, press Enter on the Stock Valuation Record Report Selection Criteria window.

Use this window to specify a primary and secondary sequence for the Stock Valuation report, thus providing stock valuations by attributes as well as by stockroom.

The report shows the selected primary sequence at the top of the page and has a page break at the change of the primary sequence.

Fields

Major Sequence

Select one of the following for the major (primary) sequence for the report:

Stockroom Code (1)

Product Code (2)

Product Group Major/Minor (3)

Product Type (4)

Product Class (5)

Minor Sequence

Select one of the following for the minor (secondary) sequence for the report:

Stockroom Code (1)

Product Code (2)

Product Group Major/Minor (3)

Product Type (4)

Product Class (5)

Default values for the report sequence are derived from the entries made on the previous window.

Note: *One of the sequences specified must be Stockroom Code.*

Select **Submit (F8)** to submit the report for processing.

Stock Movements [7/STINR]

This task provides a hard copy of a selection of stock movements in a number of different sequences.

Request Stock Movements Report Selection Window

To display this window, select the Stock Movements task.

Use this window to specify the selection criteria you want to use to produce your report.

Fields

Stockroom

Enter the stockroom for which you want to produce this report.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

To print a report for all stockrooms, leave this field blank.

Note: *You can use the next three fields to tailor your report. For example, you could choose to report on all products that have the same major product code, held in this stockroom.*

Product Code

You can optionally enter the product/part number you want to include on your report. You can specify to SKU level if required.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

To print a report for all the products, leave this field blank.

Product Group Major

You can optionally enter the major product group you want to include on your report.

Alternatively, use the prompt facility to select from the PGMJ Product Group - Major pop-up.

If you want to consider all major product groups, leave this field blank.

Product Group Minor

You can optionally enter the minor product group you want to include on your report.

Alternatively, use the prompt facility to select from the PGMN Product Group - Minor pop-up.

If you want to consider all minor product groups, leave this field blank.

Reference Date

Enter or select a reference date range for the report. To print movements for a particular reference date, enter or select a single date. Leave these fields blank if you want to consider all reference dates.

Movement Date

Enter or select a date range to specify the movements that you want to include on the report. To print movements for a particular day, enter or select one date. Leave both fields blank to print all movements.

Movement Type

Enter a one-character code from the displayed list to specify the movement type you want to print.

Leave this field blank to print all movement types.

Week Number

Enter four digits, in the format YYWW, to specify the week number of the movements you want to print. Leave this field blank if you do not want to print details from a specific week number selection.

Note: *If you leave this field blank, the software prints details of all movements that satisfy your selection criteria.*

Period Number

Enter four digits, in the format YYPP, to specify the period number of the movements you want to print. Leave this field blank if you do not want to print details from a specific period number.

Note: *If you leave this field blank, the software prints details of all movements that satisfy your selection criteria.*

Press Enter and then select **Update (F8)** to display the Request Stock Movements Report Sequence window.

Request Stock Movements Report Sequence Window

To display this window, enter the selection criteria on the Request Stock Movements Report Selection window, press Enter and then select **Update (F8)**.

Use this window to specify the sequence that you want to use for your report.

Fields

Major Sequence

Select one of the following to specify the sequence in which you want to print selected movements:

Stockroom (1)

Product Code (2)

Movement Date (3)

Movement Type (4)

Week Number (5)

Period Number (6)

Reference Date (7)

Minor Sequence

Select one of the following to specify the sequence within the major sequence in which you want to print selected movements:

Stockroom (1)

Product Code (2)

Movement Date (3)

Movement Type (4)

Week Number (5)

Period Number (6)

Reference Date (7)

For example, by selecting **Movement Type** in the Minor Sequence field and **Stockroom** in the Major Sequence field, you could choose to report on movement types within a stockroom.

Press Enter to process your report.

Re-order/Overstock [8/STINR]

Use this task to list the parts/products that you need to re-order, based on the inventory control re-ordering parameters you select, and the parts/products that have more stock than required to satisfy demand.

Request Re-order/Overstock Report Window

To display this window, select the Re-order/Overstock task.

Use this window to specify the selection criteria you want to use to produce your report.

Fields

From Stockroom/To Stockroom

Enter a suitable range of stockroom codes.

You can use the prompt facility on these fields to select from the Stockroom Selection pop-up.

Leave this field blank to produce a report on all stockrooms.

A single entry in the From Stockroom field produces a report for that specific stockroom only.

Sequence

Select one of the following to determine the sequence in which you want to produce this report:

Item/Stockroom (1) - To produce a report based on styles held in stockrooms

Stockroom/Item (2) - To produce a report based on stockrooms for a style

All Styles

Select one of the following to determine whether the level of product information you want to include on this report:

All Items (1) - To include information about all styles

Moved, not yet Reported (2) - To include information about those styles that have moved and not yet been reported

Press Enter to submit your report.

Descriptions [9/STINR]

Use this task to produce a hard copy of the contents of the Descriptions file.

Select **Confirm Submit (F8)** to submit this background job.

Stock Availability [10/STINR]

Use this task to list the stock availability of a product or range of products over a period of time. The report also takes into account both demand and supply orders. The software calculates two running totals of stock availability; the first takes into account demand orders only, the second takes into account both demand and supply, (a worst and best case). You can include location details if required.

Stock Availability Report Window

To display this window, select the Stock Availability task.

Use this window to specify the selection criteria you want to use to produce the report.

Fields

Product Code From

Enter the product code that you want to use to start the range of products you want to include on this report.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Leave this field blank to select all products.

Product Code To

Enter the product code that you want to use to end the range of products you want to include on this report.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Leave this field blank to select all products.

Note: *If you want to produce a report on one product, enter the same code in the From and To fields.*

Stockroom From

Enter the start of the range of stockrooms you want to include on this report.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Leave this field blank to include all stockrooms.

Stockroom To

Enter the end of the range of stockrooms you want to include on this report.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Leave this field blank to include all stockrooms.

Note: *If you want to produce a report on one stockroom, enter the same code in the Stockroom From and Stockroom To fields.*

Print Allocations

Use this field to determine whether you want to print current stock allocations on this report.

Use this checkbox as follows:

Unchecked - No

Checked - Yes

Include up to Date

Enter or select the date up to which you want to include orders.

Report Sequence

Select one of the following to determine the sequence to print the report:

Product sequence by operation start (1)

Product sequence by order start (2)

Production Order From

Enter the start of the range of production orders you want to include on this report.

Alternatively, use the prompt facility to select from the Production Order Selection pop-up.

Leave this field blank to include all production orders.

Production Order To

Enter the end of the range of production orders you want to include on this report.

Alternatively, use the prompt facility to select from the Production Order Selection pop-up.

Leave this field blank to include all production orders.

Include Planned Orders

Use this to determine whether you want to include planned orders on this report.

Use this checkbox as follows:

Unchecked - Not to include planned orders

Checked - To include planned orders

Include Issuing Stockroom Only

Use this to determine whether you only want to report on the issuing stockroom.

Use this checkbox as follows:

Unchecked - To report on all stockrooms

Checked - To report on the issuing stockroom only

Press Enter to submit your report.

Colours [11/STINR]

Use this task to produce a hard copy of all colours from the Colours file.

Select **Confirm Update (F8)** to submit this background job.

Sizes [12/STINR]

Use this task to produce a hard copy of the Sizes file.

Select **Confirm Update (F8)** to submit this background job.

Size Masks [13/STINR]

Use this task to produce a hard copy of the Size Masks file.

Select **Confirm Update (F8)** to submit this background job.

Style Colour Mask [14/STINR]

Use this task to produce a hard copy of the Style - Colour/Size/Fitting matrix from the Style Colour Matrix file.

Style Colour Matrix Report Window

To display this window, select the Style Colour Mask task.

Use this window to specify the selection criteria you want to use to produce your report.

Fields

From Style

Enter the style number to start the range of styles you want to include on this report.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

To Style

Enter the style number to end the range of styles you want to include on this report.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Note: *To produce a report on one style, enter the style code in the From Style field and leave the To Style field blank.*

Press Enter to validate your selection and then select **Accept (F8)** to process the report.

Forward Stock Requirements [15/STINR]

Use this task to provide a stock status of all styles, product, etc. by specified period, selling division, product group (major or minor) season or style range. You can choose to subtotal this report by product group, style, or colour for management control purposes. Other printing options include:

- Details
- Exceptions Only
- Zero Products

Forward Stock Requirements Selection Window

To display this window, select the Forward Stock Requirements task.

Use this window to specify the selection criteria you want to use to produce your report.

Fields

Report Period Interval

Select one of the following to define the reporting interval.

Year/Week (1) - To report by year and week

Year/Period (2) - To report by year and period

Period or Week Range From/To

You must enter the range of week or period numbers for which you want to produce this report.

Divisions

Enter up to 6 divisions for which you want to produce this report.

You can use the prompt facility on these fields to select from the DIVN Inventory Product Division pop-up.

Leave these fields blank to produce the report for all divisions.

Product Group Major

Enter up to 6 major product groups for which you want to produce this report.

You can use the prompt facility on these fields to select from the PGMJ Product Group - Major pop-up.

Leave these fields blank to produce the report for all codes.

Product Group Minor

Enter up to 6 minor product groups for which you want to produce this report.

You can use the prompt facility on these fields to select from the PGMN Product Group - Minor pop-up.

Leave these fields blank to produce the report for all codes.

Style Range From/To

Enter a range of styles for which you want to produce this report.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Leave these fields blank to produce the report for all codes.

***Note:** If you want to produce a report on a specific style, enter the code in the From field and leave the To field blank.*

Printing Options

Detail Report

Use this field to determine the level of information included on your report.

Use this checkbox as follows:

Unchecked - To produce a report at style level

Checked - To produce a report of full product details, that is, to SKU level

Exception Report

Use this field to specify whether you want to produce information regarding exceptions.

Use this checkbox as follows:

Unchecked - To produce a report for all stock

Checked - To produce a report which details styles that have a stock exception (where the stock balance plus purchase orders due in minus sales orders due out during the period is less than zero)

Zero Products

Use this field to specify whether you want to produce information regarding zero products.

Use this checkbox as follows:

Unchecked - Not to include zero product information on your report

Checked - To produce a report that includes products with zero task (this includes stock, purchase orders and sales orders)

Subtotals On

Product Group Major/Minor

Use these fields to specify whether you want to produce subtotals on your report for product group major or minor codes.

Use these checkboxes as follows:

Unchecked - Not to create subtotals for these criteria

Checked - To create subtotals for product group major or minor codes within your report

Style

Use this field to specify whether you want to produce subtotals on your report at style code level.

Use this checkbox as follows:

Unchecked - Not to create subtotals for styles

Checked - To print subtotals when you change style code within your report

Colour

Use this field to specify whether you want to produce subtotals on your report at colour code level.

Use this checkbox as follows:

Unchecked - Not to create subtotals for colours

Checked - To print subtotals when you change colour code within your report

Select **Confirm (F8)** to accept your criteria and produce the report.

Stock Usage [16/STINR]

Use this task to produce a detailed stock status of all usage by style, product group, season, period range, and division against available stock.

Stock Usage Report Selection Window

To display this window, select the Stock Usage task.

Use this window to specify the selection criteria that you want to use to produce your report.

Fields

Period Range From/To

You must enter the range of period numbers for which you want to produce this report.

Divisions

Enter up to 6 divisions for which you want to produce this report.

You can use the prompt facility on these fields to select from the DIVN Inventory Product Division pop-up.

Leave these fields blank to produce the report for all divisions.

Product Group Major

Enter up to 6 major product groups for which you want to produce this report.

You can use the prompt facility on these fields to select from the PGMJ Product Group - Major pop-up.

Leave these fields blank to produce the report for all codes.

Product Group Minor

Enter up to 6 minor product groups for which you want to produce this report.

You can use the prompt facility on these fields to select from the PGMN Product Group - Minor pop-up.

Leave these fields blank to produce the report for all codes.

Style Range From/To

Enter the range of styles for which you want to produce this report.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Leave these fields blank to produce the report for all styles.

Note: *If you want to produce a report on a specific style, enter the style in the From field and leave the To field blank.*

Printing Options

Detail Report

Use this to determine the level of information included on your report.

Use this checkbox as follows:

Unchecked - To produce a report at style level

Checked - To produce a report of full product details, that is to SKU level

Subtotals On

Colour

Use this to specify whether you want to produce subtotals on your report at colour code level.

Use this checkbox as follows:

Unchecked - Not to create subtotals for colour codes

Checked - To print subtotals when you change colour code within your report

Select **Confirm (F8)** to accept your criteria and produce the report.

Chapter 8 Utilities

8

Security Issues

You can use the utilities tasks to provide data set-up, housekeeping and database integrity checking facilities. The majority of these tasks need exclusive use of the company, or sometimes the whole application, before you can use them. We strongly recommend that you restrict access to these tasks to one or two users who have responsibility for the total system.

If you select a task that needs exclusive use of the system, the software displays this message:

Caution: Your request requires exclusive use of the system which is not available.

If you select a task and there is another user signed onto the Inventory company, the software displays this message:

Caution: Other jobs are already using the system.

IN Company Profile [2/STCO]

You can use Style Inventory Management to operate a single company or more than one discrete company at any one time.

You can use this task to:

- Maintain company details and defaults for Style Inventory Management
- Create and maintain stockrooms for a company
- Create and maintain usage profiles for a company

Caution: If there is a Copy Company task within Utilities, we strongly recommend that you use this task to create a new company. You can use the Copy Company task to copy existing parameters and miscellaneous codes to your new company. You can amend these details using your maintenance and utility tasks.

Before you start to maintain your company profile, you should consider:

- Which costing method do you want to operate as a default for your company?
- Do you want to use the user-defined specifications, and how do you want to use them?
- Do you want to calculate average usage on a weekly or monthly basis?

- Which re-order policy do you want to use as the default for your company?
- How do you want to use Style Inventory Management and do you need to interface to other modules?

Maintain Company Profile Selection Window

To display this window, select the IN Company Profile task.

Use this window to select the company you want to maintain.

Options

Select

Use this to select the company you want to maintain.

Select a company to display the Maintain Company Profile Select Action window.

Maintain Company Profile Select Action Window

To display this window, select the company you want to maintain on the Maintain Company Profile Selection window.

Use this window to select the aspect of the company profile you want to maintain.

Fields

Stockroom Code

Enter the stockroom you want to create or maintain.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Press Enter to maintain the stockroom profile on the Maintain Company Profile Stockroom Details window.

Usage Profile Code

Enter the usage profile you want to create or maintain.

Alternatively, use the prompt facility to select from the Select Usage Code pop-up.

Style Inventory Management uses the usage profile code to determine the historical data, by week or month, that you want to use to calculate average usage.

Style Inventory Management uses the code to make re-order recommendations. You can define different usage profiles to reflect differing trends of usage. For more information, see the Maintain Company Profile Usage Profile Window section.

Enter a stockroom code and then press Enter to maintain the stockroom profile.

Alternatively, enter a usage profile code and then press Enter to maintain the usage profile.

Alternatively, leave the stockroom and usage profile codes blank and then press Enter to maintain company profile data for your company.

Maintain Company Profile Window

To display this window, leave both the Stockroom and Usage Profile Code fields blank and then press Enter on the Maintain Company Profile Select Action window.

Use this window to maintain the default parameters for the company.

Fields

Company Name

You cannot maintain the company name from within Style Inventory Management. If you want to amend the company name, you must use System Manager.

Costing Method

Select the company's default costing method. You can change the costing method at style level if required.

Select one of the following:

Standard (S) - Inventory values the movement out at the standard cost of the Out stockroom. The movement in is valued at standard cost of the In stockroom. The software records any difference as an A type (value only) movement.

Latest (L) - Inventory values the movement out at the latest cost of the Out stockroom, causing a re-calculation of latest cost at the In stockroom.

Average (A) - Inventory values the movement out at the average cost of the Out stockroom, causing a re-calculation of average cost at the In stockroom.

FIFO (F) - Inventory values the movement out at the FIFO cost of the Out stockroom. The movement in is at the same value and creates a new FIFO record.

Size System

Enter the default size system you want to apply to the Style Processing matrix.

Alternatively, use the prompt facility to select from the SIZS Size System (Type) pop-up.

For example, **B** indicates that you want to display all sizes in base values, that is, UK.

Note: *If you want to use other systems, such as E (European) or U (USA), you must set up the corresponding sizes in the Size file.*

Specification *n* Description

(Where *n* is 1, 2 and 3.)

You can define three numeric specifications for each product, using up to 15 alphanumeric characters.

The description for each specification will appear alongside the specification on the Product Maintenance Static Details window.

Typically, you would use these specifications to define some dimension of a product not provided in the standard data.

Description Delimiter

Enter a character if you want the Style, colour and size description build to include a special character between each element when building each sku's inventory description.

***Note**, if none is entered, a blank space will be left between the elements.*

For example:

No character	Lab Coat Light Gry Xlrge 192cm
With char ':'	Lab Coat:Light Gry:Xlrge:192cm

Where a double byte database is in use, it is recommended that this is left blank. In this case it will create a double byte character description with no spaces between the characters, making it more user friendly for languages such as Chinese.

Extended Size Descriptions (Ext)

Enter a **1** in the Limit field if you wish to use extended size descriptions within the build of the sku inventory item description.

Caution: This flag should only be used with care. It is only suitable for graphical languages supported by a double byte database.

General Ledger Account

Enter the default account number in the General Ledger to which you post purchase invoices if you use Style Purchase Management. You can use up to 12 alphanumeric characters.

Sales GL Account

Enter the default account number in the General Ledger to which you post stock transaction values. You can use up to 12 alphanumeric characters.

Cost of Sales GL Account

Enter the default account number in the General Ledger to which you post cost of sales transaction values if you use Style Sales Order Processing. You can use up to 12 alphanumeric characters.

Price Variance GL Account

Enter the default account number in the General Ledger to which you post accruals if you use Style Purchase Management. You can use up to 12 alphanumeric characters.

Usage Cycle

Enter one of the following to specify how you want Style Inventory Management to calculate average usage:

M - To maintain usage figures by month, and to express average usage as average/month

W - To maintain usage figures by week, and to express average usage as average/week

Style Inventory Management automatically records the usage of all items at both stockroom and company level.

Note: *The usage figure is based on all types of issue movements and transfers out. Four of the Re-order Policies use an average usage figure. If you want the software to calculate this, you need to define Usage Profile codes.*

Default Reorder Policy

Select one of the following to specify the company's normal re-order policy (you can change your re-order policy at stockroom level):

Up to Max (1) - If expected stock drops below the re-order point, the software recommends that you place an order that will take the stock level up to the maximum.

ROQ (2) - If expected stock drops below the re-order point, the software recommends that you place an order to cover the re-order quantity.

> You can set this quantity yourself, or let Style Inventory Management determine this for you. You can specify a Re-order Quantity Factor at stockroom level or as a default in the company profile. If you set the re-order quantity factor to 30%, Style Inventory Management recommends action to re-order enough stock to last through 30% of the lead time. If the factor were to be 200%, the software would recommend action to re-order enough stock to last through twice the lead time.

Up to ROP (3) - If expected stock drops below the re-order point, the software recommends that you order enough to take the level up to the re-order point again. For example, if you set the re-order point to zero, this rule would re-order goods when there was demand for them, for example, from a customer or manufacturing order.

Up to Min (4) - If expected stock drops below the re-order point, the software recommends that you order enough stock to take the balance back up to the minimum level.

EOQ (5) - If expected stock drops below the re-order point, the software recommends that you place an order for the calculated or maintained economic order quantity.

Reorder Quantity Factor %

Define, as a percentage, the number of lead times' worth of average usage you want to re-order.

For example, 100% is the equivalent of one lead times' worth, 150% is one and a half lead times' worth.

If you have set your re-order policy to ROP and not specified a re-order quantity, Style Inventory Management uses this percentage to calculate re-order quantity.

Stock Carrying Rate %

Enter five digits, including two decimals, to specify the percentage cost of carrying a stock item for a year. Style Inventory Management uses this rate in the economic order quantity calculations.

Order Placement Cost

Enter five digits, including up to five decimals, to specify the cost in base currency of placing and processing a purchase order. Style Inventory Management uses this cost in the economic order quantity calculations.

Purchasing in Use

Use this checkbox as follows:

Unchecked - If you are not using Style Purchase Management

Checked - If you are using Style Purchase Management

SOP in Use

Select one of the following:

No (0) - If you are not using Style Sales Order Processing

SOP Attached (1) - If you are using Style Sales Order Processing

AOE Attached (2) - If you are using Advanced Order Entry Processing

This is not used in Style.

Excise Duty %

Enter the default duty percentage that you apply to goods when you recover them from a designated bonded warehouse. This is a memorandum field.

Memo Fields

Use these ten fields to define additional information for your company. For example, you might want to use them when you design your own reports. You can set the Decs (decimal positions) field to 0, 2 or 4 places. If you use these fields, the contents are displayed on the Product Maintenance windows.

Default Item Search

Select one of the following to specify the item search mechanism you want to use as the default. You can use the item search during most processes to view a tailored list of the items you have created.

Item (1) - Search by item

Inventory Description (2)

Purchase Description (3)

Alternative Reference (4)

Search Characteristics (5)

Date

This field displays the date on which you last changed the information on this window.

Functions

Delete (F11)

Use this to delete the company profile.

Additional Details (F13)

Use this to define additional information relating to your company.

Press Enter to update the company profile and re-display the Maintain Company Profile Select Action window.

Maintain Company Profile Additional Details Pop-up

To display this pop-up, select Additional Details (F13) on the Maintain Company Profile window.

Use this pop-up to define more operating information for your company. You can determine whether you want to generate article numbering, and whether you want to collate packaging usage information for your company.

Fields

Gen. Article No

Use this checkbox as follows:

Unchecked -To suppress article number generation

Checked - To generate article numbers for items

Article No. Flag

Use this field, in conjunction with the Rule field, to define the level at which you want to generate article numbers.

Select one of the following:

Company Level (0) - To use the rule defined to the company

Division Level (0) - To use the rule defined to the division of an item

Brand Level (0) - This is for future development

Rule

Enter the rule that you want to use to govern how you generate article numbering for your company. You can set these up using the Article Numbering maintenance task.

You can use the prompt facility on this field to select from the Article Type Prompt pop-up.

Std Cost Roll Up

Enter one of the following:

0 - Not to use standard cost roll up

In this case, standard costs are to be entered manually for each item and stockroom.

1 - To use standard cost roll up

Std Cost Year

Enter the standard cost year. This year number identifies which template is to be applied.

Month

This field is not currently used in Style.

Packaging Reporting

Use this field to determine whether you want to use Packaging Reporting for your company. Style Inventory Management compiles packaging usage statistics for submission to the appropriate authority.

Use this checkbox as follows:

Unchecked - To de-activate packaging usage for your company

Checked - To activate packaging usage for your company

Note: *The next three fields are only displayed if you activate packaging reporting for this company.*

Default Country

Enter the default reporting country for packaging reporting.

Alternatively, use the prompt facility to select from the Packaging Reporting Country Selection pop-up.

Sales Channel

Enter the sales channel you want to use to update Sales Analysis for this company.

Alternatively, use the prompt facility to select from the GDSC Packaging Sales Channels pop-up.

Extended Features

You enable the packaging function here and you can link to the Maintain Country Details task.

Use this checkbox as follows:

Unchecked - To de-activate extended features for your company

Checked - To activate extended features for your company

Functions

Packaging Countries (F20)

This function is displayed if you have activated packaging reporting. Use this to access the windows used to set up the packaging reporting information for your company.

You can also use the Maintain Country Details task to do this. For more information, see the Maintain Packaging Reporting Countries Selection Window section.

Press Enter save your details and re-display the Maintain Company Profile Select Action window.

Maintain Company Profile Stockroom Details Window

To display this window, enter a stockroom code and then press Enter on the Maintain Company Profile Select Action window.

Use this window to create and maintain stockroom profiles. Before you start to create your stockrooms, you need to decide how many stockrooms you need to operate your business.

For each stockroom, you need to decide:

- Do you want to include the stockroom in stock valuation processes?
- Which transactions do you want to process from this stockroom?
- Do you want to use stock management? If you do, then you need to define the stock weeks matrix.

Fields

Stockroom

Enter up to 25 alphanumeric characters for the stockroom name.

Include in Valuation

Use this checkbox as follows:

Unchecked - To exclude the stockroom from the valuation

You could do this if you have set up this stockroom to hold incidentals such as stationery.

Checked - To include the stockroom in the valuation

Stockroom Usage Code

Enter the usage code associated with this stockroom.

Alternatively, use the prompt facility to select from the STKU Warehouse Usage Code pop-up.

Style Inventory Management uses this for information only.

Department

Enter a department code associated with this stockroom.

Alternatively, use the prompt facility to select from the DEPT Departments pop-up.

Style Inventory Management uses this for information only. You can define department codes in the Inventory Descriptions file under major type DEPT.

Transaction Allowed

Use the following fields to determine the transactions you want to process within this stockroom.

Receipts

Use this checkbox as follows:

Unchecked - To exclude the stockroom from goods receiving activities

Checked - To receive goods at this stockroom

Issues

Use this checkbox as follows:

Unchecked - To exclude the stockroom from goods issuing activities

Checked - To issue from this stockroom

Adjustments

Use this checkbox as follows:

Unchecked - To make stock adjustments in this stockroom

Checked - Not to make stock adjustments in this stockroom

Transfers

Use this checkbox as follows:

Unchecked - Not to process stock transfers in this stockroom

Checked - To process stock transfers in this stockroom

Supplier Orders

Use this checkbox as follows:

Unchecked - Not to process receipts of supplier orders in this stockroom

Checked - To process receipts of supplier orders in this stockroom

Sales Orders

Use this checkbox as follows:

Unchecked - Not to process allocation for sales orders in this stockroom

Checked - Not to process allocation for sales orders in this stockroom

Press Enter to update the stockroom profile and display the Maintain Company Profile Stock Weeks Matrix window associated with this stockroom.

Maintain Company Profile Stock Weeks Matrix Window

To display this window, press Enter on the Maintain Company Profile Stockroom Details window.

Note: *You would normally define the stock weeks matrix for stockrooms which cater for manufacturing, rather than for stockrooms that hold finished goods to cater for sales.*

Use this window to determine the parameters that govern stock usage and to set up ABC classifications that you can attribute to a style.

The window displays a three-by-three matrix. The Y-axis, labelled Value, is the unit cost of the style or material held in your selected stockroom. The X-axis, labelled Usage, is the most recently calculated average usage for any style or material held in the stockroom. This means that each square relates to a value or usage category, or both.

You can specify what you consider to be low to medium value goods and so on, and then determine what you consider low, medium or high usage patterns.

Once you have done this, you can use the nine categories to specify the minimum and maximum stock, in average weeks usage, that you want to hold for each category of style or material in this stockroom depending on those value and usage figures.

Fields

Last Change

This field displays the date on which you last changed the information held on this window.

To define the Y-axis:

Value 1

Enter 15 digits, including up to five decimal places, to specify the first value delimiter. Any items with a unit cost less than or equal to this value will fall into categories 1, 2 or 3.

Value 2

Enter 15 digits, including up to five decimal places, to specify the second value delimiter.

Items with a unit cost between this value and value 1 will fall into category 4, 5 or 6. Items with a unit cost over this value will fall into category 7, 8 or 9.

To define the X-axis:

Usage Qty 1

Enter 11 digits, including up to three decimal places, to specify the first usage delimiter.

Items with an average usage up to this quantity will fall into category 1, 4 or 7.

Usage Qty 2

Enter 11 digits, including up to three decimal places, to specify the second usage delimiter.

Items with an average usage between quantity 1 and this quantity will fall into category 2, 5, or 8.

Items with an average usage over this quantity will fall into category 3, 6, or 9.

During the Ad-hoc Update, for each included item, the software reviews the item’s cost and average usage. It uses this information to select the appropriate value or usage category, and from that selects the minimum and maximum weeks' stock of each style or material that should be held in this stockroom.

The system then uses this information to calculate:

Re Order Point

(Minimum Stock Weeks + Lead Time in Weeks) x Average Usage

Maximum Stock

(Minimum Stock Weeks x Average Usage

Economic Order Quantity

√ [(2 x Order Placement Cost x Annual Usage) ÷ Inventory Holding Cost per Year]

Note: *Any stockroom balance records found without an associated Item Master or Stockroom Detail record are written to an exception report.*

Min

Enter three digits, including one decimal, to specify the minimum weeks' stock to hold for each category.

Max

Enter three digits, including one decimal, to specify the maximum weeks' stock to hold for each category.

Class

Enter **A**, **B**, **C** or **Z** to assign a classification to all products that fall within this value or usage category. Historically, **A** class products are high value or high usage, whereas **C** class products are low value or low usage.

You can request stock counting by ABC Classification and define a profile so that you can use the software to schedule more frequent stock counts for products that have a higher value or usage, and so on.

You can override this automatic classification when you create or maintain your style or material. If you enter the classification **Z** for products, when you process an ABC Count Creation, they are not included on the count recommendation.

Functions

Delete (F11)

Use this to delete the details currently held on the matrix.

Press Enter to update the stockroom weeks matrix and re-display the Maintain Company Profile Select Action window.

Maintain Company Profile Usage Profile Window

To display this window, enter a usage code on the Maintain Company Profile Select Action window and then press Enter.

Note: *You would normally define usage codes for stockrooms which cater for manufacturing, rather than for stockrooms which hold finished goods to cater for sales.*

Use this window to create and maintain a set of profiles to define which historical periods you want to use in the calculation of average weekly or period usage.

Before you start to define your usage profiles, you need to decide how many profiles you need to reflect the different demand patterns for your business.

Fields

This Week/Month

Enter the week/month you are maintaining.

Weeks/Periods

Use these checkboxes as follows:

Unchecked - To omit the period from the calculation

Checked - To include the period in the average usage calculation

Check each period (the current and previous 59) you want to include in the calculation of average usage. You can define a period as a week or a month depending on how you have defined the usage period on your company profile. You can record information between one and a quarter up to years of history.

Note: *You can use the company profile to determine whether the usage cycle is in weeks or months.*

Date Last Changed

This field displays the date on which you last changed the information held on this window.

Functions

Delete (F11)

Use this to delete the details currently held on the usage profile.

Press Enter to update the Usage Profile and re-display the Maintain Company Profile Select Action window.

Copy Company [1/STINU]

Use this task to create a new company within Style Inventory Management. This task copies company profile data from an existing company to a new one. Once you have created the new company, you can use the IN Company Profile task to take into account any differences between the two companies.

Copy Companies Window

To display this window, select the Copy Company task.

Use this window to select the existing company code that you want to copy, and enter the new company code that you want to create.

Fields

From Company

Enter the company from which you want to copy data.

Alternatively, use the prompt facility to select from the Company Selection pop-up.

To Company

Enter the new company code to which you want to copy this data.

Note: *This company code should not already exist.*

Press Enter to submit the background job to create the new company.

Rebuild Part Search [2/STINU]

Use this task to build the style search details during installation. You can also use this task if you make any changes to style descriptions and text or when you add new styles to Style Inventory Management.

Select **Confirm Submit (F8)** to submit this background job.

Set Balance Quantities to Zero [3/STINU]

Use this task to reset all the Stockroom Balance records for the nominated company to zero.

Caution: We recommend that you only use this task within a test environment.

Select **Confirm Submit (F8)** to submit this background job.

Cartons Profile Maintenance [4/STINU]

Use this task to tailor the way that you record information about cartons within your company.

Carton Profile Maintenance Window

To display this window, select the Carton Profile Maintenance task.

Use this window to specify how you want to use your cartons within your current company.

Note: *Before you can specify details for a carton, you must create it as a style using the Style Maintenance task.*

Fields

Set Total Prompt

Enter the text you want to use to prompt the user to enter the total for a set within a carton in the Carton Maintenance task.

Number of Sets Prompt

Enter the text you want to use to prompt the user to enter the number of sets within a carton in the Carton Maintenance task.

Margin in Normal Carton Enquiry

Enter one of the following to control the display of cost and margin information within the carton enquiry:

0 - Not to display margin information during the carton enquiry

1 - To display margin information as a value during the carton enquiry

2 - To display margin information as a percentage during the carton enquiry

Margin in Enquiry from Item Search

Enter one of the following to control the display of cost and margin information within the carton enquiry when you access it from within item search:

0 - Not to display margin information during the carton enquiry

1 - To display margin information as a value during the carton enquiry

2 - To display margin information as a percentage during the carton enquiry

Note: *The existing fields Margin in Normal Carton Enquiry and Margin in Enquiry from Item Search are completely suppressed when the associated database fields are blank or a record is not found, or if there are no cartons set up for the company. This information is no longer supported.*

Control Breakdown on Invoices

Select one of the following to control the way in which you print a breakdown of the carton on invoices and credits:

No (0) - Not to print carton breakdown information on financial documents

Yes (1) - To print carton breakdown information on financial documents

With Prices (2) - To print carton breakdown information, including prices, on financial documents

Full Product (3) - Full product

Carton Breakdown on Acknowledgements

Select one of the following to control the way in which you print a breakdown of the carton on order acknowledgements:

No (0) - Not to print carton breakdown information on acknowledgement documents

Yes (1) - To print carton breakdown information on acknowledgement documents

With Prices (2) - To print carton breakdown information, including prices, on acknowledgement documents

Full Product (3) - Full product

Carton Breakdown on Despatch Notes

Select one of the following to control the way in which you print a breakdown of the carton on despatch notes:

No (0) - Not to print carton breakdown information on despatch documents

Yes (1) - To print carton breakdown information on despatch documents

Carton Breakdown on Purchase Orders

Select one of the following to control the way in which you print a breakdown of the carton in terms of purchase orders:

No (0) - Not to print carton breakdown information on purchase order documents

Yes (1) - To print carton breakdown information on purchase order documents

With Prices (2) - To print carton breakdown information, including prices, on purchase order documents

Full Product (3) - Full product

Sales Analysis at Carton or Pieces

Select one of the following to control the way that Style Inventory Management updates Sales Analysis:

Cartons (1) - To update Sales Analysis with information about the sale of cartons

Pieces (2) - To update Sales Analysis with information about the sale of pieces

Price Roll-up (Sales)

Use this checkbox as follows:

Unchecked - To price cartons using the prices set against the cartons

This provides a default in the Carton Maintenance task.

Checked - To allow cartons to be priced using the prices set on the styles associated with the cartons

Price Roll-up (Purchases)

Use this checkbox as follows:

Checked - to allow cartons to be priced using the prices set on the styles associated with the cartons

Unchecked - To price cartons using the prices set against the cartons

This provides a default in the Carton Maintenance task.

Note: *Selection of Full Product will suppress the carton line entirely on the relevant documents and associated EDI messages. Instead, the carton contents will be fully exploded (including prices and values where relevant) on the selected document and not just listed as extra information. The document lines will be at Piece level.*

Caution: The use of With Prices or Full Product options without price roll-up may result in rounding errors and is not recommended.

Note: *The settings defined on this window will be used as defaults. The Price Roll-up fields can be overridden in the Carton Maintenance task. The settings for documents can be overridden at Trading Partner level.*

Press Enter to save your details.

Product Description Refresh [5/STINU]

Use this task to update the colour and size description details held against styles and size masks.

Refer to Style Maintenance [5/STINM] for an explanation of how the inventory item description is constructed for a SKU. attached to them.

Product Description Refresh Window

To display this window, select the Product Description Refresh task.

Use this window to specify the colour and size code whose description you want to update.

Fields

Colour Code

You can enter the colour code that has had its description amended.

Alternatively, use the prompt facility to select from the Colour Code Selection pop-up.

Size Code

You can enter the size code that has had its description amended.

Alternatively, use the prompt facility to select from the Size Code Selection pop-up.

Note: *You must select at least one colour or size code unless you select* ***Refresh All (F13)*** *to refresh all colours and sizes.*

Functions

Refresh All (F13)

Use this to refresh all styles that have any colour or size codes that have been amended.

Select **Update (F8)** to process the background job.

A report is produced where the description has had to be shortened.

Size Mask Change Batch Update [6/STINU]

Use this task to commit the size mask batch update to a batch function.

Select **Confirm Submit (F8)** to submit this background job.

Fast Product Creation Defaults [7/STINU]

Use this task to create the default values that you can use to create new styles in the Fast Product Creation task. The information you enter here is automatically recorded in the Inventory Descriptions file so that you can use the defaults when you create new styles.

Caution: Make sure you have already created major type FSTC (Fast Style Creation) in the Inventory Descriptions file.

You would normally only need to use this task once to set up the defaults which you can use to set up all of your styles.

Fast Product Default Maintenance Window

To display this window, select the Fast Product Creation Defaults task.

Use this window to enter the default details.

The Descriptions file type you set up here depends on the information you enter here. For example, if you enter a stock unit, the Inventory Descriptions file entry SUNT (stock unit) is created.

Fields

Stock Unit

Enter a default stock unit.

Alternatively, use the prompt facility to select from the UNIT Unit Descriptions pop-up.

This is the default unit of measure used to display stock balances.

Tax Code

Enter the tax code for this product.

Alternatively, use the prompt facility to select from the Select Tax Code pop-up.

All tax codes are validated against the GL tax codes.

Purchasing Officer

If you have specified that purchase officers are mandatory on the Purchase Management company profile, you must enter the code of the purchase officer responsible for this style.

Alternatively, use the prompt facility to select from the Select Purchase Officer pop-up.

Search Family

Caution: If you use Style Production, you must define a search family for your style.

Enter a search family code for this style.

Alternatively, use the prompt facility to select from the Search Family Code Selection pop-up.

The search family code determines the number of dimensions associated with this style. You can add characteristics to the dimensions you define for each style. For example, you could define colour as a dimension, size as another and so on.

Note: To make a style one-dimensional, that is, with no variations, leave this field blank.

Caution: It is essential that you select the correct search family code, as it is not practical to change to a family with more or fewer dimensions once you have created the style.

Sourcing Warehouse

Enter the issuing warehouse and/or stockroom for this style.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Note: *This is the default warehouse on sales orders for this style.*

Addit. Stockrooms

You can enter up to three additional stockrooms in addition to the sourcing warehouse.

You can use the prompt facility on all additional fields to select from the Stockroom Selection pop-up.

Colours

You can enter up to three colours for the style. If the search family does not include colour as a dimension, you can leave this blank.

You can use the prompt facility on all additional fields to select from the Colour Code Selection pop-up.

Order Method

Enter an order method to define the default order method for this style.

Alternatively, use the prompt facility to select from the ORDM Order Method pop-up.

The following order methods are available:

0 (default) - Normal Order

Use this if you want to sell (allocate) from stock. If there is a stock shortage for the order line, you can use any of the other ordering methods.

1 - Make to Order

Use this to create a back-to-back (make to order) production order so that you can plan for the stages of manufacture. When you use this order method, the lead time for the style is added to the time fence days.

The time fence for the stockroom is held in the Inventory Descriptions file under major type WOFT, with the minor type code set to line stockroom. The number of days is held in the Limit field. If no record is held, assume zero days.

This option calculates the number of working days that need to be added to the current date. Non-working days and holidays are taken into account during the calculation. The date of the works order is changed to be the last working day before the sales order due date. This calculation determines the date by which you can manufacture a style.

If this date exceeds the sales order date, the software will display a warning. You can override this manually if you want to.

2 - Buy to Order

Use this to create a back-to-back purchase order to satisfy a particular order line quantity. This option checks the style/supplier profile for the lead time and adds it to the current date.

If the date exceeds the sales order due date, the software displays a warning message. You can manually override this if you want to.

If you want to use this order method, you must make sure that you have set up a supplier against the style. The software uses the supplier to create requisitions for purchase orders. If you have not defined a supplier for the style, the software displays a warning and you can manually amend the requisition once it has been created.

3 - Direct Delivery

Use this to create a back-to-back purchase order for direct delivery from the supplier to the customer. This order method bypasses normal stock allocation for the order line. You can create more than one purchase order for a back-to-back sales order detail line if it is amended.

If you assign a back-to-back order method to an order line, the software will raise a requisition for the order detail line. When you create purchase orders in Requisitioning, the software converts the requisition into a purchase order. If you increase the quantity on the sales order detail line, the software will create another requisition for the increased quantity which will become another purchase order.

If you increase or decrease the sales order detail line while a requisition is still held against the line, that is, before it becomes a purchase order; the software will amend the requisition.

If you have reserved the sales order detail line against purchase orders, the decrease is reported in the Demand Exception file but the purchase order is not changed.

4 - Reservations

Use this to reserve against an existing production or purchase order. If this is a manufactured style, you reserve against works orders. If the software cannot fully reserve against works orders, it will then check for any purchase orders and reserve against those that match the demand requirement.

If this is not a manufactured style, the software will reserve against purchase orders. If you set an order to **Normal Order**, the software allocates stock according to the rules (P/V indicator on ORTP in the Inventory Descriptions file). If you change the order method to, for example, **Reservations**, the software de-allocates the line and changes the status of the allocated or outstanding quantity to reserved.

If you choose to reserve an order line against purchase or works orders that the software can only source from supply orders that are beyond its due date, the software will display a message to inform you of the date by which the order can actually be sourced. You can accept this date, in which case, the available due date becomes the order line due date and the customer's requested due date will be displayed on the sales line as the original due date.

If you amend an order to reduce quantities of lines with reservations, a record is written to the Demand Exception file, which you can print off to highlight differences between supply orders and sales orders caused by the amendment. If the software suspends an order, it deletes all allocations and reservations.

A record is written to the Demand Exception file if you amend a variant within an order line that has a reservation against a works order. If you amend the same line but change to a different variant, the original variant will be reported on. This is because works order creation is at style level rather than variant level and all the variants on a line are processed for a style line amendment.

For all order methods other than **Normal Order**, the reserved quantity will be set to the ordered quantity equivalent to the outstanding quantity. The software uses the reserved quantity to update the customer's outstanding orders value because the line is treated as allocated to the customer if it is reserved. This will affect the customer's credit rating and limit.

5 - Enterprise Order

Use this to source the style from an enterprise. An enterprise lets you link sales orders to both purchase orders and works orders. This link means that the supplier can be another company within the same enterprise, so that goods are sourced from that company. Enterprise is particularly useful in multi-company businesses that operate on a number of physical sites and may have multiple processors and a distributed database. You can use Enterprise orders with enhanced allocation and back-to-back processing.

6 - Enterprise Direct Delivery

Use this to process a direct delivery and source styles using the Enterprise system.

Certain order method types are incompatible with certain order types as listed in the table below:

Order Type	Blanket - B	Rush - 7	Direct - 9
Normal	Yes	Yes	Yes
Make to order	Yes	No	No
Buy to order	Yes	No	No
Reservations	Yes	No	No
Direct delivery	No	No	No
Enterprise	Yes	Yes	No
Enterprise direct delivery	No	Yes	No

If the order method is incompatible with the order type, the order method is set to **0** (Normal Order).

Note: *If a line is reserved, it is not taken off the outstanding quantity.*

Size Mask 1

Enter a size mask to associate with this style.

Alternatively, use the prompt facility to select from the Size Mask Selection pop-up.

You can leave this field blank if the search family code that you have entered does not require size masks.

Size Mask 2

Enter a size mask to associate with this style.

Alternatively, use the prompt facility to select from the Size Mask Selection pop-up.

You can leave this field blank if the search family code that you have entered does not require size masks.

Production Item Type

This field is only displayed if you are using Production. Production distinguishes between manufactured items, bought out items, consumable tools and purchased items.

Enter an item type.

Alternatively, use the prompt facility to select from the PITP Item Type pop-up.

The following item types are available:

Bought out (B) - Bought out items (for example, buttons, zips and packaging materials)

Manufactured (M) - Production items (styles or intermediates used in the production of a style)

Purchased (P) - Purchased items (for example, materials, such as lace, leather and silk)

Consumable Tools (T) - Consumable tools (for example, needles, blades and pins)

Warehouse Pack

This field is only displayed if you are using Warehousing. Enter the type of pack used for this style in your warehouses.

Alternatively, use the prompt facility to select from the Select Packaging Type pop-up.

Select **Update (F8)** to save the new style details.

SKU Sequence Matrix Refresh [8/STINU]

Use this task to rebuild the SKU Sequencing file. You need to run this task if the SKU Sequencing file no longer matches the Item Master file, as it makes sure that the APPAA file matches the APP35 file.

Select **Confirm Submit (F8)** to submit the batch job for processing.

Warehouse Validation Report [9/STINU]

Use this task to produce a report that will check items against the warehouse in order to produce a list of which do not have profiles, packs etc., defined.

Select **Confirm Submit (F8)** to submit the report for processing.

Reference Numbers [10/STINU]

This task allows for the definition and maintenance of number ranges.

Note: *Order, Invoice, Credit note and Sundry invoice ranges are all set up in a similar manner.*

Note*: A blank reference code denotes the default numbering system for Orders and Invoices for the company.*

Maintain Reference Numbers Selection Window

To display this window, select the Reference Numbers task.

Use this window to define the reference codes required for purchase order number ranges. The reference types and reference codes must be defined in the Inventory Descriptions file before use here.

Fields

Reference Type

Enter a reference type.

Alternatively, use the prompt facility to select from the RFTP Reference Type pop-up.

Reference Code

Enter a reference code.

Alternatively, use the prompt facility to select from the RFCD Reference Code pop-up.

Select a reference type and code and then press Enter to display the Maintain Reference Numbers window.

Maintain Reference Numbers Window

To display this window, select a reference type and code and then press Enter on the Maintain Reference Numbers Selection window

Use this window to define the reference numbers to be used for purchase order number ranges.

Caution: Although the last number used and next number to use can be amended, extreme care should be taken if setting these numbers back, as this could lead to unpredictable results.

Note: *Numbers can comprise an optional, single alphanumeric prefix, plus up to six digits.*

Note: *If you wish to prefix the reference number with an alphanumeric character, you must make the leftmost numeric character zero.*

Fields

Reference Type

This field displays the reference type selected.

Reference Code

This field displays the reference code selected.

Last Number Used

This field displays the number used for the last transaction for the displayed type of documentation.

Next Number to Use

This field displays the next sequential number.

From Reference

Prefix/Number

Define a start number range using prefix and a number.

To Reference

Prefix/Number

Define an end number range using prefix and a number.

Select **Update (F8)** to accept the changes and return to the Maintain Reference Numbers Selection window.

Database Integrity [20/STINU]

Use this task to check the integrity of your Style data across several files. You can check data in the following files:

- Item Master - INP35
- Size Master - AP015
- Stockroom Balance - INP60
- Size Masks - AP020
- Stockroom Profile - INP20
- Colour Master - AP010
- Stock Location - INP80
- Product Copy - AP036
- FIFO Costs - INP83

When you use this task, no automatic adjustments are made, but the task automatically produces a report highlighting the errors so that you can manually amend them.

Database Integrity Window

To display this window, select the Database Integrity task.

Use this window to specify the way in which you want to process this integrity check.

Fields

Company Code

Enter the company on which you want to perform the data integrity check.

Enter Option

Select one of the following to determine how you want to process the integrity check:

Top-Down Validation (1) - To process a top-down validation

When you select this, the software reads the style/product master records and performs the following integrity checks:

Has each product at least one product/*stockroom* record associated with it? A warning message is printed if this is not the case.

Does a *stockroom* profile record exist for each *stockroom* defined on a *stockroom balance* record? A serious error message is printed if this is not the case.

Does at least one *FIFO* *cost* record exist for *stockroom balances* associated with products for which *FIFO* *costing* is specified? A warning message is printed if this is not the case.

If this is a *FIFO* *costed* product, does the sum of the *FIFO* *balance* quantities equal the *stockroom balance* *physical stock*? A serious error message is printed if this is not the case.

Are there any *FIFO* records for products which are not *FIFO* *costed*? If any such records are found, a serious error message is printed.

If this is a lot-controlled product, does the sum of the *balance* equal the *stockroom balance* *physical stock*? A serious error message is printed if this is not the case.

Are there lot records for products that are not defined as lot-controlled? If any such records are found, a serious error message is printed.

Bottom-Up Validation (2) - To process a bottom-up validation

When you select this, the software reads the style/product master records and performs the same integrity checks as the top-down validation but in reverse.

Message Type

Select one of the following to determine the information you want to print out on the report.

Warning and serious messages will print (1) - To print warnings and serious messages

Serious messages only will print (2) (default) - To print only the serious errors

Press Enter to start the validation and process the integrity check.

Allocation Reconciliation [21/STINU]

Use this task to reconcile the allocation totals held on stockroom balance records to the Sales, Transfer and Production order details and contracts.

Contract reconciliation

- Analyses and balances the contract reservation quantities against existing incoming supply reservations.
- Analyses and balances the inventory frozen stock against contract and non-contract frozen stock.
- Analyses and balances contract totals

Note: *Contract reservations are reconciled to what is on the reservation file.*

***Note:** Inventory frozen balances are reconciled to the allocated stock figure on contracts. The balance is reconciled with non-contract frozen stock movements.*

Allocation Reconciliation Window

To display this window, select the Allocation Reconciliation task.

Use this window to specify the allocation criteria you want to process for your active company.

Fields

Stockroom

Enter a stockroom code to limit the reconciliation process to a specific stockroom code. The stockroom must be a valid Inventory stockroom.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

If this field is left blank, allocation reconciliation is performed for all Inventory stockrooms in the company.

Do You Wish the Reconciled Quantity Allocated to be Updated

Use this checkbox as follows:

Unchecked - Not to update the stockroom balance records if this task finds any discrepancies, but produce a report of the discrepancies so that you can manually adjust them

Checked - To update the stockroom balance records to take into account any discrepancies

Press Enter to confirm your selection and submit the job.

On Order Reconciliation [22/STINU]

Use this task to reconcile on order totals on stockroom balance records to the purchase and production orders details.

On Order Reconciliation Window

To display this window, select the On Order Reconciliation task.

Use this window to specify the reconciliation criteria you want to process for your active company.

Fields

Stockroom

Enter a stockroom code to limit the reconciliation process to a specific stockroom code. The stockroom must be a valid Inventory stockroom.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

If this field is left blank, allocation reconciliation is performed for all stockrooms in the company.

Do You Wish the Reconciled Quantity on Order to be Updated

Use this checkbox as follows:

Unchecked - Not to update the stockroom balance records with the calculated order quantity if this task finds any discrepancies, but produce a report of the discrepancies so that you can manually adjust them

Checked - To update the stockroom balance records with the calculated order quantity to take into account any discrepancies

Press Enter to confirm your selection and submit the job.

Audit Negative FIFO [23/STINU]

Use this task to audit any FIFO records with negative quantities which have occurred because of over issues of FIFO costed items.

Select **Confirm Submit (F8)** to submit this background job.

Processing Profiles [30/STINU]

You can use this task to create or amend processing profiles. You use these profiles to define the information that the Inventory Interface program needs to process the updates that occur during any inventory transactions, or those that occur when it interfaces with other modules.

Inventory Processing Profile Maintenance Selection Window

To display this window, select the Processing Profiles task.

Use this window to select the processing profile you want to maintain, or enter the code for a new profile.

Fields

Profile Code

Enter the profile code that you have used to define the interface instruction set.

Alternatively, use the prompt facility to select from the Inventory Processing Profile Prompt pop-up.

Enter or select a code and then press Enter to display the Inventory Processing Profile Maintenance Sequence Selection window.

Inventory Processing Profile Maintenance Sequence Selection Window

To display this window, enter or select a profile code and then press Enter on the Inventory Processing Profile Maintenance Selection window.

Use this window to select the existing profile sequence you want to maintain, or to add new sequence information to a new profile.

The window displays any existing sequences within the profile, showing movement type and description.

Fields

Profile Code

This field displays the profile code you previously selected.

Description (Untitled)

Use this field to enter or amend the profile code description.

Sequence

This field displays the sequence number that Inventory allocated to the movement for this particular profile.

Type

This field displays the type of movement type caused by this transaction. You define this on the Inventory Processing Profile Maintenance Sequence Details window.

Description

This field displays the description of the movement type or existing sequences. You define this on the Inventory Processing Profile Maintenance Sequence Details window.

Options

Select

Use this to maintain a profile code.

Functions

Addition (F8)

Use this to add a new sequence to this profile.

Select an existing profile sequence to display the Inventory Processing Profile Maintenance Sequence Details window.

Alternatively, select **Addition (F8)** to add a new sequence to the profile.

Inventory Processing Profile Maintenance Sequence Details Window

To display this window, select an existing profile sequence on the Inventory Processing Profile Maintenance Sequence Selection window.

Alternatively, select **Addition (F8)** on the Inventory Processing Profile Maintenance Sequence Selection window to add a new sequence to the profile.

Use this window to amend the transaction details for your selected sequence. If you choose to add a new sequence, the window displays exactly the same fields.

Fields

Profile Code

This field displays your selected profile code, which defines the interface instruction set.

Sequence

This field displays the sequence of Inventory updates within the profile.

Movement Type

Enter the movement type you want to use for this transaction. This defines how this transaction affects your stock balances within Inventory.

Alternatively, use the prompt facility to select from the MVTP Transaction Type Description pop-up.

Stockroom

Select one of the following to define how many stockrooms are affected by this transaction:

From (1) - If this transaction affects one stockroom, the From stockroom.

To (2) - If this transaction affects two stockrooms, the From and the To stockrooms.

Sign of Quantity

Select one of the following:

Plus (1)

Minus (2)

Cost Value Calc

Any entry made is validated against the Inventory Description file, major type CVLR. You can use the prompt facility on this field to select from the CVLR Cost Value Rule pop-up.

Update for Balance Fields

Enter one of the following to define the stock balances that this transaction affects, and how the transaction affects the stock balance:

0 - (Update Not Required) - Not to update to stock balance

1 - (Add Actual Quantity) - To add the quantity to the existing stock balance

2 - (Subtract Actual Quantity) - To subtract the quantity from the existing stock balance

3 - (Add Planned Quantity) - To add the quantity to the planned to move balance

4 - (Subtract Planned Quantity) - To subtract the quantity from the planned to move balance

You can use the prompt facility on these fields to select from the Balance Update Prompt pop-up.

Other Updates

FIFO Balances/Costs/Available/Date of Issue/Date of Receipt

Use these to specify any additional updates that you want this transaction to perform.

Use these checkboxes as follows:

Unchecked - If this transaction does not update this information

Checked - If this transaction does update this information

Usage

Enter one of the following:

0 (Update Not Required) - Not to update to stock balance

1 (Add Actual Quantity) - To add the quantity to the existing stock balance

2 (Subtract Actual Quantity) - To subtract the quantity from the existing stock balance

3 (Add Planned Quantity) - To add the quantity to the planned to move balance

4 (Subtract Planned Quantity) - To subtract the quantity from the planned to move balance

You can use the prompt facility on this field to select from the Usage Update Prompt pop-up.

Update History?

Enter one of the following to specify the balance of stock history that you want this transaction to update, and how you want this transaction to update it:

0 (Update Not Required) - Not to update

1 (Receipt) - To update receipt records

2 (Issue) - To update issue records

3 (Adjustment) - To update adjustment records

4 (Transfer Out) - To update transfer out records

5 (Supplier Orders) - To update supplier order records

6 (Transfer In) - To update transfer in records

Additional Movement Details

Reference Type

Enter the movement type you want to associate with this transaction.

Alternatively, use the prompt facility to select from the TRAN Transaction Reference Type pop-up.

Reason Code

Enter the reason code you want to associate with this transaction.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Functions

Refresh (F5)

Use this to re-display the existing details on this window.

Delete (F11)

Use this to delete this sequence.

Select **Update (F8)** to save any changes.

Install AFI Control Data [40/STINU]

Use this task to create the required Data Dictionary entries, so that AFI can reference the Style applications. All postings from Style Distribution to General Ledger are made through the Advanced Financial Integrator (AFI).

Select **Confirm Submit (F8)** to submit this job.

Test Stock Movement Extract [41/STINU]

Use this task to process a trial extract of data from Inventory Management and creates a General Ledger journal.

Note: *No actual data update occurs, either within Inventory Management or General Ledger. This is purely a paper exercise to simulate the effect of creating the specified journals for the nominated company.*

This task generates three reports:

- General Ledger Postings - to produce a list of the postings
- Exceptions report - to list, for example, any balancing postings automatically created for an unbalanced journal
- Error report - to list any error conditions encountered

Inventory Trial Extract and Update Window

To display this window, select the Test Stock Movements Extract task.

Use this window to specify the selection criteria you want to use to process the test to AFI.

Fields

Source Company

Enter the company whose data you want to use for this trial extraction.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Work with Inventory Movements not yet Processed

Use this field to determine the type of data you want to process during this trial.

Use this checkbox as follows:

Unchecked - If you want to specify a range of transaction numbers on which you want to base this trial

Checked - If, for the purposes of this trial, you want to use only data which has not been extracted in live operation mode by AFI

Work with Inventory Movements From/To

If you chose to specify a range of transaction numbers in the Work with Inventory Movements not yet Processed field, you can use this field to specify the range of transaction dates in the source application you want to use.

If you want to use only the inventory movements which occurred on a single day, specify the same date in the From and To entries.

You can use the prompt facility on these fields to select from the Select Date pop-up.

Type of Journal Definition to Use

Select one of the following to define the journal definition you want to use for this test:

Under Test (1) - To use only journal definitions specified as being under test

Live (2) - To use only journal definitions specified as being live

Both (3) - To use both test and live journal definitions

Consolidate Postings

Use this field to specify how you want consolidation to take place.

Use this checkbox as follows:

Unchecked - If you do not want consolidation to take place

Checked - If you only want to consolidate postings

Press Enter to validate your entries and then select **Proceed (F8)** to process the test extract.

Live Stock Movement Extract [42/STINU]

Use this task to start the extract of Inventory transactions from the Inventory movements file so that AFI can use them to create General Ledger journals.

Inventory to General Ledger Pop-up

To display this pop-up, select the Live Stock Movements Extract task.

Use this pop-up to specify the company from which you want to start extracting transactions.

Fields

Company

Enter the company from which you want to extract Inventory transactions. This is the source company.

Alternatively, use the prompt facility to select from the Select Company pop-up.

AFI extracts these transactions depending on how you set up your selection criteria on your journal condition.

Select **Proceed (F8)** to start the extraction process.

Copy Seasons & Delivery Windows [21/STINA]

This task provides the ability to copy a season and its associated delivery window definitions from one company to a target list of demand companies.

Copy Seasons & Delivery Windows Window

To display this window, select the Copy Seasons & Delivery Windows task.

Use this window to specify the company from which you want to start extracting transactions. A report is produced listing the companies into which the selected season code and delivery windows have been replicated and any errors that were encountered.

Fields

Season

Enter the required season code.

Alternatively, use the prompt facility to select from the Select Season pop-up.

To Company

Enter a list of companies to which the season code and its attached delivery window definitions are to be copied.

You can use the prompt facility on these fields to select from the Select Company pop-up.

Functions

All Companies (F15)

Use this to select all companies that require the data to be replicated.

Press Enter to validate the data and then select **Submit (F8)** to submit the batch job to update the database.

Copy Delivery Windows by Style [22/STINA]

This task provides the ability to copy a season and its associated delivery window definitions from one company to a target list of demand companies.

Copy Delivery Windows by Style Window

To display this window, select the Copy Delivery Windows by Style task.

Use this window to copy a season and its attached delivery windows for a style, or range of styles from one demand company to a list of other demand companies. An error report lists all exceptions encountered during the copy process. Valid styles must exist in the target company.

Fields

Season

Enter the required season code.

Alternatively, use the prompt facility to select from the Select Season pop-up.

Product Type From/To

You can optionally enter a product type or range of product types to limit the data to be copied.

To enter a single value, enter the same value in both fields.

You can use the prompt facility on these fields to select from the PTYP Product Type pop-up.

Product Group (Major/Minor) From/To

You can optionally enter a major and/or minor product group or range of groups to limit the data to be copied.

To enter a single value, enter the same value in both fields.

You can use the prompt facility on these fields to select from the PGMJ Product Group - Major and PGMN Product Group - Minor pop-ups.

Division/Sub-division From/To

You can optionally enter a division and/or subdivision or range of values to limit the data to be copied.

To enter a single value, enter the same value in both fields.

You can use the prompt facility on these fields to select from the DIVN Inventory Product Division and SDIV Inventory Product Sub-division pop-up.

Product Class From/To

You can optionally enter a product class or range of classes to limit the data to be copied.

To enter a single value, enter the same value in both fields.

You can use the prompt facility on these fields to select from the PCLS Product Class pop-up.

Planner From/To

You can optionally enter a planner or range of planners to limit the data to be copied.

To enter a single value, enter the same value in both fields.

You can use the prompt facility on these fields to select from the Select Purchase Office pop-up.

Style

You can optionally enter a style or range of styles to limit the data to be copied.

To enter a single value, enter the same value in both fields.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Style Effectivity Date

You can optionally enter or select a date or range of dates to limit the data to be copied.

To enter a single value, enter the same value in both fields.

To Company

Enter a list of companies to which the delivery window definitions are to be copied.

You can use the prompt facility on these fields to select from the Select Company pop-up.

Functions

All Companies (F15)

Use this to select all companies that require the data to be replicated.

Press Enter to validate the data and then select **Submit (F8)** to submit the batch job to update the database.

Delete Seasons & Delivery Windows [23/STINA]

This task provides the ability to delete a season and its attached delivery windows from a list of demand companies.

Delete Seasons and Delivery Windows Window

To display this window, select the Delete Seasons & Delivery Windows task.

Use this window to select the required season and a list of companies from which the season code definition and its attached delivery windows are to be removed.

A report is produced listing the companies from which the selected season code and its attached delivery windows have been deleted and any errors that were encountered.

Fields

Season

Select the season code to be deleted.

Alternatively, use the prompt facility to select from the Select Season pop-up.

To Company

Enter a list of companies from which the season code and its attached delivery window definitions are to be deleted.

You can use the prompt facility on these fields to select from the Select Company pop-up.

Functions

Delete (F11)

Use this to submit a batch job to perform the database updates. Select **Confirm Deletion (F11)** to confirm.

All Companies (F15)

Use this to select all companies that require the data to be deleted.

Select **Delete (F11)** to submit the batch job to update the database.

Company Deletion [1/STIND]

Use this task to remove data from the application for one or more selected companies. When a company is deleted, any multi-lingual descriptions for the company are also deleted.

We recommend that before you do this you should:

- Copy any data that you want to keep to a temporary library.
- Clear the physical files in the live library.
- Copy back the data from the temporary library to the live library.

Note: *If miscellaneous libraries are present, you should do this separately for each library.*

Company Deletion Window

To display this window, select the Company Deletion task.

Use this window to confirm the deletion.

Press Enter to submit the update or select **Exit (F3)** to leave without deleting the data.

Delete History and Movements [2/STIND]

Use this task to purge data from the Stock Movement (INP95) and Stock History (INP90) files.

The software deletes a record from the appropriate file when its week number is before the current processing week, modified by the number of weeks you enter as a parameter.

Caution: We recommend that you take great care over the control of history deletion, as the software uses the Stock History Records to determine average usage.

Remove Obsolete Movement and/or History Details Window

To display this window, select the Delete History and Movements task.

Use this window to specify the data that you want to retain before you start the deletion process.

Fields

No. of Weeks Movement to Retain

Enter the number of weeks of stock movements you want to retain, using up to three digits. The default is 60 weeks.

Note: *Enter 999 if you want to retain all movements.*

No. of Weeks History to Retain

Enter the number of weeks of stock history you want to retain using up to three digits. The default is 60 weeks.

Note: *Enter 999 if you want to retain all movements.*

Press Enter to confirm the input parameters and submit the job to remove movement and history records.

Delete FIFO/Lot Details [3/STIND]

Use this task to purge data from the FIFO Details file. You can also use this task to purge details from the batch/lot file.

When you use this task any FIFO records with zero balances, and batch/lot records with zero balances and no stock movements are deleted.

FIFO and Lot Deletion Window

To display this window, select the Delete FIFO/Lot Details task.

Use this window to specify the selection criteria for deletion.

Fields

Cut-off Date

Enter or select the cut-off date for the FIFO details deletion.

Location

Use this checkbox as follows:

Unchecked - Not to delete batch or lot details

Checked - To delete batch or lot details

Cut-off Date for Location

Enter or select the cut-off date for the batch/lot details deletion. You can only enter a date here if you have specified that you want to delete batch or lot details, or both, in the Location field.

Press Enter to confirm the selection and submit the job.

Delete Shipment Receipts [4/STIND]

This task provides the ability to delete unwanted records from the Confirm Shipments Receipt work file.

Use this task to delete all confirmed shipment receipts from the database.

Select **Confirm Submit (F8)** to process the batch job.

Purge Audit Files Maintenance [11/STIND]

Use this housekeeping task to select audit files you want to include in the purge routine to free unnecessarily occupied space on your system.

Audit File Purge Maintenance Selection Window

To display this window, select the Purge Audit Files Maintenance task.

Use this window to select the application to purge.

Fields

Application

Enter an application codes.

Alternatively, use the prompt facility to select from the Select Application pop-up.

You can select to submit audit files to the purge routine in two ways:

- Enter a specific application code to display only audit files for the required application.
- Leave the Application field blank to display all audit files for all applications.

Press Enter to display the Audit File Purge Maintenance Details window.

Audit File Purge Maintenance Details Window

To display this window, select the required application and then press Enter on the Audit File Purge Maintenance Selection window.

Use this window to select the audit files you want to submit to the purge routine.

The files are displayed in numerical order. For each file, the audit file number, description and date of the last purge are displayed.

Fields

Include (0/1)

Use these checkboxes as follows:

Unchecked - To exclude an audit file from the next purge routine

Checked - To include an audit file in the next purge routine

Number of Days

Enter the number of days before a run date for which you want to keep audit file records. You can enter a maximum of 999 days.

Functions

Reset (F5)

Use this to re-set the data to what it was before any changes.

Select All (F13)

Use this to select all files for the application.

Select **Update (F8)** to save any changes and update the appropriate records to Inventory Management. To run the purge routine, select the Submit Audit File Purge task.

Submit Audit File Purge [12/STIND]

Before you use this task, select the audit files you want to include in the purge routine using the Purge Audit Files Maintenance task.

Use this housekeeping task to start the audit file purge routine.

Submit Audit File Purge Window

To display this window, select the Submit Audit File Purge task.

Use this window to select the application you require.

Fields

Application

Enter an application code to submit the selected audit files for one application.

Alternatively, use the prompt facility to select from the Select Application pop-up.

Leave this field blank to submit all audit files selected in the Audit File Purge Maintenance task.

The software calculates the purge date for each audit file by subtracting the entered number of days from the current system date. It purges any audit records created on or before the calculated purge date.

Tip: After the routine is complete, the submitted audit files remain selected. This is so that you can keep a fixed number of days' records and run the purge routine without using the Audit File Purge Maintenance task.

Select **Submit (F8)** to process the purge.

Machine Manager Parameters [13/STIND]

Before selecting this task, select the audit files you want to include in the purge routine using the Audit File Purge Maintenance task.

Audit Purge Parameters Window

To display this window, select the Machine Manager Parameters task.

Use this window to select the applications you require.

Fields

Application

Enter one or more applications for which you require audit file to be purged regularly.

Alternatively, use the prompt facility to select from the Select Application pop-up.

Purge Selection

Select one of the following:

Every Run (0) - To purge on every run

Next Run Only (1) - To purge on the next run only

Select **Update (F8)** to update the appropriate records in Inventory Management. This task is run from Machine Manager.

Chapter 9 Packaging Requirements

9

Introduction to Packaging Requirements

You can use the Packaging Requirements tasks both to analyse and to report on packaging information. This information will help you to produce the packaging statistics that you need to submit to the appropriate authority. You can use the information produced to complete the standard documentation provided by these authorities.

You can enter information about the quantity of each type of packaging that you use when you ship a product to a domestic customer over a specific period.

Setting up Packaging Requirements

Before you can track the packaging used, you need to set up the following:

For each Inventory company you must:

- **Check** the Packaging Reporting field on the Maintain Company Profile Additional Details pop-up
- Create the Packaging Reporting country
- **Check** the Packaging Reporting field on each style for which you need to track the packaging details

For each Packaging Reporting country you must create:

- Packaging categories
- Packaging codes
- Average packaging details per despatch
- Default responsibilities

You also need to set up the packaging details for each style that you want to track.

Maintain Country Details [1/STINK]

Use this task to maintain the data and reporting parameters for each country which needs to submit a packaging report. The information you can enter includes:

- Packaging Responsibilities

Use these to apportion the responsibility for each member of the supply chain.

- Default Responsibilities

  Use these to define percentage responsibilities when you are tracking responsibilities.

Note: *You can define default responsibilities, but they do not become effective until you switch on Track Responsibilities Processing.*

- Packaging Categories

  Use these to define summary groups for the packaging used so that you can provide totals by surface area, weight, volume or any other classification.

- Packaging Codes

  These could relate to packaging materials, for example, glass, cardboard, wood, or to individual packaging, for example, glass bottle (25cl), glass bottle (33cl).

Note: *Before you set up any of the reporting parameters, you must check the Packing Reporting field on the Maintain Company Profile Additional Details pop-up. You must also use the Calendars maintenance task to create the calendar that this packaging reporting company will use.*

Maintain Packaging Reporting Countries Selection Window

To display this window, select the Maintain Country Details task.

Use this window to select the packaging reporting country that you want to maintain.

Options

Amend

Use this to alter the details currently held for the reporting country.

Delete

Use this to delete the details currently held for the country.

Functions

Add Country (F10)

Use this to define a new reporting country for the current Inventory company.

Position To (F19)

Use this to position the window display to the country selected.

Select a country to maintain or select **Add Country (F10)** to display the Maintain Packaging Reporting Country Details window.

Maintain Packaging Reporting Country Details Window

To display this window, select Amend against a line on the Maintain Packaging Reporting Countries Selection window.

Alternatively, select **Add Country (F10)** on the Maintain Packaging Reporting Countries Selection window.

Use this window to enter new details or change existing details for the selected packaging reporting country.

Fields

Country

Enter the country code.

Alternatively, use the prompt facility to select from the Select Country pop-up.

If you are amending country details, this field is for information only and you cannot amend it.

Note: *You can only create one set of packaging reporting details for each country.*

Reporting Frequency

Select one of the following to indicate how often you need to produce the report:

Monthly (1) (default)

Quarterly (2)

Reporting Format

Enter the report format you want to use, or leave this field blank to use the standard report format.

Alternatively, use the prompt facility to select from the GDFT Packaging Reporting Format pop-up.

Track Responsibilities

Use this checkbox as follows:

Unchecked - If you have total responsibility for the packaging

Checked - To track responsibilities throughout the supply chain

Note: *If you use the German Duales report format, you must leave this field unchecked.*

Calendar Code

Enter the code for the calendar used by this reporting country.

Alternatively, use the prompt facility to select from the Calendar Selection pop-up.

Current Year

Enter the current year. This defaults to the current year for the Inventory company.

When you amend the country details, this field is for information only.

Current Period

Enter the current period. This defaults to the first period of the current year.

When you amend the country details, this field is for information only.

Reporting Currency

You must enter a reporting currency that is valid within General Ledger.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

If you use World Trade, this field defaults to the reporting currency specified for this country.

Reporting Tax Code

You must enter a tax code.

Alternatively, use the prompt facility to select from the Tax Code Selection pop-up.

Reporting Address

You must enter the address to which you need to submit your packaging data.

Target Recovery/Target Recycling

Enter the target recovery and target recycling percentages.

You use these fields when tracking responsibilities to compound with the derived responsibility. For example, if the amount of packaging you must recover is 25 kg, and you have set the Target Recovery field to 40% and the Target Recycling field to 8%, you must recover 10 kg of packaging and recycle 2 kg of packaging in this period.

Functions

Delete Country (F11)

Use this to delete the country code from Packaging Reporting.

Responsibilities (F13)

Use this to maintain the packaging responsibilities incurred by the members of the supply chain.

Note: *Responsibilities are only effective if you have checked the Track Responsibilities field.*

Packaging Codes (F14)

Use this to define the packaging codes applicable in this country.

Average Packaging (F15)

Use this to maintain the average packaging details to be included on each despatch line.

Packaging Categories (F16)

Use this to maintain the packaging categories used by the countries to which you need to submit the report.

Note: *If all the functions are not available, select* ***Update (F8)*** *to save the information. The rest of the functions will then become available.*

Select **Update (F8)** to validate and save the information entered. Select **Previous (F12)** to return to the Maintain Packaging Reporting Country Selection pop-up.

Maintain Responsibilities Pop-up

To display this pop-up, select Responsibilities (F13) on the Maintain Packaging Reporting Country Details window.

Use this window to change the packaging responsibilities for the members of the supply chain. You can do this if you have selected to track responsibilities through the supply chain on the Maintain Packaging Reporting window.

Fields

Resp %

Enter the percentage responsibility for each member of the supply channel.

The total responsibility cannot exceed 100% for either recycling or recovery.

Note: *If the total responsibility does not equal 100%, a warning message is displayed when you select* ***Update (F8)****. Clear the message and then select* ***Update (F8)*** *again to validate and save the changes.*

Dft

Enter one of the following:

0 - To exclude this responsibility code from calculations

1 - To include this responsibility code in calculations

Dir

This field is only displayed when the Enhanced Features option is on.

In order to stop imports that are subsequently supplied against the same style code from being counted twice, this facility will link a responsibility to the 'direction' of the transaction. The directions are Outbound (0) and Inbound (1). Inventory Descriptions field entries are allocated with the type SYDI to retrieve the titles.

Note: *The direction field is INPCH in the Country Responsibilities file.*

Enter one of the following:

0 - Outbound

1 - Inbound

Options

Select (1)

Use this to select the line.

The details are transferred to the fields at the bottom of the window so you can change the responsibility percentage and default values.

Delete (4)

Use this to remove the current line.

You cannot delete the line if you have set responsibility overrides.

Note: *The extract logic uses the inbound responsibilities for purchases and the outbound responsibilities for sales. Purchases pick up the rolled-up responsibility of previous activities. As an example, for a factored style, the import responsibilities are manufacture, conversion and filling. The outbound responsibilities are selling. For a style you consume, the inbound responsibilities are manufacture, conversion and filling, and there are no outbound responsibilities.*

Note: *This detail is also included on the Override Responsibilities pop-up in the Maintain Style Details task.*

Select **Update (F8)** to validate and save the information entered. Then select **Previous (F12)** to return to the Maintain Packaging Reporting Country Details window.

Packaging Codes Details Window

To display this window, select Packaging Codes (F14) on the Maintain Packaging Reporting Country Details window.

Use this window to define the packaging codes used for the current country.

Options

Amend (2)

Use this to alter the packaging code definition.

Delete (4)

Use this to remove the packaging code definition.

Functions

Add (F6)

Use this to add new packaging code definitions.

Select Amend (2) against a packaging code to display the Amend Packaging Details pop-up automatically.

Amend Packaging Details Pop-up

To display this pop-up, select Amend against a packaging code on the Packaging Codes Details window.

Alternatively, select **Add (F6)** on the Packaging Codes Details window.

You use this pop-up to alter the selected packaging details.

Note: *If you are adding packaging details, the title of this pop-up is Add Packaging Details but the fields are the same.*

Fields

Packaging Code

If you are adding a new code, enter a packaging code that is unique within this country. Enter or amend the description of the packaging code.

Note: *If you are amending the packaging code definition, you cannot change the packaging code but you can change the description.*

Category

Enter the category of the packaging. You can define these categories via this task. See the Maintain Packaging Categories Pop-up section for more information.

Tax Code

Enter the tax code for the packaging. You only need to do this in Germany.

You can use the prompt facility on this field to select from the Tax Code Selection pop-up.

Fee

Enter the fee for the packaging. You only need to do this in Germany.

Press Enter and then select **Update (F8)** to validate and save the information. Then select **Previous (F12)** to return to the Packaging Codes Details window.

Average Packaging Details per Despatch Window

To display this window, select **Average Packaging (F15)** on the Maintain Packaging Reporting Country Details window.

Use this window to select average packaging details per despatch.

Note: *You can use this window to represent packaging used in small quantities on every despatch, for example, shrink-wrap.*

Options

Amend (2)

Use this to alter the average packaging details for the packaging code.

Delete (4)

Use this to delete the average packaging details for the packaging code.

Functions

Add (F6)

Use this to add average despatch packaging details.

Select **Amend (2)** against a line to display the Add Average Packaging Details pop-up or select **Previous (F12)** to return to the Maintain Packaging Reporting Country Details window.

Add Average Packaging Details Pop-up

To display this pop-up, select **Amend (2)** against a line on the Average Packaging Details per Despatch window.

Alternatively, select **Add (F6)** on the Add Average Packaging Details window.

You use this pop-up to add or amend the selected average packaging details per despatch.

Fields

Packaging Code

Enter the packaging code.

Alternatively, use the prompt facility to select from the Packaging Code Selection pop-up.

Units per Despatch

Enter the average number of units of packaging that you use for each despatch.

Multiply or Divide

Select one of the following:

Multiply (0) - To multiply the despatch quantity by the units per despatch to get the total units used

Divide (1) - To divide the despatch quantity by the units per despatch to get the total units used

Press Enter to validate the information and then select **Update (F8)** to save. Select **Previous (F12)** to display the Add Average Packaging Details per Despatch window.

Maintain Packaging Categories Pop-up

To display this pop-up, select Packaging Categories (F16) on the Maintain Packaging Country Details window.

Use this pop-up to maintain the packaging categories for the selected packaging reporting country.

Options

Select (1)

Use this to select the packaging category.

Delete (4)

Use this to remove the packaging category.

Functions

Add (F6)

Use this to add a new packaging category.

Select a packaging category to display the Amend Packaging Category pop-up or select **Previous (F12)** to display the Maintain Packaging Country Details window.

Amend Packaging Category Pop-up

To display this pop-up, select a packaging category on the Maintain Packaging Categories pop-up.

Alternatively, select **Add (F6)** on the Maintain Packaging Categories pop-up.

You use this pop-up to alter the selected packaging category details.

Note: *If you are adding a packaging category, the title of this pop-up is Add Packaging Category but the fields are the same.*

Fields

Category Code

This field either displays the category code you have selected or allows you to enter a new one.

Note: *If you want to amend the packaging category definition, you cannot change the packaging category but you can change the description.*

Description

Enter or amend the description for the packaging category.

Unit

You can choose to enter the unit of measure for the selected packaging category.

Alternatively, use the prompt facility to select from the Units of Measure pop-up.

Press Enter to validate and save the information and return to the Maintain Packaging Categories pop-up.

Maintain Style Details [2/STINK]

Use this task to define country-specific information about the packaging that you need to use for each style. You can condition the packaging definition for a style dependent on the quantity despatched. For example:

Style:

Per garment = 25grams fabric

Per 12 garments = 25 grams fabric + 2 grams plastic bag + 4 grams cardboard

Per 100 garments = 25 grams fabric + 20 grams plastic bag + 40 grams cardboard + 1 kg wood pallet

Note: *Before you can define the packaging information, you need to check the Packaging Reporting Style field on the Product Maintenance Static Details window.*

Country Style Packaging Details Selection Window

To display this window, select the Maintain Style Details task.

Use this window to select the style for which you want to maintain the packaging details.

Fields

Style

Enter the style code.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Country

Enter the country for which you are defining the packaging.

Alternatively, use the prompt facility to select from the Packaging Country Reporting Selection pop-up.

Note: *If you leave this field blank and then press Enter, the software displays a list of all the available packaging countries. Select the country you require.*

Base On

This is useful for similar styles. It allows packaging details to be based on another style. This is irrelevant if you are selecting the **Link to Item (F6)** function. It is also irrelevant when you are amending existing packaging details.

If you add packaging details for the first time and use Base On, the style chosen must either have packaging details or be linked to a style that has packaging details. These details are copied into the new style.

Functions

Link to Item (F6)

Use this to display the Link to Item pop-up. Many styles will have the same packaging details. This function reduces the data entry effort by enabling a style's packaging details to be linked to that of an equivalent style.

Note: *If you have not defined packaging details, select Add (F6) to select the country and display the Enter Style Packaging Details pop-up.*

Note: *For more information, see the Enter Style Packaging Details pop-up section.*

Enter a style code and a country code and then press Enter to display the Country Style Packaging Details window.

Link to Item Pop-up

To display this pop-up, enter a style and/or a country and then select Link to Item (F6) on the Country Style Packing Details Selection window.

Use this pop-up to link to a style whose packing details you want to use for your selected style.

Fields

Item

Enter a link style code. Packaging details must exist for this link style and country.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Press Enter to validate the link item and then select **Update (F8)** to perform the update and display the Country Style Packaging Details window.

Country Style Packaging Details Window

To display this window, enter a style code and country code on the Country Style Packaging Details Selection window, and then press Enter.

You use this window to enter or amend the style packaging details.

Options

Amend (2)

Use this to alter the packaging details.

Delete (4)

Use this to delete the packaging details.

Changes to packaging information are not permitted if the following conditions are true:

- The current company does not "own" the style definition being maintained.
- Maintenance of this style attribute is deemed to be responsibility of the "owning" company.

Functions

Add (F6)

Use this to add new packaging details.

Quantity Breaks (F16)

Use this to add new despatch quantity breaks.

Responsibilities (F17)

Use this to define the recycling and recovery responsibilities of each member of the supply chain.

Select Country (F18)

Use this to select a new country to define packaging information for this style.

Note: *If this is not available, select Issue Units (F21) to return to the Packaging Details per Issue Unit window.*

Issue Units (F21)

Use this to display the Packaging Details per Issue Unit window. You can only use this when the packaging details per quantity breaks are displayed.

Include BOM Packaging (F22)

This is useful for manufactured styles, providing the ability to derive the packaging details from the packaging materials in the route's Bill of Material.

This will retrieve the packaging details for each packaging material in the BOM and produce a composite packaging detail stored in this finished goods style's packaging details.

Although this still results in duplication (a summarisation) of packaging details, it overcomes the necessity for you to calculate this manually. (For performance reasons it is also better than calculating from the BOM dynamically for each finished style despatch transaction.)

On selecting this function you will be prompted for a route code.

Select **Update (F8)** to validate the information. Then select **Previous (F12)** to display the Country Style Packaging Details Selection window.

Enter Style Packaging Details Pop-up

To display this pop-up, select Add (F6) on the Country Style Packaging Details window.

Alternatively, select Add (F6) on the Select Additional Packaging Quantity Breaks pop-up and enter the quantity break in the New Break field.

You use this window to add and amend the packaging details for the selected style.

Fields

Packaging Code

Enter the style packaging code.

Alternatively, use the prompt facility to select from the Packaging Code Selection pop-up.

Note: *You can only enter packaging details once for each packaging code.*

Units per Issue Unit

Enter the number of packaging units per specified number of issue units.

This is per single issue unit, unless you want to define packaging details for a quantity break, when it is per quantity specified.

Packaging Unit of Measure

This enables, for ease of use, the packaging unit to be expressed in something other than tonnes, such kilograms, cases, or metres.

It defaults to the Category UoM, but it is validated against the Secondary UoMs.

Note: *If you prefer to express the Packaging Category Units and Secondary Units in kilograms for ease of use, the volumes can be converted to tonnes in the reports.*

It is assumed that this Secondary Unit weight will be in the same units as the packaging category, so that all weights output to the Period Summary file are consistent and the subsequent reporting works with just one weight UoM. (This could be kilograms or tonnes, depending on the way you want to operate.)

Multiply or Divide

Use this checkbox as follows:

Unchecked - To multiply the packaging units by issue units

Checked - To divide the packaging units by issue units

Packaging Level

Primary, secondary and tertiary packaging levels are identified by a single character packaging level.

Allowable values are 1, 2 and 3 with initial titles defined in the Inventory Descriptions file under type SYLV.

These can be changed as required.

Note: *This field is only available when the extended features is activated in the Inventory Company Profile*

Functions

Include BOM Packaging (F22)

This is useful for manufactured styles, providing the ability to derive the packaging details from the packaging materials in the route's Bill of Material.

This will retrieve the packaging details for each packaging material in the BOM and produce a composite packaging detail stored in this finished goods style's packaging details.

Although this still results in duplication (a summarisation) of packaging details, it overcomes the necessity for you to calculate this manually. (For performance reasons it is also better than calculating from the BOM dynamically for each finished style despatch transaction.)

On selecting this function you will be prompted for a route code.

Press Enter to validate the data. Then press Enter to display the Country Styles Packaging Details window.

Select Additional Packaging Quantity Breaks Pop-up

To display this pop-up, select Quantity Breaks (F16) on the Country Style Packaging Details window.

You use this window to select quantity breaks for which you want to display the packaging details.

Options

Select

Use this to select the quantity break for which you want to display the style packaging details. The Country Style Packaging Details window is displayed showing the packaging details for the specified quantity break.

Note: *Select **Issue Units (F21)** to display the Country Style Packaging Details window for the issue unit.*

Functions

Add (F6)

Use this to add the packaging details for a new quantity break.

Select **Add (F6)**, enter a quantity break figure in the New Break field and then press Enter to display the Enter Style Packaging Details pop-up...

Override Responsibilities Pop-up

To display this pop-up, select Responsibilities (F17) on the Country Style Packaging Details window.

Use this pop-up to override the country default packaging responsibilities at the style level.

Fields

Responsibility

Enter one of the following:

0 - To exclude the style from the responsibility calculations

1 - To include the style in the responsibility calculations

Select **Update (F8)** to display the Country Style Packaging Details window.

Packaging Reporting Country Selection Pop-up

To display this pop-up, select **Select Country (F18)** on the Country Style Packaging Details window.

You use this pop-up to select a new packaging reporting country.

Note: *If you have not set up Style Packaging details for the country selected, the Enter Style Packaging Details pop-up is displayed.*

Options

Select

Use this to select the country that you want to define to your specified style.

Select a country to display the Country Style Packaging Details window.

Select Route Pop-up

To display this pop-up, select Include **BOM Packaging (F22)** on the Country Style Packaging Details window.

Use this pop-up to select a route code.

Fields

Route

This defaults to the primary planning route. An error is shown if a route does not exist for the selected route code. The summarised pack details are calculated as described below and the Style Pack subfile is refreshed. You can then make changes or add more details.

Processing summary:

- The approach to drilling down the BOM is based on the Enquire on Indented Inputs task.
- It is only interested in component items that are packaging items, that is, with a Material Type of **1**. All other items are ignored.
- It calculates how many packaging items are needed to make one unit of the manufactured style, giving consideration to lot size, route UoM, and co-product outputs. It then calculates then how many of each pack code are present in one unit of the manufactured style. As we go down the BOM, the number of material items is calculated according to the normal quantity-off rules.
- For each material item, the packaging details are retrieved. If this material item has a linked item, then that linked item's packaging details are retrieved. If quantity breaks exist, the appropriate break is found for the material quantity required at this point in the BOM. The quantity required for each pack is retained in a holding file.

- As further packaging material items are encountered, they may utilise the same pack codes. The requirement for this new material item is accumulated into the holding file.
- On completing the BOM extract, the totals from the holding file are then shown in the maintenance sub-file. As this is the packaging required to make one finished item style, the only quantity break is **1**. If you need additional breaks they will have to be added manually.

Select **Update (F8)** to complete the update and return to the Country Style Packaging Details window.

Maintain Customer/Style Details [3/STINK]

Use this task to override responsibilities for packaging on the customer style. You should use this if a specific customer varies from the norm for the sales channel to which it belongs.

You can specify the delivery sequence to which the responsibility override relates. If you do not specify the delivery sequence, the responsibility override is applied to all delivery points for the customer.

Note: *Inventory uses customer style responsibility overrides regardless of the responsibility settings for Sales Channels, Country and Style.*

Customer/Style Responsibility Overrides Select Country Window

To display this window, select the Maintain Customer/Style Details task.

Use this window to select the country for which you want to enter packaging overrides.

Fields

Country

Enter the code for the country.

Alternatively, use the prompt facility to select from the Packaging Country Reporting Selection pop-up.

Enter or select a country and then press Enter to display the Customer/Style Responsibility Overrides Selection window.

Customer/Style Responsibility Overrides Selection Window

To display this window, enter or select a country and then press Enter on the Customer/Style Responsibility Overrides Select Country window.

Use this window to select the customer and style for which you want to enter packaging overrides.

Fields

Country

This field displays the code for the country.

Style

Enter the style code.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Customer

Enter the customer code and delivery sequence.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Functions

Customer Scan by Style (F6)

Use this to display a list of all the customers and delivery sequences that apply to the style.

Enter a style, customer code and delivery sequence and then press Enter to display the Customer/Item Responsibility Overrides window.

Selection of Customer to be Maintained Window

To display this window, select Customer Scan by Style (F6) on the Customer/Style Responsibility Overrides window.

You use this window to select the customer overrides you want to maintain.

Fields

Position To

Use this to position the display at the specified value.

Options

Select (1)

Use this to select the customer and delivery sequence for which you want to enter responsibility overrides.

Select a customer and delivery sequence to display the Customer/Style Responsibility Overrides window.

Customer/Style Responsibility Overrides Window

To display this window, enter a country, style, customer code and delivery sequence and then press Enter on the Customer/Style Responsibility Overrides Selection window.

Alternatively, select a customer and delivery sequence on the Selection of Customer to be Maintained pop-up.

Use this window to enter packaging responsibilities for the customer and style. These responsibilities override the default responsibilities set up for the packaging country.

Fields

Responsibility

Enter one of the following:

0 - To exclude this style from the responsibility calculations

1 - To include this style in the responsibility calculations

Select **Update (F8)** to validate the data and display the Customer/Style Responsibility Overrides Selection window.

Maintain Sales Channel Overrides [4/STINK]

Use this task to define packaging responsibilities for a sales channel when they vary from the default for a particular country.

Note: *Inventory uses sales channel responsibility overrides regardless of the responsibility settings for country and style but they are overridden by any responsibility overrides defined for the customer.*

Sales Channel Responsibility Overrides Window

To display this window, select the Maintain Sales Channel Overrides task.

Use this window to select the sales channel for which you want to enter responsibility overrides.

Note: *If the company does not have sales channels defined, you cannot define Sales Channel Responsibilities overrides.*

Note: *Only Outbound responsibilities can be selected if the Enhanced Features option is on.*

Fields

Sales Channel

Enter the code for the sales channel.

Alternatively, use the prompt facility to select from the DN Customer Division pop-up.

The codes that are displayed are determined by the sales channel that you have selected in the Sales Channel field on the Maintain Company Profile Additional Details pop-up.

Country

Enter the country.

Alternatively, use the prompt facility to select from the Packaging Reporting Country Selection pop-up.

Enter or select a sales channel and country and then press Enter to display the Override Responsibilities (Sales Channels) pop-up.

Override Responsibilities (Sales Channels) Pop-up

To display this pop-up, complete the Sales Channel and Country fields and then press Enter on the Sales Channel Responsibility Overrides window.

You use this pop-up to enter the packaging responsibilities for the selected sales channel.

Fields

Responsibility

Use these checkboxes as follows:

Unchecked - To exclude this item from the responsibility calculations

Checked - To include this item in the responsibility calculations

Select **Update (F8)** to validate the data and re-display the Sales Channel Responsibility Overrides window.

Maintain Calendar [5/STINK]

Use this to define and update the calendar profiles used by Packaging Requirements.

Inventory Calendar/Year Maintenance Selection Window

To display this window, select the Maintain Calendar task.

Use this window to select the calendar you want to maintain or to enter the code for a new calendar profile.

Fields

Enter Calendar Code

Enter a code for a new calendar profile.

Year

Enter the year for the new calendar profile.

Based on Calendar Profile

You can enter the code and year of the calendar profile on which you want to base the new profile.

Options

Select (1)

Use this to select the calendar profile you want to change.

Print (6)

Use this to print the calendar profile.

To display the Inventory Calendar/Year Maintenance Detail window so that you can add a new calendar profile, enter a calendar code and year and, if desired, the profile and year upon which the calendar should be based.

Alternatively, select an existing calendar for amendment.

Inventory Calendar/Year Maintenance Detail Window

To display this window in Amend mode, select an existing calendar on the Inventory Calendar/Year Maintenance Selection window.

Alternatively, to display this window in Add mode, enter a calendar code and year on the Inventory Calendar/Year Maintenance Selection window.

Use this window to enter details for the calendar profile you want to maintain or create.

Fields

Calendar Code/Year

Enter or amend the description for the calendar profile.

Number of Periods per Year

Enter the number of periods in the year, either 12 or 13.

Normal Start Day of Week

Select one of the following:

Monday (1)

Tuesday (2)

Wednesday (3)

Thursday (4)

Friday (5)

Saturday (6)

Sunday (7)

Start Date of the Year

Enter or select the date on which the calendar year starts.

Period Names

Enter the name of each period.

Days

Enter the number of days there are in each period.

Note: *This includes working and non-working days.*

Template Type to Use

Select one of the following:

Standard Week (1) - Where you have the same working days each week

Cyclic Weeks (2) - Where the working days change over a number of weeks cycle

You can have up to a five-week cycle.

Period (3)

Note: *The Inventory Calendar/Year Maintenance window varies depending upon the template type you have selected.*

Functions

Delete (F11)

Use this to delete the selected calendar profile.

Press Enter to display the Inventory Calendar/Year Maintenance window. The window displayed depends on the template type you specify here.

Inventory Calendar/Year Maintenance Window (Standard Week)

To display this window, set the Template Type field to Standard Week and then press Enter on the Inventory Calendar/Year Maintenance Detail window.

Use this window to enter the working days in a standard week.

Fields

Standard Week Template

Set up the standard weeks for one or more weeks.

Enter one of the following against each day:

0 - Non-working day

1 - Working day

From Date/To Date

Enter or select the date range to which any alternative week templates are applied.

Press Enter to validate the data you have specified. Press Enter again to display the Inventory Calendar/Year Maintenance Holiday Detail window.

Inventory Calendar/Year Maintenance Window (Cyclic Week)

To display this window, set the Template Type field to Cyclic Weeks and then press Enter on the Inventory Calendar/Year Maintenance Detail window.

Use this window to enter the working and non-working days when the pattern varies over more than one week.

Fields

Cyclic Week Templates

Use these checkboxes as follows:

Unchecked - Non-working day

Checked - Working day

Number of Weeks

Enter the number of weeks, up to five, that make up your cyclic week template. The value you enter here will determine the number of templates that are displayed under the Cyclic Week Templates.

Press Enter to validate the data you have specified. Press Enter again to display the Inventory Calendar/Year Maintenance Holiday Detail window.

Inventory Calendar/Year Maintenance Window (Period)

To display this window, set the Template Type field to Period and then press Enter on the Inventory Calendar/Year Maintenance Detail window.

Use this window to enter the working and non-working days for the 12 or 13 periods you have specified for this calendar year.

Fields

Period Template for Period

Use these checkboxes as follows:

Unchecked - Non-working day

Checked - Working day

Note: *Press Enter to display each period that you specified on the Inventory Calendar/Year Maintenance Detail window so that you can define the working days for each period.*

Functions

Skip to Holidays (F8)

Use this to move straight to entering holiday details without having to enter the working day pattern for the period.

Press Enter to validate the data you have specified. Press Enter again to display the Inventory Calendar/Year Maintenance Holiday Detail window.

Inventory Calendar/Year Maintenance Holiday Detail Window

To display this window, select **Skip To Holidays (F8)** on the Inventory Calendar/Year Maintenance window (Standard Week), Inventory Calendar/Year Maintenance window (Cyclic Week), or Inventory Calendar/Year Maintenance window (Period) without maintaining the details.

Alternatively, press Enter to validate the data you have specified on the Inventory Calendar/Year Maintenance window (Standard Week), Inventory Calendar/Year Maintenance window (Cyclic Week), or Inventory Calendar/Year Maintenance window (Period) and then press Enter again.

Use this window to define the dates of any works holidays.

Fields

Holidays

From/To

Enter the start date and end date of the holiday.

Note: *You can specify up to 12 holiday periods per year.*

Select **Update (F8)** to save the information.

Extract Data from Inventory [11/STINK]

Use this task to extract the details of all issues for the selected period from the Inventory Movements file. The information is saved to the Packaging Extract file and then used to create the Packaging Usage report.

***Note:** You cannot extract data from closed packaging reporting periods.*

Data Extract Selection Window

To display this window, select the Extract Data from Inventory task.

Use this window to select the country and period whose packaging data you want to extract.

Fields

Country for Extract

Enter the country for which you want to extract the packaging data.

Alternatively, use the prompt facility to select from the Packaging Reporting Country Selection pop-up.

Country means:

The country from which sales have been despatched, to both domestic and export customers.

The country to which purchases have been received, from both domestic and import suppliers.

Period/Quarter to be Extracted

Enter the period/quarter for which you want to extract the packaging data.

***Note:** You can only extract data for the current or future periods or quarters.*

Select **Submit (F8)** to start the extraction process.

Update Period/Quarter [12/STINK]

You use this task to change the current packaging reporting period or quarter and year.

***Note:** You should perform data extract for the current period before you change the reporting period.*

Update Quarter/Year Selection Window

To display this window, select the Update Period/Quarter task.

Use this window to select the country whose quarter or year end details you want to update.

Fields

Country

Enter the country whose quarter or year end details you want to update.

Alternatively, use the prompt facility to select from the Packaging Reporting Country Selection pop-up.

Press Enter to display the Update Quarter/Year Details window.

Update Quarter/Year Details Window

To display this window, press Enter on the Update Quarter/Year Selection window.

Use this window to select the quarter, period and year that you want to update.

Fields

Country

This field displays the country code that you specified on the Update Quarter/Year Selection window.

Current Quarter/Period

Enter the quarter/period you want to update. This defaults to the current reporting quarter/period.

Current Year

Enter the year. This defaults to the current reporting year.

Select **Update (F8)** to update the quarter or period.

Corrections and Adjustments [13/STINK]

Use this task to enter adjustments related to the periods contained in the packaging report summary. These adjustments are shown on the German Duales report as period 13 figures.

Corrections and Adjustments Selection Window

To display this window, select the Corrections and Adjustments task.

Use this window to select the country and period for which you want to enter packaging adjustments.

Fields

Country

Enter the packaging reporting country for which there are adjustments.

Alternatively, use the prompt facility to select from the Packaging Reporting Country Selection pop-up.

Period

Enter the period for the adjustments.

Enter or select a country and enter a period and then press Enter to display the Corrections and Adjustments Detail window.

Corrections and Adjustments Detail Window

To display this window, enter or select a country and enter a period and then press Enter on the Corrections and Adjustments Selection window.

Use this window to select the adjustment details you want to amend or add.

Options

Amend

Use this to select the correction you want to amend.

Delete

Use this to remove the correction.

Functions

Add (F6)

Use this to add a new correction or adjustment.

Select **Add (F6)** to display the Corrections and Adjustments window in Add mode.

Alternatively, selection Amend against a line to display the Corrections and Adjustments window in Amend mode.

Corrections and Adjustments Window

To display this window in Add mode, select Add (F6) on the Corrections and Adjustments Detail window.

To display this window in Amend mode, select Amend against a line on the Corrections and Adjustments Detail window.

Use this window to enter or amend the adjustment details.

Fields

Packaging Code

In Add mode, enter the packaging code for the adjustment.

Alternatively, use the prompt facility to select from the Packaging Code Selection pop-up.

In Amend mode, this field is for information only.

Responsibility

In Add mode, enter the code to define who has responsibility for the adjustment.

Alternatively, use the prompt facility to select from the Packaging Responsibility Selection pop-up.

In Amend mode, this field is for information only.

Quantity

Enter the quantity of packaging to which this adjustment applies, using either a positive or negative value.

Adjustment Reason

Enter the reason for the adjustment.

Alternatively, use the prompt facility to select from the GDAR Packaging Adjustment Reasons pop-up.

Note: *The following four fields are only displayed when the extended features is activated in the Inventory Company Profile"*

Domestic or Foreign

Enter a code for the adjustment.

Alternatively, use the prompt facility to select from the SYDF System Setting - Domestic pop-up.

In Amend mode, this field is for information only.

Packaging Level

Primary, secondary and tertiary packaging levels are identified by a single character packaging level.

Allowable values are 1, 2 and 3 with initial titles defined in the Inventory Descriptions file under type SYLV.

These can be changed as required.

You can use the prompt facility on this field to select from the SYLV System Setting - Packaging Lvl pop-up.

In Amend mode, this field is for information only.

Account

Enter an account.

In Amend mode, this field is for information only.

Branch

Enter a branch.

In Amend mode, this field is for information only.

Press Enter to update the data and return to the Corrections and Adjustments Detail window.

Enquire on Country Details [21/STINK]

Use this to view the details you have set up for the packaging reporting countries.

Packaging Reporting Countries Enquiry Selection Window

To display this window, select the Enquire on Country Details task.

Use this window to select the packaging reporting country whose details you want to display.

Options

Select

Use this to select the country whose packaging reporting details you want to view.

Functions

Position To (F19)

Use this to position the cursor at the country code you want to select.

Select the country code on which you want to enquire to display the Packaging Reporting Country Enquiry Details window.

Packaging Reporting Country Enquiry Details Window

To display this window, select the country you wish to view on the Packaging Reporting Countries Enquiry Selection window.

Use this window to view the details for the packaging reporting country. The fields in this window are the same as those on the Maintain Packaging Reporting Country Details window.

Functions

Responsibilities (F13)

Use this to display the packaging responsibilities for each section of the supply chain.

Packaging Codes (F14)

Use this to display the defined packaging codes.

Average Packaging (F15)

Use this to display the average packaging used per despatch.

Packaging Categories (F16)

Use this to display the defined packaging categories.

Select **Exit (F3)** to leave the enquiry.

Responsibilities Enquiry Pop-up

To display this pop-up, select **Responsibilities (F13)** on the Packaging Reporting Enquiry Details window.

Use this pop-up to view the responsibilities set up for this packaging reporting country.

Select **Exit (F3)** to leave the enquiry.

Packaging Details Enquiry Window

To display this window, select **Packaging Codes (F14)** on the Packaging Reporting Enquiry Details window.

Use this window to view the packaging codes set up for this packaging reporting country.

Select **Exit (F3)** to leave the enquiry.

Average Packaging Details per Despatch Enquiry Window

To display this window, select **Average Packaging (F15)** on the Packaging Reporting Enquiry Details window.

Use this window to view the responsibilities set up for this packaging reporting country.

Select **Exit (F3)** to leave the enquiry.

Packaging Categories Enquiry Pop-up

To display this pop-up, select Packaging Categories (F16) on the Packaging Reporting Enquiry Details window.

Use this pop-up to view the packaging categories set up for this packaging reporting country.

Select **Exit (F3)** to leave the enquiry.

Enquire on Style Details [22/STINK]

Use this to view the packaging details for the style.

Country Style Packaging Details Enquiry Selection Window

To display this window, select the Enquire on Style Details task.

Use this window to select the style and country on which you want to enquire.

Fields

Style

Enter the style reference code of the style on which you want to enquire.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Country

Enter the country code on which you want to enquire.

Alternatively, use the prompt facility to select from the Packaging Reporting Country Selection pop-up.

Press Enter to display the Country Style Packaging Details Enquiry window.

Country Style Packaging Details Enquiry Window

To display this window, specify both the style and the packaging reporting country and then press Enter on the Country Style Packaging Details Enquiry Selection window.

Use this window to view the packaging details for the style displayed. You can view the details for one issue unit or for the defined quantity breaks.

A highlighted message is displayed if the selected style has a linked item. The details from that linked style are then shown

Functions

Quantity Breaks (F16)

Use this to display the packaging quantity breaks.

Select Country (F18)

Use this to display the packaging details for a different packaging reporting country.

Select **Exit (F3)** to leave the enquiry.

Report on Packaging Payments [31/STINK]

Use this report to detail the recommended packaging payments totalled by period, quarter or year. There are also sub-totals for each category and each responsibility.

Packaging Payments Report Selection Window

To display this window, select the Report on Packaging Payments task.

Use this window to specify the country, and period range for which you want to produce this report.

Fields

Reporting Country

Enter the country for the payment report.

Alternatively, use the prompt facility to select from the Packaging Reporting Country Selection pop-up.

From

Enter the first period or quarter in the range for which you want to produce the payment report.

To

Enter the last period or quarter in the range for which you want to produce the payment report.

Select **Submit (F8)** to print the report.

Report on Packaging Adjustments [32/STINK]

Use this report to show all the packaging adjustments made for the specified period or quarter.

Packaging Adjustment Report Selection Window

To display this window, select the Report on Packaging Adjustments task.

Use this window to specify the country and period for which you want to produce the report.

Fields

Reporting Country

Enter the country for which you want to produce the adjustment report.

Alternatively, use the prompt facility to select from the Packaging Reporting Country Selection pop-up.

Period/Quarter

Enter the period or quarter for which you want to produce the adjustment report.

Select **Submit (F8)** to print the report.

Report on Packaging Usage [33/STINK]

Use this report to print the Packaging Extract file. For more information, see the Extract Data from Inventory section. You can produce the Packaging Usage report for a period, quarter or year.

Packaging Report Selection Window

To display this window, select the Report on Packaging Usage task.

Use this window to select the country and periods for which you want to produce this report. The current period is automatically selected.

Fields

Reporting Country

Enter the packaging reporting country.

Alternatively, use the prompt facility to select from the Packaging Reporting Country Selection pop-up.

Current Period (Untitled)

These fields display the current period for your selected reporting country.

Advance Period

Use this checkbox as follows:

Unchecked - To keep the current period open

Checked - To close the current period and open a new period

Select **Submit Job (F8)** to run the report and, where relevant, advance the period.

Delete Historical Data [42/STINK]

Use this to delete historical data from the Packaging Extract file. The Packaging Extract file is produced when you run the Extract Data from Inventory task. For more information, see the Extract Data from Inventory section.

Delete Historical Data Window

To display this window, select the Delete Historical Data task.

Use this window to select the country and the period of the data that you want to delete for that country.

Fields

Country

Enter the packaging reporting country.

Alternatively, use the prompt facility to select from the Packaging Reporting Country Selection pop-up.

Last Period's/Quarter's Data to be Cleared

Enter the last period or quarter for which you want to erase data.

Period End Date

Enter the end date of the last period you want to erase.

Press Enter to delete the historical data.

Create Historical Data [43/STINK]

Use this to create historical data for the specified country and quarter or period.

Create Historical Data Window

To display this window, select the Create Historical Data task.

Use this window to specify the packaging country and period or quarter of the data you want to create.

Fields

Country

Enter the packaging reporting country for which you want to create data.

Alternatively, use the prompt facility to select from the Packaging Reporting Country Selection pop-up.

Last Period's/Quarter's Data to be Created

Enter the last period or quarter for which you want to create data.

Period End Date

Enter the end date of the last period or quarter.

Press Enter to create the data.

Chapter 10 Style Inventory Application Interface

10

Product Activity Data [1/STINAI]

Use this task to process inbound activity data transactions, for example stock movements from a remote site via EDI.

Note: *A remote site would normally be a customer site.*

Receive Product Activity Data Window

To display this window, select the Product Activity Data task.

Use this window to select the level of information you want to produce on your product activity control list report.

Fields

Print Product Activity Control List

Select one of the following to determine the scope of the information that you want to print:

All Activity (1) - To print all EDI activity since you last produced this report

Exceptions Only (2) - To print any transmissions that have failed your validation criteria and produced an exception since the last time you produced this report

Note: *The report produces details to SKU level.*

Select **Submit (F8)** to print the control list.

Product Activity Error Recovery [11/STINAI]

Use this task to recover inbound product activity data errors. Product activity provides information on customers' sales activity and inventory status.

Note: *You can view any information about data errors on the Product Activity Control List report.*

EDI Inbound Product Activity Data Error Recovery Window

To display this window, select the Prod Activity Error Recovery task.

Use this window to select a customer for the data recovery.

Fields

Customer

You must enter the customer whose data you want to recover.

Alternatively, use the prompt facility to select from the Customer Scan

Mailbox ID

You can also enter the mailbox ID. Each translator has a special identification address, called the mailbox ID. You can view these on the exception report. For more information, see the Receive Product Activity Data window.

Include

Select one of the following to decide the level of information you want to display:

Errors Not Updated (1) - To include information about failed product activity data

All Errors (2) - To include information for failed transmissions and those that you have already maintained after they failed validation

Maintain

Select one of the following:

Headers (1) - To display the EDI Received Orders Error Recovery - Header Maintenance window if one header satisfies the selection criteria or to display the EDI Error Inbound PO Header Selection window if more than one header satisfies the selection criteria

Lines (2) - To display the Untitled Line Selection pop-up

PO Numbers (3) - To display the EDI Inbound Product Activity Purchase Order Numbers Maintenance - Error Recovery window

Select a customer and then press Enter to display the Error Inbound Product Activity Selection window.

EDI Error Inbound Product Activity Header Selection Window

To display this window, enter or select a customer and then press Enter on the EDI Inbound Product Activity Data Error window.

Use this window to select the required customer details. If more than one record for your selected customer has failed validation, the window displays a list of them for selection.

Options

Header

Use this to display the EDI Inbound Product Header Maintenance - Error Recovery window

Line

Use this to display the Untitled Line Selection pop-up.

PO Number

Use this to display the EDI Inbound Product Activity Purchase Order Numbers Maintenance - Error Recovery window.

Functions

Toggle Name (F13)

Use this to toggle between displaying customer names and customer reference codes.

Press Enter. The window that is displayed depends on what you enter on this window.

EDI Inbound Product Activity Error Recovery Header Maintenance Window

To display this window, select Header against a line on the EDI Inbound Product Activity Header Selection window.

Alternatively, select Headers in the Maintain field and then press Enter on the EDI Inbound Product Activity Data Error window.

Use this window to view and maintain details before you re-submit them for batch validation. The window displays details for your selected customer together with any location details.

Fields

Location

You can enter location details for the customer.

Functions

Line Sel (F14)

Use this to display the Untitled Line Selection pop-up.

PO Numbers Sel (F15)

Use this to display the EDI Inbound Product Activity Purchase Order Numbers Maintenance - Error Recovery window.

Select **Exit (F3)** to leave the task.

Untitled Line Selection Pop-up

To display this pop-up, select Line against a line on the EDI Error Inbound Product Activity Header Selection window.

Alternatively, select Lines in the Maintain field and then press Enter on the EDI Inbound Product Activity Data Error window.

Alternatively, select Line Selection (F14) on the EDI Inbound Product Activity Header Maintenance - Error Recover window.

Use this pop-up to select the line number you want to maintain.

Fields

Enter Line Number

Enter the line number you want to maintain. Leave this field blank to display all lines that need maintenance for your selected customer.

Press Enter to display the EDI Inbound Product Activity Line Selection - Error Recovery window.

EDI Inbound Product Activity Line Selection - Error Recovery Window

To display this window, leave the Enter Line Number field blank and then press Enter on the Untitled Line Selection pop-up.

Use this window to view and maintain all lines for a record.

Options

Select Line Details

Use this to display the EDI Inbound Product Activity Line Detail Maintenance - Error Recovery window.

Select SDQ Details

Use this to display the EDI Inbound Product Activity SDQ Details Maintenance - Error Recovery window

Note: *An asterisk indicates that you have already updated details for a line.*

Select an option to display the next window.

EDI Inbound Product Activity Line Detail Maintenance - Error Recovery Window

To display this window, select Select Line Details against a line on the EDI Inbound Product Activity Line Selection - Error Recovery window.

Use this window to maintain order line details for your selected customer before re-submission to the validation process.

Functions

SDQ Details (F16)

Use this to display the EDI Inbound Product Activity SDQ Details Maintenance - Error Recovery window.

Select **Update (F8)** to update the data.

EDI Inbound Product Activity SDQ Details Maintenance - Error Recovery Window

To display this window, select Select SDQ Details against a line on the EDI Inbound Product Activity Line Selection - Error Recovery window.

Alternatively, select **SDQ Details (F16)** on the EDI Inbound Product Activity Line Detail Maintenance - Error Recovery window.

Use this window to view SDQ details for your selected record.

Options

Select

Use this to select the line you want to amend.

Delete

Use this to delete a line.

Functions

Add (F10)

Use this to add a new line to the product activity data recovery.

Select **Update (F8)** to return to the EDI Inbound Product Activity Line Detail Maintenance - Error Recovery window.

EDI Inbound Product Activity Purchase Order Numbers Maintenance - Error Recovery Window

To display this window, select PO Number on the EDI Error Inbound Product Activity Header Selection window.

Alternatively, select PO Numbers in the Maintain field and then press Enter on the EDI Inbound Product Activity Data Error window.

Alternatively, select Purchase Order Numbers (F15) on the EDI Inbound Product Activity Header Maintenance - Error Recovery window.

Use this window to enter or maintain a purchase order number for your selected customer.

Fields

Select (1)

Enter **1** against a customer to select the purchase order number.

Customer Location

This field displays the customer location code.

Starting Order Number/Ending Order Number

These fields display the range of purchase order numbers for your selected customer and customer location.

Status

This field displays the status of your selected customer purchase order range.

Functions

Add (F10)

Use this to add customer purchase order numbers to the product activity data recovery.

Select **Exit (F3)** to leave the task.

Chapter 11 Standard Cost Roll Up Maintenance

11

Standard Cost Template [1/STINC]

Use this task to define a standard cost template. This task is activated by the flag setting in the Inventory company profile [2/STCO].

Standard Cost Build Template Selection Window

To display this window, select the Standard Cost Template task.

Use this window to enter the selection criteria for the template.

Fields

Product Group Major

Enter the major product group for the template.

Alternatively, use the prompt facility to select from the PGMJ Product Group - Major pop-up.

Division

Enter the division for the template.

Alternatively, use the prompt facility to select from the DIVN Inventory Product Division pop-up.

Year

Enter the year for the template. The default is the year set in the Inventory company profile.

Create New Template Based on Existing Template

Product Group Major

Enter the major product group of the template on which you want to base the new template.

Alternatively, use the prompt facility to select from the PGMJ Product Group - Major pop-up.

Division

Enter the division of the template on which you want to base the new template.

Alternatively, use the prompt facility to select from the DIVN Inventory Product Division pop-up.

Year

Enter the year of the template on which you want to base the new template.

Press Enter to display the Standard Cost Build Template Detail window.

Standard Cost Build Template Detail Window

To display this window, enter the selection criteria and then press Enter on the Standard Cost Build Template Selection window.

Use this window to enter the details of the template.

Fields

Table

Product Group Major

This field displays the selected major product group.

Division

This field displays the selected division.

Year

This field displays the selected year.

Level

This field displays the level.

Code

This field displays the code.

Description

This field displays the text description.

P/V

One of the following is displayed:

P - Percentage

V - Value

Code Value

This field displays the code value.

G/L Account

This field displays the General Ledger account number.

Field at the Bottom of the Window

Level

Enter the level. You must start with level 0.

Total Record

Use this checkbox as follows:

Unchecked - If it is not a total record

Checked - If it is a total record

Description Code

Enter the description code.

Alternatively, use the prompt facility to select from the CSTT Costing Description Code pop-up.

P/V

One of the following is displayed:

P - Percentage

V - Value

Note: *The P/V field is populated when a line is selected for amendment.*

Value

Enter the value.

Note: *If no value is entered for non-total lines, the default from the Inventory Descriptions file is used.*

GL Account

Enter the General Ledger account number.

Alternatively, use the prompt facility to select from the Select Account pop-up.

This field is mandatory for non-total lines.

Note: *If extension codes are used, a prompt is displayed to enter the extension.*

Options

Select (1)

Use this to select the line for amendment. The details are displayed in the fields at the bottom of the window.

Delete (4)

Use this to select a line for deletion.

Select **Update (F8)** to save the information. The template is validated to check that the last line is a level total; if it is not, an error message is displayed. If the template finishes with a total record, it is written to the Standard Cost Template file.

Standard Cost Build [2/STINC]

Use this task to do one of the following:

- Set up the standard cost build and standard costs for styles already in existence when the standard cost roll-up indicator is first switched on
- Set up the standard cost build files in advance following the creation of a template for the next year

When Standard Cost Rollup is activated, amendment of the standard cost displays the Style Standard Cost Build window on which elements of the cost build can be amended.

This also displays the Cost Adjustment Reference window. The entered detail is written to all cost adjustment inventory movements generated to reflect any change in inventory value.

Note: *When standard cost rollup is activated, this does not present the matrix, as the same standard cost applies to all SKUs. However, cost adjustments are made for all cost elements and for all SKUs with existing inventory.*

Note: *This only applies when you are amending the standard cost field and does not apply to either average or latest costs.*

Style Standard Cost Build Selection Window

To display this window, select the Standard Cost Build task.

Use this window to select the template for amendment by style and year.

Fields

Style

Enter the style.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Year

Enter the year.

Press Enter to display the Style Standard Cost Build Detail window.

Style Standard Cost Build Detail Window

To display this window, enter or select a style and enter a year and then press Enter on the Style Standard Cost Build Selection window.

Use this window to amend the details of the selected template.

Fields

Style

This field displays the selected style.

Year

This field displays the selected year.

Level (Untitled)

This field displays the level.

Description

This field displays the text description.

P/V

One of the following is displayed:

P - Percentage

V - Value

Code Value

This field displays the code value.

Line Value

This field displays the line value.

G/L Account

This field displays the General Ledger account code.

Field at the Bottom of the Window

Note: *The following fields are populated when a line is selected.*

Level

This field displays the level.

Total Record

One of the following is displayed in the checkbox:

Unchecked - If it is not a total record

Checked - If it is a total record

Description Code

This field displays the description.

P/V

One of the following is displayed:

P - Percentage

V - Value

Value

Enter the new value.

GL Account

This field displays the General Ledger account.

Options

Select

Use this to select a line for amendment. The details are displayed in the fields at the bottom of the window.

Select **Update (F8)** to save the information and return to the Style Standard Cost Build Selection window.

Style Stockroom Cost Mass Update [3/STINC]

Use this task to produce a report of the effect of a mass update of the standard cost make-up for all styles in a specific product group major, division and stockroom or to carry out the update and produce the report.

The following reports can be produced in either summary or detail:

- Style Stockroom Mass Update report
- Style Stockroom Mass Update Exception report
    - If at any sub total the value is negative, the cost build for that style will not be performed and is reported on the exception report
    - When a template value is changed, a record of the original and new values are saved; if the original is different from that on the cost build record being amended, it is included on the exception report.

Style Stockroom Standard Cost Mass Update Selection Window

To display this window, select the Style Stockroom Standard Cost Mass Update task.

Use this window to enter the selection criteria for the update.

Fields

Product Group Major

Enter the major product group.

Alternatively, use the prompt facility to select from the PGMJ Product Group - Major pop-up.

Division

Enter the division.

Alternatively, use the prompt facility to select from the DIVN Inventory Product Division pop-up.

Stockroom

Enter the stockroom.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Year

Enter the year. The default is the year set in the Inventory company profile.

Update Option

Select one of the following:

Report Only, no Update (1) - To create the reports but not to update the details

Report and Update (2) - To create the reports and to update the details

Report and Update using existing Cost Build (3) - For the existing template for the product group and division to be displayed but no changes to be made

The costs are re-calculated using the existing templates for the style/stockroom combination, year and existing weighted supplier's price.

Report Selection

Select one of the following:

Summary Report (1) - For the report to display the original and new standard cost for each style within the stockroom

Detail Report (2) - For the report to display the before and after values for all cost elements that make up the standard cost for all styles in the stockroom

In this case, values that have been changed in the update are highlighted on the report.

Press Enter to display the template on the Style Stockroom Standard Cost Mass Update Detail window. If no template exists, an error message is displayed.

Style Stockroom Standard Cost Mass Update Detail Window

To display this window, enter the selection criteria and then press Enter on the Style Stockroom Standard Cost Mass Update Selection window.

Use this window to make amendments to the template.

Fields

Table

Product Group Major

This field displays the selected major product group.

Division

This field displays the selected division.

Stockroom

This field displays the selected stockroom.

Year

This field displays the selected year.

Level

This field displays the level.

Code

This field displays the code.

Description

This field displays the text description.

P/V

One of the following is displayed:

P - Percentage

V - Value

Code Value

This field displays the code value.

G/L Account

This field displays the General Ledger account code.

Field at the Bottom of the Window

Note: *The following fields are populated when a line has been selected.*

Level

This field displays the level.

Total Record

One of the following is displayed in the checkbox:

Unchecked - If it is not a total record

Checked - If it is a total record

Description

This field displays the text description.

P/V

One of the following is displayed:

P - Percentage

V - Value

Value

Enter the new value.

GL Account

This field displays the General Ledger account.

Options

Select

Use this to select a line for amendment. The details are displayed in the fields at the bottom of the window.

Select **Update (F8)** to submit the batch job for processing.

Appendix A Glossary

A

Allocated (Stock)

The quantity of a part allocated to customer or works orders. It is usually expressed as a balance at part/stockroom level

Alternative (Part)

A part you can use as an alternative for another part during sales order processing

Available (Stock)

This is the quantity of a part available for issue. It is usually expressed as a balance at part/stockroom level.

Average Cost

This is the average cost of a part in a stockroom. Each time you receive an item into Inventory, the software re-calculates the average cost.

Average Usage

This is the average usage, per week or period, of a part in a stockroom. You can define the weeks or periods you want to include in this calculation using the usage profile.

Back Order

This is the quantity of a part you need to satisfy customer orders that you cannot issue from stock. It is usually expressed as a balance at part/stockroom level.

Balance

You can use this to either signify a database record holding summary information, such as a stockroom balance, or a single summary quantity field on such a record, such as allocated stock.

Batch Control

This is a level of stock control that is more detailed than part/stockroom. See also lot control.

Batch/Lot Traceability

If you have selected to control stock at batch or lot level, you can trace the movement of stock at this detailed more level.

Carton

You can create an item code to describe a collection of piece items, of various colours/sizes/fittings. You can then move the stock (that is, purchased, stocked, issued) as a carton or as individual pieces.

Cost

A value associated with a part in a stockroom, or a movement. It is usually a value related to a single part (a unit cost), but it can refer to a quantity of parts (a movement cost or value).

Costing Method

This refers to the method you have chosen to establish a cost for movements or stock balances. You can select from latest, average, standard and FIFO.

Descriptions File

This is a file maintained within Inventory Management to define a number of parameter codes and their descriptions.

Economic Order Quantity

This is the optimum quantity of a part you want to order on a single occasion. Its calculation is based on the usage of the part, the cost of order placement and the cost of carrying the part in stock.

Expected (Stock)

This is the quantity of a part that you expect to be available for issuing on a given date. It is usually expressed as a quantity for a part/stockroom.

FIFO

This is an acronym for First In First Out - one of the costing methods available in Inventory Management. If you choose this costing method, each stock receipt is valued at actual cost, and issues are valued using these receipt batch costs on a First In First Out basis.

Frozen (Stock)

This is the quantity of a part not available for issue (and not allocated). It is usually expressed as a balance quantity at part/stockroom level.

In Transit

This is the quantity of a part currently in transit between two stockrooms. It is usually expressed as a balance quantity at the target part/stockroom.

Latest Cost

This is a costing method. In this case Inventory will cost the balance of a part held in the stockroom using the last cost at which a part was received into a stockroom. This cost is maintained at part/stockroom level.

Lead Time

This is the standard amount of time, in weeks, from the placing of an order, to the receipt of that part in the stockroom.

Lot Control

This refers to a level of stock control lower than part/stockroom. You can also call this batch control.

Maximum Stock

This is the preferred maximum quantity of a part in a stockroom. You can set this value manually, or you can choose for the software to automatically calculate it.

Movement Type

You can classify movements by the type of transaction, for example, miscellaneous receipts, customer order issues and so on.

On Order

This is the quantity of a part for which outstanding purchase or work orders exist. It is usually expressed as a balance quantity at part/stockroom level.

Order Placement Cost

This is the cost in base currency of placing and processing a purchase order. It is used in the calculation of economic order quantity.

Part

The single term used to describe an element of stock identified by a unique number

Part/Stockroom

This is the main level at which costs and balances are held. The part/stockroom record also defines stock management rules for a part in a stockroom.

Product Class/ Product Group/ Product Type

These are the main analysis categories that you can use to group products together. You can use these categories to select and sequence on many reports.

Physical (Stock)

This is the total quantity of a part in a stockroom. It is usually expressed as a balance quantity at part/stockroom level.

Reorder Point

This is the quantity of a part in a stockroom which, when reached, should trigger a reorder action. You can set this manually or choose for the software to calculate it.

Reorder Policy

You can select the policy you want to use to control how the software reorders parts. You can choose from ROP/MAX, ROP/ROQ, or Up to ROP.

Reorder Quantity

The quantity of a part recommended for reorder when the reorder point is reached for the part in a stockroom

Reorder Quantity Factor %

The number of lead times worth of average usage to be reordered, expressed as a percentage

Serial Number Control

This is a form of batch or lot control, but exercised at a single, unique element level. It is not used in Style.

SKU

The Stock Keeping Unit (SKU) represents the lowest level of definition for a style, or product. A product can have between one and four dimensions. For example, the SKU for a four-dimensional product is the concatenation of the assigned style code together with colour codes, fitting codes and size codes. Together, these dimensions constitute the SKU and differentiate it from other products.

Standard Cost

This is the unit cost of a part in a stockroom, specified as a standard by the user for a defined period. Standard costing is one of the costing methods.

Stock Carrying Rate %

This is the percentage cost of carrying a stock part for a year. This rate is used in Economic Order Quantity calculations.

Stock History

A summarised view of stock movements per week or period

Stock Management

This is a movement of a quantity of a part into or out of a stockroom. More particularly, it refers to the recording of such a movement within Inventory, and the transaction record created as a result.

Stockroom

A discrete area of a company where you can record and control stock separately from other company stocks

Stockroom Balance

See Balance and Part/Stockroom.

Tolerance

You can define the upper and lower variances (by quantity percentage and value), that you will accept for discrepancies recorded when you perform a stock count in the stockroom.

You can define value variances by valuing the quantity variance according to the unit cost of the associated item:

(Counted Quantity - Computer Quantity) x Cost

Cost = costing method applied to the item

Discrepancies for FIFO costed items are valued at latest cost.

Unit of Measure

The unit in which a quantity or unit cost is expressed

Usage

The quantity of a part issued from a stockroom in a given period

Usage Profile

A user-defined profile which specifies the pattern of periods to be included in the calculation of average usage