



Infor System21 Inventory Management

Product Guide

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About this guide

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

Intended audience

The guide is intended for any users of the IN Inventory Management 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.

Introduction

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 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 product is built. The application may 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 may be created, with the ability to maintain different stock investment policies in each. This is achieved without data redundancy as the same definition is used throughout.

Relationships to Other Applications

The Inventory Management application is a fully standardised application and as such operates under the control of 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, it can be operated in a very simple fashion as a stand-alone system, including facilities to record sales and purchase activity as well as providing Inventory recording and control.

When the Bonded Warehousing application is installed it enforces a number of constraints upon the Inventory Management function; constraints that ensure the legal and fiscal requirements of a bonded [warehouse](#) are upheld. Refer to the Bonded Warehousing product guide for a full description of these constraints.

Application Configuration

As with all applications, Inventory Management can be operated for a number of companies, the characteristics of each being 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](#) may be added after the initial implementation of the application.

Certain policies may 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 may be excluded from valuation, e.g. for consignment stocks.
- 2 Certain transactions may 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 may be created and target minimum and maximum weeks of stock defined.

Note: *When the Bonded Warehousing application is installed a [stockroom](#) can be defined as a Bonded Warehouse. This condition automatically excludes a number of transactions for use in the [stockroom](#).*

In order to calculate [average usage](#), two factors must be defined:

- 1 The time interval in weeks or months
- 2 The periods to be taken into account in the calculation of average usage

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

Application Set Up Data

The maintenance functions of the 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, these are:

- The standard 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
- Product Master Details
- Alternative Products
- [Stockroom](#) or [Balance](#) Details
- Calendar

Standard Codes and Descriptions

A Descriptions or Parameters file is used 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 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 Inventory Management Application [Descriptions file](#) is the one used by standard applications. The standard parameters held on this file, therefore, include those required by all Logistics and Customer Services applications. Purchase Management also has its own parameter codes.

Item Data

Inventory Management is designed to have a flexible data structure, but without incurring data redundancy. In order to achieve this there is an Item Master record which identifies the item to the application and indeed to all applications. On this is held the static descriptive and classification data. If more data is required in Inventory or any other application then a record of that information is set up and maintained in the originating application.

The following are examples of the additional data:

Inventory Management

- [Stockroom balance](#) records
- Lot or batch records
- [Catchweight](#) details

- Extended internal and external text
- Language descriptions
- Alternatives
- Alias details
- Search family codes
- Sales Order Processing
- Pricing group details
- [Costing](#) details
- Default size distribution
- Transaction control details

Purchase Order Management

- Item/Supplier profiles

Production Applications

- Production profile

Forecasting

- Item/Forecast profile

DRP

- Item/DRP profile

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

The primary Item Master detail includes:

- Description
- Six various analysis codes
- Multiple units of measure
- [Catchweight](#)
- [Tax codes](#)
- [Costing method](#), [costs](#) and default General Ledger codes
- Supersession details
- Search families

Units of Measure

Items can be defined as:

- Standard, i.e. non-multiple unit format/non-[catchweight](#) item
- [Catchweight](#) item
- Multiple unit format item

Standard is where units are used in a consistent way although different units can be used for purchasing, stocking and issuing. These can also vary by [stockroom](#).

[Catchweight](#) is where two units of measure are used simultaneously and both need to be recorded. A simple example would be fish or meat where you record both the number of pieces and the weight.

Multiple unit format allows transaction quantities to be recorded in a combination of a products units of measure rather than as a decimal fraction.

Note: *This only applies in certain exception transactions e.g. Proof of Delivery, Record [Stock Count](#) etc.*

Stockroom Balance

For any item one or more [stockrooms](#) may 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](#) may be used to define divisions, [depots](#), [warehouses](#), stores, 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](#) selection allows the user to select more than one [warehouse](#) where the product may be stored, etc.

Location Control

A [stockroom](#) may be designated as a Location Control [stockroom](#). Location Control details are required for all items that will have stock [balances](#) held in this [stockroom](#). A default location may be defined for each item, which is then the suggested location for receipts and unplanned issues. Items may be defined as using single or multiple locations.

Each location may be up to 12 characters long and may be created in ranges. Each location can be defined with a status of being either in use or suspended.

Batch Control/Lot Traceability

The ability to track items at batch or lot number is available. An additional level of control is available for items that are lot, batch, or serial controlled. This is known as Lot Header Control, where Lot-specific information is maintained for each Lot individually. Examples of information that can vary by Lot include Availability Dates, Grade, and Potency (active ingredient strength/concentration) among others.

Warehousing

If [warehouse](#) control is required, the Warehousing application should be installed.

Alternative Items

For any item, one or more alternatives may 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 an item is not currently available.

Kit Lists

A kit of items may be set up for use within Sales Order Processing. This is a single level kit with a single parent and any number of components.

Where kits are sold, updates to Sales Analysis need to be considered.

Note: *You can pass details of the whole kit, parent only or components.*

Containers

Container profiles are used to identify the numbers of containers associated with each unit of a base product. The container profile for a base product consists of a list of container item codes, each of which has an associated conversion factor that determines how many of those containers are required per issue unit of the base product. Products may optionally have a different container profile for each customer to whom they are shipped.

A version number is included for both the item container profile and the customer item container profile. An older version number cannot be selected once a new version has been created.

Calendar Control

The Inventory Management application must concern itself with dates, week endings and period endings, in order to perform reconciliation, [usage](#) calculations and the analysis of information. Both week end dates and period end dates can be maintained for all operational years. These should be set up before processing begins.

Transaction Control and Item Supersession

Transaction control and item supersession are two separate functions that can be used together, independently or not at all. Transaction control enables the user to allow or prohibit selected items from using a transaction. Item supersession enables the user to specify when an item should be superseded by another.

When used, they enable a limited form of 'product life-cycle' control, i.e. transaction control can prevent a new item from being ordered before all the relevant details have been set up and both can be used to handle item obsolescence or temporary withdrawal/substitution.

Global Item Maintenance

This provides the ability to define an item in an inventory company (deemed the owning company of that item) and replicate that item's definition into other inventory companies. The attributes of an item can be specified as either globally or locally maintained.

Globally maintained attributes should only be maintained within the owning company of an item. Although globally maintained attributes are also available for maintenance within non-owning companies for an item, their values are automatically re-set to those values specified in the owning company should their values be changed.

Two types of organisational model are supported for the replication of item definitions.

- 1 Centralised type organisations that typically have a unified coding system where the responsibility for the definition of an item and control over which other companies within the organisation receive its definition are both handled centrally.
- 2 Decentralised organisations in which item definitions are passed between companies on a publication and subscription basis.

Each company that receives notification of a published item definition has control over the decision whether to subscribe to that items definition or not and whether they wish to review their local definition upon importing the published definition.

Application Processing

There are four main processing functions 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 (a move from one [stockroom](#) to another on a single transaction)

Each movement updates the appropriate [balance](#) field on the product [stockroom balance](#). If the product is defined as being batch-controlled, lot-controlled or serial-controlled, the additional control number must be entered. A sub-set of the [balances](#) is maintained for the lower level record.

[Costs](#) may be entered with the movement and depending upon the [movement type](#) and the [costing method](#) the database will be updated appropriately.

There are five ways of valuing stock movements. These are:

[Average Cost](#) - The average cost of stock in the [stockroom](#) is recalculated 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.

[LIFO Cost](#) - This is the acronym for Last In First Out. Refer to the Inventory Valuation section for further details.

[Latest Cost](#) - This is when the latest cost of a receipt is used to value issue movements.

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 may be held on the system as long as necessary but not 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.

Processing within a Location-controlled Stockroom

If a [stockroom](#) is location-controlled, Location Control data is required for all Inventory transactions, with the exception of the Record Purchase Order Receipt and Adjust [Allocated Stock](#) transactions.

For all other transactions, the following principles apply:

- There is no need to capture location [balances](#) for items that are defined to single locations; in this case, the [balance](#) is updated automatically with the transaction [balance](#) of the movement.
- If items are defined to more than one location, then the location [balances](#) are captured after specifying the item and transaction quantity (and optionally the lot reference). The total of the location [balances](#) must match the transaction quantity before completing the movement.
- In both cases, location [balance](#) records are recorded for each movement that is processed, and the location [balances](#) are updated immediately after the Inventory [balance](#) is updated.

When stock of a non-[lot controlled](#) item is moved between locations the [rotation date](#)/time associated with the stock moved is carried forward to the target location of the movement.

Processing With User Stockroom Authorisation

When this function is activated the user must be authorised to the entered stockrooms/range of stockrooms to perform the following inventory tasks:

- Record Purchase Order
- Purchase Order Receipt
- Miscellaneous Receipt
- Customer Order Issue
- Miscellaneous Issue (Physical)
- Miscellaneous Issue (Available)
- Miscellaneous Issue (Frozen)
- Item Transformation
- Stock Adjustment (Physical)
- Stock Adjustment (Allocated)
- Stock Adjustment (Frozen)
- Stock Transfers – Record Transfer Out (From Stockroom Only)
- Stock Transfers – Confirm Shipment Receipt (To Stockroom Only)
- Stock Transfers – Single Step Transfer (Available)

- Stock Transfers – Single Step Transfer (Frozen)
- Cycle Counting – Reconcile Count (With Update)

Processing With Extended User Stockroom Authorisation

When this function is activated the user must also be authorised to the entered stockrooms/range of stockrooms to perform the following additional inventory tasks:

- Inventory Company Stockroom Profile Maintenance
- Stockroom Details Maintenance
- Location Map Maintenance
- FIFO Costs Maintenance
- Transaction Control Dates Maintenance
- Lot Header Maintenance
- Stock Status Recalculation
- Costing Analysis Maintenance
- Costing Analysis Setup – Derive Opening Balances
- Costing Analysis Setup – Maintenance
- Costing Analysis Setup - Update
- Stockroom Fiscal Close (Trial)
- Stockroom Fiscal Close (Update)
- LIFO Revaluation (Trial)
- LIFO Revaluation (Update)
- LIFO Analysis Setup – Derive Opening Balances
- Cycle Counting – Count Profile Maintenance
- Cycle Counting – Regenerate ABC Classifications
- Cycle Counting – Create Count by ABC Classification
- Cycle Counting – Create Count by Manual Range
- Cycle Counting – Create Count by Location Range
- Cycle Counting – Maintain Count
- Cycle Counting – Enter Count Details
- Cycle Counting – Complete Count Lists
- Cycle Counting – Print Count Sheets
- Cycle Counting – Reprint Count Sheets
- Cycle Counting – Count Reconciliation (Without Update)
- Cycle Counting – Purge Counts
- Cycle Counting – Count Details and Action List Purge
- Rebuild Stockroom/Lot Balances from Locations
- Location Rotation Date Balance Maintenance

- Location Control Data Take-On
- Reconcile Allocated Quantity
- Reconcile On-Order Quantity

Note: If you activate this function you must also activate the User Stockroom Authorisation function.

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
This is done manually by item ranges, or automatically on a time-based cycle.
- Review and maintain count recommendations
- Request for printing of [Stock Count](#) sheets
- Entry 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 item(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 take count sheets are then produced to the required detail, i.e. all levels of inventory records are exploded for the selected items. These may be used as input documents to the following processes.

The total quantity of [physical stock](#) of each product counted is entered from the stock take sheets. This data is validated and a report produced.

Until the stock take is deemed 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 on 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](#) are 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 last year)

Note: Care is taken to ensure that the average is only calculated from the start of the products life even though the profile indicated 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](#) may 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 on the stock weeks matrix:

Nine categories are used:

	Value	Usage
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 on the stock weeks code matrix which is updated as part of the company profile maintenance procedure.

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) * Average Usage

([Lead time](#) and minimum stockholding are expressed in weeks.)

Maximum Stock = (Lead Time + Maximum Stockholding) * Average Usage

([Lead time](#) and [maximum stockholding](#) are expressed in weeks.)

Re-order point and [maximum stock](#) are held on the product [stockroom balance](#) record.

Note: 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 = square root of [(2 x AU Y x OPC) / ((IC x SCR) / 100)]

where:-

Code	
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 re-ordering 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.

Re-order 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 and a default is held in 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 is set to zero, this rule will ensure that goods are 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 - Stock Reserved

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 amending 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.

Lot, Grade and Potency

The application enables the recording and maintenance of a range of lots, batches or serial-controlled lots and their associated grade, [potency](#), status and availability dates and times. This information is detailed on a lot header which applies to a whole lot irrespective of the lot's location.

- The grade, [potency](#) and stock status can be maintained and any modified information is held on file so that history enquiries and audits are possible.
- The location of the lot can be traced and issues, receipts and stock movements details displayed.

Enquiries

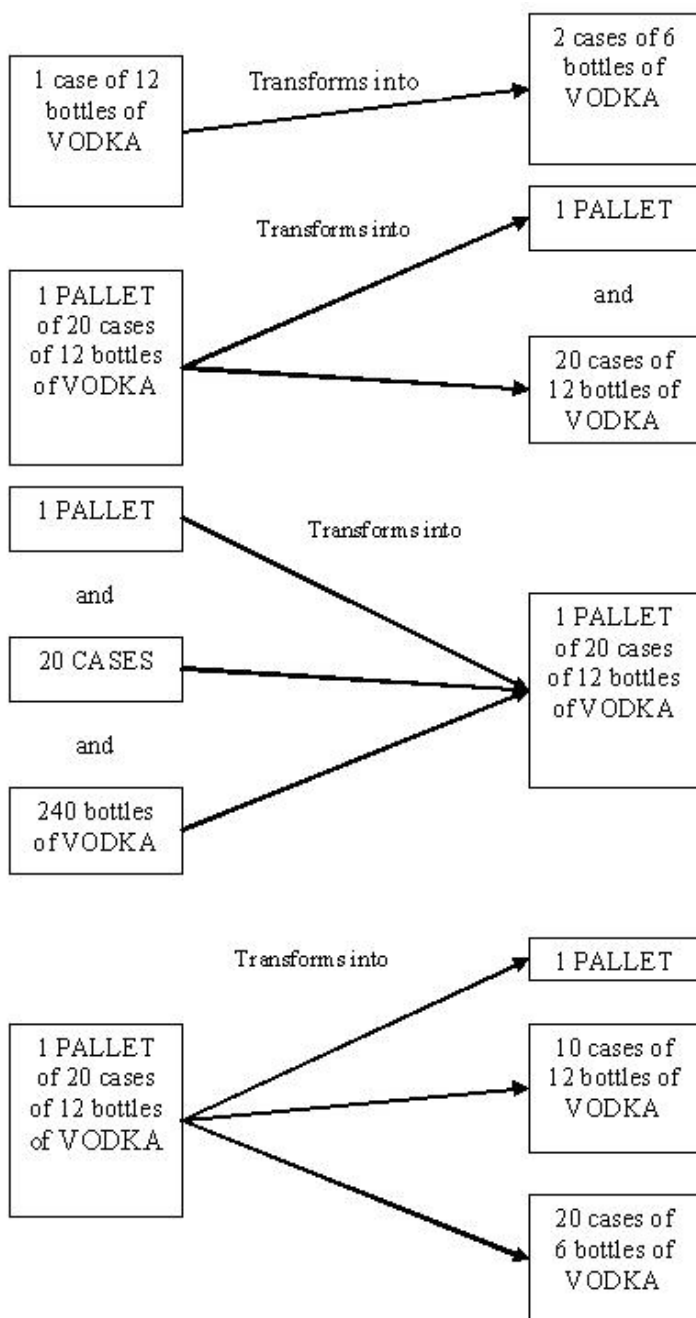
The enquiries in the Inventory Management application allow a multi-layer view of a product. These layers are:

- 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 locations in which they are held
- 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.

Item Transformation

This provides the ability to transform a given quantity of stocked inventory items into one or more other stocked inventory items. The following types of transformation are supported:



All of the following standard inventory features are considered:

- Lot, batch and serial control (including their extended features, where appropriate)
- [Catchweight](#)
- Location Control

- Warehousing
- Negative Stock Control

Transformation operates within a single [stockroom](#) or [warehouse](#); however any container items involved in a transformation are always taken from or received into the appropriate inbound and outbound container [stockroom](#).

Supported transformations:

- One-to-one
- One-to-many (equivalent to unpacking)
- Many-to-one (equivalent to packing)
- Quantity conversions between different units of measure are possible if you establish these relationships in the Secondary [UoMs](#) maintenance task.
- [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 items, Item A and Item B, implies a one-to-one relationship between boxes of the two items; i.e. 1BX of Item A is the equivalent of 1BX of Item B. See below for further details.
- The [costs](#) associated with the transformed From items are not carried forward to the To items; you will be asked to key receipt [costs](#) for these items when the target item uses 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 From item quantities as you enter a transaction. Upon requesting update, entered transactions are processed as normal.
- Once entered, a transformation request cannot be converted to another format, e.g. a one-to-one transformation request cannot be converted to a one-to-many transformation request or vice versa.
- Non-stocked items are excluded from the transformation process.
- Kit parents are excluded from the transformation process.

Unit of Measure Conversions

Where possible, item transformation attempts to perform sanity checks against the transformed From and To item 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 whether to accept the transformation request as entered.

To achieve this, you must 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 Item A into 5 Dozens of Item B. As the standard conversion expects 48 Singles to equate to 4 Dozens, the user is warned of the possible error in his request and asked to verify whether the transaction should be completed as entered or corrected by the user.

Caution: Without the existence of any relationship between the From and To 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 ever performed against the quantities involved in transformation request.

Bar Code - Standard Validation

The barcode entered by the user is validated using the standard Modulus 10 check digit validation as documented in the Global Standards (GS1) Bar Code Implementation guide which can be viewed using the following link.

[Global Standards \(GS1\) Bar Code Implementation guide](#)

The formula, detailed below, can be found in section 3.A.1, Appendix 1 (page 93).

Bar codes can be tested using the following online calculator:

[Bar codes calculator](#)

The basic calculation is as follows:

Note: *The algorithm is identical for all fixed length numeric GS1 data structures that require a check digit.*

How to Calculate a Check Digit

ID Key Format	Digit Positions																				
GTIN-8								N_1	N_2	N_3	N_4	N_5	N_6	N_7	N_8						
GTIN-12								N_1	N_2	N_3	N_4	N_5	N_6	N_7	N_8	N_9	N_{10}	N_{11}	N_{12}		
GTIN-13								N_1	N_2	N_3	N_4	N_5	N_6	N_7	N_8	N_9	N_{10}	N_{11}	N_{12}	N_{13}	
GTIN-14								N_1	N_2	N_3	N_4	N_5	N_6	N_7	N_8	N_9	N_{10}	N_{11}	N_{12}	N_{13}	N_{14}
Step 1: Multiply value of each position by:																					
Step 2: Add results together to create sum																					
Step 3: Subtract sum from the next highest multiple of ten = Check digit																					

The following table gives an example is an example to illustrate how a check digit is calculated:

Positions	N_1	N_2	N_3	N_4	N_5	N_6	N_7	N_8	N_9	N_{10}	N_{11}	N_{12}	N_{13}
Number <i>without</i> check digit	6	2	9	1	0	4	1	5	0	0	2	1	-
Step 1: Multiply	x	x	x	x	x	x	x	x	x	x	x	x	-
by	1	3	1	3	1	3	1	3	1	3	1	3	-
Step 2: Add results	=	=	=	=	=	=	=	=	=	=	=	=	-
to create sum	6	6	9	3	0	12	1	15	0	0	2	3	= 57
Step 3: Subtract sum from next highest multiple of ten = 60- 57 = 3 (check digit)													
Number <i>with</i> check digit	6	2	9	1	0	4	1	5	0	0	2	1	3

Returnable Containers

Containers are defined as inventory items.

- Containers can be monitored or tracked against customers or the carriers used for their transportation.
- Containers may contain mixed products.
- Charges may be added to supply and demand orders for the containers associated with the ordered items.

Products are associated with the containers required for their shipment.

- Multiple levels of container can be associated with a product.

- The number of each container required to ship a single issue unit of the base product is identified.

Inventory [balances](#) are maintained for empty container items.

- Empty container items may be returned to an organisation's suppliers for re-use.
- Empty container items may be returned by an organisation's customers and booked into inventory.
- Empty container items can be defined as inputs on a manufacturing route.

Details of the container items required to ship product (i.e. quantities and values) are associated with a sales order throughout the fulfilment cycle.

- The container items associated with the ordered products are added to the order during Order Capture.
- The container items associated with products ordered by the customer are visible throughout all stages of the order fulfilment cycle.
- The deposit values of any containers associated with the products on an order are included in credit checks performed throughout its life cycle.
- Details of the number and types of container associated with the products on an order are printed on any documentation produced for that order (i.e. order acknowledgements, pick notes, consignment despatch notes, delivery notes, invoices etc.).
- Labels may be printed for the containers associated with the products [on order](#).
- Details of the number and types of container items associated with the products on an order are visible within Transport Planning to assist the operator in load planning.
- Adjustments made to the quantities of shipped product at both confirmation of despatch and proof of delivery are reflected in the numbers of container items used for each despatch and ultimately charged for on the generated invoice.

Container Tracking

Containers may be tracked against the customer(s) to whom they are shipped or the carriers used for their transportation. From the container tracking information held on the system it is possible to:

- View/report on the details of when and how many container items have been shipped to or returned by the customer
- Highlight situations where a customer holds an exceptional [balance](#) of a container item so that steps may be taken to recover some of these containers

The Business Process

Container items (which may have a significant value to an organisation) are used/returned and re-used when shipping products throughout a supply chain. The fewer the number of container items held by an organisation the better, in terms of the [cost](#) of these items to an organisation.

Therefore, because of their nature, it is very important that the organisation has an accurate view as to where their containers currently reside in the supply chain.

The business process for processing and tracking containers throughout the supply chain differs depending on the type of business involved, i.e. manufacturer or wholesaler.

Manufacturers

Orders are raised to purchase empty containers for use in manufacturing processes. These purchase orders are authorised and sent to the supplier.

Suppliers ship the ordered empty container items and, upon the recording of their receipt into stores, inventory [balances](#) are updated with the received empty container quantities. Purchase invoices received from the supplier for the empty containers are matched against receipts in Purchase Management and payment is made via the Accounts Payable system.

Manufacturing orders and schedules, e.g. for the bottling of vodka, are raised to cover the requirements for finished products. These orders and production schedules consume empty containers. The containers used in each process are defined as the inputs on a bill of materials. Each container may be formally issued or automatically consumed by the system (as a result of performing a production booking).

For example, to make a case of twelve 1.75 litre bottles of vodka requires twelve 1.75 litre bottles and a case.

As items are issued to a works order or production schedule, or as bookings are made against a works order or production schedule, the inventory [balances](#) of the empty container items used in the process are reduced in the appropriate [stockroom](#) and the inventory [balances](#) of the finished products are increased. By their definition, finished products have one or more container items associated with them, e.g. a case of vodka implies the existence of twelve 1.75 litre bottles and a case. When the container items are issued to the works order or production schedule, there is no visibility of the empty container within the inventory system.

Customers place sales orders for finished products, e.g. customers order a number of cases of vodka. The system automatically determines the container quantities expected to be used to ship finished products.

Charges can be generated on an order to cover any deposit charge related to the use of a particular container.

Stock is allocated to each sales order and a pick note generated. Each pick note contains a summary of the number of outer containers required for shipment. This container summary is used as a quick manual guide by the picker to ensure the correct number of containers has been picked for a particular sales order. Labels may be produced for outer containers at this time.

Picked items may require further packing requirements, e.g. be loaded onto other packs and/or pallets which form a consignment to be despatched to the customer.

Goods are then despatched to the customer.

Once goods have been delivered, and if an organisation supports it, proof of delivery is used to record any amendments made to a delivery. The appropriate invoice is generated, including any relevant charges required for the container items used in the shipping process.

Whenever a delivery is confirmed, the system keeps a track of the number of container items sent to each customer on each delivery. This gives an organisation visibility of those customers holding [balances](#) of their container items.

Once finished products have been consumed, customers return empty container items to their supplier and receive a credit that matches the deposit they were originally charged for the container when it was delivered. The recording of the return of empty containers is done as part of the Proof of Delivery function (when recording a subsequent delivery to a customer) or within Customer Returns.

As empty container returns are recorded, the system updates the container tracking information held against each customer and books the empty containers back into inventory. These containers may then be re-used in subsequent production processes.

Wholesalers

Orders are raised to purchase finished products from a supplier. These purchase orders are authorised and sent to the supplier.

Suppliers ship the ordered products and, when recording their receipt, the system automatically calculates the number of container items received from the supplier, based on the definition of the product, and generates additional transactions on the purchase order for each container receipt. Purchase invoices, received from the supplier, cover the charges made for both the finished products received and deposits for any containers received. These supplier invoices are matched against receipts in Purchase Management and payment is made to the supplier via the Accounts Payable system.

Note: Inventory [balances](#) for container items are not increased when recording the receipt of finished products. Purchase transactions are generated for the container items to enable correct matching of purchase receipts against the supplier's invoice (which may contain deposit charges for containers associated with each finished product).

As within a manufacturing environment, wholesalers receive orders from their customers for finished products. The container processing and tracking requirements for these orders are identical to those described above.

Empty containers are then returned to the appropriate supplier. The recording of these returns is done within the Purchase Order Receipt process.

Credits are received from the supplier for the containers returned and these are matched against the appropriate return transactions within Purchase Invoice Matching.

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 Item 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.

Caution: None of the standard reports apply the quantity formatting rules.

Caution: None of the standard reports show quantities in the default inventory or sales units for the item.

Implementation Considerations

This section describes the recommended procedures to help you achieve a successful implementation of your new application. This is only intended as a guide to the procedures. When you have read this section and decided on the way in which you are going to set up your application, you should refer to the relevant sections which follow for more detailed information.

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 Inventory Management these issues are as follows:

- How do you wish to use Inventory Management and other 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.

Associated Applications

The 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, this 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 applications, your Inventory Management implementation needs to take into account the requirements of those applications. As Inventory Management is a prerequisite for all the Customer Service, Logistics 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 applications it provides:

- The basic database definition of parts, [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

Other applications, therefore, use Inventory Management as shown in the following examples:

- Purchase Management uses the Inventory item definition, holds on-order information as a [stockroom balance](#) quantity and posts movement transactions to Inventory Management for receipts and returns.
- Sales Order Processing uses the Inventory item 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 item definitions, hold on-order and allocation quantities as [stockroom balance](#) files and post movement transactions to Inventory Management for production order issues and receipts.

In a full implementation, 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 (i.e. the Stock Management and Stock Taking facilities, and the Stock Adjustment Transactions).

When planning your implementation it is important that you consider:

- Which other 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-standard/vertical 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 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 requires 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 and Invoicing, Sales Analysis, Telesales, Distribution Requirements Planning and the Production applications.

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

Basic Data Set Up

Having decided on how you will use 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
- [Stockroom](#) details
- Alternatives
- Calendars

The maintenance of these elements is covered in detail in the Application Set Up Data section. 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:

- 1 You can use the Copy Company utility, which is the function which can be used to set up new companies within 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.
- 2 You may choose to convert some of the volume elements, such as item 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?

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 Inventory Management application holds a file of parameter codes and descriptions which is used by itself and other 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 utility 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.

Items

There are a number of issues to resolve prior to setting up your basic item definitions:

- Prior to setting up items, [stockrooms](#) must be set up.
- How are the items to be coded? It is generally recommended that the item number should merely be a unique code to identify the item and not a meaningful or structured code.

- How will you use the major analysis codes which can be associated with an item: 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 the item for General Ledger updates?
- What level of control do you wish to exercise over individual items? Do you require lot/[batch control](#), or is part/[stockroom](#) the lowest level you require?

Stockroom Details

You must set up a [stockroom](#) details definition for each item you wish to hold in a [stockroom](#). The issues to be decided here are:

- What units do you wish the stock [balances](#) and unit [costs](#) to be expressed in?
- What are the rules regarding the preferred stock level of this item 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 Sales Order Processing and Invoicing application, but are set up and maintained in 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 the Calendars maintenance task. 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 need to 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 Miscellaneous Receipt task to set the initial shelf stock,

- [Allocated Stock](#) - use the Allocated Stock Adjustment task to set any existing allocated stock level,
- [Frozen Stock](#) - use the Frozen Stock Adjustment 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 can 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.

Inventory Maintenance Introduction

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

Note: Use file maintenance, particularly the Inventory [Descriptions file](#) maintenance, with extreme care, since errors have far reaching effects. Introduce a proper procedure of authorisation and post maintenance checking.

Note: Use file maintenance, particularly the Inventory [Descriptions file](#) maintenance, with extreme care, since errors have far reaching effects. Introduce a proper procedure of authorisation and post maintenance checking.

You can use the master file enquiries to view the information you have specified in the maintenance tasks, and these are not separately described.

Associated Applications

Inventory Management is a pre-requisite for all Customer Service, Logistic and Production applications. In a full implementation Inventory Management provides both basic data definition and transaction control for these applications.

Implementation Considerations

Before you start to use Inventory, you need to consider the following questions:

- Which other applications do you plan to install?
- How many companies do you need to set up within Inventory?
- How do you want Inventory to fulfil the information requirements for these applications?
- Will you use Inventory, or the other applications, to control the various stock movement transactions?
- Do you plan to interface non-standard or vertical applications with Inventory?

Basic Data Set Up

Once you have decided how you want to use Inventory, you need to set up:

- Company profiles for each company you want to use within Inventory
- [Stockrooms](#) and stock weeks matrices
- Locations and location maps for location-controlled [stockrooms](#)
- [Usage profiles](#)
- Descriptions
- Items
- [Stockroom](#) details
- Calendars
- Alternative items (if applicable)
- Item supersession
- Kit lists (a group of items normally sold as individual finished goods, but on occasions sold together as a unit)
- Transaction control

Descriptions Maintenance [1/INM, 6/INUM, 1/INV, 3/SAM]

Inventory Management, as well as many other Customer Services and Logistics applications, uses the Inventory [Descriptions file](#) to determine parameter values for the application.

Parameter files serve a number of purposes; for example, at data entry time it can save entry of long repetitive data.

Once set up and checked, parameter files help to make sure that data input is both accurate and valid.

An example of the use of the Inventory [Descriptions file](#) is for the [usage](#) cycle. When you set up an Inventory company profile, you must set up a [usage](#) cycle code; this field determines whether the [stock history](#) records should be summarised at a weekly or monthly level.

Use this task to enter and use parameters; codes that relate to a single function are grouped together. The identifier for a group of codes is called the major type. The members of any group are the descriptions codes.

See the Appendices section for detail about many of the standard Descriptions File entries and values.

Descriptions File Maintenance Selection Window

To display this window, select the **Maintain Descriptions** task.

Use this window to add or maintain definitions of major types.

Fields

Major Type

Enter a major type to add or maintain.

Description Code

You can optionally enter a description code to add or maintain.

Position to

Enter a full or partial descriptions entry to position to that point in the list.

Leaving all fields blank and pressing enter will reposition the list at the top.

Functions

Description Code Details (F15)

If you have entered only a major type, use this to maintain description code details for that type. The [Descriptions File](#) Maintenance Detail window is displayed.

If you have entered a major type and description code, use this to maintain description code details for that description code. The [Descriptions File Maintenance Code Details](#) window is displayed.

Note: Use **Page Up** and **Page Down** to display subsequent windows when appropriate.

To display details about a specific major type, enter the major type and then press Enter.

Note: Please refer to the *Inventory Description* chapter of this *Product Guide* for more details of the *Description File Major Type Codes*

Descriptions File Maintenance Window

To display this window, enter a major type and press Enter on the [Descriptions File Maintenance Selection](#) window.

Fields

Major Type

This field displays your selected major type.

Description

You can enter or amend the description of the major type.

Description Limit

Enter up to seven numeric characters. This field is for information purposes only within Inventory Management.

P/V

Select one of the following:

Not applicable - If the rate does not apply

P - Where the rate is a percentage basis

V - Where the rate is a value basis

Note: You can define major types to act as search family characteristic codes, which are used in search family codes/certificates of conformance. If you want to use a major type in this way, enter V in the P/V field.

The description codes set up for each major type are the permitted values defined to the characteristic.

For example, you could have a major type (characteristic code) of COLR and descriptions (characteristic values) of Red, Pink and Blue.

Functions

Description Code Details (F15)

Use this to display the [Descriptions File Maintenance Detail](#) window.

Language Descriptions (F23)

Use this to enter or amend a language code and its description. You can add these defined language codes to a customer's profile, in Sales Order Processing, to print any text entered in the specified language in the Maintain Text window on external documentation for that customer.

Note: *You do not need to select language codes to print text in the native language.*

Press Enter to update the major type details.

Descriptions File Maintenance Detail Window

To display this window enter a major type and select **Description Code Details (F15)** on the [Descriptions File](#) Maintenance Selection window. Alternatively, select **Description Code Details (F15)** on the [Descriptions File](#) Maintenance window.

Use this window to enter the details for the selected major type.

Fields

Description Code

Enter a minor description code to add it to the list.

Position to

Enter a full or partial descriptions entry to position to that point in the list.

Leaving this field blank and pressing enter will reposition the list at the top.

Options

Select

Use this to view the selected minor type code. This displays the Inventory Descriptions File Maintenance Selected Details window for your selected minor type code.

Language Descriptions

Use this to view the Multi-lingual Descriptions Maintenance pop-up for your selected minor type code.

Press Enter to update the minor type.

Descriptions File Maintenance Code Details Window

To display this window, enter a valid major type and description code and then select **Description Code Details (F15)** on the [Descriptions File](#) Maintenance Selection window.

Use this window to enter or amend details for the selected description code. Any existing details are displayed.

Note: The window is the same as the [Descriptions File Maintenance Selected Details](#) window, except that it does not display the list of codes for the major type.

Fields

Description

Enter up to 30 alphanumeric characters to describe the code.

Note: The value entered in the Description Limit field is the recommended length for the description.

Parameter Limit

Enter up to two numeric characters to specify the length of the description associated with this description code, up to a maximum value of 30.

Rate

Enter a rate using up to five numeric characters, including two decimals. Use the rate for certain description types, such as extra charges, to define a rate associated with the major type. You define the nature of the rate by the percentage/value flag specified for this major type.

P/V

Select one of the following:

Not applicable - If the rate does not apply

P - Where the rate is percentage based

V - Where the rate is value based

Note: If you are defining a minor type for use in something such as a Certificate of Conformance code, enter **V** in this field.

Tax Code

Enter the [Tax code](#), using one character. You can use this to define [Tax codes](#) associated with extra charges.

Select **Previous** to return to the [Descriptions File Maintenance Selection](#) window.

Descriptions File Maintenance Selected Details Window

To display this window, select a minor type code on the Inventory [Descriptions File Maintenance Detail](#) window.

Use this window to enter or amend details for the selected minor type. Any existing details are displayed.

Note: The window is the same as the [Descriptions File Maintenance Detail](#) window, except that it also displays the Description, Parameter Limit, Rate, P/V and [Tax code](#) fields that relate to your selected minor type code.

Fields

Description

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

Note: The value entered in the Description Limit field is the recommended length for the description.

Parameter Limit

Enter up to two numeric characters to specify the length of the description associated with this minor type up to a maximum value of 30.

Rate

Enter a rate using up to five numeric characters, including two decimals. Use the rate for certain description types, such as extra charges, to define a rate associated with the major type. You define the nature of the rate by the percentage/value flag specified for this major type.

P/V

Select one of the following:

Not applicable - If the rate does not apply

P - Where the rate is percentage based

V - Where the rate is value based

Note: If you are defining a minor type for use in something such as a Certificate of Conformance code, enter **V** in this field.

Tax Code

Enter the [Tax code](#), using one character. You can use this to define [Tax codes](#) associated with extra charges.

Functions

Delete (F11)

Use this to delete the description code. No confirmation is required.

Language Descriptions (F23)

Use this to display the Multi-lingual Descriptions Maintenance pop-up.

Note: You do not need to select language codes to print text in the native language.

Press Enter to update the minor type details and re-display the Inventory [Descriptions File](#) Maintenance Detail window.

Items [2/INM, 1/MDM, 1/SAM, 10/INM]

Use this to create or amend the primary Item Master information. This information is primarily concerned with classifying and describing an item. The characteristics of these items are defined by the analysis codes. The use of these codes varies depending upon the needs of the company. You should note the following points:

- You use minor product group as the main level of aggregation for the entry and maintenance of forecast data in MPS, MRP, DRP and FC.
- You can request reports and [stock counts](#) in Inventory Management by part type, product class, major product group or minor product group.

Create/Maintain Inventory Item Selection Window

To display this window, select the **Items** task.

Use this window to specify the item code you want to create or amend.

Fields

Item

Enter the code of an existing item or enter a new code (using up to 15 alphanumeric characters) to add an item to the file.

You can use the prompt facility to select from the Item Master Scan pop-up.

A warning window is displayed when an item, subject to Global Item Maintenance, that has a "published" definition owned by another company, is selected for maintenance in any company other than its owning company. This lists the global attributes of the item (i.e. those that are the responsibility of the owning company to maintain) and informs you that any changes made to such an attribute's value will be automatically discarded and its value re-set to the corresponding value held on the item's definition in the owning company.

Furthermore, upon completion of the maintenance of the item, a window is displayed if a discrepancy exists between a global attribute's values in the current company and those held in the owning company for that item.

Note: These same windows are displayed when Item Maintenance is accessed from Linked Item Maintenance.

Press Enter to display the Maintain Inventory Item window.

Item Master Scan Pop-up

To display this pop-up, use the prompt facility on the Item field on the Create/Maintain Inventory Item Selection window.

This pop-up is used throughout Inventory Management to assist in identifying an item. You can also use the same item search function in all applications that use an item number.

Fields

Search Type

Select one of the following:

Item Reference (1)

Inventory Description (2)

If you are using Purchase Management, you can use the following search type:

Purchasing Description (3)

If you are using Advanced Order Entry you can use following search types:

Alias (4) - Alternative Reference

Search Characteristics (5)

Base item (9)

Prompt (?)

Select this and then press Enter to display another pop-up you can use to search on up to six words that appear in the item description. The default search type is defined in the Default Item Search Option field in the Inventory company profile.

Search Criteria

The content here depends on the Search Type field.

Item Reference

This displays all the items, in item number sequence, beginning with the search criterion entered. This can either be an item or the beginning characters of an item.

Inventory Description

Make a selection based on the Inventory search words, which currently exist for the item. These are generated at item maintenance time based on the first 20 words from the item description and the first three lines of the external text for the item. When either the item description or external text is modified you have the opportunity to rebuild the item search index. You can add words to the search index manually.

Purchasing Description

Make a selection based on the description. This can be either a whole word or the initial letters of a word appearing in the description.

Alternative Reference

Make a selection based on the alternative item reference. This alternative item description may be used by a manufacturer or wholesaler and is maintained by selecting Alias (F17) on the Maintain Inventory Item window. The search criterion can be either a whole word or the initial letters of a word present in the alternative item reference. This search displays a list of all items, with the external reference and item reference that match the criterion.

Search Characteristics

Make a selection based on a single or a range of characteristics specified against a search family code. The search criterion is a search family code. You maintain this code within Advanced Order Entry.

Base Item

This displays all the base items in number sequence beginning with the entry made. You can only use this if you are using Production and Configurator.

Prompt

If you select this in the Search Type field, an extra pop-up is displayed.

You can position the display to a nominated point in the list. However, if only one reference meets the search criterion, the application returns to the maintenance window and inserts the item reference code automatically.

Select the item you want to use.

Maintain Inventory Item Descriptive Data Window

To display this window, select an item and then press Enter on the Create/Maintain Inventory Item window

Use this window to view and maintain data relating to the item. The current data for the item is displayed.

Note: If you make an error and existing data is inadvertently overwritten, select **Previous (F12)** before selecting **Update (F8)**, so as not to save this data.

Fields

Description

Enter up to 36 alphanumeric characters, to describe the item. You use the description to identify the item on enquiries and reports, and to build the alpha search words for the item.

Effectivity Start

For a new item, enter or select the date from which the item can be sold, or added to the software. This field is useful if you want to find out how long the item has been used by the company.

Last Changed

This is a system-maintained field holding the date on which you last changed the item details.

Deletion Requested By

This field displays the user who has selected the item for deletion in instances where the item is on the Deleted Items file.

Tax Code

Enter a [Tax code](#)

Alternatively, use the prompt facility to select from the [Tax Code](#) Selection pop-up.

The rate field is used to hold the appropriate Tax percentage. If you are using Sales Order Processing and Purchase Management or both, this information is used to calculate the tax payable on this item. If General Ledger is attached, confirmation of the [Tax code](#) is via the General Ledger [Tax code](#) definitions.

Note: If you are using US Sales Tax, this field is not displayed and the Tax Charge Type field is displayed in its place.

Duty Percentage

This is retrieved from the Inventory [Descriptions file](#), if you enter an EEC tariff.

Tax Charge Type

If you use US Sales Tax, select one of the following to determine how sales tax is applied to your selected item:

Sales Tax Exempt (0) - Not to apply sales tax

Sales Tax Applicable (1) - To apply sales tax

Sales Tax Override (2) - To apply sales tax, depending upon the specified override rate

Note: These are defined in the Inventory [Descriptions file](#) under major type PSTC.

Container Item

Use this checkbox as follows:

Unchecked (default) - If the item is not a container item and the container information tabs are not displayed

Checked - If the item is a container item and the container information tabs are displayed (see below)

Caution: Do not set up a container item as non-stocked, lot-controlled, batch-controlled or serial-controlled, a catchweight item or average/latest/FIFO costed. The functionality associated with those attributes is not supported for container items.

Packaging Reporting Item

This will only be displayed if packaging reporting is switched on in the Inventory company profile.

Select one of the following:

No (0) - To exclude the item from the packaging reporting

Yes (1) - To include the item in packaging reporting

Select **Yes** to enable **Item Packing (F13)** for entry of the item's packaging parameters. This function is described fully in the Packaging Requirements chapter of this product guide.

User-defined Values

These are the three user-defined item specification fields. Their use in the Inventory Management company is defined in the Specification N Description fields on the Maintain Company Profile Initial Selection window. The fields are eleven numeric characters with four decimal places.

ANA Inner Code

Enter up to 14 alphanumeric characters to specify the ANA inner code for this item. This is the barcode that represents the lowest (consumer) unit of the item. If the Inventory Management company profile is set to validate this barcode, the code entered is validated.

Bar Code

Enter up to 14 alphanumeric characters to specify the barcode for this item. If the Inventory Management company profile is set to validate this barcode, the code entered is validated. If the barcode has been used on another item, a warning is displayed, detailing the item and description.

Note: If validation is on and you enter an ANA inner code or barcode with a length other than 8, 12, 13 or 14, an error message will be displayed.

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, duty % is retrieved from the Inventory [Descriptions file](#) entry for the tariff code. Ten characters are available for definition of the EEC tariff code.

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).

Reference

Enter up to 15 alphanumeric characters to specify the reference number of the document confirming the EEC tariff classification.

Date

Enter or select the date for the tariff classification agreement, in the format DD/MM/YY.

Chapter Number

Enter a chapter number if required

Alternatively, use the prompt facility to select from the inventory description CHAP Chapter Number pop-up.

Note: This field is shown when the General Ledger Country-Specific Parameter 70 “Indian Function” is set.

Functions

Update (F8)

Use this to update the item details with any changes made.

Valuation Group (F10)

Use this to define the group valuation criteria using the Group Valuation Criteria pop-up. This information is used for Inventory valuation or LIFO re-valuation purposes.

Item Packing (F13)

Use this to display the Country Item Packing Details Selection window for your selected item.

Note: This is only available if you have specified that this item is part of packaging reporting. For further information, see the Packaging Requirements chapter of this product guide.

Supersession (F14)

Use this to display the Item Supersession Maintenance window in order to maintain supersession details relating to the item.

Restart (F15)

Use this to re-start if you make an error and existing data is inadvertently overwritten. Use this before selecting **Update (F8)**, so as not to save this data.

Transaction Control (F16)

Use this to display the Transaction Control Effectivity Maintenance window in order to maintain transaction control effectivity dates relating to the item.

Alias (F17)

Use this to create and maintain alternative item references used for item search, using the Item Alias Maintenance window. You can maintain any number of alternative references for an item. These may be customer specific item numbers or the original equipment manufacturer’s code. Dealer Aliases can also be maintained using this function.

Item Search (F18)

Use this to create and maintain item search details, using the Item Search Characteristics window.

Pricing Groups (F19)

Use this to maintain pricing groups, using the Item Pricing Groups pop-up.

Lot Details (F20)

Use this to create or amend information on [lot controlled](#) items, using the Lot Header Parameters Maintenance pop-up.

Enter Text (F21)

Use this to display the Maintain Text pop-up. Select a [Usage](#) Code and a Language Code for multi-lingual text entry. Press Enter to display the Item Text pop-up. Enter text in the selected language to be displayed or printed on external documentation, for example despatch notes, according to the [usage](#) code selected.

Note: You specify your customer's default language in the Maintain Customers task in Sales Order Processing. You can enter a different language to override this default language when the **Additional Overrides (F16)** function is available.

Note: You do not need to select language codes to print text in the native language.

Purchase Text (F22)

Use this to display the Item Text pop-up.

Note: This is only available if Purchasing is switched on in the Inventory Company Profile.

Language Descriptions (F23)

Use this to display the Multi-lingual Descriptions Maintenance pop-up, where you can enter or amend a language code and its description. You can add these defined language codes to a customer's profile in Sales Order Processing so that any text entered in the specified language in the Maintain Text pop-up will be printed on external documentation for that customer.

Note: You do not need to select language codes to print text in the native language.

Press Enter to display the Maintain Inventory Item Units of Measure window.

Alternatively, select **Update (F8)** to save any changes made to the current item definition and return to the Create/Maintain Inventory Item Selection window.

Maintain Inventory Item Units of Measure Window

To display this window, press Enter from the Create/Maintain Inventory Item - Descriptive Data window

Use this window to view and maintain data relating to [unit of measure](#). The current data for the item is displayed.

Note: If you make an error and existing data is inadvertently overwritten, select **Previous (F12)** before selecting **Update (F8)**, so as not to save this data.

Fields

Purchase Unit

Enter a unit

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

The purchase unit defined here provides the default purchase ordering unit at the [item stockroom](#) level.

Stock -> Purchase Conversion

Enter up to nine numeric characters, including five decimals, to specify the relationship between the stock and purchase units. If stock and purchase units are the same, this should be **1**. If, for example, stock units are Each and purchase units are Tens, this conversion factor should be 10.

Note: This must be an integer value if Multiple Unit Entry is set to **Purchase, Stock & Issue Units (2)**.

Stock Unit

If you only enter the stock unit, Inventory automatically enters the same [unit of measure](#) for issue and purchase units and enters **1** for the conversion factors.

You can use the prompt facility to select from the UNIT Unit Description pop-up.

Issue -> Stock Conversion

Enter up to nine numeric characters, including five decimals, to specify the relationship between the issue and stock units. If issue and stock units are the same, this conversion factor should be **1**. If, for example, the issue unit is Each and the stock unit is Tens, this conversion factor should be 10.

Note: This must be an integer value if Multiple Unit Entry is set to **Stock & Issue Units (1)** or **Purchase, Stock & Issue Units (2)**.

Note: If the issue unit and the purchase unit are the same, the following condition must apply: the product of the Stock to Purchase and the Issue to Stock factors must be exactly equal to 1.

Issue Unit

The issue unit displayed here provides the default issue unit at [item stockroom](#) level, and is the default ordering unit for this item in Purchase Management. For example, if you raise a purchase order in crates, boxes and bottles for a single item, and the issue unit is bottles, all orders are expressed in the application in bottles only.

Note: Once you have defined the issue [unit of measure](#) for an item, you cannot change it.

Note: The units of measure you specify in the above fields are the only valid units of measure to be used when ordering, moving, stocking and selling this Inventory item.

Purchase Pack

Enter up to six alphanumeric characters to define the purchase pack for this item.

Catchweight Item Type

Select the [Catchweight Type](#) for the item, which is 1, 2 or 3, or leave the field blank, if the item is not subject to Catchweight. The three types are as follows:

Type 1 – (Catchweight) transactions always prompt for the actual secondary unit value, and the secondary unit is used to calculate the purchase, sales and inventory cost values.

Type 2 – (Guaranteed Nett Weight) as type 1, except that sales invoice values are always calculated using the nominal secondary value.

Type 3 – (Standard weight) the nominal secondary value is always used. Costs are in the issuing Unit of Measure and value is by the Primary unit.

Note: Production items can only be defined as [Catchweight](#) items 1 or 2.

Note: This is only displayed when [Catchweight](#) is switched on at Inventory Company Profile level.

Secondary UOM

If you are using [Catchweight](#), this and the Secondary Value field are displayed instead of the Weight per Selling Unit field. This defaults to the [unit of measure](#) selected in Company Profile Maintenance.

You can use the prompt facility to select from the UNIT Unit Description pop-up.

You can then use the secondary [UOM](#) for advanced pricing and discounting of sales orders of the item and the secondary values are passed to Sales Analysis.

If the item is a [Catchweight](#) item, the [stockroom costs](#) are also expressed in this [unit of measure](#).

Note: Both the Secondary Value and Secondary [UOM](#) fields must either be empty or have entries, otherwise an error message is displayed

Secondary Value

If [Catchweight](#) is being used, this and the Secondary [UOM](#) field are displayed instead of the Weight per Selling Unit field. The secondary value is the conversion between the item's issue unit and the item's secondary unit. If the item's issue unit is BOX and each box is 5Kg, the secondary value and the [unit of measure](#) would equal 5.0 and KG respectively.

Note: You can use [Catchweight](#) both with standard Production items and with Production items that are attached to a [Warehouse](#).

Tolerance Percentage

When you capture an item's secondary value during a relevant transaction, you can enter a percentage in this field to set the default plus or minus degree of deviation from the expected nominal value. If you exceed this percentage [tolerance](#) a warning message is displayed. For example, if you enter **5** in this field, any transaction that exceeds the expected nominal value by plus or minus 5% will cause the warning message to display.

Tolerance Value

When you capture an item's secondary value during a transaction, you can enter an absolute value in this field to set the default plus or minus degree of deviation from the expected nominal. If you exceed this fixed value [tolerance](#) a warning message is displayed. For example, if you enter **5** in this field, any transaction that exceeds the expected nominal value by plus or minus 5kg (if the [UOM](#) is kilos) will cause the warning message to display.

Note: You can enter a number in either the [Tolerance](#) Percentage field or in the [Tolerance](#) Value field; you cannot enter a number in both.

Note: If both the [Tolerance](#) Percentage and [Tolerance](#) Value fields are empty, there is no [tolerance](#) and a warning is displayed for anything other than the default.

Weight per Selling Unit

Enter up to eleven numeric characters, including four decimals, to specify the weight of a single selling unit. If you use Transport Planning, the weight assigned to each item must be in the same [unit of measure](#), for example, kilograms. If this company is using [Catchweight](#), the Secondary Value and Secondary [UOM](#) fields replace this field.

Note: This field is displayed only if the [Catchweight](#) application is not used.

Multiple Unit Entry

This determines the way that item quantities may be entered.

Enter one of the following:

0 - Decimal format

1 - Stock and issue units

2 - Purchase, stock and issue units

Alternatively, use the prompt facility to select from the MUEF Multiple Entry Unit Flag pop-up.

In some exception type transactions, such as Proof of Delivery, Sundry Invoicing, etc., some of these possible values may not be sensible for the item, depending on the definition of the units of measure. If, for example, the purchase, stock, and issue units are identical, values **1** and **2** are not allowed.

Note: This field is only displayed when the Quantity Formatting Details Display flag is switched on at Inventory Company Profile level.

Note: All items are automatically set to decimal format if Quantity Formatting Details Display is suppressed for the current company.

Unitary Item

This field displays the number of decimal places allowed for quantity fields.

Note: This field is only displayed when the Quantity Formatting Details Display flag is switched on at Inventory Company Profile level.

Sales Unit Indicator

Use this field to specify whether the item can be sold in issue units.

Enter one of the following:

0 - If the item cannot be sold in issue units

1 - If the item can be sold in issue units

Alternatively, use the prompt facility to select from the SUNI Sales Unit Indicator pop-up.

Note: This field is only displayed when the Quantity Formatting Details Display flag is switched on at Inventory Company Profile level.

For example, if you wish to hold inventory levels, [costs](#) and prices in bottles but restrict the taking of sales orders to cases, this field should be set to **0**.

Note: All items are automatically set to allow their sale in issue units if Quantity Formatting Details Display is suppressed for the current company.

Default Inventory Unit

This unit is the default unit used when using Inventory application options.

Note: This field is only displayed when the Quantity Formatting Details Display flag is switched on at Inventory Company Profile level. When it is not displayed, the value defaults to the issue unit specified for the item.

Default Sales Unit

This unit is the default unit used when using Sales Order Processing application options.

Note: This field is only displayed when the Quantity Formatting Details Display flag is switched on at Inventory Company Profile level. When it is not displayed, the value defaults to the issue unit specified for the item.

Equivalent Unit/Factor

This is a mechanism for linking the stock unit of an item to another unit, not the issue unit. It can be used in industry sectors that have the concept of a standard unit for converting stock quantities of this item to a standard unit quantity. For example, within the Beverage industry a standard case is made up of twelve 75cl bottles (9 litres of liquid), therefore any item packaging configuration can be expressed in terms of its number of standard (equivalent) cases.

Note: This is a similar concept to secondary [unit of measure](#), although no additional [balances](#) are held on the system in equivalent units.

Optimum Unit/Factor

This can be used to express the optimum quantity to be sold, for example a full pallet. It can then be used within Advanced Pricing to give volume discounts.

Note: Both Equivalent Unit and Optimum Unit are used in certain forms of Pricing/Discounts.

Press Enter to display the Maintain Inventory Item Analysis Codes window.

Alternatively, select **Update (F8)** to save any changes made to the current item definition and return to the Create/Maintain Inventory Item Selection window.

Maintain Inventory Item Analysis Codes Window

To display this window, press Enter from the Create/Maintain Inventory Item Units of Measure window

Use this window to view and maintain data relating to analysis codes. The current data for the item is displayed.

Note: If you make an error and existing data is inadvertently overwritten, select **Previous (F12)** before selecting **Update (F8)**, so as not to save this data.

Fields

Item

Item Type

Enter an [item type](#)

Alternatively, use the prompt facility to select from the PTYP [Item Type](#) pop-up.

Item Class

Enter an [item class](#)

Alternatively, use the prompt facility to select from the PCLS [Item Class](#) pop-up.

Item Group Major

Enter a major [item group](#)

Alternatively, use the prompt facility to select from the PGMJ [Item Group](#) - Major pop-up.

Item Group Minor

Enter a minor [item group](#)

Alternatively, use the prompt facility to select from the PGMN [Item Group](#) - Minor pop-up.

Note: Use the above codes to select items to be included in [stock counts](#).

Note: Use the above codes to classify similar items for reporting purposes and select items for the valuation of stock movements.

Note: Use the minor [item group](#) as a level of aggregation for the entry and maintenance of forecast data in MPS, MRP and DRP. Within Production, they are used to group items into product families. These product families may subsequently be used as a selection parameter on a selective MRP run.

Caution: You should use the Item Group Minor code with the full knowledge of the implications to linked applications: Sales Analysis, Production and Forecasting.

Caution: You will not be able to alter the Item Group Minor code for an item if its Item Supersession In Use flag is set.

Division

Enter a division

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

Sub-Division

Enter a sub-division

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

Note: Use the above codes to define which division of the company has responsibility for this item.

Note: If you use the Advanced Financial Integrator to maintain stock and sales values in the General Ledger, you should consider the definition of items. Appropriate coding makes the mapping to the Chart of Accounts easier.

Inventory Source

You can group together items that you want to update onto a price list.

Enter an Inventory source code using a one-character code to indicate the pricing group to which this item belongs

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

Use Price List Updates to convert to a different currency, or when a percentage change in the price occurs. For more information see the Create New Price List Window section in the Order Entry product guide.

If you use Configurator, you need to define a specific and unique value for each of the following categories:

- Model items
- Base items
- Pre-configured items
- Order configured items
- Generic components

In this case, we recommend that you use the M, B, P, O and G codes respectively. However, if any of these codes are already used in major type INSC, you must use different codes.

Sales Analysis Flag

Enter one of the following to define Sales Analysis tasks for kit items. These are set up under major type SAUI.

Note: If you are creating a new item, the value in this field defaults to that specified in the Inventory company profile.

0 - If you do not want to update Sales Analysis for this item

1 - If this is a non-kit item and should update Sales Analysis normally or if this is the parent of a kit for which only the parent details should update Sales Analysis

2 - If this is the parent of a kit for which only component details should update Sales Analysis

Note: The Sales Analysis update for a kit is controlled by the flag on the parent. The flag on the kit component merely specifies the Sales Analysis update on which you sell the component as an item in its own right. (For more information refer to the Kit Lists section.)

Press Enter to display the Maintain Inventory Item Price and [Costing](#) Information window.

Alternatively, select **Update (F8)** to save any changes made to the current item definition and return to the Create/Maintain Inventory Item Selection window.

Maintain Inventory Item Price and Costing Information Window

To display this window, press Enter from the Create/Maintain Inventory Item Analysis Code window

Use this window to view and maintain data relating to price and [cost](#). The current data for the item is displayed.

Note: If you make an error and existing data is inadvertently overwritten, select **Previous (F12)** before selecting **Update (F8)**, so as not to save this data.

When Accounts Receivable is operating as a multi-currency module the standard cost of an item can be entered in any valid currency and will be converted to base currency using the specified exchange rate.

NOTE: The Inventory Description Entry (Parameter Type: IN; Parameter Search Key: RVSC) will control whether the Standard Cost is to be revalued using the current currency exchange rate whenever an item is updated but the prime value of the cost is not changed.

Fields

Costing

Costing Method

This indicates the method used to [cost](#) the item when it is received into Inventory. Although the [costing method](#) for the item remains the same in all [stockrooms](#), each [stockroom](#) holds its own unique [cost](#) record, which may therefore vary.

Note: Production does not use these default codes, but those associated with a specific [stockroom](#).

Select one of the following [costing methods](#) for this item:

Standard (S) - To enter the [standard cost](#) in the [Standard Cost](#) field on the second [Stockroom](#) Details Maintenance window

Latest (L) - To enter the [cost](#) of receipt in Miscellaneous Receipts and use the [latest cost](#)

Average (A) - To enter the [cost](#) of receipt in Miscellaneous Receipts and use the [average cost](#)

[FIFO](#) (F) - To enter the [cost](#) of receipt in Miscellaneous Receipts and use [FIFO costing](#)

Note: You only need to enter this field if you do not want the item [costing method](#) to be the same as the default [costing method](#) set up on the company profile.

Note: You can enter information for any, or all, of the three following fields depending on the information that you want to hold for [costing](#) non-stock items.

You use these [costs](#) as references for non-stock items.

Standard Cost (Prime)

You use these [costs](#) as references for non-stock items.

When Accounts Receivable is operating as a multi-currency module you will qualify the currency in which you enter the standard cost.

NOTE: This field is displayed when Accounts Receivable is operating as a multi-currency module.

Currency

Enter a valid currency code.

Alternatively, use the prompt facility to select from the Select Currency Popup.

NOTE: For new items this will default to the base currency code.

NOTE: This field is displayed when Accounts Receivable is operating as a multi-currency module.

Currency Rate Code (Untitled)

This field displays the default currency rate code attached to the Inventory Company.

The Currency Rate Code holds the exchange rate for the specified currency code. You establish these within General Ledger.

NOTE: This field is displayed when Accounts Receivable is operating as a multi-currency module.

Currency Rate (Untitled)

This field displays the currency exchange rate, associated with the Currency Rate Code, which is used to convert the entered Standard Cost into base currency.

The second field will display one of the following:

Multiply (1) – If the Standard Cost is multiplied by the Currency Rate to give the base value

Divide (2) – If the Standard Cost is divided by the Currency Rate to give the base value

NOTE: These fields are displayed when Accounts Receivable is operating as a multi-currency module.

Standard Cost (Base)

You use these [costs](#) as references for non-stock items.

This shows the entered Standard Cost expressed in base currency.

NOTE: The Rate Code on the Inventory Description (Parameter Type: MISC; Search Argument: RVSC) will indicate whether the Standard Cost (Base) is to be recalculated at the current exchange rate when maintaining an item when no change is made to the Standard Cost (Prime) value. This allows for other item attributes to be maintained without affecting the Standard Cost (Base) of the item due to any exchange rate fluctuation since its last revaluation.

Latest Cost

You use these [costs](#) as references for non-stock items.

NOTE: The Latest Cost for an item is always expressed in terms of the base currency.

Average Cost

You use these [costs](#) as references for non-stock items.

NOTE: *The Average Cost for an item is always expressed in terms of the base currency.***Price**

Base List Price

You can enter a value to be used in valuation of forecasts in Distribution Requirements Planning. You can use this price in Sales Analysis for kit components.

Price Regulator Code

Enter a code of up to two alphanumeric characters

Alternatively, use the prompt facility to select from the PRC Price Regulator Codes pop-up.

Price List Seq Code

Enter a code of up to five alphanumeric characters.

Discount Group

You can group together items that have the same discounts on a discount list.

Enter a discount group, using up to three alphanumeric characters

Alternatively, use the prompt facility to select from the PGR Item Discount Group pop-up.

Standard Pricing uses discount groups; these are referred to in discount lists configured in Sales Order Processing.

Note: If Advanced Pricing is in use, this becomes a memo field.

Accounts**Purchases**

Enter an account number of up to 12 characters.

If you are using Purchase Management, this is the account number to which the purchase invoices are posted. This defaults to the account number in the General Ledger Account field on the Maintain Company Profile window

Cost of Sales Account

Enter an account number of up to 12 characters.

If you are using Sales Order Processing, this is the account number to which [cost](#) of sales transaction values are posted. This field defaults to the account number in the [Cost](#) of Sales GL Account field on the Maintain Company Profile window.

Sales Account

Enter an account number of up to 12 characters.

This is the account number to which stock transaction values are posted. This field defaults to the account number in the Sales GL Account field on the Maintain Company Profile window.

Price Variance Account

Enter an account number of up to 12 characters.

If you are using Purchase Management, this is the account number to which accruals are posted. This field defaults to the account number in the Price [Variance](#) GL Account field on the Maintain Company Profile window.

Note: None of the above entries is validated against the existing GL account structure.

Press Enter to display the Maintain Inventory Item Inventory Control window.

Alternatively, select **Update (F8)** to save any changes made to the current item definition and return to the Create/Maintain Inventory Item Selection window.

Functions

Currency Overrides (F22)

Use this to display the Override Currency Conversion Parameters Popup, where you can override currency details.

NOTE: *This is only available when Accounts Receivable is operating as a multi-currency module.*

Override Currency Conversion Parameters Popup

To display this popup, request **Currency Overrides (F22)** on the Maintain Inventory Item Price and Costing Information Window.

You use this window to override currency conversion parameters used to convert Material (Standard) Cost to base currency.

Fields

Rate Code

Enter a valid currency rate code.

Alternatively, use the prompt facility to select from the Select Rate Code Popup.

Rate

If you do not enter the Rate Code, enter the currency exchange rate.

Multiply / Divide

Select one of the following:

Multiply (1) – To multiple the Standard Cost by the Rate to get the base value

Divide (2) – To divide the Standard Cost by the Rate to get the base value

Press **Enter** to save the values and return to the Maintain Inventory Item Price and Costing Information Window.

Maintain Inventory Item Inventory Control Information Window

To display this window, press Enter from the Create/Maintain Inventory Item Pricing and Costing window

Use this window to view and maintain data relating to inventory control. The current data for the item is displayed.

Note: If you make an error and existing data is inadvertently overwritten, select **Previous (F12)** before selecting **Update (F8)**, so as not to save this data.

Fields

Batch/Lot/Serial Control

Set the control flag in Extended Lot Details within Inventory Management's company profile to determine the use of this facility. If it is not enabled for a type, you cannot select the option.

Select one of the following to specify the type of [lot control](#) for this item:

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

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

Serial (S) - To control stock by item serial number

Normal (N) - To control stock by total quantity recorded only

[Lot control](#) methods Lot (L), Batch (B) and Serial (S) require the entry of the appropriate control number when making a stock movement.

There is little functional difference between Lot (L) and Batch (B) control, other than Extended [Lot Control](#) can be activated separately for the two.

Note: Item cannot be serial controlled if the Bonded Warehousing application is installed and Item Variant definitions exist for the item.

Shelf Life Unit

For Items defined as Batch controlled, Lot controlled, or Serial controlled, and where the control type is further managed using Lot Headers, a Shelf Life Unit code is required. The available Shelf Life Units are:

1 – Days

2 – Weeks

3 – Months

4 – Years

5 – Indefinite

6 – Hours

7 – Minutes

Alternatively, use the prompt facility to select from the SHLU Shelf Life Unit pop-up.

Note: Options **6** for Shelf Life in Hours and **7** for Shelf Life in Minutes are available primarily to help manage Items that have batches of product with shelf life availability of less than a day.

Shelf Life

Enter up to three numeric characters. This is the shelf life of the item expressed in the item shelf life units, and is the actual life of the product. Once the Shelf Life is passed, the Lot will be deemed to have expired, with the only expected action being that it should be disposed of.

To establish a batch/lot/serial number to expire the same day as received in Inventory, for the item establish a **Shelf life unit** of days, a **Shelf life** of 1 day and a **Customer shelf life** of 1 day.

Note: To enable shelf life and customer shelf life to be both 1 day, the Inventory Description major type DFLT and minor type ONEDAYLOTS parameter limit must be set to 1.

Customer Shelf Life

This is the portion of the total shelf life after the beginning of which some action might be expected to be taken, for example a price reduction. This value is subtracted from the Expiry Date of a Lot to give its Last Available Date.

For Items that have batches of product that come into being and become unavailable on the same day, both the Shelf Life and the Customer Shelf Life may be set to 1 day. This is only available for Items with the Shelf Life Unit set to 1 (days).

Note: The result of setting both the Shelf life and the Customer Shelf Life to one day is that the Creation Date, First Available Date, and Last Available Date are all the same date, with the Expiry Date being the following day.

Supersession in Use

This indicates whether item supersession is in operation for this item.

Use this checkbox as follows:

Unchecked - item supersession is not active

Checked - item supersession is active

Note: Existing item supersession data is retained when this function is de-activated at item level.

Transaction Control in Use

This indicates whether transaction control is in operation for this item

Use this checkbox as follows:

Unchecked - transaction control is not active

Checked - transaction control is active

Note: Existing transaction control data for this item is retained when this function is de-activated at item level.

Caution: Transactions could be restricted for any item because of codes associated with the item group minor of that item.

Warranty Type

Enter a warranty type code.

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

Storage Method

Enter a storage method code.

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

Inspection Required

Use this checkbox as follows:

Unchecked - this item does not require inspection on receipt.

Checked - this item requires inspection on receipt.

Note: If you are using Purchase Management, any item flagged as requiring inspection upon receipt has a warning displayed when it is received directly into goods inwards or stores.

Subcontract Item

If Inventory Management is linked to Purchase Management, you can enter up to 15 alphanumeric characters to determine whether to book the item into stock under another item. If you specify a subcontract item, any purchase receipts against the maintained item are booked into stock against the subcontract item.

You can use the prompt facility to select from the Item Master Scan pop-up.

Press Enter to display the Maintain Inventory Item Default Ordering Information window.

Alternatively, select **Update (F8)** to save any changes made to the current item definition and return to the Create/Maintain Inventory Item Selection window.

Maintain Inventory Item Default Ordering Information Window

To display this window, press Enter from the Create/Maintain Inventory Item - Inventory Control window

Use this window to view and maintain data relating to default ordering codes. The current data for the item is displayed.

Note: If you make an error and existing data is inadvertently overwritten, select **Previous (F12)** before selecting **Update (F8)**, so as not to save this data.

Fields

Purchasing Officer

Enter a purchasing officer as defined in Purchase Management.

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

Preferred Supplier

If you want to use Advanced Order Entry to process back-to-[back ordering](#) of non-stock items, you must nominate an existing supplier from Accounts Payable. You can also use this in Production as a selection parameter on a selective MRP run.

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

Note: The preferred supplier for back-to-[back ordering](#) for stock items is taken from the [Stockroom](#) Details file.

Search Family Code

This code, defined in Advanced Order Entry, defines up to 10 attributes of the item which are maintained using **Item Search Chars (F18)**. These attributes can then be used in the Item Search facility.

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

Configurator also uses these codes:

- To link a model product with associated base products
- To link a generic component with its actual components
- To search for a matching component based on the specific characteristics

C-of-C Code

This code defines the structure of the certificate of conformance that you want to attach to any batches of your selected Item. You must already have set up this code, using the Certificate of Conformance Code Maintenance task within Advanced Order Entry. These codes determine the characteristics that will appear on the Certificate of Conformance for your selected Item. This field is only displayed if you have activated Advanced Order Entry on the Inventory company profile.

You can use the prompt facility to select from the Certificate of Conformance Selection pop-up.

Required

If you have specified a Certificate of Conformance in the C-of-C Code field, enter one of the following:

- 0 - If a certificate of conformance cannot be issued.
- 1 - If a certificate of conformance may be issued
- 2 - If you must have a certificate of conformance from the supplier upon receipt of the item

These codes are set up in the Inventory [Descriptions file](#), under major type CCRQ.

Non-stock Item Type

Leave this field blank to define an item as stocked.

Set this field to a non-blank value to define the item as non-stocked.

Alternatively, use the prompt facility to select from the STKF Stock Flag pop-up.

A non-stock item is a purchasable and saleable and item that does not exist in a [stockroom](#), for example, time charges, or items delivered directly from a supplier to a customer.

Note: You can change an item's non-stock [item type](#) up to the point where a movement is recorded for an item.

Ordering Method

Enter one of the following:

0 (default) - Normal

1 - Made to Order

2 - Purchase to Order

Use this if you are using Advanced Order Entry to initiate a back-to-back requisition order at the time of order entry.

3 - Direct Delivery

Use this if you are using Advanced Order Entry to initiate a back-to-back requisition order at the time of order entry.

4 - Reservation

You can reserve stock for this sales order against outstanding purchase orders.

5 - Configure to Order

If you are using Configurator, this creates a production order.

6 - Enterprise Direct Delivery

Use this if you are using Enterprise to initiate a back-to-[back order](#) at the time of order entry.

You can use the prompt facility to select from the ORDM Ordering Method pop-up.

Note: You define order methods on the Inventory [Descriptions file](#) against the major type ORDM.

Press Enter to display the Maintain Inventory Item Supplementary Data window.

Alternatively, select **Update (F8)** to save any changes made to the current item definition and return to the Create/Maintain Inventory Item Selection window.

Maintain Inventory Item Supplementary Data Window

To display this window, press Enter from the Create/Maintain Inventory Item Default Ordering window

Note: For this window to be displayed, *Supplementary Information Display* must be **checked** on the *Presentation Details pop-up* in *Company Profile Maintenance*.

Use this window to view and maintain additional item data. The current data for the item is displayed.

Note: If you make an error and existing data is inadvertently overwritten, select **Previous (F12)** before selecting **Update (F8)**, so as not to save this data.

Fields

Currently many of these fields are memo fields. However, they provide a way of collecting information which can be used for possible future development.

For example, the Literage/Gallonage/Barrelage fields provide an enabling mechanism for expressing stock/sales quantities in liquid measures rather than unit quantities. Similarly, there are a number of fields which are necessary for duty calculations.

Bottles per Case

This is derived from the issue and stock units.

Size Code

You can optionally enter the size code.

This is usually the volume of the issue unit of the item. For example, for alcoholic beverages it could be 75cl or 1L. This is a memo field.

Vintage

You can optionally enter the item's vintage. This is a memo field.

Volume per Stock Unit

You can optionally enter the volume in each stock unit of this item, i.e. volume per case.

Qualify the unit in which the volume has been entered by specifying an appropriate [unit of measure](#), selected from the list of units defined on the Inventory [Descriptions file](#) under major type UNIT. This is a memo field.

Alcohol by Volume

You can optionally enter the alcohol by volume (strength) of the item.

Note: This value must be entered to use the Global Duty Increase task.

Literage

This is the volume, in litres, of a stock unit of the item. Enter the factor used to convert the stock unit to litres. This field is mandatory when duty information is entered.

Gallonage

You can optionally enter the volume, in gallons (imperial or US), in each stock unit of this item. This is a memo field.

Barrelage

You can optionally enter the conversion factor for changing issue volumes to a percentage of a barrels volume. This is a memo field.

DSI Code

You can optionally enter up to twelve alphanumeric characters. This is a memo field.

DSI Factor

You can optionally enter nine numeric characters, with four decimal places. This is a memo field.

License Type

Enter a valid license type, as defined on the Inventory Description file (Parameter Type: LTYP).

Alternatively, use the prompt facility to select the license type from the LTYP License Type pop-up.

The license type of an item is used to determine whether a customer can buy or sell this product.

Note: The field is only shown if Customer Licensing in Use is set on the sales order processing company profile.

Duty Status

You can optionally enter one of the following:

- 1 - To indicate that an item may be sold to both duty suspended and duty paid customers
- 2 - To indicate that an item may only be sold to duty suspended customers
- 3 - To indicate that an item may only be sold to duty paid customers

Alternatively, use the prompt facility to select from the DUTS Duty Status pop-up.

These status codes are set up in the Inventory [Descriptions file](#) under major type DUTS.

Note: This status is not currently used.

Tariff

Enter a tariff code.

Alternatively, use the prompt facility to select from the DTAR Duty Tariff Code pop-up.

You set up tariff codes in the Inventory [Descriptions file](#), under major type DTAR. The Parameter Limit indicates whether the rate is for spirits or not.

On entering a new Duty Tariff code the current rate is displayed in Duty Rate.

Rate (Base)

This shows the duty tariff rate in the base currency for the duty tariff code.

This rate on the item would normally be changed automatically when a global duty rate change is made. However, it can also be changed manually for the item.

For spirits, this is rate per litre of alcohol.

For non-sprits, this is the rate per hectolitre of liquid.

Note: Any rate entered manually will be overridden by the next Global Duty Rate change.

Value (Base)

The duty value will change each time a global duty uplift is run. The duty value is determined by the duty tariff and the duty rate, but will only be due for change on the effectivity date.

Press Enter to display the Maintain Inventory Item Container Information 1 window if this is a container item.

Alternatively, select **Update (F8)** to save any changes made to the current item definition and return to the Create/Maintain Inventory Item Selection window.

Maintain Inventory Item Container Information 1 Window

To display this window, press Enter from the Create/Maintain Inventory Item Default Order Information window.

Use this window to view and maintain container data. The current data for the item is displayed.

Note: The Container tabs 1 and 2 are only available when the item is designated as being a container. Refer to the Maintain Inventory Item - Descriptive Data tab.

Fields

Container Type

Enter a container type to identify the classification of the container, such as keg, [carton](#), CHEP pallet.

Alternatively, use the prompt facility to select from the CTPP Container Type pop-up.

Valid container types are defined on the Inventory [Descriptions file](#) under major type CTPP.

Note: The container type is used in the Transport Planning Build Loads task when building the extended container summary for a transport requirement or load, to decide in which column quantities of the container item are to be placed.

Tracked

Use this to specify whether a container is to be tracked in inbound and outbound logistics processing.

Use this checkbox as follows:

Unchecked (default) - the container is not to be tracked

Checked - the container is to be tracked

Tracked Against

Use this to indicate whether movements of a container are tracked against the customer to whom they are delivered or the carrier who makes the delivery.

Select one of the following:

Customer (Blank) (default) - To track the container against the customer delivery point at invoice generation

Haulier (1) - To track the container against the carrier used for shipment when confirming despatch of an order

Note: Third party pallets, such as CHEP pallets, should be tracked against the carrier used for transportation rather than the customer to whom deliveries are made.

Container Exception %

Enter the percentage of a container's average delivery quantity, above which a customer would be flagged as holding an excess [balance](#) of this container item.

Mixed Product

Use this to specify whether mixed products can be shipped in this container.

Use this checkbox as follows:

Unchecked (default) - mixed products cannot be shipped in this container

Checked - mixed products can be shipped in this container

Note: This field should be **checked** for containers such as a [carton](#) (i.e. a cardboard box with separators) where individual bottles of different products can be shipped in the same [carton](#), or a pallet where the products ordered are placed onto the same pallet for shipment.

When container quantities for an order/delivery are calculated, this determines whether the system rounds quantities up to the nearest integer at line or order level.

The quantity shipped of a container that can contain mixed product may be overridden at despatch to record the actual numbers of these containers used for shipment.

Example:

A [carton](#) can hold a total of 6 bottles. An order is placed for 4 bottles of product #1 and 1 bottle of product #2, both of which can be shipped in the same [carton](#).

Based on these quantities, the system calculates that a one [carton](#) is required for shipment. However, when the order is picked, the 4 bottles of product #1 are put into one [carton](#) and the 1 bottle of product #2 is put into a second [carton](#).

Hence you can override the [carton](#) quantity from 1 to 2 when confirming despatch of the order.

Outbound Logistics

Use this to specify whether a container is optional for outbound logistics purposes.

For example, a pallet may be required where products are ordered in sufficient quantities to merit its use, but the pallet is not an integral part of the stocked item's definition.

Enter one of the following:

Not optional (default) - If the container is not optional

Optional - If the container is optional

A non-optional container is one that is implied in a product's definition. For example, where the stocked item is described as a case of twelve 75cl bottles of vodka, the case and the bottles within that case are an integral part of that stocked item; therefore both of these container items should be described as non-optional in the configuration of that product.

An optional container is one that is added during the shipment process. For example, when shipping cases of vodka we might decide to put the cases onto a pallet (along with other items) but would expect to get an empty pallet from somewhere; therefore the pallet should be described as optional in the configuration of that product.

Note: Optional containers are consumed from inventory and generate stock movements at their point of use, i.e. Confirmation of Despatch.

Non-optional containers are not consumed from inventory and do not generate stock movements. The inventory consumption and stock movements for these containers is assumed to have happened prior to the receipt of the finished item i.e. as a component issue in a manufacturing process.

No. of Labels/Container

Use this to specify the number of labels to be printed for each container used for the shipment of goods.

Enter any valid numeric value between 0 and 999.

Note: Enter **0** (zero) if no labels are to be printed for this container item.

Maximum No. of Labels

Use this to specify the maximum number of non-SSCC bar-coded labels to be printed for a container.

Returns Template Sequence

Enter any valid numeric value.

The value entered determines the sequence of container items on the Container Returns pop-up within Proof of Delivery.

Note: A value of **0** (zero) indicates that this container item will not automatically appear on the Container Returns pop-up presented during Proof of Delivery; therefore, those containers that are not tracked should not have a value entered in this field.

Maximum Returns Quantity

Enter any valid numeric value.

The value entered is compared to any return quantity keyed in during Proof of Delivery. If the return quantity entered exceeds this value, a suitable warning message is issued.

Press Enter to display the Maintain Inventory Item Container Information 2 window.

Alternatively, select **Update (F8)** to save any changes made to the current item definition and return to the Create/Maintain Inventory Item Selection window.

Maintain Inventory Item Container Information 2 Window

To display this window, press Enter from the Create/Maintain Inventory Item Container Information 1 window.

Use this window to view and maintain container data. The current data for the item is displayed.

Note: The Container tabs 1 and 2 are only available when the item is designated as being a container. Refer to the Maintain Inventory Item - Descriptive Data tab.

Fields

RFID Tagged Container

Use this to specify whether containers are identified with an RFID tag.

Use this checkbox as follows:

Unchecked - the container is not RFID tagged

Checked - the container is RFID tagged

This can only be **checked** if the GRAI Required field is also **checked**.

Note: This field is currently for memo purposes only.

GRAI Required

Use this to specify whether a container is to be assigned a Global Returnable Asset Identifier.

Use this checkbox as follows:

Unchecked (default) - If the container is not to be assigned a GRAI

Checked - If the container is to be assigned a GRAI

Global Returnable Asset Identifiers are used to identify the owner of a container and, in conjunction with a serial number, can be used to identify containers uniquely for tracking purposes.

Note: This field is currently for memo purposes only.

GRAI Serial Numbered

Use this to specify whether a container requiring a Global Returnable Asset Identifier also requires a serial number in order to identify each container uniquely for tracking purposes.

To track containers accurately, the serial numbers of the containers shipped must be recorded on the system.

Use this checkbox as follows:

Unchecked (default) - If a GRAI serial number is not required

Checked - If a GRAI serial number is required

This field can only be **checked** if the GRAI Required field is also **checked**.

Note: This field is currently for memo purposes only.

GRAI Bar-coded Label

Use this to specify whether a bar-coded label (where the bar-code represents the GRAI number of the container) is printed for a container.

Use this checkbox as follows:

Unchecked (default) - a bar-coded label is not to be printed

Checked - a bar-coded label is to be printed

This field can only be **checked** if the GRAI Required field is also **checked**.

Bar-coded GRAI labels could be scanned at the point of delivery and return. If these containers were also [serial number controlled](#), the system would be able to identify the location within the supply chain of a particular instance (i.e. serial number) of a returnable container.

Note: This field is currently for memo purposes only.

SSCC Bar-coded Label

Use this to specify whether an SSCC bar-coded label is required for a container. If an SSCC bar-coded label is required, the Build Container task in Sales Order Processing must be used to identify the contents of each container and print the SSCC bar-coded label.

Use this checkbox as follows:

Unchecked (default) - If an SSCC bar-coded label is not required

Checked - If an SSCC bar-coded label is required

Note: If an SSCC bar-coded label is not required but a value has been entered in the Number of Labels/Container field, simple labels are printed for the container in the [Pick Lists](#) task.

Charge Raised

On Outbound Invoice

Use this to specify whether charges are added to sales invoices for the containers shipped to the customer.

Select one of the following:

No (0) (default) - no charges are added

Deposit (1) - there is a deposit charge

Rental (2) - there is a rental charge (where the customer is charge a daily rental for each container)

On Inbound Invoice

Use this to specify whether a supplier adds separate deposit-based charges to their invoices for the containers associated with the products they ship.

Select one of the following values:

No (0) (default) - the supplier does not charge separately for their containers

Deposit (1) - the supplier charges a separate deposit for their containers

Select **Update (F8)** to save any changes made to the current item definition and return to the Create/Maintain Inventory Item Selection window.

Inventory Item Search Words Pop-up

This pop-up is displayed automatically if you have amended the item description, external text or created an item on the Maintain Inventory Item window.

Use this to add or amend words relevant to the item. You can use this for item searching.

This will be in enquiry only mode if the following conditions are true.

- The current company does not own the item definition being maintained.
- Maintenance of item search keys is deemed to be responsibility of the owning company.

Fields

Enter up to 20 key words used in a search on Inventory's item description.

For New Items:

The pop-up displays, as separate key words, each part of the item description, and as many parts of the external text as possible.

For Existing Items:

The pop-up displays the previous versions of the keywords

To see the latest version, select **Rebuild (F13)**.

Functions

Rebuild (F13)

Use this to rebuild the search engine, effectively adding new details to the search. As this is a toggle, you can select this to cancel these additions and select the old index, or existing search engine.

Press Enter to update and return to the Maintain Inventory Item window.

Group Valuation Criteria Pop-up

To display this pop-up, select **Valuation Group (F10)** on the Create/Maintain Inventory Item Price and [Costing](#) Information window

Use this pop-up to define the group valuation criteria for the selected item. You use this information for Inventory Valuation or [LIFO Revaluation](#) purposes.

Fields

Item Valuation by Group

Use this checkbox as follows:

Unchecked - Not to assign this item to a valuation group

Checked - To assign this item to a valuation group

Entry in this field is not permitted if the following conditions are true:

- The current company does not own the item definition being maintained.
- Maintenance of this item attribute is deemed to be the responsibility of the owning company.

Valuation Group

Select a valuation group to which you want to assign this item.

Alternatively, use the prompt facility to select from the PGMN [Item Group](#) - Minor pop-up.

The group does not have to be the same as the minor [item group](#) previously assigned. It does have to have a [UoM](#) code in the Tax field, as this is the valuation group's [UoM](#).

Entry in this field is not permitted if the following conditions are true:

- The current company does not own the item definition being maintained.
- Maintenance of this item attribute is deemed to be responsibility of the owning company.

Conversion Factor (Issue to Group Unit)

Enter a conversion factor using up to nine numeric characters, including five decimals, to convert the item issue [unit of measure](#) to the assigned group [unit of measure](#).

Entry in this field is not permitted if the following conditions are true:

- The current company does not own the item definition being maintained.
- Maintenance of this item attribute is deemed to be responsibility of the owning company.

Note: The above is also true when Item Maintenance has been accessed from Linked Item Maintenance.

Group Unit of Measure

When you select a valuation group for the item, this group [unit of measure](#) information is automatically displayed.

Caution: As all items in a group are updated with the same cost using LIFO revaluation, you MUST take care when you define item groups.

Select **Update (F8)** to process the details and return to the Maintain Inventory Item window.

Item Supersession Maintenance Window

To display this window, select **Supersession (F14)** on the Maintain Inventory Item Inventory control Information window

Use this window to maintain supersession details relating to the item.

Note: Item supersession data can be maintained for an item even when this function has been deactivated at either company or item level, thus permitting the necessary data to be set up prior to its use.

This will be in enquiry-only mode if the following conditions are true:

- The current company does not own the item definition being maintained.
- Maintenance of Item Supersession Details is deemed to be responsibility of the owning company.

Note: The above is also true when Item Maintenance has been accessed from Linked Item Maintenance.

Options

Amend

Use this to display the selected supersession item details in a pop-up to allow the necessary changes to the data set up to be made.

Delete

Use this to remove the selected superseding item from the displayed list. You will be asked to confirm the request. Press Enter on the confirmation pop-up and then select **Delete (F11)**.

Note: Although the selected supersession item is removed from the displayed list immediately, you must update all other item information for the superseding item to be removed from the database.

Functions

Add (F10)

Use this to add a new supersession item.

Select **Amend** against an item or select **Add (F10)** to display the Supersession Detail Maintenance pop-up.

Supersession Detail Maintenance Pop-up

To display this pop-up, select **Supersession (F14)** on the Maintain Inventory Item window , then select **Amend** against an item or select **Add (F10)** on the Item Supersession Maintenance window.

Use this pop-up to maintain the supersession details for a particular supersession item.

You will be prompted for a supersession reason code when you enter supersession details.

Fields

Item

Enter the code of the superseding item, which can be any valid stocked, non-stocked or kit parent item.

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

A suitable warning message is displayed should any of the following attributes of the selected item differ from those of the item being superseded by this item.

- Purchase, stock and issue units of measure and their associated conversion factors
- [Item group](#) (minor)
- [Tax code](#)
- [Batch control](#) status
- Stocked item status

The assumption is that the above attributes would normally be the same for most supersessions.

Caution: For Item Supersession processing to function correctly within the Forecasting module, the Item Group (Minor) codes associated with both the superseded and superseding items must be the same.

A suitable warning message is also displayed if the selected item is either a kit parent or kit component item.

Caution: For the system to operate correctly, it is assumed that the superseding item is stored in the same stockrooms/warehouses as the item it supersedes. Should this not be the case, problems may be encountered during the entry of transactions.

Effective Date From

Enter or select the date upon which this supersession is to become active. Overlapping supersessions are not permitted.

A suitable warning is issued if the date entered is in the past.

Note: This date will default to a value one day greater than the end of any previous supersession defined or to the current system date.

Effective Date To

Enter or select the date upon which this supersession is to cease being effective.

A suitable warning is issued if the date entered is in the past.

Note: This date will default to a value of 99/99/99, signifying an indefinite supersession. When you are adding a new supersession to a chain that includes an indefinite supersession, the end date of the pre-existing indefinite supersession is re-calculated to become the day before the Effective From Date of the new supersession being added.

Supersession Type

This indicates the type of supersession processing to be performed.

Select one of the following:

Forced (1) - If the user is forced to accept the superseding item OR quit the transaction line

Preferred (2) (default) - If the user is permitted to accept either the superseded or the superseding item

Stock Run Out (3) - If the user is permitted to accept either the superseded or the superseding item

In this case, for any stock reducing transaction the superseded item may only be accepted where there is sufficient stock on-hand to satisfy the required quantity. The on-hand quantity is calculated as the available [balance](#) minus any [back ordered](#) quantity in the chosen [stockroom](#).

Reason Code

Enter a valid reason code.

Alternatively, use the prompt facility to select from the inventory description SUPR reason code pop-up.

The reason code entered dictates whether any item may be specified or if a specific item must be entered. See the inventory description for SUPR for more details.

If the limit against the SUP-DESC entry is set to 1 then the item description of the superseded item has the last 2 characters replaced with the supersession reason.

Superseded Scaling Factor

This is a percentage value, used by the Forecasting application, if present.

Forecasting transfers this percentage of the superseded item's forecast to the superseding item.

Superseding Scaling Factor

This is a percentage value, used by the Forecasting application, if present.

Forecasting reduces the forecast of the superseding item to this percentage.

Caution: The two percentages specified must add up to 100.

Functions

Update (F8)

Use this to update the supersession details and return to the Item Supersession Maintenance window.

Transaction Control Effectivity Window

To display this window, select **Transaction Control (F16)** on the Maintain Inventory Item Inventory Control Information window.

Use this window to maintain transaction control effectivity dates relating to the item.

Note: Item transaction control data can be maintained for an item even when this function has been de-activated at either company or item level, thus permitting the necessary data to be set up prior to its use.

This will be in enquiry-only mode if the following conditions are true:

- The current company does not own the item definition being maintained.

- Maintenance of item transaction control details is deemed to be responsibility of the owning company.

Note: *The above is also true when Item Maintenance has been accessed from Linked Item Maintenance.*

Fields

Line

Enter the line number of the code to be changed or deleted.

Transaction Code

Enter the pre-defined transaction control code to be added or edited.

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

Date From

Enter or select the calendar date from which the entered transaction control code is to become effective.

Date To

Enter or select the calendar date up to and including which the entered transaction control code will be effective.

Note: The date ranges associated with different control codes cannot overlap.

Functions

Update (F8)

This is not displayed until changes have been made. Use this to confirm the changes.

Select **Update (F8)** to update the information and return to the Maintain Inventory Item window.

Item Alias Maintenance Window

To display this window, select **Alias (F17)** on the Maintain Inventory Item Inventory Control Information window.

You use this window to specify any other references (or names) that you use for the selected item. You can create and maintain any number of alternative item references for an item, to be used for item search. These could be customer-specific item numbers or the original equipment manufacturer's code.

This will be in enquiry-only mode if the following conditions are true.

- The current company does not own the item definition being maintained.
- Maintenance of alternative item references is deemed to be responsibility of the owning company.

Note: The above is also true when Item Maintenance has been accessed from Linked Item Maintenance.

Note: Duplicate item references are allowed, as long as they are unique within Alternate Type / External Agency Code

Fields

Line

If there are any existing references for your selected item, enter the line number of the reference that you want to amend and then press Enter to display the existing details in the line entry fields at the bottom section of the window. Press Enter again to re-display those details in the middle section of the window.

Alias

Enter up to 36 alphanumeric characters to describe the item.

An items alias must be unique within Alias Type / External Agency, thus allowing the same item alias to be assigned to, for example, different customers.

External Agency

Enter up to eight alphanumeric characters to indicate the external agency, possibly the manufacturer or a customer, with which this alternative reference is associated.

Alias Type

Enter an alternative [item type](#).

Alternatively, use the prompt facility to select from the ALTT Alternative [Item Type](#) pop-up.

This could be the type of external agency, for example, a wholesaler.

To create a Dealer Alias for an Inventory Item, enter the dealer alias item reference in the **Alias** field, enter **D** in the **Alias Type** field. In this case External Agency must be left blank.

Select **Update (F8)** to update the information. The alternative reference you have just defined is displayed in the middle section of the window.

Item Search Characteristics Window

To display this window, select **Item Search (F18)** on the Maintain Inventory Item Default Ordering Information window

You can use this window to maintain the search characteristics for this item that are associated with the family search code specified on the Default Ordering tab. The item reference and search family code are displayed with their respective descriptions, followed by all the characteristics associated with this family code.

This will be in enquiry-only mode if the following conditions are true.

- The current company does not own the item definition being maintained.
- Maintenance of item search characteristics is deemed to be responsibility of the owning company.

Note: *The above is also true when Item Maintenance has been accessed from Linked Item Maintenance.*

Fields

Code

Enter or select a code for the characteristics.

Note: The number of decimals entered must conform to the specification made for the characteristic in the Search Families maintenance task in Advanced Order Entry.

Functions

Update/Aliases (F17)

Use this to create or update alternative item references. This displays the Item Alias Maintenance window for your selected item.

Select **Update (F8)** to update the details and return to the Maintain Inventory Item window.

Item Pricing Groups Pop-up

To display this pop-up, select **Pricing Groups (F19)** on the Maintain Inventory Item Pricing and [costing](#) Information window

Use this pop-up to view, amend or delete item pricing group information.

Note: *This pop-up is only available when Advanced Pricing is in use.*

Fields

Sequence

Enter the sequence in which the function is searched to determine whether it applies a particular line.

Type

Enter the pricing type.

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

Group

Enter the item pricing group for which the selected pricing type is effective.

Alternatively, use the prompt facility to select from the ITMG Item Price Groups pop-up.

Note: The description of the item pricing group is displayed next to it.

Options

Amend

Use this to amend the pricing group.

Delete

Use this to delete the pricing group.

If you have entered or amended a line, press Enter to display that line in the middle section of the window. Select **Update (F8)** to update the details and return to the Maintain Inventory Item window.

Lot Header Parameters Maintenance Pop-up

To display this pop-up, select **Lot Details (F20)** for a lot-controlled item on the Maintain Inventory Item Inventory Control Information window

Use this window to maintain the lot header details that are required for the item. Existing information is displayed.

Fields

Potency Required

Use this checkbox as follows:

Unchecked - [potency](#) is not a required attribute of the item's lots

Checked - [potency](#) is required for each lot of this item received into Inventory

Standard Potency

If you have **checked** the [Potency](#) Required field, you must enter a default [potency](#) value. The value entered here is used to set the [Potency](#) for new batches of this item, unless a different actual lot potency is entered when the lot is first created. A lot's recorded potency can be adjusted at any time during the lifetime of the lot to reflect the changing nature of the lot's contents, or simply to correct the value for a lot that has the wrong potency recorded against it.

Note: [Potency](#) is expressed as a percentage. The [potency](#) you specify here is the actual number of parts of active ingredient as a percentage of the number of parts of active ingredient that would be deemed to be 100% potent.

Grade Required

Use this checkbox as follows:

Unchecked – grade is not a required attribute for the item.

Checked – a grade value is required for each new lot of this item as its creation is recorded..

Default Grade

If you have **checked** the Grade Required field, you must enter a default grade value. The value entered is used to set the grade for new lots of the item, unless a different actual grade is entered when the creation of a lot is first recorded.

A prompt facility is available to select a GRAD parameter value from the Select Grade pop-up.

Default Stock Status

Enter a stock status code.

Alternatively, use the prompt facility to select from the STKS Stock Status pop-up.

This stock status code defaults into the Stock Status field every time you receive a new lot of this item into Inventory, unless a different Stock Status is selected when the creation of a lot is first recorded. Stock status codes are designated as either available or unavailable and, when applied to a lot, make the full quantity of that lot frozen or unfrozen. This overrides the separate frozen balance that is held on the lot, which will still be in force when the lot as a whole is released (changed to an 'unfrozen' stock status).

A blank stock status implies that a lot is available.

Note: The seven-digit limit field of the inventory description codes defined against STKS indicates the availability of an item. If the seventh digit of this field is **1**, the stock status code indicates an unavailable item. Any other value renders the stock status code an available code.

Release Lead Time Units

Enter one of the following to specify the release time unit used when calculating the [first available date](#) of a lot:

1 - Days

2 - Weeks

3 - Months

4 - Years

Alternatively, use the prompt facility to select from the RLTU Release [Lead Time](#) Units pop-up.

Leave this field blank if you do not want to enter the release [lead time](#). In this case, when the lot dates are calculated the [first available date](#) equals the production date. This always applies if the Item's Shelf Life Unit is Hours or Minutes.

Note: For example, Production Date + Release Time = [First Available Date](#).

Release Lead Time

You must enter this if you specify a release [lead time](#) unit. Enter up to three numeric characters. The release time is used in the following calculation:

For example, Production Date + Release Time = [First Available Date](#)

If you leave this field blank when the lot dates are calculated, the [first available date](#) equals the production date.

Lot Dates To

Enter one of the following to specify the method used to position lot dates once they are calculated:

- 1 - To use actual lot dates
- 2 - To position to first day of the period
- 3 - To position to last day of the period

Alternatively, use the prompt facility to select from the CBDT Calculate Batch Dates To pop-up.

Note: These are defined on the Inventory [Descriptions file](#) under major type CBDT.

All lot dates are either entered or calculated using shelf life and release times. Once calculated, you can re-position the dates to the start or end of a period depending on the business requirements.

Display Lot Times

Use this checkbox as follows:

Unchecked – Lot Times are disabled for the Item and cannot be entered nor displayed.

Checked – Lot Times are enabled for the Item and are displayed for all lots.

Note: The value in this field defaults to the value held on the Company Profile.

Note: Time information is only applicable for Shelf Life Units of Hours or Minutes. For any other Shelf Life Units setting, time is displayed as zero (no time) and if anything is entered it is stored as memorandum-only. Because time is implied in the Hours and Minutes Shelf Life Units then time is always displayed irrespective of the setting of Display Lot time.

Note: Entry into these fields is not permitted if the following conditions are true:

- The current company does not own the item definition being maintained.
- Maintenance of this item attribute is deemed to be responsibility of the owning company.

Note: The above is also true when Item Maintenance has been accessed from Linked Item Maintenance.

Freeze Tolerance

Enter a time, in HH:MM format, between 00:00 and 23:59

The value entered is used to 'delay' the freezing of stock for an Item whose Shelf Life is defined in either Hours or Minutes.

For those Items with a Shelf Life Unit of Days, Weeks, Months or Years the Stock Status Monitor freezes stock once its last available date is passed.

For those Items with a Shelf Life Unit of Hours or Minutes the Stock Status Monitor freezes stock once the last available date/time plus any Freeze Tolerance defined for the Item is passed.

The Freeze Tolerance defined here (in HH: MM) is added to the Last Available Date/Time (or Expiry Date/Time) of a Lot to create a notional date/time that is checked when deciding whether to freeze stock.

This notional date/time is calculated within the Stock Status Monitor and Stock Status Recalculation processes and is not stored against a Lot.

Default Booking Time

Enter a valid time, in HH:MM format, in the range 00:00 to 23:59. The time defaults to 99:99 meaning no default time (required so as not to conflict with the definition of 00:00, as this indicates a default time of midnight). The value entered here is used as the booking time for any Lot created for the purposes of calculating the Expiry Time, regardless of the actual time of entry of the Lot creation.

The entered time will be used as the default Production Time for each new Lot created when receiving goods, in preference to the current time.

The Last Available and Expiry Dates/Times for a Lot will be calculated using this time as a base.

Note: This value is only relevant when Display Lot Times is set on.

Note: The Production Time is still maintainable for each received Lot, at the time of its creation, if this is required.

Freeze on Expiry

Use this checkbox to specify whether stock should be frozen once the Last Available Date/Time or the Expiry Date/Time of a Lot has been passed.

Set this field as follows:

Unchecked – Stock will be frozen by the Stock Status Monitor once the Last Available Date/Time (plus any Freeze Tolerance, if specified) of a Lot has been passed.

Checked – Stock will be frozen by the Stock Status Monitor once the Expiry Date/Time (plus any Freeze Tolerance, if specified) of a Lot has been passed.

Press Enter on each pop-up until the item is completely updated and the Maintain Inventory Item window is re-displayed.

Maintain Text Pop-up

To display this pop-up, select **Enter Text (F21)** on the Maintain Inventory Item Descriptive Data window.

Note: This is a standard pop-up, and is displayed in a number of different [areas](#) and applications.

Use this pop-up to select a [usage](#) code and a language code, or both, to specify where to print or display text, and in what language.

Note: You specify your customer's default language in the Maintain Customers task in Sales Order Processing. You can enter a different language to override this default language when the **Additional Overrides (F16)** function is available.

This will be in enquiry-only mode if the following conditions are true:

- The current company does not own the item definition being maintained.

- Maintenance of item text is deemed to be responsibility of the owning company.
Note: *The above is true for the maintenance of both internal and external text.*
Note: *The above is also true when Item Maintenance has been accessed from Linked Item Maintenance.*

Fields

Text Type

You can define up to ten combinations of default text. On this pop-up, you are maintaining the item text.

Text Reference

This is the reference number given to a text type, which retrieves default text when no text exists for the selected [usage](#) or language code.

Usage Code

Enter a [usage](#) code to specify where to display or print text.

Alternatively, use the prompt facility to select from the USGC Text [Usage](#) Codes pop-up.

Note: There are some standard text [usage](#) codes supplied with the Inventory application. You can define other [usage](#) codes in the Inventory [Descriptions file](#) under major type USGC to suit your company's requirements.

Note: To enter text in multiple languages, enter a valid language code as well as a [usage](#) code.

Language Code

Enter a valid language code, in addition to the [usage](#) code, if you want to enter multi-lingual text.

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

The Item Text pop-up is displayed so that you can enter text in the language specified. Leave this field blank if you do not use multi-lingual text entry.

Note: You do not need to select language codes to print text in the native language.

Functions

Select Existing Text (F13)

Use this to list all currently defined [usage](#) and language code combinations for the entered text type and text reference. You can select the combination you want to use for entering multi-lingual text.

Press Enter to display the Item Text pop-up.

Item Text Pop-up

To display this pop-up, enter a valid [usage](#) code (and optionally a language code) and then press Enter or select **Select Existing Text (F13)** on the Maintain Text pop-up.

Use this pop-up to enter, amend or delete text. Use the fields at the bottom of the window to move the text around and add or delete lines.

Fields

Position To

Enter the number of the first line of text to appear at the top of the pop-up.

Insert _ After_

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

Delete _ From_

Enter the number of lines you want to delete from the text as well as the first line number of the text to be deleted.

Functions

Change [Usage](#)/Language (F13)

Use this to re-display the Maintain Text pop-up to enter or select another [usage](#) code (and optionally a language code for entering multi-lingual text).

Select **Update (F8)** to update the text and return to the Maintain Inventory Item window.

Item Purchase Text Pop-up

To display this pop-up, select **Purchase Text (F22)** on the Maintain Inventory Item Descriptive Data window.

You can use purchase text as an alternative description for this item in Purchase Management.

You can review text entered against the item at order entry time within the Purchase Management application. This text entry function is only available if Purchase Management is installed and is linked to this Inventory company.

This will be in enquiry-only mode if the following conditions are true:

- The current company does not own the item definition being maintained.
- Maintenance of purchasing item text is deemed to be responsibility of the owning company.

Note: *The above is also true when Item Maintenance has been accessed from Linked Item Maintenance.*

Fields**Position To**

Enter the number of the first line of text to appear at the top of the pop-up.

Insert _ After_

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

Delete _ From_

Enter the number of lines you want to delete from the text as well as the first line number of the text to be deleted.

Select **Update (F8)** to save new or amended details to file.

Multi-lingual Descriptions Maintenance Pop-up

To display this pop-up, select **Language Descriptions (F23)** on the Maintain Inventory Item Descriptive Data window.

You can enter or amend a language code and its description. You add these defined language codes to a customer's profile in Sales Order Processing, so that any text entered in the specified language in the Maintain Text pop-up will print on external documentation, for example despatch notes, for that customer.

Note: *You do not need to select language to print text in the native language.*

A pop-up will inform you that any changes made to language descriptions will be discarded and settings will revert to those defined in the owning company for the selected item if the following are all true:

- The current company does not own the item definition being maintained.
- Maintenance of language descriptions is deemed to be the responsibility of the owning company.
- Changes are made to any of the language descriptions associated with an item.

Fields**Language**

Enter a two-character language code, to represent a language you want to use.

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

Description

Enter the language name corresponding with the entered language code

Note: To delete a line, remove the language code.

Select **Update (F8)** to update the file.

ION Item Classification Pop-up

To display this pop-up, press enter on the Maintain Inventory Item Analysis Codes window in an ION enabled environment.

Use this pop-up to specify one or more additional item classification codes that can be used when publishing the ItemMaster BOD.

NOTE: *The item classifications in this popup are not used within the System21 function.*

This popup is only displayed if there is at least one Item Extension Classification types defined on Inventory Descriptions [1/INM]; that is parameter types ITX1 through ITX5. Refer to the S21 ION Integration User Guide for further details.

Fields

Classification

The classifications shown are those configured with parameter types ITX1 through ITX5. The classification name is the description associated to the types ITX1 through ITX5.

Code

Enter a valid code for the classification code list.

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

Select Update (F8) to save the details and proceed to the Maintain Inventory Item Price and Costing Information window.

Alternative Item Maintenance [3/INM]

Use this task to define which alternative items you want to use if an item is not available or if it is currently out of stock.

Note: *This task is used for Sales Order Processing.*

Alternative Items Maintenance Selection Window

To display this window, select the **Alternative Item Maintenance** task.

Use this window to select the item for which you want to maintain alternatives.

This will be in enquiry-only mode if the following conditions are true:

- The current company does not own the item definition being maintained.
- Maintenance of alternative items is deemed to be responsibility of the owning company.

Fields

Item

Enter the reference code of the item that you want to maintain.

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

Select an item or enter an item and press Enter to display the Alternative Items Maintenance Detail window.

Alternative Items Maintenance Detail Window

To display this window, select an item or enter an item and then press Enter on the Alternative Items Maintenance Selection window.

Use this window to select or maintain alternative items for the selected item.

Fields**Alternative Item**

Enter the reference code of the item that you want to use as an alternative to the item displayed in the Item field.

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

You can define up to 14 alternatives.

Description

This field displays the text description of the alternative item.

Reverse

Select one of the following:

Blank (0) (default) - Not to use the item as an alternative for the alternative item

Reverse (1) - To use the item as an alternative for the alternative item

Note: If the units of measurement for the items are different, an error message is displayed. In this case, **Accept UOM Mismatch (F14)** is displayed on the window. You can either select **Accept UOM Mismatch (F14)** or select **Previous (F12)**.

When you have finished entering data in the fields, press Enter to check the details. This also defines the alternative items and re-displays the Alternative Items Maintenance Selection window.

Kit Lists [4/INM]

A kit list is a group of items normally sold as individual finished goods, but on occasions sold together as a unit.

The kit is known as the parent, the individual items as components.

In some industries, it is more appropriate to sell a kit of items, rather than regarding the kit as a single indivisible item. You can achieve a greater level of product flexibility with a smaller investment in Inventory. Use this task to create and maintain kits. When you add a component item to a kit, Inventory Management checks that there is an existing [stockroom balance](#) record in all the [stockrooms](#) that hold the parent of the kit.

Note: *Stock is only held at component level.*

Sales Order Processing uses this feature, where orders are raised against the kit parent as defined here in Inventory. In this case, the parent price is charged and the components' prices are ignored. However, you can use Sales Analysis to analyse the component prices.

You can call kit parent details from Advanced Order Entry and amend them during order entry, or you can define kits on line, without reference to this file.

Note: *Kit components are individual items that are picked, packed and shipped. If they are items to be assembled to make a finished product, this is a Production process and not a kit list.*

Kit Lists Maintenance Selection Window

To display this window, select the **Kit Lists** task.

Use this window to select the item that you want to use as the parent item in a new kit list, or to select the parent item of an existing kit whose list of component items you want to amend.

This will be in enquiry-only mode if the following conditions are true:

- The current company does not own the item definition being maintained.
- Maintenance of kit list details is deemed to be responsibility of the owning company.

Note: *If you use [Catchweight](#), a [Catchweight](#) item cannot be the parent of a kit list. In this case, an error message is displayed.*

In addition, if a non-[Catchweight](#) item is the parent of a kit list, you can add [Catchweight](#) type three items as components. In addition, you can add non-[Catchweight](#) items with or without a secondary [UOM](#) as components.

If either the kit parent or a component of the kit is subject to supersession, a suitable warning message will be issued.

Note: *Supersession logic is only performed for kit parent items.*

Fields

Item

Enter the item reference number for the item that you want to use as a parent item in a new kit list. Alternatively, enter the item reference number of the parent item whose existing kit list you want to maintain.

Note: When Advanced Order Entry is in use, the kit parent item may be a non-stock item.

Press Enter to display the Kit List Maintenance Detail window.

Kit List Maintenance Detail Window

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

Use this window to add or maintain the list of items that are defined to a kit list. Any current details of the kit are displayed, including component item numbers, descriptions and the quantity of each item you need to complete the kit.

Fields

Component Item

Enter the item number of the component item using up to 15 alphanumeric characters. The item must exist on the Item Master file.

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

Qty Off

Enter the quantity of the kit component that makes up the kit, using up to five numeric characters including two decimals.

Note: Component items cannot themselves be parent items of another kit. When the parent is a stocked item, you must define component items to all the [stockrooms](#) to which the parent item is defined.

You can delete a component from the kit by removing the item reference from the kit list.

Press Enter to display the item descriptions of any items that have been entered. Press Enter again to update the file and re-display the Kit List Maintenance Selection window.

Stockroom Details [5/INM, 2/MDM]

A [stockroom](#) is a discrete [area](#) of a company where stock is recorded and controlled separately from other company stock. Some companies only need one [stockroom](#), whilst others, perhaps with a number of distribution points, need more. The key issue is that if there is a continuous requirement to record movements in and out and know the current [balance](#) of a particular [area](#), you should use a [stockroom](#).

There are three stages that you need to complete:

- 1 Define each stockroom in the company profile
- 2 Define all the items for the company in the item file
- 3 Associate each item with one or more of the stockrooms

Note: *If you are using Order Capture or Advanced Order Entry, you can process an item that does not have a stockroom record (a non-stock item).*

You can create more detailed definitions for items and [stockrooms](#) if, for example, you are using Warehousing, Production and DRP.

Use this task to create and maintain details related to the stocking of an item in a [stockroom](#).

The stock management policies make sure that the levels of stock in each [stockroom](#) are correct. You can specify the parameters defining the implementation of these policies here.

Note: *For a consignment [stockroom](#) (non-AS), the replenishment parameters from here will be taken as defaults when adding a new record in the Customer/Item Maintenance task.*

An item must have the same method of [costing](#) throughout a company, be it average, standard, [FIFO](#), or latest, but you can independently maintain the actual [cost](#) of the item at each [stockroom](#).

Any changes to standard or landed [costs](#) via this task create an inventory movement if there is any [physical stock](#), to provide a stock value adjustment which can be analysed via AFI. The value of this adjustment is the difference in [cost](#) between the original [cost](#) value for the current [physical stock](#) level ([physical stock](#) x [cost](#) price) and the revised [cost](#) value for the current [physical stock](#) level ([physical stock](#) x new input [cost](#)).

Location Control

If you have created a Location Control [stockroom](#) profile for this [stockroom](#), you can also use this task to create Location Control details for the item. To create a Location Control [stockroom](#) profile for the [stockroom](#) use the Location Control [Stockroom](#) Profile window in the Inventory Company Profile task.

You need to create details for all items that will have stock [balances](#) held in a location-controlled [stockroom](#). You can create these details before you activate Location Control for the [stockroom](#). If you do not create these details, an error message is displayed during transaction processing and you will have to create them before you can complete the transaction.

Stockroom Details Maintenance Selection Window

To display this window, select the **Stockroom Details** task.

Use this window to specify the item and [stockroom](#) details you want to maintain or create.

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to the stockroom.

Fields

Item

Enter the item you want to add to the [stockroom](#), or for which you want to amend [stockroom](#) details.

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

Stockroom

Enter the [stockroom](#) code to identify the [stockroom](#) details you want to maintain.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Users are not permitted to create, maintain, or delete Item/Stockroom relationships for Stockrooms to which they are not authorised. If the user selects a stockroom to which they are not authorised, then the standard Stockroom Authorisation error window is displayed and access is denied.

Note: You must define the [stockroom](#) to Inventory through the company profile before you maintain the [stockroom](#) details.

Note: You must configure [stockroom](#) details for each item, unless the item is being added as a non-stock item.

Note: [Catchweight](#) items cannot be stored in a bonded [warehouse](#).

Standard Cost Changes - Movement Detail

The following fields are only required if [standard cost](#) changes are to be made.

Note: If you have entered this information previously in this session, it becomes the default for all [cost](#) changes.

Reference

Enter the reference number for the movement, using up to 14 alphanumeric characters. You can link this with the reference type.

Reference Date

Enter or select a date to be used as the reference date. This field defaults to the current system date. The reference date is cross-referenced with the table of period and week end dates, to decide the week and period numbers for ageing the stock movement and history records.

Reference Type

Enter the reference type, using up to 3 alphanumeric characters.

Alternatively, use the prompt facility to select from the TRAN Movement Reference Type pop-up.

You can use this field to enter a mnemonic to describe the reference number. For example, you can use REQ to indicate that the reference number is a stores requisition note number.

Narrative

Enter the narrative or description for the movement, using up to 20 alphanumeric characters.

Movement Reason

Enter a [reason code](#).

Alternatively, use the prompt facility to select from the MOVR Movement [Reason Code](#) pop-up.

Press Enter to display the [Stockroom](#) Details Maintenance window.

Stockroom Details Maintenance Window

To display this window, enter an item number and [stockroom](#) code and then press Enter on the [Stockroom](#) Details Maintenance Selection window.

Use this window to maintain the item part of the [stockroom](#) details. Any existing information is displayed. Within this task, it is possible to enter a value that represents the amount by which the [available stock](#) is allowed to go negative during the allocation process.

Material cost can be entered in any valid currency and will be converted to base currency using the specified exchange rate.

NOTE: *The Inventory Description Entry (Parameter Type: IN; Parameter Search Key: RVSC) will control whether the Standard Cost is to be revalued using the current currency exchange rate whenever a stockroom balance is updated but the prime value of the cost is not changed.*

Fields**Purchase Unit**

Enter a purchase unit chosen from the units of measure defined on the Inventory [Descriptions file](#) under major type UNIT. This defaults to the purchase unit defined for the item in the Item Master file. This unit is assumed as the default ordering unit in Inventory Management and Purchase Management if you are using it.

You can use the prompt facility to select from the Purchase/Issue Unit Selection pop-up.

Note: All units specified on this window must be one of the three valid units defined for the item.

Note: Quantities on the database are recorded in the issue unit of the appropriate [stockroom](#). The Inventory Unit is used as the default unit when recording inventory movements.

Inventory Unit

Enter the default inventory unit for this item in this [stockroom](#). The value must be one of the three valid units of measure for the item. This defaults to the default [unit of measure](#) specified against the item.

Note: The default inventory unit for an item should be set to the [stockroom](#) issue unit if you wish inventory movements to be recorded as per the current system configuration.

Note: This field is only displayed if Quantity Formatting Details Display is requested in the Inventory company profile and the item allows multiple unit entry.

Note: This defaults to the specified Issue Unit when it is not displayed

Issue Unit

Enter an issue unit chosen from the units of measure defined in the Inventory [Descriptions file](#) under major type UNIT. This defaults to the issue unit defined for the item in the Item Master file. All stock [balances](#) and [costs](#) for this item in this [stockroom](#) are expressed in this unit. If this item is flagged as a multiple unit entry item, the issue unit in all [stockrooms](#) in which that item is held must be the same as the issue unit defined for the item.

In Production, when you define a route header, you use this as the default [UoM](#).

Note: You can only change the issue [unit of measure](#) for an existing item if there is no stock [balance](#) or outstanding orders recorded against the item.

If you do change the [UoM](#), the [costs](#) and value based landed [costs](#) associated with the item are re-calculated.

Note: If you are using [Catchweight](#), and the [unit of measure](#) is a secondary [UoM](#), this field is displayed for your information only and cannot be amended.

Default Sales Unit

Enter the [unit of measure](#) to be used as the default sales unit for this item. The value entered must be one of the three valid units of measure for the item. It defaults to the default [unit of measure](#) specified for the item.

Note: This is only shown if Quantity Formatting Details Display is requested in the Inventory company profile and the item allows multiple unit entry.

Note: This defaults to the specified Issue Unit when it is not displayed

Reorder Policy

Enter one of the following to specify the item's normal re-order policy for this [stockroom](#):

- 1 - Up to MAX
- 2 - ROQ
- 3 - Up to MIN
- 4 - Up to ROP
- 5 - EOQ

Alternatively, use the prompt facility to select from the REOP [Reorder Policy](#) Codes pop-up.

The code defaults to that defined in the company profile but can be changed.

Vendor Scheduling Item

Use this checkbox as follows:

Unchecked - If Requisitioning controls the item purchasing

Checked - To indicate that you control item purchasing through Vendor Scheduling

This field is for purchased items only.

Note: If you change this field from **checked** to **unchecked**, any Vendor Scheduling purchase orders remain in place.

Profile Code

Enter the [usage profile](#), using up to two alphanumeric characters. This is defined in the company profile and is used in calculating the [average usage](#) for the item in this [stockroom](#).

Alternatively, use the prompt facility to select from the Select [Usage](#) Code pop-up.

Lead Time

Enter the [lead time](#) in weeks, using up to five characters including two decimals. This is used for stock availability calculations. [Lead time](#) is only used to calculate due dates for purchase orders if an item or supplier profile is not available in Purchase Management.

The software calculates the available date by adding the [lead time](#) to the current date.

Reorder Point

Enter the re-order quantity, in issue units, using up to 13 numeric characters including three decimals, to determine at what quantity you should re-order stock.

Do this if you do not want the software to calculate this value automatically.

Production uses this to determine the safety stock figure for the item in this [stockroom](#) when you run MRP for cellular planning.

Maximum Stock

Enter the [maximum stock](#), using up to 13 numeric characters including three decimals, if you do not want the software to calculate this value automatically.

Note: If the ROP is higher than the [maximum stock](#), a warning is given.

Reorder Qty

Specify the re-order quantity, using up to 13 numeric characters including three decimals. If you leave this value as zero, the software calculates a re-order quantity based on re-order factor %. This only applies if you specify re-order policy 2 (ROP/ROQ). Otherwise, for policies 1-4, enter a figure to control the re-order level manually.

EOQ (Economic Order Quantity)

Enter up to 13 numeric characters including two decimals, to specify the [economic order quantity](#), in issue units. Use this if you do not want the software to calculate this value automatically.

Calculate EOQ etc.

Use this checkbox as follows:

Unchecked - To enter these figures manually

Checked - If the application should calculate [economic order quantity](#), re-order point and [maximum stock](#)

Note: If the Re-order Policy is **3** (Up to MIN), leave this field **unchecked**.

Reorder Factor %

Specify the re-order factor %, using up to three numeric characters. This defaults to the percentage defined in the company profile. This percentage is the number of [lead times](#) worth of [average usage](#) to be re-ordered. This only applies if you specify the re-order policy as **2** (ROP/ROQ).

Suppliers

Enter up to four eight-character supplier codes to specify the suppliers of this item for this [stockroom](#). Requisitioning uses the first supplier as the preferred supplier when generating recommended purchase orders.

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

Material Cost

You can only enter material [cost](#) for [standard cost](#) items. For [standard costed](#) items, you enter the material [cost](#), and any standard landed [costs](#) are applied to calculate the total [standard cost](#). If no landed [costs](#) are defined, the [standard cost](#) equals the material [cost](#). If it is amended when there is stock on hand in the [stockroom](#), a stock value adjustment movement record is created.

Caution: For items stored in a bonded warehouse the duty suspended cost of the item should be entered here.

Note: A warning is issued if a stock value adjustment record will be created and no [cost](#) movement detail was entered on the previous window.

Note: The [cost](#) unit is displayed to the right of this field. This is useful if you are using [Catchweight](#), as the [cost UoM](#) is the item's secondary [UoM](#) and not the [stockroom](#) issue [UoM](#).

Note: If you are using [Catchweight](#), the landed [costs](#) are added to the material [cost](#) to give a total [standard cost](#) per secondary [UoM](#). In this case, a value based landed [cost](#) relates to the secondary [UoM](#). The item/supplier profile and actual landed [costs](#) in Purchase Management are all based on the primary transaction quantity and never on the secondary transaction value.

Note: When Accounts Receivable is operating as a multi-currency module you will qualify the currency in which you have entered the material cost.

Currency

Enter a valid currency code.

Alternatively, use the prompt facility to select from the Select Currency Popup.

NOTE: For new item/stockroom combinations this will default to the base currency code.

NOTE: This field is displayed when Accounts Receivable is operating as a multi-currency module and the item costing method is STANDARD.

NOTE: Currency is only relevant to the Material Cost and Standard Cost for a standard costed item.

WARNING: If you change the Currency when Standard Landed Costs exist for an item you will be forced into the Landed Costs Entry Window to review the landed cost details, as any previously entered value based cost would have been entered in the original currency code.

Currency Rate Code (Untitled)

This field displays currency rate code used to derive the appropriate currency exchange rate.

For new item/stockroom combinations this will default to the Currency Rate Code specified for the inventory company.

The Currency Rate Code holds the exchange rate for the specified currency code. You establish these within General Ledger.

NOTE: This field is displayed when Accounts Receivable is operating as a multi-currency module and the item costing method is STANDARD.

Currency Rate (Untitled)

This field displays the currency exchange rate, associated with the Currency Rate Code, which is used to convert the Material Cost and Standard Cost into base currency.

The second field will display one of the following:

Multiply (1) – If the Material Cost (Standard) is multiplied by the Currency Rate to give the base value

Divide (2) – If the Material Cost (Standard) is divided by the Currency Rate to give the base value

NOTE: *These fields are displayed when Accounts Receivable is operating as a multi-currency module and the item costing method is STANDARD.*

Standard Cost

If the item is not [standard costed](#), the field can be entered for memo purposes. Enter up to 15 numeric characters, including five decimals, to specify the [standard cost](#) of one issue unit of the item.

For [standard costed](#) items, this field is protected. It is calculated based on Material [Cost](#) with landed [costs](#) applied.

Caution: For items stored in a bonded warehouse the duty suspended cost of the item should be entered here.

For an item with a Costing Method of Standard the Standard Cost will be shown in the same currency as the Material Cost.

If the item does not have a Costing Method of Standard then you should enter the Standard Cost in base currency.

Note: The default [costing method](#) is maintained on the Maintain Company Profile Initial Selection window and may be overridden for the item on the Price and [Costing](#) window of Maintain Inventory Item.

Production updates the material [cost](#) of an item, [costed](#) at standard, in order that landed [costs](#) may be added to it.

Note: The [cost](#) unit is displayed to the right of this field. This is useful if you are using [Catchweight](#), as the [cost UoM](#) is the item's secondary [UoM](#) and not the [stockroom](#) issue [UoM](#).

Latest Cost

Note: You only use this field when the item is first added, so that it has a value in Inventory.

If you use [latest costing](#), all stock valuation reflects the [latest cost](#). The default [costing method](#) is defined in the [Costing Method](#) field on the Maintain Company Profile Stock Weeks Matrix window, and on the Price and [Costing](#) window of Maintain Inventory Item.

Enter up to 15 numeric characters, including five decimals, to specify the [latest cost](#). The application maintains the [latest cost](#) as the unit [cost](#) associated with the last stock receipt recorded for an item. You specify it when the [item stockroom](#) is first set up, but is overridden during the next receipt.

The Latest Cost should be entered in base currency.

Caution: For items stored in a bonded warehouse the duty suspended cost of the item should be entered here.

Note: The [cost](#) unit is displayed to the right of this field. This is useful if you are using [Catchweight](#), as the [cost UoM](#) is the item's secondary [UoM](#) and not the [stockroom](#) issue [UoM](#).

Base List Price

Enter up to 15 numeric characters, including five decimals. Use this data in the valuation of forecasts in MPS, DRP and MRP. It is also used by Sales Analysis to calculate sales values for kit components.

ABC Class Override

The ABC classification matrix is defined for each [stockroom](#) on the company profile. The categorisation is based on the value and [usage](#) of an item, either A, B or C with associated recommended minimum and [maximum stockholding](#) levels.

Leave this field blank if you to use the default class for the item configured on the Maintain Company Profile Stock Weeks Matrix window.

Enter A, B or C to associate the item with a different class, so that when [stock counting](#) is requested, the item is counted more or less frequently than the default.

Enter Z to exclude the item from a [stock count](#) generated by ABC Classification. [Stock counts](#) for items with this class can be generated by manual range.

Over Confirm

This percentage is used in Sales Order Processing when you confirm despatch an order or order line. This defines the maximum [variance](#) allowed between the despatch quantity and the recorded pick quantity.

It is defaulted from the Inventory [Descriptions file](#), under major type MISC and description code DSTL.

Negativity

Enter a value, in issue units, that represents the amount by which the [available stock](#) is allowed to go negative during the allocation process.

Note: This value notionally represents a single day's production for users of non-System21 manufacturing systems.

Note: This negativity functionality is only supported via Order Capture and not via any of the other order entry methods.

Bins

Enter the bins in which you store this item in the [stockroom](#) using up to two sets of six alphanumeric characters. If you require full location management, you should install Location Control or Warehousing.

Note: Bin numbers are used to control the sequence in which items are printed on SOP [pick lists](#)

Date Changed

This is a system-maintained field indicating when you last changed this record.

Functions**Delete (F11)**

Use this to delete a [stockroom](#). To do this, select **Delete (F11)** twice, provided that the following conditions are satisfied:

- The [physical stock balance](#) must be zero.
- No movements must exist in the current month.
- No outstanding orders (sales, production, or purchase) must exist.
- The item must not exist on any outstanding contracts (if Automotive is installed).
- The item must not be specified on a production bill of material (if Manufacturing is installed.)

Landed Costs (F14)

Use this to define landed [costs](#) for the item. You can only use this if the item is [standard costed](#).

Transaction Control (F16)

Use this to display the Transaction Control Effectivity Maintenance window. This is only available if the item is subject to transaction control.

Currency Overrides (F19)

Use this to display the Override Currency Conversion Parameters Popup, where you can override currency details.

NOTE: This is only available when Accounts Receivable is operating as a multi-currency module and the item costing method is STANDARD.

Base Values (F22)

Use this to display Base Value Popup.

NOTE: This is only available when Accounts Receivable is operating as a multi-currency module and the item costing method is STANDARD.

Press Enter to check all details and return to the [Stockroom](#) Detail Maintenance Selection window.

If you are using Location Control, press Enter twice to display the Item/[Stockroom](#) Location Control Details pop-up.

Override Currency Conversion Parameters Popup

To display this popup, request **Currency Overrides (F19)** on the Stockroom Details Maintenance Window.

You use this window to override currency conversion parameters used to convert Material (Standard) Cost to base currency.

Fields

Rate Code

Enter a valid currency rate code.

Alternatively, use the prompt facility to select from the Select Rate Code Popup.

Rate

If you do not enter the Rate Code, enter the currency exchange rate.

Multiply / Divide

Select one of the following:

Multiply (1) – To multiply the Material (Standard) Cost by the Rate to get the base value

Divide (2) – To divide the Material (Standard) Cost by the Rate to get the base value

Press **Enter** to save the values and return to the Stockroom Details Maintenance Window.

The values entered in this window will be shown in the relevant fields on the Stockroom Details Maintenance Window.

Base Value Popup

To display this popup, request **Base Values (F22)** on the Stockroom Details Maintenance Window.

You use this window to view the base values of the Material Cost and Standard Cost entered on the Stockroom Details Maintenance Window.

Fields

Material Cost

The material cost for the item/stockroom combination, expressed in base currency, is shown.

Standard Cost

The standard cost for the item/stockroom combination, expressed in base currency, is shown.

NOTE: *The Rate Code on the Inventory Description (Parameter Type: MISC; Search Argument: RVSC) will indicate whether the Standard Cost (Base) is to be recalculated at the current exchange rate when maintaining an item/stockroom when no change is made to the Standard Cost (Prime) value. This allows for other item/stockroom attributes to be maintained without affecting the Standard Cost (Base) of the item/stockroom due to any exchange rate fluctuation since its last revaluation.*

Press **Previous (F12)** to return to the Stockroom Details Maintenance Window.

Landed Costs Entry Window

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

Use this window to enter and maintain landed [costs](#) for an item.

The currency in which the Material Cost was entered on the Stockroom Details Maintenance Window is displayed and any landed cost values, as opposed to those landed costs expressed as a percentage of the Material Cost, entered in this window must be entered in the same currency as the Material Cost.

All landed cost values entered are added to the Material Cost to give the Standard Cost in the specified currency. This will then be converted to base currency using the specified exchange rate.

Note: The calculated Standard Cost (i.e. Material Cost + Landed Costs) is displayed on the Stockroom Details Maintenance Window in the entered currency.

Note: If landed [costs](#) are amended when there is stock on hand in the [stockroom](#), a stock value adjustment movement record is created.

Note: You can only define landed [costs](#) for a [standard costed](#) item.

Fields

Cost Code

Enter an existing [cost](#) code.

Alternatively, use the prompt facility to select from the LAND Landed [Cost](#) Codes pop-up.

Landed [cost](#) codes are set up in Purchase Management.

Description

The description for your chosen [cost](#) code is automatically displayed.

Standard Landed [Cost](#)

Enter a figure for the [cost](#) code, using up to nine numeric characters including five decimals.

%/Value

Select one of the following:

Percentage (1) - For this landed [cost](#) to be percentage based

Value (0) - For this landed [cost](#) to be value based

Note: Landed [costs](#) are added to or subtracted from the material [cost](#) specified for an item/[stockroom](#) to derive the [standard cost](#). The resulting total material cost and standard cost must not be negative.

Enter any values, which are not percentages, in the same currency as the Material Cost was entered on the Stockroom Details Maintenance Window.

Caution: Where landed costs are changed and updated, the Stockroom Details Maintenance window is re-displayed. If at this stage you select Exit (F3) or Previous (F12), all landed cost updates will be lost. A warning message is displayed to this effect.

Select **Update (F8)** to update the information you have added and return to the Stockroom Maintenance Details window, where landed [costs](#) will be added to or subtracted from the material [cost](#) to derive the [standard cost](#).

Item/Stockroom Location Control Details Pop-up

To display this pop-up, press Enter twice on the Stockroom Details Maintenance window.

Note: This pop-up is only displayed if there is a Location Control [Stockroom](#) Profile for this [stockroom](#) and it is not a consignment [stockroom](#). To set one up, use [Stockroom](#) Profile Maintenance in the Inventory Company Profile task.

Note: This pop-up is not displayed if the [stockroom](#) is a consignment [stockroom](#). The details normally set here will be set using the Customer/Item Maintenance task.

Use this pop-up to add Location Control defaults for your selected item and [stockroom](#) combination.

Fields

Status

This field displays the Location Control status for your selected [stockroom](#).

Default Location

This field displays the default location for your [stockroom](#).

Default Location

Enter the single location in which you want to stock this item.

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

This location is then the suggested location for receipts and unplanned issues.

Multiple Locations

Use this checkbox as follows:

Unchecked - To stock this item only in the single default location

You can only select to store stock in a single location if there is no stock [balance](#) or if all the stock is in the default location.

Checked - To stock this item in more than one location

Rotate Stock

Use this checkbox as follows:

Unchecked - Not to use stock rotation

Checked - To use stock rotation

This is automatically checked, thus forcing stock rotation by receipt date/time for items that are not subject to batch, lot or serial control.

Collect Secondary Balances

Note: This field is only displayed if you select a [Catchweight](#) item.

You only need to enter secondary [balances](#) at the lowest level required, since there is no need to enter higher-level transaction totals as there is for the primary [balance](#).

Use this checkbox as follows:

Unchecked - Not to hold secondary [balances](#) by location

Checked - To hold location level secondary [balances](#)

Check this field if you want to stock items in multiple locations and therefore need to record secondary [balances](#) by separate location.

Note: If you de-activate this option, all location secondary [balances](#) are cleared when you press Enter.

Note: If you choose to stock an item in a single location, you cannot use this field because the location [balance](#) would be a duplicate of the item or lot [balance](#).

Functions

Refresh (F5)

Use this to restore any previous values for these fields.

Select **Update (F8)** to save and update your data, and return to the Stockroom Details Maintenance Selection window. Select **Exit (F3)** on that window to leave the task.

FIFO Costs [6/INM]

[FIFO](#) (first in, first out) determines that the costs of the oldest receipted stock items are used first, and that the cost of the units when issued is the same cost that they were received at. The system automatically issues at the oldest cost of stock first and keeps detailed [cost](#) tracking.

The application generates [FIFO](#) records when you set the [costing method](#) of a product to [FIFO](#) and you receive goods into stock. If at any point FIFO cost records are found to be in error, this facility can be used to amend the detail within a [FIFO](#) record. To audit any [cost](#) changes made, a movement is written to the Transaction file. This has a zero quantity and a value equal to that of the adjustment. An audit report is printed to help track the changes that have been made.

Note: If [Catchweight](#) is in use, the [average cost](#) of [Catchweight](#) items for physical and in-transit [FIFO](#) items is calculated using the secondary values.

Maintain FIFO Costs Selection Window

To display this window, select the **FIFO Costs** task.

Use this window to select the item and [stockroom](#) combination for which you want to amend [FIFO costs](#).

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to the stockroom.

Fields

Item Number

Enter the item code. This must be an item defined to Inventory, which uses the [FIFO costing method](#).

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

Stockroom Code

Enter the [stockroom](#) that stores your selected [FIFO costed](#) item.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Users are not permitted to maintain FIFO Cost records for items in stockrooms to which they are not authorised. If the user selects a stockroom to which they are not authorised, then the standard Stockroom Authorisation Error window is displayed and access is denied.

Reference

Enter the reference number of the movement, using up to 14 alphanumeric characters. You can link this with the reference type specified.

Reference Date

Enter or select a date to be used as the reference date. This field defaults to the current system date. The reference date is cross-referenced with the table of period and week end dates, to decide the week and period numbers for ageing the stock movement and history records.

Reference Type

Enter the reference type, using up to 3 alphanumeric characters.

Alternatively, use the prompt facility to select from the TRAN Movement Reference Type pop-up.

You can use this field to enter a mnemonic to describe the reference number.

Narrative

Enter the narrative or description for the movement, using up to 20 alphanumeric characters.

Reason Code

Enter a [reason code](#).

Alternatively, use the prompt facility to select from the MOVR Movement [Reason Code](#) pop-up.

Note: This information is written to the movement history. To help you recognise and analyse the movements, you can view and report on it.

Press Enter to display the Maintain FIFO Costs window.

Maintain FIFO Costs Window

To display this window, press Enter on the Maintain FIFO Costs Selection window.

Use this window to maintain the unit [cost](#) of a [FIFO](#) record.

Note: The [cost](#) change only affects the [balance](#) remaining with that record. Inventory Management does not track items already issued to amend their [cost](#). If part of the receipt has been issued, you must spread the total value of the adjustment over the remaining items in the receipt. This can lead to unusual short-term [costs](#).

The upper part of the window identifies the product and [stockroom](#) for which the amendment has been requested. The lower part lists the open [FIFO](#) records for the product/[stockroom](#).

Fields**Cost Per Unit**

Enter or amend the [cost](#) for the [FIFO](#) record.

Note: Although the value of stock can have changed, this process does not update the General Ledger.

Note: Use AFI to extract information from [FIFO cost](#) re-valuation movements to update the General Ledger with any [cost](#) changes made.

Press Enter to change the value of the [FIFO](#) record. The value of the change is written to the Movements file, as an audit of the change.

If Period End Average Costing function is active, additional processing occurs when an Inventory FIFO Cost Amend is processed:

- Capture of additional movement details for the purposes of Period End Average Costing.
- Update of Period Inventory Cost Balances for the purposes of Period End Average Costing.

Item/Container Profile Maintenance [7/INM]

Container profiles are used to identify the numbers of containers associated with each issue unit of a base product; for example, vodka is supplied in 1.75 litre bottles, twelve 1.75 litre bottles are shipped in a crate and 40 crates are loaded onto a wooden pallet.

The container profile for a base product consists of a list of container item codes, each of which has an associated conversion factor that determines how many of those containers are required per transaction unit of the base product.

Containers may be integral to the product definition or optional. Containers that are integral to a product's definition (such as a bottle) will have been either supplied with the product when purchased or consumed in the manufacturing process. Optional containers are consumed during outbound logistics processing.

Products may optionally have a different container profile for each customer to whom they are shipped, to account for situations where pallet sizes differ between customers.

Version numbers are automatically incremented by the system for both item and customer/item container profiles as they are maintained. By default, tasks select and store the latest version number, unless the task is related to a previous task, which already had an assigned version number (e.g. a credit note based on an invoice or an adjustment on a customer return). In such a case, that previously assigned version number will be used. An older version number cannot be selected once a new version has been created. The version number will be held [on order](#), invoice and despatch note lines for 'contained' items.

The following tables give some examples of expected configurations for the container profiles of items:

Table 1: The stocked item is 12*75cl bottles pre-packed in a case. No additional containers are required when shipping this product.

Sequence	Container Item	Number Off	Include in Container Summary	Optional
10	75cl bottle	1 (Multiply)	No	No
20	Case for twelve bottles	12 (Divide)	Yes	No

Table 2: The stocked item is 12*75cl bottles pre-packed in a case. These may be loaded onto a pallet for shipment to the customer. Each pallet can hold up to 20 cases (240 bottles) of the item. Inventory control is required for the use of pallets.

Sequence	Container Item	Number Off	Include in Container Summary	Optional
10	75cl bottle	1 (Multiply)	No	No
20	Case for twelve bottles	12 (Divide)	Yes	No
30	Pallet	240 (Divide)	No	Yes

Table 3: The stocked item is a 75cl bottle that is not pre-packed. Bottles will be put into [cartons](#) (a cardboard box with separators), which may be loaded onto a pallet for shipment. Each [carton](#) can hold up to 12 bottles and each pallet can hold up to 20 [cartons](#) (240 bottles) of the item. Inventory control is required for the use of pallets but not [cartons](#).

Sequence	Container Item	Number Off	Include in Container Summary	Optional
10	75cl bottle	1 (Multiply)	No	No
20	Carton for twelve bottles	12 (Divide)	Yes	No
30	Pallet	240 (Divide)	No	Yes

Note: The sequence number assigned to each container item in the profile is used to imply the container structure, with the lowest number representing the inner container and the highest the outermost container. When containers are added to an order, those defined with the lowest sequence number will be added to the order with the lowest assigned line number.

Container Profile Definition Selection Window

To display this window, select the **Item/Container Profile** task.

Alternatively, select maintenance of the item/container profile of an item within the Linked Item Maintenance task.

Use this window to select the item (and optionally the customer) for which a container profile is to be defined.

Fields

Base Product

Enter the item code against which you wish to establish a container profile.

Note: The selected item code may not itself be a container item.

Customer

If the container profile of a product is different for a specific customer, enter a valid customer account code and delivery sequence.

Container profiles can be established at the following account levels:

- For a specific delivery address
- For all delivery addresses for a customer, by specifying a delivery address code of **000**

When adding a container profile for a specific customer the profile initially defaults to that defined for the product for all customers.

Note: Container profiles for a specific customer cannot be added without first defining the default container profile for the product.

Enter an item code and press Enter to display the Container Profile Definition Detail window.

Container Profile Definition Detail Window

To display this window, press Enter on the Container Profile Definition Selection window.

Use this window to maintain the container profile definition for an item. The latest version of the profile will be available for amendment. If these amendments are updated, a new version number is applied and this becomes the active version of the profile.

Note: There is no limit to the number of levels of associated container that can be established against a base product.

Note: There is no assumption that the issue unit of a product is the smallest unit for that item (although this will be the recommended set-up). Therefore it will be possible to establish a container profile where more than one container is used per unit of a base product.

Note: Once a container profile is defined against an item, its existence is flagged on the appropriate item definition. This ensures that Order Capture considers the containers associated with the item when raising orders.

Fields

Base Product

This field displays the item code and description of the base product entered on the Item/Container Profile Definition Selection window.

Customer

This field displays the customer code, delivery sequence code and name of the customer entered on the Item/Container Profile Definition Selection window.

Note: This is only displayed when you are maintaining the item/container profile definition for a specific customer.

Issue/Stock Conversion

This field displays the issue to stock conversion factor of the base product entered on the Item/Container Profile Definition Selection window.

This is followed by the issue [unit of measure](#) code and its description.

Stock/Purchase Conversion Factor

This field displays the stock to purchase conversion factor of the base product entered on the Item/Container Profile Definition Selection window.

Note: The [unit of measure](#) conversion factors for the base product are displayed as a prompt, as the expectation is that conversion factors regarding the number of containers required would be based on these conversion factors.

A list of container items associated with the selected base product is then displayed.

Sequence (Seq)

Enter the sequence number that will dictate the order in which the container items in the container profile will be displayed.

Duplicate sequence numbers are not allowed.

This defaults to the Returns Template Sequence Number specified for the container item.

Container Item

Enter the item code of the container item.

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

The description of the container item will be displayed when you press Enter.

Any container item may only appear once in an item's container profile.

Number Off

Enter the number of the container item required when shipping a single unit of the base product.

Only positive integer values may be entered.

Multiply/Divide

Select one of the following:

Multiply (1)

Divide (2) (default)

The ordered quantity of the base product, in issue units, is either multiplied or divided by the Number Off value to derive the number of this container item required for shipping.

Optional

This is automatically set to the Outbound Logistics setting of the container entered in Item maintenance.

Note: Optional container item [balances](#) are consumed from the appropriate inventory [stockroom](#) at Confirmation of Despatch, based on the number of containers used in the despatching process (as recorded by the user). Inventory movements are also generated for these containers.

Caution: A container item must be flagged as optional within Item Maintenance for that container item to be consumed from inventory at despatch time.

Show in Container Summary

Use this to specify whether the container is included in the container summary on the following printed documents:

- SOP Pick Note
- SOP Clean Despatch Note (Delivery Note)
- ASN Despatch Note
- DY Delivery Note (Unpriced)

Use this checkbox as follows:

Unchecked (default) - If the container item will not appear in the container summary listed on the identified documents

Checked - If the container item will appear in the container summary listed on the identified documents

Note: A container might be specified to appear for one product item, but not for another.

If this is the case, the full total of the container will be shown and not just that quantity for the product where it is specified to be shown.

Note: System21 Drinks listed the outer containers associated with each product on documentation. Therefore the expectation would be that only one of the container items associated with a product would be flagged to show on documentation, although there is nothing to stop you from flagging more than one item to show on documentation.

Note: Only those containers which attract a deposit charge are shown on invoices and priced delivery notes. These are defined in Inventory Item Maintenance Container Information 2 window by setting the On Outbound Invoice field to **Deposit**.

Options

Amend

Use this to bring the details of the selected line to the bottom of the window for amendment.

Delete

Use this to delete the item from the container profile of an item.

Functions

Resequence (F5)

Use this to re-sequence the container items automatically, starting from 10, in increments of 10.

Delete (F11)

Use this to remove the container profile definition of an item from the system. You will be asked to confirm your request in a pop-up. All versions of the profile will be deleted.

Note: Delete (F11) will not be available if any version of the profile is in use on a sales order.

Note: All customer specific container profiles for an item must have been removed before the item container profile can be removed.

Note: The container profile for an item cannot be removed when there are outstanding orders on the system for the selected base product.

Select **Update (F8)** to save the entered information and return to the Container Profile Definition Selection window.

Account Container Tracking Maintenance [8/INM]

This task is used to maintain details of the container [balances](#) recorded against an account; that is, the system's view of the number of containers shipped to an account that have not yet been returned.

Note: *Outbound carrier-tracked containers are tracked by supplier or carrier at Confirm Despatch/POD.*

Note: *Inbound and outbound containers are tracked by supplier at Goods Receiving and Returns and Adjustments.*

Account Container Tracking Selection Window

To display this window, select the **Account Container Tracking Maintenance** task.

Use this window either:

- To establish initial container [balances](#) against accounts where there is a need to record container [balances](#) for shipments made prior to installation of System21
- To make manual corrections to pre-existing container [balances](#) where it is found that the system view disagrees with container [balances](#) reported by the customer

Fields

Account Code

Enter a valid account code and delivery sequence code.

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

Alternatively, enter a valid carrier code to maintain the container tracking information generated at confirm despatch for those containers which are tracked against the carrier used for shipment.

Alternatively, enter a valid Accounts Payable Supplier code.

Account Type

Select one of the following:

Customer (Blank) (default) - To maintain container-tracking information for a customer account

Carrier (1) - To maintain container-tracking information for a carrier code

Supplier (2) - To maintain container-tracking information for a supplier code

Note: If you specify **Supplier**, if the delivery sequence code is blank, this will be taken as **000**.

Enter a valid account and press Enter to display the Account Container Tracking Maintenance Summary window.

Account Container Tracking Maintenance Summary Window

To display this window, enter a valid account code and then press Enter on the Account Container Tracking Selection window.

A list of all container [balances](#) held by the selected account is displayed.

Any of the containers listed may be selected and adjustments made to the [balance](#) quantity. Alternatively, [balances](#) may be added for containers not already in the list.

Fields

Account Code

This field displays the account code, delivery sequence code, name, address and postcode of the account selected on the Account Container Tracking Selection window.

Alternatively, it will display the name of the carrier selected on the Account Container Tracking Selection window.

Last Agreed Audit Date

This is the last date on which an agreement was made with the account regarding the number of containers held.

A list of existing container items tracked against the selected account is then displayed.

The following details are shown for each container item tracked against an account:

- The current container [balance](#) held by the account
- The last agreed container [balance](#) held by the account as at the Last Agreed Audit Date

Options are available to:

- Record [balances](#) for other container items not currently listed (by entering the relevant details at the foot of the panel)
- Select the container [balance](#) of an existing container item for amendment
- View a detailed list of when container deliveries and returns occurred against the selected account

Container

Enter a valid container item code.

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

This field is protected when a pre-existing container [balance](#) has been selected for amendment.

The description of the entered container item code is retrieved from the Item Master file.

Current Balance

Enter the quantity of the container item held by the selected account.

When adjustments are made to the container [balance](#) held by a customer, the transaction details are recorded in the Container Tracking (Detail) file. The quantity recorded on the generated transaction is the difference between the original and adjusted container [balance](#).

Reason Code

Enter a valid reason for recording a new container [balance](#) or an adjustment to an existing container [balance](#).

Alternatively, use the prompt facility to select from the MOVR Movement [Reason Code](#) pop-up.

An appropriate [reason code](#) must be entered on each adjustment transaction entered.

Options

Tracking Details

Use this to view the details of when deliveries/returns of the selected container item were recorded against the selected customer/carrier account.

Amend

Use this to select an existing container [balance](#) for amendment, bringing the details of the selected line to the foot of the window.

Functions

Set Last Agreed Audit Date (F14)

Use this to set the last agreed audit date for the selected account. The Set Last Agreed Audit Date pop-up is displayed.

Press Enter after each line entry to save the entered information. Use **Previous (F12)** to return to the Account Container Tracking Selection window.

Set Last Agreed Audit Date Pop-up

To display this pop-up, select **Set Last Agreed Audit Date (F14)** on the Account Container Tracking Maintenance Summary window.

Use this pop-up to record an audit point for the container [balances](#) held by an account.

Fields

Agreed Audit Date

The current date is displayed to show that an audit agreement has been reached on this date.

Reason Code

Enter a valid [reason code](#)

Alternatively, use the prompt facility to select from the MOVR Movement [Reason Code](#) pop-up.

Functions

Update (F8)

Use this to set the last agreed audit date and container [balance](#) for an account on the Container Tracking (Header) file.

Audit transactions are generated on the Container Tracking (Detail) file for each container item tracked against the customer.

Note: Transactions are generated with the Source Document set to indicate that they are agreed audit points.

Select **Update (F8)** to set the last agreed audit date and container [balance](#) and return to the Account Container Tracking Maintenance Summary window.

Account Container Tracking Delivery/Return Details Window

To display this window, select **Tracking Details** against a pre-existing container [balance](#) summary on the Account Container Tracking Maintenance Summary window.

This window lists all delivery, return and adjustment transactions recorded for the selected container item against the selected account in reverse chronological order.

The following information is displayed from each Container Tracking (Detail) record:

- The date of the container movement
- The order number on which the movement was recorded
- The despatch note number on which the movement was recorded
- The container movement quantity
- The resulting container [balance](#) at the account

- The container movement value
- The source of the container movement, i.e. the transaction that resulted in its creation, such as delivery of goods, return of empty, manual adjustment, etc.

Fields

Position To

Enter or select a valid calendar date to start displaying container-tracking transactions recorded on or before that date.

Options

Audit Details

Use this against any of the listed transactions to view audit information related to that transaction on the Container Tracking Audit Details pop-up.

Select **Previous (F12)** to return to the Account Container Tracking Maintenance Summary window.

Asset/Container Tracking Audit Details Pop-up

To display this pop-up, select **Audit Details** against a transaction on the Account Container Tracking Delivery/Return Details window.

Use this pop-up to view the audit details for the selected transaction.

Fields

Container Item/Description

The item code and the description of the container item are displayed.

Movement Source

One of the following values is displayed:

Delivery (1)

Return (2)

Customer Returns (3)

Manual adjustment (4) i.e. recorded using this task

Agreed audit point (5)

Order/Return Number

This field displays the order number or return number against which the container delivery or return was recorded.

It is not displayed for manual adjustments or audit points.

Despatch Note No.

This displays the despatch note number against which the container delivery/return was recorded.

It is not displayed for manual adjustments, audit points and customer returns.

Quantity

This shows the number of container items delivered or returned.

Note: The Quantity field is negative for returns.

Resulting Balance

This is the [balance](#) of container items held by the account as a result of this movement.

Value

This is the value of the container movement.

Note: Container movement values are calculated by multiplying the movement quantity by the [standard cost](#) of the container item at the appropriate [stockroom](#), the appropriate [stockroom](#) being the outbound container [stockroom](#) associated with the [stockroom](#) against which the stock movement is recorded.

Reason Code

The code and the description of the [reason code](#) recorded on the container movement are displayed.

These are not displayed for container deliveries.

Recorded Date

This field displays the date on which the container delivery or return was recorded.

Recorded Time

This field displays the time at which the container delivery or return was recorded.

User

This field displays the ID of the user who recorded the container delivery or return.

Workstation

This field displays the ID of the workstation upon which the container delivery or return was recorded.

Program ID

This field displays the ID of the program by which the container delivery or return was recorded.

Select **Previous (F12)** to return to the Account Container Tracking Delivery>Returns Details window.

Linked Item Maintenance [10/INM]

Use this task to maintain item-related profiles and details across applications. You first select an item and then amend any number of profiles such as [item stockroom](#), item/supplier, DRP item profile, without having to locate the individual maintenance tasks on different menus.

Note: When a container profile is copied, its version header is included.

Note: If you are using [Catchweight](#), the [Catchweight](#)-specific functions for each of the applications work as normal.

Linked Item Maintenance Window

To display this window, select the **Linked Item Maintenance** task.

Use this window to enter an item number.

Fields

Item

Enter reference code of the item for which you want to maintain certain item related profiles or details.

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

Functions

Pending Transfer In (F17)

Use this to display the Global Item Maintenance - Pending Transfers In (Confirm/Amend Selections) window, which shows a list of the items published by other companies that have yet to be reviewed in the current company.

You can decide the appropriate action to be taken for each item in the displayed list. Refer to the GIM (Pending Transfers) section for further details.

Note: This function is only available where there is at least one item pending transfer to the current company and the company is permitted to decide whether to subscribe to published item definitions.

Upon return from the Pending Item Transfer window, any selections made are processed.

Item Catalogue In (F19)

Use this to display the Item Catalogue Enquiry window, which shows a list of all items published by other companies.

You can decide whether to subscribe to an item by taking the appropriate action against an item in the displayed list. Refer to the Item Catalogue Enquiry Window section for further details.

Note: This function will only be available where the current company has a relationship with another company that can publish item definitions.

Upon return from the Item Catalogue Enquiry window, any selections made are processed.

If the selected item code has been published by another company and is pending review within the current company, control is passed to the Accept/Reject Global Definition pop-up. Otherwise, the Item Profile Selection window is displayed.

Global Item Maintenance Browse Item Catalogue Window

To display this window, select **Item Catalogue In (F19)** on the Linked Item Maintenance window.

Use this window to view a list of the item definitions published by other companies so that the subscription criteria for a particular item can be revised in the current company.

Note: *The task should be invoked in a partner company that is permitted to pull item definitions from other companies.*

This is very similar to Pending Transfers, except that all items published on the catalogue are displayed, as opposed to those currently awaiting update in the partner company.

Note: *A company relationship must exist, signifying that the current company pulls definition of items from the owning company, in order for an item to be valid for selection.*

Fields

Position To

Enter any fifteen-character code.

The value entered is used to re-position the displayed list of pending transfer details.

Select (Sel)

Select one of the following:

Blank - To defer subscription to this item in the partner company

Accept (without review) (1) - To accept the definition (without review)

Enter this value where either of the following is true:

- The owning company pushes definitions of an item to the partner company.
- The partner company has decided it will accept a published definition from another company without having to review the definition before its version of the definition is updated.

Accept (with review) (2) - To accept the definition (with review)

Enter this value where the partner company wishes to review the definitions of items published by other companies before deciding to subscribe to the said definitions.

Item enquiry (owning company) (3) - To invoke the Linked Item Enquiry task for the chosen item

Note: The item details displayed will be related to the definition of the item within the owning company.

Reject definition (9) - To reject the definition

Enter this value to signify that the partner company has decided not to subscribe to the published definition of the chosen item.

Note: Reject Definition (9) is only available when this task is invoked by a partner company by requesting **Pending Transfer In (F17)** within the Linked Item Maintenance task.

Functions

Update (F8)

Use this to update the Publication and Published Item Details files with any changes made to the subscription criteria.

Note: Records are removed from the Published Item Details file where the partner company decides to reject an items definition.

The following actions are also performed:

- The Item Update task is invoked for all items to be accepted in the partner company (with or without having to review the definition in that company).
- A record is written to the Pending Transfers Review file for each item whose definition is to be reviewed in the partner company. These records are processed upon returning to the Linked Item Maintenance task.

Upon return from the Pending Item Transfer window, any selections made are processed.

Select/Deselect All (F13)

Use this to toggle the selection values between **Accept (without review)**, **Accept (with review)** and **blank**.

More Options (F23)

Use this to see more option text values.

Select **Update (F8)** to update the Publication and Published Item Details files with any changes made to the subscription criteria. The Linked Item Maintenance window will then be displayed.

Accept/Reject Global Item Definition Pop-up

To display this pop-up, select an item code in Linked Item Maintenance, where the item has been published by another company and is pending review within the current company.

Use this pop-up to accept the definition of the selected item from the owning company into the current company.

Note: *Where a definition of the selected item already exists in the current company, the wording on the above window will read, "A global definition of this item has been re-published by company XX".*

Fields

Accept/Reject Global Definition (Untitled)

The value selected dictates whether the definition of the selected item in the current company is updated from the definition in the owning company.

Select one of the following:

Accept Global Definition (without review) (1) - To accept the global definition of the item without reviewing the item's definition in the current company

Item Transfer will synchronise the chosen item to any attribute values (defined as global, global (fixed) or local (with default)) on the item definition in the current company with those specified for the item in its owning company.

Where the specified item does not yet exist in the current company, a skeleton definition will be generated based, on the settings of all global, global (fixed) and local (with default) attributes from the owning company.

Where the specified item already exists in the current company, only those attributes specified as global or global (fixed) will be updated with the corresponding settings from the owning company.

Upon completion of the required updates, you are returned to the Linked Item Maintenance Item Selection window.

Accept Global Definition (with review) (2) - To accept the global definition of the item and then review the item's definition in the current company.

Item Transfer will synchronise the chosen item to any attribute values (defined as global, global (fixed) or local (with default)) on the item definition in the current company with those specified for the item in its owning company.

Where the specified item does not yet exist in the current company, a skeleton definition will be generated based on the settings of all global, global (fixed) and local (with default) attributes from the owning company.

Where the specified item already exists in the current company, only those attributes specified as global or global (fixed) will be updated with the corresponding settings from the owning company.

Upon completion of the required updates, you will be presented with the Linked Item Maintenance Item Profile Selection window for the specified item, thus giving you the chance to review and revise the imported item definition in your company. Only those attributes specified as either local or local (with default) may change value in the current company.

Reject Global Definition (9) - For the current company to maintain its own definition of this item.

This will invoke Item Transfer, which updates the Publication Details file for the specified item to reflect that the definition has been rejected by the current company. Once an item has been rejected by a company, subsequent changes to that item's definition in the owning company will not be published to that company.

Upon completion of the required updates, you are returned to the Linked Item Maintenance Item Selection window.

Functions

Item Enquiry (Owning Company) (F19)

Use this to review the definition of the item within the owning company and thus make an informed decision on whether to subscribe to the published definition of the item.

Select **Update (F8)** to perform the updates appropriate for the Accept/Reject Global Item Definition option previously selected.

Item Enquiry (Owning Company) - Profile Selection Pop-up

To display this pop-up select **Item Enquiry (Owning Company) (F19)**, on the Accept/Reject Global Item Definition pop-up.

Alternatively, select Item Enquiry (Owing Company) against an item on the Global Item Maintenance Browse Item Catalogue window.

The item code and description are displayed at the top of the pop-up.

You can maintain the following profiles or details for the item:

- Inventory Item Master
- Kit List Details
- Alternative Items
- World Trade Item Master
- Production Item Master

Fields

Inventory Item Details

Enter any valid number between 1 and 5.

If this is selected, the Item/[Stockroom](#) enquiry task is invoked for the selected item in its owning company, thus permitting the partner company to review the item's definition prior to deciding whether to accept it.

Kit List Details

Enter any valid number between 1 and 5.

If this is selected, the Kit List enquiry task is invoked for the selected item in its owning company, thus permitting the partner company to review the kit definition prior to deciding whether to accept the item.

Alternative Item Details

Enter any valid number between 1 and 5.

If this is selected, the Alternative Items enquiry task is invoked for the selected item in its owning company, thus permitting the partner company to review the alternative items defined for an item prior to deciding whether to accept the item.

World Trade Details

Enter any valid number between 1 and 5.

Note: This is only displayed when World Trade is active.

If this is selected, the World Trade Item enquiry task is invoked for the selected item in its owning company, thus permitting the partner company to review the item's World Trade definition prior to deciding whether to accept the item.

Production Item Master Details

Enter any valid number between 1 and 5.

If this is selected, the Production Enquire on Item task is invoked for the selected item in its owning company, thus permitting the partner company to review the item's Production definition prior to deciding whether to accept the item.

Note: The value entered in the various selection fields determines the order in which the selected item enquiry tasks are invoked. Duplicate sequence numbers cannot be entered.

Once you have selected the profiles you wish to display, press Enter to page through them until you return to this pop-up.

Profile Selection Pop-up

The Profile Selection pop-up is displayed, whether the item selected on the Linked Item Maintenance window exists or not.

The item code and description are displayed at the top of the pop-up.

You can maintain the following profiles or details for the item:

- Inventory Item Master
- [Item Stockroom](#) Profile

- Item Supplier Profile (Purchase Management)
- Production Item Master (Production Definition Management)
- Item [Warehouse](#) Profile (Warehousing)
- World Trade Item Master (World Trade)
- DRP Item Profile (Distribution Requirements Planning)
- Transport Planning Item Master
- Forecasting Item Profile (Forecasting)
- Kit List Maintenance
- Alternative Items
- Item Container Profiles
- Call.Connect Sales Details
- Publish Item Details
- ASN Item Details

Fields

Sequence (Untitled)

The sequence column is blank for all profiles, unless you are creating a new item.

To maintain a profile, enter **1** against the first profile you want to maintain, **2** against the second, **3** against the next and so on.

Note: If you enter an item code that does not exist, this pop-up is displayed with Inventory Item Master and Item Stockroom Profile already selected for modification.

Exist (Untitled)

If at least one profile combination has been defined, **1** is displayed. Otherwise, **0** is displayed.

For example, if you have defined an item to the [stockroom](#) and to the supplier, **1** is displayed in this field against Inventory Item Master Item Stockroom Profile and Item Supplier Profile and **0** is displayed against all other profiles.

Note: The only difference when comparing those maintenance tasks accessed from the Linked Item Maintenance task with those accessed directly from the menus is the extra function, F15, which displays the Select Profiles pop-up.

Caution: For maintenance functions requiring the selection of a second parameter, that is item stockroom details, item/supplier, you must select Exit (F3) from that function's selection pop-up to progress to the next profile chosen for amendment.

Press Enter to display the first window selected. Select the required function on each window to page through other selections until you return to the Profile Selection pop-up.

GIM (Publish Item Definition) - Select Copy-to Companies Window

To display this window, select the Publish Item Details profile within Linked Item Maintenance.

Use this to publish an item's definition to the list of partner companies defined on the GIM (Publication Details) file. This is invoked within the company that is either:

- The owner of the item's definition

Or

- A company permitted to send items it has received to other companies with which it has a relationship

Note: *Publication of item details is performed on an item-by-item basis. The ability to perform a mass publication of items is not provided.*

The list of companies to which details of the selected item are to be published is displayed. This information is established using Publication Details Maintenance.

Fields

Position to Company

Enter a company code to display the list from that code.

Select (Sel)

Use this checkbox as follows:

Unchecked - For each of the listed companies to which the publication of the specified item definition is to not occur

Checked - For each of the listed companies to which the publication of the specified item definition is to occur

Co

This field displays the company code of each company to which the selected item's details are to be published.

Company Name

This field displays the company name.

Exists

This field indicates whether a definition of the specified item already exists in the partner company.

Push/Pull

This displays the type of relationship (push or pull) between the owner and partner companies.

Note: The displayed list of companies excludes any that have already rejected the global definition of the specified item.

Functions

Publish (F8)

Use this to remove any existing pending transfer records for the specified item from the Published Item Definitions file and add new records based upon the selections made by the user.

Note: The Item Catalogues entry for the specified item is updated at this juncture to reflect that the item's definition has been published by the owner.

In a Work Management environment, the publication of an item's definition generates an event for each partner company to identify the existence of a published/re-published item definition.

This event is processed within a new Global Item Maintenance business process, which generates an appropriate e-mail message to prompt you to review the item definition in the partner company.

Select/Deselect All (F13)

Use this to toggle the Select field against all listed companies between **unchecked** and **checked**.

Select **Publish (F8)** to remove any existing pending transfer records for the specified item from the Published Item Definitions file and add new records based upon the selections made.

Copy Based on Item Creation [11/INM]

Use this task to create a new item from an existing item profile. You can copy some or all of the item's attributes, depending on the setting of flags on the Profile Options window. This can be particularly useful when entering the details of re-designed items to replace existing stock, or when defining numerous similar items to Inventory, where only minimal changes are necessary for each item's profile, thus reducing duplicate data entry.

Note: If you are using [Catchweight](#), all the [Catchweight](#)-specific information is also copied, for example, secondary [UOM](#) value, [tolerance](#) values, [Catchweight item type](#).

Copy Based on Item Selection Window

To display this window, select the **Copy Based on Item Creation** task.

Use this window to select the established item from which you want to copy details and enter the item code of the new item. The latest version of the item container profile is used for the based on item container details.

When you are creating a new item by basing its definition on another item already defined in the current company, the Publication Details Maintenance and Publish Item Details tasks are both invoked to permit the current company to become the owner of the new item's definition and to allow you to decide which other companies are to receive a copy of the definition when it is eventually published.

Fields

Item

Enter a new and unique item code using up to 15 alphanumeric characters.

Note: If you enter an existing item, a message is displayed and you should enter another item code.

Description (Untitled)

Enter the description, using up to 36 alphanumeric characters, for this item code.

Based On

Enter the code of an existing item on which you would like to base this new item.

Note: When you press Enter, the description for this existing item is displayed.

Functions

Profile Options (F13)

Use this to select profiles before you submit the job. The Profile Options window will be displayed.

Select **Submit (F8)** to process the job.

Profile Options Window

To display this window, specify a new item code and the existing item on which you want to base this new item and then select **Profile Options (F13)** on the Copy Based on Item Selection window.

Note: Base item data (including item attributes, units of measure, lot, batch or serial control details and [costing](#)) is always copied to the new item. In addition, any of the following data may also be copied.

Use this window to select the options you want to copy for the item.

Fields

Item Details

Use these checkboxes as follows:

Unchecked - If you do not want to copy this information for the new item

Checked - To duplicate the information held here for the new item

Note: This will happen even if you have not defined that data for the existing item.

Note: The profile options displayed are subject to the individual functions being active.

Note: You can use Linked Item Maintenance to amend this information.

Select **Submit (F8)** to submit the job to create the item.

Caution: If Indian Function is active, the India specific data will not be copied and must be added manually for the created item.

Tax Kit Maintenance [12/INM]

Caution: This option should only be used in a US Drinks environment.

A single saleable product may be made up of components liable to different rates of excise tax, for example, a case of mixed wines or a box of spirit miniatures. Items with different tax classifications need to be identified and their excise taxes calculated separately.

This new task defines kits for tax calculation purposes only. They are not used as a kit when despatching or delivering product.

The tax kit parent is processed through Inventory Management and Sales Order Processing, but state and city excise taxes are calculated for the kit components.

Tax Kit Maintenance Selection Window

To display this window, select the **Tax Kit Maintenance** task.

Use this window to select the item and variant for which a tax kit is to be maintained.

Fields

Item

Enter a valid item code. This is the saleable item stocked within Inventory Management.

Alternatively, use the prompt facility to select the item code.

Variant

Enter a valid variant of the selected item.

Alternatively, use the prompt facility to select the variant code from the list of variants already defined for the item within Bonded Warehousing.

Note: *Variant is only displayed when Bonded Warehousing is active in a US environment.*

Press Enter to display the Tax Kit Maintenance Detail window.

Tax Kit Maintenance Detail Window

To display this window, enter a valid Item and Variant and press **Enter** on the Tax Kit Maintenance Selection window.

Use this window to define the taxable components of the saleable item to be used when calculating any state and city excise taxes payable when the item is shipped or the duties payable when the item is removed from a bonded warehouse.

The description of the saleable item is displayed at the top of the window.

All current components of the kit (if any) are displayed.

To alter the kit definition, overwrite the existing component list.

Fields

Kit item

Enter a valid item code.

Alternatively, use the prompt facility to select an item from the standard Item Master Scan popup.

Quantity off per kit

Enter the quantity of each kit component.

The total quantity of items in the kit would usually equate to the Stock to Issue Conversion Factor for the saleable item that defines the number of bottles in a case.

Variant

Enter a valid variant code for the component item.

Alternatively, use the prompt facility to select a variant from a list of variants already defined for the item within Bonded Warehousing.

Note: *Variant is only displayed when Bonded Warehousing is active in a US environment.*

Press Enter to validate and save the entered information.

GIM Publication Details [20/INM]

Use this task to establish the owner of an item's definition along with the list of other companies to which the items definition will be published.

Note: *The owner of an item's definition does not have to publish its definition to all companies with which it has a relationship.*

The actual publication of new item definitions and changes to already published item definitions are not performed here. Publication is the responsibility of Publish Item Definition, thus permitting the definition of an item to be finalised within the owning company prior to its worldwide publication.

The current owner of an item's definition can transfer the ownership to another company. This may be required should an incorrect company be assigned as the owner of an item's definition.

The container profile definition is an attribute of an item that can be the responsibility of the company that owns the item definition to maintain.

When copying the definition of an item from one company to another, the container profile definition for that item is copied if the owning company is deemed to be responsible for the container profile definition.

When copying the container profile definition for an item, the system forces the replication of any container items that are not already defined in the partner company.

GIM Copy-to Company Maintenance - Select Item Window

To display this window, select the **GIM Publication Details** task.

Use this window to establish the owner of an item's definition along with the list of other companies to which the item's definition will be published.

Note: *This window is bypassed when you are defining a new item definition within Linked Item Maintenance.*

Fields

Item

Enter a valid item code that is already defined on the Item Master file.

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

Note: If an entry for the selected item already exists and the current company is not the owner of the item's definition, an appropriate message is displayed.

Enter a valid item code and then press Enter to display the Global Item Maintenance - Copy to Company Selection window.

GIM Copy to Company Selection Window

To display this window, enter a valid item code and then press Enter on the GIM - Copy-to Company Maintenance - Select Item window.

This window displays a list of all companies with an active entry on the Company Relationships file with the current operating company as the owning company and the chosen item attribute profile code, thus ensuring that the definition of the chosen item can only be sent to companies that have a valid relationship with the current operating company. Against each company listed, an indication of whether the item already exists in the partner company is given.

Fields

Attribute Profile

The Item Attribute Profile Code is a ten-character code assigned to an item that could be used to distinguish between different [item types](#) such as Finished Goods and Raw Materials. The code dictates which attributes of the item are the responsibility of the owning company to define.

Each item whose definition is to be published to other companies must be assigned an item attribute profile code. Only one item attribute profile can be associated with an item.

A value of blanks is permitted.

You can use the prompt facility to select from the IAPC Item Attribute Profile Code pop-up.

Valid item attribute codes are defined in Global Item Attributes Maintenance.

Note: The item attribute profile code will restrict the list of companies to which an item can be published. Changing this code will change the list of companies displayed.

Position to Company

Enter a company code to display the list from that code.

Select (Sel)

Select one of the following:

Blank - If publication of the item to the partner company has been deferred

Accept (without review) (1) - If the partner company accepts the definition of the item without reviewing its content

This option is automatically selected where the owning company pushes its item definitions into the partner company.

Accept (with Review) (2) - If the partner company is given the opportunity of reviewing and either accepting or rejecting the definition of an item published by this company

Upon accepting the item's definition in the partner company (via Linked Item Maintenance), you are forced to review the definition of the item via the appropriate maintenance tasks. This option is automatically selected where the partner company pulls the definition of published items from other owning companies.

Functions

Update (F8)

Use this to commit the changes made to the publication details of an item to the Publication Details file and add an entry for the specified item to the Item Catalogue thus making the current company the owning company for that item.

Note: An item is flagged as not published upon the initial creation of its entry in the Item Catalogue.

Sel/Defer All (F13)

Use this to toggle the option against each partner company in the displayed list between **Accept (without review)** and **blank**.

Change Ownership (F24)

Use this to permit the current owner of an item's definition to pass ownership to another company.

Note: Ownership may only be passed to a company with an active relationship with the current owner.

Note: Changing ownership will not be permitted when there are transfers pending to other companies for the selected item.

Select **Change Ownership (F24)** to display the GIM Change Item Ownership window.

Alternatively, select **Update (F8)** to commit the changes and return to the GIM Copy-to Company Maintenance - Select Item window.

GIM Change Item Ownership Window

To display this window, select **Change Ownership (F24)** on the GIM Copy to Company Selection window.

Use this to allow the current owner of an item's definition to pass ownership to another company.

Note: *Ownership of an item can only pass to a company that already has a definition of the item. Therefore the list of companies is restricted to those that already contain the specified item.*

Fields

Position to Company

Enter a company code to display the list from that code.

Select (Sel)

Only one of the listed companies can be selected and will become the new owner of the specified item.

Select one of the following:

Blank - If publication of the item to the partner company has been deferred

Accept (without review) (1) - If the partner company accepts the definition of the item without reviewing its content

Accept (with Review) (2) - If the partner company is given the opportunity of reviewing and either accepting or rejecting the definition of an item published by this company

Functions

Update (F8)

Use this to update the Publication Details and Item Catalogue entries for the specified item with the chosen owning company.

It loops through all records on the Publication Details file for the selected item and where the partner company has a company relationship established with the new owning company, it changes the owning company to the new owning company.

Note: Where the Publication Detail is for the relationship between the old and new owners of the item definition, the partner company is also updated to become the old owner.

Select **Update (F8)** to commit the changes and return to the GIM Copy-to Company Maintenance - Select Item window.

GIM (Pending Transfers) [21/INM]

Use this task to display a list of items published by the current company that have not yet been processed in the partner companies so that adjustments can be made to the publication details.

Note: This can also be accessed by selecting **Pending Transfer In (F17)** within **Linked Item Maintenance**. When accessed in this manner, the list of items displayed is restricted to those pending update in the current company and the window title changes to read "Global Item Maintenance - Pending Transfers In (Confirm/Amend Selections)".

GIM Pending Transfers Out (Confirm/Amend Selection) Window

To display this window, select the **GIM (Pending Transfers)** task.

Use this window to make adjustments to the publication details.

Fields

Position to Item

Enter any fifteen-character code to re-position the displayed list of pending transfer details.

Select (Sel)

Select one of the following:

Defer update (Blank) - To defer the update of an item's definition in the partner company

Previous update failed (0) - If the previous item update failed

Note: This status is achieved if an item is being updated by another user when the Item Update attempts to update a partner company's definition of a published item.

Accept definition (w/o review) (1) - If either of the following is true:

- The owning company pushes definitions of an item to the partner company
- The partner company has decided it will accept a published definition from another company without having to review the definition before its version of the definition is updated.

Accept definition (with review) (2) - If the partner company wishes to review the definitions of items published by other companies before deciding to subscribe to the said definitions

Delete (4) - To remove a pending transfer request

Note: This option is only available when this task is accessed by an owning company.

Reject definition (9) - To signify that the partner company has decided not to subscribe to the published definition of the item

Note: This option is only available when this task is invoked by a partner company by selecting **Pending Transfer In (F17)** within **Linked Item Maintenance**.

Functions

Confirm Selections (F8)

Use this to update the Publication and Published Item Details with any changes made.

Note: Records are removed from the Published Item Details file where the partner company decides to reject an item's definition.

When this is invoked from within Linked Item Maintenance, the following actions are also performed:

- The Item Update is invoked for all items to be accepted in the partner company (with or without having to review the definition in that company).
- A record is written to the Pending Transfers Review file for each item whose definition is to be reviewed in the partner company. These records are processed upon returning to Linked Item Maintenance.

Select/Deselect All (F13)

Use this to toggle the selection values between **Accept definition (with review)** and **Defer update**.

Select **Confirm Selections (F8)** to update the Publication and Published Item Details with any changes made.

Global Item Attribute [1/L1M]

This Generic Systems File Maintenance task is used to establish the profile(s) of those attributes of an item that are to be considered global, i.e. those whose value should be the same in all companies in which a definition of an item can be found.

Any number of attribute profiles can be established for an environment. A unique ten-character item attribute profile code identifies each attribute profile.

An item attribute can be flagged as Global (fixed), Global, Local or Local (with default).

A global attribute value can only be maintained in the company deemed to be the owner of the item. Should the value of a global attribute be maintained in any other company, its value will be automatically re-set to the value defined for that attribute in the owning company.

A global (fixed) attribute is the same as a global attribute, except that it will not be possible to change such an attribute to be local or local (with default). Examples of such attributes are Item Description, Purchase [Unit of Measure](#), Stock [Unit of Measure](#), Issue [Unit of Measure](#), Stock to Purchase Conversion Factor, Issue to Stock Conversion Factor, etc

A local attribute value is available for maintenance in all companies in which a definition of an item resides. Upon initial creation of an item in a partner company from its published definition, such an attribute will take a default value as per the normal rules for determining an item attribute's default value.

A local (with default) attribute value is also available for maintenance in all companies in which a definition of an item resides. However, upon initial creation of an item in a partner company from its published definition, such an attribute will take its default value from the publishing company.

Note: An attribute of an item might be a single field (i.e. [item type](#), [item class](#) etc.) or a complete set of information associated with an item (i.e. [item text](#), [item supersession details](#) etc.).

Any number of different item attribute profiles can be established.

This allows the definition of the global attributes of items to differ by item attribute profile code. For example, the global definition of a finished goods item might require different attributes of the item to be synchronised across companies from that of a raw material type item.

Global Item Attribute Maintenance Selection Window

To display this window, select the **Global Item Attribute** task.

Use this window to select the profile for which you wish to maintain item attributes.

Fields

Item Attribute Profile Code

Enter a ten-character code that can be used to assign different item attribute profiles to different types of item if required, e.g. Finished Goods and Raw Materials.

Alternatively, use the prompt facility to select from the IAPC Item Attribute Profile Code pop-up.

A value of *BLANKS is permitted.

Functions

Maintain Profiles (F10)

Use this to display the Item Attribute Profile Maintenance pop-up. This permits the creation/amendment of permissible item attribute profile codes.

Select **Maintain Profiles (F10)** display the Item Attribute Profile Maintenance pop-up or press Enter to display the Item Attribute Profile Maintenance window.

Item Attribute Profile Maintenance Pop-up

To display this pop-up, select **Maintain Profiles (F10)** on the Global Item Attribute Maintenance Selection window.

Fields

Profile

Enter a ten-character alphanumeric code to identify a new item attribute profile code.

Description

Enter up to a thirty alphanumeric character description to be associated with the profile code.

Options

Amend

Use this to amend the description associated with the selected code.

Delete

Use this to delete the selected code.

Note: Confirmation is requested before the code is physically removed from the database.

Select a valid item attribute profile code and then press Enter to display the Item Attribute Profile Maintenance window.

Item Attribute Profile Maintenance Window

To display this window, enter or elect a valid item attribute profile code and then press Enter on the Global Item Attribute Maintenance Selection window.

Use this window to establish the item attributes that make up the profile definition by which an item will be considered global, i.e. whose value should be the same in all companies in which a definition of an item can be found.

A list of Item Attributes will be displayed. Use **Page Up** and **Page Down** to navigate through the list.

Fields

Select (Sel)

Select one of the following:

Blank - To denote an item attribute as local

Each company is permitted to change the value of such an attribute without affecting its value in any other company. The default value for a local attribute is derived based on the rules applied within Item Maintenance.

Global (1) - To denote a global attribute

Only the company deemed the owner of an item's definition is permitted to change the value of such an attribute.

Note: Both Item Maintenance and World Trade Item Maintenance permit you to change the value of a global attribute within a company that is not the owner of the item. Should the value of such an attribute be changed, the attribute value is automatically re-set to the value assigned by the item's owner.

Global (fixed) (2) - To denote a global attribute

It is imperative that certain attributes of an item are synchronised across all companies to ensure the correct operation of the system (e.g. item code, units of measure, conversion factors etc.). The item attributes to which this applies are assigned this state upon shipment and it will not be possible for you to change their assigned value.

Local (with default) (3) - To denote a local attribute

Each company is permitted to change the value of such an attribute without affecting its value in any other company. The default value for a local (with default) attribute is taken from the company deemed to be the owner of the item.

Functions

Update (F8)

Use this to validate the entries made and update the Attributes Definition file with valid changes.

Maintain Attribute Descriptions (F13)

Use this to toggle the Item Attribute field between input capable and input inhibited, thus enabling particular organisations to tailor the attribute descriptions to match the [usage](#) within their own organisation

Enter the required option against each line and then select **Update (F8)** to validate and update the entries. The Global Item Attribute Maintenance Selection window will be re-displayed.

Introducing Inventory Processing

Inventory Processing is also commonly known as Stock Movement Transfer.

The primary functions of 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 Inventory Management, it forms part of an integrated business system, and other applications can perform many transactions more easily. For example, Purchase Management handles the receipt of goods, and Sales Order Processing the despatch. The main transactions within Inventory Management are [stock counting](#) and housekeeping.

When you process transactions, 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.

Processing within a Location-controlled Stockroom

If your [stockroom](#) is location-controlled, you need to enter Location Control data for all Inventory transactions, with the exception of the Record Purchase Order Receipt and Adjust [Allocated Stock](#) transactions.

For all other transactions, the following principles apply:

- You do not need to capture location [balances](#) for items that are defined to single locations; in this case, the [balance](#) is updated automatically with the transaction [balance](#) of the movement.
- If items are defined to more than one location, you can capture the location [balances](#) after you have specified the item and transaction quantity (and optionally the lot reference). The total of the location [balances](#) must match the transaction quantity before you can complete the movement.
- In both cases, location [balance](#) records are recorded for each movement that is processed, and the location [balances](#) are updated immediately after the Inventory [balance](#) is updated.

When stock of a non-lot-controlled item is moved between locations, the [rotation date](#)/time associated with the stock moved is carried forward to the target location of the movement.

Processing with Negative Stock in a Location-controlled Stockroom

For each Inventory [stockroom](#), you can specify whether negative stock is allowed. You can still process Location Control stock transactions if negative stock is allowed.

If you are using [Catchweight](#), when you update the location data during the stock transactions, the software will check that stock will not go negative for primary and secondary stock [balances](#). A warning message will appear, but if negative stock is allowed in the [stockroom](#), you can override this warning.

Processing Logic within Inventory

Because Inventory is such a powerful application, and is the main prerequisite for the other system applications, there is a certain logic to the way in which it deals with processing transactions. When you press Enter on any of the Detail windows Inventory will check the following:

- 1 If the stockroom is controlled by Inventory and you are not using Catchweight (or the item is not an item that requires secondary balance details), processing continues as normal and will re-display the required Detail window for confirmation of the transaction.
- 2 If the stockroom is controlled by Inventory and you are using Catchweight, the Secondary Value Details pop-up is displayed so that you can specify the required Catchweight details before re-displaying the Detail window for confirmation of the transaction.
- 3 If the stockroom is controlled by Warehousing and you are not using Catchweight (or the item is not an item that requires secondary balance details), the Warehouse Pack Types window is displayed. Use this to confirm the pack details before re-displaying the required Detail window for confirmation of the transaction.
- 4 If the stockroom is controlled by Warehousing and you are using a Catchweight type 1 or 2 item (or the item is not an item that requires secondary balance details), the Secondary Value Details pop-up is displayed. Then the Warehouse Pack Types window is displayed before the required Detail window is re-displayed for confirmation of the transaction.
- 5 If the stockroom is location-controlled and you are processing a location-controlled item (with or without Catchweight), the Enter Location Balances pop-up is displayed so that you can specify location balance details before re-displaying the required Detail window so that you can confirm the transaction.

Processing within a Location-controlled Stockroom Using Catchweight

If you are using both Location Control and [Catchweight](#), the Secondary [Balance](#) Entry pop-up is not used. There are three factors that determine how secondary [balances](#) and location [balances](#) are processed:

- 1 Is the secondary balance captured or calculated?
- 2 Is the item stocked in single or multiple locations?
- 3 Are secondary balances collected at the location level?

These three factors give the following combinations:

Are secondary balances captured or calculated?	Do items have single, default, locations or multiple locations?	Are secondary balances collected by location?	Categorisation for fields displayed in the window
Calculated (or no secondary balance required)	Multiple	Yes or not applicable	Case 1
Calculated (or no secondary balance required)	Single	No, or not applicable	Case 2 (no window is displayed, normal processing occurs)
Captured	Multiple	No	Case 3
Captured	Multiple	Yes	Case 4

Processing within a Bonded Warehouse controlled stockroom

If you use Bonded Warehousing application, the following operations within Inventory Management are not available for bonded [stockrooms](#):

- Customer Order Issue
- Miscellaneous Issue (Physical)
- Miscellaneous Issue (Available)
- Miscellaneous Issue Frozen
- Adjust [Physical Stock](#)
- Adjust [Allocated Stock](#)
- Record Transfer Out
- Single Step Transfer
- Single Step Transfer Frozen
- Item Transformation

The Transaction Allowed indicators on the Company [Stockroom](#) will be forced to be off for these transactions.

Another significant aspect is the enforced [Lot Control](#) processing of items in a Bonded [Warehouse](#). A unique Rotation number is allocated to each receipt which is treated as a Lot in Inventory. If the item is not already defined as a Lot or [Batch controlled](#) item then the item is deemed to be [Lot controlled](#) and Lot processing takes place whenever the item's stock is being referenced.

You cannot operate a serial controlled item in a Bonded [Warehouse](#).

Receipts, Issues and Adjustments

You can categorise the main processes concerned with Inventory as receipts, issues or adjustments of stock.

Record Purchase Order [1/INP]

Use this task to maintain details of the supply position held in the [on order balance](#). Once you have recorded a purchase order using this task, you can then use the Purchase Order Receipt task to receive those goods into Inventory.

Caution: You normally record purchase orders within Purchase Management. The following applies to those companies without 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, and the date, reference information and [reason code](#) for the transaction.

Caution: If user stockroom authorisation is active you cannot perform this transaction if you are not authorised to the stockroom.

Fields

Stockroom

Enter the [stockroom](#) that this transaction affects, using up to 2 alphanumeric characters. This [stockroom](#) must exist on the company profile.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: If the [stockroom](#) is a bonded [warehouse](#) the user must be authorised to the [stockroom](#) in order to record a transaction.

Reference

Enter the reference number for the movement, using up to 14 alphanumeric characters. You can link this with the reference type.

Note: Entry of a reference for each transaction is mandatory if the [stockroom](#) is a bonded [warehouse](#).

Reference Date

Enter or select a date to be used as the reference date. This field defaults to the current system date. The reference date is cross-referenced with the table of period and week end dates, to decide the week and period numbers for ageing the stock movement and history records.

Note: If [stockroom](#) is a bonded [warehouse](#) then the reference date of a transaction cannot be prior to a specified number of days before today's date.

Reference Type

Enter the reference type, using up to 3 alphanumeric characters.

Alternatively, use the prompt facility to select from the TRAN Movement Reference Type pop-up.

You can use the Reference Type field to enter a mnemonic to describe the reference number. For example, you could use REQ to indicate that the reference number is a stores requisition note number.

Narrative

Enter the narrative or description for the movement, using up to 20 alphanumeric characters.

Reason Code

Enter a [reason code](#).

Alternatively, use the prompt facility to select from the MOVR Movement [Reason Code](#) pop-up.

Note: If the [stockroom](#) is a bonded [warehouse](#) the [reason code](#) must be a valid bond receipt type as well as a valid inventory movement [reason code](#). See the Bonded Warehousing Product Guide for further information regarding Receipt Types.

Press Enter confirm the details and then press Enter again to display the Record Purchase Order Detail window.

Record Purchase Order Detail Window

To display this window, press Enter twice on the Record Purchase Order Selection window.

Use this window to record the details of the purchase order.

Note: *The fields at the bottom of the window default from the information you specified on the Record Purchase Order Selection window.*

Fields**Stockroom**

This [stockroom](#) code defaults from the selection window, but you can change it.

Supplier

Define the source of supply, using up to 11 alphanumeric characters.

Caution: These supplier details are not confirmed against supplier profiles in Purchase Management.

Item

Enter the item code. The software displays the description.

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

Variant No.

Enter a valid variant for the selected item.

Alternatively, use the prompt facility to select a valid variant from the Variant Selection pop-up.

Note: This field is only displayed if the [stockroom](#) is a bonded [warehouse](#).

Movement Qty

Enter the quantity of the item.

Note: If the [stockroom](#) is a bonded [warehouse](#) the movement quantity must be a multiple of the stocking unit of the item.

Lot

You do not need to supply a lot number when you record a purchase order.

Note: This field is protected if the [stockroom](#) is a bonded [warehouse](#). Its value is displayed upon returning from the Bonded Warehousing Receipt Details window,

Note: [Lot control](#) is enforced for all items in a bonded [warehouse](#) irrespective of the item setting. There is a one-to-one relationship between inventory lot numbers and rotations within the bonded [warehouse](#).

Quantity Units

Enter one of the three units of measure defined in the Item Master file.

Alternatively, use the prompt facility to select from the Purchase/Issue Unit Selection pop-up.

The default is the default inventory unit.

This transaction processes the following update for each purchase order recorded:

- It includes the quantity in the [on order balance](#).

Rotation Number

The rotation number assigned within a bonded [warehouse](#) to a receipt.

Note: This field is only displayed if the [stockroom](#) is a bonded [warehouse](#).

Press Enter to check the data. Press Enter again to carry out the update.

Note: If you are using [Catchweight](#), when you press Enter, Inventory calculates the [cost](#) of the movement and the movement [balance](#) from the nominal secondary [balance](#) for all [Catchweight item types](#).

Purchase Order Receipt [2/INP]

Use this task to receive stock supplied as a result of a purchase order generated outside the Purchase Management application.

Note: If you are using Location Control or Location Control and [Catchweight](#), please see the Processing within a Location-controlled [Stockroom](#) section for more information.

Caution: You normally record purchase orders within Purchase Management. The following applies to those companies without 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, and the date, reference information and [reason code](#) for the transaction.

Caution: If user stockroom authorisation is active you cannot perform this transaction if you are not authorised to the stockroom.

Fields

Stockroom

Enter the [stockroom](#) code that this transaction affects, using up to 2 alphanumeric characters. This [stockroom](#) must exist on the company profile.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: If the [stockroom](#) is a bonded [warehouse](#) the user must be authorised to the [stockroom](#) in order to record a transaction.

Reference

Enter the reference number of the movement, using up to 14 alphanumeric characters. You can link this with the reference type.

Note: Entry of a reference for each transaction is mandatory if the [stockroom](#) is a bonded [warehouse](#).

Reference Date

Enter or select a date to be used as the reference date. This field defaults to the current system date. The reference date is cross-referenced with the table of period and week end dates, to decide the week and period numbers for ageing the stock movement and history records.

Note: If the [stockroom](#) is a bonded [warehouse](#) then the reference date of a transaction cannot be prior to a specified number of days before today's date.

Reference Type

Enter the reference type using up to 3 alphanumeric characters.

Alternatively, use the prompt facility to select from the TRAN Movement Reference Type pop-up.

You can use the reference type field to enter a mnemonic to describe the reference number.

Narrative

Enter the narrative or description for the movement, using up to 20 alphanumeric characters.

Reason Code

Enter a [reason code](#).

Alternatively, use the prompt facility to select from the MOVR Movement [Reason Code](#) pop-up.

Note: If the [stockroom](#) is a bonded [warehouse](#), the [reason code](#) must be a valid bond Receipt Type as well as a valid Inventory Movement Reason. See the Bonded Warehousing Product Guide for further information.

Press Enter to confirm the details. Then press Enter again to display the Record Purchase Receipt Detail window.

Record Purchase Receipt Detail Window

To display this window, press Enter twice on the Record Purchase Receipt Selection window.

Use this window to record details for a receipt.

Note: The fields at the bottom of the window default from the information you specified on the Record Purchase Receipt Selection window.

Fields

Stockroom

This [stockroom](#) code defaults from the selection window, but you can change it.

Note: [Stockroom](#) code may not be changed if a bonded [stockroom](#) was selected on the Record Miscellaneous Receipt Selection window.

Note: If the [stockroom](#) selected on the Miscellaneous Receipt Selection window is not a bonded [warehouse](#) then a bonded [warehouse](#) cannot be entered here.

Supplier

Define the source of supply, using up to 11 alphanumeric characters.

Caution: The supplier details are not confirmed against supplier profiles in Purchase Management.

Item

Enter the item code. The description is automatically generated.

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

Variant

Enter a valid variant for the selected item.

Alternatively, use the prompt facility to select a valid variant from the Variant Selection pop-up.

Note: This field is only shown if the [stockroom](#) is a bonded [warehouse](#).

Movement Qty

Enter the quantity of the item, using up to 11 alphanumeric characters.

Note: If the [stockroom](#) is a bonded [warehouse](#) the movement quantity for an item must be an exact multiple of the stocking unit of the item.

Lot

Enter a lot number for the item you want to receive, using up to 15 alphanumeric characters.

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

Note: To receive stock to a new lot number, enter the reference and then press Enter to display the Lot Header Details window to define your new lot reference. This window is only displayed when extended control is active.

Note: This field is replaced with the Rotation Number if processing a stock movement in a bonded [warehouse](#).

[Lot control](#) is enforced for items in a bonded [warehouse](#) that are not flagged as lot/[batch control](#). There will be a one-to-one relationship between inventory lot numbers and rotations within the bonded [warehouse](#).

Note: The Lot Header Details pop-up is not displayed for items where [lot control](#) is forced when processing a stock movement in a bonded [warehouse](#).

Rotation Number

This is the rotation number assigned to a receipt recorded against a bonded [warehouse](#). It is only displayed if processing a stock movement in a bonded [warehouse](#).

Note: Each receipt into a bonded [warehouse](#) is assigned a unique rotation number.

Quantity Units

Enter the [unit of measure](#) code.

Alternatively, use the prompt facility to select from the Purchase/Issue Unit Selection pop-up.

This defines the [unit of measure](#) in which the movement quantity is expressed. The [unit of measure](#) defaults to that defined as the default inventory unit for this item and [stockroom](#) combination but you can change this.

Press Enter to check the details for each item and to prompt for the next item number.

Note: You cannot receive more than is [on order](#). If you do, the following message is displayed: 'You cannot make a receipt for more than has been ordered'. You must return to Record Purchase Order and enter a new order before you try to receive stock.

If you receive a negative stock quantity, the software will display a warning. You can continue with the transaction if you have decided to accept a negative stock [balance](#) in this [stockroom](#). This is set up in the [stockroom](#) record of the Inventory company profile. In this case, select **Continue (F8)** to override the warning message.

Note: If you are using Location Control, press Enter to display the Enter Location [Balances](#) pop-up, if these [balances](#) are required for this item/[stockroom](#) combination. The window that is displayed depends on whether you need to capture details about location [balances](#), and (if you are using [Catchweight](#)) the levels of secondary [balance](#) details required.

Note: If you are using Warehousing, press Enter to display the Warehousing Details pop-up if these details are required for the item/[stockroom](#) combination.

Note: If you are using [Catchweight](#) without Location Control, for items that are [Catchweight](#) category 1 or 2, when you first press Enter the Secondary Value Details pop-up is displayed. The title of this pop-up varies, as it is formed from the short description of the item's secondary [UoM](#), plus the literal "Details", for example Kilos Details pop-up. For more information, see the Secondary Value Details Pop-up section.

This transaction processes the following updates:

- The movement quantity is added to the [physical stock](#) for the [item stockroom](#) combination.
- The movement quantity is subtracted from [on order balance](#).
- The [available stock](#) is re-calculated.
- The [costs](#) are re-calculated (average, latest, and the creation of a [FIFO](#) record, depending on [costing method](#)).
- The date of last receipt is updated.
- **Note:** As [costs](#) are re-calculated, if you use any form of actual [costing](#), you must enter a [cost](#). If the item is lot-controlled and a lot of the stated number does not exist, the software creates a new one.

If Period End Average Costing function is active, then two additional processes occur:

- Capture of additional movement details for the purposes of Period-end Average Costing.
This captures the full actual costs of each receipt made, regardless of the Costing Method that is used to calculate and record the cost of the Inventory movement and to value the resulting Inventory balance. The full actual cost includes any Landed Costs which are defined for the Item/Supplier.
- Update of Period Inventory Balances for the purposes of Period End Average Costing.
For each receipt that occurs, the quantity and cost of the receipt are added to the Period total quantity received and Period total cost of receipts. These totals accumulate for each Item over the opening balance quantity at the beginning of the Period and the cost of that balance valued using the previous period's Period-end Average unit cost. This allows the calculation and storing of a Period-so far average cost, which becomes the Period-end Average Cost once all receipts in the Period have been completed.

Note: Landed costs are automatically included in the cost of an Inventory Purchase Order Receipt only for Standard Cost Items. Landed Costs cannot be added for Items with the other Cost Methods.

Press Enter to process the receipt and return to the Record Purchase Receipt Selection window.

Miscellaneous Receipt [3/INP]

Use this task to record the receipt of goods not covered by other tasks or applications.

Note: If you are using Location Control or Location Control and [Catchweight](#), please see the Processing within a Location-controlled [Stockroom](#) section for more information.

Note: If you are using [Catchweight](#), the movement [cost](#) of [Catchweight](#) items is based on the secondary value entered. When you enter a [cost](#), it is in the item's secondary [UoM](#).

Record Miscellaneous Receipt Selection Window

To display this window, select the **Miscellaneous Receipt** task.

Use this window to select the [stockroom](#) that this transaction affects, and the date, reference information and [reason code](#) for the transaction.

Caution: If user stockroom authorisation is active you cannot perform this transaction if you are not authorised to the stockroom.

Fields

Stockroom

Enter the [stockroom](#) code that this transaction affects, using up to 2 alphanumeric characters. This [stockroom](#) must exist on the company profile.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: If the [stockroom](#) is a bonded [warehouse](#) the user must be authorised to the [stockroom](#) in order to record a transaction.

Reference

Enter the reference number of the movement, using up to 14 alphanumeric characters; you can link this with the reference type specified.

Note: Entry of a reference for each transaction is mandatory if the [stockroom](#) is a bonded [warehouse](#).

Reference Date

Enter or select a date to be used as the reference date. This field defaults to the current system date. The reference date is cross-referenced with the table of period and week end dates, to decide the week and period numbers for ageing the stock movement and history records.

Note: If [stockroom](#) is a bonded [warehouse](#) then the reference date of a transaction cannot be prior to a specified number of days before today's date.

Reference Type

Enter the reference type, using up to 3 alphanumeric characters.

Alternatively, use the prompt facility to select from the TRAN Movement Reference Type pop-up.

You can use the reference type field to enter a mnemonic to describe the reference number.

Narrative

Enter the narrative or description for the movement, using up to 20 alphanumeric characters.

Reason Code

Enter a [reason code](#).

Alternatively, use the prompt facility to select from the MOVR Movement [Reason Code](#) pop-up.

Note: If the [stockroom](#) is a bonded [warehouse](#) the [reason code](#) must be a valid bond Receipt Type as well as a valid inventory Movement Reason. See the Bonded Warehousing Product Guide for further information.

Note: This information is written to the Movement History file. To help you recognise and analyse the movements, you can view and report on it.

Press Enter to confirm the details. Press Enter again to display the Record Miscellaneous Receipt Detail window.

Record Miscellaneous Receipt Detail Window

To display this window, press Enter twice on the Record Miscellaneous Receipt Selection window.

Use this window to enter individual stock movements.

Note: The fields at the bottom of the window default from the information you specified on the Record Miscellaneous Receipt Selection window.

Fields**Stockroom**

This [stockroom](#) code defaults from the selection window, but you can change it.

Note: [Stockroom](#) code may not be changed if a bonded [stockroom](#) was selected on the Record Miscellaneous Receipt Selection window.

Note: If the [stockroom](#) selected on the Miscellaneous Receipt Selection window is not a bonded [warehouse](#) then a bonded [warehouse](#) cannot be entered here.

Received From

This is a free-format field in which you can enter up to 10 alphanumeric characters to describe the person/place from whom/which you received this item.

Item

Enter the item, using up to 15 alphanumeric characters. You must link existing items to the [stockroom](#) through Inventory Maintenance.

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

Variant

Enter a valid variant for the selected item.

Alternatively, use the prompt facility to select a valid variant from the Variant Selection pop-up.

Note: This field is only shown if the [stockroom](#) is a bonded [warehouse](#)

Movement Qty

Enter the quantity you want to receive, using up to 11 characters including three decimal places.

Note: If the [stockroom](#) is a bonded [warehouse](#) the movement quantity for an item must be an exact multiple of the stocking unit of the item

Lot

Enter a new lot number for the item, using up to 15 alphanumeric characters, or enter an existing lot number.

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

Note: To receive stock to a new lot number, enter the reference and then press Enter to display the Lot Header Details window to define your new lot reference. This window is only displayed when extended control is active.

Note: This field is replaced with the Rotation Number if processing a stock movement in a bonded [warehouse](#).

[Lot control](#) is enforced for items in a bonded [warehouse](#) that are not flagged as lot/[batch control](#). There will be a one-to-one relationship between inventory lot numbers and rotations within the bonded [warehouse](#).

Note: The Lot Header Details pop-up is not displayed for items where [lot control](#) is forced when processing a stock movement in a bonded [warehouse](#).

Rotation Number

This is the rotation number assigned to a receipt recorded against a bonded [warehouse](#). It is only displayed if processing a stock movement in a bonded [warehouse](#).

Note: Each receipt into a bonded [warehouse](#) is assigned a unique rotation number.

Quantity Units

Enter the [unit of measure](#) code.

Alternatively, use the prompt facility to select from the Purchase/Issue Unit Selection pop-up.

This defines the [unit of measure](#) in which the movement quantity is expressed. The [unit of measure](#) defaults to that defined as the default inventory unit for this item and [stockroom](#) combination but you can change this.

Press Enter to display the three units of measure for the item. The first [unit of measure](#), equal to the issue units of the item at this particular [stockroom](#), is the default unit. You can still amend the window details at this stage.

Cost/Unit

Enter the [cost](#) per unit, using up to 15 numeric characters including five decimal places.

If the movement is a goods receipt transaction and latest, average or [FIFO costing](#) is in use, the software values the movement at the entered [cost](#).

Note: If you leave the [Cost/Unit](#) field blank for a goods receipt transaction, the message 'Zero unit [cost](#) has been entered' is displayed. You may still amend the [cost](#) at this stage in the procedure.

Note: [Cost](#) per unit is not entered for issue transaction. The appropriate [cost](#) is derived based on the [costing method](#) defined for the item and the appropriate [cost](#) and [costing method](#) are displayed.

Note: Only the [costing method](#) is displayed for [FIFO costed](#) items.

Note: With [standard costing](#) and no batch, lot or serial control, you only need to specify the item and movement quantity.

Enter the appropriate duty suspended [cost](#) if the receiving [stockroom](#) is a bonded [warehouse](#).

If the receiving [stockroom](#) is a bonded [warehouse](#) the Rotation Receipt Detail window is displayed when you first press Enter. It is within this window that you record additional receipt information required for the receipt within the Bonded Warehousing application.

If you are using Location Control, press Enter to display the Enter Location [Balances](#) pop-up, if [balances](#) are required for this item/[stockroom](#) combination. The window that is displayed depends on whether you need to capture details about location [balances](#), and (if you are using [Catchweight](#)) the levels of secondary [balance](#) details required.

If you are using Warehousing, press Enter to display the Warehousing Details pop-up, if these details are required for the item/[stockroom](#) combination.

If you are using [Catchweight](#) without Location Control, for items that are [Catchweight](#) category 1 or 2, when you first press Enter, the Secondary Value Details pop-up is displayed. The title of this pop-up varies, as it is formed from the short description of the item's secondary [UoM](#), plus the literal "Details", for example Kilos Details pop-up. For more information, see the Secondary Value Details Pop-up section.

Note: If you specify a lot number that does not yet exist, Inventory displays the Lot Reference Maintenance pop-up.

Note: The detail pop-up for the transaction that you are processing will re-display until you do not need to make any more changes, in which case, press Enter to process the movement and prompt for the next item number.

When you have entered the entire batch of movements and processed the last movement, select **Previous (F12)** to return to the previous window.

This transaction processes the following updates:

- The movement quantity is added to [physical stock](#) for this item and [stockroom](#) combination.
- The [available stock](#) is re-calculated.

- [Costs](#) are re-calculated (average, latest) and a [FIFO](#) record is created, depending on [costing method](#).
- The date of last receipt is updated.

As [costs](#) are re-calculated, if you use any form of actual [costing](#), you must enter a [cost](#). If the item is lot-controlled and a lot of the stated number does not exist, Inventory creates a new one.

If Period End Average Costing function is active, then two additional processes occur:

- Capture of additional movement details for the purposes of Period-end Average Costing.
This captures the full actual costs of each receipt made, regardless of the Costing Method that is used to calculate and record the cost of the Inventory movement and to value the resulting Inventory balance. The full actual cost includes any Landed Costs which are defined for the Item/Supplier.
- Update of Period Inventory Balances for the purposes of Period End Average Costing.
For each receipt that occurs, the quantity and cost of the receipt are added to the Period total quantity received and Period total cost of receipts. These totals accumulate for each Item over the opening balance quantity at the beginning of the Period and the cost of that balance valued using the previous period's Period-end Average unit cost. This allows the calculation and storing of a Period-so far average cost, which becomes the Period-end Average Cost once all receipts in the Period have been completed.

Note: Landed costs are automatically included in the cost of an Inventory Purchase Order Receipt only for Standard Cost Items. Landed Costs cannot be added for Items with the other Cost Methods.

Press Enter again to carry out the update.

Enter Location Balances Pop-up

To display this pop-up, press Enter during any stock transaction processing task, if you are using Location Control.

Note: This pop-up is not displayed if you are using the Record Purchase Order or Adjust [Allocated Stock](#) transactions to process Inventory movements.

Use this pop-up to record the [balances](#) and quantities affected by this transaction.

The top of the pop-up displays the item and [stockroom](#) information. If you are processing a receipt or adjustment of stock, it displays the legend Target Location. If you are processing an issue of stock, it displays the legend From Location in the top right hand corner of the pop-up for your information.

The fields and their descriptions define those displayed if you are processing using Case 1, that is, a [Catchweight](#) item with a single, or default, location and you do not need to capture the secondary [balance](#) by location. Any variations on this window are detailed under the relevant case section.

Fields

Header Section

Item

This field displays your selected item code; its description is displayed below the code.

Stockroom

This field displays the [stockroom](#) from which you are processing this transaction.

Order

This field displays the sales, production, works or purchase order to which this transaction is attached, if this is applicable.

Line

This field displays the associated order line for this item. If there is no sales, production, works or purchase order attached to the transaction, this field displays four zeros.

Location

This field displays the item's default location.

Total

This field displays the transaction quantity and the [unit of measure](#) that you specified during the transaction.

Cumulative

This field displays the current total of the location [balances](#) and is displayed in the same [unit of measure](#) as the transaction quantity.

Batch-controlled, Lot-controlled or Serial-controlled Items and Location Control

If you are processing an item that is batch-controlled, lot-controlled or serial-controlled, the following fields are displayed:

Lot (Batch or Serial Number)

This field displays the batch, lot or serial number reference for your selected item in the top section of the window.

Middle Section

Location

This field displays the locations you have selected for use for this transaction. During Sales Order Processing Interactive Confirmation of Despatch, the window will be pre-filled with the locations and [balances](#) printed on the pick note.

Quantity

This field displays the entered location [balance](#).

UoM (Unit of Measure)

This field displays the entered transaction's [unit of measure](#).

Footer Section

Location

This field is where you enter the location you want to use for this [balance](#). It is initially pre-filled with the suggested, or default, location for your selected item in all circumstances except during Confirmation of Despatch, when it is blank.

You can use the prompt facility to select from the Location Prompt pop-up, which displays all active locations for your item.

If you are processing a receipt or an adjustment, the pop-up displays all locations that currently stock the item at the top of the list followed by all other locations within the [stockroom](#). If you are processing an issue of stock, the Location Prompt pop-up will only display locations with stock of the selected item. Suspended locations are always excluded.

Note: If you attempt to use a location that is suspended, the system displays an error message.

Quantity

This field displays the amount of location [balance](#) you want to process. This initially defaults to the full transaction amount in all circumstances except during Confirmation of Despatch, but you can change it if required.

Note: For more information, see the Processing within a Location-controlled [Stockroom](#) section.

UoM (Unit of Measure)

This field displays the default [unit of measure](#) for the transaction quantity.

You can use the prompt facility to view the item's other units of measure on the Purchase/Issue Unit Selection pop-up.

Note: For more information, see the Processing within a Location-controlled [Stockroom](#) section.

Case 3

If you are processing a [Catchweight](#) item with multiple locations and you do not need to capture secondary [balances](#) by location, the following fields are displayed on the Enter Location [Balances](#) pop-up:

Header Section

Secondary Balance

Note: The name of this field depends on the name of the secondary [balance unit of measure](#).

This field is displayed to the right of the Total and Cumulative fields. Enter the total secondary [balance](#) value in this field for all locations that are included in the transaction.

Case 4

If you are processing a [Catchweight](#) item with multiple locations and you need to capture secondary [balances](#) by location, the following fields are displayed on the Enter Location [Balances](#) pop-up:

Header Section**Secondary Balance**

Note: The name of this field depends on the name of the secondary [balance unit of measure](#).

This field is displayed to the right of the Total and Cumulative fields. This field displays the cumulative secondary [balance](#) value for all locations that are included in the transaction.

Middle Section**Secondary Balance**

This field displays the secondary [balance](#) value for each existing location.

UoM

This field displays the [unit of measure](#) attached to the secondary [balance](#).

Footer Section**Secondary Balance**

Enter the secondary [balance](#) value for the selected item that you want to process. This initially defaults to the nominal secondary [balance](#) for the transaction quantity but you can change it if required.

UoM

This field displays the default [unit of measure](#) for the secondary [balance](#) value you have entered. You can change this to any valid secondary [unit of measure](#) attached to the item if required.

Case 5

If you are processing a [Catchweight](#) item with a single, default location a different pop-up is displayed. This pop-up performs the same function as the Secondary Value Details pop-up, although it displays more information about the transaction and the location that will be processed. For more information, see the Enter Secondary [Balances](#) Pop-up section.

Options**Amend**

Use this against an existing line to re-display those details in the line entry fields at the bottom of the window to amend them.

Delete

Use this against a line to delete it.

Press Enter to select the location/quantity. This will be then displayed in the middle of the window.

Where it is an item that is not batch-controlled, lot-controlled or serial-controlled, for a stock movement transaction between locations in the same location-controlled [stockroom](#), or from one location-controlled [stockroom](#) to another, the Enter Rotation [Balances](#) pop-up will be displayed first.

Select **Update (F8)** to update the location control [balances](#) and re-display the main processing window for your transaction. You can only select this if your location [balance](#) quantities match the transaction quantity.

Enter Secondary Balances Pop-up

To display this pop-up, press Enter during any stock transaction processing task if you are using Location Control and you are processing a [Catchweight](#) item with a single, default location.

Use this pop-up to confirm or amend your item's secondary [balance](#) and location details.

This pop-up is only displayed if you are using Location Control. It mirrors the functionality of the Secondary Value Details pop-up. The [tolerance](#) check is performed against the transaction total.

Fields

Target Location

This is displayed in the top right-hand corner of the pop-up. For receipts and adjustment transactions, it displays the title Target Location. For issues, it displays the title From Location.

Item

This field displays the code of the item you are processing. The item description is displayed below the item code.

Stockroom

This field displays the [stockroom](#) for which you are processing.

Order

This field displays the sales, production, works or purchase order to which this transaction is attached, if this is applicable.

Location

This field displays the item's default location.

Line

This field displays the associated order line for this item. If there is no sales, production, works or purchase order attached to the transaction, this field displays four zeros.

Batch, Lot or Serial-controlled Items and Location Control

If you are processing an item that is batch, lot, or serial-controlled, the following fields are displayed:

Lot (Batch or Serial Number)

This field displays the batch, lot or serial number reference for your selected item in the top section of the pop-up.

Total

This field displays the transaction quantity and the [unit of measure](#) that you specified during the transaction.

Secondary [Balance](#)

This field displays the secondary [balance](#) for this transaction; it defaults to the nominal secondary [balance](#) for the transaction quantity.

[UoM](#)

This field displays the [unit of measure](#) of the location [balance](#). It defaults to the item's default [unit of measure](#). You can use the prompt facility to display any valid codes for this item.

Press Enter to confirm the details and continue to process the transaction.

Secondary Value Details Pop-up

To display this pop-up, press Enter during any stock processing transaction where you are not using Location Control, you are using [Catchweight](#), and your item is defined as [Catchweight](#) category 1 or 2.

Use this pop-up to confirm or amend your item's secondary [unit of measure](#) and the quantity you want to process.

Note: The title of this pop-up will vary as it is formed from the short description of the item's secondary [unit of measure](#) and the word Details. For example if your item's secondary [unit of measure](#) were to be Kg, the pop-up's title would be Kilos Details Entry pop-up.

Fields

Untitled 1

This field displays the item code.

Untitled 2

This field displays the primary quantity that you have just entered.

Untitled 3

This field displays the [unit of measure](#) you have just entered, or the item's default [stockroom](#) issue [unit of measure](#).

Movement Value

This field displays the movement quantity in the item's secondary [unit of measure](#). You can override this value. If you enter a value that exceeds the configured [tolerance](#), a warning message will be displayed.

Note: The title of this field changes to display the literal for the secondary [unit of measure](#), for example, Movement Kilos, or Movement Ounces.

Unit of Measure

This field displays the item's secondary [unit of measure](#). You can change this if required.

Press Enter to confirm the details and re-display the relevant processing window to process the transaction.

Customer Order Issue [11/INP]

Use this task to issue stock to a customer order if you are not linked to the Sales Order Processing application.

You can only issue previously [allocated stock](#). To do this, use Adjust [Allocated Stock](#) in Inventory Processing. There is no link with allocating stock to a customer order in the Sales Order Processing application.

Note: If you are using *Location Control* or *Location Control and Catchweight*, please see the *Processing within a Location-controlled Stockroom* section for more information.

Caution: You normally process sales orders through Sales Order Processing. The following applies to companies without 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, and the date, reference information and [reason code](#) for the transaction.

Caution: If user stockroom authorisation is active you cannot perform this transaction if you are not authorised to the stockroom.

Fields

Stockroom

Enter the [stockroom](#) code that this transaction affects, using up to 2 alphanumeric characters. This [stockroom](#) must exist on the company profile.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: In order to perform a customer order issue issues must be permitted in the selected [stockroom](#). Issue transactions are not permitted from a bonded [warehouse](#), therefore customer order issues are not permitted in these types of [warehouses](#)

Reference

You can enter the reference number of the movement, using up to 14 alphanumeric characters; you can link this with the reference type specified.

Reference Date

Enter or select a date to be used as the reference date. This field defaults to the current system date. The reference date is cross-referenced with the table of period and week end dates, to decide the week and period numbers for ageing the stock movement and history records.

Reference Type

You must enter the reference type, using up to 3 alphanumeric characters.

Alternatively, use the prompt facility to select from the TRAN Movement Reference Type pop-up.

You can use the reference type field to enter a mnemonic to describe the reference number; for example, you could use SAL to indicate a sale made to a customer.

Narrative

Enter the narrative or description for the 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 Movement [Reason Code](#) pop-up.

Note: This information is written to the Movement History file. To help you recognise and analyse the movements, you can view and report on it.

Press Enter to confirm the details. Press Enter again to display the Record Customer Order Issue Detail window.

Record Customer Order Issue Detail Window

To display this window, press Enter twice on the Record Customer Order Issue Selection window.

Use this window to record the details of the customer's order issue.

Note: *The fields at the bottom of the window default from the information you specified on the Record Customer Order Issue Selection window.*

Fields**Stockroom**

This [stockroom](#) code defaults from the selection window, but you can change it.

Customer

Enter the customer, using up to 11 alphanumeric characters. Customer details are not checked against customer profiles in Sales Order Processing.

Item

Enter the item, using up to 15 alphanumeric characters. You must link existing items to the [stockroom](#) through Inventory Maintenance.

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

Movement Qty

Enter the quantity you want to issue, using up to 11 characters including three decimal places.

Note: When this quantity will result in stock being negative, a pop-up will be displayed. For [stockrooms](#) where negative stock is allowed, this will display a warning message and you can use **Update (F8)** to accept the transaction. For [stockrooms](#) that do not allow negative stock, the pop-up will display an error message and the transaction cannot be processed.

Lot

Enter the existing lot reference number that is affected by this movement.

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

Quantity Units

Enter the [unit of measure](#) code

Alternatively, use the prompt facility to select from the Purchase/Issue Unit Selection pop-up.

This field defines the [unit of measure](#) in which the movement quantity is expressed. The [unit of measure](#) defaults to the default inventory unit for this item and [stockroom](#) combination, but you can change this.

Cost/Unit

The appropriate [cost](#) and [costing method](#) is displayed for items using standard, average and [latest costing](#).

If the movement is a goods receipt transaction and latest, average or [FIFO costing](#) is in use the software values the movement at the entered [cost](#).

Note: If you leave the [Cost/Unit](#) field blank for a goods receipt transaction, the message "Zero unit [cost](#) has been entered" is displayed. You may still amend the [cost](#) at this stage in the procedure

Note: [Cost](#) per unit is not entered for issue transaction. The appropriate [cost](#) is derived based on the [costing method](#) defined for the item and the appropriate [cost](#) and [costing method](#) are displayed.

Note: Only the [costing method](#) is displayed for [FIFO costed](#) items.

Note: With [standard costing](#) and no batch, lot or serial control, you only need to specify the item and movement quantity.

Press Enter to display the three units of measure for the item. The first [unit of measure](#), equal to the issue units of the item at this particular [stockroom](#), is the default unit. You can still change the window at this point.

If Inventory displays the error message "You cannot issue more than has been allocated", with a negative number next to "[Allocated Stock](#)" in the middle of the window, and you want to continue with an issue, you must:

- Leave the Customer Order Issue task and select the Adjust [Allocated Stock](#) task.

- Enter a number of items equal to or greater than the negative [allocated stock](#) figure displayed at the same time as the error message.
- Return to the Customer Order Issue task and continue as before.

If Inventory displays the error message "Standard unit [cost](#) has not been defined in [stockroom](#)" and you want to continue with an issue you must:

- Leave the Customer Order Issue task.
- Select the [Stockroom](#) Details task.
- Enter a [standard cost](#) for the item in the issuing [stockroom](#).
- Return to the Customer Order Issue task and continue as before.

Note: *If you are using Location Control, press Enter to display the Enter Location Balances pop-up, if balances are required for this item/stockroom combination. The window that is displayed depends on whether you need to capture details about location balances, and (if you are using Catchweight) the levels of secondary balance details required.*

If you are using Warehousing, press Enter to display the Warehousing Details pop-up, if these details are required for the item/stockroom combination.

If you are using [Catchweight](#) without Location Control, for items that are [Catchweight](#) category 1 or 2, when you first press Enter, the Secondary Value Details pop-up is displayed. The title of this pop-up varies, as it is formed from the short description of the item's secondary [UoM](#), plus the literal "Details", for example Kilos Details pop-up. For more information, see the Secondary Value Details Pop-up section.

This transaction processes the following updates:

- The movement quantity is subtracted from the [physical stock](#) and [allocated stock](#) for the item and [stockroom](#) combination.
- [Available stock](#) for the item and [stockroom](#) combination is calculated.
- [Usage](#) figures for the item and [stockroom](#) combination are updated.
- The last issue date for the item and [stockroom](#) combination is updated.

Press Enter again to carry out the update.

Miscellaneous Issues

If you are issuing both available and [frozen stock](#), you will need greater control on stock levels. In both cases, you can only issue more than the actual quantity of frozen or [available stock](#) held in [stockrooms](#) where negative stock is allowed.

Note: *When any transaction would result in stock being negative, a pop-up will be displayed. For [stockrooms](#) where negative stock is allowed, this displays a warning message and you can select **Update (F8)** to accept the transaction. For [stockrooms](#) that do not allow negative stock, the pop-up will display an error message and the transaction cannot be processed.*

Caution: Changing the set-up of processing profiles should only be done by persons familiar with the impact of the change being made and is not normally recommended.

Issue Physical Stock [12/INP]

You can use this task to issue stock, regardless of how much is available. If the [stockroom](#) allows you to process negative stock, you can use this task to issue more stock than you currently have in the [stockroom](#) after a warning message.

Note: If you are using Location Control or Location Control and [Catchweight](#), please see the *Processing within a Location-controlled [Stockroom](#)* section for more information.

Caution: Use this task carefully, to avoid problems with the stock levels.

Record Miscellaneous Issue (Physical) Selection Window

To display this window, select the **Issue Physical Stock** task.

Use this window to select the [stockroom](#) that this transaction affects, and the date, reference information and [reason code](#) for the transaction.

Caution: If user stockroom authorisation is active you cannot perform this transaction if you are not authorised to the stockroom.

Fields

Stockroom

Enter the [stockroom](#) code that this transaction affects, using up to 2 alphanumeric characters. This [stockroom](#) must exist on the company profile.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: In order to perform a [physical stock](#) issue, issues must be permitted in the selected [stockroom](#). Issue transactions are not permitted from a bonded [warehouse](#), therefore [physical stock](#) issues are not permitted in these types of [warehouses](#)

Reference

Enter the reference number of the movement using, up to 14 alphanumeric characters; you can link this with the reference type specified.

Reference Date

Enter or select a date to be used as the reference date. This field defaults to the current system date. The reference date is cross-referenced with the table of period and week end dates, to decide the week and period numbers for ageing the stock movement and history records.

Reference Type

Enter the reference type, using up to 3 alphanumeric characters.

Alternatively, use the prompt facility to select from the TRAN Movement Reference Type pop-up.

You can use the reference type field to enter a mnemonic to describe the reference number.

Narrative

Enter the narrative or description for the movement, using up to 20 alphanumeric characters.

Or Job/Sub-job/Task

You can optionally enter a job, sub-job and task for the issue.

You can use the prompt facility on the first field to select from the Select Job Detail pop-up.

Reason Code

Enter a [reason code](#).

Alternatively, use the prompt facility to select from the MOVR Movement [Reason Code](#) pop-up.

Note: This information is written to the Movement History file. To help you recognise and analyse the movements, you can view and report on it.

Press Enter to confirm the details. Press Enter again to display the Record Miscellaneous Issue (Physical) Detail window.

Record Miscellaneous Issue (Physical) Details Window

To display this window, press Enter twice on the Miscellaneous Issue (Physical) Selection window.

Use this window to record the details of the miscellaneous stock issue.

Note: *The fields at the bottom of the window default from the information you specified on the Record Miscellaneous Issue (Physical) Selection window.*

Fields

Stockroom

This [stockroom](#) code defaults from the selection window; but you can change it.

Issued To

Enter a name or reference, using up to 11 alphanumeric characters.

Item

Enter the item, using up to 15 alphanumeric characters. You must link existing items to the [stockroom](#) through Inventory Maintenance.

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

Movement Qty

Enter the issue quantity, using up to 11 characters including three decimal places.

Note: When this quantity will result in stock being negative, a pop-up will be displayed. For [stockrooms](#) where negative stock is allowed, this displays a warning message and you can

select **Update (F8)** to accept the transaction. For [stockrooms](#) that do not allow negative stock, the pop-up will display an error message and the transaction cannot be processed.

Lot

Enter the existing lot reference number that is affected by this movement.

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

Quantity Units

Enter the [unit of measure](#) code

Alternatively, use the prompt facility to select from the Purchase/Issue Unit Selection pop-up.

This field defines the [unit of measure](#) in which the movement quantity is expressed. The [unit of measure](#) defaults to the default inventory unit for this item and [stockroom](#) combination, but you can change this.

Cost/Unit

This field is not used for issues.

If the movement is a goods receipt transaction and latest, average or [FIFO costing](#) is in use the software values the movement at the entered [cost](#).

Note: If you leave the [Cost/Unit](#) field blank for a goods receipt transaction, the message "Zero unit [cost](#) has been entered" is displayed. You may still amend the [cost](#) at this stage in the procedure

[Cost](#) per unit is not entered for issue transaction. The appropriate [cost](#) is derived based on the [costing method](#) defined for the item and the appropriate [cost](#) and [costing method](#) are displayed.

Note: Only the [costing method](#) is displayed for [FIFO costed](#) items.

Press Enter to check these details. This task does not check to see if the stock is available, so a negative [available stock](#) figure could result.

If you receive a negative stock quantity, the software will display a warning. You can continue with the transaction if you have decided to accept a negative stock [balance](#) in this [stockroom](#). This is set on the [stockroom](#) record of the Inventory company profile. In this case, select **Continue (F8)** to override the warning message.

Note: If you are using Location Control, press Enter to display the Enter Location [Balances](#) pop-up, if [balances](#) are required for this item/[stockroom](#) combination. The window that is displayed depends on whether you need to capture details about location [balances](#), and (if you are using [Catchweight](#)) the levels of secondary [balance](#) details required.

If you are using Warehousing, press Enter to display the Warehousing Details pop-up, if these details are required for the item/[stockroom](#) combination.

If you are using [Catchweight](#) without Location Control, for items that are [Catchweight](#) category 1 or 2, when you first press Enter, the Secondary Value Details window is displayed. The title of this pop-up varies, as it is formed from the short description of the item's secondary [UoM](#), plus the literal "Details", for example Kilos Details pop-up. For more information, see the Secondary Value Details pop-up section.

This transaction processes the following updates:

- It subtracts from the physical [balance](#).
- It re-calculates the [available stock balance](#).
- It includes the transaction quantity in the [usage](#) details.
- It updates the date last issued.

Press Enter again to carry out the update.

Issue Available Stock [13/INP]

You can enter details of an issue of [available stock](#). You can amend the updates associated with this [transaction type](#) in the Inventory processing profile, to reflect the updates you need when [available stock](#) is issued.

Note: If you are using Location Control or Location Control and [Catchweight](#), please see the Processing within a Location-controlled [Stockroom](#) section for more information.

Record Miscellaneous Issue (Available) Selection Window

To display this window, select the **Issue Available Stock** task.

Use this window to select the [stockroom](#) that this transaction affects, and the date, reference information and [reason code](#) for the transaction.

Caution: If user stockroom authorisation is active you cannot perform this transaction if you are not authorised to the stockroom.

Fields

Stockroom

Enter the [stockroom](#) code that this transaction affects, using up to 2 alphanumeric characters. This [stockroom](#) must exist on the company profile.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: In order to perform an [available stock](#) issue, issues must be permitted in the selected [stockroom](#). Issue transactions are not permitted from a bonded [warehouse](#), therefore [available stock](#) issues are not permitted in these types of [warehouses](#)

Reference

Enter the reference number of the movement, using up to 14 alphanumeric characters; you can link this with the reference type specified.

Reference Date

Enter or select a date to be used as the reference date. This field defaults to the current system date. The reference date is cross-referenced with the table of period and week end dates, to decide the week and period numbers for ageing the stock movement and history records.

Reference Type

Enter the reference type, using up to 3 alphanumeric characters.

Alternatively, use the prompt facility to select from the TRAN Movement Reference Type pop-up.

You can use the reference type field to enter a mnemonic to describe the reference number.

Narrative

Enter the narrative or description for the movement using up to 20 alphanumeric characters.

Reason Code

Enter a [reason code](#).

Alternatively, use the prompt facility to select from the MOVR Movement [Reason Code](#) pop-up.

Note: This information is written to the Movement History file. To help you recognise and analyse the movements, you can view and report on it.

Press Enter to confirm the details. Press Enter again to display the Record Miscellaneous Issue (Available) Details window.

Record Miscellaneous Issue (Available) Detail Window

To display this window, press Enter twice on the Record Miscellaneous Issue (Available) Selection window.

Use this window to record the details of the miscellaneous (available) stock issue.

Note: *The fields at the bottom of the window default from the information you specified on the Record Miscellaneous Issue (Available) Selection window.*

Fields**Stockroom**

This field displays the [stockroom](#) code you specified on the selection window.

Item

Enter the item, using up to 15 alphanumeric characters. You must link existing items to the [stockroom](#) through Inventory Maintenance.

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

Movement Qty

Enter the issue quantity, using up to 11 characters including three decimal places.

Note: When this quantity will result in stock being negative, a pop-up will be displayed. For [stockrooms](#) where negative stock is allowed, this displays a warning message and you can select **Update (F8)** to accept the transaction. For [stockrooms](#) that do not allow negative stock, the pop-up will display an error message and the transaction cannot be processed.

Lot

Enter the existing lot reference number that is affected by this movement.

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

Quantity Units

Enter the [unit of measure](#) code

Alternatively, use the prompt facility to select from the Purchase/Issue Unit Selection pop-up.

This field defines the [unit of measure](#) in which the movement quantity is expressed. The [unit of measure](#) defaults to the default inventory unit for this item and [stockroom](#) combination, but you can change this.

Cost/Unit

[Cost](#) per unit is not used for issues.

If the movement is a goods receipt transaction and latest, average or [FIFO costing](#) is in use the software values the movement at the entered [cost](#).

Note: If you leave the [Cost/Unit](#) field blank for a goods receipt transaction, the message "Zero unit [cost](#) has been entered" is displayed. You may still amend the [cost](#) at this stage in the procedure.

[Cost](#) per unit is not entered for issue transaction. The appropriate [cost](#) is derived based on the [costing method](#) defined for the item and the appropriate [cost](#) and [costing method](#) are displayed.

Note: Only the [costing method](#) is displayed for [FIFO costed](#) items.

Press Enter to check the details displayed.

Note: If you are using Location Control, press Enter to display the Enter Location [Balances](#) pop-up, if [balances](#) are required for this item/[stockroom](#) combination. The window that is displayed depends on whether you need to capture details about location [balances](#), and (if you are using [Catchweight](#)) the levels of secondary [balance](#) details required.

If you are using Warehousing, press Enter to display the Warehousing Details pop-up, if these details are required for the item/[stockroom](#) combination.

If you are using [Catchweight](#) without Location Control, for items that are [Catchweight](#) category 1 or 2, when you first press Enter, the Secondary Value Details pop-up is displayed. The title of this pop-up varies, as it is formed from the short description of the item's secondary [UoM](#), plus the literal "Details", for example Kilos Details pop-up. For more information, see the Secondary Value Details Pop-up section.

This [transaction type](#):

- Subtracts from the [physical stock balance](#)
- Re-calculates the [available stock balance](#)
- Includes this movement quantity in [usage](#) records for this item
- Updates the date last issued for this item

If you attempt to issue stock that is not available, the message "Not enough stock available at this location" is displayed. To continue with the issue, use the Purchase Receipt or Miscellaneous Receipt tasks.

Note: If the issue item uses average or [FIFO costing](#), Inventory suggests an issue [cost](#) per item.

Select **Update (F8)** to carry out the update.

Issue Frozen Stock [21/INP]

You can enter details of an issue for stock from an item or a lot that has been frozen. You cannot issue more than is frozen. You can amend the updates associated with this [transaction type](#) in the Inventory processing profile, to reflect the updates you require when [frozen stock](#) is issued. Enter data as for other issues.

Note: If you are using Location Control or Location Control and [Catchweight](#), please see the *Processing within a Location-controlled [Stockroom](#)* section for more information.

Record Miscellaneous Frozen Issue Selection Window

To display this window, select the **Issue Frozen Stock** task.

Use this window to select the [stockroom](#) that this transaction affects, and the date, reference information and [reason code](#) for the transaction.

Caution: If user stockroom authorisation is active you cannot perform this transaction if you are not authorised to the stockroom.

Fields

Stockroom

Enter the [stockroom](#) code that this transaction affects, using up to two alphanumeric characters. This [stockroom](#) must exist on the company profile.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: In order to perform a [frozen stock](#) issue, issues must be permitted in the selected [stockroom](#). Issue transactions are not permitted from a bonded [warehouse](#), therefore [frozen stock](#) issues are not permitted in these types of [warehouses](#)

Reference

Enter the reference number of the movement, using up to 14 alphanumeric characters. You can link this with the reference type specified.

Reference Date

Enter or select a date to be used as the reference date. This field defaults to the current system date. The reference date is cross-referenced with the table of period and week end dates, to decide the week and period numbers for ageing the stock movement and history records.

Reference Type

Enter the reference type, using up to 3 alphanumeric characters.

Alternatively, use the prompt facility to select from the TRAN Movement Reference Type pop-up.

You can use the reference type field to enter a mnemonic to describe the reference number; for example.

Narrative

Enter the narrative or description for the movement, using up to 20 alphanumeric characters.

Reason Code

Enter a [reason code](#)

Alternatively, use the prompt facility to select from the MOVR Movement [Reason Code](#) pop-up.

Note: This information is written to the Movement History file. To help you recognise and analyse the movements, you can view and report on it.

Press Enter to confirm the details. Press Enter again to display the Record Miscellaneous Frozen Issue Detail window.

Record Miscellaneous Frozen Issue Detail Window

To display this window, press Enter twice on the Record Miscellaneous Frozen Issue Selection window.

Use this window to record details of the miscellaneous issue of [frozen stock](#) transaction.

Note: *The fields at the bottom of the window default from the information you specified on the Record Miscellaneous Frozen Issue Selection window.*

Fields**Stockroom**

This field displays the [stockroom](#) code from the selection window.

Item

Enter the item, using up to 15 alphanumeric characters. You must link existing items to the [stockroom](#) through Inventory Maintenance.

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

Movement Qty

Enter the issue quantity, using up to 11 characters including three decimal places.

Lot

Enter the existing lot reference number that is affected by this movement.

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

Quantity Units

Enter the [unit of measure](#) code

Alternatively, use the prompt facility to select from the Purchase/Issue Unit Selection pop-up.

This field defines the [unit of measure](#) in which the movement quantity is expressed. The [unit of measure](#) defaults to the issue unit for this item and [stockroom](#) combination, but you can change this.

Cost/Unit

If the movement is a goods receipt transaction and latest, average or [FIFO costing](#) is in use the software values the movement at the entered [cost](#).

Note: If you leave the [Cost/Unit](#) field blank for a goods receipt transaction, the message "Zero unit [cost](#) has been entered" is displayed. You may still amend the [cost](#) at this stage in the procedure

[Cost](#) per unit is not entered for issue transaction. The appropriate [cost](#) is derived based on the [costing method](#) defined for the item and the appropriate [cost](#) and [costing method](#) are displayed.

Note: Only the [costing method](#) is displayed for [FIFO costed](#) items.

Press Enter to check the details you have entered.

Note: If you are using Location Control, press Enter to display the Enter Location [Balances](#) pop-up, if [balances](#) are required for this item/[stockroom](#) combination. The window that is displayed depends on whether you need to capture details about location [balances](#), and (if you are using [Catchweight](#)) the levels of secondary [balance](#) details required.

If you are using Warehousing, press Enter to display the Warehousing Details pop-up, if these details are required for the item/[stockroom](#) combination.

If you are using [Catchweight](#), for items that are [Catchweight](#) category 1 or 2, when you first press Enter, the Secondary Value Details pop-up is displayed. The title of this pop-up varies, as it is formed from the short description of the item's secondary [UoM](#), plus the literal "Details", for example Kilos Details pop-up. For more information, see the Secondary Value Details Pop-up section.

This transaction:

- Subtracts from the [physical stock balances](#)

- Subtracts from the frozen [balances](#)
- Re-calculates the [available stock balances](#)
- Includes this movement quantity in [usage](#) records for this item
- Updates the date last issued for this item

[Frozen stock](#) includes:

- Items that have been frozen using the Adjust [Frozen Stock](#) task
- Items where the stock status has been set to unavailable
- Items that have not yet reached the [first available date](#), or have passed the [last available date](#), as indicated on the lot header, and do not have the stock status code set to Released

Note: *If stock that has not yet reached the [first available date](#) and has a blank stock status code is included in the [available stock](#), check that the stock monitor is running in the subsystem.*

If Inventory displays a warning that there is insufficient [frozen stock](#) in the [stockroom](#) for the transfer to take place, but you want to continue with the transaction, you must:

- Adjust the [frozen stock](#) using the Record Frozen Adjustment task.
- Return to this task and continue as before.

Select **Update (F8)** to carry out the update.

Item Transformation [26/INP]

This activity is enabled for Work Management and can be run as part of a Business Process built in @ctive Modeler. Refer to the Work Management chapters in the Application Manager product guide for further information.

This task provides the ability to transform a given quantity of a stocked inventory item into one or more other stocked inventory items.

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.

Use this window to select and enter a [stockroom](#), date, reference and [reason code](#) for transforming items.

Caution: If user stockroom authorisation is active you cannot perform this transaction if you are not authorised to the stockroom.

Fields

Stockroom

Enter the code of an existing [stockroom](#).

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: In order to perform an item transformation both receipt and issue transactions must be permitted in the selected [stockroom](#). Issue transactions are not permitted from a bonded [warehouse](#), therefore item transformations are also not permitted in these types of [warehouses](#)

Reference Type

Enter the transformation type, using up to three alphanumeric characters.

These are defined in the Inventory [Descriptions file](#) under major type TRAN.

You can use the prompt facility on this field to select from the TRAN Movement Reference Type pop-up.

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 Movement [Reason Code](#) 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).

Reference Date

Enter or select the date of the item transformation.

Press Enter to confirm the details and then press Enter again to display the Review Item Transformation Details window.

Review Item Transformation Details Window

To display this window, enter your required selection criteria and then press Enter twice on the Record Item Transformation Selection window.

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:
- Item

- Lot Number
- Movement Quantity
- Quantity Units
- [Cost/Unit](#)

And optionally:

- Item Description
- Quantity Units Description
- [Stockroom](#)
- Costing Method
- Percentage of source cost (if target item cost is to be derived from the transformed item(s))

Note: The target item cost/unit will not be shown for items with a costing method of AVERAGE, LATEST and FIFO where the cost is to be derived from the cost of the item(s) being transformed.

Fields

Generated Reference

The transformation reference is automatically generated by the system and will apply to all transformations within a batch.

Options

Amend

Use this to select a transformation request for amendment.

One of the following windows is displayed, depending on the make-up of the transformation request selected for amendment:

- Record One-to-One Item Transformation Details window
- Record Many-to-One Item Transformation Details window
- Record One-to-Many Item Transformation Details window

Delete

Use this to remove a previously entered transformation request from the batch of requests you have entered, prior to confirming updates.

Functions

Update (F8)

Use this to process the batch of transformation requests you have entered.

The update:

- Subtracts the movement quantity from the physical [balance](#) of each From item
- Adds the target quantity to the physical [balance](#) of each To item
- 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 item and To item
- Updates the [usage](#) and date of issue of each From item
- Updates the date of receipt of each To item
- Updates inventory [costs](#)
- Updates the [stock history](#) for each From item and To item
- Generates inventory movements that reflect the change in stock position for each From item and To item

Delete (F11)

Use this to delete the entire batch of transformation requests you have entered.

Confirmation of the deletion will be requested.

Expand (F13)

Use this to expand the window to show the item code and [unit of measure](#) code descriptions and [stockroom](#) code for each entered transformation detail line. The Review Item Transformation Details (Expanded View) window is displayed.

Transform One-to-One (F14)

Use this to add a one-to-one transformation request to the current batch of transformation requests. The Record One-to-One Item Transformation Details window is displayed.

Transform Many-to-One (F16)

Use this to add a many-to-one transformation request to the current batch of transformation requests. The Record Many-to-One Item Transformation Details window is displayed.

Transform One-to-Many (F18)

Use this to add a one-to-many transformation request to the current batch of transformation requests. The Record One-to-Many Item Transformation Details window is displayed.

Select **Update (F8)** to process the batch of transformation requests you have entered.

Review Item Transformation Details (Expanded View) Window

To display this window, select **Expand (F13)** on the Review Item Transformation Details window.

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:

- Item
- Lot Number
- Movement Quantity
- Quantity Units
- [Cost/Unit](#)

And optionally:

- Item Description
- Quantity Units Description
- [Stockroom](#)
- Costing Method
- Percentage of source cost (if target item cost is to be derived from the transformed item(s))

Options

Amend

Use this to select a transformation request for amendment.

One of the following windows is displayed, depending on the make-up of the transformation request selected for amendment:

- Record One-to-One Item Transformation Details window
- Record Many-to-One Item Transformation Details window
- Record One-to-Many Item Transformation Details window

Delete

Use this to remove a previously entered transformation request from the batch of requests you have entered, prior to confirming updates.

Functions

Update (F8)

Use this to process the batch of transformation requests you have entered.

The update:

- Subtracts the movement quantity from the physical [balance](#) of each From item
- Adds the target quantity to the physical [balance](#) of each To item
- 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 item and To item
- Updates the [usage](#) and date of issue of each From item
- Updates the date of receipt of each To item
- Updates inventory [costs](#)
- Updates the [stock history](#) for each From item and To item
- Generates inventory movements that reflect the change in stock position for each From item and To item

Delete (F11)

Use this to delete the entire batch of transformation requests you have entered.

Confirmation of the deletion will be requested.

Contract (F13)

Use this to contract the window, suppressing the display of the item code and [unit of measure](#) code descriptions and [stockroom](#) code for each entered transformation detail line. The Review Item Transformation Details window is displayed.

Transform One-to-One (F14)

Use this to add a one-to-one transformation request to the current batch of transformation requests. The Record One-to-One Item Transformation Details window is displayed.

Transform Many-to-One (F16)

Use this to add a many-to-one transformation request to the current batch of transformation requests. The Record Many-to-One Item Transformation Details window is displayed.

Transform One-to-Many (F18)

Use this to add a one-to-many transformation request to the current batch of transformation requests. The Record One-to-Many Item Transformation Details window is displayed.

Select **Update (F8)** to process the batch of transformation requests you have entered.

Record One-to-One Item Transformation Details Window

To display this window, select **Transform One-to-One (F14)** on the Review Item Transformation Details window or the Review Item Transformation Details (Expanded View) window.

Use this window to enter details of the items you want to transform.

Fields**Source Item****From Item**

Enter a valid item code.

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

Movement Quantity

Enter the quantity of the item to be transformed.

Note: Standard Negative Stock Processing is invoked for each transformation From item, 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 specified 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](#), this field defaults to the default inventory 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.

From Lot

Enter the originating lot, using up to fifteen alphanumeric characters. This lot must exist in the selected [stockroom](#).

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

Note: Multiple lots cannot be specified.

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 [cost](#) being derived from the consumption of existing [FIFO cost](#) details.

Target Item

To Item

Enter a valid item code.

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

This cannot be the same as the From item.

Target Quantity

Enter the quantity of the target item to be received.

If this field is left blank, the value 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 this and the movement quantity.

If you enter a quantity in this field and the quantity does not match the expected target quantity, as 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

Quantity Units (Untitled)

Enter a valid [unit of measure](#) code for the selected item. These are defined in the Inventory [Descriptions file](#) under major type UNIT.

This is the [unit of measure](#) in which the target quantity is expressed.

If you do not enter a [unit of measure](#), this field 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 default inventory 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.

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

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.

If you do not enter a lot number for a lot-controlled item, it will default to the From lot number you have entered.

Note: Multiple target lots cannot be specified.

Cost

Enter the [cost](#) per unit, using up to fifteen numeric characters with five decimal places.

Unless you enter a % of the source item cost to be used for the target item then you must enter a [cost/unit](#) for the target item if that item has a [costing method](#) of AVERAGE, LATEST or [FIFO](#).

This field must be zero when % of source cost is not zero (i.e. the fields are mutually exclusive)

An entry must be made in either this field or the % of source cost for the target item (i.e. both fields cannot be zero).

NOTE: The appropriate cost associated with the target item/stockroom combination is displayed automatically when you press enter if no cost was entered. See the Item Transformation Cost Parameters Popup in Inventory Company Profile [1/INUM] for further details.

NOTE: For items with a costing method of STANDARD the standard cost from the item/stockroom balance record will always be displayed upon pressing enter

WARNING: If an entry is made in this field then the entered value will be used to calculate the movement cost for the target item (i.e. no calculation of the target item cost from the source item cost will occur).

% of source cost

Enter the percentage of the source item cost to be given to the target item.

This field must be set to zero when the cost field is not zero (i.e. the fields are mutually exclusive)

An entry must be made in either this field or the cost/unit for the target item (i.e. both fields cannot be zero).

NOTE: An entry will only be permitted in this field for items with one of the actual costing methods (i.e. AVERAGE, LATEST & FIFO).

NOTE: This field will default to 100% when you press enter if no cost was entered and the Item Transformation Cost Parameters indicate that the target item cost is to be derived from the source items for the costing method associated with the target item.

NOTE: You will be allowed to enter a percentage greater than 100% to cater for the possibility that the act of transformation incurs some level of cost uplift that needs to be reflected in the target item value.

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 Movement 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.

You can use the prompt facility on this field to select from the MOVR Movement [Reason Code](#) pop-up.

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.

Caution: If you are using extended batch/lot/serial control and the Stock Status Manager asynchronous background process is active, frozen stock generated by this task may be unfrozen by the system due to the settings held for a particular lot number on its lot header.

Functions

Delete (F11)

This function is displayed when you are amending a previously entered request.

Use this to delete the selected one-to-one transformation request from the batch of requests you are entering.

From Lot (F17)

Use this to display the Lot Header Details window for the From lot number you have specified.

To Lot (F19)

Use this to display the Lot Header Details window for the To lot number you have specified.

Note: The Lot Header Details window for the To lot is also displayed automatically when you press Enter, when you are recording a new transformation request.

Once you have entered the transformation details, press Enter to validate your selection and then select **Confirm (F8)** to add the entered details to the current batch and return to the Review Item Transformation Details window.

NOTE: A warning will be shown if the percentage of the source item cost to be assigned to the target item exceeds the limit specified on the Transformation Costs Parameters for the operating company.

Note: If the To item is subject to lot, batch or serial control, press Enter to display the Lot Header Details pop-up, on which you are able to maintain the target item's lot attributes.

If you are using Location Control, press Enter to display the Enter Location [Balances](#) pop-up, if these are required for the From item/[stockroom](#) or To item/[stockroom](#) combination. The pop-up that is displayed depends on whether you are required to capture location [balances](#) and (if you are using [catchweight](#)) the level of secondary [balance](#) details required.

If you are using Warehousing, press Enter to display the Warehousing Details pop-up, if these details are required for the From item/[stockroom](#) or To item/[stockroom](#) combination.

If you are using [Catchweight](#) without Location Control, press Enter to display the [Secondary Value] Entry pop-up for the From item or To item with a [Catchweight](#) category of 1 or 2.

Record Many-to-One Item Transformation Details Window

To display this window, select **Transform Many-to-One (F16)** on the Review Item Transformation Details window or the Review Item Transformation Details (Expanded View) window.

Use this window to record the detail of the items, lots and quantities to be transformed.

Fields

Table of Source Items

From Item

Enter a valid item code. This cannot be the same as the To item.

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.

Quantity

Enter the quantity of the From item to be issued from the selected [stockroom](#).

Unit of Measure (UoM)

Enter a valid [unit of measure](#) code for the selected item. These are defined in the Inventory [Descriptions file](#) under major type UNIT.

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 default inventory 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.

From 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 item.

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

Cost/Unit

This field displays the appropriate unit [cost](#) 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.

Lot

Use this checkbox as follows:

Unchecked - Not to maintain lot details

Checked - To maintain the header details for the selected lot number

Stockroom (SR)

This field displays the [stockroom](#) from which stock of the entered item will be taken. It is shown here for reference only.

This will default to the [stockroom](#) you specified on the Record Item Transformation Selection window, unless the item you select is a container item, in which case it will default to the Outbound Container [Stockroom](#) associated with the [stockroom](#) you specified on the Record Item Transformation Selection window.

Target Item**To Item**

Enter a valid item code. This must be a different item code from any of the From item 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 item to be received.

If you leave this field blank, the 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 item 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 this and the movement quantity.

If you enter a quantity in this field and the quantity does not match the expected target quantity, as 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 item. These are defined in the Inventory [Descriptions file](#) under major type UNIT.

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 item, or to the default inventory 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.

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

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.

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.

This field must be zero when % of source cost is not zero (i.e. the fields are mutually exclusive)

An entry must be made in either this field or the % of source cost for the target item (i.e. you cannot enter zero for both fields).

NOTE: The appropriate cost associated with the target item/stockroom combination is displayed automatically when you press enter if no cost was entered. See the Item Transformation Cost Parameters Pop-up in Inventory Company Profile [1/INUM] for further details.

WARNING: If an entry is made in this field then the entered value will be used to calculate the movement cost for the target item (i.e. no calculation of the target item cost from the source item cost will occur).

% of source cost

Enter the percentage of the source item cost to be given to the target item.

This field must be set to zero when the cost is not zero (i.e. the fields are mutually exclusive)

An entry must be made in either this field or the cost/unit for the target item (i.e. you cannot enter zero in both fields).

NOTE: An entry will only be permitted in this field for items with one of the actual costing methods (i.e. AVERAGE, LATEST & FIFO).

NOTE: This field will default to 100% when you press enter if no cost was entered and the Item Transformation Cost Parameters indicate that the target item cost is to be derived from the source items for the costing method associated with the target item.

NOTE: You will be allowed to enter a percentage greater than 100% to cater for the possibility that the act of transformation incurs some level of cost uplift that needs to be reflected in the target item value.

Reference Type

Enter the transformation type, using up to three alphanumeric characters. These are defined in the Inventory [Descriptions file](#) under major type TRAN.

Note: 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 Movement 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.

You can use the prompt facility on this field to select from the MOVR Movement [Reason Code](#) pop-up.

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.

Caution: If you are using extended batch/lot/serial control and the Stock Status Manager asynchronous background process is active, frozen stock generated by this task may be unfrozen by the system due to the settings held for a particular lot number on its lot header.

Functions

Delete (F11)

Use this to delete a transformation request from the current batch of transactions. When you select this function, the Confirm Deletion pop-up is displayed, on which you will be asked to confirm or cancel your deletion request.

Lot (F19)

Use this to display the Lot Header Details window for the To lot number you have selected.

Note: The Lot Header Details window for the To lot is also displayed automatically if you press Enter, when you are recording a new transformation request.

NOTE: A warning will be shown if the percentage of the source item cost to be assigned to the target item exceeds the limit specified on the Transformation Costs Parameters for the operating company.

If you are using Location Control, press Enter to display the Enter Location [Balances](#) pop-up, if these are required for any of the From item/[stockroom](#) or To item/[stockroom](#) combinations you have selected. The pop-up that is displayed depends on whether you are required to capture location [balances](#) and (if you are using [Catchweight](#)) the level of secondary [balance](#) details required.

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.

If you are using [Catchweight](#) without Location Control, press Enter to display the [Secondary Value] Entry pop-up, if these details are required for any of the From item/[stockroom](#) or To item/[stockroom](#) combinations you have selected. This pop-up should only be displayed for those items with a [Catchweight](#) category of **1** or **2**.

Once you have entered the transformation details press Enter to validate your selection, and then select **Confirm (F8)** to accept all of the entries 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 One-to-Many Item Transformation Details Window

To display this window, select **Transform One-to-Many (F18)** on the Review Item Transformation Details window or the Review Item Transformation Details (Expanded View) window.

Use this window to record the detail of the items, lots and quantities to be transformed.

Fields

Source Items

From Item

Enter a valid item code.

This item must be stocked in the selected [stockroom](#).

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

Note: The description of the item is automatically displayed when you press Enter.

Movement Quantity

Enter the quantity of the item to be transformed (issued from the selected [stockroom](#)).

Unit of Measure (Untitled)

Enter a valid [unit of measure](#) code for the selected item. These are defined in the Inventory [Descriptions file](#) under major type UNIT.

This is the [unit of measure](#) in which the movement quantity is entered.

You can use the prompt facility on this field to select from the Units of Measure pop-up.

If you do not enter a [unit of measure](#), it defaults to the default inventory unit defined for the selected item and [stockroom](#) combination.

From 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 item.

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

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 [cost](#) being derived from the consumption of existing [FIFO cost](#) details

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 Movement Reference Type pop-up.

Reference Date

Enter or select the date of the item transformation.

This field defaults to the value 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.

You can use the prompt facility on this field to select from the MOVR Movement [Reason Code](#) pop-up.

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.

Caution: If you are using extended batch/lot/serial control and the Stock Status Manager asynchronous background process is active, frozen stock generated by this task may be unfrozen by the system due to the settings held for a particular lot number on its lot header.

Target Items Table

To Item

Enter a valid item code. This cannot be the same code as the From Item code you have entered.

The item 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 item specified for any transformation request.

Note: You will be forced to enter a target quantity if no relationship exists between the quantity units of this and the movement quantity or the item you entered is a container.

If you enter a quantity in this field and the 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 item. These are defined in the Inventory [Descriptions file](#) under major type UNIT.

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 default inventory 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.

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

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.

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 item/[stockroom](#) combination is displayed automatically when you press Enter, if the item's [costing method](#) is set to standard.

This field must be zero when the % of source cost is not zero for the target item (i.e. the fields are mutually exclusive)

An entry must be made in either this field or the % of source cost for the target item (i.e. you cannot enter zero in both fields).

NOTE: The appropriate cost associated with the target item/stockroom combination is displayed automatically when you press enter if no cost was entered. See the Item Transformation Cost Parameters Popup in Inventory Company Profile [1/INUM] for further details.

WARNING: If an entry is made in this field then the entered value will be used to calculate the movement cost for the target item (i.e. no calculation of the target item cost from the source item cost will occur).

% of source cost

Enter the percentage of the source item cost to be given to the target item.

This field must be set to zero when the cost is not zero (i.e. the fields are mutually exclusive)

An entry must be made in either this field or the cost/unit for the target item (i.e. you cannot enter zero in both fields).

NOTE: An entry will only be permitted in this field for items with one of the actual costing methods (i.e. AVERAGE, LATEST & FIFO).

NOTE: This field will default to 100% when you press enter if no cost was entered and the Item Transformation Cost Parameters indicate that the target item cost is to be derived from the source items for the costing method associated with the target item.

NOTE: You will be allowed to enter a percentage greater than 100% to cater for the possibility that the act of transformation incurs some level of cost uplift that needs to be reflected in the target item value.

Lot

Use this checkbox as follows:

Unchecked - Not to maintain lot details

Checked - To maintain lot header details for the selected lot number

Note: The Lot Header Details pop-up is also displayed automatically when you press Enter for each item that is subject to lot, batch or serial control when you are recording a new item transformation request.

Stockroom (SR)

This field displays the [stockroom](#) into which stock of the entered item will be received. It is shown here for reference only.

This will default to the [stockroom](#) you specified on the Record Item Transformation Selection window, unless the item you select is a container item, in which case it will default to the Inbound Container [Stockroom](#) associated with the [stockroom](#) you specified on the Record Item Transformation Selection window.

Functions

Delete (F11)

Use this to delete a transformation request from the current batch of transactions. When you select this function, the Confirm Deletion pop-up is displayed, on which you will be asked to confirm or cancel your deletion request.

Lot (F17)

Use this to display the Lot Header Details window for the From lot number you have selected.

Note: If you are using Location Control, press Enter to display the Enter Location [Balances](#) pop-up, if these are required for any of the From item/[stockroom](#) or To item/[stockroom](#) combinations you have selected. The pop-up that is displayed depends on whether you are required to capture location [balances](#) and (if you are using [Catchweight](#)) the level of secondary [balance](#) details required.

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.

Note: If you are using [Catchweight](#) without Location Control, press Enter to display the [Secondary Value] Entry pop-up, if these details are required for any of the From item/[stockroom](#) or To item/[stockroom](#) combinations you have selected. This pop-up should only be displayed for those items with a [Catchweight](#) category of **1** or **2**.

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 you have made and return to the Review Item Transformation Details window, where the details of the transformation request you have recorded are displayed.

NOTE: A warning will be shown if the percentage of the source item cost to be assigned to the target item exceeds the limit specified on the Transformation Costs Parameters for the operating company.

Physical Stock Adjustment [31/INP]

You can use this task to adjust [physical stock](#) levels without altering any other stock levels. All windows are the same as those for the Miscellaneous Receipt task, omitting any Customer/Received From fields.

This is one transaction where it would be common to have a negative movement quantity.

Note: If you are using Location Control or Location Control and [Catchweight](#), please see the Processing within a Location-controlled [Stockroom](#) section for more information.

Record Stock Adjustment (Physical) Selection Window

To display this window, select the **Physical Stock Adjustment** task.

Use this window to select the [stockroom](#) that this transaction affects, and the date, reference information and [reason code](#) for the transaction.

Caution: If user stockroom authorisation is active you cannot perform this transaction if you are not authorised to the stockroom.

Secondary Balance Validation and Adjusting Secondary Balances by Location

The validation rules that apply to the secondary [balance](#) value normally follow those that apply to the primary [balance](#) for all transactions with the exception of the Adjust [Physical Stock](#) task. The normal rule is that the value must not be zero and takes the sign of the transaction quantity by default (you cannot enter a sign).

If you use this task, the transaction quantity can be zero (which is how you can adjust the secondary [balances](#) of an item without having to move stock). In this case, the secondary [balance](#) must still not be zero, but you can now specify the sign of each [balance](#). If you are processing an item with multiple locations, you can use a mix of positive and negative signs to process the adjustment.

Fields

Stockroom

Enter the [stockroom](#) code that this transaction affects, using up to 2 alphanumeric characters. This [stockroom](#) must exist on the company profile.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: In order to perform a [physical stock](#) adjustment, adjustments must be permitted in the selected [stockroom](#). However, only frozen adjustment transactions are permitted for a bonded [warehouse](#), therefore [physical stock](#) adjustments are not permitted in these types of [warehouses](#).

Reference

Enter the reference number of the movement, using up to 14 alphanumeric characters; you can link this with the reference type specified.

Reference Date

Enter or select a date to be used as the reference date. This field defaults to the current system date. The reference date is cross-referenced with the table of period and week end dates, to decide the week and period numbers for ageing the stock movement and history records.

Reference Type

Enter the reference type, using up to 3 alphanumeric characters.

Alternatively, use the prompt facility to select from the TRAN Movement Reference Type pop-up.

You can use the reference type field to enter a mnemonic to describe the reference number.

Narrative

Enter the narrative or description for the movement, using up to 20 alphanumeric characters.

Reason Code

Enter a [reason code](#).

Alternatively, use the prompt facility to select from the MOVR Movement Reason Code pop-up.

Note: This information is written to the Movement History file. To help you recognise and analyse the movements, you can view and report on it.

Press Enter to confirm the details. Press Enter again to display the Record Stock Adjustment (Physical) Detail window.

Record Stock Adjustment (Physical) Detail Window

To display this window, press Enter twice on the Record Stock Adjustment (Physical) Selection window.

Use this window to record the details of the [physical stock](#) adjustment.

Note: The fields at the bottom of the window default from the information you specified on the Record Stock Adjustment (Physical) Selection window.

Fields

Stockroom

This [stockroom](#) code defaults from the selection window, but you can change it.

Item

Enter the item, using up to 15 alphanumeric characters. You must link existing items to the [stockroom](#) through Inventory Maintenance.

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

Movement Qty

Enter the quantity you want to adjust, using up to 11 characters including three decimal places.

Note: When this quantity will result in stock being negative, a pop-up will be displayed. For [stockrooms](#) where negative stock is allowed, this displays a warning message and you can select **Update (F8)** to accept the transaction. For [stockrooms](#) that do not allow negative stock, the pop-up will display an error message and the transaction cannot be processed.

Lot

Enter the existing lot reference number that is affected by this movement.

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

Quantity Units

Enter the [unit of measure](#) code

Alternatively, use the prompt facility to select from the Purchase/Issue Unit Selection pop-up.

This field defines the [unit of measure](#) in which the movement quantity is expressed. The [unit of measure](#) defaults to the default inventory unit for this item and [stockroom](#) combination, but you can change this.

Cost/Unit

Enter the [cost](#) per unit, using up to 15 numeric characters including five decimal places. [Cost](#) per unit is not used for issues or negative adjustments.

If the movement is a goods receipt transaction and latest, average or [FIFO costing](#) is in use the software values the movement at the entered [cost](#).

Note: If you leave the [Cost/Unit](#) field blank for a goods receipt transaction, the message "Zero unit [cost](#) has been entered" is displayed. You may still amend the [cost](#) at this stage in the procedure

[Cost](#) per unit is not entered for issue transaction. The appropriate [cost](#) is derived based on the [costing method](#) defined for the item and the appropriate [cost](#) and [costing method](#) are displayed.

Note: Only the [costing method](#) is displayed for [FIFO costed](#) items.

Press Enter to display the three units of measure for the item. The first [unit of measure](#), equal to the issue units of the item at this particular [stockroom](#), is the default unit. You can still change the window at this point.

If you receive a negative stock quantity, the software will display a warning. You can continue with the transaction if you have decided to accept a negative stock [balance](#) in this [stockroom](#). This is set on the [stockroom](#) record of the Inventory company profile. In this case, select **Continue (F8)** to override the warning message.

Note: If you are using Location Control, press Enter to display the Enter Location [Balances](#) pop-up, if [balances](#) are required for this item/[stockroom](#) combination. The window that is displayed depends on whether you need to capture details about location [balances](#), and (if you are using [Catchweight](#)) the levels of secondary [balance](#) details required.

If you are using Warehousing, press Enter to display the Warehousing Details pop-up, if these details are required for the item/[stockroom](#) combination.

If you are using [Catchweight](#) without Location Control, for items that are [Catchweight](#) category 1 or 2, when you first press Enter, the Secondary Value Details pop-up is displayed. The title of this pop-up varies, as it is formed from the short description of the item's secondary [UoM](#), plus the literal "Details", for example Kilos Details pop-up. For more information, see the Secondary Value Details Pop-up section.

For non-[Catchweight](#) items, if you enter zero, an error message is displayed. However, for [Catchweight](#) items, a zero primary value and a positive or negative secondary value can be entered and processed properly. This allows you to adjust the secondary [balance](#) without affecting the primary [balance](#).

This transaction:

- Adjusts the [physical stock balance](#)
- Re-calculates the [balances](#) for both available and [frozen stock](#)
- [Costs](#) are re-calculated (average, latest) and a [FIFO](#) record is created, depending on [costing method](#).
- The date of last receipt is updated.

As [costs](#) are re-calculated, if you use any form of actual [costing](#), you must enter a [cost](#). If the item is lot-controlled and a lot of the stated number does not exist, Inventory creates a new one.

If Period End Average Costing function is active, then two additional processes occur:

- Capture of additional movement details for the purposes of Period-end Average Costing.
This captures the full actual costs of each receipt made, regardless of the Costing Method that is used to calculate and record the cost of the Inventory movement and to value the resulting Inventory balance. The full actual cost includes any Landed Costs which are defined for the Item/Supplier.
- Update of Period Inventory Balances for the purposes of Period End Average Costing.
For each receipt that occurs, the quantity and cost of the receipt are added to the Period total quantity received and Period total cost of receipts. These totals accumulate for each Item over the opening balance quantity at the beginning of the Period and the cost of that balance valued using the previous period's Period-end Average unit cost. This allows the calculation and storing

of a Period-so far average cost, which becomes the Period-end Average Cost once all receipts in the Period have been completed.

Note: Landed costs are automatically included in the cost of an Inventory Purchase Order Receipt only for Standard Cost Items. Landed Costs cannot be added for Items with the other Cost Methods.

When Inventory adjusts the [physical stock balance](#), it updates the available or [frozen stock balances](#), as appropriate, by the same amount.

You can use this procedure to adjust lots, if the item is lot-controlled, batch-controlled or serial-controlled.

Press Enter again to carry out the update.

Allocated Stock Adjustment [32/INP]

Use this task to adjust the [balance](#) between the allocated and [available stock](#) levels, without changing the [physical stock](#) level.

Caution: Using this task where Production and/or Sales Order Processing is/are in use can have serious implications.

Record Allocated Adjustment Selection Window

To display this window, select the **Allocated Stock Adjustment** task

Use this window to select the [stockroom](#) that this transaction affects, and the date, reference information and [reason code](#) for the transaction.

Caution: If user stockroom authorisation is active you cannot perform this transaction if you are not authorised to the stockroom.

Fields

Stockroom

Enter the [stockroom](#) code that this transaction affects, using up to 2 alphanumeric characters. This [stockroom](#) must exist in the company profile.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: In order to perform an [allocated stock](#) adjustment, adjustments must be permitted in the selected [stockroom](#). However, only frozen adjustment transactions are permitted for a bonded [warehouse](#), therefore [allocated stock](#) adjustments are not permitted in these types of [warehouses](#).

Reference

Enter the reference number of the movement, using up to 14 alphanumeric characters; you can link this with the reference type specified.

Reference Date

Enter or select a date to be used as the reference date. This field defaults to the current system date. The reference date is cross-referenced with the table of period and week end dates, to decide the week and period numbers for ageing the stock movement and history records.

Reference Type

Enter the reference type, using up to 3 alphanumeric characters.

Alternatively, use the prompt facility to select from the TRAN Movement Reference Type pop-up.

You can use the reference type field to enter a mnemonic to describe the reference number.

Narrative

Enter the narrative or description for the movement, using up to 20 alphanumeric characters.

Reason Code

Enter a [reason code](#).

Alternatively, use the prompt facility to select from the MOVR Movement [Reason Code](#) pop-up.

Note: This information is written to the Movement History file. To help you recognise and analyse the movements, you can view and report on it.

Press Enter to confirm the details. Press Enter again to display the Record Allocated Adjustment Details window.

Record Allocated Adjustment Details Window

To display this window, press Enter twice on the Record Allocated Adjustment Selection window.

Use this window to record the details of the allocated adjustment.

Note: *The fields at the bottom of the window default from the information you specified on the Record Allocated Adjustment Selection window.*

Fields**Stockroom**

This [stockroom](#) code defaults from the selection window, but you can change it.

Customer

Enter the customer, using up to 11 alphanumeric characters.

Item

Enter the item, using up to 15 alphanumeric characters. You must link existing items to the [stockroom](#) through Inventory Maintenance.

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

Movement Qty

Enter the quantity you want to adjust, using up to 11 characters including three decimal places.

Lot

Enter a new lot number for the item, using up to 15 alphanumeric characters, or enter an existing lot number.

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

Quantity Units

Enter the [unit of measure](#) code

Alternatively, use the prompt facility to select from the Purchase/Issue Unit Selection pop-up.

This field defines the [unit of measure](#) in which the movement quantity is expressed. The [unit of measure](#) defaults to the default inventory unit for this item and [stockroom](#) combination, but you can change this.

Cost/Unit

You do not need to enter a [cost](#) per unit for this transaction.

If the movement is a goods receipt transaction and latest, average or [FIFO costing](#) is in use the software values the movement at the entered [cost](#).

Note: If you leave the [Cost/Unit](#) field blank for a goods receipt transaction, the message "Zero unit [cost](#) has been entered" is displayed. You may still amend the [cost](#) at this stage in the procedure.

[Cost](#) per unit is not entered for issue transaction. The appropriate [cost](#) is derived based on the [costing method](#) defined for the item and the appropriate [cost](#) and [costing method](#) are displayed.

Note: Only the [costing method](#) is displayed for [FIFO costed](#) items.

This transaction:

- Adjusts the [allocated stock balance](#)
- Re-calculates the [available stock balances](#)

If the item is frozen or there is insufficient [available stock](#) for allocation, Inventory displays the message "You are trying to allocate more stock than you have".

You should process a receipt before continuing with the stock allocation.

If the item is lot-controlled, you can display the physical and [available stock balances](#) by using the prompt facility on the Lot field. You can then continue the allocation against a lot that has sufficient [available stock](#).

Press Enter to carry out the update.

Frozen Stock Adjustment [33/INP]

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 do this as a quality assurance freeze or to reserve a lot for a particular customer. You should only use this task to adjust [frozen stock](#) for items that are not under extended lot, batch or serial control, as specified on the company profile.

The principle behind extended details is that the whole [balance](#) of a lot, batch or serial item is either frozen or unfrozen. A partially frozen [balance](#) is illogical. To freeze or unfreeze part of a lot, use the Lot Transformation task to split the original lot into its frozen and unfrozen [balances](#).

When extended details are active, you should have the Stock Status Monitor running and use the Stock Status Re-calculation task daily for items, via Machine Manager.

Therefore, adjusting the frozen [balance](#) of an item that is under extended details control is not advisable because the Stock Status Monitor will immediately reverse the adjustment.

Note: [Available Stock](#) = Physical - Frozen – Allocated

Note: Any stock that has not been allocated must be either available or frozen.

Note: If you are using Location Control or Location Control and [Catchweight](#), please see the Processing within a Location-controlled [Stockroom](#) section for more information.

Record Frozen Adjustment Selection Window

To display this window, select the **Frozen Stock Adjustment** task.

Use this window to select the [stockroom](#) that this transaction affects, and the date, reference information and [reason code](#) for the transaction.

Caution: If user stockroom authorisation is active you cannot perform this transaction if you are not authorised to the stockroom.

Fields

Stockroom

Enter the [stockroom](#) code that this transaction affects, using up to 2 alphanumeric characters.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: In order to perform a [frozen stock](#) adjustment, adjustments must be permitted in the selected [stockroom](#).

Only frozen adjustment transactions are permitted in a bonded [warehouse](#).

Reference

You must enter the reference number of the movement, using up to 14 alphanumeric characters. You can link this with the reference type specified.

Reference Date

Enter or select a date to be used as the reference date. This field defaults to the current system date. The reference date is cross-referenced with the table of period and week end dates, to decide the week and period numbers for ageing the stock movement and history records.

Reference Type

You must enter the reference type, using up to 3 alphanumeric characters.

Alternatively, use the prompt facility to select from the TRAN Movement Reference Type pop-up.

You can use the reference type field to enter a mnemonic to describe the reference number; for example.

Narrative

Enter the narrative or description for the 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 Movement [Reason Code](#) pop-up.

Note: This information is written to the Movement History file. To help you recognise and analyse the movements, you can view and report on it.

Press Enter to confirm the details. Press Enter again to display the Record Frozen Adjustment Details window.

Record Frozen Adjustment Details Window

To display this window, press Enter twice on the Record Frozen Adjustment Selection window.

Use this window to record details of the adjustment of [frozen stock](#) transaction.

Note: *The fields at the bottom of the window default from the information you specified on the Record Frozen Adjustment Selection window.*

Fields**Stockroom**

This [stockroom](#) code defaults from the selection window, but you can change it.

Item

Enter the item, using up to 15 alphanumeric characters. You must link existing items to the [stockroom](#) through Inventory Maintenance.

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

Movement Qty

Enter the quantity you want to adjust, using up to 11 characters including three decimal places. Negative quantities are allowed.

Lot

Enter the existing lot reference number that is affected by this movement.

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

Quantity Units

Enter the [unit of measure](#) code

Alternatively, use the prompt facility to select from the Purchase/Issue Unit Selection pop-up.

This field defines the [unit of measure](#) in which the movement quantity is expressed. The [unit of measure](#) defaults to the default inventory unit for this item and [stockroom](#) combination, but you can change it.

Cost/Unit

Enter the [cost](#) per unit, using up to 15 numeric characters including five decimal places.

If the movement is a goods receipt transaction and latest, average or [FIFO costing](#) is in use the software values the movement at the entered [cost](#).

Note: If you leave the [Cost/Unit](#) field blank for a goods receipt transaction, the message "Zero unit [cost](#) has been entered" is displayed. You may still amend the [cost](#) at this stage in the procedure.

[Cost](#) per unit is not entered for issue transaction. The appropriate [cost](#) is derived based on the [costing method](#) defined for the item and the appropriate [cost](#) and [costing method](#) are displayed.

Note: Only the [costing method](#) is displayed for [FIFO costed](#) items.

Note: With [standard costing](#) and no batch/lot/serial control, you only need to specify the item and movement quantity.

The value of the transaction will be based upon the [costing method](#) and the inventory [costs](#) at the time of the movement. Therefore, for items where the [costs](#) fluctuate, it may well be that frozen movements and similar unfrozen movements will attract different values, even if the quantities are complementary.

[Cost](#) per unit is not used for issues.

Note: With [standard costing](#) and no batch/lot/serial control, you only need to specify the item and movement quantity.

Press Enter to display the three units of measure for the item. The first [unit of measure](#), equal to the issue units of the item at this particular [stockroom](#), is the default unit. You can still change the window at this point.

Note: If you are using Location Control, press Enter to display the Enter Location [Balances](#) pop-up, if [balances](#) are required for this item/[stockroom](#) combination. The window that is displayed depends on whether you need to capture details about location [balances](#), and (if you are using [Catchweight](#)) the levels of secondary [balance](#) details required.

If you are using Warehousing, press Enter to display the Warehousing Details pop-up, if these details are required for the item/[stockroom](#) combination.

If you are using [Catchweight](#), when you press Enter, Inventory calculates the [cost](#) of the movement and the movement [balance](#) from the nominal secondary [balance](#) for all [Catchweight item types](#).

Note: If this transaction will result in stock being negative, a pop-up will be displayed. For [stockrooms](#) where negative stock is allowed, this displays a warning message and you can select **Update (F8)** to accept the transaction. For [stockrooms](#) that do not allow negative stock, the pop-up will display an error message and the transaction cannot be processed.

This transaction:

- Adjust the [frozen stock balance](#)
- Re-calculates the [available stock balance](#)

Press Enter again to carry out the update.

Alternatively, if you are using Location Control, press Enter to display the Enter Location [Balances](#) pop-up.

Stock Transfers

When a transfer takes place between two [stockrooms](#), there is often not only a physical change in location, but also a change in responsibility. There are two movements to record these actions, one to transfer goods out of a [stockroom](#) and the second to transfer goods into a different [stockroom](#).

Four tasks are used that relate to transferring items between [stockrooms](#). You use:

- Record Transfer Out and Confirm Shipment Receipt together to perform the two halves of a stock transfer
- [Available Stock](#) Transfer to transfer [available stock](#) between two [stockrooms](#), immediately (there is no change to the [in transit](#) stock [balance](#))
- [Frozen Stock](#) Transfer to transfer [frozen stock](#) between two [stockrooms](#) immediately, in a single operation
- DRP Transfer (refer to the DRP product guide for details)

Note: You can only transfer quantities of an item that is defined to both the transferring and receiving [stockrooms](#).

Insufficient Frozen or Physical Stock

If Inventory displays a message indicating that there is insufficient frozen or [physical stock](#) in the [stockroom](#) for the desired transfer to take place and you want to continue with the transaction, you must:

- Exit the transfer task.
- Select the Item/[Stockroom](#) task to view each stock [balance](#) for the item and [stockroom](#) combination.

- Select the appropriate stock adjustment task (physical, available or frozen) to increase that stock [balance](#).
- Return to the stock transfer task and continue as before.
- If the item is lot-controlled, Inventory Management automatically creates a lot with the same lot header details as the lot in the From [stockroom](#). Until stock is transferred into this lot, both the physical and available [balances](#) are set to zero.

Costing the Transfer

The [costing](#) of your transfer depends on the [costing method](#) you specified in the Item Master file. One of the following will apply:

- [Average Costing](#)
The movement is valued at the [average cost](#) of the From [stockroom](#), causing a re-calculation of [average cost](#) at the To [stockroom](#).
- [Standard Costing](#)
The movement out is valued at the [standard cost](#) of the From [stockroom](#). The movement in is valued at the [standard cost](#) of the To [stockroom](#).
- [Latest Cost](#)
The movement out is valued at the [latest cost](#) of the From [stockroom](#). The movement in is valued at this new [latest cost](#) at the To [stockroom](#).
- [FIFO](#)
The movement out is valued at [FIFO cost](#). The movement in creates a new [FIFO](#) record for the same value.

Note: If you are using Location Control or Location Control and [Catchweight](#), please see the *Processing within a Location-controlled [Stockroom](#)* section for more information.

Record Transfer Out [41/INP, 6/DRP, 11/WTD]

This task is enabled for Work Management and can be run as part of a Business Process built in @ctive Modeler.

For further information, refer to the Work Management chapter in the Application Manager product guide.

Use this task to record the first part of a two-part transfer transaction. This task records the details related to the transfer of stock out of one [stockroom](#) before it is recorded as received in the other [stockroom](#) using the Confirm Shipment Receipt task. You would use these two tasks if a stock transfer were over a physical distance, for example, if you were moving stock from one [area](#) of the country to another.

The [physical stock](#) at the source [stockroom](#) will be reduced, and the in-transit stock at the destination [stockroom](#) will be increased. Once stock is transferred using this task, it will be valued as part of the stock of the destination [stockroom](#). [Cost](#) updates at the destination [stockroom](#) will be performed once receipt is confirmed.

Note: *This should not be used for intra EC movements.*

Record Transfer Out Selection Window

To display this window, select the **Record Transfer Out** task.

Use this window to select the [stockroom](#) that this transaction affects, and the date, reference information and [reason code](#) for the transaction.

Caution: If user stockroom authorisation is active you cannot perform this transaction if you are not authorised to the stockroom.

Caution: To stockroom validation is not performed

Fields

From Stockroom

Enter the transferring [stockroom](#) for the item. This [stockroom](#) must exist on the company profile.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: In order to perform a transfer out, transfers must be permitted in the selected [stockroom](#). Inventory Transfer transactions are not permitted from a bonded [warehouse](#), therefore a transfer out is not permitted in these types of [warehouses](#).

To Stockroom

Enter the receiving [stockroom](#) for the item. This [stockroom](#) must exist on the company profile.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Internal Customer

Enter the name and code of an existing customer in this field. This field depends on whether you use DRP. The customer defaults from the [stockroom](#) record held within DRP.

You can use the prompt facility to select from the Select Customer pop-up.

Reference Date

Enter or select a date to be used as the reference date. This field defaults to the current system date. The reference date is cross-referenced with the table of period and week end dates, to decide the week and period numbers for ageing the stock movement and history records.

Reference Type

Enter the reference type using up to three alphanumeric characters.

Alternatively, use the prompt facility to select from the TRAN Movement Reference Type pop-up.

Note: This information is written to the Movement History file. To help you recognise and analyse the movements, you can view and report on it.

Narrative

Enter the narrative or description associated with the movement, using up to 20 alphanumeric characters.

Reason Code

Enter a [reason code](#)

Alternatively, use the prompt facility to select from the MOVR Movement [Reason Code](#) pop-up.

Use this code to indicate why the stock status code has changed.

Note: : The next two fields are only displayed when you have confirmed the movement and have re-displayed this window.

No. of Movements in Last Batch

This details the number of movements you have processed during this transaction. It is for information only.

Last Item Processed

This field displays the last item that was processed during the transaction and it is for information only.

Press Enter to confirm the details. Press Enter again to display the Record Transfer Out Detail window.

Record Transfer Out Detail Window

To display this window, press Enter twice on the Record Transfer Out Selection window.

Use this window to record the details of the stock transfer between the selected [stockrooms](#).

Note: The fields at the bottom of the window default from the information you specified on the Record Transfer Out Selection window.

Fields

From Stockroom

This field displays the code of the transferring [stockroom](#) for the item.

To Stockroom

This field displays the code of the receiving [stockroom](#) for the item.

Generated Reference

This field displays a unique code number automatically generated by the software to identify this transfer.

Item

Enter the item, using up to 15 alphanumeric characters. You must define the item to the items file and link it to both [stockrooms](#) through Inventory Maintenance. You can amend the item number displayed in this field.

You can use the prompt facility to select from the Item Master Scan pop-up.

Movement Qty

Enter the quantity you want to transfer, using up to 11 characters including three decimal places.

Note: If you transfer a quantity that results in a negative stock [balance](#), Inventory will display a warning. You can continue with the transaction if you have decided to accept a negative stock [balance](#) in this [stockroom](#). This is set on the [stockroom](#) record of the Inventory company profile. In this case, select **Continue (F8)** to override the warning message.

Lot

Enter the existing lot reference number that is affected by this movement.

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

Quantity Units

Enter the [unit of measure](#) code

Alternatively, use the prompt facility to select from the Purchase/Issue Unit Selection pop-up.

This field defines the [unit of measure](#) in which the movement quantity is expressed. Only those units defined for the item are allowed. The [unit of measure](#) defaults to that defined as the default inventory unit for this item and [stockroom](#) combination, but you can change it here.

Cost

This field displays the [cost](#) per unit for this movement, using up to 15 numeric characters including five decimal places.

If the movement is a goods receipt transaction and latest, average or [FIFO costing](#) is in use the software values the movement at the entered [cost](#).

[Cost](#) per unit is not entered for issue transactions. The appropriate [cost](#) is derived based on the [costing method](#) defined for the item and the appropriate [cost](#) and [costing method](#) are displayed.

Note: Only the [costing method](#) is displayed for [FIFO costed](#) items.

Date

This field displays the movement date that you specified on the selection window. You can change this for each item if required.

Reference Type

This field displays the reference type code that you specified on the selection window. You can change this for each item if required.

Narrative

You can override the existing narrative.

Reason Code

Enter the [reason code](#) for this movement.

Note: If you are using Location Control, press Enter to display the Enter Location [Balances](#) pop-up, if [balances](#) are required for this item/[stockroom](#) combination. The window that is displayed depends on whether you need to capture details about location [balances](#), and (if you are using [Catchweight](#)) the levels of secondary [balance](#) details required.

If you are using [Catchweight](#), for items that are [Catchweight](#) category 1 or 2, when you first press Enter, the Secondary Value Details window is displayed. The title of this pop-up varies, as it is formed from the short description of the item's secondary [UoM](#), plus the literal "Details", for example Kilos Details pop-up. For more information, see the Secondary Value Details Pop-up section.

This [transaction type](#):

- Subtracts from the [physical stock](#) in the From [stockroom](#)
- Re-calculates the [available stock](#) in the From [stockroom](#)
- Add to [in transit](#) stock in the To [stockroom](#)
- Updates the [usage](#) at the From [stockroom](#)
- The date of issue is updated at the From [stockroom](#)

Options

Amend

Use this against a line you want to amend. The details are then displayed in the input fields in the lower part of the window for modification.

Functions

Despatch Details (F18)

If you are using Centralised Document Processing, use this to record additional despatch information associated with the movement of goods.

Once all the details for this issue are correct, press Enter. Press Enter again to display the movement details.

Enter Rotation Balances Pop-up

To display this pop-up, press Enter during any stock movement transaction between locations in the same location-controlled [stockroom](#), or from one location-controlled [stockroom](#) to another, and you are moving an item that is not batch-controlled, lot-controlled or serial-controlled.

Use this pop-up to confirm the actual [rotation dates](#) picked.

Fields

Item

These fields display the non-lot-controlled item selected for transfer and its associated description.

Stockroom

This field displays the [stockroom](#) selected as the From [stockroom](#) on the transfer request.

Order

When you are recording the despatch of a DRP order, this field displays the appropriate SOP order number.

When you are recording a transfer out, using task 41/INP, this field displays the system-generated reference number assigned to the transfer request.

When you are recording an [available stock](#) transfer, using task 43/INP, the order number will be blank.

Location

This field displays the location selected by you from which stock is to be transferred.

Line

When you are recording the despatch of a DRP order, the appropriate SOP order line number is displayed.

When you are recording a transfer out, using task 41/INP, the order line number will be zero.

When you are recording an [available stock](#) transfer, using task 43/INP, the order line number will be zero.

Sequence

When you are recording the despatch of a DRP order the appropriate SOP despatch note number is displayed.

When you are recording a transfer out, using task 41/INP, the system-generated line number is displayed.

When you are recording an [available stock](#) transfer, using task 43/INP, the system-generated line number is displayed.

Total

These fields display the quantity and associated [unit of measure](#) selected for transfer from a location, as entered on the Enter Location [Balances](#) pop-up.

Cumulative

This field displays the sum of the allocated quantities entered against the rotations listed on in this window.

Select (Untitled)

Enter one of the following:

- 1 - To allocate the entered action quantity to the listed rotation
- 2 - To de-allocate the entered action quantity from the listed rotation

Action Qty

This field displays the quantity of the listed rotation to be allocated/de-allocated.

The system initially assumes that the transfer request should result in the movement the oldest stock out of the requested location. It does this by automatically planning the transfer of rotations in the chosen location in [FIFO](#) sequence until the quantity requested for transfer from a location has been satisfied.

Note: Quantity entries at this level are recorded in the same [unit of measure](#) as that used to record the quantity at location level.

Note: The quantity available for transfer from a location takes no account of any quantity either frozen or already suggested for issue on the LC Event Allocations file.

Note: You are permitted to allocate more than the physical quantity recorded against a rotation at the specified location. Normal negative stock rules are applied at rotation level whenever such a request is made i.e. a suitable warning or error message is issued should the requested movement result in the creation of a negative [balance](#) for the selected rotation.

Functions

Update (F8)

Add (F10)

Use this to display the Add [Rotation Date Balance](#) pop-up. This allows you to request the transfer of a rotation that currently cannot be found in the requested location.

Press Enter to perform the appropriate action (allocate/de-allocate) based upon the selection made.

Select **Update (F8)** to confirm and return to the Enter Location [Balances](#) pop-up and continue to process the transaction. This is only permitted when the cumulative quantity matches the total to transfer. The allocated quantity entered against each rotation is used to reduce that rotations physical [balance](#).

Add Rotation Date Balance Pop-up

To display this pop-up, select **Add (F10)** on the Enter Rotation [Balances](#) pop-up.

Use this pop-up to request the transfer of a rotation that currently cannot be found in the requested location.

Fields

Date

Enter or select a valid calendar date whose value is less than or equal to the current system date.

Time

Enter a valid time, in twenty-four hour format.

Note: A Rotation [balance](#) for the requested date/time combination cannot already exist in the specified location.

Select **Update (F8)** to confirm the chosen date and return to the Enter Rotation [Balances](#) pop-up.

This generates a record on the LC [Rotation Date Balances](#) file for the chosen date and time. The added LC rotation [balance](#) is shown in the displayed list of LC rotation [balances](#), thus allowing you to select the required quantity of that rotation for transfer.

Record Transfer Out Despatch Details Pop-up

To display this pop-up, select **Despatch Details (F18)** on Record Transfer Out Detail window.

Use this pop-up to detail the document processing you want for the transfer out transaction.

Fields

Document Processing

Online Print of Despatch Notes

Use this checkbox as follows:

Unchecked - To print as part of a batch

Checked - To print immediately

Priced Despatch Note

Use this checkbox as follows:

Unchecked - Not to show prices on despatch notes

Checked - To show prices on despatch notes

Despatch Note Language

Use this to specify the language of the text that you want to print on the despatch note.

Inventory checks your chosen code against those defined in Application Manager.

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

Despatch Information

Despatch Method

Enter the default despatch method.

Alternatively, use the prompt facility to select from the MODE Despatch Method pop-up.

Transport Method

Enter the default transport method.

Alternatively, use the prompt facility to select from the TMTM Transport Method pop-up.

Reason for Despatch

Enter a reason for despatch.

Alternatively, use the prompt facility to select from the MOVR Movement [Reason Code](#) pop-up.

Terms of Delivery

Enter the default terms of delivery.

Alternatively, use the prompt facility to select from the TDEL Terms of Delivery pop-up.

Note: If you use World Trade, this field defaults to the value held on the Customer Maintenance - Trade Details window in Sales Order Processing.

Carrier

Enter the default carrier.

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

The confirmation of this field depends on interfaced applications. The software performs the following checks in the order specified:

- If you use Advanced Shipping, and the processing company is active with Sales Order Processing, the carrier defaults to that defined in the Shipping Customer Defaults task. If you enter a new code, it is checked against the Shipping Names and Address file from Shipping Customer Defaults Maintenance.
- If you use Transport Planning, and the processing company is active in Sales Order Processing, the carrier defaults to the carrier defined to the Transport Planning delivery profile. If you enter a new code, it is checked against the Transport Planning Carrier file.
- You define a Sales Order Processing company to a Transport Planning company via a Sales Order Processing company/[stockroom](#) combination.

Shipping Marks

This is a free format field for shipping marks.

Number of Packs

Enter a packaging code along with a quantity and [unit of measure](#).

The confirmation depends on interfaced applications, but by default the code is checked against the Inventory [Descriptions file](#), major type TPPK.

Note: If you use Advanced Shipping, the code entered is validated against the Pack Types file.

Weight

Enter a weight and a [UoM](#) code. The latter is checked against the Inventory [Descriptions file](#), major type [UoM](#).

Volume

Enter a volume and a [UoM](#) code. The latter is checked against the Inventory [Descriptions file](#), major type [UoM](#).

Select **Update (F8)** to update details.

Confirm Shipment Receipt [42/INP, 7/DRP, 12/WTD]

This task is enabled for Work Management and can be run as part of a Business Process built in @ctive Modeler.

For further information, refer to the Work Management chapter in the Application Manager product guide.

Use this task to confirm the receipt of a shipment. This maintains the [in transit balances](#) and updates the stock and [costs](#) at the receiving [stockroom](#). The acquisition movement is written at the point of internal receipt.

The transfer may have been by a transfer order or distribution order, or by an Inventory transfer out transaction. If the receiving [stockroom](#) is defined to the Warehousing module, you must enter the appropriate details within this task to include items in the put-away processing within Warehousing.

Note: If you are using Location Control or Location Control and [Catchweight](#), please see the Processing within a Location-controlled [Stockroom](#) section for more information.

Note: Once confirmed, the received stock is allocated to the related sales order, if one exists.

Confirm Shipment Receipt Selection Window

To display this window, select the **Confirm Shipment Receipt** task.

Use this window to confirm the receipt at a [stockroom](#) of stock [in transit](#) from another [stockroom](#) within the company. Inventory updates the records for the receiving [stockroom](#). If you have defined this [stockroom](#) to Warehousing, you can use this task to enter details to include the items in the put-away processing of Warehousing.

Caution: If user stockroom authorisation is active you cannot perform this transaction if you are not authorised to the receiving stockroom.

Caution: From stockroom validation is not performed

Fields

From Stockroom

Enter the transferring [stockroom](#) for the item. This [stockroom](#) must exist on the company profile.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

To Stockroom

Enter the receiving [stockroom](#) for the item. This [stockroom](#) must exist on the company profile.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: If you enter a specific order or consignment number, you do not need to specify From and To [stockroom](#) codes.

Distribution Order Number/Despatch Note Number

To restrict the information displayed on the receipt screen, you can optionally enter the distribution order number and also optionally enter the despatch note number.

If no despatch note number is entered, the details will be restricted to the distribution order number regardless of the despatch note.

If no order information is entered at all, all details for all orders in the entered [stockroom](#) range are displayed.

Consignment Number

Enter an Advanced Shipping consignment number, to display all the orders associated with this consignment.

Caution: You cannot enter both an Advanced Shipping consignment number and a distribution order number.

Receipt Date

Enter the date when the goods are received at the receiving [stockroom](#).

Note: This field is only displayed if bond is active for the current company

Note: If the receiving [stockroom](#) is a bonded [warehouse](#), the receipt date cannot be before the earliest permissible transaction date for that [warehouse](#).

Last Rotation Number

The last rotation number assigned to a batch of received items is displayed here, upon returning to this window from the Confirm Shipment Receipt Items [in Transit](#) Window.

Note: This field is only displayed if bond is active for the current company

Note: If you use DRP, and no items are found in the Inventory Management [In Transit](#) file for the specified selection criteria, an error message is displayed.

Press Enter to confirm the details and display the Confirm Shipment Receipt Items [in Transit](#) window.

Confirm Shipments Receipt Items in Transit Window

To display this window, press Enter on the Confirm Shipment Receipt Selection window.

Use this window to select the items within the received shipment from the list of displayed items [in transit](#). The items are added to this [in transit](#) list when a distribution order is confirmed as despatched from a [stockroom](#) in DRP, Sales Order Processing or Warehousing.

You must confirm the whole of the quantity despatched as received before it is removed from the [in transit](#) list. You can do this across more than one shipment receipt.

Note: As a result of the selection made, an individual order line might appear on several despatch notes. It will then appear several times in the display.

Fields

The fields at the top of the window display the selection made.

The From [Stockroom](#) and To [Stockroom](#) are always displayed.

In addition, the Distribution Order Number is displayed, if one was selected, as well as the Despatch Note Number, if one was selected.

Bonded Receipt Type

Enter a valid receipt type for receipts into a bonded [warehouse](#).

Alternatively, use the prompt facility to select a type from the Receipt Type Selection pop-up.

If no entry is made the default receipt type "From Other Bonds" is assigned automatically.

Note: This field is only displayed if bond is active for the current company

Select All Lines to Update

Use this checkbox as follows:

Unchecked - Not to update all lines

Checked - To update all lines

Select (Sel)

Select one of the following:

Select order line for receipt - To select a line to be received or to amend receipt details

Maintain Lot Header Details - To maintain lot header details (if the item is lot-controlled, batch-controlled or serial-controlled) on the Lot Header Maintenance window

Date

This field displays the date of despatch from the From [Stockroom](#). This will cross-reference the calendar to derive period/week numbers.

Order

This field displays the distribution order number allocated to the transaction.

Lin

This field displays the distribution order line number.

Item

This field displays the item reference code for the item that is [in transit](#).

SR

This field displays the receiving [stockroom](#) for the item. The receiving [stockroom](#) defaults to the To [stockroom](#) as entered on the distribution order. You can override this with any valid [stockroom](#) for the item.

If the receiving [stockroom](#) is a bonded [warehouse](#), you can only override to another [stockroom](#) with the same bond status and bond reference as the original target [stockroom](#) for the transfer e.g. if the original target [stockroom](#) is a customs bonded [warehouse](#) then any override [stockroom](#) must be another customs bonded [warehouse](#) with the same bond reference.

Note: *WT restricts overrides to [stockrooms](#) that are in the same country.*

Quantity

You can specify the actual quantity received. This must not exceed the quantity despatched.

Note: If the received quantity is less than the quantity despatched, the received quantity will be booked into stock but the [balances](#) will remain *in transit*. The assumption is that the remainder of the item will be confirmed, via this window, once it is received.

If there are any discrepancies, you must use an Inventory stock adjustment (with an appropriate [reason code](#)) after the quantity has been fully received at the receiving [stockroom](#).

Note: You cannot perform partial receipts of the in-transit quantity if the 'from' [stockroom](#) is a bonded [warehouse](#).

UoM

This field displays the [unit of measure](#) for the item that is *in transit*.

If you are using [Catchweight](#), the Secondary Value and [UoM](#) fields are also displayed. The way that these fields are displayed can be explained as follows:

- If there are no details held under either column for your item, there is no secondary value for the order line.
- If the columns display both a secondary value and a secondary [unit of measure](#), but they are not underlined, the secondary value of the order line is for information only.
- If the columns display both values, and they are underlined, these values have been calculated by [Catchweight](#) and can be amended.

Note: *You must confirm receipt of the entire despatch quantity before it is removed from the [in transit](#) list. You can do this across more than one shipment receipt.*

Note: *If you use Warehousing, you must enter the appropriate location details before you can complete the receipt.*

Variant Code (Var)

If the receiving [stockroom](#) is a bonded [warehouse](#) with a different bond reference than the 'from' [stockroom](#), enter a valid variant code against each item flagged for receipt.

Note: This field is only displayed if bond is active for the current company

Lot Number

If the item is lot-controlled, batch-controlled or serial-controlled, the lot reference number is displayed.

The physical and [available stock balances](#) are updated by the received quantity and the *in transit* quantity reduced accordingly. This also updates the batch and [FIFO cost](#) records if appropriate.

These receipts are also updated in the [Stock History](#) and Stock Movement files as transfer in quantities. These should match with the corresponding transfer out details added at confirmation of despatch of the distribution order and the centre.

Note: If the 'from' [stockroom](#) and receiving [stockrooms](#) are bonded [warehouses](#) with the same bond reference the lot (rotation) despatched from the 'from' [stockroom](#) is displayed if the item is not flagged as batch-controlled, lot-controlled or serial-controlled.

Select **Update (F8)** to save any details. This submits the batch program to update selected lines. If you are using Location Control, the Enter Location [Balances](#) pop-up will be displayed. If you are using Warehousing, the Warehousing details are displayed. A Shipments Received report is produced as part of the batch job, to provide printed proof of shipments receipts.

Single-step Stock Transfers

You can record the transfer of stock from one [stockroom](#) to another as a single process.

The tasks are:

- [Available Stock](#) Transfer
- [Frozen Stock](#) Transfer

Use these tasks to transfer between [stockrooms](#) held within the same physical location, for example, between goods inwards and your [stockroom](#).

Available Stock Transfer [43/INP]

This task is enabled for Work Management and can be run as part of a Business Process built in @ctive Modeler.

For further information, refer to the Work Management chapter in the Application Manager product guide.

Use this task to record a simultaneous transfer out of one [stockroom](#) and receipt into another. The updates that result from this transaction depend on the Inventory processing profile.

Note: *If you are using Location Control or Location Control and [Catchweight](#), please see the Processing within a Location-controlled [Stockroom](#) section for more information.*

Note: *If you use Location Control, the Enter Location [Balances](#) pop-up is displayed twice, once to record details at the From [Stockroom](#), and a second time to record details at the Target [Stockroom](#).*

Record Stock Transfer Selection Window

To display this window, select the **Available Stock Transfer** task

Use this window to specify the [stockroom](#) that this transaction affects, and the date, reference information and [reason code](#) for the transaction.

Caution: If user stockroom authorisation is active you cannot perform this transaction if you are not authorised to both the From and To stockrooms.

Fields

From [Stockroom](#)

Enter the transferring [stockroom](#) for the item. This [stockroom](#) must exist on the company profile.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: In order to perform a single step transfer, transfers must be permitted in the selected [stockroom](#).

Inventory Transfer transactions are not permitted from a bonded [warehouse](#), therefore a single step transfer is not permitted in these types of [warehouses](#).

To [Stockroom](#)

Enter the receiving [stockroom](#) for the item. This [stockroom](#) must exist on the company profile.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: If you are using Location Control, you can enter the same [stockroom](#) in both the From [Stockroom](#) and To [Stockroom](#) fields so that you can record a move from one location to another within the same [stockroom](#).

Note: These values that you enter in the next three fields will be used for subsequent movements. If you use Document Processing, the reference is generated automatically.

Note: In order to perform a single step transfer, transfers must be permitted in the selected [stockroom](#).

Inventory Transfer transactions are not permitted from a bonded [warehouse](#), therefore a single step transfer is not permitted in these types of [warehouses](#).

Reference

Enter the reference number for the movement.

Reference Date

This date defaults to today's date, but you can change it if required. This will cross-refer to calendar to derive period/week numbers.

Reference Type

Enter the reference type code for the movement.

Alternatively, use the prompt facility to select from the TRAN Movement Reference Type pop-up.

Narrative

You can enter text to be used as the default for the subsequent movement.

Reason Code

Enter a [reason code](#) to explain the move.

Alternatively, use the prompt facility to select from the MOVR Movement [Reason Code](#) pop-up.

Press Enter to confirm the details. Press Enter again to display the Record Stock Transfer Detail window.

Record Stock Transfer Detail Window

To display this window, press Enter twice on the Record Stock Transfer Selection window.

Use this window to record the details of the stock transfer.

Note: *The fields at the bottom of the window default from the information you specified on the Record Stock Transfer Selection window.*

Fields

From Stockroom

These fields display the code and name of the transferring [stockroom](#) for the item.

To Stockroom

These fields display the code and name of the receiving [stockroom](#) for the item.

Item

Enter the item, using up to 15 alphanumeric characters. You must link the item to both [stockrooms](#) through Inventory Maintenance. You can amend the item number displayed in this field.

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

Note: You can enter an item that is defined as a kit parent as long as that item is also defined as a stock item and both the kit parent and any corresponding component items are defined to both [stockrooms](#).

In this case, the processing logic explodes the kit a component at a time. Because the quantity of each component is defined to the kit parent, the Movement Qty field is protected, but you can enter lot and any location details if required.

Movement Qty

Enter the quantity you want to transfer, using up to 11 characters including three decimal places.

Lot

Enter the existing lot reference number that is affected by this movement.

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

Note: *Similar validation as that described for Production Order Material Issue takes place if the Lot Rotation function is activated (Refer to the setup for Inventory Description Parameter Type: LRCS for more information on how to activate the function).*

The Lot Selection window lists lots in ascending sequence of Last Available Date, excluding those with Last Available Dates in the past and the Lot with the earliest Last Available Date is pre-selected.

A function key allows all Lots/Batches to be displayed, including those that are already out of date (with a Last Available Date in the past).

If a Lot is selected that has an available quantity that is less than the required quantity to be issued, then the quantity is amended to the quantity of the Lot that is available.

Quantity Units

Enter the [unit of measure](#) code.

Alternatively, use the prompt facility to select from the Purchase/Issue Unit Selection pop-up.

This field defines the [unit of measure](#) in which the movement quantity is expressed. Only those units defined for the item are allowed. Unless you change it, this [unit of measure](#) defaults to that defined as the default inventory unit for this item and [stockroom](#) combination.

Cost

This field displays the [cost](#) per unit for this movement, using up to 15 numeric characters including five decimal places.

If the movement is a goods receipt transaction and latest, average or [FIFO costing](#) is in use the software values the movement at the entered [cost](#).

Note: If you leave the [Cost/Unit](#) field blank for a goods receipt transaction, the message "Zero unit [cost](#) has been entered" is displayed. You may still amend the [cost](#) at this stage in the procedure

[Cost](#) per unit is not entered for issue transaction. The appropriate [cost](#) is derived based on the [costing method](#) defined for the item and the appropriate [cost](#) and [costing method](#) are displayed.

Note: Only the [costing method](#) is displayed for [FIFO costed](#) items.

Reference

This field displays the reference number that you specified on the selection window. You can change this for each item if required.

Date

This field displays the movement date that you specified on the selection window. You can change this for each item if required.

Reference Type

This field displays the reference type code that you specified on the selection window. You can change this for each item if required.

Narrative

You can override the existing narrative.

Reason Code

You can override the [reason code](#) for this movement.

Note: If you are using Location Control, press Enter to display the Enter Location [Balances](#) pop-up if [balances](#) are required for this item/[stockroom](#) combination. The window that is displayed depends on whether you need to capture details about location [balances](#), and (if you are using [Catchweight](#)) the levels of secondary [balance](#) details required.

If you are using [Catchweight](#), for items that are [Catchweight](#) category 1 or 2, when you first press Enter, the Secondary Value Details pop-up is displayed. The title of this pop-up varies, as it is formed from the short description of the item's secondary [UoM](#), plus the literal "Details", for example Kilos Details pop-up. For more information, see the Secondary Value Details Pop-up section.

Note: If you transfer a quantity that results in a negative stock [balance](#) Inventory will display a warning. You can continue with the transaction if you have decided to accept a negative stock [balance](#) in this [stockroom](#). This is set on the [stockroom](#) record of the Inventory company profile. In this case, select **Continue (F8)** to override the warning message.

Options

Amend

Use this against a line to amend it. The details are then displayed in the lower part of the window for modification.

This transaction:

- Subtracts from the physical [balance](#) in the From [stockroom](#)

- Re-calculates the [available stock](#) in both the From and To [stockrooms](#)
- Adds to the physical [balance](#) in the To [stockroom](#)
- Updates the [usage](#) and date of issue at the From [stockroom](#)
- Updates the date of receipt in the To [stockroom](#)
- Updates the item [costs](#) in the To [stockroom](#)

See Transfer Out for an explanation of the [costing methods](#) for transfers.

Press Enter to validate your entries. Press Enter again to transfer the movement details to the middle of the window. Select **Update (F8)** to carry out the update.

Frozen Stock Transfer [51/INP]

This task is enabled for Work Management and can be run as part of a Business Process built in @ctive Modeler.

For further information, refer to the Work Management chapter in the Application Manager product guide.

Use this task to transfer already-[frozen stock](#) from one [stockroom](#) to another, preserving the frozen status.

You cannot choose to transfer a greater quantity than the actual amount of [frozen stock](#) held in the From [stockroom](#).

Note: If you are using Location Control or Location Control and [Catchweight](#), please see the Processing within a Location-controlled [Stockroom](#) section for more information.

Note: If you use Location Control, the Enter Location [Balances](#) pop-up is displayed twice, once to record details at the From [Stockroom](#), and a second time to record details at the Target [Stockroom](#).

Record Frozen Stock Transfer Selection Window

To display this window, select the [Frozen Stock Transfer](#) task.

Use this window to specify the [stockroom](#) that this transaction affects, and the date, reference information and [reason code](#) for the transaction.

Caution: If user stockroom authorisation is active you cannot perform this transaction if you are not authorised to both the From and To stockrooms.

Fields

From Stockroom

Enter the transferring [stockroom](#) for the items. This [stockroom](#) must exist on the company profile.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: In order to perform a single step transfer, transfers must be permitted in the selected [stockroom](#).

Inventory Transfer transactions are not permitted from a bonded [warehouse](#), therefore a single step transfer is not permitted in these types of [warehouses](#).

To Stockroom

Enter the receiving [stockroom](#) for the items. This [stockroom](#) must exist on the company profile.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: If you are using Location Control, you can enter the same [stockroom](#) in both the From [Stockroom](#) and To [Stockroom](#) fields so that you can record a move from one location to another within the same [stockroom](#).

Note: These values that you enter in the next three fields will be used for subsequent movements. If you use Document Processing, the reference is generated automatically.

Note: In order to perform a single step transfer, transfers must be permitted in the selected [stockroom](#).

Inventory Transfer transactions are not permitted from a bonded [warehouse](#), therefore a single step transfer is not permitted in these types of [warehouses](#).

Reference

Enter the reference number for the movement.

Reference Date

This date defaults to today's date, but you can change it if required.

Reference Type

Enter the reference type code for the movement.

Alternatively, use the prompt facility to select from the TRAN Movement Reference Type pop-up.

Narrative

You can enter text to be used as the default for the subsequent movement.

Reason Code

Enter a [reason code](#) to explain the move.

Alternatively, use the prompt facility to select from the MOVR Movement [Reason Code](#) pop-up.

Press Enter to confirm the details. Press Enter again to display the Record [Frozen Stock](#) Transfer Detail window.

Record Frozen Stock Transfer Detail Window

To display this window, press Enter twice on the Record [Frozen Stock](#) Transfer Selection window.

Use this window to record the details of the [frozen stock](#) transfer.

Note: The fields at the bottom of the window default from the information you specified on the Record [Frozen Stock Transfer Selection](#) window.

Fields

From Stockroom

These fields display the code and name of the transferring [stockroom](#) for the item.

To Stockroom

These fields display the code and name of the receiving [stockroom](#) for the item.

Item

Enter the item, using up to 15 alphanumeric characters. You must link the item to the [stockroom](#) through Inventory Maintenance. You can amend the item number displayed in this field.

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

Note: You can enter an item that is defined as a kit parent as long as that item is also defined as a stock item and both the kit parent and any corresponding component items are defined to both [stockrooms](#).

In this case, the processing logic explodes the kit a component at a time. Because the quantity of each component is defined to the kit parent, the Movement Qty field is protected, but you can enter lot and any location details if required.

Movement Qty

Enter the quantity you want to transfer, using up to 11 characters including three decimal places.

Lot

Enter the existing lot reference number that is affected by this movement.

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

Note: Similar validation as that described for Production Order Material Issue takes place if the Lot Rotation function is activated (Refer to the setup for Inventory Description Parameter Type: LRCS for more information on how to activate the function).

The Lot Selection window lists lots in ascending sequence of Last Available Date, excluding those with Last Available Dates in the past and the Lot with the earliest Last Available Date is pre-selected.

A function key allows all Lots/Batches to be displayed, including those that are already out of date (with a Last Available Date in the past).

If a Lot is selected that has an available quantity that is less than the required quantity to be issued, then the quantity is amended to the quantity of the Lot that is available.

Quantity Units

Enter the [unit of measure](#) code

Alternatively, use the prompt facility to select from the Purchase/Issue Unit Selection pop-up.

This field defines the [unit of measure](#) in which the movement quantity is expressed. Only those units defined for the item are allowed. Unless you change it, this [unit of measure](#) defaults to that defined as the default inventory unit for this item and [stockroom](#) combination.

Cost/Unit

This field displays the [cost](#) per unit for this movement, using up to 15 numeric characters, including five decimal places.

If the movement is a goods receipt transaction and latest, average or [FIFO costing](#) is in use the software values the movement at the entered [cost](#).

[Cost](#) per unit is not entered for issue transactions. The appropriate [cost](#) is derived based on the [costing method](#) defined for the item and the appropriate [cost](#) and [costing method](#) are displayed.

Note: Only the [costing method](#) is displayed for [FIFO costed](#) items.

Reference

This field displays the reference number that you specified on the selection window. You can change this for each item if required.

Date

This field displays the movement date that you specified on the selection window. You can change this for each item if required.

Reference Type

This field displays the reference type code that you specified on the selection window. You can change this for each item if required.

Narrative

You can override the existing narrative.

Reason Code

You can override the [reason code](#) for this movement.

Note: If you are using Location Control, press Enter to display the Enter Location [Balances](#) pop-up, if [balances](#) are required for this item/[stockroom](#) combination. The window that is displayed depends on whether you need to capture details about location [balances](#), and (if you are using [Catchweight](#)) the levels of secondary [balance](#) details required.

If you are using [Catchweight](#), for items that are [Catchweight](#) category 1 or 2, when you first press Enter, the Secondary Value Details pop-up is displayed. The title of this pop-up varies, as it is formed from the short description of the item's secondary [UoM](#), plus the literal "Details", for example Kilos Details pop-up. For more information, see the Secondary Value Details Pop-up section.

Options

Amend

Use this against a line to amend it. The details are then displayed at the bottom of the window for modification.

This transaction:

- Subtracts from the physical [balance](#) in the From [Stockroom](#)
- Re-calculates the frozen [balance](#) in both the From and To [Stockrooms](#)
- Adds to the physical [balance](#) in the To [Stockroom](#)
- Updates the [usage](#) and date of issue at the From [Stockroom](#)
- Updates the date of receipt in the To [Stockroom](#)
- Updates the item [costs](#) in the To [Stockroom](#)

See the Record Transfer Out section for an explanation of the [costing methods](#) for transfers.

Press Enter to validate your entries. Press Enter again to transfer the movement details to the middle of the window. Select **Update (F8)** to carry out the update.

Stock Counting Introduction

You can use Inventory Management for counting [physical stocks](#) or free and [frozen stocks](#). 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 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, Minor, 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 Taking and Location Control

Location-controlled [stockrooms](#) can also be counted by a range of locations. This will correct the location [balances](#) within the selected range of locations, but you will have to verify discrepancies by looking at the item's other location [balances](#) before you make an adjustment.

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. For [warehouse](#)-controlled and location-controlled [stockrooms](#) it is also possible to generate counts by range of location

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 physical and frozen figures. The count is now of outstanding status. The produced count sheets can cover a number of [action lists](#). You can also use the Re-print Count Sheets task to re-print the count sheets. Where the count is for LC [stockrooms](#), count by location range is available.

Enter Count Details

You can record actual [physical stock](#) figures or free and [frozen stock](#) figures.

Reconciliation With or Without Update

Without Update - You can compare your actual counted physical figures or free and frozen figures with the recorded computer stock figures. 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 adjust the computer physical and [frozen stock](#) figures.

Note: *If you use either DRP or MRP, these tasks write net change triggers.*

Maintain Count Profile [1/INS, 1/WHS]

Use this task to set up profiles that control the range of items you want to count, and when.

For more information, see the Maintain Company Profile Stock Weeks Matrix Window section and in the Inventory Management Utilities chapter of this product guide to see how to define the ABC classifications.

Count Profile Maintenance Stockroom Selection Window

To display this window, select the **Maintain Count Profile** task.

Use this window to enter the selection criteria for count profile maintenance.

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to the stockroom.

Fields

Stockroom

Enter a [stockroom](#) code using up to two alphanumeric characters. You must define the [stockroom](#) to the Inventory company profile.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: User must have been granted access rights to maintain the count profile for a bonded [warehouse](#).

Press Enter to display the Count Profile Maintenance Details window

Count Profile Maintenance Details Window

To display this window, select a [stockroom](#) and then press Enter on the Count Profile Maintenance Selection window.

Use this window to enter counting criteria for the [stockroom](#) or [warehouse](#).

Fields

Last Count Number

This field displays the last count number used within the [stockroom](#) or [warehouse](#). This is automatically assigned during count creation.

Overdue Days

Enter the number of days you want after the due date of a count before the software will consider it overdue. When the count becomes overdue, the count initialisation date on the Recommended Count Selection window is highlighted in red rather than yellow.

Time Fence Days

Enter the number of days of ABC [cycle counting](#) from which you want to produce counts. When you set the [time fence](#) days to zero, the count will only include items that are due to be counted on or before that day. When you set it to greater than zero, the software creates extra counts, one for each day into the future. These counts only include items that are due to be counted on that day.

View Quantity on Count

Use this to specify whether recorded or computer stock figures are visible to the user after printing of count sheets.

Select one of the following:

No (0) - If the user cannot view the computer stock figures at all

Print (1) - If the user can view computer stocks on count sheets only

Panel (2) - If the user can view computer stocks on count entry windows only

Both (3) - If the user can view computer stocks on both count sheets and windows

Count Frozen Stock

Use this field to define the default setting for this [stockroom](#).

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 generation and count sheet printing tasks.

Count by Class

Use this to define whether you can count by class for the [stockroom](#).

Use this checkbox as follows:

Unchecked - Not to count by class

Checked - To activate count by class

You *must* define [tolerances](#) for each class, that is A, B and C.

If you have outstanding counts for your [stockroom](#), you cannot de-activate Count by Class.

Tolerances

Only shortfalls or excesses greater than the figures specified here are considered as [count errors](#).

Percentage (-ve)

Enter the acceptable maximum percentage [tolerance](#) for stock shortage. During reconciliation, any shortfall between your actual count and the computer recorded count that is greater than this [tolerance](#) is a [count error](#).

The software calculates percentage errors as follows:

$$(\text{Counted Quantity} - \text{Computer Quantity} \times 100) / \text{Computer Quantity}$$

Percentage (+ve)

Enter the acceptable maximum percentage [tolerance](#) for stock excess. During reconciliation, any excess between your actual count and the computer recorded count that is greater than this [tolerance](#) is a [count error](#).

The software calculates percentage error as follows:

$$(\text{Counted Quantity} - \text{Computer Quantity} \times 100) / \text{Computer Quantity}$$

Value (-ve)

Enter the acceptable maximum value [tolerance](#) for stock shortage. During reconciliation, any shortfall between your actual count and the computer recorded count that is greater than this [tolerance](#) is a [count error](#).

The software calculates value errors according to the [costing method](#) of the item as follows:

$$(\text{Counted Quantity} - \text{Computer Quantity}) \times \text{COST}$$

where [COST](#) = Standard or Latest or Average, according to [costing method](#) of item.

The software uses the [latest cost](#) to value any discrepancies for [FIFO costing](#) items.

Value (+ve)

Enter the acceptable maximum value [tolerance](#) for stock excess. During reconciliation, any excess between your actual count and the computer recorded count that is greater than this [tolerance](#) is a [count error](#).

The software calculates value errors according to the [costing method](#) of the item as follows:

$$(\text{Counted Quantity} - \text{Computer Quantity}) \times \text{COST}$$

where [COST](#) = Standard or Latest or Average, according to [costing method](#) of item.

Discrepancies for [FIFO costing](#) items are valued at [latest cost](#).

Press Enter to refresh the window and display the Count Profile Maintenance ABC Details window.

Count Profile Maintenance ABC Details Window

To display this window, **check** the Count by Class field and then press Enter on the Count Profile Maintenance Details window.

Use this window to view the details for the count profile maintenance selection criteria previously specified.

Note: *This window is the same as the Count Profile Maintenance Details window, except that it displays information for counts by [item class](#).*

Fields

Number of Days/Year

You use the number of days per year together with the [count objective](#) per class to calculate the next due count date for each item within the [stockroom](#) (based on the class of the item and the last counted date).

For example, if working days per year is 200 and the [count objective](#) for A class items is 20 (each item needs a stock check 20 times per working year), you should count each A class item every 200/20 (10) working days.

Number of Counts/Year

Enter the total number of counts that you want to perform for A, B and C class items during a working year.

Maximum Items Count

Use this to indicate the maximum number of A, B and C class items you want to include on an individual count sheet.

Select **Update (F8)** to update the details.

Enquire on Count Profile [2/INS, 2/WHS]

Use this task to view the [stockroom](#) count profile.

Count Profile Enquiry Selection Window

To display this window, select the **Enquire on Count Profile** task.

Use this window to select the [stockroom](#) for which you want to view the count profile.

Fields

Stockroom

Enter the [stockroom](#) code of the [stockroom](#) for which you want to view details.

Press Enter to display the Count Profile Enquiry Details window.

Count Profile Enquiry Details Window

To display this window, press Enter on the Count Profile Enquiry Selection window.

This window displays the same information as that specified on the Count Profile Maintenance Details window. You cannot change anything at this point.

Select **Exit (F3)** to leave the enquiry.

Count Profile Enquiry ABC Details Window

To display this window, press Enter on the Count Profile Enquiry Selection window.

This window displays the same information as that specified on the Count Profile ABC Maintenance Details window. You cannot change anything at this point.

Note: *This window is the same as the Count Profile Enquiry Details window, except that it displays information for counts by [item class](#).*

Select **Exit (F3)** to leave the enquiry.

Regenerate ABC Classifications [11/INS, 11/WHS]

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.

Note: *It is not possible to regenerate ABC classifications if the [stockroom](#) selected is a consignment [stockroom](#).*

Once they are re-classified, the software re-calculates the next count date for each item in the [stockroom](#), based on the last count date and the criteria defined for the [stockroom](#) count profile.

Depending on the [usage](#) cycle specified for company, this task is prompted at Week/Period End processing within Inventory, when [average usage](#) for item/[stockroom](#) profiles is re-calculated.

You can, however, use this task at any time to re-assign classifications and next count dates to items. You will need to do this if you have changed a [stockroom](#) matrix or [stockroom](#) count profile.

You can view the ABC classification of items in the Item/[Stockroom](#) enquiry task.

Regenerate ABC Classifications Window

To display this window, select the **Regenerate ABC Classifications** task.

Use this window to select the [stockroom](#) for which you want to re-classify items.

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to the stockroom.

Fields

Stockroom

Enter the code of the [stockroom](#) for which you want to re-classify items. The [stockroom](#) cannot be a consignment [stockroom](#)

Note: If you are using Warehousing, you do not need to enter a [stockroom](#) code. The software assumes that you want to process within your default [warehouse](#).

Note: User must have been granted access rights to a bonded [warehouse](#) to be able to regenerate ABC classifications in that [warehouse](#).

Press Enter to confirm your selection and then select **Submit (F8)** to start the process. Alternatively, If you use Warehousing, just select **Submit (F8)**. The software assumes that you want to process within your default [warehouse](#).

Create Count by ABC Classification [21/INS, 21/WHS]

Use this task to create counts based on the next due for count date defined for each item within the [stockroom](#) or [warehouse](#).

You can choose whether to count [physical stock](#) quantities only or free and [frozen stock](#) quantities.

If the [stockroom](#) selected is a consignment [stockroom](#), it is not possible to perform this task.

The software produces counts for all items due for count before or on the count recommendation date specified on the window.

You can choose to produce additional counts for each day after the specified date up to the number of [time fence](#) days specified. These counts contain items that are due for count on those days only and provide a forward-looking view of future workloads.

The software also selects items based on the maximum number of items to count per class. You can specify this on the [stockroom](#) count profile.

You can print count sheets immediately; as a result they go straight to a status of outstanding. You can also choose include a review stage.

The count sheet contains a list of items, the number of items and the type. The type can be as follows:

- Type 1 - Class/Date Control
For more information, see the Create Count by Class/Date Control Window section.
- Type 2 - Manual Range
For more information, see the Create Count by Manual Range section.
- Type 3 - [Warehouse](#) Location
For more information, see the Create Count by Location section.
- Type 4 - [Catchweight](#)
This is only generated when [catchweight](#) is in use. This means the item has a zero primary value and a non-zero secondary value. You investigate this item to find out if any stock of this item is still available. As you can receive more of the item between printing of the count sheet and completing the stock take, it is strongly recommended that you investigate and correct these type 4 items first.

Note: Before you create an ABC count, you should use the Regenerate ABC Classifications task.

Create Count by Class/Date Selection Window

To display this window, select the Create Count by ABC Classification task.

Note: *If you are using Warehousing, this window is not displayed.*

Use this window to specify the [stockroom](#) for which you want to create a count.

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to the stockroom.

Fields

Stockroom

Enter a [stockroom](#) code.

The [stockroom](#) cannot be a consignment [stockroom](#).

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: The user must have been granted access rights to a bonded [warehouse](#) to be able to create a count for that [warehouse](#).

Press Enter to display the Create Count by Class/Date Control window.

Create Count by Class/Date Control Window

To display this window, select a [stockroom](#) and then press Enter on the Create Count by Class/Date Selection window.

Note: *If you are using Warehousing, this is the first window displayed when you select this task.*

Fields

Time Fence Days

Enter the number of days after the date of recommendation (displayed as the From date), to be reviewed separately for count creation. Where possible, the software produces a daily count detailing the items that are due for count on the specific day, thus giving a view of future counts and workloads.

From

Enter the start date from which count creation begins. The default is today's date.

Print Count Sheets

Use this checkbox as follows:

Unchecked - To review recommendations using the Maintain Recommended Count task before printing

Checked - To print immediately after generating the recommendations

Note: If you **checked** this field, the count is outstanding immediately. This action bypasses the option to review before printing.

No of Instructions/List

Enter the maximum number of items or location you want to print on an [action list](#). If you use Warehousing, the value defaults to the value defined for the [Warehouse](#) list profile for count lists. If you enter zero, all instructions for the count appear on one list only.

Include Zero Balances

Use this checkbox as follows:

Unchecked - If items with zero physical and [frozen stock](#) are not to be included in the [stock count](#)

This is the default setting.

Checked - If you wish to include zero physical and frozen [balance](#) items

Count Frozen Stock

Use this field to specify whether [physical stock](#) quantities or free and [frozen stock](#) quantities are to be counted.

Use this checkbox as follows:

Unchecked - If you can view and maintain physical quantities on count sheets and windows

Checked - If you can view and maintain free and frozen quantities on count sheets and windows

The default setting of this field is retrieved from the count profile.

Note: This field is used in conjunction with the **View Quantity on Count** field in the count profile to control what is displayed on count sheets and windows.

Note: This field is used in conjunction with the **Include Zero [Balances](#)** field to control what items are excluded from a count.

Note: If you use Warehousing, the next two fields are displayed.

Organise Count By

Select one of the following:

[Warehouse](#) (1) (default) - As the count only relates to your default [warehouse](#), to create a new list when the number of location or item details exceeds the value set for No of Instructions/List

[Area](#) (2) - To create a separate count list for each change of [area](#) code within the [warehouse](#)

In this case, the software creates a new list for each change in [area](#) code. There may be several lists per [area](#) if the number of location or item details to be checked exceeds the value set for Number of Instructions/List.

Access to Dimension 1 (3) - To create a separate count list for each change of access to dimension 1

In this case, if, for example, you set up Aisle to be the first dimension in the [warehouse](#), the software produces one [action list](#) per aisle.

Sequence Count By

Note: If you are using Location Control, this field is displayed when you press Enter.

Select one of the following:

Item (1) (default) - To order the actions on the list by item

Location (2) - To order the actions on the list by location code

There are two reasons why the software does not produce a count after you have run the Create Count by ABC Classification task:

- 1 If you have set the Number of Counts per Year to count items relatively infrequently and you have recently counted all items, no items may be due to be counted, and hence no count recommendations are produced on the Count Profile.
- 2 The software cannot include items that are currently being counted on other count lists, whether active or recommended. Therefore, any items that appear on manually requested counts lists, at either a summary or detail level, do not appear on a count list created by ABC classification.

Select **Submit (F8)** to submit the job to perform the count creation.

Create Count by Manual Range [22/INS, 22/WHS]

You can select items for counting at any time. These are flagged as unplanned counts.

If the [stockroom](#) is a consignment [stockroom](#), it is not possible to perform this task.

You can choose whether to count [physical stock](#) quantities only or free and [frozen stock](#) quantities.

You can create counts for one or more [stockrooms](#) based on item range selection or item attribute selection.

You can enter a single [stockroom](#) or range of [stockrooms](#) in addition to a single selection or range of one of the following item attributes:

- Item number
- [Item group](#) (major and minor)
- [Item type](#)
- [Item class](#)
- Count class (A, B, C or Z)

You can print counts immediately, or review them before printing.

Create Count by Manual Range Detail Window

To display this window, select the **Create Count by Manual Range** task.

Use this window to select the items you want to count. You can use some or all the selection criteria.

For each search criterion, if you only enter a value in the From field, or if both the From and the To fields are the same, entries must exist on the relevant master file. However if you define a range, the From and To entries need not exist on the Item Master file. If you only enter the From value and leave the To value blank, the To field defaults to the value in the From field.

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to all of the stockrooms in the entered range.

Fields

Range From/Range To

Stockroom

Enter the [stockroom](#) code for which you want to create a count.

If you enter a single [stockroom](#), it must exist as a [stockroom](#) defined to the company. If, however, you enter a range, the From and To [stockrooms](#) you use to define the range need not exist on the [Stockroom](#) Master file, except when they are the same value.

Selection of a consignment [stockroom](#) it is not allowed. Any consignment [stockrooms](#) within a selected range are bypassed.

You can use the prompt facility on these fields to select from the [Stockroom](#) Selection pop-up.

If you are creating a [stock count](#) for Warehousing, these fields are not displayed.

Note: User must have been granted access rights to all bonded [warehouses](#) within the range of [stockrooms](#) in order to generate counts for those [warehouses](#)

Item

Enter the item reference code of the item, or items, that you want to include on your [stock count](#).

If you enter a single item, it must exist on the Item Master file. If, however, you enter a range, the From and To items you use to define the range need not exist on the Item Master file, except when they are the same value.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Item Group Major

Enter an item major group.

Alternatively, use the prompt facility to select from the PGMJ [Item Group](#) - Major pop-up.

If you enter a single major or minor combination, it must exist on the Item Master file. However, if you enter a range, the From and To major or minor groups you use to define the range need not exist on the Item Master file, except when they are the same value.

Item Group Minor

Enter the [item group](#) minor.

Alternatively, use the prompt facility to select from the PGMN [Item Group](#) - Minor pop-up.

If you enter a single major or minor combination, it must exist on the Item Master file.

However, if you enter a range, the From and To major or minor groups you use to define the range need not exist on the Item Master file, except when they are the same value.

Item Type

Enter the [item type](#).

Alternatively, use the prompt facility to select from the PTYP [Item Type](#) pop-up.

If you enter a single [item type](#), it must exist on the Item Master file. However, if you enter a range, the From and To [item types](#) you use to define the range need not exist on the Item Master file, except when they are the same value.

Item Class

Enter the [item class](#).

Alternatively, use the prompt facility to select from the PCLS [Item Class](#) pop-up.

If you enter a single [item class](#), it must exist on the Item Master file. However, if you enter a range, the From and To [item classes](#) you use to define the range need not exist on the Item Master file, except when they are the same value.

Count Class

Enter the [item classification](#) code for this [stockroom](#). The software categorises items into classes A, B and C. Items with a classification of A normally have the highest [usage](#) and value, and so on.

Valid classes are A, B, C and Z. The Z class excludes items from count requests by ABC classification.

Count Date

Enter or select the date on which you want to process the count. This defaults to today's date.

Print Count Sheets

Use this checkbox as follows:

Unchecked - To review recommendations via the Maintain Recommended Count task before printing

Checked - To print immediately after generating recommendations

Note: If you **checked** this field, the count is outstanding immediately. This action bypasses the option to review before printing.

No of Instructions/List

Use this to determine the maximum number of item or location details you want to print on an [action list](#).

If you use Warehousing then the value defaults to the value defined for the [Warehouse](#) List Profile for count lists.

If you enter zero, all instructions for the count appear on one list only.

Include Zero Balances

Use this checkbox as follows:

Unchecked - If items with zero physical and [frozen stock](#) will not be included in the [stock count](#)

This is the default setting.

Checked - If you wish to include items with zero physical and frozen [balances](#)

Count Frozen Stock

Use this field to specify whether [frozen stock](#) quantities are to be counted.

Select one of the following:

Default from profile (default) - If the setting of the Count [Frozen Stock](#) field on each generated count is to be inherited from the appropriate count profile definition

No - If you can view and maintain physical quantities on count sheets and windows

Yes - If you can view and maintain free and frozen quantities on count sheets and windows

Note: Setting this field to **No** or **Yes** overrides the setting of this flag to the specified value on every count header generated based on the selection criteria you have entered.

Note: This field is used in conjunction with the **View Quantity on Count** field in the count profile to control what is displayed on count sheets and windows.

Note: This field is used in conjunction with the **Include Zero [Balances](#)** field to control what items are excluded from a count.

Note: This field is only relevant if you choose to print count sheets immediately.

Note: If you use Warehousing, the next two fields are displayed.

Organise Count By

Select one of the following:

[Warehouse](#) (1) (default) - As the count only relates to your default [warehouse](#), to create a new list when the number of location or item details exceeds the value set for No of Instructions/List

[Area](#) (2) - To create a separate count list for each change of [area](#) code within the [warehouse](#)

In this case, the software creates a new list for each change in [area](#) code. There may be several lists per [area](#) if the number of location or item details to be checked exceeds the value set for Number of Instructions/List.

Access to Dimension 1 (3) - To create a separate count list for each change of access to dimension 1

In this case, if, for example, you set up Aisle to be the first dimension in the [warehouse](#), the software produces one [action list](#) per aisle.

Sequence Count By

Note: This field is only displayed if you are using Location Control and you press Enter.

Select one of the following:

Item (1) (default) - To order the actions on the list by item

Location (2) - To order the actions on the list by location code

Note: A blank range selection for [stockrooms](#) defaults to all [stockrooms](#).

Note: If you do not specify other selection criteria, the software selects all items within the specified [stockroom](#) range.

The count follows exactly the same steps as the class/date count.

Select **Submit (F8)** to submit the batch job to create the count.

Create Count by Location Range [23/INS]

Note: You can only use this task if you use Location Control or consignment [stockrooms](#).

You can create count for a [stockroom](#) by location. You can choose whether to print count sheets immediately, specify the number of instructions that you want to include on a count list and whether to sequence the count by item or location.

You can choose whether to count [physical stock](#) quantities only or free and [frozen stock](#) quantities.

For a consignment [stockroom](#), you can select a single customer/delivery sequence only (as the location).

Create Count by Location Selection Window

To display this window, select the **Create Count by Location Range** task.

Use this window to select the [stockroom](#) and locations for which you want to produce a [stock count](#).

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to the stockroom.

Fields

Stockroom

Enter the [stockroom](#) in which you want to produce a count.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: User must have been granted access rights to a bonded [warehouse](#) to be able to generate a count for that [warehouse](#).

Location Range From

Enter the start of the range of locations you want to include on the count.

Alternatively, use the prompt facility to select from the Location Prompt pop-up.

For a consignment [stockroom](#), this must be a customer/delivery sequence that is defined for that [stockroom](#). Its format is CCCCCCCC/DDD, where CCCCCCCC is the customer and DDD is the delivery sequence.

Location Range To

Enter the end of the range of locations you want to include on the count.

If not entered, this will default to the same value as the Location From.

Alternatively, use the prompt facility to select from the Location Prompt pop-up.

For a consignment [stockroom](#), if entered this must be the same customer/delivery sequence as the Location From.

Note: To include a single location, enter that code in the Location From only. For a consignment [stockroom](#), enter the customer and delivery sequence, separated by /.

Count Date

This defaults to today's date, but can be changed if required.

Print Count Sheets

Use this checkbox as follows:

Unchecked - Not to print the count sheets immediately

In this case, you can produce the count sheets after reviewing their contents using the Maintain Recommended Count task.

Checked - To print count sheets immediately

In this case, you cannot review the results and the count is considered to be recommended.

No of Instructions/List

Enter the number of instructions that you want to print on each count list.

If you **checked** the Print Count Sheets field, use this to determine the maximum number of item or location details you want to print on an [action list](#).

Sequence Count By

Select one of the following:

Item (1) - To order the actions on the list by item

Location (2) (default) - To order the actions on the list by location code

Count Frozen Stock

Use this field to specify whether [frozen stock](#) quantities are to be counted.

Use this checkbox as follows:

Unchecked - If you can view and maintain physical quantities on count sheets and windows

Checked - If you can view and maintain free and frozen quantities on count sheets and windows

The default setting of this field is retrieved from the count profile.

Note: This field is used in conjunction with the **View Quantity on Count** field in the count profile to control what is displayed on count sheets and windows.

Note: This field is only relevant if you choose to print count sheets immediately.

Select **Submit (F8)** to submit the batch job to process the count request.

Create Count for Warehouse Location [23/WHS]

Note: You can only use this task if you use Warehousing.

You can create count for the default [warehouse](#) by location within a defined [area](#).

You can choose whether to count [physical stock](#) quantities only or free and [frozen stock](#) quantities.

You can choose to use a range of criteria to select the locations within the [area](#):

- By range selected by dimension
- By status, so that you only count within active locations or all locations
- By location type

You can select a maximum number of locations, so that count lists do not become too large.

You can print counts or create recommended counts to review before printing them.

Create Count by Warehouse Location Area Selection Window

To display this window, select the **Create Count for [Warehouse](#) Location** task.

Use this window to select the [area](#) containing the locations you want to count, and specify the date associated with the count.

Fields

Area

Enter the [area](#) within your [warehouse](#) that you want to target for the count.

Alternatively, use the prompt facility to select from the Select [Area](#) pop-up.

Count Date

Enter or select the date associated with the count recommendation.

Press Enter to display the Create Count by [Warehouse](#) Location Detail window.

Create Count by Warehouse Location Detail Window

To display this window, select an [area](#) and count date and then press Enter on the Create Count by [Warehouse](#) Location Selection window.

Use this window to select the locations within the chosen [area](#) for [stock counting](#).

Fields

Location Ranges

You can leave both the From and To fields blank to select the entire range of dimension codes for the particular dimension.

Note: [Warehouse](#) dimensions are flexible and those illustrated here are simply one example.

Aisle

Enter the target range of dimension codes for count creation within the [area](#).

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

Bay

Enter the target range of dimension codes for count creation within the [area](#).

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

Row

Enter the target range of dimension codes for count creation within the [area](#).

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

Location Status

Select one of the following:

All (0) (default) - To select all locations defined by the dimension range.

Active Only (1) - To ignore void locations (generated via the [warehouse](#) map) and select those locations defined as active from the dimension range

Location Type

You can restrict the target locations for count by type. You must have defined the location type you enter within Warehousing.

If this field is left blank, the software selects all location types found for the dimension range.

Maximum Number of Locns

This is the maximum number of target locations for the count.

This defaults to the entry held in the Inventory [Descriptions file](#), under major type WHNL, code description MAX.

It is strongly recommended that you maintain this value, so that you can guard against the entry of dimension ranges that targets a large number of locations.

Print Count Sheets

Use this checkbox as follows:

Unchecked - To review recommendations through the Maintain Recommended Count task before printing

Checked - To print immediately after generating recommendations

Note: If you **check** this field, the count is outstanding immediately. This action bypasses the option to review before printing.

No of Instructions/List

If you **checked** the Print Count Sheets field, use this to determine the maximum number of item or location details you want to print on an [action list](#). This value defaults to the value defined in the [Warehouse](#) list profile for count lists.

Enter **0** to indicate that a new list should not be initiated based the number of item or location details. New lists can however be initiated by using the Organise Count By field.

Organise Count By

Select one of the following:

[Warehouse](#) (1) (default) - As the count only relates to your default [warehouse](#), to create a new list when the number of location or item details exceeds the value set for No of Instructions/List

[Area](#) (2) - To create a separate count list for each change of [area](#) code within the [warehouse](#)

In this case, the software creates a new list for each change in [area](#) code. There may be several lists per [area](#) if the number of location or item details to be checked exceeds the value set for Number of Instructions/List.

Access to Dimension 1 (3) - To create a separate count list for each change of access to dimension 1

In this case, if, for example, you set up Aisle to be the first dimension in the [warehouse](#), the software produces one [action list](#) per aisle.

Sequence Count By

Select one of the following:

Item (1) - To order the actions on the list by item

Location (2) (default) - To order the actions on the list by location code

Count Frozen Stock

Use this field to define whether [frozen stock](#) quantities are to be counted.

Use this checkbox as follows:

Unchecked - If you can view and maintain physical quantities on count sheets and windows

Checked - If you can view and maintain free and frozen quantities on count sheets and windows

The default setting of this field is retrieved from the count profile.

Note: This field is used in conjunction with the **View Quantity on Count** field in the count profile to control what is displayed on count sheets and windows.

Note: This field is only relevant if you choose to print count sheets immediately.

Functions

No. of Locns. (F16)

Use this to review the number of locations targeted for count based on the specified dimension range.

Note: We recommend that you use **No of Locations (F16)** to guard against producing counts over a large number of locations.

Select **Submit (F8)** to submit the count request.

Maintain Recommended Count [31/INS, 31/WHS]

You can review recommended counts before you print them, if you did not choose to print count sheets when you requested the count.

Item-based Counts

You can add or delete [summary recommendations](#), that is, a request to count all [balances](#) for an item. In addition, you can request [detail recommendations](#), that is, specific lots, batches or serial numbers for count. You can delete counts entirely and have all associated items taken off count.

If you add any items to the count, the software considers them unplanned requests, and you must enter a [reason code](#) for these.

Location-based Counts in a Location-controlled Stockroom

You can add active locations if they are not already on another count.

You can delete locations from the count.

You can delete the entire count and un-set the Stocktake in Progress flag for all locations.

Maintain Count Selection Window

To display this window, select the **Maintain Recommended Count** task.

Use this window to select the [stockroom](#) and [stock count](#) that you want to maintain.

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to the stockroom.

Fields

Stockroom Code

Enter the [stockroom](#) code.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: If you use Warehousing, this field is not displayed.

Note: User must have been granted access rights to a bonded [warehouse](#) to be able to maintain a count for that [warehouse](#).

Count Number

Enter the count number.

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

Press Enter to display the Maintain Count Details window. Alternatively, if you use Warehousing, press Enter to display the Location-based Maintain Count Details window.

Maintain Count Details Window

To display this window, select a [stockroom](#) and count and then press Enter on the Maintain Count Selection window.

Use this window to add or delete summary or detail item recommendations.

Note: [Summary recommendations](#) are recommendations at item level. [Detail recommendations](#) are recommendations at lot, batch or serial number level. You cannot add a lot for an item that is already on the count, but you can add a single lot for an item that is not already on the count.

The [stockroom](#), count number and the number of items or lots to count are displayed at the top of the window. [Detail recommendations](#) are a request to count specific lot, batch or serial numbers. You can only review recommended counts.

Note: If you use Location Control, the Location field is also displayed on this window.

Fields

Select (Untitled)

Select one of the following:

Delete (4) - To delete the count recommendation for a particular line

When you select **Update (F8)**, the count recommendation is not included in the count and you immediately return to the Maintain Count Selection window.

Position to Item

If the list of recommendations extends over a single window, you can use this to enter the item reference number, or the first few characters of that reference, to view the count recommendation for that item.

Functions

Add (F9)

Use this to add new items to the count.

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

Addition Pop-up

To display this pop-up, select **Add (F9)** on the Maintain Count Details window.

Use this pop-up to add a new item to your selected count.

Fields

Item

Enter the reference code for the item you want to add. The item must exist on the Item Master file.

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

Location

This is only displayed if you want to process a [Warehouse stock count](#). The location must exist within the current [warehouse](#).

You can use the prompt facility to select from the Location Prompt pop-up.

Note: You only need to enter the location (and any other detail for the item [balance](#)) if you want to request the count of a specific [warehouse balance](#) for that item.

Lot

Enter the lot, batch or serial number associated with a lot-controlled item.

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

Note: Lot numbers can be entered for any item that is being counted in a bonded [warehouse](#), as [lot control](#) is forced for all items within a bonded [warehouse](#).

Rotation

This is only displayed for a [Warehouse stock count](#). Enter or select the [rotation date](#) associated with a [balance](#) for a date-controlled item.

Pack

This is only displayed for a [Warehouse stock count](#). Enter the pack type associated with an item.

Label

This is only displayed for a [Warehouse stock count](#). Enter the label number associated with a label-controlled pack type.

Reason Code

Enter the reason for adding this item to the count list. You must define the [reason code](#) in the Inventory [Descriptions file](#), under major type CTRE and it must be of an unplanned nature

Note: You cannot use the reserved code of #1 representing a [Planned request](#) for an item originating from an initial count request.

To delete the entire count, select **Delete (F11)** twice.

Caution: You must delete summary recommendations before you can add a detail recommendation for an item.

Caution: Lot-controlled items are only shown at summary level. You can specify individual lots by pressing Add (F9).

Select **Update (F8)** to update all item additions and deletions.

Location-based Maintain Count Detail Window

To display this window, select a [stockroom](#) and count on the Maintain Count Selection window and then press Enter, when the count is by location.

Note: *You can only use this if you are processing a Location or Warehousing [stock count](#).*

Use this window to add location summary or [detail recommendations](#) to the count.

Fields

Position to Location

Enter the first few characters of a location code to position the details to the point you want to view.

Note: You must delete [summary recommendations](#) before you can add detailed recommendations for a location.

Options

Delete

Use this to delete a location recommendation.

This takes effect when you select **Update (F8)**.

Functions

Add (F9)

Use this to add recommendations.

Labels (F15)

Use this to display label numbers for label-controlled pack types.

Select **Update (F8)** to update the data.

Count Size Warning Pop-up

This pop-up is automatically displayed when the number of items specified for any of the classifications exceeds the maximum number of items per count sheet that you specified on the [stockroom](#) count profile when you choose to update a count request by ABC classification.

This situation can arise where you have added unplanned counts to the count list.

Select **Previous (F12)** to amend the current count. Alternatively, press Enter to accept the count with the excess items.

Enter Count Details [32/INS, 32/WHS]

You can enter counted details on a list-by-list basis. You can amend those details until you record the list as complete. You can delete lists entirely and take all associated items off count (unless item details span a number of lists). You can only add item details if the item already exists as on count in this particular count. The software considers any additions to be override details, so you must enter an appropriate [reason code](#).

We recommend that you do not complete the list until you have reviewed the reconciled details, as you cannot maintain a completed list.

If you are using Location Control, you can use this task to:

- Display stocked item/lot/location combinations with physical and frozen [balances](#) that are not equal to zero, that is, any physical or frozen [balances](#) with a value greater or less than zero (if you have specified that your [stockroom](#) can have negative [balances](#))
- Add an item or lot in any active location provided that the combination is not included on another count, and the item is not restricted to a different single location
- Remove individual entries from the count
- Delete the entire count

However:

- You cannot enter a [balance](#) at a location that is not a single location item's default location.
- You cannot view inactive locations when you use the Location Prompt facility.
- You cannot select or add inactive or duplicate locations.

Enter Count Selection Window

To display this window, select the **Enter Count Details** task.

Use this window to select the [stockroom](#), count number and list number for which you want to enter the count details.

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to the stockroom.

Fields

Stockroom

Enter the [stockroom](#) code. This field is not displayed if you are using Warehousing.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: User must have been granted access rights to a bonded [warehouse](#) to be able to enter count details for that [warehouse](#).

Count Number

Enter the count number.

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

List Number

Enter the list number.

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

Press Enter to display the Enter Count Details window.

Enter Count Details Window

To display this window, select a [stockroom](#), [stock count](#) and list and then press Enter on the Maintain Count Selection window.

Use this window to enter the item quantities you have counted.

If the Count [Frozen Stock](#) field has been **checked** in the count header, enter pairs of free and frozen counted quantities for each item on the count; the system will calculate the physical quantity counted as the sum of the two quantities entered against each item.

If the Count [Frozen Stock](#) field was left **unchecked** in the count header, enter the physical quantity you have counted.

Note: *If you are using Location Control, the Location field is also displayed on this window.*

Fields

Select (Untitled)

Select one of the following

Select (1) - To enter or amend detail item count quantities

Press Enter to display the Enter Count Amendment pop-up and view current information available for amendment.

Lot Header (2) - To display the Lot Header window for a detail count line that is displayed on this window

Delete (4) - To delete selected items from the count

Pressing Enter will update the Item Summaries Cancelled total.

Note: The items selected will not be removed until **Update (F8)** is taken. They will be shown in the Item Summaries Cancelled total.

Note: Lot header details can only be maintained for items that are set to [Lot Control](#) in a bonded [warehouse](#) i.e. they do not exist for those items for which [lot control](#) is forced within a bonded [warehouse](#).

Entered Quantity

If [frozen stock](#) quantities are being counted, enter the free quantity you have counted in this field. The frozen quantity is added to this quantity to give the counted physical quantity.

If [frozen stock](#) quantities are not being counted, enter the physical quantity you have counted in this field.

The quantity fields are qualified by unit of measure.

Entered Quantity Unit of Measure (UoM)

Enter the unit of measure that qualifies the entered quantity.

This should be the [unit of measure](#) in which the counted quantity is expressed.

Alternatively, use the prompt facility to enter the quantity via the Enter Quantity pop-up for a multiple unit entry item.

Alternatively, use the prompt facility to select the unit of measure from the Select UoM pop-up for a decimal item.

The prompt facility may be used to select an appropriate [unit of measure](#) from those defined for the selected item. Using the prompt facility will display either the [Unit of Measure](#) pop-up (if the selected item does not permit multiple unit entry or does permit multiple unit entry and a quantity has been entered) or the Enter Counted Quantity pop-up (if the selected item permits multiple unit entry and no quantity has been entered).

Note: The entered unit of measure must be one of the three units of measure specified for the item.

Note: If you do not enter a unit of measure then the Inventory Management item and stockroom issue unit of measure will be used.

Note: If you do not enter a unit of measure then the Inventory Management item and stockroom issue unit of measure will be used for a multiple unit format item.

Entered Frozen Quantity

If [frozen stock](#) quantities are being counted, enter the frozen quantity you have counted in this field. The entered quantity is added to this quantity to give the counted physical quantity.

Entered Frozen Unit of Measure (UoM)

Enter the unit of measure that qualifies the entered quantity.

If you do not enter a [unit of measure](#) for the frozen quantity, it will default to the same [unit of measure](#) as that used for the Entered Qty field.

You can use the prompt facility on this field to select from the displayed pop-up. Either the [Unit of Measure](#) Prompt pop-up or the Enter Multiple Unit Quantity pop-up will be displayed, depending upon whether the selected item permits multiple unit entry or not.

Alternatively, use the prompt facility to enter the quantity via the Enter Quantity pop-up for a multiple unit entry item.

Alternatively, use the prompt facility to select the unit of measure from the Select UoM pop-up for a decimal item.

Note: The entered unit of measure must be one of the three units of measure specified for the item.

Note: If you do not enter a unit of measure then the Inventory Management item and stockroom default inventory unit of measure will be used for a multiple unit format item.

Note: If you do not enter a unit of measure then the Inventory Management item and stockroom issue unit of measure will be used for a multiple unit format item.

Note: These fields are only displayed if the Count [Frozen Stock](#) field has been **checked** in the count header.

Position to Item

Enter the item code you want to display at the top of the list.

Functions

Update (F8)

Use this to confirm a completed list.

Add (F9)

Use this to add item details. You can only do this if the item already exists on this particular count. You can use this if you have discovered different lots of an item that were not recorded on the original count sheets. If the item is lot-controlled, the Lot Reference Maintenance window is automatically displayed for completion.

Delete (F11)

Use this to delete the complete list.

Include Zero [Balances](#)/Exclude Zero [Balances](#) (F13)

Use this to toggle between including and excluding items with zero [balances](#), whether from the original [stock count](#) or added later.

If the Count [Frozen Stock](#) field has been left **unchecked**, the physical [balance](#) of an item must be zero for it to be included/excluded. Otherwise, both the free and frozen [balances](#) of an item must be zero.

Select an option and then press Enter.

Enter Count Amendment Pop-up

The quantity fields are qualified by unit of measure.

To display this pop-up, enter **1** to select an item and then press Enter on the Enter Count Details window.

Use this pop-up to amend current information for your selected item.

Note: You can also enter the counted free quantity and counted frozen quantity directly into the fields provided beside the appropriate item count line.

Fields**Item**

This field displays the item code.

Location

This field displays the location for the item. This is only displayed if your [stockroom](#) is location-controlled.

Lot

This field displays the associated lot number.

Reason

This field displays a [reason code](#) for the amendment.

Recorded Qty

This field is for display only and cannot be changed.

Recorded Frz

This field is for display only and cannot be changed.

Entered Quantity

If [frozen stock](#) quantities are being counted, enter the free quantity you have counted. The system will calculate the counted physical quantity by adding this to the entered frozen quantity.

If [frozen stock](#) quantities are not being counted, enter the physical quantity you have counted.

You can use the prompt facility on the [UoM](#) field to select from the displayed pop-up. Either the [Unit of Measure](#) Prompt pop-up or the Enter Multiple Unit Quantity pop-up will be displayed, depending upon whether the selected item permits multiple unit entry or not.

Note: The entered quantity is converted to [stockroom](#) issue units for storage on the database.

Entered quantity Unit of Measure (UoM)

Enter the unit of measure that qualifies the entered quantity.

If not specified, the [unit of measure](#) defaults to the default inventory unit specified for the item/[stockroom](#) combination.

Alternatively, use the prompt facility to enter the quantity via the Enter Quantity pop-up for a multiple unit entry item.

Alternatively, use the prompt facility to select the unit of measure from the Select UoM pop-up for a decimal item.

Note: The entered unit of measure must be one of the three units of measure specified for the item.

Note: If you do not enter a unit of measure then the Inventory Management item and stockroom default inventory unit of measure will be used for a multiple unit format item.

Note: If you do not enter a unit of measure then the Inventory Management item and stockroom issue unit of measure will be used for a decimal item.

Entered Frozen Quantity

Enter the counted frozen quantity as qualified by the [unit of measure](#).

You can use the prompt facility on the [UoM](#) field to select from the displayed pop-up. Either the [Unit of Measure](#) Prompt pop-up or the Enter Multiple Unit Quantity pop-up will be displayed, depending upon whether the selected item permits multiple unit entry or not.

The entered quantity is added to this quantity to give the counted physical quantity.

Enter the required details and then press Enter to return to the Enter Count Details window.

Note: These fields are only displayed if the Count [Frozen Stock](#) field is **checked** in the count header.

Entered frozen Unit of Measure (UoM)

Enter the unit of measure that qualifies the entered quantity.

If not specified, the [unit of measure](#) defaults to the same [unit of measure](#) specified against the entered quantity.

Alternatively, use the prompt facility to enter the quantity via the Enter Quantity pop-up for a multiple unit entry item.

Alternatively, use the prompt facility to select the unit of measure from the Select UoM pop-up for a decimal item.

Note: The entered unit of measure must be one of the three units of measure specified for the item.

Note: If you do not enter a unit of measure then the Inventory Management item and stockroom default inventory unit of measure will be used for a multiple unit format item.

Note: If you do not enter a unit of measure then the Inventory Management item and stockroom issue unit of measure will be used for a decimal item.

Enter Count Addition Pop-up

The quantity fields are qualified by unit of measure.

To display this pop-up, select **Add (F9)** on the Enter Count Details window.

Use this pop-up to add an item to the count.

Fields

Item

Enter an item number. This must be already on count in this count.

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

Location

This field is only displayed if you are using Warehousing. Enter the location where you counted the additional stock.

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

Lot

Enter a lot, batch or serial number.

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

A lot (rotation) number must be entered for all items in a bonded [warehouse](#).

Rotation

This field is only displayed if you are using Warehousing. If the [stock counted](#) is [rotation date](#)-controlled, enter or select the appropriate [rotation date](#).

Pack

This is only displayed if you are using Warehousing. Enter the pack type associated with the [stock counted](#).

Label

This is only displayed if you are using Warehousing. If the pack type associated with the stock is label-controlled, enter the appropriate label number.

Reason Code

Enter the reason for adding this item to the count list. You must define the [reason code](#) in the Inventory [Descriptions file](#), under major type CTRE, and it must be of an override nature.

You can use the prompt facility to select from the CTRE Count Reason pop-up.

Note: You cannot select the reserved code of #1 for a [planned request](#) for an item originating from an initial count request.

Entered Quantity

If [frozen stock](#) quantities are being counted, enter the free quantity you have counted in this field. The frozen quantity is added to this quantity to give the counted physical quantity.

If [frozen stock](#) quantities are not being counted, enter the physical quantity you have counted in this field.

You can use the prompt facility on the [UoM](#) field to select from the displayed pop-up. Either the [Unit of Measure](#) Prompt pop-up or the Enter Multiple Unit Quantity pop-up will be displayed, depending upon whether the selected item permits multiple unit entry or not.

Note: The entered quantity is converted to [stockroom](#) issue units for storage on the database.

Entered quantity Unit of Measure (UoM)

Enter the unit of measure that qualifies the entered quantity.

Alternatively, use the prompt facility to select an appropriate unit of measure from the Select Purchase / Issue Unit pop-up for a decimal item or enter the quantity via the Enter Quantity pop-up for a multiple unit entry item.

Note: The entered unit of measure must be one of the three units of measure specified for the item.

Note: If you do not enter a unit of measure then the Inventory Management item and stockroom default inventory unit of measure will be used for a multiple unit format item.

Note: If you do not enter a unit of measure then the Inventory Management item and stockroom issue unit of measure will be used for a decimal item.

Entered Frozen Quantity

Enter the counted frozen quantity as qualified by the [unit of measure](#).

You can use the prompt facility on the [UoM](#) field to select from the displayed pop-up. Either the [Unit of Measure](#) Prompt pop-up or the Enter Multiple Unit Quantity pop-up will be displayed, depending upon whether the selected item permits multiple unit entry or not.

Note: These fields are only displayed if the View Frozen Quantity field is **checked** in the count profile.

Entered frozen Unit of Measure (UoM)

Enter the unit of measure that qualifies the entered quantity.

If not specified the [unit of measure](#) defaults to the same [unit of measure](#) specified against the entered quantity.

Alternatively, use the prompt facility to select an appropriate unit of measure from the Select Purchase / Issue Unit pop-up for a decimal item or enter the quantity via the Enter Quantity pop-up for a multiple unit entry item.

Note: The entered unit of measure must be one of the three units of measure specified for the item.

Note: If you do not enter a unit of measure then the Inventory Management item and stockroom default inventory unit of measure will be used for a multiple unit format item.

Note: If you do not enter a unit of measure then the Inventory Management item and stockroom issue unit of measure will be used for a decimal item.

Enter the required details and then press Enter to return to the Enter Count Details window.

Enter Counted Quantity Pop-up

To display this pop-up, use the **prompt** facility on the [unit of measure](#) code on either the Enter Count Amendment pop-up or the Add Item to a Count pop-up.

Use this pop-up to enter a counted quantity in multiple unit form for an item that permits entry in this format. The item code and description of the item being counted are displayed in the upper portion of the window.

Fields

Quantity (Untitled)

Enter the counted quantity for the appropriate units of measure. Multiple units are available.

UoM (Untitled)

A description of each of the available units of measure is displayed.

Note: If only one quantity is entered in the Enter Counted Quantity pop-up, the appropriate unit is written as the entered unit onto the event detail. Otherwise, the entered unit defaults to the default inventory unit of the item.

Note: Entered quantities are converted to the appropriate issue unit for storage on the database.

Press Enter to accept the entered counted quantity and return to the Enter Count Details window.

Update Confirmation Pop-up

To display this pop-up, select **Update (F8)** to update the specified quantities.

Use this pop-up to confirm a completed list. You must complete all lists associated with a count before you can process a reconciliation with update.

Fields

Complete List

Use this checkbox as follows:

Unchecked (default) - Not to complete the list

Checked - To complete the list

Note: Once you have completed a list, you cannot maintain it.

Note: It is recommended that you do not complete a list until after reconciliation, as a completed list can no longer be maintained.

Press Enter to complete the list.

Complete Count Lists [33/INS, 33/WHS]

You can use this task to complete all lists associated with a count en masse, after you have specified details, reviewed the results of reconciliation, and before the final update.

You cannot complete lists if they contain detail records with lots referring to the special case of * [Lot Error](#) *. These are generated during the printing of count sheets if no lots exist for a batch-controlled, lot-controlled or serial-controlled item.

Complete Count Lists Count Selection Window

To display this window, select the **Complete Count Lists** task.

Use this window to select the count number you want to complete.

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to the stockroom.

Fields

Stockroom

Enter the required [stockroom](#).

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: User must have been granted access rights to a bonded [warehouse](#) to be able to complete count lists for that [warehouse](#).

Count Number

Enter the count number you want to complete. This count must be of an outstanding status, that is, the count has been printed and maintained.

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

Press Enter to display the Complete Count Lists List Selection window.

Complete Count Lists List Selection Window

To display this window, select a [stockroom](#) and count number and then press Enter on the Complete Count Lists Count Selection window.

Use this window to select an [action list](#) associated with a chosen count for completion.

Fields

Select (S)

Use **Select (1)** to select a list number associated with this count.

Select **Update (F8)** to perform the update.

Print Count Sheets [41/INS, 41/WHS]

Use this task to produce a hard copy of your count, showing the [summary recommendations](#) made for your count. These are expanded to include lot/batch/serial level detail where appropriate.

You use the count sheets to record actual counted quantities for your items.

If you have chosen to count [frozen stock](#), you enter pairs of free and frozen [balances](#) against each item on the count sheet. The system calculates the counted physical quantity as the sum of these two quantities.

If you have not chosen to count [frozen stock](#), you enter the counted physical quantity against each item on the count sheet.

Note: If you are using Location Control, for counts that are in location sequence, the sort sequence is lot within item within location, and the column sequence (from left to right on the count sheet) is location, item and lot. For counts by item sequence, the sort sequence is lot within location within item and the column sequence is item, location and lot.

If a lot-controlled item has no recorded lots or each lot is empty, the software writes a record with the reference [Lot Error](#). You must delete this reference during count entry and count and add the actual lots of the item (if they exist), or you can delete the item from the count.

In addition, when you print, you can split the workload for the count across a number of lists based on the number of instructions on the count and the number of instructions you want per list.

When you print the count sheet, it contains a list of items, the quantity of the items and the type. These can be as follows:

- Type 1 - Class/Date Control
For more information, see the Create Count by Class/Date Control Window section.
- Type 2 - Manual Range
For more information, see the Create Count by Manual Range section.
- Type 3 - [Warehouse](#) Location
For more information, see the Create Count by Location section.
- Type 4 - [Catchweight](#)
In this case, the item has a zero primary value and a non-zero secondary value. You need to investigate this item to find out if any stock of this item is still available. As you can receive more of the item between printing off the count sheet and completing the stock take, it is strongly recommended that you investigate and correct these type 4 items first.

If you are using Location Control, you can select a single [stockroom](#), a range of counts and a sequence (item or location, whichever is the default) for which to produce the count sheets.

Note: [Lot control](#) is forced for all items in bonded [warehouses](#).

Print Count Sheets Count Selection Window

To display this window, select the **Print Count Sheets** task.

Use this window to enter the selection criteria for printing count sheets.

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to the stockroom.

Fields

Stockroom

This field is not displayed if you are using Warehousing.

Enter the [stockroom](#) code.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: User must have been granted access rights to a bonded [warehouse](#) to be able to print count sheets for that [warehouse](#).

Count Number From/To

If you enter a single count, it must be outstanding. You can enter a range, to act as limiters. If you leave these fields blank, the software includes all recommendations.

No of Instructions/List

Enter a number to create multiple lists. If you enter zero, all counts appear on one list.

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

Note: If you use Warehousing, the next two fields are displayed.

Organise Count By

Select one of the following:

[Warehouse](#) (1) (default) - As the count only relates to your default [warehouse](#), to create a new list when the number of location or item details exceeds the value set for No of Instructions/List

[Area](#) (2) - To create a separate count list for each change of [area](#) code within the [warehouse](#)

In this case, the software creates a new list for each change in [area](#) code. There may be several lists per [area](#) if the number of location or item details to be checked exceeds the value set for Number of Instructions/List.

Access to Dimension 1 (3) - To create a separate count list for each change of access to dimension 1

In this case, if, for example, you set up Aisle to be the first dimension in the [warehouse](#), the software produces one [action list](#) per aisle.

Sequence Count By

Note: This field is also displayed if you are using Location Control when you press Enter.

Select one of the following:

Item (1) (default) - If the actions on the list are to be ordered by item

Location (2) - If the actions on the list are to be ordered by location code

Select **Submit (F8)** to submit the job to print the count sheets.

Reprint Count Sheets [42/INS, 42/WHS]

Use this task to select count sheets you want to re-print.

If the Count [Frozen Stock](#) field is left **unchecked**, the recorded physical quantity is printed on the count sheet, if the View Quantity on Count field is set to **Print** or **Both** in the count profile.

If the Count [Frozen Stock](#) field is **checked**, the recorded free quantity is printed on the count sheet in place of the recorded physical quantity, if the View Quantity on Count field is set to **Print** or **Both** in the count profile. The recorded free quantity is calculated by subtracting the recorded frozen quantity from the recorded physical quantity.

The following additional information is printed for each item on the count sheet (if the View Quantity on Count field is set to Print or Both in the count profile):

- Recorded frozen quantity
Note: The recorded frozen quantity is offset two-characters to the right of the corresponding free quantity of an item.

The following additional information is printed for each item on the count sheet:

- A box to enable entry of the counted frozen quantity of each item on the count
Note: If you are using Location Control, for counts that are in location sequence, the sort sequence is lot within item within location, and the column sequence (from left to right) is location, item and lot. For counts by item sequence, the sort sequence is lot within location within item and the column sequence is item, location and lot.

Reprint Count Sheets Count Selection Window

To display this window, select the **Reprint Count Sheets** task.

Use this window to re-print count sheets. You can print all lists or selected lists for a count.

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to the stockroom.

Fields

Stockroom

Enter the [stockroom](#) code. This field is not displayed if you use Warehousing.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: User must have been granted access rights to a bonded [warehouse](#) to be able to print count sheets for that [warehouse](#).

Count Number From/Count Number To

If you enter a single count, it must be outstanding. You can enter a range, to 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

If you enter a single list number, it must incomplete or outstanding. You can enter a range, to 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 submit the batch job to re-print your selected sheets.

Count Reconciliation

You use reconciliation to compare counted stock values with the corresponding recorded computer stock values and assess stock [count errors](#).

The software assesses stock errors for the counted values on both a percentage quantity and a value [variance](#) basis. 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.

If you have defined count profiles as count by classification, the software uses classification [tolerances](#) for each item detail record, that is, A, B or C.

If you have not specified count by classification for the [stockroom](#), the software uses the single default set of quantity percentage and value [tolerance](#) figures to assess [count errors](#).

You can restrict reconciliation (without update) to completed lists within the count, or to additionally include open lists that are still available for modification. You can also restrict the report content so that it only includes items with quantity/value [variances](#).

You can print full detail or summary information by item with selection by item range.

The software highlights detail or item summaries with physical [count errors](#) with errors with * at the right-hand side of the report.

If an item summary is found with a physical [count error](#) but no physical [count errors](#) have occurred for the detail lines, the summary is highlighted with **. This situation normally arises due to a number of small positive (or negative) errors at detail level that in total constitute an error.

A similar situation happens in reconciliation with update where detail lines exist with a physical [count error](#); however the summary is not flagged with a physical [count error](#). This normally happens when you have a number of positive and negative physical [count errors](#) at detail level that cancel each other out. If this happens the software assesses whether the item summary is placed in error or the adjusted detail lines are ignored for the summary totals. If they are in error, the software processes forced adjustments for all detail [variances](#) regardless of the extent of the [variance](#), and the summary is highlighted with **.

The software highlights detail or item summaries with free and frozen [count errors](#) with errors with # at the right-hand side of the report.

If an item summary is found with a free or frozen [count error](#) but no free or frozen [count errors](#) have occurred for the detail lines, the summary is highlighted with ##. This situation normally arises due to a number of small positive (or negative) errors at detail level that in total constitute an error.

If you want to assess whether [variances](#) are true [count errors](#), you can print inventory movements that have occurred since the count sheets were printed, (and the computer stocks recorded), for those items that are in error.

You can use reconciliation with update to make adjustments involving the update of [stockroom balances](#) according to the [tolerances](#) specified. Full movement audit and history updates are reflected in Inventory for any adjustments that take place.

Additionally, item count summaries are updated to reflect the type of count carried out for the item, together with the last count date and a re-calculated next due count date. The [stockroom](#) period count history is updated to reflect the number and type of counts carried out for the [stockroom](#).

If you use DRP and Production Planning, or both, the software writes net change triggers for any adjusted items. The software uses net change triggers to replace the items.

If you use [Catchweight](#), the following occurs when reconciliation takes place.

For [Catchweight](#) items or non-[Catchweight](#) items with secondary units of measure, if the primary value is zero, the secondary value is also set to zero. If the primary value is adjusted, the secondary value is automatically adjusted. The nominal secondary value of the quantity is also adjusted.

The following examples serve to illustrate the decision making process carried out to decide whether to make and what adjustments to make.

In all of the following examples it has been assumed that the positive and negative percentage [tolerances](#) for the count are both set at 10%.

Example #1

	Physical (a + b)	Free (a)	Frozen (b)
Recorded figures	100	80	20
Counted figures	100	75	25
% Variance	0%	- 6.25%	25%

Here, the [variance](#) between the recorded and counted figures for the frozen quantity lies outside the acceptable [tolerance](#) level but the [variances](#) between the recorded and counted figures for both the physical and the free quantity lie within the acceptable [tolerance](#) level.

	Movement	Physical	Free	Frozen
Frozen adjustment	5	100	75	25

Note: Here, the frozen adjustment corrects the frozen quantity and alters the free quantity because of this frozen adjustment.

Example #2

	Physical	Free	Frozen
Recorded figures	100	80	20
Counted figures	109	85	24
% Variance	9%	6.25%	20%

Here, the [variance](#) between the recorded and counted figures for the frozen quantity lies outside the acceptable [tolerance](#) level but the [variance](#) between the recorded and counted figures for both the physical and free quantities are within the acceptable [tolerance](#) levels.

	Movement	Physical	Free	Frozen
Frozen adjustment	4	100	76	24

Note: Here, the frozen adjustment corrects the frozen quantity and alters the free quantity because of the frozen adjustment.

Example #3

	Physical	Free	Frozen
Recorded figures	100	80	20
Counted figures	109	89	20
% Variance	9%	11.25%	0%

Here, the [variance](#) between the recorded and counted figures for the free quantity lies outside the acceptable [tolerance](#) level but the [variance](#) between the recorded and counted figures for both the physical and frozen quantities are within the acceptable [tolerance](#) levels.

	Movement	Physical	Free	Frozen
Physical adjustment	9	109	89	20

Note: Here, the physical adjustment corrects both the physical and free quantities, but the frozen quantity is not adjusted.

Example #4

	Physical	Free	Frozen
Recorded figures	100	80	20
Counted figures	106	89	17
% Variance	6%	11.25%	15%

Here, the [variance](#) between the recorded and counted figures for both the free and frozen quantities lie outside the acceptable [tolerance](#) level but the [variance](#) between the recorded and counted figures for the physical quantity is within the acceptable [tolerance](#) levels.

	Movement	Physical	Free	Frozen
Stock adjustment	6	106	86	20
Frozen adjustment	-3	106	89	17

Note: Here the [variance](#) in the counted physical quantity is adjusted, even though it is within the accepted [tolerance](#) levels.

The free quantity is adjusted by both the physical and frozen adjustments.

The frozen quantity is adjusted by the frozen adjustment.

Note: Even though it was the [variance](#) in the free quantity which generated the [physical stock](#) adjustment, the adjustment quantity is equal to the change in the counted physical quantity and not the change in the counted free quantity.

Example #5

	Physical	Free	Frozen
Recorded figures	100	80	20
Counted figures	108	87	21
% Variance	8%	8.75%	5%

Here, none of the [variances](#) lie outside accepted [tolerance](#) levels, so no adjustments are made.

	Movement	Physical	Free	Frozen
	-	100	80	20

Example #6

	Physical (a + b)	Free (a)	Frozen (b)
Recorded figures	100	80	20
Counted figures	111	85	26
% Variance	11%	6.25%	30%

Here, the [variance](#) between the recorded and counted figures for both the physical and frozen quantities lie outside the acceptable [tolerance](#) level but the [variance](#) between the recorded and counted figures for the free quantity is within the acceptable [tolerance](#).

	Movement	Physical	Free	Frozen
Physical adjustment	11	111	91	20
Frozen adjustment	6	111	85	26

Note: Here the [variance](#) in the counted physical quantity is adjusted by the physical adjustment.

The free quantity is adjusted by both the physical and frozen adjustments.

The frozen quantity is adjusted by the frozen adjustment.

Example #7

	Physical (a + b)	Free (a)	Frozen (b)
Recorded figures	100	80	20
Counted figures	116	90	26
% Variance	16%	12.5%	30%

Here, the [variances](#) between the recorded and counted figures for all quantities lie outside accepted [tolerance](#) levels.

	Movement	Physical	Free	Frozen
Physical adjustment	16	116	96	20
Frozen adjustment	6	116	90	26

Note: Here the [variance](#) in the counted physical quantity is adjusted by the physical adjustment.

The free quantity is adjusted by both the physical and frozen adjustments.

The frozen quantity is adjusted by the frozen adjustment.

Example #8

	Physical (a + b)	Free (a)	Frozen (b)
Recorded figures	100	80	20
Counted figures	111	90	21
% Variance	11%	12.5%	5%

Here, the [variance](#) between the recorded and counted figures for both the physical and free quantities lie outside the acceptable [tolerance](#) level but the [variance](#) between the recorded and counted figures for the frozen quantity is within the acceptable [tolerance](#).

	Movement	Physical	Free	Frozen
Physical adjustment	11	111	91	20
Frozen adjustment	1	111	90	21

Note: Here the [variance](#) in the counted physical quantity is adjusted by the physical adjustment.

The free quantity is adjusted by both the physical and frozen adjustments.

The frozen quantity is adjusted by the frozen adjustment.

If you use DRP or Production Planning, the software writes net change triggers for any adjusted items. Both frozen and physical adjustments generate these triggers.

Count Reconciliation without Update [51/INS, 51/WHS]

Use this task to process reconciliation between system recorded stock figures and your manually entered count figures, without updating the system.

The following stock figures are reconciled:

- [Physical stock](#)
- Free stock, if the Count [Frozen Stock](#) field is checked in the count header
- [Frozen stock](#), if the Count [Frozen Stock](#) field is checked in the count header

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 that you want to use.

Note: *If you use Warehousing, you only need to enter a count number as the software assumes that you want to process within your default [warehouse](#).*

Note: *Lot-control is forced for items in a bonded [warehouse](#) that are not flagged as batch-controlled, lot-controlled or serial-controlled.*

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to the stockroom.

Fields

Stockroom

Enter the code of the [stockroom](#) that you want to use.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: User must have access to a bonded [warehouse](#) to be able to request reconciliation of any count within the [warehouse](#).

Count Number

Enter the count number for which you want to try to process a reconciliation.

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

Press Enter to display the Request Count Reconciliation (without Update) Details window.

Request Count Reconciliation (without Update) Details Window

To display this window, press Enter on the Request Count Reconciliation (without Update) Selection window.

Use this window to specify the details you want to reconcile.

Note: Generation of adjustments to account for count [variances](#) in a bonded [warehouse](#) is not allowed.

Fields

Count Lists

Select one of the following:

Completed (1) - To include completed lists in the report

All (2) (default) - To include both open and completed lists in the report

Report Content

Select one of the following:

Detail (1) (default) - To include item detail (that is, lots, batches and serial numbers) in the report

Summary (2) - To include item totals in the report

Note: If you are using Location Control, the detailed report content includes location details. The summary report content includes item level [balances](#) in item sequence or location level [balances](#) in location sequence.

Print Movements

Use this checkbox as follows:

Unchecked - To exclude movements

Checked - To print the movements (counted quantity, value of the count and recorded quantity of items)

The items printed in the report 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 details in the report

[Variance](#) (1) - To include those details with either a quantity or value [variance](#) in the report

All (2) (default) - To include all detail regardless of [variance](#) in the report

Note: If you select **All**, items with a [variance](#) in any one of the following quantities will be included on the reconciliation report.

- Physical quantity
- Free quantity (if the Count [Frozen Stock](#) field is **checked** in the count header)

- Frozen quantity (if the Count [Frozen Stock](#) field is **checked** in the count header)

Range of Items

From/To

Enter valid item reference number.

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

If you enter a single item it must exist on the Item Master file. 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 item blank, it defaults to the From item. You can use range restriction to investigate specific item discrepancies.

Note: If you are using Location Control, the name of this section changes to Range of Locations and you can define the range of locations that you want to use.

Note: If you are using Location Control, this task sequences item-based counts by item, whereas location-based counts are always sequenced by location, regardless of the sequence in which they were create

Note: A blank range selection for items defaults to all items on the count.

Select **Submit (F8)** to submit the batch job.

Count Reconciliation with Update [52/INS, 52/WHS]

Use this task to process a reconciliation 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 on the count profile.

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 that you want to use.

Note: If you use Warehousing, you only need to enter a count number as the software assumes that you want to process within your default [warehouse](#).

Caution: If user stockroom authorisation is active you cannot perform this transaction if you are not authorised to the stockroom.

Fields

Stockroom

Enter the code of the [stockroom](#) that you want to use.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: User must have access to a bonded [warehouse](#) to be able to request reconciliation of any count within the [warehouse](#).

Count Number

Enter the count number for which you want to try to process a reconciliation.

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

Press Enter to display the Request [Count Reconciliation](#) (with Update) Details window.

Request Count Reconciliation (with Update) Details Window

To display this window, press Enter on the Request Count Reconciliation (with Update) Selection window.

Use this window to specify the details that you want to reconcile.

Note: Generation of adjustments to account for count [variances](#) in a bonded [warehouse](#) is not allowed.

Fields

Report Content

Select one of the following:

Detail (1) - To include item detail (that is, lots, batches and serial numbers) in the report

Summary (2) - To include item totals in the report

Print Movements

Use this checkbox as follows:

Unchecked - Not to print movements

Checked - To print movements for all items that are in error

Note: If you are using Warehousing, in place of the checkbox you have four choices, as described below.

Select one of the following:

No (0) - Not to print movements

Inventory (1) (default) - To print movements for all items that are in error

[Warehouse](#) (2) - To print Warehousing movements for all items that are in error

Both (3) - To print both Inventory and Warehousing movements for all items that are in error

Items to be Included

Select one of the following:

None (0) - Not to include details are in the report

[Variance](#) (1) - To include details with either a quantity or value [variance](#) in the report

All (2) (default) - To include all detail regardless of [variance](#) in the report

Generate Adjustments

Select one of the following:

No (0) - Not to make stock adjustments

All (1) - To adjust all quantity [variances](#) regardless of size within inventory

Outside [Tolerances](#) (2) - To adjust those [variances](#) which are flagged as errors (with * or #) within Inventory

There is no default value.

If you set this field to **All**, the system corrects all [variances](#) in your stock figures irrespective of their size.

If you set this field to **Outside [Tolerances](#)**, the tables below serve to illustrate the adjustments that will be made to your stock levels by the system:

Generate Adjustments set to Outside [Tolerances](#) with no physical [count error](#)

Free stock count variance outside specified tolerances?	Frozen stock count variance within specified tolerance	Frozen stock count variance outside specified tolerance
No	No adjustments Example #5	Frozen adjustment ONLY Examples #1 #2
Yes	Physical Adjustment ONLY Example #3	Physical & frozen adjustments Example #4

Generate Adjustments set to Outside [Tolerances](#) with physical [count error](#)

Free stock count variance outside specified tolerances?	Frozen stock count variance within specified tolerance	Frozen stock count variance outside specified tolerance
No		Physical & frozen adjustments Example #6
Yes	Physical & frozen adjustments Example #8	Physical & frozen adjustments Example #7

Note: Physical [count errors](#) force the generation of frozen adjustments if the [variance](#) in the frozen quantity is not zero.

Note: To ensure that the physical, free and frozen quantities are all adjusted to match counted figures, you should set the Generate Adjustments field to All.

Note: Generate Adjustments must be set to No for counts in a bonded [warehouse](#).

Reason Code

If you need to make adjustments, you must enter a movement reason.

Alternatively, use the prompt facility to select from the MOVR Movement [Reason Code](#) pop-up.

Select **Update (F8)** to submit the batch job.

Reconciliation History Updates

If you request count reconciliation with update, the software performs the following count history updates:

Item Count History

- Count by Class
If the item was a planned [summary recommendation](#), the number of recommended counts is incremented. Similarly, if the item was part of an unplanned recommendation, that is, originating from an addition via recommendations maintenance, the number of unplanned counts is incremented.
- Count by Manual Range
The number of unplanned counts is incremented.

Stockroom Count History

- Count by Class
The software increments all numbers of A, B and C items counted for all planned item counts. In addition, the software increments the numbers of A, B and C items in error for planned [summary recommendations](#).
- Count by Manual Range
The software increments the number of other counts. In addition, the software increments the numbers of other counts in error.

Note: *If you use Warehousing and you choose to count by [Warehouse](#) location, the software performs other updates associated with these counts.*

Enquire on Recommended Counts [61/INS, 61/WHS]

Use this task to view the details of recommended counts. You cannot maintain details using this task.

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 for your enquiry.

Fields

Stockroom

Enter a [stockroom](#) code, using up to 2 characters.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Count Number

Enter a count number associated with the [stockroom](#) you have chosen.

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

Press Enter to display the Count Enquiry Details window.

Count Enquiry Details Window

To display this window, select a [stockroom](#) and count list and then press Enter on the Count Enquiry Selection window.

This window displays the count details for your previously selected [stockroom](#) and count list combination. This includes the [stockroom](#), the selected count number and list, the date (and time) on which the list was created, and the item count details. The middle of the window displays the information about the items included on the count, including the lot reference, if applicable, any [reason codes](#) for amendments to the count quantities, and both of those count quantities. Frozen quantities are also displayed when they have been included in the count.

Note: In 62/WHS the literal 'Frozen' is not displayed against each item, as there is insufficient space on the line.

Note: If you are using Location Control, the Location field is displayed on this window.

Fields

Position to Item

To position the display starting at a specific item, enter the item reference number in this field and then press Enter.

Select **Exit (F3)** to leave the enquiry.

Enquire on Outstanding Counts [62/INS, 62/WHS]

Use this task to enquire on outstanding counts for a [stockroom](#). You can review open or complete lists for a count.

Count Enquiry Selection Window

To display this window, select the **Enquire on Outstanding Counts** task.

Use this window to select the count details on which you wish 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, select a count and then press Enter on the Count Enquiry Selection window.

Use this window to view the details of the count that you have selected. The top of the window displays the [stockroom](#) and count number details, together with the item count information and the creation date.

The middle of the window displays all items associated with this count, any lot reference numbers if applicable, and the reason why the item is associated with the count.

Note: *If you are using Location Control, the Location field is displayed on this window.*

Fields

Position to Item

Enter an item code to start the display.

Note: If you are using Location Control, the following field is displayed instead of the Position to Item field:

Position to Location

Enter the location code to start the display.

Select **Exit (F3)** to leave the enquiry.

Enquire on Item Count Summary [63/INS, 63/WHS]

Use this task to view yearly summary count information by item, that is, 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 the **Enquire on Item Count Summary** task.

Use this window to select the [stockroom](#) and item for the count summary information that you want to view.

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 a single item.

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 summary count information for all items in the specified [stockroom](#).

Press Enter to display the Item Count Summary Enquiry Details window.

Item Count Summary Enquiry Details Window

To display this window, select a [stockroom](#) and then press Enter on the Item Count Summary Enquiry Details window.

Use this window to view the count summary information for the selected [stockroom](#) and to select the item that you want to view in more detail.

The top of the window displays your selected [stockroom](#). The middle of the window displays a list of items held in the [stockroom](#), the year and the number of recommended counts and unplanned counts that have been performed for each item. You can also view the date and the time of the last count and next count for each item.

Fields

Position to Item

If the list extends over a single window, enter the item reference number or the first few characters of an item to re-position the count list.

Options

Select

Use this to display count details for this item. This displays the Item Count Summary Enquiry Item Details window.

Select an item to view the Item Count Summary Enquiry Item Details window.

Item Count Summary Enquiry Item Details Window

To display this window, select an item on the Item Count Summary Enquiry Details window.

Use this window to view summary information for the selected item and [stockroom](#). The top of the window displays the [stockroom](#) and item you have selected. The middle of the window displays the year, the date and time of the last and next count for your selected item.

Fields

Recommended Counts

This field displays the number of recommended counts carried out this year.

Unplanned Counts

This field displays the number of unplanned, or manually requested, counts carried out this year.

Negative Stock Counts

This field displays the number of counts that have occurred with a negative [balance](#) for this year.

Note: The Low [Stock Counts](#), Zero [Stock Counts](#), Transaction Frequency Counts fields are provided for recommending counts in the future.

Select **Exit (F3)** to leave the enquiry.

Enquire on Count History [64/INS, 64/WHS]

Use this task to view [stockroom](#) summary count information by period. You can only view counts for which you have run a reconciliation with update, even if no stock adjustments were actually generated.

At summary level the total number of counts is displayed, with information on the number of each ABC classified item counted with the number of items in error.

The number of other counts (those where you manually select the range) and other counts in error are displayed only 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 for the count history information that you wish to view.

Fields

Stockroom

Enter the [stockroom](#) code.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Week/Period

Enter the week or period you want to review. Leave this field blank to display all summaries associated with [stockroom](#). These are displayed in descending period sequence by year.

If you want to view a specific period, you must use the following format:

YYMM for a Monthly [usage](#) cycle

YYWW for a Weekly [usage](#) cycle

where YY is the current year, MM is the current period and WW is the current week.

Note: You define the [usage](#) cycle in the Inventory company profile.

Press Enter to display the Count History Enquiry Summary window.

Count History Enquiry Summary Window

To display this window, select a [stockroom](#) and period and then press Enter on the Count History Enquiry Selection window.

Use this window to view the count history information for the selected [stockroom](#) and period combination. The top of the window displays your selected [stockroom](#). The middle of the window displays the periods in which a count occurred for this [stockroom](#), the total number of counts, the number of A, B and C class counts carried out, and the number of errors that occurred.

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.

Options

Select

Use this to display a more detailed count history. This displays the Count History Enquiry [Stockroom](#) Detail window.

Select a period to display the Count History Enquiry [Stockroom](#) Detail window.

Count History Enquiry Stockroom Detail window

To display this window, select a period on the Count History Enquiry Summary window.

Use this window to view the summary period information for the [stockroom](#), including the number of ABC classified items counted and the number of items with errors.

Select **Exit (F3)** to leave the enquiry.

Inventory Updates Introduction

The investment in Inventory typically represents one of the largest single [areas](#) of investment in a business, often as high as 25% of total assets. It is vital that you plan and control its acquisition and disposition.

There are a number of techniques to help with this control. In the sphere of a Production operation where demand is dependent on an agreed production schedule, the most common forms of control are Material Requirements Planning (MRP), or Just in Time (JIT).

However, there are a number of factors, independent of company decisions, which influence the demand for end-product items. These external factors include a certain amount of random variation in the demand for such items. As a result, forecasts of demand for these items are typically projections of historical demand patterns to determine [average usage](#).

You must consider the concepts of independent and dependent demand when you select the appropriate Inventory Management techniques.

There are two types of Inventory: Movement and Organisational.

Inventory Holding

- Work In Progress - in a Production organisation
- Stock [In Transit](#) - in a Distribution environment
- Cycle Stock is a result of buying or making more than is needed immediately.
- To determine the [Economic Order Quantity](#), you must set the one-time [costs](#) of raising an order and perhaps the [cost](#) of setting machines or transport against the [costs](#) of holding stock.
- You would hold anticipation stock to deal with times when demand exceeds the rate of economic supply for an item. Seasonal products, for example lawn mowers, are a good example of where it is sensible to have a fairly steady rate of production throughout the year. You could build high levels of stock over the winter so that the depletion rate of stock plus the production rate equals demand during high summer.

Inventory Decisions

You need to make two types of routine decisions when managing inventories - how much and when to order. Four main factors influence these decisions:

- Forecast demand
- Replenishment [lead time](#)
- Inventory-related [cost](#)
- Management policies

There are two important parameters to assist inventory controllers in making these decisions:

- [Economic Order Quantity](#) - EOQ
- Economic Time Between Orders - ETBO

Standard Calculation of EOQs:

EOQ = square root of [(2 x CP x AU) / CH]

where:

CP = [Cost](#) of order placement

AU = [Average usage](#) per annum

CH = Inventory holding [cost](#) per annum

CH = Item [Cost](#) * Carrying Rate/100

Once the software has calculated the EOQ, then:

ETBO = EOQ/WU

where WU = Weekly [Usage](#).

The resulting Economic Time between Orders (ETBO) is in weeks.

Note: You specify the [cost](#) of order placement and carrying rate in the Inventory company profile.

Demand Management

Inventory Management has a range of facilities to help you manage independent demand items, traditionally controlled by re-order point techniques.

- You can use the value/[usage](#) matrix to help you implement a stock investment policy at each [stockroom](#).
- You can use [usage profiles](#) to provide a range of calculations for forecast [usage](#).
- The software calculates the EOQ. You can use this as the basis of re-order quantity and time between orders.
- You can factor [lead time](#) within the re-order calculation to modify order review periods.

You can use Inventory Management to make re-order level calculations.

You can use many different criteria within the calculations to reflect differing item [usages](#), values and stock control requirements.

The culmination of the process is the production of the Re-order/Overstock report that details all recommendations.

Included in the set up before this are:

- The calculation of an [average usage](#) figure
- The calculation of Re-order Point (ROP), [Maximum Stock](#) and [Economic Order Quantity](#) (EOQ)
- The selection of one of 5 re-order policies appropriate to each item

Selection of the Re-order Policy

The software uses the following data for each of the re-order recommendations:

Physical/Available = 0

Expected = -90

Max. Weeks = 8 [Average Usage](#) = 10

Min. Weeks = 6 [Lead Time](#) = 4 weeks

Re-order Factor = 200%

ROP = (Min. Weeks) 6 + (LT) 4 * (Av. [Usage](#)) 10 = 100

[Maximum stock](#) = (Max. Weeks) 8 * (Av. [Usage](#)) 10 = 80

The [maximum stock](#) level is below the ROP because the [lead time](#) (4) is greater than the difference between maximum (8) and minimum (6) weeks, in other words 2.

Re-order Policy 1 (Up to Max)

ROQ = Maximum Stock - Expected + (Average Usage * Lead Time)

If you do not specify [maximum stock](#) on the item/[stockroom](#) record, the software obtains the appropriate value from the stock weeks grid. This is expressed in weeks and is multiplied by [average usage](#) to give a [maximum stock](#) value.

Example:

80	-	- 90	+	40	=	210
Maximum Stock	-	Expected	+	(Av. Usage * LT)		

Re-order Policy 2 (ROQ)

ROQ = Average Usage * Lead Time * FACTOR Percentage

Example:

10	*	4	*	200%	=	80
Av. Usage	*	(LT)	*	Factor		

Re-order Policy 3 (Up to Min)

To use this you must set the Calculate EOQ, etc. field to 0.

You can manually enter a ROP.

ROQ = ROP - Expected

Example:

0	-	- 90	=	90
Re-order Point	-	Expected		

As you have set Calculate EOQ, etc. field to 0 for this policy, the software does not calculate ROP; it remains as 0 on the item/[stockroom](#) record.

Re-order Policy 4 (Up To ROP)

ROQ = ROP - Expected + (Average Usage * Lead Time)

Example:

100	-	-90	+	40	=	230
Re-order Point	-	Expected	+	(LT)		

Re-order Policy 5 (EOQ)

ROQ = EOQ

If you use policies 1 to 4, you can manually enter a re-order quantity. You can use policy 3 if you want to re-order to demand. The software reviews the stock position as follows for all items:

- 1 You can calculate available stock as:
Physical - Frozen - Allocated = Available
- 2 You can calculate expected stock as:
Available + Order + In Transit - Back Order - Reserved = Expected
- 3 If expected stock is greater than maximum stock, the item is reported as in excess.
- 4 If expected stock is less than re-order point, the item is reported for order action.
- 5 If you need an order action, you can manually specify the re-order quantity. If you do not, the software determines the re-order quantity for each policy as follows:
 - If the policy is Up to Max, the software will recommend re-order up to the [maximum stock](#) holding.
 - If the policy is ROP, the software calculates a re-order quantity based on the re-order quantity factor, the [average usage](#) and the [lead time](#) or the difference between expected and ROP if greater.
 - If the policy is Up to Min, the software will recommend re-order up to the minimum stock holding.
 - If the policy is Up to ROP the software will recommend that you order enough to bring expected back to ROP.
 - If the policy is EOQ, the software will recommend re-order of the calculated or maintained [economic order quantity](#).

Example:

If the [maximum stock](#) is:

Maximum Stock Weeks * Average Usage

The re-order point is:

(Minimum Stock Weeks + Lead Time (in weeks)) * Average Usage

The [expected stock](#) is:

Available + [On Order](#) + [In Transit](#) - [Back Orders](#) - Reserved

The EOQ depends on [cost](#) of order placement, [average usage](#) per annum and inventory holding [cost](#) per year.

Regular Updates

To improve the speed and quality of information displayed within Inventory, a series of weekly and periodic [balances](#) are maintained. These [balances](#) need to be updated at week, month and year end.

At month end, you should run both the week end and month end updates consecutively. The month end run normally includes a valuation of stock movements and this, therefore, is prompted.

At year end, you should run the week end, month end and year end consecutively.

Week End Update [1/INC]

This batch task performs the following:

- If you have set the [usage](#) cycle in the company profile to W (weekly), the software re-calculates the average weekly [usage](#) for each product/[stockroom](#).
- Both the physical and [in transit](#) stock at the end of the week are stored in a separate field (Stock at Start of Week) for each product/[stockroom](#).
- The software re-sets the [usage](#) this week to zero for each product/[stockroom](#).
- The current week number on the calendar file is incremented by 1. If you are updating the last week of the year, week number is set to 1.

If you are processing the last week of the year, you should follow this update immediately by month and year end processing since the year number on the Calendar file is only incremented by the year end update.

Note: If you use [Catchweight](#), for items with a secondary [unit of measure](#), the secondary stock at the start of the week is updated. The stock at the start of the week is equal to the total [physical stock](#) and the stock [in transit](#), minus all movements in future weeks.

If an item does not have a secondary [unit of measure](#), the secondary stock at the start of the week is zero.

Week End Update Confirmation Window

To display this window, select the **Week End Update** task.

Use this window to confirm the Inventory week end.

Fields

Week Number

The current year/week number as recorded on the Inventory Calendar (i.e. the week being closed) is displayed, enabling verification that the correct week is being closed.

If the end date of the week being closed is greater than or equal to the system date then a warning message is also displayed.

Regenerate ABC Classifications

Enter one of the following:

0 - Not to regenerate automatically the ABC classifications of your items during the week end processing

1 - To regenerate automatically the ABC classifications of your items during the week end processing

Note: Regenerate ABC Classifications is only shown when the [usage](#) cycle is Monthly.

Note: It is not possible to submit more than one Inventory Week End Update request at any one time. As soon as a user requests this task, other users will be locked out of the task until the original request has completed successfully. An error message is displayed when a user requests this task whilst a previous request is pending/in progress.

Select **Submit (F8)** to submit the update.

Month End Update [2/INC]

This batch task performs the following tasks for each product/[stockroom](#).

- If you have set the [usage](#) cycle on the company profile to monthly, Inventory re-calculates the average monthly [usage](#).
- The [usage](#) this period is set to zero.
- The number of sales orders this period is set to zero.
- The number of substitutions this period is set to zero.
- Current [physical stock](#) is stored in a separate field - Stock at Start of Period.
- Inventory calculates the stock value using the appropriate [costing method](#) and stores the value in a field called Stock Value at Start of Period.

The task also:

- Increments the current period number by 1
Note: The current period number is set to 1 when the end of the year is reached.
- Produces a Stock Movements Valuation report if you have requested this as part of the submission process

This report is produced based on parameters specified at that time.

Caution: Run Inventory Month End before you run any updates within the Accounts module. Inventory's Calendar dictates the posting of invoices to Accounts Receivable. You must use Close Inventory Period to post to a future period; otherwise, postings will continue for the previous period and be incorrect.

Note: This may be submitted via Machine Manager so that it can be scheduled to run out-of-hours on a regular basis. To do this you will need to create Machine Manager Group Schedules to hold these dates and use these instead of the weekly mask in the auto-day start or auto-day end entry.

Note: If [Catchweight](#) is in use, for items with a secondary [unit of measure](#), the secondary stock at the start of the period is updated. The stock at the start of the period is equal to the total [physical stock](#) and the stock [in transit](#) minus all movements in future periods. If an item does not have a secondary [unit of measure](#), the secondary stock at the start of the period is zero.

Month End Update Record Report Selection Criteria Window

To display this window, select the **Month End Update** task.

Use this window to specify the criteria that you want to use to produce the month end update report and process your month end update.

- To action the month end update and print a report, enter a range of parameters and then press Enter.
- To action the month end update without printing a report, leave all fields blank and then press Enter.

Fields

Include Kits

Select one of the following:

Components (1) (default) - To include kit components in the report

Headers (2) - To include kit headers in the report

Both (3) - To include both kit components and headers in the report

From/To

Stockroom Code

Enter a single [stockroom](#) code, or range of [stockrooms](#), for which you want to produce the month end report.

You can use the prompt facility on these fields to select from the [Stockroom](#) Selection pop-up.

Item

Enter a single item, or range of items, for which you want to produce the month end report.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Item Group Major/Minor

Enter a single [item group](#), or range of [item groups](#), for which you want to produce the month end report.

You can use the prompt facility on these fields to select from the PGMJ [Item Group](#) - Major and PGMN [Item Group](#) - Minor pop-ups.

Item Type

Enter a single [item type](#), or range of [item types](#), for which you want to produce the month end report.

You can use the prompt facility on this field to select from the PTYP [Item Type](#) pop-up.

Item Class

Enter a single [item class](#), or range of [item classes](#), for which you want to produce the month end report.

You can use the prompt facility on this field to select from the PCLS [Item Class](#) pop-up.
Press Enter to display the Month End Update Confirmation window.

Month End Update Confirmation Window

To display this window, press Enter on the Month End Update Record Report Selection Criteria window.

Use this window to specify whether ABC classifications are regenerated and to specify the report sequences.

Fields

Month Number

This displays the current year/period number as specified on the Inventory Calendar (i.e. the period number which is being closed), enabling verification that the correct period is being closed.

If the end date of the period being closed is greater than or equal to the system date, a suitable warning is also displayed.

Regenerate ABC Classifications

Enter one of the following:

0 - Not to generate ABC classifications

1 - To generate ABC classifications

Note: This field is only shown when the [usage](#) cycle of the company is set to monthly.

Stockroom Fiscal Close

Use the next three fields to determine how you want to process a [stockroom](#) fiscal close for your selected [stockroom](#).

Note: These fields are only displayed if you have set the [Stockroom](#) Fiscal Close field to 1 in the Inventory company profile so that you can automatically produce a [stockroom](#) fiscal close at month end.

Note: Use the Primary Sequence and Secondary Sequence codes to control the fiscal close. For example, if you specify that your primary sequence is by item and your secondary sequence is by movement date, the system will close the fiscal period by item and movement date order.

Primary Sequence

Select the primary sequence that you want to use to process a fiscal close.

These codes are set up in the Inventory [Descriptions file](#) under major type SJSQ.

Secondary Sequence

Select the secondary sequence that you want to use to process a fiscal close.

These codes are set up in the Inventory [Descriptions file](#) under major type SJSQ.

Report Content

Enter one of the following:

- 0 - Not to produce a report of the fiscal close
- 1 - To produce a detailed report of the fiscal close
- 2 - To produce a summarised report of the fiscal close
- 3 - To produce both a detailed and summarised report of the fiscal close

Note: It is not possible to submit more than one Inventory Period End Update request at any one time. As soon as a user requests this task other users will be locked out of the task until the first request has either completed successfully or been cancelled. An error message is displayed when a user requests this task whilst a previous request is pending or in progress.

Select **Submit (F8)** to perform the update and print a report, if you have specified that you wish to do so.

If Period End Average Costing is active, then the following additional processing occurs when the Inventory Month End Update function takes place:

For each Item/Stockroom combination that is processed within the Month End Update, the following calculations and updates occur:

1. The Period End Average Cost is calculated for the Period that is being closed.
2. A Period End History record is written for the Period that has been closed.
3. The Period End Average Cost and Period End Stock Balance are updated with the new Period End Average Cost and new opening balances taken from the Stock Balance record.
4. A Period End Average Cost record is written.
5. Each movement within the Period is re-valued using the Period End Average Cost. A cost adjustment record is written for the difference between the cost recorded at the time of the receipt and the cost calculated using the Period End Average Cost.

The detailed calculations for each of the processes described above are as follows:

1. Period End Average Cost is calculated for the Period that is being closed.

The new Period End Average Cost is calculated by dividing the total cost of receipts in the Period by the total quantity received in the Period. Both these values are cumulative over the opening Period values. This gives a unit cost, which is the Period End Average Cost. This unit cost is then applied to the current balance of the Item in the Stockroom, to give a valuation of the current balance at the foregoing Period's average cost. This provides the opening balance and value for the next Period's calculation.

In practice, a Period Stock Balance is maintained, which keeps a running total of the current Period's average cost so far. This is made up of the total receipts and their costs in the month so far,

accumulated with the opening balance and value. Thus the on-going Period Average Cost is maintained, as well as the totals used to calculate it, and in turn this becomes the Period End Average Cost at the end of the Period.

2. A Period End History record is written for the Period that has been closed.

Once the new Period End Average Cost has been calculated, a Period End Stock History record is written for the Item/Stockroom. This holds all the details from the Period start, the Period total receipts, and the Period end. These will always be available to allow reconciliation with the actual movements from which the totals were derived, and to be available to provide historical information regarding the rates that were used to re-value the stock movements in the Period.

3. The Period End Stock Balance is updated with the new Period End Average Cost.

As described above, the Period End Stock Balance is updated with the current stock balance once the Period End History updates have been recorded. The current physical balance is used to reset the next Period's Opening Stock Balance. This is then factored by the newly calculated Period End Average Cost from the previous month to give the Period Opening Value.

4. A Period End Average Cost record is written.

A Period End Average Cost record is also written. This record is identical to the History record, but is maintained separately, so that it is possible to retain a certain number of Periods on the 'live' database for enquiry purposes, when the history records may have been archived or removed elsewhere to satisfy legal requirements.

5. Each movement within the Period is re-valued.

Once the Period End Average Cost for an Item has been determined, all of the transactions for the Item within the Period are re-valued using that cost. Instead of updating the movement transactions themselves, a new cost adjustment transaction is generated for each of them (transaction type 'Z'), which accounts for the difference between the original cost of the movement, and the 'correct' Period average cost. Each of these adjustments retains the Serial Number of the original transaction to which it relates. This allows the original transaction and the adjustment movement to be considered together, to give the full movement data including the Period End Average Cost.

Year End Update [3/INC]

Use this task to:

- 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 one
- Produce a Stock Valuation report as part of the submission process

Note: This task is the same as the Calendar Maintenance and Year End Update task.

Maintain Calendar File Window

To display this window, select the **Year End Update** task.

Use this window to specify the current date information for Inventory.

Fields

Current Year

You cannot change this value as it is updated automatically.

Current Week

Enter the current week, using up to two numeric characters.

Current Period

Enter the current period, using up to two numeric characters.

No. of Weeks This Year

Enter the number of weeks this year, using up to two numeric characters. The value must be less than or equal to 53.

No. of Weeks Last Year

Enter the number of weeks last year, using up to two numeric characters. The value must be less than or equal to 53.

No. of Periods This Year

Enter the number of periods this year, using up to two numeric characters. The value must be less than or equal to 13.

Note: This information is linked to the Sales Analysis company profile and Forecasting's company profile periods/backups details.

Press Enter to submit a batch job to perform the year end update.

Calculate ROP, Max Stock, and EOQ [4/INC]

You can use this task to calculate the ROP, [Maximum Stock](#) and EOQ. These calculations are performed during the Ad-Hoc Update for all items that have 1 in the Calculate EOQ, etc. field on the second [Stockroom](#) Details Maintenance window.

Note: Run this task *after* the week/month end update to pick up the latest [average usage](#) figures.

You can see information about the basis of these calculations on the Maintain Company Profile window and on the [Stockroom](#) Details Maintenance window.

There are no selection criteria for this task. Select **Confirm Submit (F8)** to process the batch job.

GIM (Item Update)[11/INC]

You use this task to synchronise the attribute values of item(s) in each designated partner company with the corresponding attribute values defined for the item(s) in their owning company.

It can be invoked from an owning company to process all published item definitions for that company that are flagged to be accepted by a partner company without further review or from a partner company to process just the published item definition for the received company code and item number.

The process followed for each selected item is described below:

The Item Catalogue is accessed to determine the Item Attribute Profile Code applicable for the item. The Item Attribute Profile Code of a published item establishes which attributes of that item are to be replicated from the owning company to each partner company.

The Item Attributes Definition file is accessed in Table Name sequence. Each field on each table processed will be updated according to the flag setting for that attribute in the Item Attributes Definition file.

For attributes defined as global, the attribute value in the partner company will be updated with the corresponding value from the owning company.

For attributes defined as local (with default), the attribute value in the partner company will be defaulted to the corresponding value from the owning company only if a new item definition is being generated in the partner company.

For attributes defined as local, the attribute value in the partner company will be defaulted based on the normal rules for defaulting items attributes within the partner company, but only where a new item definition is being generated in the partner company.

Once all of the attributes of an item have been updated, the Item Update Flag in the Published Item Definitions file for the processed item is set to indicate that the partner company item definition has been updated with the appropriate global attribute value settings.

This process produces a series of audit reports that list, for each partner company, details of which item definitions have been added and changed.

Note: *A partner company's definition of an item will not be updated if another user is updating it.*

Global Item Maintenance Submit Transfers (Confirm/Amend Selections) Window

To display this window, select the **GIM (Item Update)** task.

Use this window to synchronise the attribute values of item(s) in each designated partner company with the corresponding attribute values defined for the item(s) in their owning company.

Fields

Select (Sel)

Select one of the following:

Defer Update (Blank) - To defer the update of an item's definition in the partner company

Previous item update failed (0)

Note: This status is achieved if an item is being updated by another user when the Item Update attempts to update a partner company's definition of a published item.

Accept Definition (w/o review) (1) - Where either:

- The owning company pushes definitions of an item to the partner company.
- The partner company has decided it will accept a published definition from another company without having to review the definition before its version of the definition is updated.

Accept Definition (with review) (2) - Where the partner company wishes to review the definitions of items published by other companies before deciding to subscribe to said definitions

Delete (4) - To remove a pending transfer request

Note: This option is only available when this is accessed by an owning company.

Reject Definition (9) - To signify that the partner company has decided not to subscribe to the published definition of the item

Position to Item

Enter any fifteen-character code.

The value entered is used to re-position the displayed list of pending transfer details.

Functions

Select/Deselect All (F13)

Use this to toggle the selection values between Accept Definition (w/o review), Accept Definition (with review) and Defer Update.

More Options (F23)

Use this to toggle the option text values.

Select **Submit Transfer (F8)** to process the selected transfers.

Global Duty Amendment [20/INC]

Whenever a duty tariff changes, you need to incorporate this change in the price list for all of the affected products. Use this activity to alter the price lists. The procedure checks the product type and updates item prices within a group by a specified rate. If the price list is effective, all new orders will include these changes.

This batch job updates the duty rate on the [Descriptions file](#), and the duty value on all items with the tariff code.

Each item identified for a change is also added to the Mass Item Price Uplift work file ready to update all appropriate price lists. Refer to the Advanced Pricing - Mass Item Price Uplift section in the Sales Order Processing Product Guide.

Global Duty Amendment Window

To display this window, select the **Global Duty Amendment** task.

Use this window to select the tariff codes you want to update. The window displayed shows the existing tariff codes and their current tariff rates.

Fields

New Rate

Enter the new rate, which must be a monetary value in base currency.

For spirits, this is rate per litre of alcohol.

For non-spirits, this is the rate per hectolitre of liquid.

Options

Delete

Use this to delete a tariff. This tariff is not included in the price uplift. Select **Delete** on the confirmation pop-up and then press Enter to confirm the deletion. It is not mandatory for a tariff to be deleted in order to prevent a price uplift. The default value of the New Rate field is **.00** and the Current Rate is not affected if the value is left as that.

Functions

Reset (F5)

Use this to cancel any changes you have made before submitting the job.

Press Enter to validate the new rates and then select **Submit (F8)** to update the rates and duty values in the Item Master file. The item price changes are also prepared ready for a Mass Item Price Uplift. The change in duty value is added to the existing duty value. The change in the duty value is added to the existing base list price in the Item Master file. If the base list price in the Item Master file is blank, the change in duty value is not written to it.

Standard Cost Change List [25/INC]

Use this task to create a list of [standard cost](#) changes. This list of changes can then be applied when these new [costs](#) need to become effective. This can either be done immediately or by the use of a scheduled job in Machine Manager.

You can group items for change into lists. You can create as many lists as you need. The list of items can be built using a variety of selection criteria.

Once the list is built, existing [costs](#) can be viewed and new [costs](#) can be input.

The list of [cost](#) changes can then be applied and optional stock value [cost](#) adjustment movements can be created for the current stock on hand, which can then be posted via AFI.

Only the user who created the list can maintain or process it interactively. Other users can only view or print a list.

The following actions can be performed via this task:

- Create a list.
- Add items to the list, item by item or by using ranges of item and item attribute codes. In both cases, items can be immediately excluded when:
 - The [cost](#) is not zero
 - The Inventory stock [balance](#) is zero (this is optional)
 - They appear on a deletion request list
- Enter a new [standard cost](#) for the item.
- Remove items from the list.
- Delete the list.
- Enquire on an item's [stockroom](#) details via the All [Stockrooms](#) for an Item enquiry.
- Print the list. This gives [cost variance](#) and adjustment detail.
- Process the list immediately.
- Release the list for batch processing.

Lists are processed via the job queue when a list is selected for processing immediately on the [Standard Cost](#) Change Maintenance Selection window. The status of the list will change to Submitted. Alternatively, a list may be processed by Machine Manager, in which case the status is changed to Released. The Machine Manager task will need to be set up by the user. When the task is invoked by Machine Manager, it will check for an effective date which is equal or before the current date and process any lists with a status of Released.

Note: Task 1910 should be set up in Machine Manager Auto Day End or Auto Day Start to schedule the update of lists with a status of Released. See the Machine Manager product guide for further guidance on how to set up a scheduled application task.

All items on the list are processed and the material and total [costs](#) are changed in the Inventory [Stockroom](#) and Landed [Cost](#) files. All changes are audited and reported. If no [stockroom](#) has been specified for the item, all [stockrooms](#) are changed. The report shows a single line with no [stockroom](#) detail and the previous [cost](#) is set to ** on the report.

If the user has requested a [cost](#) adjustment movement, detail of all [cost](#) changes is also written to the inventory movement files if the [physical stock](#) quantity is not equal to 0. The value is the difference in [cost](#) between the original [cost](#) value for the current [physical stock](#) level ([physical stock](#) x [cost](#) price) and the revised [cost](#) value for the current [physical stock](#) level ([physical stock](#) x new input [cost](#)). A quantity of zero is always written to a [cost](#) adjustment movement. The movement reason is set to whatever the user has requested. This information can then be posted to the General Ledger via AFI if required.

Note: *Cost adjustment movements are not generated for items with zero [physical stock](#) quantity or where there is no change to the [cost](#).*

This task can also be used to revalue the base currency value of the Standard Cost, based upon a specified currency exchange rate, where the Material Cost has been recorded in a non-base currency.

TIP: This task will not revalue the Standard Cost entered at item level. To revalue costs at item level you will need to use the Revalue Item Standard Cost task.

Once a list is processed, it is deleted and no longer available on the list for selection.

Standard Cost Change Maintenance Selection Window

To display this window, select the **Standard Costs Change List** task. If you have no existing lists, it will be necessary to use the **Add (F6)** function before maintaining the list details.

Use this window to select and maintain existing lists. Alternatively, existing lists may be processed, deleted or printed.

Fields

List

This field displays the list reference.

Created

This field displays the date on which the list was created.

Effective

This field displays the date on which the list becomes effective (for updating of the [costs](#)).

Status

This field displays the status for the list.

One of the following is displayed:

Created - Newly created, with no [costs](#) entered

Zero [Costs](#) - Created and having some zero [cost](#) values

Submitted - List submitted for immediate processing

Released - Available for update by machine manager scheduled update

WIP - List with [costs](#) partially applied

User ID

This field displays the user who created the list.

Options

Amend Header

Use this to amend the list header on the Create/Amend List pop-up.

Amend Costs

Use this to amend the items and their [costs](#) within the list on the [Standard Cost](#) Change [Cost](#) Maintenance window.

Delete

Use this to delete the list.

Print

Use this to print the list.

Process

Use this to process the list immediately.

Release

Use this to release the list for a Machine Manager scheduled update. Previously submitted lists cannot be re-submitted.

If you select **Process** to process the list immediately, it cannot be selected for any other activity. Scheduled updates can be selected for immediate update or other activity. Immediate submissions are validated to ensure that the effectivity date has been reached. If the validation is passed, a job is submitted to perform the changes. Scheduled updates can be released, but when processed, will only process lists where the effectivity date has been reached.

Created lists can only be selected for maintenance or deletion.

The list status changes to Submitted or Released if **Process** or **Release** is selected.

Functions

Add (F6)

Use this to add a new list. The Create/Amend List pop-up will be displayed.

Include All Users/Exclude All User (F13)

Use this to toggle between including and excluding other users' lists. You can only print lists belonging to other users.

Press Enter to process any selected options.

Create/Amend List Pop-up

To display this pop-up, select **Add (F6)** on the Standard Cost Change Maintenance Selection window. Alternatively, select **Amend Header** against an existing list.

Use this pop-up to create or amend a list for use during Mass [Standard Cost](#) Change processing.

Fields

List

Enter a list reference. When you are adding an item, this field will display the list to which you are adding.

Effective Date

Enter or select a date on which the list of [cost](#) changes is effective. This defaults to the current date.

This date is validated in conjunction with the reference date.

Include Items

With Zero Cost Only

Select one of the following, to determine whether to restrict to zero [cost](#) items:

All Items (0) (default)

Items with no [standard cost](#) (1)

With Physical Stock Only

Select one of the following, to determine whether to restrict to items having [physical stock](#):

All Items (0) (default)

Items with [physical stock](#) (1)

Awaiting Deletion

Select one of the following, to determine whether to restrict to items that are not selected for deletion:

All items (0)

Items not on a deletion list (1) (default)

Note: For further information on item deletion lists, see the Maintain Lists and Validate Items section in the Inventory Management Utilities chapter of this product guide.

Movement Detail

Create Cost Adjustments

Use this checkbox as follows:

Unchecked - To suppress [cost](#) adjustments for existing stock

Checked (default) - To create [cost](#) adjustments for existing stock

Reference

Enter the reference number for the movement, using up to 14 alphanumeric characters. You can link this with the reference type.

Reference Date

Enter or select a date to be used as the reference date. This field defaults to the current system date. The reference date is cross-referenced with the table of period and week end dates, to decide the week and period numbers for ageing the stock movement and history records.

If the effective date is changed, an error message is displayed, forcing you to amend the reference date as well. This date cannot be before the effective date.

Reference Type

Enter the reference type, using up to 3 alphanumeric characters.

Alternatively, use the prompt facility to select from the TRAN Movement Reference Type pop-up.

You can use the Reference Type field to enter a mnemonic to describe the reference number. For example, you can use REQ to indicate that the reference number is a stores requisition note number.

Narrative

Enter the narrative or description for the movements, using up to 20 alphanumeric characters. The default is **Standard cost amend**.

Reason Code

Enter a [reason code](#).

Alternatively, use the prompt facility to select from the MOVR Movement [Reason Code](#) pop-up.

Currency Details

NOTE: These fields will only be displayed when Accounts Receivable is operating as a multi-currency module.

Currency Revaluation Only

Use this checkbox to indicate that the list is to be used for the sole purpose of revaluation of the base currency values of the Material and Standard costs of the items on the list at the specified currency exchange rate.

NOTE: This field will only be displayed when Accounts Receivable is operating as a multi-currency module.

NOTE: If you set this you must enter a Currency and establish the exchange rate to be used to revalue the base currency value of the standard cost.

Currency

Enter a valid currency code.

Alternatively, use the prompt facility to select from the Select Currency Popup.

This must be entered when Currency Revaluation Only is set.

The currency code entered is used to restrict the items that can be added to the list (i.e. only those items whose cost has been entered in this currency can be added to the list.

NOTE: This field will only be displayed when Accounts Receivable is operating as a multi-currency module.

NOTE: If you enter a Currency you will not be allowed to change the currency in which the costs are recorded for any item added to the list.

Currency Rate Code

The default Currency Rate Code specified on the Inventory Management Company Profile is shown.

You can change the Currency Rate Code to be used for currency conversion by requesting **Currency Overrides (F19)**.

NOTE: This field will only be displayed when Accounts Receivable is operating as a multi-currency module.

Rate

The exchange rate to be used to convert costs from the entered currency code to the base currency is shown.

Alongside the rate a flag indicates whether currency costs are multiplied or divided by the rate to give the base value.

You can change the Rate to be used for currency conversion by requesting **Currency Overrides (F19)**.

NOTE: This field will only be displayed when Accounts Receivable is operating as a multi-currency module.

Functions

Add Items (F6)

Use this to update the list header of a new list and add items to the list.

Currency Overrides (F19)

Use this to display the Override Currency Conversion Parameters Popup, where you can override currency conversion details.

NOTE: This is only available when Accounts Receivable is operating as a multi-currency module.

Select **Update (F8)** to save the changes you have made to the list.

Override Currency Conversion Parameters Popup

To display this popup, request **Currency Overrides (F19)** on the Create/Amend List Window.

You use this window to override currency conversion parameters used to convert Material (Standard) Cost to base currency.

Fields

Rate Code

Enter a valid currency rate code.

Alternatively, use the prompt facility to select from the Select Rate Code Popup.

Rate

If you do not enter the Rate Code, enter a fixed currency exchange rate.

Multiply / Divide

Select one of the following:

Multiply (1) – To multiply the Material (Standard) Cost by the Rate to get the base value

Divide (2) – To divide the Material (Standard) Cost by the Rate to get the base value

Press **Enter** to save the values and return to the Stockroom Details Maintenance Window

Standard Cost Change Cost Maintenance Window

To display this window, select **Amend Costs** against a list on the [Standard Cost](#) Change Maintenance Selection window.

Use this window to select, remove, amend or enquire on an Item on the list, or to add new item [costs](#).

The currency in which the Material Cost has been entered / displayed is shown adjacent to the Standard Cost.

NOTE: The Material Cost and Standard Cost of an item are always expressed in the same currency.

Fields

Position To

Enter an item to re-display the window starting at the item selected. You can enter part of a code (leading characters).

You can use the prompt facility on this field to select from the Item Master Scan pop-up.

Select

Enter one of the following:

1 - To maintain the landed [costs](#)

4 - To remove the item from the list

5 - To enquire on the item

9 – To display the Change Currency Popup, where you can change both the Material Cost and the Currency in which that cost has been entered

Note: This is only available when Accounts Receivable is operating as a multi-currency module.

Note: This is not available when a Currency was entered on the Create/Amend List window.

Item

This field displays the item code.

Description

This field displays the item description (and may be truncated).

Store

This field displays the [item stockroom](#).

** in this field means that the item was added to the list with no [stockroom](#) selected. Existing [costs](#) are not shown and entered [costs](#) are applied to all [stockrooms](#) for the item.

UoM

This field displays the [cost unit of measure \(UoM\)](#). This is useful if you are using [Catchweight](#), as the [cost UoM](#) is the item's secondary [UoM](#) and not the [stockroom](#) issue [UoM](#).

Material Costs/Standard Costs

These fields display the current material and [standard cost](#). You can enter a new material [cost](#) and this will be reflected in the [standard cost](#). The [standard cost](#) is calculated from the material [cost](#) with any standard landed [costs](#) applied to it. If no landed [costs](#) are defined, the [standard cost](#) equals the material [cost](#).

Material Cost

NOTE: You will not be allowed to change the Material Cost of any item shown if you set Currency Revaluation Only on the Create/Amend List Window.

Cur

The Currency in which the Material Cost and Standard Cost of an item have been recorded is shown here.

If you did not enter a Currency Code on the Create/Amend List Window, the Currency and associated costs can be changed by selecting the option Change Currency.

NOTE: This field is only displayed when Accounts Receivable is operating as a multi-currency module.

Functions

Add Items (F6)

Use this to add further items. The [Standard Cost](#) Change Add Items window is displayed.

Base Values (F22)

Use this to toggle the display to show the base values of the Material Cost and Standard Cost.

NOTE: You will not be able to enter Material Cost when base values are shown.

NOTE: This is only available when Accounts Receivable is operating as a multi-currency module.

Press Enter to process the selected options and re-calculate the [standard costs](#).

Select **Update (F8)** to save your changes and return to the [Standard Cost](#) Change Maintenance Selection window

Change Currency Popup

To display this popup, select the option **Currency Override (9)** on the Standard Cost Change Cost Maintenance Window.

Use this window to change both the currency in which the Material Cost of an item is recorded and the Material Cost value.

Fields

Material Cost

Enter the Material Cost of the item.

NOTE: If you change the Currency but do not change the Material Cost a suitable warning is displayed.

NOTE: The Material Cost cannot be changed when Currency Revaluation Only was selected on the Create/Amend List Window.

Standard Cost

The Standard Cost of the item is shown.

The Standard Cost is calculated by adding any Standard Landed Costs to the Material Cost

Currency

Enter a valid currency.

Alternatively, use the prompt facility to select from the Select Currency Popup.

NOTE: The Currency cannot be changed when a Currency Revaluation Only was entered on the Create/Amend List Window.

NOTE: If you change the Currency and Standard Landed Costs exist for the item you will be taken to the Landed Costs Entry Window to review those landed cost entries.

Rate Code

This field displays the Currency Rate Code.

The Currency Rate Code holds the exchange rate to be used to convert the Material and Standard to base currency.

It can be overridden by requesting Currency Overrides.

Rate

This field displays the currency exchange rate, associated with the Rate Code.

Multiply / Divide (Untitled)

This field shows one of the following:

Multiply (1) – If the Material Cost and Standard Cost are multiplied by the Rate to get the base value

Divide (2) – If the Material Cost and Standard Cost are divided by the Rate to get the base value

Functions**Landed Costs (F14)**

Use this to revise the Standard Landed Costs for the item.

Currency Overrides (F19)

Use this to override the currency exchange rate.

Press **Enter** to save the values and return to the Standard Cost Change Cost Maintenance Window.

Standard Cost Change Add Items Window

To display this window, select **Add Items (F6)** on the [Standard Cost](#) Change [Cost](#) Maintenance window.

Use this window to add items to a [standard cost](#) change list.

NOTE: If you entered a Currency on the Create/Amend List Popup you will only be allowed to add items to the list whose Standard Cost is recorded in the specified currency.

Fields**Item**

Enter an item to add it to the list.

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

Only [standard costed](#) items can be added to the list.

Stockroom

Enter a valid [stockroom](#), or use the following field.

You can use the prompt facility on this field to select from the [Stockroom](#) Selection pop-up.

Or

Select one of the following:

All (1) - To select all [stockrooms](#) where the item exists

Single (2) - To select the item only, irrespective of [stockroom](#)

In this case, no existing [stockroom cost](#) detail is extracted. This is useful where a single [cost](#) is to be applied to all [stockrooms](#).

(The default for this field is blank, meaning that a [stockroom](#) must be entered.)

Items Table

Select

Enter one of the following:

4 - To remove the item from the list

5 - To enquire on the item

A list of the new items is displayed, as they are added, showing Item, Description, [Stockroom](#) (Store) and Errors.

Functions

Add By Range (F7)

Use this to add further items on the [Standard Cost](#) Change Add Items by Range pop-up.

Select **Update (F8)** to update the items on the list and return to the [Standard Cost](#) Change [Cost](#) Maintenance window.

Standard Cost Change Add Items by Range Window

To display this window, select **Add by Range (F7)** on the [Standard Cost](#) Change Add Items window.

Use this window to select ranges of items to be added to a [standard cost](#) change list.

NOTE: If you entered a Currency on the Create/Amend List Popup you will only be allowed to add items to the list whose Standard Cost is recorded in the specified currency.

Fields

Item From/To/Or

You must enter an item range for addition to the list or select All Items in the Or field.

You can use the prompt facility on the From/To fields to select from the Item Master Scan pop-up.

Item Type From/To

You can optionally enter an [item type](#) range for addition to the list.

You can use the prompt facility on these fields to select from the PTYP [Item Type](#) pop-up.

Item Class From/To

You can optionally enter an [item class](#) range for addition to the list.

You can use the prompt facility on these fields to select from the PCLS [Item Class](#) pop-up.

Major Group From/To

You can optionally enter a major group range for addition to the list.

You can use the prompt facility on these fields to select from the PGMJ [Item Group](#) - Major pop-up.

Minor Group From/To

You can optionally enter a minor group range for addition to the list.

You can use the prompt facility on these fields to select from the PGMN [Item Group](#) - Minor pop-up.

Division From/To

You can optionally enter a division range for addition to the list.

You can use the prompt facility on these fields to select from the DIVN Inventory Product Division pop-up.

Sub Division From/To

You can optionally enter a sub division range for addition to the list.

You can use the prompt facility on these fields to select from the SDIV Inventory Item Sub-division pop-up.

Stockroom From/To

You must enter either a [stockroom](#) range for addition to the list or select one of the following in the Or field:

All (1) - To select all [stockrooms](#) where the items exist

Single [Cost](#) (2) - Select items only, irrespective of [stockroom](#)

In this case, no existing [stockroom cost](#) detail is extracted. This is useful where a single [cost](#) is to be applied to all [stockrooms](#).

You can use the prompt facility on the From/To fields to select from the [Stockroom](#) Selection pop-up.

Select **Update (F8)** to add the items to the list and return to the [Standard Cost](#) Change Add Items window. All [standard costed](#) items which meet all of the selection criteria are added to the list. If any are duplicated, or appear on another list, an error or warning will be displayed on the [Standard Cost](#) Change Add Items window.

Landed Cost Entry Window

To display this window, select 1 (Landed [Costs](#)) against a line on the [Standard Cost Change Cost Maintenance](#) window.

Use this window to enter and maintain landed [costs](#) for an item.

Where a [stockroom](#) has not been selected for the item, this will not show any existing landed [costs](#). Any landed [costs](#) entered here will be applied to all [stockrooms](#). All existing landed [costs](#) will be replaced.

The currency in which the Material Cost was entered on the Standard Cost Change Cost Maintenance Window is displayed and any landed cost values (i.e. those landed costs that are not calculated as a percentage of the Material Cost) entered in this window must be entered in the same currency.

Note: The currency is only displayed when Accounts Receivable is operating as a multi-currency module.

All landed cost values entered are added to the Material Cost to give the Standard Cost in the identified Currency Code. This will then be converted to base currency using the specified exchange rate.

The calculated Standard Cost (i.e. Material Cost + Landed Costs) is displayed on the Standard Cost Change Cost Maintenance Window in the entered currency.

Fields

Cost Code

Enter a valid [cost](#) code.

Standard Landed [Cost](#)

Enter a figure for the [cost](#) code, using up to nine numeric characters, including five decimals.

Percent/Value

Select one of the following:

Value (0) - For this landed [cost](#) to be value-based

Percent (1) - For this landed [cost](#) to be percentage-based

Note: Landed [costs](#) are added to or subtracted from the material [cost](#) specified for an item/[stockroom](#) to derive the [standard cost](#).

Select **Update (F8)** to update the information you have added and return to the [Standard Cost Change \[Cost\]\(#\) Maintenance](#) window, where landed [costs](#) will be added to or subtracted from the material [cost](#) to derive the [standard cost](#). The resultant total material cost and standard cost must not be negative.

Revalue Item Standard Cost [26/INC]

Use this task to revalue the base value of an item Standard Cost, where the cost has been recorded in a non-base currency.

NOTE: This task will only be allowed when Accounts Receivable is operating as a multi-currency module.

TIP: This task will not revalue the Material Cost and Standard Cost at item/stockroom level. To revalue costs at item/stockroom level you will use the Standard Cost Change List task.

Revalue Item Standard Cost Selection Window

To display this window, select the Revalue Item Standard Cost task.

Use this window to enter selection criteria that will determine the items for which the base value of the Standard Cost will be recalculated using the specified exchange rate.

Fields

Currency

Enter a valid currency code.

Alternatively, use the prompt facility to select from the Select Currency Popup.

NOTE: You cannot leave this blank nor can you select the base currency.

Rate Code

The Rate Code to be used to revalue item costs is shown.

This will default to the Rate Code specified for the inventory company.

It can be changed by requesting the Currency Overrides function

Rate

The currency exchange rate to be used to revalue item costs is shown.

This will default to the current exchange rate for the Rate Code specified.

It can be changed by requesting the Currency Override function.

Items

Enter one of the following:

All – To revalue all items with a Standard Cost recorded in the specified Currency.

Range – To revalue items within a specified range with a Standard Cost recorded in the specified Currency

List – To revalue items in a specified list with a Standard Cost recorded in the specified Currency

Functions

Currency Overrides (F17)

Use this to display the Override Currency Conversion Parameters Popup, where you can override currency details.

Make your selections then press **Enter**. The Revalue Item Standard Cost – Item List Window or the Revalue Item Standard Cost – Item Range Window will be displayed depending upon the selections you made.

Revalue Item Standard Cost – Item List Window

To display this window, select the **List** option for items on the Revalue Item Standard Cost Selection Window.

Use this window to enter selection criteria that will determine the items for which the base value of the Standard Cost will be recalculated using the specified exchange rate.

Fields

Currency

Enter a valid currency code.

Alternatively, use the prompt facility to select from the Select Currency Popup.

NOTE: You cannot leave this blank nor can you select the base currency.

Rate Code

The Rate Code to be used to revalue item costs is shown.

This will default to the Rate Code specified for the inventory company.

It can be changed by requesting the Currency Overrides function

Rate

The currency exchange rate to be used to revalue item costs is shown.

This will default to the current exchange rate for the Rate Code specified.

It can be changed by requesting the Currency Override function.

Items

Enter one of the following:

All – To revalue all items with a Standard Cost recorded in the specified Currency.

Range – To revalue items within a specified range with a Standard Cost recorded in the specified Currency

List – To revalue items in a specified list with a Standard Cost recorded in the specified Currency

List

Enter a list of up to ten item codes.

NOTE: *These fields will be shown if you select List in the Items field.*

Functions

Currency Overrides (F17)

Use this to display the Override Currency Conversion Parameters Popup, where you can override currency details.

Make your selections than request **Submit (F8)** to submit the batch job to perform the requested updates.

Revalue Item Standard Cost – Item Range Window

To display this window, select the **List** option for items on the Revalue Item Standard Cost Selection Window.

Use this window to enter selection criteria that will determine the items for which the base value of the Standard Cost will be recalculated using the specified exchange rate.

Fields

Currency

Enter a valid currency code.

Alternatively, use the prompt facility to select from the Select Currency Popup.

NOTE: You cannot leave this blank nor can you select the base currency.

Rate Code

The Rate Code to be used to revalue item costs is shown.

This will default to the Rate Code specified for the inventory company.

It can be changed by requesting the Currency Overrides function

Rate

The currency exchange rate to be used to revalue item costs is shown.

This will default to the current exchange rate for the Rate Code specified.

It can be changed by requesting the Currency Override function.

Items

Enter one of the following:

All – To revalue all items with a Standard Cost recorded in the specified Currency.

Range – To revalue items within a specified range with a Standard Cost recorded in the specified Currency

List – To revalue items in a specified list with a Standard Cost recorded in the specified Currency

Range

Enter a range of items.

NOTE: These fields will be shown if you select Range in the Items field.

NOTE: Entries must be made in both the From and To Item

Functions

Currency Overrides (F17)

Use this to display the Override Currency Conversion Parameters Popup, where you can override currency details.

Make your selections than request **Submit (F8)** to submit the batch job to perform the requested updates.

Override Currency Conversion Parameters Popup

To display this popup, request **Currency Overrides (F19)** on the Revalue Item Standard Cost Selection Window.

You use this window to override currency conversion parameters used to convert the item Standard Cost to base currency.

Fields

Rate Code

Enter a valid currency rate code.

Alternatively, use the prompt facility to select from the Select Rate Code Popup.

Rate

If you do not enter the Rate Code, enter the currency exchange rate.

Multiply / Divide

Select one of the following:

Multiply (1) – To multiple the Material (Standard) Cost by the Rate to get the base value

Divide (2) – To divide the Material (Standard) Cost by the Rate to get the base value

Press **Enter** to save the values and return to the Revalue Item Standard Cost Selection Window.

Month End Average Cost Revaluation [30/INC]

This function carries out the revaluation of Inventory movements using Period End Average Costs. This is only available if Period End Average Costing is enabled (Inventory Descriptions Type DFLT – Limit value for code PEAC set to 1).

This function repeats the Period End processing for Period End Average Costing, generating any missing Period End Average Cost movements that are required.

Month End Average Costing Inventory Revaluation Window

Field

Period Select

Enter the current or a prior period.

Current Period

The current Period is displayed for information.

Select **Submit (F8)** to revalue the inventory movements using period end average costs.

Lot/Grade/Potency Introduction

You can use batch or [lot control](#) on items that need more detailed identification of the stock, for example, drugs, wallpaper, wool, or date-controlled items. It is the same *item*, but you can manufacture quantities of the item at different times, or the item could be of varying colour/shade or need greater traceability through the supply chain.

Serial control is much more specific. This is where each *individual* item (i.e. each quantity of 1) carries a unique number, for example, a PC, a television, and so on.

You indicate in the Item Master file whether the item is to be batch-controlled, lot-controlled or serial-controlled. However, you must first indicate on the company profile whether you need to use extended lot details.

Are Extended Lot Details Required?

If you do not need to use extended lot details, Inventory functions as follows:

- 1 When you receive these items you *must* enter a lot number.
- 2 Inventory holds stock balances at lot number level.
- 3 You must also specify a valid lot number when you issue these items.
- 4 All Inventory enquiries will include lot number information.

If you do require extended lot details, Inventory supplies support for the Production application but also provides extra controls:

- Stock status
- Dates
- Shelf life
- [Potency](#)
- Grade
- Lot traceability

Lot Movements

You can trace the location of a lot over both time and locations. For example, you can trace lots back to Production - to both component and parent items - and to both Sales Order Processing and Purchase Management Order enquiries. You can hold a single lot of an item in a number of

[stockrooms](#), where all parts of it retain the same lot header details. However, you can transform a lot and amend the lot details for each part.

You can enquire on all these aspects of [lot control](#).

Note: You can hold a single lot of an item in more than one [stockroom](#).

Stock Status

This is one of the functions that you can use to control stock availability. It covers the requirement to classify stock as being unavailable for processing, for example, for allocation, picking and despatch. For example, you can use stock status to cater for quarantine stock, stock within inspection or QA, stock for internal sales or for key customers.

If you leave the stock status blank, dates will control availability.

If you specify a stock status, this code will determine availability.

If you use a stock status code with 1 in the seventh digit of the Limit field of a description code recorded against STKS in the Inventory [Descriptions file](#), you will make sure that all receipts of that item are automatically [frozen](#).

The stock status applies to a complete lot, regardless of how many holding [stockrooms](#) there are for that lot. You can specify a default stock status in the Item Master file. Any changes made to the stock status are written to an audit file.

Shelf Life, Grade and Potency

All lots have four dates associated with them, used by Production and Sales Order Processing Order Entry to control release and allocation of stock.

You can maintain a shelf life for all lot-controlled items and, in conjunction with the production or receiving dates, the stock status monitor can calculate the availability of the lot. A status flag, also on the lot header, provides extra function for [lot control](#). You can use this to override the availability dates for the whole lot.

You can maintain the grade and [potency](#) level of the lot; you can make these details mandatory for certain items. Production uses lot [potency](#) to process actual potent units of a product where the strength of an active ingredient is important, rather than physical units.

Dates

You need to maintain Shelf Life Units (for example, days), and possibly numbers for shelf life and customer shelf life.

You also need to maintain release [lead time](#) units and numbers, if you require an inspection or QA period.

Production Date = Current Date (if finished goods received from Production or Purchasing)

Expiry Date = Production Date + Shelf Life

[First Available Date](#) = Production Date + Release [Lead Time](#)

[Last Available Date](#) = Expiry Date - Customer Shelf Life

An Inventory Stock Status Monitor constantly reviews all controlled items with extended details and automatically freezes/unfreezes stock according to stock status codes or availability dates if there is a transaction involving the batch, lot or serial reference number.

If you define a customer-specific shelf life in the customer/item profile, that shelf life will be used to derive an availability date for that customer and used to allocate lots. However, this does not affect the default [last available date](#) and therefore the automatic freezing of lots by the Stock Status Monitor.

If you are using Order Capture, lots will be allocated automatically when a customer-specific shelf life is defined.

Similarly, Manual Allocation will automatically allocate lots when a customer-specific shelf life is defined.

If you are using Warehousing, the commit routine will ignore [frozen stock](#) beyond [last available date](#).

Caution: We recommend that you run the Stock Status Re-calculation task regularly, to ensure that any controlled item balances are frozen when they are past their last available date. Otherwise, the Warehousing commit routine will use this stock, regardless of the date because it would still consider it to be available for use.

If you are using Advanced Order Entry, allocation against batches will give a warning message if stock is beyond its [last available date](#) or expiry date.

If you are using Sales Order Processing/Warehousing, the software warns you during confirm pick/despatch if the lot is beyond its [last available date](#).

Grade

You use this for products that have a wide range of quality specifications and require multiple grades, for example, eggs.

You can use this to control allocation and issues, with only specific grades being issued to production, received into stock or issued to customers.

You can also use this if you need to downgrade or upgrade stock.

Potency

Again, you use this to hold [potency](#) details at lot level. You can update lot [potency](#) if mixtures or blending of [potency](#) occur.

Lot Traceability

You use this to provide full forward/backward traceability for all lots.

Forward = Customer Orders, Production Orders, Transfer Orders

Backward = Purchase Orders, Production Orders, Transfer Orders

Maintain Lot Header [1/INL, 2/AOM]

This task is enabled for Work Management and can be run as part of a Business Process built in @ctive Modeler.

Refer to the Work Management chapter in the Application Manager product guide.

Use this task to record basic information about a product lot, independently of the holding [stockrooms](#) for this lot within Inventory Management.

You normally enter this information when you receive a batch-controlled, lot-controlled or serial-controlled item into Inventory Management by any route. These routes include Inventory Receipts, Purchase Management Receipts, Production Finished Goods Receipts, and so on. However, you can maintain the lot header directly.

Note: *You can also access these windows using the Maintain Lot Header task in Advanced Order Entry.*

Stock Status

This stock status is different from other fields on the Lot Header, in that it is a significant change of state of the lot which can have considerable impact on inventory control. In particular, the changing of the status from Frozen to Unfrozen makes that stock immediately available for use or sale, so you may require greater control on who can make such a change.

Where this change of stock status (or perhaps a change to certain statuses) needs to be limited to particular authorised individuals, there is a facility available to configure user security control. When this security control is activated, individuals will not be able to change the stock status unless they have the appropriate authority.

For instance, any number of users may be allowed to freeze a lot, but only one authorised individual may be allowed to release a lot from its frozen state. In this case:

- The authorised user would have all stock status codes defined.
- The other users would have a set of codes which excluded the Released status.

Note: *The stock status codes are those in the Inventory [Descriptions file](#) under major type STKS.*

Field Level Security is used to establish user authority and control which users can establish or make changes to the Stock Status, and what status values are allowed.

In the **Maintain Security Objects** [11/GLW], task add an STKS entry to activate security control.

Note: *When no security object entry is present or the entry is Inactive, any user will be able to set or change the stock status.*

Field	Value	Notes
Security Object	STKS	
Description	Lot Stock Status	
Object Type	0	Alphanumeric
Object Length	2	
Object Decimals		Not applicable
Object Active	1	Active

In the **Maintain User Security Objects** [12/GLW] task, add an entry for each user that is allowed to change the stock status.

Note: When no user security entry is present for a user, that user will be not able to set or change the stock status.

Field	Value	Notes
User	(The System21 user ID)	
Application ID	IN xxx A2	Where xxx is the System21 environment
Company	(The System21 company code)	Can be left blank if applicable to all companies
Security Object	STKS	
Security Activate	1	1 = Active 0 = Inactive This de-activates security control for the user, thus allowing the status to be changed to any value.
Security Group	(Any code to represent a group of users)	e.g. LOTOWNER

In the **Maintain Authorised Values** [13/GLW] task, add an entry for each security group.

Note: When no authorised value entries are present for a user that is Active, that user will be not able to set or change the stock status.

Field	Value	Notes
Security Group	(The nominated user group code)	e.g. LOTOWNER
Security Object	STKS	
Condition	Choose an appropriate condition and set of stock status codes that are allowed for this user.	e.g. Range
Values		e.g. from AA to ZZ would allow any status change

Note: *If there are different sets of users who control different status settings, establish different groups with their own sets of values.*

Lot Header Maintenance Selection Window

To display this window, select the **Maintain Lot Header** task.

Use this window to select the item and lot reference whose header details you want to maintain.

On the Lot Header Maintenance panel the Item and Lot Reference can only be selected if the user is authorised to all the Stockrooms where the Lot is held. This includes all non-zero Stockroom Lot Balances. If the user is not authorised to any of the Stockrooms where the Lot is held, then the Stockroom Authorisation Error window is displayed with the first unauthorised Stockroom found, and the maintenance is prevented.

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to the stockroom in which the selected lot has a non-zero balance.

Fields

Item

You must enter the item reference number of the item you want to amend; or enter a unique number to create a new lot reference for that item.

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

Lot Reference

Enter a lot reference. This can be a new reference number or an existing one.

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

Note: You must enter the item number to use the prompt facility on associated lot reference numbers.

Press Enter to display the Lot Header Maintenance Detail window.

Lot Header Maintenance Details Window

To display this window, select an item and lot number and then press Enter on the Lot Header Maintenance Selection window.

Use this window to maintain the header details for the requested lot. The lot header details are valid for all items included in the lot, regardless of the physical location of parts of that lot.

For information on modifying the details for a subset of the lot, see the Lot Transformation section.

Note: *In some circumstances, other external flags or applications control the visibility and maintenance of some of these fields. (This is particularly relevant if you use Production.)*

Inventory holds the lot header information until the lot number itself is purged when you use the Delete [FIFO](#)/Lot Details task.

The upper part of the window identifies the item and lot number that you want to maintain. The lower part lists the lot header details specifically detailed for this item.

The window displays any current data for the lot.

Fields

Production Date

This is the date of manufacture, or receipt, for this lot. The field will default to the current date but can be any previous date. If you do not enter this date, Inventory calculates it back from the expiry date using the shelf life of the item.

If you receive the lot into either Purchase Management or Production, you must enter either a production date or an expiry date. If you receive the lot into Inventory, the fields are not mandatory.

This only applies when you receive the item lot for the first time. Once the lot exists you cannot maintain either the production or expiry date.

Production Time

If receiving a Lot for the first time and a default booking time has been set against the Item it is shown here as the Production time. Otherwise the current time is shown.

Note: This field is only displayed if you have **checked** the Display Lot Times field on the Lot Header Parameters Maintenance pop-up in the Items maintenance task.

Once you have created the lot, you cannot change this information.

Expiry Date

Enter or select a date not less than the current date.

This is the date on which the Shelf Life of the Lot comes to an end. The Lot is deemed not to be available on this date.

If you do not enter a date, it is calculated by adding the Shelf Life to the production date. If you receive the Lot in Purchase Management or Production, you must enter either a production or expiry date. If you receive via Inventory, the fields are not mandatory.

Once the Lot exists, you may amend its Expiry Date. A new Last Available Date is automatically re-calculated from the new Expiry Date. The production date is not maintainable.

If you enter an Expiry Date, the production date can be calculated from it by subtracting the Shelf Life.

Expiry Time

This is the time at which the Shelf Life of the Lot comes to an end, after which the Lot should be unavailable.

The Expiry Time is calculated from the entered Production Date/Time and the Shelf Life of the Lot as long as the Shelf Life Unit of the Item is Hours or Minutes or Display Lot Time has been **checked** for the Item. Otherwise the Expiry Time is defaulted to 00:00 on the calculated Expiry Date.

If the Expiry Date is calculated from the entered Production Date, and the Shelf Life Unit of the Item is Hours or Minutes, or Display Lot Time has been **checked** for the Item then the Expiry Time is calculated by adding the Shelf Life to the Production Date and Production Time.

For example, if the Shelf Life is 10 Hours and the Production Date & Time is 07/03/2012 – 15:30 then the Expiry Date & Time will be 08/03/2012 – 01:30.

Note: This field is only displayed if the Display Lot Times field is switched on in the Lot Header Parameters Maintenance pop-up in the Items maintenance task or if the Shelf Life Unit is hours or minutes.

First Available Date

Enter or select a date, which must be greater than or equal to the Production Date.

If the Shelf Life Unit is not Hours or Minutes Inventory will normally freeze all Lots with a First Available Date greater than the current date.

If you do not enter or select a date, it may be calculated by adding the Release Time specified for the Item to the Production Date.

First Available Time

Enter a valid time. If the Production Date is equal to the First Available Date, the First Available Time must be greater than or equal to the Production Time.

If the Shelf Life Unit is Hours or Minutes the First Available Time may be calculated by adding the Release Time to the Production Date and Time.

If the Shelf Life Unit is Hours or Minutes, Inventory will normally freeze all lots with the First Available Date and Time greater than the current date and time.

If the Shelf Life Unit is not Hours or Minutes then the First Available Time is for memo purposes only.

Note: This field is only displayed if you have **checked** the Display Lot Times field on the Lot Header Parameters Maintenance pop-up in the Items maintenance task, or if the Shelf Life Unit is Hours or Minutes.

Last Available Date

Enter or select a date, which must be greater than or equal to the First Available Date but less than or equal to the Expiry Date.

If the Shelf Life Unit is not Hours or Minutes, Inventory will normally freeze all lots with a Last Available Date less than the current date if the Stock Status does not override this.

If the Shelf Life Unit is Hours or Minutes, Inventory will normally freeze all lots with a Last Available Date and Time (or Expiry Date and Time if 'Freeze On Expiry' is on) less than the current date and time plus any Freeze Tolerance specified against the item, if the Stock Status does not override this.

The Last Available Date may be calculated by subtracting the Customer Shelf Life from the Expiry Date.

Note: For more information, see the Lot/Grade/Potency Introduction section.

Last Available Time

Enter a time, at which the Lot will become unavailable.

If the Expiry Date is equal to the Last Available Date, the Last Available Time must be less than or equal to Expiry Time.

If the Shelf Life Unit is Hours or Minutes the Last Available Time is calculated by subtracting the Customer Shelf Life from the Expiry Date & Time.

Note: This field is only displayed if you have **checked** the Display Lot Times field on the Lot Header Parameters Maintenance pop-up in the Items maintenance task, or if the shelf life units are hours or minutes.

Note: the Production Time may now default to the Default Booking Time specified for the item rather than the Current Time.

Note: The calculation of the Production, Expiry, First Available and Last Available Dates include time calculations if the Shelf Life Units are **6 (Hours)** or **7 (Minutes)**.

If the item's Shelf Life Unit is either of these, then calculations result in the setting of Lot Times as well as Dates by adding or subtracting the appropriate number of hours or minutes from the appropriate dates & times.

The rules for calculating any dates/times that are not entered are as follows:

Production Date & Time = Expiry Date & Time – Shelf Life

For example;

Expiry Date & Time: 09/03/2012 @ 02:05

Shelf Life: 10 Hours

Production Date & Time = 08/03/2012 @ 16:05

Expiry Date & Time = Production Date & Time + Shelf Life

For example;

Production Date & Time: 08/03/2012 @ 18:05
Shelf Life: 8 Hours
Expiry Date = 09/03/12 @ 02:05

First Available Date & Time = Production Date & Time + Release Lead Time

For example,

Production Date & Time: 08/03/2012 @ 13:00
Release Lead Time: 1 Day
First Available Date & Time = 09/03/2012 @ 13:00

Note: Release Lead Times in Hours or Minutes is not supported. However, if a Release Lead Time is specified for an item with a Shelf Life of Hours or Minutes.

Last Available Date & Time = Expiry Date & Time – Customer Shelf Life

For example,

Expiry Date & Time: 09/03/2012 @ 13:00
Customer Shelf Life: 23 hours
Last Available Date & Time = 08/03/2012 @ 14:00

Stock Status

Enter a stock status code.

Alternatively, use the prompt facility to select from the STKS Stock Status pop-up.

The status can only set or changed if you have the appropriate level of authority; established using Field Level Security. Refer to the Field Level Security section in the General Ledger product guide for further information.

The stock status code is used as an override to the availability dates to determine if a lot quantity is available or classed as [frozen stock](#).

If you leave the stock status blank, the availability dates are used to move stock in and out of the frozen state.

You can divide stock statuses into available or unavailable using the seven-digit Limit field held against the stock status description codes in the Inventory [Descriptions file](#). If you set the seventh digit to 1, the stock status indicates that the lot is unavailable. If this last digit is set to any other value, the lot is available.

Reason Code

Enter a [reason code](#).

Alternatively, use the prompt facility to select from the MOVR Movement [Reason Code](#) pop-up.

You must select a code if you change the stock status code, or if it is blank initially, to indicate why you have changed the status of the lot.

Potency

This field displays the [potency](#) of the whole lot, irrespective of the [stockroom](#) in which the lot is located.

Note: This field is displayed if the [Potency](#) Required field for the item is **checked** on the Lot Header Parameters Maintenance pop-up.

Note: [Potency](#) is a percentage, so the [potency](#) you specify here is the number of parts of active ingredient per hundred parts.

Grade

Enter a grade code.

Alternatively, use the prompt facility to select from the GRAD Grade pop-up.

This is the grade of the whole lot, irrespective of the [stockroom](#) in which the lot is located.

Note: This field is displayed if the Grade Required field for the item is **checked** on the Lot Header Parameters Maintenance pop-up.

C-of-C Reference

Enter a Certificate of Conformance reference, associated with a C-of-C defined in Advanced Order Entry, to be assigned to this lot. You enter the values for this C-of-C when you first receive the lot into Inventory.

Note: If you are using Advanced Order Entry, and you have specified on the Default Ordering window in Maintain Inventory Item that this item requires a Certificate of Conformance, Inventory displays a Certificates of Conformance field on the Lot Header Details pop-up. (See the Advanced Order Entry product guide for an explanation of Certificates of Conformance.)

Supplier's Lot Ref

Enter up to 36 alphanumeric characters to specify the lot reference allocated by the supplier.

Functions

Grades (F13)

Use this to display the Grade History Enquiry Details window for this lot.

Status (F14)

Use this to display the Stock Status History Enquiry Details window for an existing lot.

Potency (F15)

Use this to display the [Potency](#) History Enquiry pop-up for this lot.

Adjust Active Ingredient (F16)

Use this to display the Adjust Active Ingredient window.

Cert of Conformance (F17)

Use this to display the Maintain C-of-C Reference pop-up.

Customs Details (F18)

Use this to display the Customs Details Window for the lot.

Note: This function is only displayed if Country Specific parameter 00069 Russian Function is active.

Text (F21)

Use this to display the Maintain Text pop-up to enter or select a [Usage](#) Code and a Language Code for multi-lingual text entry. Press Enter to display the Lot Reference Text pop-up. Use this window to enter text in your selected language. This text is displayed or printed on external documentation, for example, despatch notes, according to the [usage](#) code selected.

Note: You specify your customer's default language in Customer Details Maintenance in Sales Order Processing. You can override this default language by entering a different language code when **Additional Overrides (F16)** is available.

Note: Language codes do not need to be selected in order to print text in the native language.

Press Enter to validate your entries and select a function to continue. Alternatively, press Enter again to re-display the Lot Header Maintenance Selection window.

Adjust Active Ingredient Window

To display this window, select **Adjust Active Ingredient (F16)** on the Lot Header Maintenance Details window.

Use this window to modify the current [potency](#) level for a lot of the selected item. This change applies to the whole lot, irrespective of its location.

The top of the window displays the item number, item description and lot number of the selected lot.

Fields

Potency

This field displays the current [potency](#) of the lot.

Quantity

This field displays the current quantity of items attached to your selected lot, displayed in the item's issue unit.

Total Potent Units

This field displays the total potent units for your selected lot. Inventory calculates this as:

Quantity x Current [Potency](#) % = Total Potent Unit

New [Potency](#)

Specify the new [potency](#) using up to nine numeric characters, including five decimal places. Negative values are not allowed.

Note: [Potency](#) is a percentage, so the [potency](#) you specify here is the number of parts of active ingredient per hundred parts.

Reason Code

Enter a two-character alphanumeric [reason code](#).

Alternatively, use the prompt facility to select from the PRSC [Potency Reason Code](#) pop-up.

Note: When you press Enter, Inventory will calculate and display the following information:

New Potent Units

This field displays the total potent unit for your selected lot using the new [potency](#) level in the Quantity x [Potency](#) % calculation.

Potency Change

This field displays the difference between the original total potent units and the new potent units. It can be positive or negative.

Select **Update (F8)** to update the lot header details and [potency](#) history.

Maintain C-of-C Reference Pop-up

To display this pop-up, enter a new Certificate of Conformance and then select **Cert of Conformance (F17)** on the Lot Header Maintenance Details window.

Use this pop-up to complete the Certificate of Conformance criteria before the lot is received into Inventory.

See the Advanced Order Entry product guide for details on creating Certificates of Conformance.

Fields

Code

Enter a relevant code for the criteria you need for this Certificate of Conformance.

Alternatively, use the prompt facility to select from the Characteristic Values pop-up.

Functions

Text (F21)

Use this to display the Maintain Text pop-up where you enter or select a [Usage](#) Code and a Language Code for multi-lingual text entry. For more information, see the Maintain Text Pop-up section in the Maintenance chapter of this product guide.

Select **Update (F8)** to save these details and re-display the Lot Header Maintenance Details pop-up.

Customs Details Window

To display this window, select **Customs Details (F18)** on the Lot Header Maintenance Details window.

You use this window to modify the customs details for the lot.

Fields

Country of Origin

Enter the country that the item was imported from/manufactured in.

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

Customs Declaration number

Enter the customs declaration number for the goods.

Tariff Code

Enter the tariff code for the lot.

Include in invoice print

Use thick checkbox to indicate whether the customs details should be included in the invoice print

Unchecked (0) – To exclude the customs details from the invoice print

Checked (1) – To include the customs details in the invoice print

Maintain Grade [2/INL]

Note: *You can use this task if you have specified that your item requires grade details recorded against it.*

Use this task to alter the grade of a lot. The change in grade applies to the whole lot, irrespective of where the lot is located.

Grade Maintenance Selection Window

To display this window, select the **Maintain Grade** task.

Use this window to select the item whose current grade details you want to maintain.

Fields

Item

Enter an item code. This item must have grading requirements defined to it when you set the item up using the Items maintenance task.

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

Note: The item must be lot-controlled, batch-controlled or serial-controlled.

Press Enter to display the Grade Maintenance Detail window.

Grade Maintenance Detail Window

To display this window, enter an item code and then press Enter on the Grade Maintenance Selection window.

Use this window to view a list of all the lots associated with the selected item.

Options

Maintain Grade

Use this to change the grade for this lot.

Grade History

Use this to display the Grade History Enquiry Details window for the selected lot.

Lot Header

Use this to display the Lot Header Details pop-up for the selected lot.

Lot Trace Enquiry

Use this to display the Lot Trace Enquiry Details window for the selected item.

Select an option to display the next window. Alternatively, select **Exit (F3)** to leave the task.

Maintain Grade Pop-up

To display this pop-up, select **Maintain Grade** against the lot you want to maintain on the Grade Maintenance Detail window.

Use this pop-up to maintain the grade for the selected lot. Existing information is displayed.

Fields

Grade

Enter a grade.

Alternatively, use the prompt facility to select from the GRAD Grade pop-up.

Reason Code

Enter a code describing why the grade is amended.

Alternatively, use the prompt facility to select from the RSCD Grade [Reason Codes](#) pop-up.

Press Enter to update the details and return to the Grade Maintenance Detail window.

Lot Transformation [12/INL]

Use this to enter the details of lots to be split or transformed. The status of each original lot remains constant while you maintain target lot header details.

You can use this if part of a lot has failed QA and you need to freeze it, whilst the remainder of the lot is of a good quality and should remain in an available status.

For [Catchweight](#) items, you can also transfer the secondary values. There are three different processes:

- When the entire [balance](#) is transformed and the entire secondary is also assigned to the new lot, batch or serial number, it does not need to be specified.
- For partial transformations of [Catchweight](#) type 1 and 2 items, the actual secondary value must be captured.
- For [Catchweight](#) type 3 items and items with a secondary [unit of measure](#), the nominal secondary value is always calculated for partial and full transformations.

Record Lot Transformation Selection Window

To display this window, select the **Lot Transformation** task.

Use this window to select the [stockroom](#) that this transaction affects and the date, reference information and reason for the transaction.

Caution: If user stockroom authorisation is active you cannot perform this transaction if you are not authorised to the stockroom.

Fields

Stockroom

You must enter the code of an existing [stockroom](#).

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: In order to perform a lot transformation both receipt and issue transactions must be permitted in the selected [stockroom](#).

Issue transactions are not permitted from a bonded [warehouse](#), therefore lot transformations are also not permitted in these types of [warehouses](#)

Reference Type

Enter the transformation type, using up to three alphanumeric characters.

Alternatively, use the prompt facility to select from the TRAN Movement Reference Type pop-up.

Date

Enter or select the date of the lot transformation. This defaults to today's date.

Narrative

Enter the narrative, or description, associated with this lot transformation, using up to twenty alphanumeric characters.

Reason Code

Enter a [reason code](#).

Alternatively, use the prompt facility to select from the MOVR Movement [Reason Code](#) pop-up.

Record Lot Transformation Details Window

To display this window, enter your selection criteria and then press Enter twice on the Record Lot Transformation Selection window.

Use this window to enter details of multiple lots you want to split or transform. The status of the original lots will remain constant, while you maintain the target lot header details.

Fields

Item

Enter the required item.

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

Movement Qty

Specify the quantity you want to subtract from the first lot and transfer to the second lot, using up to eleven characters, including three decimals.

From Lot

Enter the originating lot, using up to fifteen alphanumeric characters. This lot must exist in your selected [stockroom](#).

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

Quantity Units

Enter the [unit of measure](#) for the quantity.

Alternatively, use the prompt facility to select from the Purchase/Issue Unit Selection pop-up.

To Lot

Enter the lot to receive the transferred items, using up to fifteen alphanumeric characters. This can be an existing lot or a new lot. In the case of an existing lot, the items are added to the total [physical stock](#) for that lot and the frozen or available [balance](#) as appropriate.

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

Narrative

You can amend the text, if necessary.

Reference Type

You can amend the reference type, if necessary.

You can use the prompt facility to select from the TRAN Movement Reference Type pop-up.

Date

You can enter or select a different date, if necessary.

Reason Code

You can amend the reference type, if necessary.

You can use the prompt facility to select from the MOVR Movement [Reason Code](#) pop-up.

Press Enter to display the Lot Header Details pop-up.

Note: If you use [Catchweight](#), for items which are [Catchweight](#) category 1 or 2, when you first press Enter the Secondary Value Entry pop-up is displayed.

Options**Amend**

Use this to bring the details down to the entry fields at the base of the window

Modify any details as necessary and then press Enter to accept the changes.

Lot Header Details

Use this to display the Lot Header Details pop-up for the lot displayed in the From Lot/To Lot field.

Functions**From Lot Details/To Lot Details (F13)**

Use this to toggle between displaying the From Lot field and the To Lot field.

Once you have completed the lot header details for this transaction, press Enter to validate your entries and then select **Update (F8)** to process the transformation.

Lot Header Details Pop-up

To display this pop-up, press Enter on the Record Lot Transformation Details window.

Use this pop-up to view any current or default lot header details for the To Lot, so that you can amend them. The values specified here are valid for the whole lot, even if parts of the lot are located in different [stockrooms](#).

You must complete these details to process the lot transformation.

Fields

Production Date

This is the date of manufacture, or receipt, for this lot. The field will default to the current date but can be any previous date. If you do not enter this date, Inventory calculates it back from the expiry date using the shelf life of the item.

If you receive the lot into either Purchase Management or Production, you must enter either a production data or expiry date. If you receive the lot into Inventory, the fields are not mandatory.

This only applies when you receive the item lot for the first time. Once the lot exists, you cannot maintain either the production or expiry date.

Production Time

Note: This field is only displayed if you have **checked** the Display Lot Times field on the Lot Header Parameters Maintenance pop-up in the Items maintenance task.

Once you have created the lot, you cannot change this information.

Expiry Date

This is the date on which the shelf life of the item expires.

If you do not enter this information, the software calculates this date by adding the shelf life to the production date. If you receive the lot in Purchase Management or Production, you must enter either a production or expiry date. If you receive via Inventory, the fields are not mandatory.

Once the lot exists, the production and expiry dates are not maintainable.

Expiry Time

Note: This field is only displayed if you have **checked** the Display Lot Times field on the Lot Header Parameters Maintenance pop-up in the Items maintenance task.

This is the time at which the shelf life of the item expires.

First Available Date

Enter or select a date, which must be greater than or equal to the production date.

Inventory will normally freeze all lots with the [first available date](#) greater than the current date. If you do not enter or select a date, Inventory generates it by adding the release time to the production date.

First Available Time

Note: This field is only displayed if you have **checked** the Display Lot Times field on the Lot Header Parameters Maintenance pop-up in the Items maintenance task.

Enter a time for memo purposes only. If the production date is equal to the [first available date](#), the [first available time](#) must be greater than or equal to the production time.

Last Available Date

Enter or select a date, which must be greater than the [first available date](#) but less than or equal to the expiry date.

The IN Stock Status Monitor will normally freeze all lots with a [last available date](#) less than the current date if there is no stock status. Inventory will generate the date if you do not enter one.

Note: For more information, see the Lot/Grade/[Potency](#) Introduction section.

Last Available Time

Note: This field is only displayed if you have **checked** the Display Lot Times field on the Lot Header Parameters Maintenance pop-up in the Items maintenance task.

Enter a time. If the expiry date is equal to the [last available date](#), the [last available time](#) must be less than or equal to the expiry time.

Status Code

Enter a stock status code.

Alternatively, use the prompt facility to select from the STKS Stock Status pop-up.

The stock status code is used as an override to the availability dates to determine if a lot quantity is available or classed as [frozen stock](#).

If you leave the stock status blank, the availability dates are used to move stock in and out of the frozen state.

You can divide stock statuses into available or unavailable using the seven-digit Limit field held against the stock status description codes in the Inventory [Descriptions file](#). If you set the seventh digit to 1, the stock status indicates that the lot is unavailable. If this last digit is set to any other value, the lot is available.

Reason Code

Enter a [reason code](#).

Alternatively, use the prompt facility to select from the MOVR Movement [Reason Code](#) pop-up.

You must select a code if you change the stock status code, or if it is blank initially, to indicate why you have changed the status of the lot.

Potency

This is the [potency](#) of the whole lot, irrespective of the [stockroom](#) in which the lot is located.

Note: This field is displayed if the [Potency](#) Required field for the item is **checked** on the Lot Header Parameters Maintenance pop-up.

Note: [Potency](#) is a percentage, so the [potency](#) you specify here is the number of parts of active ingredient per hundred parts.

Grade

Enter a grade code.

Alternatively, use the prompt facility to select from the GRAD Grade pop-up.

This is the grade of the whole lot, irrespective of the [stockroom](#) in which the lot is located.

Note: This field is displayed if the Grade Required field for the item is **checked** on the Lot Header Parameters Maintenance pop-up.

C-of-C Reference

Enter a Certificate of Conformance reference, associated with a C-of-C defined in Advanced Order Entry, to be assigned to this lot. You enter the values for this C-of-C when you first receive the lot into Inventory.

Note: This field is only displayed if you are using Advanced Order Entry, and you have specified that this item requires a Certificate of Conformance on the Default Ordering window in Maintain Inventory Item. (See the Advanced Order Entry product guide for an explanation of Certificates of Conformance.)

Supplier's Lot Ref

Enter up to 36 alphanumeric characters to specify the lot reference allocated by the supplier.

Functions**Grades (F13)**

Use this to display the Grade History Enquiry Details window for this lot.

Status (F14)

Use this to display the Stock Status History Enquiry Details window for an existing lot.

Potency (F15)

Use this to display the [Potency](#) History Enquiry pop-up for this lot.

Adjust Active Ingredients (F16)

Use this to display the Adjust Active Ingredient window.

Cert of Conformance (F17)

Use this to display the Maintain C-of-C Reference pop-up.

Text (F21)

Use this to view any existing item text. For more information, see the Item Text Pop-up section in the Maintenance chapter of this product guide.

Note: When you press Enter to confirm these details, the Record Lot Transformation Details window is re-displayed, with the new line displayed in the top part of the window. The quantity units and [cost](#) per unit default from the From lot. To toggle between the From lot and the To lot, select **From Lot Details/To Lot Details (F13)**.

Press Enter to confirm these details and re-display the Record Lot Transformation Details window.

Enquire on Grade [21/INL]

Use this task to view the grades defined to a particular item.

Stock Status Re-calculation [11/INL]

Use this task to process all lots currently with [physical stock](#). It uses the current date and the first and [last available dates](#) of each lot to determine whether the lot quantity should be available or frozen. This task checks all lots regardless of status. Any change in stock status applies to the whole lot across all [stockrooms](#).

This task affects two stock [balance](#) values: available and frozen. The actual quantity of the lot does not change and the equation is not affected by this procedure: Physical = Available + Allocated + Frozen. The procedure reviews dates and stock status if the stock monitor is not running.

Note: The Stock Status recalculation takes into account the Freeze Tolerance and the Freeze on Expiry attribute of an attribute when deciding whether to freeze or unfreeze a Lot.

Note: It is recommended that you include this task as part of your Day Start procedure. For more information, contact your System Manager.

Stock Balance Re-calculation Window

To display this window, select the **Stock Status Re-calculation** task.

Use this window to select the stock [balance](#) you want to re-calculate.

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to the stockroom. If you enter a range of stockrooms then you must be authorised to all stockrooms in the entered range.

Fields

Item

Enter an item number.

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

Lot

Enter a lot reference.

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

From Stockroom

Enter a [stockroom](#) code.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

To Stockroom

Enter a [stockroom](#) code.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: You can leave each of these fields blank to re-calculate all lots of all items in all [stockrooms](#) that have a blank status code.

Press Enter to confirm your selection and then select **Submit (F8)** to submit the re-calculation.

Grade Enquiry Selection Window

To display this window, select the **Enquire on Grade** task.

Use this window to select the item.

Fields

Item

Enter the item reference code of the item whose grade details you want to view.

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

Press Enter to display the Grade Enquiry Details window

Grade Enquiry Details Window

To display this window, specify an item and then press Enter on the Grade Enquiry Selection window.

Use this window to view the selected item number and item description and a list of valid lots, with associated grades and grade descriptions.

Options

Grade History

Use this to display the Grade History Enquiry Details window for this lot.

Lot Header

Use this to display the Lot Header Details pop-up for this lot.

Lot Trace Enquiry

Use this to display the Lot Trace Enquiry Details window for this lot.

Select the option to view the enquiry you require or select **Exit (F3)** to leave the enquiry.

Enquire on Grade History [22/INL]

Use this task to view any changes to the grade details recorded against a lot, batch or serial reference for an item.

Grade History Enquiry Selection Window

To display this window, select the **Enquire on Grade History** task.

Use this window to select the item and lot reference numbers for which you want to view grade history details.

Fields

Item

Enter the item reference number for the item whose grade details you want to view.

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

Lot Number

Enter the specific lot, batch or serial reference number of the item.

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

Press Enter to display the Grade History Enquiry Details window.

Grade History Enquiry Details Window

To display this window, select an item code and lot number and then press Enter on the Grade History Enquiry Selection window.

Use this window to view the grade history of the lot, in date order. To modify the grade associated with this lot, use the Maintain Grade task.

Fields

Grade

This field displays all valid grades that have been recorded against your particular item and lot reference number combinations. These codes are set up under major type GRAD in the Inventory [Descriptions file](#).

Description

This field displays the description of the grade codes.

Date Changed

This field displays the date on which the grade change took place.

User

This field displays the user name of the person who last updated the lot grade.

Reason

This field displays the [reason code](#) attached to the grade change.

Functions

Lot Header (F13)

Use this to display the Lot Header Details pop-up.

Lot Trace (F14)

Use this to display the Lot Trace Enquiry Details window.

Select **Exit (F3)** to leave the enquiry.

Enquire on Stock Status [23/INL]

Use this enquiry to view the status of all lots associated with a particular item or [stockroom](#). You can to select frozen or available lots, or all lots with a specific stock status code.

Stock Status Enquiry Window

To display this window, select the **Enquire on Stock Status** task.

Use this window to select all lots associated with an item, [stockroom](#) or subset of items.

Fields

Date

The date defaults to today's date.

Enter Any One of the Following Mandatory Fields

Available

Use this checkbox as follows:

Unchecked - Not to select this criterion

Checked - To view stock [balances](#) and current stock status only for [available stock](#)

Frozen

Use this checkbox as follows:

Unchecked - Not to select this criterion

Checked - To view stock [balances](#) and current stock status only for [frozen stock](#)

All

Use this checkbox as follows:

Unchecked - Not to select this criterion

Checked - To view stock [balances](#) and current stock status of all lot-controlled stock

Stock Status

Enter a stock status code, using up to two alphanumeric characters, to view stock [balances](#) for stock that has that stock status code.

You can use the prompt facility to select from the STKS Stock Status pop-up.

The Following Are Optional

Note: You can select any of these fields to restrict the scope of the enquiry.

Item

Enter a lot-controlled item reference number to restrict the enquiry to this item only.

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

Lot

Enter a lot number associated with the specified item. You cannot specify a lot number without first specifying the item.

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

Stockroom

Enter the [stockroom](#) to which you wish to restrict the enquiry, using a two-character alphanumeric code. If this field is left blank, all [stockrooms](#) will be included in the enquiry.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Item From

Enter an item, using up to fifteen alphanumeric characters. This will be the start of the range of items. If you leave the Item To field blank, the application will select all lot-controlled items ordered alphanumerically after this item.

You can use the prompt facility to select from the Item Master Scan pop-up.

Item To

Enter an item, using up to fifteen alphanumeric characters. This will specify the last item in the range.

If you specify a [stockroom](#) and a range of items, the enquiry will be restricted to those items within the range in that [stockroom](#). If you leave the [stockroom](#) blank, all [stockrooms](#) will be checked for items within the range.

You can use the prompt facility to select from the Item Master Scan pop-up.

Press Enter to display the Stock Status Enquiry Available and Frozen Lots window.

Stock Status Enquiry Available and Frozen Lots Window

To display this window, select your enquiry criteria and then press Enter on the Stock Status Enquiry window.

Use this window to view the available and [frozen stock balances](#) and stock status codes for all lots that fulfil the selections made on the previous window.

Options**Lot Header Details**

Use this to display the Lot Header Details pop-up.

Lot Trace Details

Use this to display the Lot Trace Enquiry Details window.

Allocations

Use this to display any allocations made against the selected lot on the Allocations Enquiry pop-up.

This option is only available if you are using Advanced Order Entry. Frozen lots with existing allocations are marked with an * for lot header, to view the lot header details.

Note: The lot quantity will display in reverse image if its status is not derived from the availability date range for the lot. This can occur when the stock status is manually adjusted.

Select an option. Alternatively, select **Exit (F3)** to leave the enquiry.

Enquire on Stock Status History [24/INL]

Use this task to view the past status of stock for a specific item and lot reference number combination.

Stock Status History Enquiry Selection Window

To display this window, select the **Enquire on Stock Status History** task.

Use this window to select the item and lot number combination on which you want to enquire.

Fields

Item

Enter the item code for the item on which you want to enquire.

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

Lot Number

Enter the specific lot, batch or serial reference number on which you want to enquire.

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

Press Enter to display the Stock Status History Enquiry Details window.

Stock Status History Enquiry Details Window

To display this window, enter the item and lot number and then press Enter on the Stock Status History Enquiry Selection window.

The item reference number, item description and lot number specified on the previous window are displayed at the top of this window. When you enter the stock status enquiry, summary information is displayed. This includes:

- Stock status and description
- [Stockroom](#) where the lot is located
- Stock [balances](#) that are affected by changes in the stock status
- [Available stock](#), [frozen stock](#) and the net change in the two [balances](#)

Functions

Detail/Summary (F13)

Use this to toggle between detail and summary information.

Lot Detail (F14)

Use this to display the Lot Header Details pop-up for this lot.

Lot Trace (F15)

Use this to display the Lot Trace Enquiry Details window for this lot.

Select **Exit (F3)** to leave the enquiry.

Enquire on Potency [25/INL]

Use this task to view any [potency](#) details recorded against a specific item and [stockroom](#) combination.

Potency Enquiry Selection Window

To display this window, select the **Enquire on [Potency](#)** task.

Use this window to select the criteria for your enquiry.

Fields

Item

Enter the item code for the item on which you want to enquire.

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

Stockroom

Enter the [stockroom](#) that stocks the item on which you want to enquire.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Press Enter to display the [Potency](#) Enquiry Details window

Potency Enquiry Details Window

To display this window, enter an item and [stockroom](#) and then press Enter on the [Potency](#) Enquiry Selection window.

Use this window to view the actual and previous level of [potency](#) for the selected lot. Both the item and lot number are displayed at the top of the window, with the associated information displayed in date order, by [stockroom](#), underneath.

Fields

Lot Number

This field displays the lot number references associated with your selected item.

Potency %

This field displays the current [potency](#) of the lot.

Quantity

This field displays the quantity of the item in the lot.

Total Potent Units

This field displays the total potent units for your selected lot. Inventory calculates this as:

Quantity x Current [Potency](#) % = Total Potent Units

Note: [Potency](#) is a percentage, so the [potency](#) displayed here is the number of parts of active ingredient per hundred parts.

Options**Potency History**

Use this to display the [Potency](#) History Enquiry pop-up for this lot.

Lot Header Details

Use this to display the Lot Header Details pop-up for the selected lot.

Lot Trace Enquiry

Use this to display the Lot Trace Enquiry Details window for the selected lot.

Select your enquiry criteria and then press Enter to continue.

Potency History Enquiry Pop-up

To display this pop-up, select **Potency History** against a lot on the Potency Enquiry window.

The item reference number, item description and lot number are displayed at the top of the pop-up, with the following information in date order:

- The date of the change in the level of [potency](#) for the batch
- The new [potency](#)
- The quantity affected by the change in [potency](#)
- The resulting potent units (Quantity Affected x [Potency](#) %= Resulting Potent Units)
- The [reason code](#) for the change in [potency](#) (as defined in the Inventory [Descriptions file](#) under major type MOVR)

If you want to amend the [potency](#) of part of a batch, select Lot Transformation.

Select **Previous (F12)** to re-display the previous window.

Enquire on Lot Trace [26/INL]

Use this task to follow the receipt and issue of items associated with a particular lot, as well as identifying where a lot has been moved between [stockrooms](#).

Lot Trace Enquiry Selection Window

To display this window, select the **Enquire on Lot Trace** task.

Use this window to select the item and lot you want to trace.

Fields

Item

Enter the item whose lot you want to trace, using up to fifteen alphanumeric characters.

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

Lot

Enter the lot number for the item, using up to fifteen alphanumeric characters.

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

Stockroom

Enter the [stockroom](#) you want to view, using up to two alphanumeric characters.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

From Date/To Date

Enter or select a range of dates to restrict the display of movements.

Note: If you specify a date range, the From date must be less than the To date. If you do not specify a To date, it will default to the From date.

Movement Type

Enter a single-character alphanumeric code.

Alternatively, use the prompt facility to select from the MVTP [Movement Type](#) Description pop-up.

Press Enter to display the Lot Trace Enquiry Details window.

Lot Trace Enquiry Details Window

To display this window, select an item, lot and movement combination and then press Enter on the Lot Trace Enquiry Selection window.

Alternatively, select **Lot Trace Enquiry** on any other enquiry window.

Use this window to view the receipts and issues of the selected item and lot combination. The item and lot details are displayed at the top of the window.

Fields

Date

This field displays the date of the receipt or issue for each lot.

Type

This field displays the type of transaction carried out for this item.

Order/Reference

This field displays the reference recorded for a transaction.

Sub-Reference

This field displays the sub-reference recorded for a transaction.

Note: You can use up to 33 characters to create the reference for works order-less production transactions (codes M, N and W). In this case the reference is made up as follows:

I = Item reference of up to 15 characters

R = Route code of 1 character (with a space either side)

F = Work-in-Progress Lot Number of up to 15 characters

Customer Supplier

This field displays the customer or supplier associated with the transaction. This information is taken from the Sales Order for a customer and the Purchase Order for a supplier.

Issue Units [Unit Name]

The field displays the amount of items associated with this lot/transaction, in the primary [unit of measure](#).

If you are using [Catchweight](#), select **Quantity (or Short Description) (F9)** to display the amount of items in either the primary [unit of measure](#) or the secondary [unit of measure](#).

Options

Movement Details

Use this to display the Inventory Movements Summary window.

(For more information, see the Inventory Movements Summary Window section in the Inventory Enquiries chapter of this product guide.)

Order Enquiry

Use this to display the Production Order Enquiry window.

Forward/Backward

Use this to display the Forward/Backward Trace pop-up.

Functions

Quantity/(Short Description) (F9)

This is a toggle that is only displayed when [Catchweight](#) is used for this company.

Select **Quantity (F9)** to display the quantity of the item in the Quantity fields in the primary [unit of measure](#).

Select **(Short Description) (F9)**, where (Short Description) is the 9-character description of the secondary [unit of measure](#), to display the quantity of the item in the (Short Description) secondary [unit of measure](#).

Lot Header Details (F13)

Use this to display the Lot Header Details pop-up.

Potency History (F15)

Use this to display the [Potency](#) History Enquiry pop-up.

Select one of the options against an item to view further details for your chosen item.

Forward/Backward Trace Pop-up

To display this pop-up, select **Forward/Backward** against an item on the Lot Trace Enquiry Details window.

Use this pop-up to display production orders and receipts for your chosen item. Use **Issues/Receipts F13** to toggle between them. Use the Backwards trace to display component issues associated with a works order receipt and the Forwards trace to display finished goods receipts associated with a works order issue.

Options

Select

Use this to select the receipt or order you want to view.

Functions

Issues/Receipts (F13)

Use this to toggle between issues and receipts recorded for this item.

Select **Exit (F3)** to leave the enquiry.

Lot Header Defaults Audit [31/INL]

Select the **Lot Header Defaults Audit** task.

This report provides a print of the header defaults for each lot-controlled inventory item.

The information printed is the current default header details for each item, with additional entries of any changes made to the header details since this audit report was last run.

There are no selection criteria involved in this task. Select **Confirm Submit (F8)** to submit the report.

Report by Shelf Life [32/INL]

Use this report to print details of lots in a [stockroom](#) that are frozen or available on a specified date.

Shelf Life Report Selection Window

To display this window, select the **Report by Shelf Life** task.

Fields

Date

This field defaults to today's date.

Enter Any One of the Following Mandatory Fields

Available

Use this checkbox as follows:

Unchecked - Not to select this criterion

Checked - To print stock [balances](#) and current stock status only for [available stock](#)

Frozen

Use this checkbox as follows:

Unchecked - Not to select this criterion

Checked - To print stock [balances](#) and current stock status only for [frozen stock](#)

All

Use this checkbox as follows:

Unchecked - Not to select this criterion

Checked - To print stock [balances](#) and current stock status of all lot-controlled stock

Include Zero Lots

Use this checkbox as follows:

Unchecked - Not to select this criterion

Checked - To print zero lot [balances](#)

Note: This may be chosen together with any one of the other four fields but not by itself.

Stock Status

Enter a two-character alphanumeric code if you want to print stock [balances](#) for stock that has the particular stock status code specified.

Alternatively, use the prompt facility to select from the STKS Stock Status pop-up.

The Following Are Optional

You can select some of these additional fields to restrict the scope of the report.

Item

Enter a lot-controlled item reference number to restrict the report to this item only.

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

Lot

Enter a lot number associated with the item specified above. This field cannot be specified independently of the Item field. An entry in this field will restrict the enquiry to that lot only.

Alternatively, you can use some of the following fields:

Stockroom

You can optionally enter the [stockroom](#) to which you wish to restrict the report, using up to two alphanumeric characters. If this field is left blank, all [stockrooms](#) will be included in the report.

You can use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Item From

You can optionally enter an item, using up to fifteen alphanumeric characters. This will be the item from which items will be selected. If no To item is specified, the application will select all lot-controlled items ordered alphanumerically after this item.

You can use the prompt facility to select from the Item Master Scan pop-up.

Item To

You can optionally enter an item, using up to fifteen alphanumeric characters, to specify the last lot-controlled item in the range.

If a [stockroom](#) is specified and a range of items is specified, the report will be restricted to those items within the range in that [stockroom](#). If the [stockroom](#) is left blank, all [stockrooms](#) will be checked for items within the range.

You can use the prompt facility to select from the Item Master Scan pop-up.

Select **Submit (F8)** to submit the batch job to print the report.

Introduction to Packaging Requirements

You can use Packaging Requirements both to analyse and 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 use Packaging Requirements to 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 Item Inventory Company you must:

- **Check** the Packaging Reporting field on the Maintain Company Profile window
- Set up the Packaging Reporting Country
- Select **Yes** in the Packaging Reporting field for each item 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 item that you want to track.

Maintain Country Details [1/INK]

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**
To apportion the responsibility for each member of the supply chain
- **Default Responsibilities**
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**
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 window.*

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 you want to maintain.

Options

Amend

Use this to alter the details for the reporting country.

Delete

Use this to delete the details 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 or select **Add Country (F10)** to display the Maintain Packaging Reporting Country Detail window.

Maintain Packaging Reporting Country Detail Window

To display this window, select **Amend** against a country 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 and change existing details for the selected packaging reporting country.

Fields

Country

Enter the country code.

If you are amending existing country details, this field is for information only and you cannot change it.

Note: You can only set up one set of packaging reporting details for each country.

Reporting Frequency

Select one of the following to define how often you need to produce the report:

Monthly (1) (default)

Quarterly (2)

If you are amending existing country details, this field is for information only and you cannot change it.

Reporting Format

Enter a valid report format or leave this field blank to use the standard report format.

You can use the prompt facility to select from the GDFT Packaging Reporting Format pop-up.

Note: You can define a report format using the Inventory [Descriptions file](#) code GDFT.

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 are using 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 existing 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 existing 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 valid [Tax Code](#).

Alternatively, use the prompt facility to select from the [Tax Code](#) Selection pop-up.

Reporting Address

You must enter the address where you need to submit your packaging data.

Target Recovery/Target Recycling

Enter the required percentages for target recovery and target recycling.

You use these fields when tracking responsibilities to compound with the derived responsibility. For example, if the amount of packaging you must recover is 25Kg, and you have set Target Recovery to 40% with Target Recycling set to 8%, you must recover 10Kg of packaging and recycle 2Kg of packaging during this period.

Functions

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 be available.

Select **Update (F8)** to validate and save the information entered. Then select **Previous (F12)** to return to the Maintain Packaging Reporting Country Selection window.

Maintain Responsibilities Pop-up

To display this pop-up, select **Responsibilities (F13)** on the Maintain Packaging Reporting Country Detail window.

Use this pop-up 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 Country Detail window.

Fields

Resp

Enter a responsibility code.

Alternatively, use the prompt facility to select from the GDRC Packaging Responsibility Codes pop-up.

Resp %

Enter the percentage responsibility for each member of the supply chain.

The total responsibility for the supply chain cannot exceed 100% for either recycling or recovery.

Note: If the total responsibility does not equal 100%, you get a warning message 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 is only displayed when the Enhanced Features option is on.

In order to stop imports that are subsequently supplied against the same item code from being counted twice, this facility will link a responsibility to the 'direction' of the transaction. The directions are simply outbound (0) and inbound (1). Inventory Description 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

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 tasks. For example, for a factored item, the import responsibilities are manufacture, conversion and filling. The outbound responsibilities are selling. For an item you consume, the inbound responsibilities are manufacture, conversion and filling, and there are no outbound responsibilities.

Options

Select

Use this to select the item.

The item details transfer to the fields at the bottom of the window so you can change the responsibility % and default.

Delete

Use this to remove the current item.

You cannot delete the item if you have set responsibility overrides.

Select **Update (F8)** to validate and save the information. Then select **Previous (F12)** to return to the Maintain Packaging Reporting Country Detail window.

Packaging Codes Details Window

To display this window, select **Packaging Codes (F14)** on the Maintain Packaging Reporting Country Detail window.

Use this window to define the packaging codes used for the current country. Use **Page Up** and **Page Down** to see additional Category Codes when appropriate.

Note: If the *Enhanced Features* option is active, the Packaging Category [Unit of Measure \(UoM\)](#) validation is against the secondary [UoMs](#). The use of the secondary [UoMs](#) and their related conversion factors makes the entry of item-related details easier.

Options

Amend

Use this to alter the packaging code definition on the Amend Packaging Details pop-up.

Delete

Use this to remove the packaging code definition.

Functions

Add (F6)

Use this to add new packaging code definitions.

Select **Amend** against a definition or select **Add (F6)** to display the Add/Amend Packaging Details pop-up.

Add/Amend Packaging Details Pop-up

To display this pop-up, select **Amend** against a line on the Packaging Codes Details window.

Alternatively, select **Add (F6)** on the Packaging Codes Details window.

Use this pop-up to add or alter the packaging details.

Note: *If you are amending an existing packaging definition, the title of the pop-up is Amend Packaging Details. If you are adding a packaging definition, the title of the pop-up is Add Packaging Details.*

Fields

Packaging Code

Enter a packaging code that is unique within this country. Enter a description for 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. The categories can be user-defined (see the Maintain Packaging Categories Pop-up section for more information).

You can use the prompt facility to select from the Packaging Category Selection pop-up.

Tax Code

Enter the [Tax Code](#) for the packaging. You only need to do this in Germany.

You can use the prompt facility 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 Detail 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

Use this to alter the average packaging details for the packaging code.

Delete

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** against a packaging code or select **Add (F6)** to display the Add Average Packaging Details pop-up. Alternatively, select **Previous (F12)** to return to the Maintain Packaging Reporting Country Detail window.

Add Average Packaging Details Pop-up

To display this pop-up, select **Amend** against a packaging code on the Average Packaging Details per Despatch window.

Alternatively, select **Add (F6)** on the Add Average Packaging Details per Despatch window.

Use this pop-up to add or amend 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 in order to calculate the total units used

Divide (1) - To divide the despatch quantity by the units per despatch in order to calculate the total units used

Press Enter to validate the information and then select **Update (F8)** to save. Select **Previous (F12)** to display the Packaging Codes Details window.

Maintain Packaging Categories Pop-up

To display this pop-up, select **Packaging Categories (F16)** on the Maintain Packaging Reporting Country Detail window.

Use this pop-up to maintain the packaging categories for the selected packaging reporting country.

Options

Select

Use this to select the packaging category.

The Add/Amend Packaging Category pop-up is displayed.

Delete

Use this to remove the packaging category.

Functions

Add (F6)

Use this to add a new packaging category.

The Add/Amend Packaging Category pop-up is displayed.

Select a packaging category or select **Add (F6)** to display the Add/Amend Packaging Category pop-up. Alternatively, select **Previous (F12)** to display the Maintain Packaging Country Detail window.

Add/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.

Use this pop-up to add or alter the packaging category.

Note: *If you are amending an existing packaging category, the title of the pop-up is Amend Packaging Category. If you are adding a packaging category, the title of the pop-up is Add Packaging Category.*

Fields

Category Code

Enter a category code that is unique within this country.

Description

Enter a description for the packaging category.

Note: If you are amending the packaging category, you cannot change the category code but you can change the description.

Unit

Enter the unit for the category.

You can use the prompt facility to select from the Units of Measure pop-up.

Press Enter to update the information and return to the Maintain Packaging Categories pop-up.

Maintain Item Details [2/INK]

Use this task to define country-specific information about the packaging that you need for each item. You can condition the packaging definition for an item dependent on the quantity despatched.

For example:

Beer:

Per litre = 50 grams aluminium

Per 10 litres = 500 grams aluminium + 2 grams plastic + 4 grams cardboard

Per 100 litres = 5000 grams aluminium + 20 grams plastic + 40 grams cardboard + 1 kg wood pallet

Note: Before you can define the packaging information, you need to select **Yes** in the *Packaging Reporting Item* field on the *Maintain Inventory Item* window.

Country Item Packing Details Selection Window

To display this window, select the **Maintain Item Details** task.

Use this window to select the item for which you want to maintain packing details.

Fields

Item

Enter the item 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 Reporting Country 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 items. It allows packaging details to be based on another item. This is irrelevant when you are using **Link to Item (F16)**. It is also irrelevant when you are amending existing packaging details.

You can use the prompt facility to select from the Item Master Scan pop-up.

When you are adding packaging details for the first time, the Base On item chosen must either have packaging details or be linked to an item that has packaging details. These details are populated into the new item.

Functions

Link to Item (F6)

Use this to display the Link to Item pop-up. Many items will have the same packaging details. This function reduces the data-entry effort by enabling an item's packaging details to be linked to that of an equivalent item.

Note: If you have not defined packaging details, select **Add (F6)** to display the Enter Item Packaging Details pop-up and then select the country. For more information, see the Enter Item Packaging Details Pop-up section.

Enter an item code and a country code and then press Enter to display the Country Item Packaging Codes Details window.

If the item selected has a linked item, you will be reminded to use the function to see the linked item.

Link to Item Pop-up

To display this pop-up, enter an item and/or a country and then select **Link to Item (F6)** on the Country Item Packing Details Selection window.

Use this pop-up to link to an item whose packing details you want to use for your selected item.

Fields

Item

Enter a link item code. Packaging details must exist for this link item and country.

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

Functions

Update (F8)

This is only available when the item entered has been successfully validated.

Once validation of the item is successful, select **Update (F8)** to perform the update and display the Country Item Packaging Codes Details window.

Country Item Packaging Codes Details Window

To display this window, enter an item code and country code and then press Enter on the Country Item Packaging Details Selection window.

Use this window to enter or amend the item packaging details.

Options

Amend

Use this to alter the packaging details.

Delete

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 item definition being maintained.
- Maintenance of this item attribute is deemed to be responsibility of the "owning" company.

Functions

Add (F6)

Use this to add new packaging details. The Enter Item Packaging Details pop-up is displayed.

Quantity Breaks (F16)

Use this to add new despatch quantity breaks. The Select Additional Packaging Quantity Breaks pop-up is displayed.

Note: If this function is not available, select **Issue Units (F21)** to return to the Issue Units display.

Responsibilities (F17)

Use this to define the recycling and recovery responsibilities of each member of the supply chain. The Override Responsibilities pop-up is displayed.

Select Country (F18)

Use this to select a new country to define packaging information for this item. The Packaging Reporting Country Selection pop-up is displayed.

Issue Units (F21)

Use this to display the Packaging Details per Issue Unit. You can only use this when the packaging details per quantity breaks are displayed.

Include BOM Packaging (F22)

This is useful for manufactured items, providing the ability to derive the packaging details from the packaging material items 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 item 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 item 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 Item Packaging Details Selection window.

Enter Item Packaging Details Pop-up

To display this pop-up, select **Add (F6)** on the Country Item Packaging Codes 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.

Use this pop-up to add and amend the packaging details for the selected item.

Fields

Packaging Code

Enter the item 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 are defining 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 as kilograms, cases, or metres.

It defaults to the Category [UoM](#), but it is validated against the Secondary [UoMs](#).

You can use the prompt facility to select from the Units of Measure pop-up.

Note: If it is preferable 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 how you want to operate.)

Multiply or Divide

Enter one of the following:

0 - To multiply the packaging units by issue units

1 - To divide the packaging units by issue units

Packaging Level

Primary, secondary and tertiary packaging levels are identified by a single character packaging level.

You can use the prompt facility to select from the SYLV System Setting - Packaging Level pop-up.

Allowable values are 1, 2 and 3 with initial titles defined in the Inventory [Descriptions file](#) under major type SYLV. These can be changed as required.

Functions

Include BOM Packaging (F22)

This is useful for manufactured items, providing the ability to derive the packaging details from the packaging material items 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 item 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 item 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 Items Packaging Codes Details window.

Select Additional Packaging Quantity Breaks Pop-up

To display this pop-up, select **Quantity Breaks (F16)** on the Country Item Packaging Codes Details window.

Use this pop-up to select quantity breaks for which you want to display the packaging details. You can also:

- Add packaging details for a new quantity break
- Display the packaging details for existing quantity breaks

For example, you may have defined the issue unit for a bottled beer as cases, but the item can also be packaged in cardboard cases, with twelve bottles per case. It can also be stocked in pallets with ten cases per pallet, shrink-wrapped in polythene.

In this instance, you would need to create packaging quantity breaks for:

- One issue unit, in this example, one case
The packaging details would be twelve bottles and one case.
- Ten issue units or one pallet
The packaging details would be ten cases, one pallet and one unit of polythene shrink-wrap.

Options

Select

Use this to select the quantity break for which you want to display the item packaging details. The Country Item Packaging Codes Details window is displayed, showing the packaging details for the specified quantity break.

Note: Select **Issue Units (F21)** to display the Country Item Packaging Codes Details window for the Issue Unit.

Functions

Add (F6)

Use this to add the packaging details for a new quantity break.

Select **Add (F6)** and then enter a quantity break figure in the New Break field and press Enter to display the Enter Item Packaging Details pop-up.

Override Responsibilities Pop-up

To display this pop-up, select **Responsibilities (F17)** on the Country Item Packaging Codes Details window.

Use this pop-up to override the country default packaging responsibilities at the item level.

Fields

Responsibility

Enter one of the following:

- 0 - To exclude the item from the responsibility calculations
- 1 - To include the item in the responsibility calculations

Select **Update (F8)** to display the Country Item Packaging Codes Details window.

Packaging Reporting Country Selection Pop-up

To display this pop-up, select **Select Country (F18)** on the Country Item Packaging Codes Details window.

Use this pop-up to select a new packaging reporting country.

Options

Select

Use this to select the country you want to define.

Note: If you have no item packaging details set up for the country selected, the Enter Item Packaging Details pop-up is displayed.

Select the appropriate country to display the Country Item Packaging Codes Details window.

Select Route Pop-up

To display this pop-up, select **Include BOM Packaging (F22)** on the Country Item Packaging Codes 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 Item Pack subfile refreshed. You can then change or add additional details.

You can use the prompt facility to select from the Select Route pop-up.

Processing summary:

- The approach to drilling down the BOM is based on the Production Indented Enquiry.
- 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 item, 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 item. As you 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, the packaging details for the linked item 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, 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 Item Packaging Codes Details window.

Customer/Item Overrides [3/INK]

Use this task to override responsibilities for packaging on the customer item. 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 item responsibility overrides, regardless of the responsibility settings for Sales Channels, Country and Item.*

Customer/Item Responsibility Overrides Country Selection Window

To display this window select the **Customer/Item Overrides** 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 Reporting Country Selection pop-up.

Enter a country and then press Enter to display the Customer/Item Responsibility Overrides Selection window.

Customer/Item Responsibility Overrides Selection Window

To display this window, enter a country and then press Enter on the Customer/Item Responsibility Overrides Country Selection window.

Use this window to select the customer and item for which you want to enter packaging overrides.

Fields

Country

This field displays the selected country.

Item

Enter the item code.

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

Customer

Enter the customer code and delivery sequence.

You can use the prompt facility on the first field to select from the Customer Scan pop-up.

Functions

Customer Scan by Item (F6)

Use this to display a list of all the customers and delivery sequences that apply to the item.

To display the Override Responsibilities window, enter a country, item, customer code and delivery sequence and then press Enter.

Selection of Customer to be Maintained Window

To display this window, select **Customer Scan by Item (F6)** on the Customer/Item Responsibility Overrides Selection window.

Use this window to select the customer overrides you want to maintain.

Fields

Position To

Use this to position the display starting at the value entered in these fields.

Options

Select

Use this to select the customer and delivery sequence for which you want to enter responsibility overrides.

Select a customer to be maintained to display the Customer/Item Responsibility Overrides window.

Customer/Item Responsibility Overrides Window

To display this window, enter an item, customer code and delivery sequence and then press Enter on the Customer/Item Responsibility Overrides Selection window.

Alternatively, select a customer on the Selection of Customer to be Maintained window.

Use this window to enter packaging responsibilities for the customer and item. These responsibilities override the default responsibilities set up for the packaging country.

Note: Only Outbound responsibilities can be selected if the Enhanced Features option is on.

Fields

Responsibility

Use this checkbox 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 display the Customer/Item Responsibilities Override Selection window.

Sales Channel Overrides [4/INK]

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 item, but these are overridden by any responsibility overrides defined for the customer.*

Sales Channel Responsibility Overrides Window

To display this window, select the **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.

Country

Enter the country.

Alternatively, use the prompt facility to select from the Packaging Reporting Country Selection pop-up.

Complete the Sales Channel and Country fields 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.

Use this pop-up to enter the packaging responsibilities for the selected sales channel.

Fields

Responsibility

Use this checkbox 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 display the Sales Channel Responsibility Overrides window.

Maintain Calendar [5/INK]

Use this task 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 upon which you want to base the new profile.

Options

Select

Use this to select the calendar profile that you want to change.

Print

Use this to print the calendar profile.

Enter a calendar code and year and optionally the profile and year upon which the new calendar should be based, to display the Inventory Calendar/Year Maintenance Detail window so that you can add a new calendar profile.

Alternatively, select an existing calendar for amendment. This also displays the Inventory Calendar/Year Maintenance Detail window.

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 are maintaining or creating.

Fields

Calendar Code/Year

These fields display the chosen calendar code and year.

Description (Untitled)

Enter a description for the calendar profile.

Number of Periods per Year

Enter the number of periods in the year (either 12 or 13 periods).

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) (default) - Where you have the same working days each week

Cyclic Week (2) - Where the working days changes over a number of weeks cycle (you can have up to a five-week cycle)

Period (3) – Period

Note: The next 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 next Inventory Calendar/Year Maintenance window. The window that is displayed depends on the template type you specify here.

Inventory Calendar/Year Maintenance (Standard Week) Window

To display this window, set the Template Type 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 Weekly Template

Enter one of the following to set up the standard weeks for one or more weeks:

0 - Non-working day

1 - Working day

Note: Use the fields at the bottom of the window to define five alternative weekly templates if required.

Press Enter to validate the data you have specified and then press Enter again to display the Inventory Calendar/Year Maintenance Holiday Detail window.

Inventory Calendar/Year Maintenance (Cyclic Week) Window

To display this window, set the Template Type to **Cyclic Week** 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 Weeks Templates

You can set up cyclic week templates for one or more weeks.

Use this checkbox as follows:

Unchecked - Non-working day

Checked - Working day

Number of Weeks

Enter a value between one and five to determine the number of weeks that are in your cycle.

Press Enter to validate the data you have specified and then press Enter again to display the Inventory Calendar/Year Maintenance Holiday Detail window.

Inventory Calendar/Year Maintenance (Period) Window

To display this window, set the Template Type 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 either the 12 or 13 periods you have specified for this calendar year.

Fields

Period Template for Period

Set up the working day pattern for the specified period.

Use this checkbox as follows:

Unchecked - Non-working day

Checked - Working day

Functions

Skip to Holidays (F8)

Use this to display the Inventory Calendar/Year Maintenance Holiday Detail window 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 (Standard Week) window, Inventory Calendar/Year Maintenance (Cyclic Week) window, or Inventory Calendar/Year Maintenance (Period) window without maintaining the details.

Alternatively, press Enter to validate the data you have specified on the Inventory Calendar/Year Maintenance (Standard Week) window, Inventory Calendar/Year Maintenance (Cyclic Week) window, or Inventory Calendar/Year Maintenance (Period) window and then press Enter again.

Use this window to define the dates of any works holidays.

Fields

Holidays

From

Enter the start date of the holiday.

To

Enter the end date of the holiday.

Select **Update (F8)** to save the information and display the Inventory Calendar/Year Maintenance window.

Extract Data from Inventory [11/INK]

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.

Note: 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/INK]

Use this 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 Window

To display this window, select the **Update Period/Quarter** task.

Use this window to select the country you want to update.

Fields

Country

Enter the country whose details you want to update.

Alternatively, use the prompt facility to select from the Packaging Reporting Country Selection pop-up.

Enter a country and then press Enter to display the Update Quarter/Year window.

Update Quarter/Year Window

To display this window, select the country whose details you want to update and then press Enter on the Update Quarter/Year Country Selection window.

Use this window to select the quarter, period and year that you want to update.

Fields

Country

This field displays the selected country.

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/INK]

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 a country and period and then press Enter to display the Corrections and Adjustments Detail window.

Corrections and Adjustments Detail Window

To display this window, enter a country and 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, select **Amend** against a correction 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. Alternatively, to display this window in Amend mode, select **Amend** against a correction on the Corrections and Adjustments Detail window.

Use this window to enter the adjustment details.

Fields

Packaging Code

Enter the packaging code for the adjustment.

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

If you are amending the adjustment, this field is for information only.

Responsibility

Enter the person who has responsibility for the adjustment.

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

If you are amending the adjustment, 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.

Domestic or Foreign

Enter a valid code.

Alternatively, use the prompt facility to select from the SYDF System Setting - Domestic pop-up.

Packaging Level

Enter a valid packaging level.

Alternatively, use the prompt facility to select from the SYLV System Setting - Packaging Level pop-up.

Account

You can optionally enter an account code.

Branch

You can optionally enter a branch code.

Press Enter to add or update the details and return to the Corrections and Adjustments Detail window.

Enquire on Country Details [21/INK]

Use this task to view the details 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.

Fields

Position To

Enter the country you want to display and select **Position To (F19)** in order to position the cursor to that line.

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 have specified.

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 on which you wish to enquire and then press Enter on the Packaging Reporting Countries Enquiry Selection window.

Use this window to view the details for the packaging reporting country. The fields on this window are the same as those on the Maintain Packaging Reporting Country Detail window.

Functions

Responsibilities (F13)

Use this to display the packaging responsibilities for each section of the supply chain on the Responsibilities Enquiry pop-up.

Packaging Codes (F14)

Use this to display the defined packaging codes on the Packaging Details Enquiry window.

Average Packaging (F15)

Use this to display the average packaging used per despatch on the Average Packaging Details per Despatch Enquiry window.

Packaging Categories (F16)

Use this to display the defined packaging categories on the Packaging Categories Enquiry pop-up.

Select an option or select **Exit (F3)** to leave the enquiry.

Responsibilities Enquiry Pop-up

To view 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 **Previous (F12)** to return to the previous window.

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 Item Details [22/INK]

Use this task to look at the packaging details for the item.

Country Item Packaging Details Enquiry Selection Window

To display this window, select the **Enquire on Item Details** task.

Use this window to select the item and country for which you want to view details.

Fields

Item

Enter the item for which you want to view packaging details.

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

Country

Enter the code for the country.

Alternatively, use the prompt facility to select from the Packaging Reporting Country Selection pop-up.

Press Enter to display the Country Item Packaging Details Enquiry window.

Country Item Packaging Details Enquiry Window

To display this window, specify the item and packaging reporting country and then press Enter on the Country Item Packaging Details Enquiry Selection window.

Use this window to view the packaging details for the item displayed. You can view the details for one issue unit or for the defined quantity breaks.

A highlighted message is displayed if the selected item has a Linked to Item. The details from that linked item 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 the function you require or select **Exit (F3)** to leave the enquiry.

Packaging Payments [31/INK]

Use this report task 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 **Packaging Payments** task.

Use this window to specify the country and period range for which you want to produce this report.

Note: *This task is only available for companies with Extended Packaging Features switched off.*

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 starting period or quarter for the payment report.

To

Enter the finishing period or quarter for the payment report.

Select **Submit (F8)** to submit the job to print the report.

Packaging Adjustments [32/INK]

Use this report task to show all the packaging adjustments made for the specified period or quarter.

Packaging Adjustment Report Selection Window

To display this window, select the **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 require 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 require the adjustment report.

Select **Submit (F8)** to submit the job to print the report.

Packaging Usage [33/INK]

Use this report task 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 **Packaging Usage** task.

Use this window to select the country and periods that are to be the subject of your report.

Note: *This task is only available for companies with Extended Packaging Features switched off.*

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

This field displays the current period.

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

Yearly Report Required

Enter one of the following:

1 - To produce the yearly report

2 - Not to produce the yearly report

Note: If you are producing the yearly report and you set the Advance Period flag, the year is also advanced, as long as an Inventory Data Extract has been run for every period of the year.

Select **Submit Job (F8)** to run the report and, where relevant, advance the period.

Delete Historical Data [42/INK]

Use this task to delete the historical data from the Packaging Extract file. The Packaging Extract file is produced when you run Extract Data from Inventory. 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 period of the data you are deleting.

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 Erased

Enter the last period or quarter for which you want to erase the data.

Period End Date

Enter the end date of the last period you want to erase.

Press Enter to remove the historical data.

Create Historical Data [43/INK]

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 are creating.

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.

Inventory Valuation Introduction

There are three main features in the Inventory Valuation. These are:

- [Stockroom](#) Fiscal Close
Use this to close a [stockroom](#) period and open the next. You can then process all movements within a [stockroom](#) period together.
- Stock Journal Report
Use this to produce a report for each [stockroom](#) at each inventory period end. You can choose to produce the report automatically as part of the [Stockroom](#) Fiscal Close.
- LIFO Re-valuation
Use this to re-value stock on a Last In First Out (LIFO) basis. You would normally only run this at the year end.

You can activate Inventory Valuation company by company.

You can also enter an override [cost](#) for selected items or [item groups](#). These [costs](#) will override all other [costs](#) for that item and group.

Maintain Descriptions [1/INV]

Use this task to create and maintain description codes for Inventory Management valuation. For more information, see the Maintenance chapter of this product guide.

Costing Analysis [2/INV]

Use this task to enter an override [cost](#) manually for selected items or [item groups](#). The latest or [average cost](#) to be overridden is displayed, as are the start and close dates for the period or the year to date.

You can override the [costs](#) for a selected period or for the year to date, for both [stockroom](#) items and [stockroom](#) valuation groups.

Costing Analysis Maintenance Selection Window

To display this window, select the **Costing Analysis** task.

Use this window to select the [stockroom](#), item or valuation group and period for which you want to enter an override [cost](#).

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to the stockroom.

Fields

Stockroom

Enter the code of the [stockroom](#) where the item or [item group](#) is situated.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: You must enter a [stockroom](#) in combination with either an item or an [item group](#).

Note: If the Extended Stockroom Authorisation function is activated you must be authorised to the stockroom entered.

Item Valuation Group

Enter the item valuation group.

Alternatively, use the prompt facility to select from the PGMN [Item Group](#) - Minor pop-up.

Leave this field blank if you enter an item code.

Note: You can set up item valuation groups in Item Maintenance by selecting **Maintain Pricing Groups (F19)**.

Item

Enter the item code.

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

The item must be a [stockroom](#) item for the selected [stockroom](#). Leave this field blank if you have entered an item valuation group code.

Year

Enter the year in which the fiscal period to be maintained falls. This defaults to the current year.

Period

Enter the period number for the stock movement of the item that you want to enter or amend.

Summary Level

Select one of the following:

Period (1) - To override the [cost](#) for the period selected

Year to Date (2) - To override the [cost](#) for the year to date

Press Enter to accept the window details and to display the [Costing](#) Analysis Maintenance Detail window.

Costing Analysis Maintenance Detail Window

To display this window, enter the required details and then press Enter on the [Costing](#) Analysis Maintenance Selection window.

Use this window to enter the [costing](#) analysis details for the item or group, [stockroom](#) and period selected.

Fields**Start Date**

This field displays the first date of the selected period.

Close Date

If you have run a period end update, this field displays the end date of the period.

Latest Cost

This field displays the calculated [latest cost](#).

Average Costs

The first field displays the average calculated for the selected period. An average over the last three periods, previous period and previous but one period are also displayed.

Note: The [cost](#) calculations may or may not include miscellaneous receipts; this depends on the setting of your company profile flag Include Miscellaneous Receipts.

Manual Cost Override

Enter a new [average cost](#) value to override the calculated [average cost](#) for the period selected.

Note: This is the value used when you select Manual [Cost](#) as the valuation method on the LIFO Re-valuation windows.

Press Enter to accept the new [cost](#). This updates the manual [cost](#) and re-displays the selection window.

Stockroom Fiscal Close, Trial [11/INV]

You can run the [stockroom](#) fiscal close either manually or automatically. When you are running the fiscal close in manual mode you can run either a trial or an update close.

Note: You cannot select either [Stockroom](#) Fiscal Close task unless you have defined your Inventory Company Method of Close as Manual.

The two [stockroom](#) fiscal close tasks operate in the same way. The difference between the two is:

- Trial
Use this task to accumulate values, up to the cut-off date selected, for analysis purposes, before the final update close. This also produces a report of items selected for the trial close. You can select the level of detail of the report and the sorting order for the details.
- Update
Use this task to close either a site or selected [stockrooms](#) at the existing stock levels. The final summary stock movements are accumulated up to the entered cut-off date and the period is closed. You can choose to produce a report of the closed stock movements.

Note: You must close all [stockrooms](#) associated with the site for the previous period.

Stockroom Fiscal Close Trial Selection Window

To display this window, select the **Stockroom Fiscal Close - Trial** task.

Use this to accumulate values, up to the cut-off date selected, before the final update close. This also produces a report of items selected for the trial close. You can select the level of detail of the report and the sorting order for the details.

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to any of the stockrooms associated with the stockroom site specified.

Fields

Year

Enter the year in which the fiscal period to be closed falls. This defaults to the current year.

Period

Enter the period number for the [stockroom](#) period being closed. This defaults to the current period.

Cut-off Date

Enter or select the last date for the collection of the data. This defaults to the current date.

Note: The summary movement details are accumulated from the last time a [stockroom](#) fiscal close was run (trial or update) to the specified Cut-Off Date.

Site

If you want to include all the [stockrooms](#) in a site, enter a site code.

Alternatively, use the prompt facility to select from the [Stockroom](#) Site Selection pop-up.

Leave this field blank if you want to produce the report for a list or range of [stockrooms](#).

Stockroom

Select one of the following:

Range (1) - If you want to close a range of [stockrooms](#)

List (2) - If you want to close a list of [stockrooms](#)

Leave this field blank if you have entered a site.

Note: If you want to close a range of [stockrooms](#), you must perform a fiscal close for every [stockroom](#) in the range for the previous period.

Primary Sequence

Select the primary sequence by entering one of the following:

1 (default) - Item (1)

2 - Movement date

3 - [Movement type](#)

Alternatively, use the prompt facility to select from the SJSQ Stock Journal Sequence pop-up.

Secondary Sequence

Select the secondary sequence by entering one of the following:

1 - Item

2 (default) - Movement date

3 - [Movement type](#)

Alternatively, use the prompt facility to select from the SJSQ Stock Journal Sequence pop-up.

Report Content

Select one of the following:

Detail (1) - To produce a report with stock movement transaction details

Summary (2) - To produce a summary report giving transaction quantities and values posted for the period

Both (3) (default) - To produce both reports

If you selected a site, the batch processes are submitted and the report produced.

If you selected **Range** in the [Stockroom](#) field, the [Stockroom](#) Fiscal Close window ([Stockroom](#) Range) is displayed.

If you selected **List (2)** in the [Stockroom](#) field, the [Stockroom](#) Fiscal Close window ([Stockroom](#) List) is displayed.

Press Enter to validate your entries and then select **Submit (F8)**.

Stockroom Fiscal Close Window (Stockroom Range)

To display this window, select **Range** in the [Stockroom](#) field and then enter the rest of the required information. Press Enter to validate your entries and then select **Submit (F8)** on the [Stockroom](#) Fiscal Close Trial Selection window.

Use this window to enter the range of [stockrooms](#) on which you want to run a fiscal close.

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to any of the stockrooms in the specified range.

Fields

Stockroom

Enter a range of [stockroom](#) codes.

You can use the prompt facility on these fields to select from the [Stockroom](#) Selection pop-up.

Note: You must close all the [stockrooms](#) in the range for the previous period.

Press Enter to validate your entries. Then select **Submit (F8)** to submit the batch process and produce the report.

Stockroom Fiscal Close Window (Stockroom List)

To display this window, select **List** in the [Stockroom](#) field and then enter the rest of the required information. Press Enter to validate your entries and then select **Submit (F8)** on the [Stockroom](#) Fiscal Close Trial Selection window.

Use this window to enter the list of [stockrooms](#) on which you want to run a fiscal close.

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to all the stockrooms in the entered list.

Fields

Stockroom

Enter the code for each [stockroom](#) 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: You must close the selected [stockrooms](#) for the previous period.

Press Enter to validate your entries. Then select **Submit (F8)** to submit the batch process and produce the report.

Stockroom Fiscal Close, Update [12/INV]

Use this task to close either a site or selected [stockrooms](#) at the existing stock levels. The final summary stock movements are accumulated up to the entered cut-off date and the period is closed.

The [Stockroom](#) Fiscal Close - Update window is the same as the [Stockroom](#) Fiscal Close - Trial window. For more information, see the [Stockroom](#) Fiscal Close - Trial Selection Window [11/INV] section.

LIFO Re-valuation

You can run Last in/First out (LIFO) re-valuation as a trial or as a live update task. Stock is re-valued on your selected [average costs](#) of either:

- Average annual receipt unit [cost](#)
- [Average cost](#) of receipt over the last three periods
- Documented (manually entered) unit [cost](#)

You normally run the re-valuation at the year-end. You can run re-valuation for a selected site or [stockroom](#) for a specified period. You can only perform a LIFO re-valuation on [stockrooms](#) that are under fiscal control.

Note: *You can run the trial LIFO Re-valuation at any time.*

The re-valuation can be accumulative. The net gain at the year end is re-calculated and includes previous years' closing stock values. The result can be a levelling out of current stock values affecting overall profit levels. The closing stock value is defined by the [cost](#) of any net gains plus the accumulated value of any remaining stock, based on a last in first out view of the remaining [cost](#) summaries from previous years.

Generated adjustments and LIFO [cost](#) summaries are generated at item or [stockroom](#) level. A report is produced giving the new closing stock value.

If you run a trial LIFO re-valuation, a report is printed but the Inventory data is not adjusted. If you run an update LIFO re-valuation, the Inventory data is adjusted. You can also purge LIFO [balances](#) and print the report.

Note: *During a LIFO re-valuation, all items in a group are updated with the same [cost](#). Therefore, when you define an [item group](#), make sure you only include items of the same or similar values.*

LIFO Re-valuation, Trial [13/INV]

Use this task to submit a re-valuation on the basis of last in first out stock, for a selected site or [stockrooms](#) for a chosen period. You can include the previous year's LIFO re-valued stock in the trial re-valuation.

You select the valuation method for calculating the [average cost](#) for the period. You can generate a trial re-valuation at any time.

LIFO Re-valuation Trial Window

To display this window, select the **LIFO Re-valuation Trial (Processing)** task.

Use this window to enter the details for the trial LIFO re-valuation.

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to any of the stockrooms associated with the selected site.

Fields

Year

Enter the year in which the fiscal period to be re-valued falls. This defaults to the current year.

Period

Enter the period number for the [stockroom](#) period being closed. This defaults to the current period.

Site

Enter a site for the LIFO re-valuation.

Alternatively, use the prompt facility to select from the [Stockroom](#) Site Selection pop-up.

Leave this field blank if you want to re-value by [stockroom](#).

Stockroom

Select one of the following:

Range (1) - If you want to re-value the stock for a range of [stockrooms](#)

List (2) - If you want to re-value the stock for a list of [stockrooms](#)

Leave this field blank if you have entered a site.

Note: The [stockrooms](#) you select for trial re-valuation must be either open for the current period or closed for the previous period.

Valuation Method

Select one of the following re-valuation methods for the closing stock:

Annual Average (1) (default) - To re-value any net gain in stock on the [average cost](#) of receipts over the year to date

Last 3 Months Average (2) - To re-value any net gain in stock on the [average cost](#) of receipts over the previous three months

Manual [Cost](#) (3) - To re-value any net gain in stock, using the manual override entered on the [Costing](#) Analysis Maintenance Detail window

Note: If you want to do a LIFO re-valuation by Manual [Cost](#), all of the items in all of the [stockrooms](#) selected must have a manual [cost](#) override. If only a few items need a manual [cost](#), transfer all the stock to a temporary [stockroom](#), update the manual [costs](#), define the opening [balances](#), fiscally close the [stockroom](#), re-value the stock and then transfer the stock back to the original [stockroom](#).

When there is a net reduction in stock, the stock is re-valued at an earlier year's [costs](#) and the LIFO stock [balances](#) for the previous years' are reduced.

Purge Existing LIFO records

Use this checkbox as follows:

Unchecked - To keep all previous LIFO summary records

Checked - To remove all previous LIFO summary records

Note: If the LIFO re-valuation produces a higher stock valuation, the [costs](#), in general, are falling. In this situation, purging the previous years' LIFO summary [balances](#) produces a lower stock valuation.

Press Enter to validate your entries. Then select **Submit (F8)**.

If you selected a site, the batch processes are submitted and the report is printed.

If you selected **Range** in the [Stockroom](#) field, the LIFO Re-valuation window ([Stockroom](#) Range) is displayed.

If you selected **List** in the [Stockroom](#) field, the LIFO Re-valuation window ([Stockroom](#) List) is displayed.

LIFO Re-valuation Window (Stockroom Range)

To display this window, select **Range** in the [Stockroom](#) field and then enter the rest of the required information. Press Enter to validate your entries and then select **Submit (F8)** on the LIFO Re-valuation Trial window.

Use this window to enter the range of [stockrooms](#) for which you want to do a LIFO re-valuation.

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to all of the stockrooms in the entered range.

Fields

Stockroom

Enter a range of [stockroom](#) codes you want to select for the period close. The selected [stockrooms](#) must be open for the current period or closed for the previous period.

You can use the prompt facility on these fields to select from the [Stockroom](#) Selection pop-up.

Press Enter to validate your entries. Then select **Submit (F8)** to start the batch processes and print the report.

LIFO Re-valuation Window (Stockroom List)

To display this window, select **List** in the [Stockroom](#) field and then enter the rest of the required information. Press Enter to validate your entries and then select **Submit (F8)** on the LIFO Re-valuation Trial window.

Use this window to enter the list of [stockrooms](#) for which you want to do a LIFO re-valuation.

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to all of the stockrooms in the entered list.

Fields

Stockroom

Enter the list of [stockrooms](#) you want to be re-valued. The selected [stockrooms](#) must be open for the current period or closed for the previous period.

You can use the prompt facility on these fields to select from the [Stockroom](#) Selection pop-up.

Press Enter to validate your entries. Then select **Submit (F8)** to start the batch processes and print the report.

LIFO Re-valuation, Update [14/INV]

Use this task to submit a re-valuation on the basis of last in first out stock, for a selected site or [stockrooms](#) for a chosen period. You can include the previous years' LIFO re-valued stock in the trial re-valuation.

You select the valuation method for calculating the [average cost](#) for the period. You can also specify whether a report is printed and previous LIFO records are purged.

The LIFO Re-valuation Update task adjusts the inventory LIFO summary data. You can also choose to use this task to update the [costs](#) and generates value-only stock movements whereas the LIFO Re-valuation Trial task only produces a report.

Note: If you choose to Generate Inventory Adjustments then the update of inventory Material Cost will discard any previously entered non-base currency value for the Material Cost.

LIFO Re-valuation Update Window

To display this window, select the **LIFO Re-valuation Update** task.

Use this window to enter the details for the LIFO Re-valuation.

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to all of the stockrooms associated with the entered site.

Fields

Year

This defaults to the current year. Enter the year in which the fiscal period you want to enter falls.

Period

Enter the period number for the [stockroom](#) period being closed.

Site

Enter a site for the re-valuation update.

Alternatively, use the prompt facility to select from the [Stockroom](#) Site Selection pop-up.

Leave this field blank if one or more [stockrooms](#) are to be selected.

Stockroom

Select one of the following:

Range (1) - If you want to re-value the stock for a range of [stockrooms](#)

List (2) - If you want to re-value the stock for a list of [stockrooms](#)

Leave this field blank if you have entered a site.

Note: The [stockrooms](#) you select for re-valuation must be fiscally closed.

Valuation Method

Select one of the following re-valuation methods for the closing stock:

Annual Average (1) - To re-value any net gain in stock on the [average cost](#) of receipts over the year to date

Last 3 Months Average (2) - To re-value any net gain in stock on the [average cost](#) of receipts over the previous three months

Manual [Cost](#) (3) - To re-value any net gain in stock using the manual override entered on the [Costing](#) Analysis Maintenance Detail window

Note: If you want to do a LIFO re-valuation by manual [cost](#), all of the items in all of the [stockrooms](#) selected must have a manual [cost](#) override. If only a few items need a manual [cost](#), transfer all the stock to a temporary [stockroom](#), update the manual [costs](#), define the opening [balances](#), fiscally close the [stockroom](#), re-value the stock and then transfer the stock back to the original [stockroom](#).

Print Valuation Report

Use this checkbox as follows:

Unchecked - Not to print a valuation report

Checked - To produce a valuation report listing summary records for the period or year to date

The report includes opening quantities and values, receipts, issues and the average unit [costs](#) for your selected valuation method. It also includes LIFO valuation details for remaining quantity, unit [cost](#), extended value and closing stock quantities, unit [costs](#) and values for the year whether for a net gain or net loss.

Generate Inventory Adjustments

Use this checkbox as follows:

Unchecked - Not to adjust inventory item [costs](#) with re-valued [costs](#)

Checked - To update unit [costs](#) and generate value-only stock movements as specified on the Inventory Adjustment Criteria section of the LIFO Re-valuation Update [Stockroom](#) Range or List window

Purge Existing LIFO records

Use this checkbox as follows:

Unchecked - To keep all previous LIFO summary records

Checked - To remove all previous LIFO summary records

Press Enter to validate your entries. Then select **Submit (F8)**.

If you selected a site and are not updating [costs](#), the batch processes are submitted and the report is printed.

If you selected a site and are updating the [costs](#), or selected a [stockroom](#) list or range, the LIFO Re-valuation Update [Stockroom](#) Range or List window is displayed.

LIFO Re-valuation Update Stockroom Range Window

To display this window, select **Range** in the [Stockroom](#) field and then select **Submit (F8)** on the LIFO Re-valuation Update window.

Use this window to select the range of [stockrooms](#) that you want to include in the re-valuation update, or to enter the Inventory adjustment criteria if you have specified that you want to update the [costs](#).

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to all of the stockrooms in the entered range.

Fields

Year

This field displays the current year and cannot be changed.

Period

This field displays the current period and cannot be changed.

Note: The information held in the next four fields defaults from the values entered on the LIFO Re-valuation Update window.

Stockroom

Enter a range of [stockrooms](#) that you want to update. You can enter a single [stockroom](#), or leave these fields blank to include all [stockrooms](#).

You can use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: These fields are not displayed if you entered a site code on the LIFO Re-valuation Update window.

Inventory Adjustment Criteria

Note: The inventory adjustment criteria are only displayed if you **checked** the General Inventory Adjustments field on the LIFO Re-valuation Update window.

Standard Costed Items

Select one of the following:

Update [Standard Cost](#) (1) (default) - To update the [standard costs](#) with the re-valued unit [costs](#)

Update All [Costs](#) (2) - To update the standard, latest and [average costs](#) with re-valued unit [costs](#)

Caution: If you have chosen to Update Standard Costs any previously entered non-base currency Material Cost for an item will be discarded when this process updates the Material Cost.

Actual Costed Items (L/A/F)

Select one of the following:

Update Actual [Costs](#) (1) (default) - To update the actual [costs](#) (latest, average and [FIFO](#)) with the re-valued [costs](#)

Update All [Costs](#) (2) - To update the standard and actual [costs](#) with the re-valued unit [costs](#)

Ref. No. Date & Type

In the first field, enter a reference number for the adjustment transaction.

In the second field, enter or select a date. This defaults to the current date.

In the third field, enter a valid reference type to identify the re-valuation adjustment. Alternatively, use the prompt facility to select from the TRAN Movement Reference Type pop-up.

Narrative

Enter a brief note, using up to 20 alphanumeric characters, on the adjustment.

Reason Code

Enter a valid [reason code](#) to be reported with the [cost](#) adjustment item.

Alternatively, use the prompt facility to select from the MOVR Movement [Reason Code](#) pop-up.

Select **Submit (F8)** to process the re-valuation.

LIFO Re-valuation Update Stockroom List Window

To display this window, select **List** in the [Stockroom](#) field and then enter the rest of the required information. Press Enter to validate your entries and then select **Submit (F8)** on the LIFO Re-valuation Update window.

Use this window to enter the list of [stockrooms](#) for which you want to do a LIFO re-valuation or to enter the Inventory adjustment criteria if you have specified that you want to update the [costs](#).

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to all of the stockrooms in the entered list.

Fields

Year

This field displays the current year and cannot be changed.

Period

This field displays the current period and cannot be changed.

Stockroom

Enter a list of [stockroom](#) codes.

You can use the prompt facility on these fields to select from the [Stockroom](#) Selection pop-up.

Note: These fields are not displayed if you entered a site code on the LIFO Re-valuation Update window.

Note: You must close the selected [stockrooms](#) for the previous period.

Inventory Adjustment Criteria

Note: The inventory adjustment criteria are only displayed if you **checked** the General Inventory Adjustments field on the LIFO Re-valuation Update window.

Standard Costed Items

Select one of the following:

Update [Standard Cost](#) (1) (default) - To update the [standard costs](#) with the re-valued unit [costs](#)

Update All [Costs](#) (2) - To update the standard, latest and [average costs](#) with re-valued unit [costs](#)

Caution: If you have chosen to Update Standard Costs any previously entered non-base currency Material Cost for an item will be discarded when the process updates the item Material Cost..

Actual Costed Items (L/A/F)

Select one of the following:

Update Actual [Costs](#) (1) (default) - To update the actual [costs](#) (latest, average and [FIFO](#)) with the re-valued [costs](#)

Update All [Costs](#) (2) - To update the standard and actual [costs](#) with the re-valued unit [costs](#)

Ref. No. Date & Type

In the first field, enter a reference number for the adjustment transaction.

In the second field, enter or select a date. This defaults to the current date.

In the third field, enter a valid reference type to identify the re-valuation adjustment. Alternatively, use the prompt facility to select from the TRAN Movement Reference Type pop-up.

Narrative

Enter a brief note, using up to 20 alphanumeric characters, on the adjustment.

Reason Code

Enter a valid [reason code](#) to be reported with the [cost](#) adjustment item.

Alternatively, use the prompt facility to select from the MOVR Movement [Reason Code](#) pop-up.

Press Enter to validate your entries. Then select **Submit (F8)** to start the batch processes and print the report, if you have chosen to produce one.

Report by Stock Movements [21/INV]

Use this task to print a stock valuation report. You can choose from a range of dates, from a site, a range of [stockrooms](#) or individual [stockrooms](#). You can also select the order of the report and the level of detail. You can produce either a full list of stock journal movements for a selected period or an ad hoc selection. You can produce the ad hoc report for a list, or range, of items, [movement types](#) and dates.

Stock Movements Print Selection Window

To display this window, select the **Report by Stock Movements** task.

Use this window to enter the selection criteria for the Stock Movements report.

Fields**Site**

Enter the site if you want to report on all the [stockrooms](#) at a specific site.

Alternatively, use the prompt facility to select from the [Stockroom](#) Site Selection pop-up.

Leave this field blank if you want to report on a range or list of [stockrooms](#).

Stockroom

Select one of the following:

Range (1) - If you want to report on the stock movements for a range of [stockrooms](#)

List (2) - If you want to report on the stock movements for a list of [stockrooms](#)

Leave this field blank if you have entered a site.

Report Type

Select one of the following:

Adhoc Movements (1) (default) - To produce a report for a list, or range, of items, [movement types](#) and dates specified on the following windows

Stock Journal Print (2) - To produce a full stock movements report from the last closed date, up to the cut off date specified on the following window

Primary Sequence

Select the primary sequence by entering one of the following:

1 (default) - Item

2 - Movement date

3 - [Movement type](#)

Alternatively, use the prompt facility to select from the SJSQ Stock Journal Sequence pop-up.

Primary Selection

Select one of the following to determine which primary items are displayed:

Range (1) (default) - If you want to report on the stock movements for a range of the specified primary sequence

List (2) - If you want to report on the stock movements for a list of the specified primary sequence

Note: If you are producing the Stock Journal report, you must select **Range** for the primary selection.

Secondary Sequence

Select the secondary sequence by entering one of the following:

1 (default) - Item

2 - Movement date

3 - [Movement type](#)

Alternatively, use the prompt facility to select from the SJSQ Stock Journal Sequence pop-up.

Note: The Primary Sequence and Secondary Sequence fields cannot be the same.

Report Content

Select one of the following:

Detail (1) (default) - To report on stock movement transaction details

Summary (2) - To produce a summary report giving transaction quantities and values posted for the period

Both (3) - To produce a report combining stock movement transaction details, transaction quantities and values posted for the period

Note: The exact format of the next window depends upon the information you have specified on this window.

Press Enter to validate your entries and display the Stock Movements Print Confirmation window.

Stock Movements Print Confirmation Window

To display this window, complete the required fields and then press Enter on the Stock Movements Print Selection window.

Use this window to enter the selection criteria for the Stock Movements report.

Note: *The format of the Stock Movements Print Confirmation window depends upon the information you have specified on the Stock Movements Print Selection window.*

Fields

Year

Enter the year in which the fiscal period selected falls.

This field is only displayed if you selected **Stock Journal Print** in the Report Type field on the Stock Movements Print Selection window.

Period

Enter the period for the opening [balance](#) figures to take effect.

This field is only displayed if you selected **Stock Journal Print** in the Report Type field on the Stock Movements Print Selection window.

Cut-off Date

Enter or select the last date for which to include stock movements.

This field is only displayed if you selected **Stock Journal Print** in the Report Type field on the Stock Movements Print Selection window.

Stockroom

Enter either a range of [stockroom](#) codes or a list of [stockroom](#) codes.

These fields are not displayed if you entered a site code on the Stock Movements Print Selection window.

You can use the prompt facility on these fields to select from the [Stockroom](#) Selection pop-up.

Note: You should close selected [stockrooms](#) for previous periods.

Movement Date

Enter or select either a range of dates or a list of dates from which to select movement transactions.

This field is only displayed if you selected **Movement Date** in the Primary Sequence field on the Stock Movements Print Selection window.

Item

Enter either a range of item codes or a list of item codes.

These fields are only displayed if you selected **Item** in the Primary Sequence field on the Stock Movements Print Selection window. They are not displayed if you have selected **Stock Journal Print** in the Report Type field.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Movement Type

Enter either a range of [movement types](#) or a list of [movement types](#).

These fields are only displayed if you selected **Movement Type** in the Primary Sequence field on the Stock Movements Print Selection window.

You can use the prompt facility on these fields to select from the MVTP [Movement Type](#) Description pop-up.

Press Enter to validate your selection and then select **Submit (F8)** to submit the print.

Derive Opening Balances [31/INV]

Use this task to set the opening [balances](#) for a specified starting period. You need to specify the year and period for which you want to derive the opening [balances](#).

You only need to run this task once, when you are setting up the inventory valuation.

Note: When you run a [Stockroom Fiscal Close](#), the software assumes that the opening [balances](#) have already been defined during the previous period close. This is one method of defining the initial opening [balances](#). You cannot use this with the other; [Cost Analysis Setup Maintenance](#) task combined with the [Cost Analysis Setup Update](#).

Cost Analysis Derive Opening Balances Window

To display this window, select the **Derive Opening Balances** task.

Use this window to select the period, year and [stockroom](#) for which you want to derive the opening [balances](#).

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to the stockroom.

Fields

Year

Enter the year for which you want to create the opening stock [balances](#). This defaults to the current year.

Period

Enter the period for which you want to create the opening stock [balances](#). This defaults to the current period.

Note: If the year and period selected are prior to the current year, stock movements must exist from this point onwards. Once the opening [balances](#) have been derived, perform a series of manual fiscal closes for each of the intervening periods until the previous period is closed. From this point onwards you can perform fiscal closes automatically.

Stockroom

Enter the [stockroom](#) for which you want to derive the current [balances](#).

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Note: The period and [stockroom](#) combination cannot be closed or open.

Start Date

Enter or select the date from which you want to start the opening [balances](#).

Enter the year, period, start date and [stockroom](#) and then select **Update (F8)** to create the Opening [Balances](#).

Costing Analysis Maintenance [32/INV]

Use this task to define initial opening [balances](#) before you run a [Stockroom](#) Close Function. Use this task combined with the [Cost](#) Analysis Setup Update task to set up the inventory historical data.

Note: When you run a [Stockroom](#) Fiscal Close, the software assumes that the opening [balances](#) have already been defined during the previous period close. This is one method of defining the initial opening [balances](#). You cannot use this with the other, [Derive Opening Balances](#).

You can define item period summaries so you can then manually close the [stockroom](#). Once you have manually closed the first period, the initial details are available for the following period so that you can use the normal close function.

If you have purged stock movements, you can use this task to define the movement details for the purged periods until an appropriate position has been reached and you can use the manual close function again.

Note: Once the opening [balances](#) have been derived for the purged periods, perform a series of manual fiscal closes for each of the intervening periods until the previous period is closed. From this point onwards you can perform fiscal closes automatically.

Costing Analysis Setup Maintenance Selection Window

To display this window, select the **Costing Analysis Maintenance** task.

Use this window to enter the year, period, [stockroom](#) and start date for which you want to enter initial opening [balances](#).

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to the stockroom.

Fields

Year

Enter the year in which the fiscal period to be entered falls. This defaults to the current year.

Period

Enter the period number.

Stockroom

Enter the [stockroom](#) code where the item is situated.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Start Date

Enter or select the date on which the [costing](#) analysis is to take place. This must be within the period selected. If you leave this field blank, it defaults to the first day of the period selected.

Press Enter to accept the period control details and to display the [Costing](#) Analysis Setup Maintenance Item Selection window.

Costing Analysis Setup Maintenance Item Selection Window

To display this window, press Enter on the [Costing](#) Analysis Setup Maintenance Selection window.

Use this window to enter the item for which you want to enter initial opening [balances](#).

Fields

Item

Enter the item code. The item must already exist on the Item Master file and must have been entered as a [stockroom](#) item for the selected [stockroom](#).

You can use the prompt facility on this field to select from the Item Master Scan pop-up.

Press Enter to accept the item and to display the [Costing](#) Analysis Setup Maintenance Opening Values window.

Costing Analysis Setup Maintenance Opening Values Window

To display this window, press Enter on the [Costing](#) Analysis Setup Maintenance Item Selection window.

Use this window to enter the opening quantity and value of stock, the receipts, issues, adjustments and transfers of stock in the selected period.

Fields

Opening

Enter or amend the opening quantity and value for the period to date.

Receipts (All)

Enter or amend the quantity and value for all receipts for the period to date.

Receipts (Excluding Misc.)

Enter or amend the quantity and value for all receipts posted as miscellaneous for the period to date.

Note: Data is only displayed in this field if you have set your company profile flag to Include Miscellaneous Receipts.

Issues

Enter or amend the quantity and value for all issues for the period to date.

Adjustments (Net)

Enter or amend the quantity and value for all adjustments for the period to date.

Transfers (Net)

Enter or amend the quantity and value for all transfers for the period to date.

Press Enter. The software calculates the closing [balances](#) for the period. Then press Enter again to display the [Costing](#) Analysis Setup Maintenance Previous Values window.

Costing Analysis Setup Maintenance Previous Values Window

To display this window press Enter twice on the [Costing](#) Analysis Setup Maintenance Opening Values window.

Use this window to enter the previous two periods' receipts and [costs](#).

Fields

Receipts (All) (Period-1)

Enter the quantity and value of receipts for the previous period.

Receipts (All) (Period-2)

Enter the quantity and value of receipts for the period before last.

Receipts (Excluding Misc.) (Period-1)

Enter the quantity and value of receipts, excluding miscellaneous receipts in the previous period.

Receipts (Excluding Misc.) (Period-2)

Enter the quantity and value of receipts, excluding miscellaneous receipts in the period before last.

Latest Cost (All)

Enter the [latest cost](#) of all stock.

Enter or select a date to show when the [latest cost](#) was entered.

Latest Cost (Excluding Misc.)

Enter the [latest cost](#) of all stock excluding the miscellaneous receipts.

Enter or select a date to show when the [latest cost](#) was entered.

Note: The latest and [average cost](#) calculations only include miscellaneous receipts if you have set your company profile flag to Include Miscellaneous Receipts.

Select **Update (F8)** to perform the [cost](#) update. The [Costing](#) Analysis Setup Maintenance Selection window is re-displayed.

Costing Analysis Setup Update [33/INV]

Use this task to close [stockrooms](#) manually. This task differs from the Maintenance task in that it closes the [stockroom](#) at the existing stock levels. You cannot change any stock quantities or values.

You use this task combined with the [Cost](#) Analysis Setup Maintenance task to set up the Inventory historical data.

Note: When you are doing the initial set up of the Inventory data, you either use the [Cost](#) Analysis Setup Derive Opening [Balances](#) task or use the [Cost](#) Analysis Setup Maintenance task combined with the [Cost](#) Analysis Setup Update task to create historical data.

Costing Analysis Setup Update Window

To display this window, select the **Costing Analysis Setup Update** task.

Use this window to enter the details of the [stockroom](#) and period on which you want to perform a manual close.

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to the stockroom.

Fields

Year

Enter the year in which the fiscal period to be entered falls. This defaults to the current year.

Period

Enter the period number for the [stockroom](#) period being closed.

Stockroom

Enter the code of the [stockroom](#) you want to close.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Cut-off Date

Enter or select the last date on which posting will be allowed to the [stockroom](#).

Selecting **Submit (F8)** to submit the job to close the [stockroom](#).

LIFO Define Opening Balances [41/INV]

Use this task when you begin to use LIFO re-valuation for the first time, or if an item is to be included in LIFO re-valuation for the first time.

For each [stockroom](#) item, you need to enter the original quantity, current quantity and the unit [cost](#).

Once you have created the historical LIFO Summary records, you can maintain them using the Derive Opening [Balances](#) task.

Note: The amendment function is achieved by deleting and re-writing the LIFO summary [balance](#) records. No indication is given that an existing LIFO summary record is about to be overwritten.

LIFO Analysis Setup Selection Window

To display this window, select the **LIFO Define Opening [Balances](#)** task.

Use this window to enter the year and [stockroom](#) for which you wish to enter opening stock [balances](#).

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to the stockroom.

Fields

Year

Enter the year for which you want to create stock details.

Stockroom

Enter the code of the [stockroom](#) that you are setting up with the opening [balance](#).

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Press Enter to validate the data and display the LIFO Analysis Setup Detail window.

LIFO Analysis Setup Detail Window

To display this window, enter the [stockroom](#) and year and then press Enter on the LIFO Analysis Setup Selection window.

Use this window to enter the item details for the [stockroom](#) and year displayed.

Fields

Item

Enter the item code for which you want to create opening details.

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

Unit of Measure

This field displays the [unit of measure](#).

Original Quantity

Enter the original quantity of stock.

Current Quantity

Enter the current quantity of stock.

Note: The current quantity must be either the same as or smaller than the original quantity. When there have been net stock losses in subsequent years, the original quantity is reduced to the current quantity by the amount of the stock losses.

Unit Cost

Enter the [cost](#) per unit item of stock.

Press Enter to validate the data and then select **Update (F8)**. The LIFO Analysis Setup Selection window is re-displayed.

Month End Average Revaluation Report [50/INV]

This function produces the revaluation report, listing the revaluations that were carried out for the selected Period. This is only available if Period End Average Costing is enabled (Inventory Descriptions Type DFLT – Limit value for code PEAC set to 1).

Rerun Revaluation Report Window

Fields

Period Select

Enter the Year and Period that the report will cover.

Current Period

The current Period is displayed for information.

Item Select from

Enter the first item in the range to be covered by the report. Leave blank for all items.

Item Select to

Enter the last item in the range to be covered by the report. Leave blank for all items.

Select **Update (F8)** to submit the Month End Revaluation Report.

Inventory Enquiries Introduction

The enquiries included in Inventory Management are designed to help you achieve a layered approach to the review of an item. This includes:

- [Balances](#), [usage](#) and [cost](#) at [stockrooms](#)
- Movements
- History
- Descriptions and codes from the Inventory [Descriptions file](#)

Kit List Item Where Used Enquiry [1/INE]

Use this task to view the parent items of the selected kit component.

Kit List Item Where Used Selection Window

To display this window, select the **Kit List Item Where Used** task.

Use this window to select the item code of the kit component for your enquiry.

Fields

Item

Enter the item code of the kit component for which you want to view details.

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

Press Enter to display the Kit List Item Where Used window.

Kit List Item Where Used Window

To display this window, enter the item code of a kit component and then press Enter on the Kit List Item Where Used Selection window.

This window displays the selected component item, the kit parent that it is used in, the description of the kit and the quantity of the component item used to make up the kit.

Select **Exit (F3)** to leave the task.

Descriptions Enquiry [2/INE]

Use this task to view entries in the Inventory [Descriptions file](#). The windows are the same as those used for maintenance, but you cannot amend any fields.

Descriptions File Enquiry Selection Window

To display this window, select the **Descriptions (Enquiries)** task.

Use this window to specify the major or minor description codes for your enquiry.

Fields

Major Type

Enter the major type for your enquiry. Press Enter to display the [Descriptions File](#) Enquiry window.

Description Code

This field is for future development.

Functions

Description Code Details (F15)

Use this to display the [Descriptions File](#) Enquiry Details window for your selected major type.

Position to

Enter a full or partial descriptions entry to position the start point of the list.

Leaving all fields blank and pressing enter will reposition the list at the top.

Descriptions File Enquiry Window

To display this window, enter a major type code and then press Enter on the [Descriptions File Enquiry Selection](#) window.

Use this window to view records in the Inventory [Descriptions file](#).

Functions

Description Code Details (F15)

Use this to display the [Descriptions File Enquiry Details](#) window.

Language Descriptions (F23)

Use this to display the Multi-Lingual Descriptions Enquiry pop-up.

To display all description codes for a major type, enter the major type and select one of the functions to continue.

Descriptions File Enquiry Details Window

To display this window, select **Description Code Details (F15)** on the [Descriptions File Enquiry](#) window.

Alternatively, select **Description Code Details (F15)** on the [Descriptions File Enquiry Selection](#) window.

You can view all the descriptions and the associated codes and rates, if appropriate.

Options

Select

Use this to display the Description File Enquiry Minor Type Details window for your selected minor type code.

Language Descriptions

Use this to display the Multi-Lingual Descriptions Enquiry window for your selected minor type code.

Position to

Enter a full or partial descriptions entry to position the start point of the list.

Leaving this field blank and pressing enter will reposition the list at the top.

Press Enter to continue or select **Exit (F3)** to leave the enquiry.

Description File Enquiry Minor Type Details Window

To display this window, select a minor type and then press Enter on the [Descriptions File](#) Enquiry Details window.

This window displays the description, parameter limit, rate, percentage or value and [Tax codes](#) assigned to your selected minor type code.

Select **Previous (F12)** to re-display the [Descriptions File](#) Code Details Enquiry window.

Multi-lingual Descriptions Enquiry Pop-up

To display this pop-up select **Language Descriptions (F23)** on the [Descriptions File](#) Enquiry window.

Alternatively, select **Language Descriptions** against a code on the [Descriptions File](#) Enquiry Details window.

You can view all of the different languages and their descriptions associated with your selected code.

Select **Previous (F12)** to re-display the previous window.

Alternatively, select **Exit (F3)** to leave the enquiry.

Item/Stockroom Enquiry [3/INE]

Use this task to view all of the data from the Item Master file and the [stockroom balance](#).

You can view static data for the item, a summary of the company stock position for the item, or the individual [stockroom balances](#). You can also view batch, lot or serial details, [FIFO costs](#) and location details for [stockrooms](#) where this level of detail is available.

Stock levels are initially displayed in the default inventory unit defined for the item/[stockroom](#) combination and toggles are available to view them in any of the other valid [unit of measure](#) of an item.

Note: *The functions you can use to view aspects of your Item/[Stockroom](#) enquiry depend on how you have set up your item in Item Maintenance.*

Item/Stockroom Enquiry Selection Window

To display this window, select the **Item/Stockroom Enquiry** task.

Use this window to select the item and the level of information you want to view.

Fields

Item

To view the static information associated with the item, enter the item number only and then press Enter.

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

Stockroom

Enter a [stockroom](#) code.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Functions

Stock Summary (F13)

Use this to display the Item/[Stockroom](#) Stock Summary Enquiry window.

Select an item and then press Enter to display Item/[Stockroom](#) Enquiry window.

To view the stockholding of an item in a single [stockroom](#), enter the item and [stockroom](#) code and then press Enter. This displays the Item/[Stockroom](#) Enquiry [Stockroom](#) Details window.

Item/Stockroom Enquiry Window

To display this window, specify an item and then press Enter on the Item/[Stockroom](#) Enquiry Selection window.

Alternatively, this window can be displayed from within the Linked Item Maintenance task.

Use this window to view the data for the item. The fields on this window are the same as the fields in the Maintain Inventory Item window. For more information about the fields on this window, see the Maintain Inventory Item Window [2/INM] section in the Maintenance chapter of this product guide.

Press Enter to display the Inventory Item/[Stockroom](#)– descriptive data window.

Maintain Inventory Item Descriptive Data Window

To display this window, select an item and then press Enter on the Item/[Stockroom](#) Enquiry window.

Use this window to view data relating to the item. The current data for the item is displayed.

Functions

Restart (F15)

Use this to return to the Item/[Stockroom](#) Enquiry Selection window.

Item Packaging (F13)

Use this to display the Country Item Packaging Details Enquiry window, if you are using Packaging Requirements. You can only use this function if your selected item has been set up for packaging reporting.

Alias (F17)

Use this to view any item Alias details that are set up.

Text (F21)

Use this to view the Maintain Text pop-up where you have previously specified a [usage](#) code and a language code for multi-lingual text entry. Press Enter to display the Item Text window. This is where you can view text in the selected language to be displayed or printed on external documentation, for example, despatch notes, according to the [usage](#) code selected.

Note: You specify your customer's default language in Customer Details Maintenance in Sales Order Processing. You can override this default language by entering a different language code when **Additional Overrides (F16)** is available.

Note: You do not need to select language codes to print text in the native language.

Purchase Text (F22)

Use this to view the Item Text Enquiry pop-up.

Press Enter to display the Inventory Item Units of Measure window.

Maintain Inventory Item Units of Measure Window

To display this window, press Enter on the Inventory Item Descriptive Data window.

Use this window to view data relating to the item. The current data for the item is displayed.

Functions**Restart (F15)**

Use this to return to the Item/[Stockroom](#) Enquiry Selection window.

Press Enter to display the Inventory Item Analysis Codes window.

Maintain Inventory Item Analysis Codes Window

To display this window, press Enter on the Inventory Item/[Stockroom](#) – units of measure window

Use this window to view data relating to the item. The current data for the item is displayed.

Functions

Restart (F15)

Use this to return to the Item/[Stockroom](#) Enquiry Selection window.

Press Enter to display the Inventory Item Price and [Costing](#) window.

Maintain Inventory Item Price and Costing Window

To display this window, press Enter on the Inventory Item/[Stockroom](#) Analysis Codes window.

Use this window to view data relating to the item. The current data for the item is displayed.

Note: When you are enquiring on an owning company's definition of an item from a partner company, the following item attributes are not displayed:

- [Standard Cost](#) per Stock Unit
- [Average Cost](#) per Stock Unit
- [Latest Cost](#) per Stock Unit
- Base List Price

This is done to prevent partner companies from viewing potentially sensitive [costing](#) information

Functions

Restart (F15)

Use this to return to the Item/[Stockroom](#) Enquiry Selection window.

Valuation Group (F10)

Use this to enquire on the group valuation criteria for the selected item, using the Group Valuation Criteria pop-up. This information is used for Inventory valuation or LIFO re-valuation purposes.

Pricing Groups (F19)

Use this to view the item pricing groups for the selected item using the Item Pricing Groups pop-up.

Press Enter to display the Inventory Item Inventory Control window.

Maintain Inventory Item Inventory Control Window

To display this window, press Enter on the Inventory Item Price and [Costing](#) window.

Use this window to view data relating to the item. The current data for the item is displayed.

Functions

Restart (F15)

Use this to return to the Item/[Stockroom](#) Enquiry Selection window.

Supersession (F14)

Use this to display the Item Supersession Enquiry window. This is only available when the appropriate flags are activated for the item.

Restart (F15)

Use this to return to the Item/[Stockroom](#) Enquiry Selection window.

Transaction Control (F16)

Use this to display the Transaction Code Effectivity Enquiry window. This is only available when the appropriate flags are activated for the item.

Lot (F20)

Use this to display the Lot Header Parameters Enquiry pop-up for the selected item, if it is subject to lot, batch or serial control.

Press Enter to display the Inventory Item Default Ordering window.

Maintain Inventory Item Default Ordering Window

To display this window, press Enter on the Inventory Item Inventory Control window.

Use this window to view data relating to the item. The current data for the item is displayed.

Functions

Restart (F15)

Use this to return to the Item/[Stockroom](#) Enquiry Selection window.

Press Enter to display the Inventory Item Supplementary Data window.

Maintain Inventory Item Supplementary Data Window

To display this window, press Enter on the Inventory Item Default Ordering window.

Use this window to view data relating to the item. The current data for the item is displayed.

Note: *The Supplementary Data is only available when Supplementary Information Display is active in the Inventory company profile.*

Functions

Restart (F15)

Use this to return to the Item/[Stockroom](#) Enquiry Selection window.

Press Enter to display the Inventory Item Containers 1 window if this is a container item, otherwise display the Item/[Stockroom](#) Stock Summary Enquiry window.

Maintain Inventory Item Containers 1 Window

To display this window, press Enter on the Inventory Item/[Stockroom](#) – supplementary data window.

Use this window to view data relating to the item. The current data for the item is displayed.

Note: *This window is only displayed for those items which have been defined as container items.*

Functions

Restart (F15)

Use this to return to the Item/[Stockroom](#) Enquiry Selection window.

Press Enter to display the Inventory Item Containers 2 window.

Maintain Inventory Item Containers 2 Window

To display this window, press Enter on the Inventory Item/[Stockroom](#) – containers 1 window.

Use this window to view data relating to the item. The current data for the item is displayed.

Note: *This window is only displayed for those items which have been defined as container items.*

Functions

Restart (F15)

Use this to return to the Item/[Stockroom](#) Enquiry Selection window.

Press Enter to display the Item/[Stockroom](#) Stock Summary Enquiry window.

Group Valuation Criteria Pop-up

To display this pop-up, select **Valuation Group (F10)** on the Item/[Stockroom](#) Enquiry window.

Use this pop-up to view the group valuation criteria for the selected item. This information is used for Inventory valuation or LIFO re-valuation purposes.

Select **Previous (F12)** to return to the Item/[Stockroom](#) Enquiry window.

Country Item Packaging Details Enquiry Window

To display this pop-up, select **Item Packaging (F13)** on the Item/[Stockroom](#) Enquiry window.

Use this pop-up to view the country item packaging details for the selected item.

Select **Previous (F12)** to return to the Item/[Stockroom](#) Enquiry window.

Item Supersession Enquiry Window

To display this window, select **Supersession (F14)** on the Item/[Stockroom](#) Enquiry window.

Use this window to view the supersession chain associated with an item.

Options

Detail

Use this against an item to display the Supersession Detail Enquiry pop-up, which shows additional supersession attributes.

Select **Previous (F12)** to re-display the Item/[Stockroom](#) Enquiry window.

Alternatively, select **Detail** against a line to display the Supersession Detail Enquiry pop-up.

Supersession Detail Enquiry Pop-up

To display this pop-up, select **Detail** against a line on the Item Supersession Enquiry window.

Use this pop-up to view the additional supersession attributes.

Select **Previous (F12)** to re-display the Item Supersession Enquiry window.

Transaction Code Effectivity Enquiry Window

To display this window, select **Transaction Control (F16)** on the Item/[Stockroom](#) Enquiry window.

Use this window to display a list of all the transaction codes associated with an item. The amount of information displayed is dependent upon the route through which the enquiry is accessed.

When accessed from the Item/[Stockroom](#) Enquiry window, all transaction codes associated with the item (or its associated [item group](#) minor) in all [stockrooms](#) are displayed.

Note: Each level at which transaction codes can be associated with an item is displayed. Each level being separated from the next by a list of hyphens. The sequence of the displayed levels is:

- [Item/Stockroom](#)
- [Item Group](#) Minor/[Stockroom](#)
- [Item](#)
- [Item Group](#) Minor

Options

View Transaction Code Enquiry

Use this to display the Transaction Control Enquiry Header Selection window for the transaction code recorded against the selected line.

Select **Previous (F12)** to re-display the [Item/Stockroom](#) Enquiry window.

Transaction Control Enquiry Header Selection Window

To display this window, select **View Transaction Code Enquiry** against a transaction code on the Transaction Code Effectivity Enquiry window.

Use this window to select the transaction header that you want to view.

Options

Select

Use this to display the Transaction Control Enquiry window for the transaction code recorded against the selected line.

Select **Previous (F12)** to re-display the [Item/Stockroom](#) Enquiry window.

Transaction Control Enquiry Window

To display this window, select a transaction header on the Transaction Control Enquiry Header Selection window.

Use this window to view the transactions allowed for the Transaction Control code, where **1** indicates allowed and **2** not allowed.

Select **Previous (F12)** to re-display the Transaction Control Enquiry Header Selection window.

Item Pricing Groups Enquiry Pop-up

To display this pop-up, select **Pricing Groups (F19)** on the [Item/Stockroom](#) Enquiry window.

Use this pop-up to view the item pricing group information, if any exists.
Select **Previous (F12)** to return to the Item/[Stockroom](#) Enquiry window.

Lot Header Parameters Enquiry Pop-up

To display this pop-up, select **Lot (F20)** on the Item/[Stockroom](#) Enquiry window.

Use this pop-up to view the lot header details for your selected batch-controlled, lot-controlled or serial-controlled item. The fields displayed on this pop-up are for information only.

Select **Previous (F12)** to re-display the Item/[Stockroom](#) Enquiry window.

Maintain Text Pop-up

To display this pop-up, select **Text (F21)** on the Item/[Stockroom](#) Enquiry window.

Use this pop-up to specify a [usage](#) code.

Fields

Usage Code

Enter a [usage](#) code.

Alternatively, use the prompt facility to select from the USCG Text [Usage](#) Codes pop-up.

Press Enter to display the Item Text window.

Item Text Window

To display this window, press Enter on the Maintain Text pop-up.

This window displays text for the selected item.

Select **Previous (F12)** to re-display the Item/Stockroom Enquiry window

Purchase Text Enquiry Pop-up

To display this pop-up, select **Purchase Text (F22)** on the Item/Stockroom Enquiry window.

Use this pop-up to view the text for the selected item.

Select **Previous (F12)** to re-display the Item/Stockroom Enquiry window.

Item/Stockroom Stock Summary Enquiry Window

To display this window, press Enter on the Item/Stockroom Enquiry window.

Note: If you enter an item on Item/[Stockroom](#) Enquiry Selection window and select **Stock Summary (F13)**, you can view this information for each item/[stockroom](#) combination.

Use this window to view simple control figures for the total company stock of the item.

The relevant conversion factors for an item are displayed.

Note: When you are enquiring on an owning company's definition of an item from a partner company it will not be possible to view stock information.

Fields

Issue to Stock

This field displays the issue to stock conversion factor of the item.

Stock to Purchase

This field displays the stock to purchase conversion factor of the item.

Usage This Week/Usage This Period/Usage This Year

These fields display the [usage](#) figures for the company, in issue units of measure.

Total Stock

This field displays the [physical stock](#) figure for the company, in issue units of measure.

Note: If you are using [Catchweight](#) for this company and the item has a secondary value, select **Quantity/[Short Description] (F9)** to display the quantity of the item in this field in either primary or secondary units of measure.

Unit of Measure (Untitled)

These fields display the issue [unit of measure](#) and its description.

Functions

Quantity/[Short Description] (F9)

You can only use this toggle when you use [Catchweight](#) for this company and the item has a secondary value.

When **Quantity (F9)** is displayed at the bottom of the window, select it to display the quantity of the item in the Total Stock field in the primary [unit of measure](#).

When **[Short Description] (F9)** is displayed at the bottom of the window, where [Short Description] is the nine-character description of the secondary [unit of measure](#), select it to display the quantity of the item in the Total Stock field in the secondary [unit of measure](#). The abbreviation of the secondary [unit of measure](#) is displayed on the window by the appropriate fields.

Press Enter to display Item/[Stockroom](#) Enquiry [Stockroom](#) Details window.

Item/Stockroom Enquiry Stockroom Details Window

To display this window, press Enter on the Item/Stockroom Stock Summary Enquiry window.

Alternatively, enter both the item code and [stockroom](#) code and then press Enter on Item/[Stockroom](#) Enquiry Selection window.

Note: If you stock the selected item in more than one [stockroom](#), the stock [balances](#) will be displayed sequentially. Press Enter to display the details for the next [stockroom](#).

This window displays [stockroom](#) information for your selected item.

The item and [stockroom](#) codes, with their associated descriptions, are displayed at the top of the window.

All [balances](#) displayed are in the default inventory unit defined for the item/[stockroom](#) combination. These [balances](#) may also be viewed in any of the valid units defined for the item.

The [usage profile](#) associated with an item/[stockroom](#) combination is displayed.

Fields

Issue to Stock

This field displays the Issue to Stock Conversion factor of an item.

Stock to Purchase

This field displays the Stock to Purchase Conversion factor of an item.

Stock Balances (XX)

Note: (XX) indicates the unit in which the stock [balances](#) are displayed. For example, values could be in Bottles, Cases, Pallets, Boxes, Eaches, and so on.

This section of the window displays the following:

- The [physical stock](#) held at this [stockroom](#)
- The stock currently on purchase and works (production) orders
- The stock currently allocated to demand orders
- Stock currently frozen, that is, unavailable for allocation to demand orders
- Stock currently [in transit](#) between [stockrooms](#)
- Stock currently available for movement, allocation
- [Back Order](#), which is the stock on sales [back order](#)
- POD, which is the stock currently awaiting POD (Proof of Delivery)

Note: If you are using [Catchweight](#), the secondary [balance](#) for your selected [Catchweight](#) item is also displayed in this section.

Usage/Reorder Data (XX)

Note: (XX) indicates the unit in which the stock [balances](#) are displayed. For example, values could be in Bottles, Cases, Pallets, Boxes, Eaches, and so on.

This section displays the following:

- The amount of this item that has been issued from this [stockroom](#) over a weekly, monthly and annual basis
 - The [average usage](#) for this item, which is calculated by Inventory
 - The ROP (re-order point) for this [item stockroom](#) combination
 - The maximum holding stock level for this [stockroom](#), used by Inventory for the re-order policy Up to Max
 - The EOQ ([Economic Order Quantity](#)) for this item/[stockroom](#) combination
 - The quantity you need to re-order
 - The re-order factor for your selected item (this is the number of [lead times](#) worth of [average usage](#) that you should re-order)
- Note:** *Inventory only uses the information held within the Reorder and Reorder Factor fields if you have selected to use Re-order Policy 2 (ROP/ROQ).*
- The [lead time](#) in weeks (the time in weeks between placing an order for a particular item and receiving it at the [stockroom](#))
 - The number of months' stock cover for this item held in this [stockroom](#)

Costs (XX)

Note: (XX) indicates the unit in which the stock [balances](#) are displayed. For example, values could be in Bottles, Cases, Pallets, Boxes, Eaches, and so on.

Note: The Standard Cost displayed in this window is expressed in base currency.

This section of the window displays the following:

- The Standard, Latest and [Average cost](#) recorded for this item/[stockroom](#) combination.
- The value of the stock
- The most recent item [cost](#) according to the method of [costing](#) displayed next to the heading [Cost](#) At.

Note: *If there is a base list price for the item, this will be displayed under the [costing method](#) in the Price field.*

Note: *If you are using Proof of Delivery (POD), the value awaiting POD is included in the Value field. The value includes the value of the [physical stock](#) at the current [costing method](#), the value of the stock in-transit and the value of stock awaiting POD.*

Dates

This section displays the date on which you last changed this item/[stockroom](#) combination. It also displays the most recent receipt and issue of this item from this [stockroom](#) and the dates of the last and next [stock count](#).

Miscellaneous

This section displays the following:

- Whether there is a stock take in progress for your selected item/[stockroom](#) combination
- Whether your selected item is defined to Packaging Reporting
- The percentage of over-confirmation
- The [unit of measure](#) that is used to purchase this item from this [stockroom](#)
- The [stockroom](#) bins where this item is located, if these are defined

Stock Check

This section displays the following:

- The dates of the last and next stock checks
- The [stock count](#) profile code of the item
- The number of weeks' stock figures (maximum and minimum)
- The ABC classification of the item and any override in place

Suppliers

This final section displays the preferred suppliers for this item. It displays four supplier references, but only the supplier reference displayed first is used in processing.

Functions

Lot Details (F13)

If the selected item is batch-controlled, lot-controlled, serial-controlled or the [stockroom](#) for which details are being displayed is a bonded [warehouse](#), use this to view a further breakdown of stock [balances](#) by batch number. This displays the Item/[Stockroom](#) Enquiry Lot Details window. For more information, see the Item/[Stockroom](#) Lot Details Window section.

The quantities displayed in this window will be shown in the same unit as the quantities shown in the current window.

Lot by Date (F14)

If the selected item is batch-controlled, lot-controlled, serial-controlled or the [stockroom](#) for which details are being displayed is a bonded [warehouse](#), use this to view a further breakdown of stock [balances](#) by batch number. This displays the Item/[Stockroom](#) Enquiry Lot Details window. For more information, see the Item/[Stockroom](#) Lot by Date Details Window section.

The quantities displayed in this window will be shown in the same unit as the quantities shown in the current window.

Locations (F15)

If the selected [stockroom](#) is subject to location control, use this to display the Locations Enquiry window. For more information, see the Locations Enquiry Window section.

The quantities displayed in this enquiry will be shown in the same unit as the quantities shown in the current window.

Transaction Control (F16)

Use this to display the Transaction Code Effectivity Enquiry window. This is only available when the appropriate flags are activated for the item.

Change Units (F17)

Use this to display the [balances](#) in any of the available units of measure (purchase unit, issue unit or stock unit).

Stock Availability (F18)

Use this to display the Stock Availability Enquiry Details window within Sales Order Processing.

The quantities displayed in this enquiry will be shown in the same unit as the quantities shown in the current window.

FIFO Cost Details (F19)

Use this to display the Item/[Stockroom](#) Enquiry Receipt [Costs](#) window for the selected item (if applicable).

The quantities displayed in this window will be shown in the same unit as the quantities shown in the current window.

Movement and [Cost](#) Analysis (F20)

Use this to display the Movement Analysis pop-up for the selected item/[stockroom](#) combination. See the Movement Analysis Pop-up section for more details.

Note: Movement and [Cost](#) Analysis information is displayed in [stockroom](#) issue units.

Note: When you are enquiring on an owning company's definition of an item from a partner company it will not be possible to request a Movement and [Cost](#) Analysis for an item.

Text (F21)

Use this to display the Maintain Text pop-up, where you have previously selected a [usage](#) code and a language code for multi-lingual text entry. Press Enter to display the Item Text window. This is where you can view text in the selected language to be displayed or printed on external documentation (for example, despatch notes), according to the [usage](#) code selected.

Potency (F22)

Use this to view [potency](#) details for items that are subject to lot, serial or [batch control](#). This displays the [Potency](#) Enquiry for your selected item.

Currency Details (F23)

Use this to display the Standard Cost – Currency Details Popup.

NOTE: This function is only available when Accounts Receivable is operating as a multi-currency module, the items Costing Method is Standard and the item/stockroom Material Cost has been recorded in a currency other than the base currency.

Press Enter to view a series of similar windows for each [stockroom](#) that stocks this item, in [stockroom](#) code order.

Standard Cost – Currency Details Popup

To display this popup, request **Currency Details (F23)** from the Item/Stockroom Enquiry Stockroom Details Window.

This window shows the following information:

- The Standard Cost in the currency in which it was recorded, alongside the relevant currency code
- The currency exchange rate used to convert the entered cost into base currency
- The Standard Cost in base currency, revalued at the displayed currency exchange rate

Fields

Standard Cost (Prime)

The Standard Cost and the currency in which that cost was recorded is shown.

Rate

The currency exchange rate used to convert the Standard Cost (Prime) to the base currency is shown.

Standard Cost (Base)

The Standard Cost, expressed in the base currency, and the base currency code is shown.

Select **Previous (F12)** to return to the Item/Stockroom Enquiry Stockroom Details Window.

Item/Stockroom Lot Details Window

To display this window, select **Lot Details (F13)** on Item/Stockroom Enquiry Stockroom Details window, if the item is batch-controlled, lot-controlled or serial-controlled.

Use this window to view a breakdown of stock [balances](#) at batch level. A list is displayed showing [balance](#) information.

The following quantities are displayed in the same unit as the quantities shown on the Item/[Stockroom](#) Enquiry [Stockroom](#) Details window:

- Physical
- Allocated
- Frozen
- On-order

- Available

Fields

Item

This field displays the reference code of the item.

Stockroom

This field displays the reference code of the [stockroom](#).

Issue Units

This field displays the code for the primary [unit of measure](#).

Note: If this company uses [Catchweight](#), and the item has a secondary value, when you select **[Short Description] (F9)**, the Issue Units field is not displayed.

Lot

This field displays the reference code of each lot [balance](#).

Physical

If you use [Catchweight](#) in this company, and you select **[Short Description] (F9)**, this field is displayed. For each lot [balance](#), the physical quantity of the item is displayed in the secondary [unit of measure](#).

Allocated

This field displays the allocated quantity of the item for each lot [balance](#).

Available

This field displays the available quantity of the item for each lot [balance](#).

Frozen

This field displays the frozen quantity of the item for each lot [balance](#).

Note: If this company uses [Catchweight](#) and the item has a secondary value, when you select **[Short Description] (F9)**, this field is removed from the window.

On Order

This field displays the quantity of the item [on order](#) for each lot [balance](#).

Secondary UOM

If you use [Catchweight](#) in this company and the item has a secondary value, when you select **[Short Description] (F9)**, this field displays the abbreviation of the secondary [unit of measure](#).

Note: The above windows display quantities in whatever [unit of measure](#) is being displayed in the Item/[Stockroom](#) Enquiry Lot Details window.

Options

Note: The options available depend on whether you have made changes to the grade or [potency](#) profile of the lot, or both.

Receipt Costs

Use this to display the Item/[Stockroom](#) Receipts [Costs](#) Enquiry window.

Lot Header

Use this to display the Lot Header Details pop-up.

Lot Trace

Use this to display the Lot Trace Enquiry window.

Potency History

Use this to display the [Potency](#) History Enquiry window.

Grade History

Use this to display the Grade History Enquiry window.

Allocations

Use this to display the Allocations Enquiry window.

Functions

Quantity/[Short Description] (F9)

This is a toggle which is only available when you use [Catchweight](#) and the item has a secondary value.

When **Quantity (F9)** is displayed at the bottom of the window, select it to remove the Secondary [UOM](#) field from the window and to display the Issue Units field. Also, the Physical is quantity of the item in the primary [unit of measure](#).

When **[Short Description] (F9)** is displayed at the bottom of the window, where [Short Description] is the nine-character description of the secondary [unit of measure](#), select it to remove the Issue Units field from the window and display the Secondary [UOM](#) field. Also, the physical [balance](#) displayed is the quantity of the item in the secondary [unit of measure](#).

Include Zero Lots (F13)

Use this to include zero lots for this item and to return to the original details.

Change Units (F17)

Use this to display the [balances](#) in any of the available units of measure (purchase unit, issue unit or stock unit).

Specify an option or select a function to continue. Alternatively, select **Previous (F12)** to re-display the Item/[Stockroom](#) Enquiry [Stockroom](#) Details window.

Item/Stockroom Receipts Cost Enquiry Window

To display this window, select **Receipt Costs** against a lot on the Item/[Stockroom](#) Lot Details window.

Use this window to view receipt or transfer [cost](#) history for your selected item, lot and [stockroom](#) combination.

Fields

Item

This field displays the item.

Stockroom

This field displays the [stockroom](#).

Issue Units

This field displays the primary [unit of measure](#).

Note: If you use [Catchweight](#) and the item has a secondary value, when you select **[Short Description] (F9)**, the Issue Units field is not displayed.

Secondary UOM

If you use [Catchweight](#) and the item has a secondary value, when you select **[Short Description] (F9)** this field is displayed instead of the Issue Units field containing the abbreviation of the secondary [unit of measure](#).

Lot

This field displays your selected lot reference for this item.

Date Received/Time Received

These fields display the receipt date and time for each lot [balance](#).

Original Quantity

This field displays the quantity of the item received, expressed in the primary [unit of measure](#) for each lot [balance](#).

Note: If you use [Catchweight](#) and the item has a secondary value, when you select **[Short Description] (F9)**, this field is replaced by the Original [Short Description] field.

Original [Short Description]

This field is displayed if you are using [Catchweight](#) and you select **[Short Description] (F9)**. For each lot [balance](#), the quantity of the item received, expressed in the secondary [unit of measure](#), is displayed in this field.

From Supplier/[Stockroom](#)

This field displays the reference of the supplier or [stockroom](#) for each lot [balance](#).

Cost Per

This field displays the [cost](#) per unit for each lot [balance](#).

Balance

This field displays the total [balance](#) of each lot [balance](#).

Functions**Quantity/[Short Description] (F9)**

This is a toggle which is only available when you use [Catchweight](#) and the item has a secondary value.

When **Quantity (F9)** is displayed at the bottom of the window, select it to display the quantity of the item in the Original Quantity field in the primary [unit of measure](#).

When **[Short Description] (F9)** is displayed at the bottom of the window, where [Short Description] is the nine character description of the secondary [unit of measure](#), select it to display the quantity of the item in the Original [Short Description] field in the secondary [unit of measure](#).

Change Units (F17)

Use this to display the [balances](#) in any of the available units of measure (purchase unit, issue unit or stock unit).

When you have finished displaying the receipt [costs](#), select **Previous (F12)** to display the Item/Stockroom Enquiry Stockroom Details window.

Lot Header Details Pop-up

To display this pop-up, select **Lot Header** against the required lot on the Item/Stockroom Lot Details window.

Use this pop-up to review the header information for the selected item and batch number combination.

The following quantities are displayed in the same unit as the quantities displayed on the Item/Stockroom Enquiry Lot Details window.

- Physical (Primary Units)
- Allocated
- Available
- Frozen

Fields**Item**

This field displays the selected item.

Lot

This field displays your selected lot reference.

Stockroom

This field displays the selected [stockroom](#).

Receipt Date

This field displays the receipt date for the item.

First Avail Date

This field displays the first date that the items are available to leave the [stockroom](#).

Last Avail Date

This field displays the last date that the items are available to leave the [stockroom](#).

Expiry Date

This field displays the expiry date of the items.

Physical

This field displays the [physical stock balance](#) for items with your selected lot reference in your selected [stockroom](#).

If [Catchweight](#) is used for this company and the item has a secondary value, the number of items can be displayed in either the primary [unit of measure](#) by selecting **Quantity (F9)**, or the secondary [unit of measure](#) by selecting **[Short Description] (F9)**.

Allocated

This field displays the [allocated stock balance](#) for items with your selected lot reference in your selected [stockroom](#).

If you use [Catchweight](#), and you select **[Short Description] (F9)**, this field is replaced by the Available field.

Available

This field displays the [available stock balance](#) for items with your selected lot reference in your selected [stockroom](#).

If you use [Catchweight](#) and the item has a secondary value, when you select **[Short Description] (F9)** this field is removed from the window.

Frozen

This field displays the [frozen stock balance](#) for items with your selected lot reference in your selected [stockroom](#).

Issue Units

This field displays the issue [unit of measure](#) for this item.

Note: If you use [Catchweight](#) and the item has a secondary value, when you select **[Short Description] (F9)**, this field is removed from the window.

Secondary UOM

If you use [Catchweight](#) and the item has a secondary value, when you select **[Short Description] (F9)** this field is displayed instead of the Issue Units field, containing the abbreviation of the secondary [unit of measure](#).

Stock Status

This field displays the current status of the items in the [stockroom](#).

Grade

This field displays the current grade for lots of this item in the [stockroom](#).

Actual Potency

This field displays the current [potency](#) of the lots of this item.

Potent Units

This field displays the total potent units for your selected lot. Inventory calculates this as:

Quantity x Current [Potency](#) % = Total Potent Unit

Supplier Lot Ref

This field displays a specific reference name that is usually provided by your supplier.

Functions**Quantity/[Short Description] (F9)**

This toggle is available only when you use [Catchweight](#) and the item has a secondary value.

When **Quantity (F9)** is displayed at the bottom of the window, select it to remove the Physical and Secondary [UOM](#) fields for the secondary [unit of measure](#), and display the Physical, Allocated, Available and Issue Units fields for the primary [unit of measure](#).

When **[Short Description] (F9)** is displayed at the bottom of the window, where [Short Description] is the nine character description of the secondary [unit of measure](#), you can select it to remove the Physical, Allocated, Available and Issue Units fields for the primary [unit of measure](#). This will re-display the Physical and Secondary [UOM](#) fields for the secondary [unit of measure](#).

C-of-C Reference (F17)

Use this to display the Enquire: C-of-C Reference window. This window displays all the valid certificate of conformance details attached to your selected item.

Text (F21)

Use this to display the Maintain Text pop-up.

Press **Previous (F12)** to return to the Item/Stockroom Lot Details window.

Lot Trace Enquiry Window

To display this window, select **Lot Trace** against the required lot on the Item/Stockroom Lot Details window.

Use this pop-up to display transactions for the selected lot.

Fields

Date

This field displays the date of the receipt or issue for each lot.

Type

This field displays the type of transaction carried out for this item.

Order/Reference

This field displays the reference recorded for a transaction.

Sub-Reference

This field displays the sub-reference recorded for a transaction.

Note: You can use up to 33 characters to create the reference for works order-less production transactions (codes M, N and W). In this case the reference is made up as follows:

I = Item reference of up to 15 characters

R = Route code of 1 character (with a space either side)

F = Work-in-Progress Lot Number of up to 15 characters

Customer Supplier

This field displays the customer or supplier associated with the transaction. This information is taken from the Sales Order for a customer and the Purchase Order for a supplier.

Issue Units [Unit Name]

The field displays the amount of items associated with this lot/transaction, in the primary [unit of measure](#).

If you are using [Catchweight](#), select **Quantity (or Short Description) (F9)** to display the amount of items in either the primary [unit of measure](#) or the secondary [unit of measure](#).

Options

Movement Details

Use this to display the Inventory Movements - Detail Enquiry window.

Order Enquiry

Use this to display the appropriate Order Enquiry (Sales or Purchase) when applicable.

Forward/Backward

Use this to display the Forward/Backward Trace pop-up when applicable.

Functions

Lot Header Details (F13)

Use this to display the Lot Header Details pop-up.

Potency History (F15)

Use this to display the [Potency](#) History Enquiry pop-up.

Select **Previous (F12)** to re-display the Item/Stockroom Lot Details window.

Allocations Enquiry Pop-up

To display this pop-up, select **Allocations** against a line on the Item/Stockroom Lot Details window.

Use this pop-up to display any allocated orders linked to this item/[stockroom](#) combination.

Fields

Reference

This field displays the order reference number, including the order line number on which this item appears.

Type

This code indicates the type of demand order to which this item is allocated. These are set up in the Inventory [Descriptions file](#) under major type ORTP.

Desp. Date

This field displays the date that the allocated stock is due to be despatched.

Allocated

This field displays the quantity of this item, held in this [stockroom](#) that is allocated to this demand order.

UoM

This field displays the [unit of measure](#) in which the quantity is expressed.

Options

Select

Use this to display details of the demand order linked to this item/[stockroom](#) combination.

Select **Previous (F12)** to re-display the Item/[Stockroom](#) Lot Details window.

Item/Stockroom Lot by Date Details Window

To display this window, select **Lot by Date (F14)** on the Item/[Stockroom](#) Enquiry [Stockroom](#) Details window, if the item is batch-controlled, lot-controlled or serial-controlled.

Use this window to view a further break down of stock [balances](#) by date. A list of lots is displayed showing lot [balance](#) information. The information this window displays is very similar to that shown on the Item/[Stockroom](#) Lot Details window.

Options

Receipt Costs

Use this to display the Item/[Stockroom](#) Receipts [Costs](#) Enquiry window.

Lot Header

Use this to display the Lot Header Details pop-up.

Lot Trace

Use this to display the Lot Trace Enquiry window.

Potency History

Use this to display the [Potency](#) History Enquiry window.

Grade History

Use this to display the Grade History Enquiry window.

Allocations

Use this to display the Allocations Enquiry window.

Functions

Include Zero Lots (F13)

Use this toggle to view any lots defined to this item in this [stockroom](#) that do not have stock [balances](#). If you have selected **Include Zero Lots (F13)** to display the lots without stock [balances](#), the name of the function changes to **Exclude Zero Lots (F13)**. If you use this, the zero lots are removed.

Change Date Sequence (F15)

This is only available when the current sequence is ascending order of creation date (oldest first).

Use this to change the view of the lots shown. If they are currently displayed in ascending order of creation date (oldest first) they will be reversed to descending order of creation date (most recent first).

Every time you select **Change Date Sequence (F15)**, the sequence will be reversed.

Change Units (F17)

Use this to display the [balances](#) in any of the available units of measure (purchase unit, issue unit or stock unit).

Select **Previous (F12)** to re-display the Item/[Stockroom](#) Enquiry [Stockroom](#) Details window

Locations Enquiry Window

To display this window, select **Locations (F15)** on the Item/Stockroom Enquiry Stockroom Details window, if the item is defined to a location-controlled [stockroom](#).

Use this window to view a breakdown of [stockroom balances](#) at location level.

The top of the window displays the item and its description, the selected [stockroom](#), the default location allocated to this item, whether the item has multiple locations associated against it and whether you have chosen stock rotation for your selected item.

The middle of the window displays the current location, or locations, of the item and any stock [balances](#) (in issue units of measure) held against it.

The following quantities on this window are displayed in the same units as the quantities on the Item/[Stockroom](#) Enquiry [Stockroom](#) Details window.

- Physical (XX)
- Frozen (XX)
- Allocated (XX)

Note: (XX) indicates the units in which the stock [balances](#) are displayed. For example, stock [balances](#) could be in Bottles, Cases, Pallets, Boxes etc.

Options

Rotation Date Balances

Use this to view a breakdown of the location [balance](#) by [rotation date](#). The Rotation [Balance](#) Enquiry window is displayed.

Note: This option is only available for items that are not subject to batch, lot or serial control.

Functions

Quantity (F9)/[Secondary Value]

Use this to view the location level secondary [balances](#) if they exist.

Note: You can only use this function if your company is set up as a [Catchweight](#) company.

Include Zero Locations (F13)

Use this toggle to view any locations defined to this item in this [stockroom](#) that do not have stock [balances](#). If you have selected **Include Zero Locations (F13)** to display the locations without

stock [balances](#), the name of the function changes to **Exclude Zero Locations (F13)**. If you use this, the zero locations are removed.

Select **Previous (F12)** to return to the Item/[Stockroom](#) Enquiry [Stockroom](#) Details window.

Rotation Date Balances Window

To display this window, select **Rotation Date Balances** against an item's location on the Locations Enquiry window

Use this window to view stock [balances](#) at [rotation date](#) level within a selected location.

Note: *This window can only be invoked for an item that is not subject to batch, lot or serial control.*

The top of the window displays details of the selected item code and description, the [stockroom](#) and location, and the affected [balance](#) in issue units. It displays the location [balance](#) from the Locations Enquiry window and the sum of the [rotation date balances](#). These two [balances](#) should be the same. If they are not, you can use the **Rebuild Balances from Location** task or the **Adjust Rotation Date Balances** task to reconcile them.

The middle of the window displays the receipt (or creation) date and the time of that transaction along with the unique reference allocated to that transaction, and the quantity affected by that transaction.

The following quantities on this window are displayed in the same units as the quantities on the Item/[Stockroom](#) Enquiry [Stockroom](#) Details window.

- [Balance](#) (XX)
- Cumulative
- Rotation [balance](#) quantity

Note: *(XX) indicates the units in which the stock [balances](#) are displayed. For example, stock [balances](#) could be in Bottles, Cases, Pallets, Boxes etc.*

Select **Previous (F12)** to return to the Locations Enquiry window.

Purchase/Issue Unit Selection Pop-up

To display this pop-up, select **Change Units (F17)** on the Item/Stockroom Enquiry Stockroom Details window.

Use this window to select the [unit of measure](#) in which you wish to view stock levels.

The purchase, stock and issue units for an item are listed. Any of these valid units may be chosen.

Options

Select

Use this against the unit you wish to use for viewing stock levels.

Select the unit in which you wish to view stock levels. Upon return to the Item/Stockroom Enquiry Stockroom Details window, the stock levels displayed will be in the chosen unit.

Item/Stockroom Enquiry FIFO Cost Details Window

To display this window select **FIFO Cost Details (F19)** on Item/Stockroom Enquiry Stockroom Details window, if the item is [FIFO costed](#).

Alternatively, select **Receipt Costs** against a lot on the Item/[Stockroom](#) Enquiry Lot Details Window.

Use this window to view the receipt [costs](#) of the selected item or item and lot combination.

This window displays the opening and current position of the unused [FIFO](#) batches for an item/[stockroom](#). You can view both date and time details. The list of batches is displayed.

The following quantities are displayed in the same unit as the quantities shown on the Item/[Stockroom](#) Enquiry [Stockroom](#) Details window:

- Original quantity
- [Balance](#)

The item [cost](#) is also expressed in these same units.

You can view the quantity received from another [stockroom](#) or supplier, and the [balance](#) of this batch remaining in the [stockroom](#), with the associated [cost](#) per unit.

Note: To adjust [FIFO](#) records, use the [FIFO Costs](#) task.

If the chosen item is batch-controlled, lot-controlled or serial-controlled, you can select **FIFO Details (F19)** on the Item/[Stockroom](#) Enquiry [Stockroom](#) Details window to view this window, even if the item is not [FIFO costed](#). You can then view the received [costs](#), calculated according to the [costing method](#) specified on the Item Maintenance [Costing](#) Details window.

You can use this window for lot, batch, and serial-controlled items. To do this, select **Receipt Costs** against a lot on the Item/[Stockroom](#) Enquiry Lot Details window. In this case, the [costs](#) displayed will refer only to the selected lot.

Functions

Change Units (F17)

Use this to display the [balances](#) in any of the available units of measure (purchase unit, issue unit or stock unit).

Press Enter or select **Previous (F12)** to return to either the Item/[Stockroom](#) Enquiry [Stockroom](#) Details window or the Item/[Stockroom](#) Enquiry Lot Details window.

Movements Analysis Pop-up

To display this pop-up, select **Movement and Cost Analysis (F20)** on Item/Stockroom Enquiry Stockroom Details window.

Use this pop-up to view movement and [cost](#) analysis information for your selected item in both year and period to date formats.

Fields

Period

This field displays the current period.

Start Date

This field displays the start date for this period.

Close Date

This field displays the end date for this period, for the purposes of this enquiry.

Stockroom

This field displays the [stockroom](#) for your selected item.

Item

This field displays your selected item.

Issue Unit

This field displays the issue unit for your selected item, as defined in the Items maintenance task.

Note: The following fields display both the quantity and value for the item for this period.

Opening

This field displays the stock [balance](#) for this item/[stockroom](#) combination and the associated value at the start of the period.

Receipts

This field displays the total stock of this item you have received and the associated value for those receipts for this period.

Issues

This field displays the total stock of this item you have issued and the associated value for those issues for this period.

Adjustments

This field displays the total stock of this item you have adjusted and the associated value for those adjustments for this period.

Transfers

This field displays the total stock of this item you have transferred and the associated value for those transfers for this period.

Closing

This field displays the stock [balance](#) for this item/[stockroom](#) combination and the associated value at the end of the period

Latest Receipt

This field displays the date of the latest receipt of this item in this [stockroom](#).

Latest Issue

This field displays the date of the latest issue of this item in this [stockroom](#).

Functions**Year to Date Details (F13)**

Use this to toggle between period and year to date details for this item/[stockroom](#) combination.

Cost Analysis (F14)

Use this to toggle between the [cost](#) or movement analysis details.

Previous Period (F15)

Use this to view the details recorded against the previous period, where applicable.

Next Period (F16)

Use this to view the details recorded against the next period, where applicable.

Item Group (F17)

Use this to view the details recorded against an [item group](#), if your item is part of an [item group](#).

Select **Previous (F12)** to re-display the Item/Stockroom Enquiry Stockroom Details window.

Cost Analysis Pop-up

To display this pop-up, select **[Cost Analysis \(F14\)](#)** on the Movements Analysis pop-up.

Use this pop-up to view [cost](#) analysis details for your selected item in both period and year to date format. The software displays the reference number and description, issue unit and current period details for your selected item.

Fields**Start Date/Close Date**

This field displays the date range for the current period, for the purposes of this enquiry.

Latest Cost

These fields display the [latest cost](#) for this item and the date upon which the [cost](#) was calculated.

Average Cost

These fields display the [average cost](#) of the item for this period and the year to date.

Average Cost (Last 3 Periods)

This field displays the [average cost](#) of the item for the period three months ago.

Average Cost (Period-1)

This field displays the [average cost](#) of the item for the previous period.

Average Cost (Period-2)

This field displays the [average cost](#) of the item for the period two months ago.

Manual Cost Override

These fields display the value of any manual [cost](#) overrides you have performed for the current period and the year to date.

Functions

Movement Analysis (F14)

Use this to toggle between this window and the details held on the Movement Analysis window.

Select **Previous (F12)** to re-display the Item/[Stockroom](#) Enquiry [Stockroom](#) Details window.

Stock Movements [4/INE, 11/DRE]

Use this task to view stock movements for an item in either summary or detail form.

Selection criteria are available to limit the number of stock movements displayed.

When you are viewing the details of a stock movement for an item, the format of any quantities displayed is dependent upon the following factors:

- Whether the item is a multiple unit format or decimal item
- Whether the item is a [Catchweight](#) item or not

Inventory Movements Enquiry Window

To display this window, select the **Stock Movements** task.

Use the top section of the window to enter selection criteria and the lower section to choose from a list of permitted [movement types](#).

Note: Use **Page Up** and **Page Down** to view more valid [movement type](#) codes.

Fields

Item

Enter the item on which you want to enquire.

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

Leave this field blank to display all items.

You can then use any of the following selection criteria to reduce the scope of the subsequent display:

Stockroom

Enter a [stockroom](#).

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Leave this field blank to include all [stockrooms](#) in the enquiry.

Lot

Enter a lot or leave this field blank for all lots.

From Date/To Date

Specify a range of dates or leave these fields blank for all dates.

Movement Type

Specify a particular [movement type](#) or leave this field blank for all types. You can select a [movement type](#) code from the list displayed in the lower half of the window. Use Page Up and **Page Down** to display more valid [movement types](#).

Summary/Detail

Select one of the following:

Summary (1) (default) - To display a summary list with many movements on one window

Detail (2) - To display a detailed enquiry with one movement per window

Note: Selection of **Detail** requires an item number to be entered.

Press Enter to confirm the selections and display the window selected in the Summary/Detail field.

Inventory Movements Summary Window

To display this window, select **Summary** in the Summary/Detail field on the Inventory Movements Enquiry window.

Use this window to view a summarised list of inventory movements that match the selection criteria entered on the Inventory Movements Enquiry window. The most recent movement is displayed first. Use **Page Up** and **Page Down** to display more movements. Where no item code is selected, only

five movements are displayed per window (rather than the fifteen) as the item code and item description for each stock movement are also displayed.

The quantity shown against each movement for an item flagged as multiple unit format will be expressed in the default inventory unit of that item in the appropriate [stockroom](#). For non-multiple unit format items the quantity shown against each movement will be expressed in the unit in which the movement was entered as/when it was recorded on the system

Options

Select

Use this to select the movement you want to view.

Functions

Quantity/[Short Description] (F9)

This is a toggle, which is available only when you use [Catchweight](#), and the item has a secondary value.

When **Quantity (F9)** is displayed at the bottom of the window, select **F9** to remove the [Short Description] field for the secondary [unit of measure](#), and display the Quantity field for the primary [unit of measure](#).

When **[Short Description] (F9)** is displayed at the bottom of the window (where [Short Description] is the nine-character description of the secondary [unit of measure](#)), you can select **F9** to remove the Quantity field for the primary [unit of measure](#) and display the [Short Description] field for the secondary [unit of measure](#).

Expand/Contract (F22)

This is a toggle and is only displayed when all items are selected. It will contract the initial window by omitting the second line of the display.

Select the required inventory movement to display the Inventory Movements Details window. The window displayed depends upon the attributes of the item selected.

Inventory Movements Details Window

To display this window, select **Detail** in the Summary/Detail field on the Inventory Movements Enquiry window. Alternatively, select the required movement on the Inventory Movements Summary window.

Use this window to view all the details of the selected inventory movement. The fields displayed will depend upon whether the item is:

- Non-multiple unit format/non-[Catchweight](#) item
- Non-multiple unit format/[Catchweight](#) item
- Multiple unit format item

There are three groups of data:

- Identification of the movement
Item, [stockroom](#), references and date
- Movement quantity
This is the movement quantity expressed in the units in which the inventory movement was entered. The resulting stock [balance](#), after the movement, is displayed in the issue unit of the item/[stockroom](#) combination. The movement value is also displayed.
- Further control information
Lot number, third party (supplier, customer, etc.), date, time, terminal, user and the full display of production and lot transformation references, and so on

Note: Use **Page Up** and **Page Down** to view other movements.

Fields

Movement Quantity

This field displays the movement quantity expressed in the units in which the inventory movement was entered. For multiple unit entry items this is displayed in terms of the valid units (purchase, stock and issue or stock and issue).

Note: The unit in which the movement was recorded is also highlighted.

Movement Weight

This field displays the weight recorded against the selected inventory movement, expressed in the secondary unit of the selected item. This is only displayed for a [Catchweight](#) item.

Resulting Balance

This field displays the resulting stock [balance](#), after the movement, displayed in the issue unit of the item/[stockroom](#) combination. For multiple unit entry items this is displayed in each of the valid item units (purchase, stock and issue or stock and issue).

Note: The default inventory unit of the item/[stockroom](#) combination is highlighted.

Resulting Weight

This field displays the resulting weight, after the inventory movement, expressed in the secondary unit of the selected item. This is only displayed for a [Catchweight](#) item.

Narrative

This varies according to the source of the transaction.

For example, if you are processing a [Physical Stock](#) Adjustment, you can use the narrative to add key narrative text to the transaction. Other system-generated transactions (for example, Production Issues) use the narrative to store additional information relating to the transaction. Therefore, production movements relating to works orders would include the works order, operation, route and work in progress lot number. For repetitive production movements, the narrative would contain the parent item operation, route and work in progress lot number. If the transaction is not related to the works order, it splits into the item and route.

Select **Previous (F12)** to return to the Inventory Movements Summary window.

All Stockrooms for an Item [5/INE]

Use this task to view the stock of an item throughout the company at summary level, and then access the standard stockroom enquiry.

All Stockrooms for an Item Enquiry Selection Window

To display this window, select the **All Stockrooms for an Item** task.

Use this window to specify the item for which you want to view details.

Fields

Item

Enter the item code of the item for which you want to view details.

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

Functions

Enterprise (F14)

This is only displayed if you are using Enterprise Orders. You can use this to view the stock position for your selected item over all companies that are defined to your Enterprise.

Enter an item and then press Enter to display the All Stockrooms for an Item Enquiry window.

All Stockrooms for an Item Enquiry Enterprise Wide Window

To display this window, enter an item and then select **Enterprise (F14)** on the All Stockrooms for an Item Enquiry Selection window.

Use this window to view the stock position of your selected item over all companies.

Fields

Company/Stockroom

These fields display the Enterprise company and [stockroom](#).

Frozen

This displays the quantity of stock that is frozen.

On Order

This displays the quantity of stock that is [on order](#).

Physical/Available

This displays the quantity of stock that is physically stocked or available, or both, in the stock unit displayed in the Company/[Stockroom](#)/Units column.

Options**Select**

Use this to display the Item/[Stockroom](#) Enquiry [Stockroom](#) Details window for your selected company and [stockroom](#) combination.

Stock Availability

Use this to display the Stock Availability Enquiry window for your selected company and [stockroom](#) combination.

Select the item, company and [stockroom](#) combination on which you want to enquire and then press Enter to display the Item/[Stockroom](#) Enquiry [Stockroom](#) Details window.

Alternatively, select **Previous (F12)** to re-display the All Stockrooms for an Item Enquiry Selection window.

All Stockrooms for an Item Enquiry Window

To display this window, select an item and then press Enter on the All Stockrooms for an Item Enquiry Selection window.

Use this window to view the summary [balance](#) data for each [stockroom](#) where the item is stocked. It includes frozen, allocated, [on order](#), [in transit](#), physical and [available stock balances](#).

Options**Select**

Use this against the [stockroom](#) to display the Item/[Stockroom](#) Enquiry [Stockroom](#) Details window for your selected item/[stockroom](#) combination.

Locations

Use this against the [stockroom](#) to display the Location Enquiry window for [stockrooms](#) with location control.

Functions

Quantity/[Short Description] (F9)

This is a toggle, which is available only when you use [Catchweight](#), and the item has a secondary value.

When **Quantity (F9)** is displayed at the bottom of the window, select **F9** to remove the Physical/[In Transit](#) fields for the secondary [unit of measure](#), and display the Frozen/Allocated, [On Order/In Transit](#) and Physical/Available fields for the primary [unit of measure](#).

When **[Short Description] (F9)** is displayed at the bottom of the window, where [Short Description] is the nine-character description of the secondary [unit of measure](#), select **F9** to remove the Frozen/Allocated, [On Order/In Transit](#) and Physical/Available fields for the primary [unit of measure](#), and display the Physical/[In Transit](#) fields for the secondary [unit of measure](#).

Select **Exit (F3)** to leave the enquiry.

Stock History [6/INE]

Use this task to view stock movement summaries ([stock history](#)) by week or period, depending on the [usage](#) cycle specified in the Inventory company profile.

[Stock history](#) is displayed in the default inventory units defined for an item/[stockroom](#) combination

Stock History Enquiry Selection Window

To display this window, select the **Stock History** task.

Use this window to select the item/[stockroom](#) combination that you want to view.

Fields

Item

Enter the item reference number on which you want to enquire.

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

Stockroom

Enter a two-character code of the [stockroom](#) where the item is located.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Press Enter to display the [Stock History](#) Enquiry window.

Stock History Enquiry Window

To display this window, select an item and [stockroom](#) and then press Enter on the [Stock History](#) Enquiry Selection window.

The top of the window displays the [average usage](#) of the item in this [stockroom](#).

This is followed by a list of the movements of the item for each week or period that has a movement recorded against it.

Note: All quantities are shown in the default inventory units defined for the item/[stockroom](#) combination.

Note: Use **Page Up** and **Page Down** to view more movements.

Press Enter to return to the Stock History Enquiry Selection window.

Stock In-transit [7/INE]

Use this task to carry out enquiries on Distribution order lines in-transit between a selected centre and DC.

These items have been confirmed as despatched from the centre (via Sales Order Processing or Warehousing).

Shipments In-transit Enquiry 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 and a list of all centres.

Fields

From Stockroom

Enter a DC code. You must define this to at least one network within DRP.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

To Stockroom

Enter a centre code. You must define this to at least one network within DRP.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Distribution Order Number

Enter a valid distribution order, in other words, one confirmed as despatched at the centre and not yet confirmed as fully received at the DC.

Note: You can select an order without specifying its relevant centre or DC.

Enter a valid DC/centre combination or order number, or both, to display the Shipments In-transit Enquiry window.

Shipments In-transit Enquiry Window

To display this window, enter a valid DC/centre combination or order number, or both, on the Shipments In-transit Enquiry Selection window.

The window displays the Distribution order line details.

Fields

From Stockroom/To Stockroom

These fields display the values from the previous window.

Date

This field displays the date of despatch from centre.

Order

This field displays the Distribution order number.

Lin

This field displays the Distribution order line number.

Item

This field displays the code for the item within Inventory Management.

SR

This field displays the local [stockroom](#) for the item at the DC.

Quantity

This field displays the amount of the item in-transit between the selected [stockrooms](#). This amount is expressed using the primary [unit of measure](#).

Secondary Val

This field displays the amount of the item in-transit between the selected [stockrooms](#). This amount is expressed using the secondary [unit of measure](#).

If you use [Catchweight](#) and the item has a secondary value, you can select **Quantity/[Short Description] (F9)** to remove the Quantity field and display the Secondary Val field.

UoM

This field displays the [unit of measure](#). If you use [Catchweight](#) and the item has a secondary value, you can select **Quantity/[Short Description] (F9)** to toggle between the primary and secondary [unit of measure](#).

Lot Number

This field displays the lot, batch or serial number for a batch-controlled, lot-controlled or serial-controlled item.

You can amend the [stockroom](#), pack, lot number and [rotation date](#) when you confirm receipt of the shipment (via the DRP processing task) where appropriate.

Use **Page Up** and **Page Down** to view any further pages of lines meeting the selection criteria.

Functions

Quantity/[Short Description] (F9)

This is a toggle, which is available only when you use [Catchweight](#), and the item has a secondary value.

When **Quantity (F9)** is displayed at the bottom of the window, select **F9** to remove the Secondary Val field for the secondary [unit of measure](#), and display the Quantity field for the primary [unit of measure](#).

When **[Short Description] (F9)** is displayed at the bottom of the window, where [Short Description] is the nine-character description of the secondary [unit of measure](#), select **F9** to remove the Quantity field for the primary [unit of measure](#), and display the Secondary Val field for the secondary [unit of measure](#).

Select **Exit (F3)** to leave the enquiry.

Alternative Items [8/INE]

Use this task to view any alternative items that you have set up.

Note: *Although you can create alternative items within Inventory Management, they are used during Order Entry.*

Alternative Items Enquiry Selection Window

To display this window, select the **Alternative Items** task.

Use this window to specify the item for which you want to view the alternative items.

Fields

Item

Enter the item for which you want to view the alternative items.

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

Press Enter to display the Alternative Items Enquiry Details window.

Alternative Items Enquiry Details Window

To display this window, select an item and then press Enter on the Alternative Items Enquiry Selection window.

Alternatively, this window can be displayed from within the Linked Item Maintenance task.

Use this window to view details of any alternative items attached to your selected item.

Fields

Item

These fields display your selected item and its description code.

Alternative Item

This field displays the item that you can use as an alternative item during order processing if there is insufficient stock of your selected item.

Description

This field displays the alternative item's description.

Reverse

If this field displays **Reverse**, you can reverse the relationship between your selected item and its alternative item. For example, if you wanted to sell your alternative item, but there was insufficient stock, you could use your base item as an alternative.

If this field is blank, you cannot reverse the relationship.

Select **Exit (F3)** to leave the enquiry.

Deleted Items [9/INE]

Use this task to view the items on the Deleted Items file.

Note: *The Deleted Items file only holds the fields needed to make the sales invoice re-print and sales analysis work. It is not a copy of the deleted item master.*

Deleted Items Enquiry Selection Window

To display this window, select the **Deleted Items** task.

Use this window to select the item whose deleted item record you want to view.

Fields

Position To

Enter an item to re-display the window starting at the item selected. Part of a code may be entered.

Item

This field displays the item.

Description

This field displays the description of the item.

Deleted

This displays the date on which the item was deleted.

Options

Select

Use this against an item to view the deleted file record. The Deleted Items Detail Enquiry window is displayed.

Press Enter to re-display this window using the Position To field. Alternatively, select an item to display the Deleted Items Enquiry Details window.

Deleted Items Enquiry Details Window

To display this window, select an item on the Deleted Items Enquiry Selection window.

Use this window to view details of any item on the Deleted Items file. The fields on this window are all from the Maintain Inventory Item window. For more information about the fields on this window, please refer to the Maintain Inventory Item Window section in the Maintenance chapter of this product guide.

Select **Exit (F3)** to leave the enquiry.

Transaction Control Codes [10/INE]

Use this task to view the set-up of pre-existing transaction codes. This task follows the same format as the corresponding maintenance task.

Transaction Control Enquiry Selection Window

To display this window, select the **Transaction Control Codes** task.

Fields

Transaction Control Code

Enter an existing transaction control code.

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

Enter or select a code and then press Enter to display the Transaction Control Enquiry Header Selection window.

Note: *This window can also be accessed from the Item/[Stockroom](#) Enquiry window. For further details, see the Transaction Control Enquiry Header Selection Window section.*

Kit List [11/INE]

Use this task to view the component breakdown of a kit parent item.

Note: *A kit list is a group of items sold together as a unit.*

The kit is known as the parent, the individual items as the components.

Kit List Enquiry Selection Window

To display this window, select the **Kit List** task.

Fields

Item

Enter the item code of an existing kit parent item.

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

Note: If [Catchweight](#) is used in this company, a [Catchweight](#) item cannot be the parent of a kit list.

Also, if a non-[Catchweight](#) item is the parent of a kit list, only [Catchweight](#) type 3 or non-[Catchweight](#) items can be components of the kit list.

Press Enter to display the Kit List Enquiry Detail window, if a valid parent item code has been entered.

Kit List Enquiry Detail Window

To display this window, select an item on the Kit List Enquiry Selection window.

Alternatively, this window can be displayed from within the Linked Item Maintenance task.

Use this window to view the components of the selected parent kit item.

Select **Exit (F3)** to leave the enquiry.

Account Container Tracking [12/INE]

Use this task to view the details held for a customer or carrier in the Container Tracking (Header) and Container Tracking (Detail) files.

This task is an enquiry-only version of Account Container Tracking Maintenance. Refer to that section in the Maintenance chapter of this product guide for further details.

Account Container Tracking Enquiry Selection Window

To display this window, select the **Account Container Tracking** task.

Use this window to select an account for the enquiry.

Fields

Account Code

Enter the account code and delivery sequence or address code.

If the account type is Customer, you can use the prompt facility on the first field to select from the Customer Scan pop-up.

If the account type is Carrier, you can use the prompt facility on the first field to select from the Select Carrier pop-up.

If the account type is Supplier, you can use the prompt facility on the first field to select from the Supplier Search pop-up.

Account Type

Select one of the following:

Customer (Blank) (default) - To indicate that the entered account is a customer

Carrier (1) - To indicate that the entered account is a carrier

Supplier (2) - To indicate that the entered account is a supplier

TP Company

Note: This field is only displayed if the Account Type field is set to Carrier.

Enter a transport company.

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

TP Centre

Enter a transport centre.

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

Note: For an account type of **Supplier**, if the delivery sequence is blank this will be taken as address code 000.

Press Enter to display the Account Container Tracking Enquiry Summary window.

Account Container Tracking Enquiry Summary Window

To display this window, select an account, carrier or supplier on the Account Container Tracking Enquiry Selection window.

Use this window to view a summary of the containers for the selected account.

Options

Tracking Details

Use this to display Account Container Tracking Enquiry Detail window for the selected container.

Select **Tracking Details** against a container to display the Account Container Tracking Enquiry Detail window.

Account Container Tracking Enquiry Detail Window

To display this window, select **Tracking Details** against a container on the Account Container Tracking Enquiry Summary window.

Use this window to view the movements for the selected container.

Options

Audit Details

Use this to display the Asset/Container Tracking Audit Details pop-up for the selected container movement.

Select **Audit Details** against a container movement to display the Asset/Container Tracking Audit Details pop-up.

Asset/Container Tracking Audit Details Pop-up

To display this pop-up, select **Audit Details** against a container on the Account Container Tracking Enquiry Detail window.

Use this pop-up to view the movement details for the selected container movement.

Select **Previous (F12)** to return to the Account Container Tracking Enquiry Detail window.

Item Container Profile Enquiry [13/INE]

Use this task to view the product item (and optionally the customer) details for which a container profile has been defined.

Item Container Profile Enquiry Selection Window

To display this window, select the **Item Container Profile Enquiry** task.

Use this window to select a product item, and optionally the customer, on which you wish to enquire.

Fields

Base Product

Enter the product item number for which you wish to view a container profile.

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

Note: The selected item may not itself be a container item.

Customer

You can optionally enter a customer if you want to see the details specifically created for the item/customer combination.

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

Container profiles may be established for the following account levels:

- For a specific delivery address
- For all delivery addresses for a customer, by specifying a delivery address code of **000**

Note: *Customer/item container details take precedence over any Item details.*

Version

Enter a version number.

You can use the prompt facility on this field to select from all available versions of item container profiles for the entered item on the All Version by Item/Customer pop-up.

If no entry is made, zero is assumed.

Caution: If an enquiry is needed in a situation where the customer is known (e.g. an order or invoice), it is better to enter the item and customer, since there may be some special customer-specific details set up, and these would be missed if only the item number were to be entered.

Functions

Show All Customer (F10)

Use this to show all the customers who have special details set up for the product item on the Item Container Profile Enquiry Customer Selection window. You can then use **Select** to display the details for that customer/item combination.

Press Enter to display the Item Container Profile Enquiry Detail window.

Item Container Profile Enquiry Customer Selection Window

To display this window, select **Show All Customer (F10)** on the Item Container Profile Enquiry Selection window.

Use this window to view all the customer specific profiles for an Item.

Options

Select

Use this against a customer code to select it for further enquiry.

Select a customer to display the Item Container Profile Enquiry Detail window.

All Version by Item/Customer Window

To display this window, use the prompt facility on the Version field on the Item Container Profile Enquiry Selection window.

Use this window to view all the versions of profiles for an item. Customer and sequence are left blank for base product versions.

Options

Select

Use this against a version to select it for further enquiry.

Select a line to return to the Item Container Profile Enquiry Selection window.

Item Container Profile Enquiry Detail Window

To display this window, select a base product and optionally a customer and then press Enter on the Item Container Profile Enquiry Selection window.

Alternatively, select a customer on the Item Container Profile Enquiry Customer Selection window.

Use this window to view the container item details for the product or for a specific item/customer combination. Version number and version dates are displayed.

Fields

Base Product

This field displays the product selected, together with its description.

Customer

If a customer has been selected, it will be displayed; otherwise this line is shown as blanks. If a customer has been selected as well as an item, and there are no specific details for that customer, a literal will be shown:

"NO CUSTOMER SPECIFIC DETAILS"

In this case, the item details are shown, as they would be if only an item had been selected.

Sequence (Seq)

This field displays the sequence number of the container item.

Container Item/Description

These fields display the item number and description.

Number Off/M D

The product item sales quantity in its issue units is multiplied (1) or divided (2) by the value in the Number Off field to arrive at the container quantity required.

Optional (Opt)

This specifies whether the container is mandatory (1) or optional (0). It is displayed from the container's Item Master file record and cannot be amended.

Show in Summary

This specifies whether the container is to be printed on container summaries, which are shown on certain documents.

Select **Previous (F12)** to return to the Item Container Profile Enquiry Selection window.

Enquire on Item Transformation [14/INE]

Use this task to enquire on transformations of one item to another.

Item Transformation Enquiry Selection Window

To display this window, select the **Enquire on Item Transformation** task.

Use this window to select the item and lot you wish to trace.

Fields

Item

Enter the transformed item on which you wish to enquire, using up to fifteen alphanumeric characters.

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

Lot

Enter the specific lot number you have transformed into other items, using up to fifteen alphanumeric characters.

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

You may leave this field blank, in which case all transformations for all lots of your selected item are displayed.

Stockroom

You can optionally enter the [stockroom](#) code you want to view, using up to two alphanumeric characters.

Alternatively, use the prompt facility 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 field 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.

Press Enter to display the Item Transformation Enquiry Details window.

Item Transformation Enquiry Details Window

To display this window, enter your selection criteria and then press Enter on the Item Transformation Enquiry Selection window.

Use this window to view item transformation details for your selected item.

Fields

Sel

Select one of the following:

Movement details (1) - To display the Inventory Movements Detail window

For more information, see the Inventory Movements Detail Window section.

Forward/Backward (3) - To display the Forward/Backward Item Trace pop-up

Date

This field displays the date on which the item transformation was recorded.

Type

This field displays the type of transaction carried out on the selected item.

This will always show the value **Trans.** to indicate that transformation transactions are displayed.

Reference

This field displays the system-generated reference for the recorded transaction.

Sub-Reference

This field displays the original or resulting item for a transformation transaction.

Note: If more than one item resulted from a transformation request, the literal MULTIPLE ITEMS is displayed.

Quantity

This field displays the quantity of the item transformed in the primary [unit of measure](#) of that item.

If you are using [Catchweight](#), select **Quantity/Short Description (F9)** to toggle the display of the transformed quantity between the primary and secondary units of measure of the selected item.

Functions

Quantity/Short Description (F9)

This is a toggle that is only displayed when you are using [Catchweight](#).

Select **Quantity (F9)** to display the transformation quantity for each transaction in the primary [unit of measure](#).

Select **Short Description (F9)**, where 'Short Description' is the nine-character description of the item's secondary [unit of measure](#), to display the transformation quantity of each transaction in the secondary [unit of measure](#).

Lot Header Details (F13)

Use this to display the Lot Header Details pop-up for the selected lot.

Note: This function is only available where the selected item is subject to batch/lot/serial control.

Select any transaction with **Movement Details** or **Forward/Backward** to enquire on further details for that transaction and then press Enter to action your request.

Forward/Backward Trace Pop-up

To display this pop-up, select **Forward/Backward** against a transformation transaction and then press Enter on the Item Transformation Enquiry Details window.

Use this window to display the details of the items generated or consumed by your selected transformation transaction.

Options

Select

Use this to return to the Item Transformation Enquiry Details window and view transformation transactions for the selected item.

Functions

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 Item Transformation Enquiry Details window.

Items in a Location Enquiry [15/INE]

Use this task to enquire on the items present in a location.

Items in a Location Selection Window

To display this window, select the **Items in a Location** task.

Use this task to enquire on the items present in a location.

Fields

Stockroom

Enter a valid location-controlled [stockroom](#).

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Where a [stockroom](#) is selected, the description is shown against it.

Location

Enter a valid location for the [stockroom](#).

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

A [stockroom](#) must be specified before a location can be selected.

Press Enter to display the Items in a Location window.

Items in a Location Window

To display this window, press Enter on the Items in a Location Selection window.

Use this window to view the items present in a location.

Fields

Item Table

For each item with a record at the selected location, the total [physical stock](#) across all lots is shown in the issue [unit of measure](#).

Options

More Details

Use this to view the More Details pop-up, showing lot numbers (if applicable), physical, frozen and [allocated stock](#). This is the default selection.

[Rotation Date Balances](#)

Use this to view the standard [Rotation Date Balances](#) Enquiry window.

Functions

Include Zero Items (F13)

Use this to toggle the display between inclusion and exclusion of zero items, i.e. items with zero physical quantities.

Select **More Details** against a line to display the More details pop-up.

More Details Pop-up

To display this pop-up, select **More Details** against a line on the Items in a Location window.

Use this window to view the items present in a location.

If [catchweight](#) applies to this item, the secondary [unit of measure](#) details are shown instead of the allocated quantity. These details consist of the physical weight/quantity expressed in the secondary units.

Functions

Include Zero Items (F13)

Use this to toggle the display between inclusion and exclusion of zero items, i.e. items with zero physical quantities.

Select **Previous (F12)** to return to the Items in a Location window

Item/Stockroom [1/INR]

Use this task to produce a hard copy listing of item definitions and their associated item/[stockroom balances](#). You can select ranges of items, [item types](#), classes or groups to tailor the report. The following specifications are appropriate for this report:

- **Frequency** - On request
- **Stationery** - Standard listing paper
- **Print Positions** - 132
- **New Page** - Overflow
- **Totals** – None

Note: If you use [Catchweight](#), the secondary value, [unit of measure](#), [Catchweight](#) type and [tolerances](#) are displayed for each item. In addition, the secondary [unit of measure](#) and description, physical and in-transit stock values and descriptions for each [stockroom](#) are displayed.

Item/Stockroom Report Selection Window

To display this window, select the **Item/Stockroom** task.

Fields

Include Kits

Select one of the following:

Components (1) (default) - To display kit components on the report

Headers (2) - To display kit headers on the report

Both (3) - To display both kit components and headers on this report

Note: This final setting may produce misleading results on the report, due to the duplicate representation of each kit in the [stockroom](#).

Item Summary/Detail

Select one of the following:

Summary (1) (default) - To produce a summary listing by items on your specific report

Detail (2) - To produce a detailed listing by items on your specific report

Stockroom Summary/Detail

Select one of the following:

Summary (1) (default) - To produce a summary listing by [stockrooms](#) on your specific report

Detail (2) - To produce a detailed listing by [stockrooms](#) on your specific report

From/To

You can use one of the following ranges to tailor your report or leave these fields blank to report on all criteria.

Stockroom

Enter a [stockroom](#) or a range of [stockrooms](#) for inclusion in this report.

You can use the prompt facility on these fields to select from the [Stockroom](#) Selection pop-up.

Item

Enter an item or item range for inclusion in this report.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Item Group Major/Minor

Enter the [item group](#) or range of [item groups](#) for inclusion in this 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.

Item Type

Enter the [item type](#) or range of [item types](#) for inclusion in this report.

You can use the prompt facility on these fields to select from the PTYP [Item Type](#) pop-up.

Item Class

Enter the [item class](#) or range of [item classes](#) for inclusion in this report.

You can use the prompt facility on these fields to select from the PCLS [Item Class](#) pop-up.

Press Enter to produce the report.

Descriptions File [2/INR]

Select the **Descriptions File** task.

This report lists the details included in the Inventory [Descriptions file](#). The following specifications are appropriate for this report:

- **Frequency** - On request
- **Stationery** - Standard listing paper
- **Print Positions** - 132
- **New Page** - Overflow
- **Totals** – None

There are no selection criteria needed to produce this report. Select **Confirm Submit (F8)** to print the report.

Item Supersessions [3/INR]

This report lists supersession details that match the selection criteria entered.

- **Frequency** - On request
- **Stationery** - Standard listing paper
- **Print Positions** - 132
- **New Page** - Overflow
- **Totals** - None

Item Supersession Report Selection Criteria Window

To display this window, select the **Item Supersessions** task.

Use this window to select the criteria you want to use to produce the item supersession report.

Fields

Item From/Item To

Enter a range of items, or leave these fields blank to include all items.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Effective Date From/Effective Date To

Enter or select a range of dates, or leave these fields blank to select all dates.

Supersession Type

Select one of the following:

Forced (1)

Preferred (2)

Stock Run Out (3)

All (4) (default)

Press Enter and then select **Submit (F8)** to send the report to print.

Account Container Tracking Report [4/INR]

This report lists container [balances](#) and the movements of containers to and from each account that matches the selection criteria entered.

- **Frequency** - On request
- **Stationery** - Standard listing paper
- **Print Positions** - 132
- **New Page** - Overflow
- **Totals** - None

Account Container Tracking Selection Window

To display this window, select the **Account Container Tracking Report** task.

The Account Container Tracking report allows you to list details of the container [balances](#) recorded against an account (or range of accounts) and the movements of containers to and from each account.

Fields

Account Type

Select one of the following:

Customer (Blank) (default) - To list containers tracked against a customer account

Carrier (1) - To list containers tracked against a carrier account

Supplier (2) - To list containers tracked against a supplier account

Note: For an account type of **Supplier**, if the delivery sequence is blank this will be taken as Address Code 000.

Account Code Range

Enter either a single account code or a range of account codes.

If the Account Type field is set to Customer, you can use the prompt facility on the first field to select from the Customer Scan pop-up.

If the Account Type field is set to Carrier, you can use the prompt facility on the first field to select from the Select Carrier pop-up.

If the Account Type field is set to Supplier, you can use the prompt facility on the first field to select from the Supplier Search pop-up.

Minimum Quantity

You can optionally enter a value, so that only those accounts holding a container [balance](#) greater than this value are listed.

Detail/Summary

Select one of the following:

Detail (2) - To produce a detailed listing, showing both current container [balances](#) and the movements of each container to and from the account

Summary (1) - To produce a summary listing, only showing container [balances](#) for each account

There is no default value.

Show Movements Between/And

Enter or select a valid calendar date range to constrain the list of container movements listed on the report.

Press Enter to validate the selection criteria entered and to submit the report.

Item Audit [11/INR]

Select the **Item Audit** task.

This task prints out of all the changes made to the Item Master file since the task was last run. The following specifications are appropriate for this report:

- **Frequency** - On request (typically, as part of a day or weekend run)
- **Stationery** - Standard listing paper
- **Print Positions** - 132
- **New Page** - Change of part number
- **Totals** – None

***Note:** If you use [Catchweight](#), the secondary value, [unit of measure](#), [Catchweight](#) type and [tolerances](#) are displayed for each item. In addition, the secondary [unit of measure](#) and description, physical and in-transit stock values and descriptions for each [stockroom](#) are displayed.*

There are no selection criteria needed to produce this report. Select **Confirm Submit (F8)** to print the report.

Stockroom Audit [12/INR]

Select the **Stockroom Audit** task.

This task prints out of all the changes made to the [Stockroom](#) file since the task was last run. The following specifications are appropriate for this report:

- **Frequency** - On request (typically, as part of a day or weekend run)
- **Stationery** - Standard listing paper

- **Print Positions** - 132
- **New Page** - Overflow
- **Totals** – None

There are no selection criteria needed to produce this report. Select **Confirm Submit (F8)** to print the report.

Stock Movements Valuation Report [21/INR]

This report lists the stock movements of an item, or range of items, over a period of time, taking into account both demand and supply orders.

Proof of Delivery

If you are using Proof of Delivery (POD), the Inventory value includes the value of the [physical stock](#), in-transit stock and that stock awaiting POD (even though the last two [balances](#) are not physically present in the [stockroom](#)).

When you request a Period End Update, the software prompts you to run this report.

The following quantities are shown in the appropriate default inventory unit of each item:

- Opening quantity
- Receipts
- Issues
- Adjustments
- Transfers
- Closing quantity
- Computer recorded quantity

The description of the appropriate inventory unit is shown for assistance.

Stock Movements Valuation Record Report Selection Criteria Window

To display this window, select the **Stock Movements Valuation** task.

Use this window to select the criteria you want to use to produce the Stock Movements Valuation report.

Fields

Include Kits

Select one of the following:

Components (1) (default) - To display kit components on the report

Headers (2) - To display kit headers on the report

Both (3) - To display both kit components and headers on this report

Items with Zero Balances

Select one of the following:

Exclude (0) - To exclude items with zero [balances](#) from the report

Include (1) - To include items with zero [balances](#) in the report

Stockroom From/To

Enter a range of [stockrooms](#), or leave these fields blank to include all [stockrooms](#).

You can use the prompt facility on these fields to select from the [Stockroom](#) Selection pop-up.

Item From/To

Enter a range of items, or leave these fields blank to select all items.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Item Group Major/Minor

Enter a range of major or minor item codes, or leave these fields blank to include all major or minor item codes.

You can use the prompt facility on these fields to select from the PGMJ Product Group - Major and PGMN Product Group - Minor pop-ups.

Item Type

Enter a range of [item type](#) codes, or leave these fields blank to include all [item type](#) codes.

You can use the prompt facility on these fields to select from the PTYP [Item Type](#) pop-up.

Item Class

Enter a range of [item class](#) codes, or leave these fields blank to include all [item class](#) codes.

You can use the prompt facility on these fields to select from the PCLS [Item Class](#) pop-up.

Note: If you use [Catchweight](#), the secondary values and [unit of measure](#) are displayed.

Press Enter to submit the report.

Stock Valuation [22/INR]

Use this report task to value the [physical stock](#) of the requested items or [stockrooms](#). The following specifications are appropriate for this report:

- **Frequency** - On request (typically, as part of the month-end processing for stocktaking problems)
- **Stationery** - Standard listing paper
- **Print Positions** - 132
- **New Page** - Change of part number
- **Totals** - At change of [stockroom](#) and at the end of the report, the report prints a total stock value.

The following quantities are shown in the appropriate default inventory unit of each item:

- Physical
- In-transit
- Awaiting POD
- On-order
- Allocated
- Frozen
- Available
- [Usage](#) (year to date)
- [Usage](#) (average)
- Re-order point
- [Maximum stock](#)

Stock Valuation Record Report Selection Criteria Window

To display this window, select the **Stock Valuation** task.

Use this window to specify the selection criteria you want to use to produce the Stock Valuation report.

Fields

Include Kits

Select one of the following:

Components (1) (default) - To display kit components on the report

Headers (2) - To display kit headers on the report

Both (3) - To display both kit components and headers on this report

Items with Zero Balances

Select one of the following:

Exclude (0) (default) - To exclude items with zero [balances](#) from the report

Include (1) - To include items with zero [balances](#) in the report

Note: You can choose to include kit components, headers or both on the report.

Stockroom Code From/To

Enter a range of [stockrooms](#), or leave these fields blank to include all [stockrooms](#).

You can use the prompt facility on these fields to select from the [Stockroom](#) Selection pop-up.

Item From/To

Enter a range of items, or leave these fields blank to select all items.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Item Group Major/Minor

Enter a range of major or minor item codes, or leave these fields blank to include all major or minor item codes.

You can use the prompt facility on these fields to select from the PGMJ Product Group - Major and PGMN Product Group - Minor pop-ups.

Item Type

Enter a range of [item type](#) codes, or leave these fields blank to include all [item type](#) codes.

You can use the prompt facility on these fields to select from the PTYP [Item Type](#) pop-up.

Item Class

Enter a range of [item class](#) codes, or leave these fields blank to include all [item class](#) codes.

You can use the prompt facility on these fields to select from the PCLS [Item Class](#) pop-up.

Note: If you use [Catchweight](#), the secondary values and [unit of measure](#) are displayed.

Press Enter to display the Stock Valuation Report Sequence Selection window.

Stock Valuation Report Sequence Selection Window

To display this window, enter your criteria and then press Enter on the Stock Valuation Record Report Selection Criteria window.

This window allows you to specify the primary and secondary print sequences. The primary sequence defaults to [stockroom](#) and the secondary sequence to item.

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.

Default values for the report sequence are derived from the entries made on the previous window.

Fields

Major Sequence

Enter one of the following for the major (primary) sequence for the report:

- 1 - [Stockroom](#)
- 2 - Item
- 3 - [Item group](#) major/minor
- 4 - [Item type](#)
- 5 - [Item class](#)

Minor Sequence

Enter one of the following for the minor (secondary) sequence for the report:

- 1 - [Stockroom](#)
- 2 - Item
- 3 - [Item group](#) major/minor
- 4 - [Item type](#)
- 5 - [Item class](#)

Note: One of the sequences specified must be [Stockroom](#).

Select **Submit (F8)** to submit the report for processing.

Movements Audit Report [31/INR]

Select the Movements Audit Report task.

Note: *As this report details all movements since the report was last run, it is important to run this report at regular intervals, regardless of whether you print it or not.*

Use this report task to detail all movements of all items since the report was last run. The software then purges the file. The report includes the totals for the following [movement types](#); direct deliveries, frozen transfers, frozen issues, lot transformations, back-to-back, POD delivery adjustments and despatches awaiting POD. This must be run to generate data for the Negative [FIFO](#) report. The following specifications are appropriate for this report:

- **Frequency** - As required, but you should normally run it as part of a day or weekend run
- **Stationery** - Standard listing paper
- **Print Positions** - 132
- **New Page** - Change of part number
- **Totals** - Movement value by [transaction type](#), for each [stockroom](#)

Note: *If you use [Catchweight](#), the secondary values and [unit of measure](#) are displayed.*

There are no selection criteria needed to produce this report. Select **Confirm Submit (F8)** to print the report.

Movements Processed by AFI [32/INR]

Use this task to provide a hard copy print of a selection of stock movements processed via the Advanced Financial Integrator (AFI) in a number of different sequences.

Request Movements Processed by AFI Report Selection Window

To display this window, select the **Movements Processed by AFI** task.

Fields

Stockroom

Enter the code of the [stockroom](#) for which you want to produce the report.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Leave this field blank to print details for all [stockrooms](#).

Item Number

Enter the code of the item you want to include on the report, using up to fifteen alphanumeric characters.

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

Leave this field blank to print details for all items.

Item Group Major

Enter the major [item group](#) for which you want to produce the report.

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

For a report of movements for all major [item groups](#), leave this field blank.

Item Group Minor

Enter the minor [item group](#) for which you want to produce the report.

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

For a report of movements for all minor [item groups](#), leave this field blank.

Reference Date

To print a report of movements for particular reference dates, enter or select a single date or a range of dates. Leave these fields blank to print a report for all reference dates.

Movement Date

Enter or select a date or range of dates to specify the movements you want to include. To print movements for a particular day, enter just one date. Leave both fields blank to print all movements.

Movement Type

Enter a [movement type](#) to print on the report, using a one-character code.

Alternatively, use the prompt facility to select from the MVTP [Movement Type](#) Description pop-up.

Leave this field blank to print all [movement types](#).

Week Number

Enter the week number of the movements you want to print, using four numeric characters in the format WWYY. If this field is left blank, the report will detail all movements that satisfy previous selection criteria, regardless of week number.

Period Number

Enter the period number of the movements you want to print, using four numeric characters in the format PPYY. If this field is left blank, the report will detail all movements that satisfy any of the above selection criteria, regardless of period number.

Press Enter and then select **Submit (F8)** to send the report to print.

Stock Movements [33/INR]

Use this task to produce 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 stock movement criteria as the basis for your report.

Fields**Stockroom**

Enter the code of the [stockroom](#) for which you want to produce the report.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Leave this field blank to print details for all [stockrooms](#).

Item Number

Enter the code of the item you want to include on the report, using up to fifteen alphanumeric characters.

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

Leave this field blank to print details for all items.

Item Group Major

Enter the major [item group](#) for which you want to produce the report.

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

For a report of movements for all major [item groups](#), leave this field blank.

Item Group Minor

Enter the minor [item group](#) for which you want to produce the report.

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

For a report of movements for all minor [item groups](#), leave this field blank.

Reference Date

To print a report of movements for particular reference dates, enter or select a single date or a range of dates. Leave these fields blank to print a report for all reference dates.

Movement Date

Enter or select a date or range of dates to specify the movements you want to include. To print movements for a particular day, enter just one date. Leave both fields blank to print all movements.

Movement Type

Enter a [movement type](#) to print on the report, using a one-character code.

Alternatively, use the prompt facility to select from the MVTP [Movement Type](#) Description pop-up.

Leave this field blank to print all [movement types](#).

Week Number

Enter the week number of the movements you want to print, using four numeric characters in the format WWYY. If this field is left blank, the report will detail all movements that satisfy previous selection criteria, regardless of week number.

Period Number

Enter the period number of the movements you want to print, using four numeric characters in the format PPYY. If this field is left blank, the report will detail all movements that satisfy any of the above selection criteria, regardless of period number.

Press Enter and then select **Submit (F8)** to send the report to print.

Negative Stock Report [34/INR]

Use this task to list any stock that has become negative as a result of an inventory transaction.

Negative Stock Report Selection Window

To display this window, select the **Negative Stock** task.

Use this task to highlight stock that has been allowed to go negative for any transaction that reduces stock levels.

Fields

Stockroom

Enter a valid [stockroom](#) code.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Item

Enter the item code for which you want to produce the report.

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

From Date/To Date

Enter or select the range of dates for which you want to produce the report.

Control Flag

Select one of the following:

Report Only (0) (default) - Only to produce a report (this writes the record to the negative stock data file)

Report & Delete (1) - To produce a report and delete any negative stock movements that have been previously written to the Negative Stock Data file

Delete Only (2) - To delete the negative stock movement data only

Report, Delete & Adjust [FIFO](#) Items (3) - To produce a report, delete the stock movements and adjust negative [FIFO](#) records produced by value only adjustments

Note: It is recommended that you use this task to produce the report first and then use the task again to process any deletions and so on.

Select **Submit (F8)** to send the report to print.

Negative Stock Periodic Parameters [35/INR]

Use this to set the parameters when you run the Negative Stock report automatically using Machine Manager.

Negative Stock Report Periodic Parameter Maintenance Window

To display this window, select the **Negative Stock Periodic Parameters** task

You use this window to amend the periodic parameters.

Fields

Stockroom

Enter a valid [stockroom](#) code.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Item

Enter the item code for which you want to produce the report.

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

Control Flag

Select one of the following:

Report Only (0) (default) - Only to produce the report

Report & Delete (1) - To produce the report and delete the item(s)

Delete Only (2) - To delete the item(s) only

Report, Delete and Adjust FIFO Items (3) - To produce a report, delete and adjust [FIFO](#) items

Select **Update (F8)** to submit the job to update the parameters.

Non-moving Items [36/INR]

This report lists the last movements of both items that have no movements recorded against them since the selected last movement date, and items that have no movements at all.

You should run this report as part of the period end routines.

The report excludes the following:

- New items, whether they have movements in the current period or not
- This is because the software does not create a Movement Analysis record for the current period unless the [stockroom](#) had undergone a trial fiscal close.
- All items in [stockrooms](#) not under fiscal open and close control

The report includes the following:

- Slow-moving items that have moved during the current period, but whose previous movement was before the selected last movement date
Again, the items' inclusion in the report is due to the Movement Analysis record for the current period not being created.

You can also include Miscellaneous Receipts within this report, depending on the way in which you have set up your Inventory Management company profile.

Movement Analysis records hold two dates of last receipt; one includes miscellaneous receipts and the other does not, so this report can include items that have a recent miscellaneous receipt.

Report on Non-moving Items Selection Window

To display this window, select the **Non-Moving Items** task.

Use this window to select report criteria.

Fields

Report Criteria

Select one of the following:

By [Stockroom](#) (1) (default) - To produce the report by [stockroom](#)

By Item (2) - To produce the report by item

Item

Select one of the following:

Range (1) (default) - To produce the report for a range of items

List (2) - To produce the report for a list of items

Movement Type

Select one of the following:

Issues (1) - To report on issues

Receipts (2) - To report on receipts

Both (3) (default) - To report on both

Last Movement Date

Enter or select the date of the last movement on which to base the report. The format for the date is DDMMYY.

Note: If you choose to produce the report by [stockroom](#), you must either enter a site for which to produce the report, or choose to produce the report on a range or list of [stockrooms](#)

Site

Enter the site for which to produce the report.

Alternatively, use the prompt facility to select from the [Stockroom](#) Site Selection pop-up.

Stockrooms

Alternatively, choose to produce the report for one of the following:

Range (1) - A range of [stockrooms](#)

List (2) - A list of [stockrooms](#)

There is no default value.

Note: The criteria selected on this window will determine the appearance of the next window.

Press Enter to display the Report on Non-moving Items by [Stockroom](#)/Item Range/List window.

Report on Non-moving Items by Stockroom Range Window

To display this window, select **By Stockroom** in the Report Criteria field, select **Range** in both the Item and [Stockroom](#) fields, select your other report requirements and then press Enter on the Report on Non-moving Items Selection window.

Use this window to determine the item/[stockroom](#) ranges for which you want to process the report.

Note: If you selected **List** in the [Stockroom](#) field, you can use this window to select a list of [stockrooms](#) rather than a range. In this case, the title of the window changes to Report on Non-moving Items by [Stockroom](#) List window.

Fields

Movement Type

This field displays the [movement type](#) for which you have chosen to produce the report.

Last Movement Date

This field displays the last movement date for which you have chosen to produce the report.

Item From/To

Enter the range of items for which you want to produce the report.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Stockroom From/To

Enter the range of [stockroom](#) codes for which you want to produce the report.

You can use the prompt facility on these fields to select from the [Stockroom](#) Selection pop-up.

Note: If you chose to produce a report for a list of [stockrooms](#), there will be a number of entry fields on this window so that you can specify the exact [stockrooms](#) for which you want to produce the report.

Select **Submit (F8)** to submit a batch job to produce the report.

Report on Non-moving Items by Item Range Window

To display this window, select **By Item** in the Report Criteria field, select **Range** in the Item field, leave the Site and [Stockroom](#) fields blank, select your other report requirements and then press Enter on the Report on Non-moving Items Selection window.

Use this window to determine the item range within which you want to process the report.

Note: If you selected **List** in the Item field, you can use this window to select a list of items rather than a range. In this case, the title of the window changes to Report on Non-moving Items by Item List window.

Fields

Movement Type

This field displays the [movement type](#) for which you have chosen to produce the report.

Last Movement Date

This field displays the last movement date for which you have chosen to produce the report.

Item From/To

Enter the range of items for which you want to produce the report.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Note: If you chose to produce a report for a list of items, there will be a number of entry fields on this window so that you can specify the exact items for which you want to produce the report.

Select **Submit (F8)** to submit the job to print the report.

Report on Non-moving Items by Site Window

To display this window, select **By Stockroom** in the Report Criteria field, select **Range** in the Item field, enter a site code in the Site field, select your other report requirements and then press Enter on the Report on Non-moving Items Selection window.

Use this window to determine the item range for which you want to process the report.

Note: If you selected **List** in the Item field, you can use this window to select a list of items rather than a range. In this case, the title of the window changes to Report on Non-moving Items by Item List window.

Fields

Movement Type

This field displays the [movement type](#) for which you have chosen to produce the report.

Last Movement Date

This field displays the last movement date for which you have chosen to produce the report.

Site

These fields display your selected site code and its associated description.

Item From/To

Enter the range of items for which you want to produce the report.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Note: If you chose to produce a report for a list of items, there will be a number of entry fields on this window so that you can specify the exact items for which you want to produce the report.

Select **Submit (F8)** to submit the job to print the report.

Negative Locations [37/INR]

Use this report task to list locations where the physical [balance](#) is negative, the frozen [balance](#) is negative or the physical [balance](#) is less than the frozen [balance](#). You can select to produce the report on one or all location-controlled [stockrooms](#), and a range of locations within those [stockrooms](#).

Note: If you use [Catchweight](#), this report will also include any locations where the secondary [balance](#) is negative.

Request Negative Locations Report Selection Window

To display this window, select the **Negative Locations** task.

Use this window to determine the selection criteria for which you want to produce the report.

Fields

Stockroom

Enter the [stockroom](#) code for the [stockroom](#) for which you want to produce this report. This must be a location-controlled [stockroom](#).

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Leave this field blank to produce a report on all location-controlled [stockrooms](#).

Location Range From

Enter the starting value of the range of locations that you want to include in this report.

Alternatively, use the prompt facility to select from the Location Prompt pop-up.

To

Enter the closing value of the range of locations that you want to include in this report.

Alternatively, use the prompt facility to select from the Location Prompt pop-up.

Note: If you have not specified a [stockroom](#) code in the [Stockroom](#) field, the range of location codes specified in these fields will apply over all location-controlled [stockrooms](#).

Select **Submit Job (F8)** to produce the report.

Re-order/Overstock [41/INR]

Use this task to produce a report on stock levels compared to [maximum stock](#) levels and re-ordering points. This also reports on the recommended order quantity or if there is stock excess.

You can choose to produce the report either by item within [stockroom](#) or by [stockroom](#) within item. You can choose to have all items in the report, or only those with movements since the report was last run.

The report can be produced for a single [stockroom](#), a range of [stockrooms](#) or all inventory [stockrooms](#) in a company.

The following quantities are shown in the appropriate default inventory unit of each item:

- Physical [balance](#)
- Frozen [balance](#)
- Allocated [balance](#)
- Available [balance](#)
- Forward order [balance](#)
- On-order [balance](#)
- Reserved [balance](#)
- In-transit [balance](#)
- [Back order balance](#)
- Expected [balance](#)
- Re-order point
- [Maximum stock](#) level
- [Average usage](#) quantity
- Suggested re-order quantity
- Stock excess quantity

The description of the appropriate inventory unit is shown for assistance.

Re-order/Overstock Report Window

To display this window, select the **Re-order/Overstock** task.

Use this window to select the report you want to produce, in either item within [stockroom](#), or [stockroom](#) within item sequence.

Fields

From Stockroom/To Stockroom

Enter the range of [stockrooms](#) for which you want to produce the report.

Alternatively, use the prompt facility on these fields to select from the [Stockroom](#) Selection pop-up.

Leave these fields blank to produce the report for all [stockrooms](#).

Sequence

Select one of the following:

Item/[Stockroom](#) (1) - To produce a report in item and [stockroom](#) sequence

[Stockroom](#)/Item (2) (default) - To produce a report in [stockroom](#) and item sequence

All Items

Select one of the following:

All Items (1) - To report on all items

Moved, Not Yet Reported (2) (default) - To report on just those items that have moved and not yet been reported

If you use Requisitioning, you can use a similar task to produce additional reports. Furthermore, you can subdivide this report by Requisition, Purchasing Officer and Supplier.

Press Enter to process the report.

Stock Availability [42/INR]

Use this task to provide information on stock levels, current customer orders and other demands for all the selected items.

The following quantities are shown in the appropriate default inventory unit of each item:

- Physical [balance](#)
- Frozen [balance](#)
- Allocated [balance](#)
- Available [balance](#)
- In-transit [balance](#)
- On-order [balance](#)
- [Back order balance](#)
- Outstanding order quantity
- Reserved quantity
- Available quantity
- Expected quantity
- Allocated quantity
- On-pick quantity

The description of the appropriate inventory unit is shown for assistance.

Stock Availability Report Window

To display this window, select the **Stock Availability** task.

Fields

Item From/Item To

Enter a range of item codes, or leave these fields blank to produce a report on all items.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Stockroom From/Stockroom To

Enter a range of [stockroom](#) codes, or leave these fields blank to produce a report on all [stockrooms](#).

You can use the prompt facility on these fields to select from the [Stockroom](#) Selection pop-up.

Note: Leave the Item and [Stockroom](#) fields blank to produce a report for all items in all [stockrooms](#).

Do You Require Allocations to be Printed?

Use this checkbox as follows:

Unchecked - Not to print current stock allocations

Checked - To print current stock allocations

Do You Require Reservations to be Printed?

Use this checkbox as follows:

Unchecked - Not to print current stock reservations

Checked - To print current stock reservations

Report Only on Superseded Items

Use this checkbox as follows:

Unchecked - To print items whether or not they are currently subject to supersession

Checked - To only print those items that are currently subject to supersession

Report Only on Transaction Control Code

You can optionally enter a valid transaction control code.

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

If you select a value, the submitted report will only print those items currently linked to the selected transaction code, either directly or indirectly (by their associated [item group](#) minor).

The following additional information is also printed on the report:

- Transaction code and description
- Effective dates (from and to)

Press Enter to run the report.

Supply/Demand Exceptions [43/INR, 1/AOR]

Use this task to detail any changes affecting sales orders reserved against supply orders, for example purchase to order, make to order or direct delivery orders created in Advanced Order Entry.

The report shows the following sales order details, you can also report on the supply order details, for each purchase to order and direct delivery order where changes have occurred. It shows all incidents since the report was last run.

- Supply order type
- Demand order type
- Supply reference number
- Demand reference number, supplier code and name
- Customer code and name
- Item code and description
- [Stockroom](#) code and description

- Original quantity
- Action quantity
- Order due date

You can also view the reason for the amendment. Reasons may include:

- Sales order amended
- Production items master missing
- Standard planning route not found
- Sales order suspended, cancelled or a quotation
- Production order quantity too small
- Production order completion too late
- Production order excess quantity

Exception Report Prompt Window

To display this window, select the **Supply/Demand Exceptions** task.

Fields

Report to be Sequenced By

Select one of the following to determine the order sequence for your report:

Purchasing sequence (1)

Note: If you select this option, you must **check** the Include Purchase Orders field.

Sales order sequence (2)

Both (3)

Include Purchase Orders

Use this checkbox as follows:

Unchecked - Not to include details of the supply orders corresponding to the sales orders included in the report

Checked - To include details of the supply orders corresponding to the sales orders included in the report

Note: If you have chosen to sequence your report by purchase orders, you must **check** this field.

Include Works Orders

Use this checkbox as follows:

Unchecked - Not to include details of the works orders corresponding to the sales orders included in the report

Checked - To include details of the works orders corresponding to the sales orders included in the report

Select **Submit (F8)** to submit the job to produce the report.

Rotation Factors [44/INR]

Inventory calculates stock rotation factors for items based on their recent [usage](#). The factor is defined as the total [usage](#) across a selected number of periods (which you select), divided by the average stock level.

You can calculate an item's average stock level as the sum of the closing [balances](#) divided by the number of periods.

Inventory processes this calculation each time you run the report. The latest rotation factor and the number of periods used in the calculation are held on the file. You can view them using the Movement Analysis Enquiry. Inventory excludes details for the current period, as the period is incomplete.

Note: The software calculates rotation factors from the Movement Analysis records; these are created for items in [stockrooms](#) with fiscal control.

Stock Rotation Factor Report Selection Window

To display this window, select the **Rotation Factors** task.

Use this window to select report criteria.

Fields

Report Criteria

Select one of the following:

By [Stockroom](#) (1) - To produce the report by [stockroom](#)

By Item (2) - To produce the report by item

Item

Select one of the following:

All (Blank) (default) - To produce a report for all items

Range (1) - To produce a report for a range of items

List (2) - To produce a list of items

No. of Periods

Enter the number of periods' [usage](#) on which to base the calculations.

Note: You can produce the report by [stockroom](#) and enter either a site or a range or list of [stockrooms](#) on which to produce the report.

Site

Enter a site for which to produce the report.

Alternatively, use the prompt facility to select from the [Stockroom](#) Site Selection pop-up.

Stockrooms

Alternatively, select one of the following:

All (Blank) (default) - To report on all [stockrooms](#)

Range (1) - To report on a range of [stockrooms](#)

List (2) - To report on a list of [stockrooms](#)

Note: The criteria you select on this window will determine the appearance of the next window.

Press Enter to display the Stock Rotation Factor Report by [Stockroom](#) window.

Stock Rotation Factor Report by Stockroom Window

To display this window, select **By Stockroom** in the Report Criteria field, select **Range** in both the Item and [Stockroom](#) fields and then press Enter on the Stock Rotation Factor Report Selection window.

Use this window to determine the item/[stockroom](#) ranges for which you want to process the report.

Fields

No. of Periods

This field displays the number of periods for which you have chosen to produce the report calculations.

Item From/To

Enter the range of items for which you want to produce the report.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Stockroom From/To

Enter the range of [stockrooms](#) for which you want to produce the report.

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

Select **Submit (F8)** to submit the batch job to process the report.

Stock Rotation Factor Report by Item Window

To display this window, select **By Item** in the Report Criteria field and select **Range** in the Item field and then press Enter on the Stock Rotation Factor Report Selection window.

Use this window to determine the item range for which you want to process the report.

Fields

No. of Periods

This field displays the number of periods for which you have chosen to produce the report calculations.

Item From/To

Enter the range of items for which you want to produce the report.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Select **Submit (F8)** to submit the batch job to process the report.

Stock Rotation Factor Report by Stockroom and Item List Window

To display this window, select **By Stockroom** in the Report Criteria field, select **List** in the Item field, select **Range** in the [Stockroom](#) field and then press Enter on the Stock Rotation Factor Report Selection window

Use this window to specify the items for which you want to process the report.

Fields

No. of Periods

This field displays the number of periods for which you have chosen to produce the report calculations.

Item

Enter the items for which you want to produce the report.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Stockroom From/To

Enter a range of the [stockrooms](#) for which you want to produce the report.

You can use the prompt facility on these fields to select from the [Stockroom](#) Selection pop-up.

Select **Submit (F8)** to submit the batch job to process the report.

Stock Rotation Factor Report by Stockroom List and Item List Window

To display this window, select **By Stockroom** in the Report Criteria field, select **List** in both the Item field and [Stockroom](#) field and then press Enter on the Stock Rotation Factor Report Selection window.

Use this window to list the items and [stockrooms](#) for which you want to process the report.

Fields

No. of Periods

This field displays the number of periods for which you have chosen to produce the report calculations.

Item

Enter the items for which you want to produce the report.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Stockroom

Enter the [stockrooms](#) for which you want to produce the report.

You can use the prompt facility on these fields to select from the [Stockroom](#) Selection pop-up.

Select **Submit (F8)** to submit the batch job to process the report.

Stock Rotation Factor Report by Site and Item Range Window

To display this window, select **By Stockroom** in the Report Criteria field, select **Range** in the Item field, enter a site code and then press Enter on the Stock Rotation Factor Report Selection window.

Use this window to specify the item range for which you want to process the report.

Fields

No. of Periods

This field displays the number of periods for which you have chosen to produce the report calculations.

Site

This field displays the site that you entered or selected on the Stock Rotation Factor Report Selection window.

Item From/To

Enter a range of the items for which you want to produce the report.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.
Select **Submit (F8)** to submit the batch job to process the report.

Stock Rotation Factor Report by Site and Item List Window

To display this window, select **By Stockroom** in the Report Criteria field, select **List** in the Item field, enter a site code and then press Enter on the Stock Rotation Factor Report Selection window.

Use this window to list the items for which you want to process the report.

Fields

No. of Periods

This field displays the number of periods for which you have chosen to produce the report calculations.

Site

This field displays the site that you entered or selected on the Stock Rotation Factor Report Selection window.

Item

Enter the items for which you want to produce the report.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.
Select **Submit (F8)** to submit the batch job to process the report.

Items in a Location [45/INR]

This report lists the details of items held within [stockroom](#) locations.

Items in a Location Selection Window

To display this window, select the **Items in Location** task.

Fields

Stockroom From/To

Enter either a valid location controlled [stockroom](#) or range of [stockrooms](#).

You can use the prompt facility on these fields to select from the [Stockroom](#) Selection pop-up.

Where a [stockroom](#) is selected, the description is shown against it.

Location From/To

The location range entry and selection are only valid if a single [stockroom](#) is entered.

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

Zero Locations

Select one of the following:

Exclude (0) - To suppress zero [balance](#) locations (default)

Include (1) - To include zero [balance](#) locations

Rotation Details

Select one of the following:

Exclude (0) - To suppress rotation details (default)

Include (1) - To include rotation details

Select **Update (F8)** to submit a batch job to print the report.

Introduction to Location Control

You use Location Control as an alternative to Warehousing, as it provides location control without the full disciplines required within Warehousing. Location Control also delivers more stock control features than Inventory Management.

Another name for Location Control is Stock Locator.

Before you can install and activate Location Control, you must install Inventory Management. Although Location Control is a separate application, it does not have software of its own; it is integrated throughout the system to process stock movements. The applications most affected by Location Control are:

- Inventory Management
- [Catchweight](#)
- Order Entry
- Purchase Management
- Customer Returns
- Production
- Advanced Customer Scheduling
- Advanced Shipping
- Advanced Receiving

Implementing Location Control

Before you can start to use Location Control, you must:

- Create the Location Control application in Application Manager and apply the authorisation codes. For more information, see your Systems Manager.
- Set up the [Stockroom](#) profile in Inventory Company Maintenance.
- Create the Location Control [Stockroom](#) profile details.
- Create the Location Control Location Map.
- Create as many of the Location Control item/[stockroom](#) profiles as required. The Location [Balance](#) Take-on task will create any missing Location Control item/[stockroom](#) profiles from the [stockroom's](#) default values.
- Complete or cancel as many outstanding pick notes and pull lists as possible.

- Activate Location Control for the [stockroom](#).
- Use the Location Data Take-on task to populate the item's default location.
- Perform a stock take, or location-to-location transfers, to make sure that you distribute the stock correctly across the locations.

Note: *Although the location-to-location transfer is a simple operation, it is recommended that you process a full stock take, as you can use it to test your implementation. Inaccurate location [balances](#) substantially reduce the benefits of Location Control.*

- If you are going to use Location Control within Production, you must create Location Control details within Routes/Structures Maintenance, Text Type and Additional Text Maintenance.

Location Control - Key Points

Although Location Control is integrated with existing applications, you must create the Location Control application so that you can apply an authorisation code to it, and so activate it. If you do not activate Location Control, Inventory Management, Order Entry, Purchase Management, Customer Returns and the Production applications are not affected.

The main features of Location Control are:

- [Stockroom](#) Specific
 - Location Control is applied at [stockroom](#) level. You can also set Location Control defaults at item/[stockroom](#) level.
 - You can use Location Control in a company which has [stockrooms](#) that are controlled by both Inventory and Warehousing. [Stockrooms](#) can be controlled by Inventory, Warehousing or Location Control.
 - You can set up all details required by Location Control before you activate it.
 - You can use a new data take-on task to convert an existing [stockroom](#) to a location-controlled [stockroom](#).
- Locations
 - Each [stockroom](#) in which Location Control is [stockroom](#) has two subdivisions, which are called In Use and Suspended. These subdivisions have no capacity or proximity limitations.
 - You can create locations in ranges to make the creation process quicker.
- Location [Balances](#)
 - Physical and frozen [balances](#) are maintained by location.
 - If you activate both Location Control and [Catchweight](#), you can choose to maintain secondary [balances](#) by location.
- Stock Rotation

Stock rotation is an important requirement for many organisations. You can choose to record stock rotation for lot-controlled, batch-controlled and serial-controlled items and non-lot-controlled items. If you use either form of stock rotation, you do not need to enter or select stock by [rotation date](#).

 - For non-lot-controlled items, the stock [rotation date](#) is the date on which the stock was received into the location. The system maintains a set of [rotation date balances](#) for each item by location. Receipts create new [balances](#) and receipt reversals consume these [balances](#) in LIFO sequence. Other transactions (issues, transfers and adjustments) consume the

[balances](#) in [FIFO](#) sequence when the transaction reduces the stock [balance](#), and increases the stock of the oldest [balance](#) when the transaction increases the stock [balance](#).

- For lot-controlled items, the stock [rotation date](#) is the lot's [last available date](#). The date is calculated and maintained by the existing extended lot header options within the system.
- If you do currently use extended lot header details, you can use a new task to activate them for existing lots, batches or serial-controlled items. For more information, see the Advanced Allocations Options Window section.
- Event Allocation
- This is the batch process that selects which location [balances](#) are to be used on a picking note or pull list. It also allocates the lot [balances](#).
- Planned Issues
 - When you produce picking notes for sales orders and shop documentation for production issues, they will list the lots or the locations, or both, from which to pick.
 - These details are displayed during confirmation so that you can confirm the despatch or issue without any other data entry, apart from any overrides that are necessary. You can therefore, confirm sales orders in batch.
 - The picking logic takes into account any stock that is committed to outstanding issues when selecting the lot or location [balances](#), or both, from which Inventory can pick stock. You can now automatically allocate lot [balances](#) in Production.
 - If lot [balances](#) are manually allocated, these are honoured.
- Other Stock Movements
 - Each item has a default location in a location-controlled [stockroom](#). If you process an unplanned transaction, the default location is presented as the suggested location for the item.
 - You can spread a single transaction over several locations.
 - You can use the Single Step Transfer task to transfer stock from location to location.
- Single Location Items
 - You can restrict an item to its default location. This means that you do not need to capture the location [balances](#) during transactions.
- Location Prompts
 - When you process a receipt, the locations where the item is currently stocked are displayed at the top of the list, with their current [balances](#).
 - When you process an issue, only locations with stock for the item are displayed, with their current [balances](#).
- Processing Stocktaking

When you activate Location Control, you can process stock takes by:

 - Range of locations
 - Range of items
 - ABC classification
- Enquiries and Reports

- You can use the Item/[Stockroom](#) enquiry task and the Stock enquiry task in Sales Order Processing to view the location [balances](#) by item. You can also use the same enquiry to view item [balances](#) by [rotation date](#).
- You can produce a report to list negative location [balances](#).

Constraints

- Integrated Applications
Location-controlled [stockrooms](#) can be used by all stock [balance](#) affecting applications, with the following exceptions:
 - Service Management

Caution: These applications do not recognise location-controlled stockrooms and so do not issue a warning if you are about to use one. This means that the location balances are not updated. The Rebuild Balances from Location task's Reconciliation report will identify the stock imbalance, but there is no easy method of rectifying the discrepancy as it works from location balances upwards. Some tasks may terminate abnormally if they attempt to update the location balances with missing Location Control data.

- Stock Rotation
For lot-controlled, batch-controlled and serial-controlled items, the prerequisites are extended lot, batch and serial header details. This is because the Location Control program uses the [last available date](#) on the lot header as the stock [rotation date](#).
- Automatic Lower Level Allocation
This is mandatory for location-controlled [stockrooms](#). This means that the Sales Order Processing picking program can allocate lots, batches and serial numbers.
- Manual Allocation of stock by locations is not supported. Location [balances](#) are only committed with the pick note or production pull list is raised.
- Locations cannot be assigned to customers, suppliers, vans and so on. They cannot be designated as consignment stock, inspection, quarantine or marshalling locations. A location is simply a sub-division of a [stockroom](#).
- Missing Location Control item/[stockroom](#) profiles cannot be created during a transaction. You must end the transaction and create the required profiles before you can complete the transaction. As these are now created by the Location [Balance](#) Data Take-on task or the Rebuild [Balances](#) for Locations task, this situation should not arise. Once a [stockroom](#) has been activated as location-controlled, you cannot add a new item/[stockroom](#) profile without also adding the corresponding Location Control item/[stockroom](#) profile.
- The Negative Stock window is displayed after the location [balances](#) have been entered. This is because the negative stock processing also checks for the [Catchweight balances](#) and these are captured at the same time as the location [balances](#). You will only view this window if negative stock is allowed for a [stockroom](#), as the negative location stock error will have already occurred when negative stock is not allowed. When negative stock is allowed, warning messages are displayed at location level and another warning is displayed at [stockroom](#) level.
- Location [Balance](#) Movement records are written for each movement, but they are audit records, so you cannot enquire or report on them.
- Kit parents are best defined for non-stock items for a variety of reasons. If then have been defined as stocked items, the system will expect a Location Control item/[stockroom](#) profile to

exist for each parent. When you raise a picking note, the location will be Unspecified because there is no stock of a kit parent, but the subsequent confirmation will ignore this.

- In the [Available Stock](#) Transfer task you can select a line for amendment. If you do this, the previously entered location details for this item are lost.

Caution: Warehousing and Location Control are mutually exclusive for the same stockroom. You cannot place an active location-controlled stockroom under warehouse control. Warehousing and Location Control profiles can exist for the same stockroom as long as one or neither is active.

To convert a warehousing-controlled [stockroom](#) to a location-controlled [stockroom](#) you must:

- 1 Set up Location Control.
- 2 De-activate Warehousing for your selected stockroom. To do this, select **Activate/Deactivate (F14)** in the Warehouse Profile maintenance task.
- 3 Activate Location Control for your selected stockroom and process a data take-on or a stock count as required.

Inventory Company Profile [1/INUM]

You use this task to:

- Maintain company details and defaults for the Inventory Management application
- (If you use Advanced Order Entry, you need to maintain these parameters within Inventory Management as well.)
- Create and maintain [stockrooms](#) for a company
- Create and maintain [usage profiles](#) for a company

Caution: It is recommended that you use the Copy Company 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 then amend these details using your maintenance and utility tasks.

Maintain Company Profile Selection Window

To display this window, select the **Inventory Company Profile** task.

Use this window to select the company that 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 Aspect Selection window.

Maintain Company Profile Aspect Selection 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.

Caution: If extended user stockroom authorisation is active you cannot maintain the stockroom profile if you are not authorised to the stockroom.

Fields

Stockroom Code

If you want to create or maintain a company/[stockroom](#) profile, enter an existing [stockroom](#) code for amendment or a new code for addition.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Press Enter to display the Maintain Company Profile [Stockroom](#) Profile window and maintain the [stockroom](#) profile.

Usage Profile Code

If you want to maintain or create a [usage profile](#), enter the code of the [usage profile](#) you want to maintain, or enter a new code for addition.

Alternatively, use the prompt facility to select from the Select [Usage](#) Code pop-up.

Press Enter to display the [Usage Profile](#) window to maintain the [usage profile](#).

Inventory Management uses the [usage profile](#) to nominate historical data (by week or month) that is used to calculate [average usage](#). Inventory Management uses this code to make re-order recommendations. You can define different [usage profiles](#) to reflect different [usage](#) trends.

Leave the [stockroom](#) and [usage profile](#) codes blank and then press Enter to display the Maintain Company Profile window.

Maintain Company Profile Window

To display this window, leave the [stockroom](#) and [usage profile](#) codes blank and then press Enter on the Maintain Company Profile Selection window.

Use this window to maintain the default company parameters. Any current information is displayed. The company name is displayed. You cannot change this within Inventory Management.

Fields

Costing Method

Select one of the following to specify your company's default [costing method](#):

Standard - [Standard costing](#)

Latest - [Latest costing](#)

Average - [Average costing](#)

FIFO - [FIFO costing](#)

You can change the [costing method](#) for each individual product. For more information, see the Price and [Costing](#) Window description in the Maintain Inventory Item Window section in the Inventory Maintenance chapter of this product guide.

Specification N Description (where N is 1 to 3)

You can define three numeric specifications for each product, using up to 15 characters.

The description for each specification appears alongside the specification on the Maintain Inventory Item window. You use these specifications to define some dimension of a product not provided in the standard data. Standard processing makes no use of the specifications.

General Ledger Account

Enter the default account number in the General Ledger to which purchase invoices are posted, if you use Purchase Management.

Sales GL Account

Enter the default account number in the General Ledger to which stock transaction values are posted.

Cost of Sales GL Account

Enter the default account number in the General Ledger to which [cost](#) of sales transaction values are posted, if you use Sales Order Processing.

Price Variance GL Account

Enter the default account number in the General Ledger to which accruals are posted, if you use Purchase Management.

Usage Cycle

Select one of the following to define the basis for Inventory Management to calculate [average usage](#):

Monthly (M) - To maintain [usage](#) figures by month, and to express [average usage](#) as [average usage](#)/month

Weekly (W) - To maintain [usage](#) figures by week, and to express [average usage](#) as [average usage](#)/week

The software automatically records [usage](#) of all items at [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. To set the software to calculate this, you need to define [usage profile](#) codes.

Default Reorder Policy

Enter one of the following to specify the company's normal re-order policy:

1 (Up to Max) - If, when [expected stock](#) drops below the re-order point, the software suggests that an order be placed of sufficient size to take the stock level up to the maximum

2 (ROQ) - If, when [expected stock](#) drops below the re-order point, the application suggests that the re-order quantity be ordered

You can set this quantity yourself, or the software can determine it for you. You can hold a Re-order Quantity Factor at [stockroom](#) level or as a default on the company profile.

Note: In other words, if you have set the re-order quantity factor to 30%, Inventory recommends that you re-order enough stock to last through 30% of the [lead time](#). If you set the factor at 200%, Inventory recommends that you re-order enough stock to last through twice the [lead time](#).

3 (Up to Min) - If, when [expected stock](#) drops below the re-order point, the application suggests 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 will re-order goods when there is demand for them, for example, from a customer or manufacturing order.

4 (Up to ROP) - If, when [expected stock](#) drops below the re-order point, the software suggests that you order enough stock to take the [balance](#) back up to the minimum level

5 (EOQ) - If, when [expected stock](#) drops below the re-order point, the software suggests that you place an order for the calculated or maintained [economic order quantity](#)

This re-order policy is then the default for all products in all [stockrooms](#). You can change it for a particular product or [stockroom](#) if required.

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 1 [lead time's](#) worth, 150% is 1.5 [lead times](#)' worth.

Inventory Management uses this factor to calculate the re-order quantity for those item/[stockroom](#) combinations that use the re-order policy ROP but you have not specified a re-order quantity.

Stock Carrying Rate %

Enter the percentage [cost](#) of carrying a stock item for a year, using up to five numeric characters with two decimals. This is the [cost](#) as a percentage of the item [cost](#). Inventory Management uses this in the [economic order quantity](#) calculations.

Order Placement Cost

Enter the [cost](#) in base currency of placing and processing a purchase order, using up to five numeric characters with two decimals. Inventory Management uses this in [economic order quantity](#) calculations.

Purchasing in Use

Use this checkbox as follows:

Unchecked - If Purchase Management is not in use

Checked - If Purchase Management is in use

SOP in Use

Select one of the following:

No (0) - If Sales Order Processing is not in use

SOP Attached (1) - If Sales Order Processing is in use

AOE Attached (2) - If Advanced Order Entry is in use

Currency Rate Code

Enter a valid currency rate code.

This is the default Currency Rate Code used to identify the currency exchange rate to be used to convert the material cost and Standard Cost to base currency.

Alternatively, use the prompt facility to select from the Select Currency Rate Code Popup.

NOTE: This field is displayed if Accounts Receivable is operating as a multi-currency module.

Extended Lot Details

Use the following to activate or de-activate extended detail control for lot-controlled, batch-controlled and serial-controlled items:

Batch Controlled

Use this checkbox as follows:

Unchecked - To de-activate extended details for batch-controlled items

Checked - To activate extended details for batch-controlled items

Lot Controlled

Use this checkbox as follows:

Unchecked - To de-activate extended details for lot-controlled items

Checked - To activate extended details for lot-controlled items

Serial Controlled

Use this checkbox as follows:

Unchecked - To de-activate extended details for serial-controlled items

Checked - To activate extended details for serial-controlled items

If you **check** these fields to activate extended details, the Header Parameters Maintenance window is displayed for the appropriate [area](#), for example, for lot-controlled, batch-controlled or serial-controlled items, or a combination of these if appropriate.

You would normally activate, or de-activate, these options during system implementation. If you de-activate these options after implementation, all of the functionality that used this information is disabled.

If you activate these options after implementation, you will be prompted to enter the missing information for all lot-controlled, batch-controlled and serial-controlled items that do not have extended details and shelf life parameters.

Note: If you have activated Location Control for your company, you need to make sure that you have activated lower level allocation details for all lot-controlled, batch-controlled and serial-controlled items. This is because Location Control cannot commit location [balances](#) to a pick note for these items unless the lots, batches or serial numbers are already allocated.

Packaging Reporting

You use this field to determine whether you want to use Packaging Reporting for your company. If you use Packaging Reporting, the software compiles packaging statistics for submission to the appropriate authority.

Use this checkbox as follows:

Unchecked - To de-activate Packaging Reporting for your company

Checked - To activate Packaging Reporting for this company

Note: The next three fields appear if you have chosen to activate Packaging Reporting for your company. For more information about these fields, see the Packaging Reporting section.

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 for packaging reporting.

Alternatively, use the prompt facility to select from the GDSC Packaging Sales Channels pop-up.

Extended Features

Use this checkbox as follows:

Unchecked - To de-activate the extended features option for this company

Checked (default) - To activate the extended features option for this company

Checking this field will later cause the new UK 1997 Legislative extract program to run, rather than the original UK/German extract and report.

Sales Analysis

Default Flag

Use this field to determine how you want to update Sales Analysis for this company.

Enter a valid code.

Alternatively, use the prompt facility to select from the SAUI Sales Analysis Update pop-up.

These codes are defined in the Inventory [Descriptions file](#), under major type SAUI.

Functions

Sec. UOM (F9)

Use this to display the Secondary [UOM](#) pop-up.

Note: This function is displayed if you use [Catchweight](#). To use [Catchweight](#), you must have a valid authorisation code.

Extras (F10)

Use this to display the Extended Options pop-up.

Reference Numbers (F15)

Use this to display the Reference Number Entry pop-up.

Presentation Details (F19)

Use this to display the Presentation Details pop-up.

Packaging Countries (F20)

This is displayed if you have **checked** the Packaging Reporting flag. Use this to access the windows used to set up the packaging reporting information. For more information see the Maintain Country Details section in the Packaging Requirements chapter of this product guide.

Transformation Cost Parameters (F21)

Use this to display the Item Transformation Cost Parameters Popup.

Once you have made the required amendments, press Enter twice to update the company profile.

If you have chosen to activate extended details for lot-controlled, batch-controlled or serial-controlled items, or all three, the All Serial/Lot/Batch Header Parameters Maintenance pop-up is displayed. The title of the pop-up changes to reflect the items whose extended details you have chosen to activate.

Item Transformation Cost Parameters Popup

To display this popup, request **Transform Cost Parm** (F21) on the Maintain Company Profile Window.

You use this popup to specify how the Item Transformation process defaults the cost for each target items of a transformation request for those items with one of the actual costing methods (i.e. Average; Latest & FIFO).

NOTE: *The cost for target items with Costing Method: Standard will always default to the standard cost of the target item.*

Fields

Average

Select one of the following:

Current average (1) – If the target item cost is to be the current average cost of the item

Current latest (2) - If the target item cost is to be the current latest cost of the item

Derived from source items (3) – If the target item cost is to be derived from the cost of the transformed item(s)

NOTE: *This setting applies for any target item of a transformation with Costing Method: Average*

Latest

Select one of the following:

Current average (1) – If the target item cost is to be the current average cost of the item

Current latest (2) - If the target item cost is to be the current latest cost of the item

Derived from source items (3) – If the target item cost is to be derived from the cost of the transformed item(s)

NOTE: This setting applies for any target item of a transformation with Costing Method: Latest
FIFO

Select one of the following:

Current average (1) – If the target item cost is to be the current average cost of the item

Current latest (2) - If the target item cost is to be the current latest cost of the item

Derived from source items (3) – If the target item cost is to be derived from the cost of the transformed item(s)

NOTE: This setting applies for any target item of a transformation with Costing Method: FIFO

Select **Update (F8)** to save the selected entries and return to the Maintain Company Profile Window.

All Serial/Lot/Batch Header Parameters Maintenance Pop-up

To display this pop-up, **check** the Serial Controlled field, [Lot Controlled](#) field or [Batch Controlled](#) field, or any combination of the three, and then press Enter on the Maintain Company Profile window.

Note: The title of the pop-up changes to reflect the items whose extended details you have chosen to activate. For example, if you have chosen to activate extended details for batch-controlled items, the title of the window is All Batch Header Parameters Maintenance pop-up and so on. If you have chosen to activate more than one [area](#) of extended details, this pop-up is displayed for each of your selected [areas](#) in turn.

There are three conditions when this option is used:

- If you have not yet defined items with the selected type of control; that is batch, lot or serial
 In this case, any values entered on this pop-up will have no effect but they still need to be entered for future use.
- If you have defined items with the selected type of control, but they have no stock [balances](#) recorded against them
 In this case, the shelf life parameters are used to update any item that does not have shelf life details recorded against it. Items with existing shelf life parameters are not affected.
- If your controlled items have stock [balances](#)
 In this case, those with missing shelf life parameters are updated and any extended batch, lot or serial header details are created.

These missing values are either entered using this pop-up, derived from existing data, calculated or set to a default value.

The derived values are the item, lot reference and production date. The production date is calculated from the earliest remaining receipt in any [stockroom](#).

The calculated values are the [first available date](#), the [last available date](#) and the expiry date.

The default values are the [potency](#) and grade details, as these are set as being not required.

When you use this pop-up, only missing values are created; existing values are retained. If you use Advanced Order Entry, the supplier's reference is retained for batch-controlled items.

Once you have created these details, you can amend them using Item Lot Header Maintenance.

Fields

Note: You can use the Items maintenance task to define the details held in the next three fields for individual items. For more information, see the Maintain Inventory Item Window section in the Inventory Maintenance chapter of this product guide.

Shelf Life Unit

Enter a shelf life unit code to specify the default (from those defined in the Inventory [Descriptions file](#), under major type SHLU).

Alternatively, use the prompt facility to select from the SHLU Shelf Life Unit pop-up.

Shelf Life

Enter up to three numeric characters to specify the default shelf life of the item expressed in the shelf life units. This is the actual life of the product.

For example, if you entered **1** (Days) in the Shelf Life Units field and enter **7** in this field, the total shelf life is 7 days.

Customer Shelf Life

For lot-controlled, batch-controlled and serial-controlled items, this value is subtracted from the expiry date to give the [last available date](#). The Stock Status Re-calculation task will freeze the stock in all [stockrooms](#) when a lot-controlled, batch-controlled or serial-controlled item has passed its [last available date](#). This task should be run regularly.

For example, if you enter **5** in this field, having entered a total shelf life of 7 days, 2 days are stock shelf life days and 5 are customer shelf life days.

Note: You can use the Item Maintenance task to define the details held in the next three fields for individual items. For more information, see the All Serial/Lot/Batch Header Parameters Maintenance Pop-up section. You can also use this task to define [potency](#) and grade details for individual items if they are required.

Default Stock Status

Enter a stock status code chosen from those defined in the Inventory [Descriptions file](#) under major type STKS. This stock status code defaults into the Stock Status field every time you receive a new lot of this item into Inventory. Stock status codes are designated as either available or unavailable, and then applied to a lot to make the quantity of that lot frozen or unfrozen. Receipts are frozen by the stock status monitor.

You can use the prompt facility on this field to select from the STKS Stock Status pop-up.

You can leave this field blank if you want to specify the lot as available.

Note: The seven-digit Limit field of the description codes defined against STKS indicates the availability of an item. If the seventh digit of this field is **1**, the stock status code indicates an unavailable item. Any other value renders the stock status code an available code.

Release Lead Time Units

Enter the release time unit used when calculating the [first available date](#) of a lot.

Alternatively, use the prompt facility to select from the RLTU Release [Lead Time](#) Units pop-up.

Leave this field blank if you do not want to enter the release [lead time](#). In this case, when the lot dates are calculated, the [first available date](#) equals the production date.

Note: Production Date + Release [Lead Time](#) = [First Available Date](#). The Stock Status Monitor will freeze receipts, and the Stock Status Re-calculation task will unfreeze them once the release date has passed.

Release Lead Time

You must enter this if you specified a release [lead time](#) unit. Enter up to three numeric characters. The release time is used in the following calculation:

Production Date + Release [Lead Time](#) = [First Available Date](#).

If you leave this field blank, when the lot dates are calculated, the [first available date](#) equals the production date.

Lot Dates To

Enter one of the following alphanumeric characters to specify the method used to position lot dates once they are calculated:

- 1 - To use actual lot dates
- 2 - To position to the first day of the period
- 3 - To position to the last day of the period

You can use the prompt facility to select from the CBDT Calculate Batch Dates To pop-up.

All lot dates are either entered or calculated using shelf life and release times. Once calculated, this field can re-position the first available, last available and expiry dates to the start or end of a week depending on the business requirements. The [first available date](#) is set to the production date when the start of week date precedes the production date. In this case, the last, available and expiry dates are still calculated from this start of week date.

Display Lot Time

Use this checkbox as follows:

Checked - Not to display lot times when you receive a new lot of this item into Inventory.

Unchecked - To display lot times as well as lot dates

In this case, you need to enter a time, as well as a date, upon receipt of a lot.

Note: If you select **Previous (F12)**, these details are not saved, and the Extended Details field is set back to **unchecked**.

Note: When you press Enter, the item and extended details are updated interactively.

Press Enter to save these details and re-display the Maintain Company Profile window.

Secondary UOM Pop-up

To display this pop-up, select **Sec. UOM (F9)** on the Company Profile Maintenance Initial Selection window.

Note: This function is displayed if you use [Catchweight](#). To use [Catchweight](#), you must have a valid authorisation code.

Use this pop-up to define the default secondary [unit of measure](#), and the default percentage [tolerance](#) and [tolerance](#) value limits for your company. You use these [tolerance](#) limits during any transactions that involve a change to an item's [stockroom balance](#).

Fields

Secondary UOM

Enter an existing [unit of measure](#).

Alternatively, use the prompt facility to select from the Units of Measure pop-up.

You can use the Secondary [UoMs](#) task to create these.

Tolerance %

When an item's secondary value is captured during a relevant transaction, entering a percentage number in this field can set the default plus or minus degree of deviation from the expected nominal value. If you exceed this percentage [tolerance](#) during a transaction, Inventory Management displays a warning message. For example, if you enter **5** in this field, any transaction that exceeds the expected nominal value by plus or minus 5% will cause the warning message to display.

Tolerance Value

When an item's secondary value is captured during a relevant transaction, entering an absolute value in this field can set the default plus or minus degree of deviation from the expected nominal value. If you exceed this fixed value [tolerance](#) during a transaction, Inventory Management displays a warning message. For example, if you enter **5** in this field, any transaction that exceeds the expected nominal value by plus or minus 5kg (if the [UOM](#) is kilos) will cause the warning message to display.

Note: [Tolerance](#) percentages or values are defined only for [Catchweight item types](#) 1 and 2. You can display and amend default values during [Catchweight](#) item creation.

Note: If both the [Tolerance](#) Percentage or [Tolerance](#) Value fields are empty, there is no [tolerance](#) and a warning is displayed for anything other than the default.

Note: You can enter a number in either the [Tolerance](#) Percentage field or the [Tolerance](#) Value field, but not both.

Select **Update (F8)** to save the selected entries in the Secondary [UOM](#) pop-up and re-display the Maintain Company Profile window.

Extended Options Pop-up

To display this pop-up, select **Extras (F10)** on the Maintain Company Profile window.

Use this pop-up to define the centralised processing of delivery documentation and designation of the default item search. If you are using Advanced Order Entry you can determine whether you can enter decimal quantities [on orders](#).

Fields

Stockroom Fiscal Close

This is used in Inventory Re-valuation and determines how you want to perform your [stockroom](#) fiscal close process. For more information see the [Stockroom](#) Fiscal Close sections in the Inventory Valuation chapter of this product guide.

Select one of the following:

No (0) - Not to perform a [stockroom](#) fiscal close

Month End (1) - To perform a [stockroom](#) fiscal close as part of Inventory Management's Period End process

Manual (2) - To perform [stockroom](#) fiscal close manually

Latest and Average Cost Calculation

This is used in Inventory Re-valuation.

Select one of the following:

Exclusive of Misc. Rec. (0) - To exclude miscellaneous receipts of stock from latest and [average cost](#) calculations

Inclusive of Misc. Rec. (0) - To include miscellaneous receipts of stock from latest and [average cost](#) calculations

Centralised Delivery Documents

Select one of the following:

No (0) - To generate separate despatch/delivery documentation by each function

Optional (1) - To generate centralised delivery documentation where additional details have been specifically entered for the transaction

Mandatory (2) - To generate centralised delivery documentation for all movement of goods

Default Item Search Option

Select one of the following to specify the search criteria on the item search facility:

Item Reference (1)

Inventory Description (2)

Purchasing Description (3)

Alias (4) - Alternative reference (only available if you are using Advanced Order Entry)

Search Characteristics (5) - Search characteristics (only available if you are using Advanced Order Entry)

Configurator (9) - Search by base item (only available if you are using Production and Configurator)

Integer Quantities

Use this checkbox as follows:

Unchecked - If you do not want integer quantities

Checked - If you want integer quantities

Supersession in Use

This indicates whether item Supersession is in operation in this company.

Use this checkbox as follows:

Unchecked - If Item Supersession is not active

Checked - If Item Supersession is active

Note: Existing control data is retained when this function is de-activated at company level.

Note: All items are automatically updated for Item Supersession when this function is activated at company level.

Transaction Control in Use

This indicates whether Transaction Control is in operation in this company.

Use this checkbox as follows:

Unchecked - If Transaction Control is not active

Checked - If Transaction Control is active

Note: Existing control data is retained when this function is de-activated at company level.

Note: All items are automatically updated for Transaction Control when this function is activated at company level.

Select **Previous (F12)** to re-display the Maintain Company Profile window.

Reference Number Entry Pop-up

To display this pop-up, select **Reference Numbers (F15)** on the Maintain Company Profile window.

Use this pop-up to enter document processing reference numbers.

Fields**Code**

This field displays the company profile code and cannot be changed.

Description

This field displays the company description and cannot be changed.

Reference Type

This field displays the document processing option.

Reference Code

You can enter a new reference number.

Alternatively, use the prompt facility to select an existing reference from the RFCD Reference Code pop-up.

Last Number Used

This field displays the reference number last used for the document processing option currently selected.

Select **Update (F8)** to save any changes and re-display the Maintain Company Profile window.

Presentation Details Pop-up

To display this pop-up, select **Presentation Details (F19)** on the Maintain Company Profile window.

Use this pop-up to define default presentation details for the Inventory company.

Fields**Quantity Formatting Details Display**

Use this checkbox as follows:

Unchecked - To display quantity formatting parameters when defining an item

Checked - To suppress the display of quantity formatting parameters when defining an item

Supplementary Information Display

Use this checkbox as follows:

Unchecked - To suppress the display of the Supplementary Data when defining an item

Checked - To display the Supplementary Data when defining an item

Bar Code Validation

Use this field to specify whether barcode validation is required or not.

Use this checkbox as follows:

Unchecked - If validation is not required

Checked - If validation is required

Select **Update (F8)** to save any changes and re-display the Maintain Company Profile window.

Maintain Company Stockroom Profile Window

To display this window, select the [stockroom](#) profile you want to maintain and then press Enter on the Maintain Company Profile Selection window.

Use this window to create and maintain [stockroom](#) profiles.

It is necessary to designate a [stockroom](#) as a consignment [stockroom](#).

Note: If the Extended Stockroom Authorisation function is activated you must be authorised to the stockroom to maintain its profile.

Fields

Stockroom

This field displays the [stockroom](#) name. You can add or amend the description.

Include In Valuation

You can use this field to decide whether you want to include this [stockroom](#) in Inventory Management valuation or not.

Use this checkbox as follows:

Unchecked - To exclude the [stockroom](#) from valuation

Checked - To include the [stockroom](#) in valuation

Stockroom Usage Code

Enter the [usage](#) code associated with this [stockroom](#). Inventory Management uses this code for information only. You can define [stockroom usage](#) codes in the Inventory [Descriptions file](#), under major type STKU. For more information, see the [Descriptions File](#) Maintenance Selection Window section in the Inventory Maintenance chapter of this product guide.

You can use the prompt facility on this field to select from the STKU [Stockroom Usage](#) Code pop-up.

Department

Enter a department code associated with this [stockroom](#). Inventory Management uses this data for information only. You can define department codes in the Inventory [Descriptions file](#), under major type DEPT. For more information, see the [Descriptions File](#) Maintenance Selection Window section in the Inventory Maintenance chapter of this product guide.

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

If you use Production's MRP Cellular Planning function, you must enter a three-character cell code to indicate the cell manager responsible for the supply and demand requirements of this [stockroom](#). For each cell code defined, you should define an equivalent department code on the Production Parameters file.

Stockroom Site

Enter a site for this [stockroom](#).

Alternatively, use the prompt facility to select from the [Stockroom](#) Site Selection pop-up.

Container [Stockroom](#) (Inbound)

Each [stockroom](#) is associated with another [stockroom](#) that will hold the empty containers for the items on inbound (purchase) transactions recorded against that [stockroom](#).

Specify any valid [stockroom](#) as the container [stockroom](#) for inbound transactions.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

You must make an entry in this field if container profiles are active within Order Capture.

Note: The empty containers held by an organisation are usually held in a different [area/stockroom](#) from that used for finished goods items.

Note: Returns of empty containers from customers are sent to the appropriate [area](#), where they can be examined and have processes performed upon them (such as cleaning) prior to their use in manufacturing processes or return to the supplier.

Note: For each [stockroom](#), identify additional [areas/stockrooms](#) against which the [balances](#)/movements of empty containers can be recorded when recording inbound and outbound transactions.

Container [Stockroom](#) (Outbound)

Each [stockroom](#) is associated with another [stockroom](#) that will hold the empty containers for the items on outbound (sales) transactions recorded against that [stockroom](#).

Specify any valid [stockroom](#) as the container [stockroom](#) for outbound transactions.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

You must make an entry in this field if container profiles are active within Order Capture.

Transaction Allowed

Use the following fields to determine the miscellaneous inventory transactions you want to process within this [stockroom](#).

Receipts

Use this checkbox as follows:

Unchecked - To exclude the [stockroom](#) from goods receiving tasks

Checked - To receive goods at this [stockroom](#)

Issues

Use this checkbox as follows:

Unchecked - To exclude the [stockroom](#) from goods issuing tasks

Checked - To issue goods from this [stockroom](#)

Note: This field must be Unchecked if the [stockroom](#) is a bonded [warehouse](#).

Adjustments

Use this checkbox as follows:

Unchecked - To disallow stock adjustment transactions for the [stockroom](#)

Checked - To allow stock adjustment transactions for the [stockroom](#)

Note: If this field is checked for a bonded [warehouse](#) only frozen adjustment transactions are permitted. Stock and allocation adjustments are prohibited in a bonded [warehouse](#).

Consignment Stock Consumption

Use this checkbox as follows:

Unchecked - To allow consignment stock consumption in this [stockroom](#)

Checked - Not to allow consignment stock consumption in this [stockroom](#)

Note: This field must be Unchecked if the [stockroom](#) is a bonded [warehouse](#).

Consignment Stock – EDI Updates

Use the following fields to control EDI stock updates for a [stockroom](#) in which consignment stock consumption is allowed.

Receipts

Use this checkbox as follows:

Unchecked – If receipt stock updates via EDI are not allowed

Checked – If receipt stock updates via EDI are allowed

Note: This field must be **Unchecked** if the [stockroom](#) is a bonded [warehouse](#).

Issues

Use this checkbox as follows:

Unchecked – If issue stock updates via EDI are not allowed

Checked – If issue stock updates via EDI are allowed

Note: This field must be **Unchecked** if the [stockroom](#) is a bonded [warehouse](#).

Adjustments

Use this checkbox as follows:

Unchecked – If adjustment stock updates via EDI are not allowed

Checked – If adjustment stock updates via EDI are allowed

Note: This field must be **Unchecked** if the [stockroom](#) is a bonded [warehouse](#).

Consignment Stock Consumption

Use this checkbox as follows:

Unchecked – If consignment stock updates via EDI are not allowed

Checked – If consignment stock updates via EDI are allowed

Note: This field must be **Unchecked** if the [stockroom](#) is a bonded [warehouse](#).

Inventory Balance Updates

Use this checkbox as follows:

Unchecked – If [balance](#) stock updates via EDI are not allowed

Checked – If [balance](#) stock updates via EDI are allowed

Note: This field must be **Unchecked** if the [stockroom](#) is a bonded [warehouse](#).

Inventory Balance Updates

Transfers

Use this checkbox as follows:

Unchecked - Not to initiate transfers from this [stockroom](#)

Checked - To initiate transfers from this [stockroom](#)

Note: This field must be Unchecked if the [stockroom](#) is a bonded [warehouse](#).

Supplier Orders

Use this checkbox as follows:

Unchecked - Not to initiate supplier orders from this [stockroom](#)

Checked - To initiate supplier orders from this [stockroom](#)

Note: This field must be Unchecked if the [stockroom](#) is a bonded [warehouse](#).

Sales Orders

Use this checkbox as follows:

Unchecked - Not to take sales orders against this [stockroom](#)

Checked - To take sales orders against this [stockroom](#)

Note: This field must be Unchecked if the [stockroom](#) is a bonded [warehouse](#).

Negative Stock Allowed

Use this checkbox as follows:

Unchecked - If transactions that produce negative item [balances](#) for this [stockroom](#) are not allowed

Checked - To process transactions that produce negative item [balances](#) for this [stockroom](#)

Consignment Stockroom

Select one of the following to specify the type of Consignment stockroom:

No (0) – not a consignment stockroom

Outbound (1) –if the stockroom will be an outbound consignment stockroom

Inbound (2) – if the stockroom will be an Inbound consignment [stockroom](#)

If the [stockroom](#) is a designated consignment [stockroom](#), the Inventory movement flags should all be set to **unchecked**

Caution: For AS (Automotive Advance Shipping), consignment stockrooms must not be flagged here; they are configured within AS Customer/Contract Maintenance.

Note: This field must be Unchecked if the [stockroom](#) is a bonded [warehouse](#).

Functions

Address (F15)

Use this to display the Maintain Company Stockroom Profile Address window.

India (F17)

Use this to allow India country-specific data to be maintained.

Press Enter to update the [stockroom](#) profile and display the Advanced Allocations Options window.

Advanced Allocations Options Window

To display this window, press Enter on the Maintain Company [Stockroom](#) Profile window.

Use this window to enter the advanced allocation options for your selected company and [stockroom](#).

Fields

Automatic Lower Level Allocation

Use this checkbox as follows:

Unchecked - If automatic lower level allocation is not required

Checked - To allocate orders automatically against specific lots, batches and/or serial numbers

Where a customer-specific shelf life is defined for an item, this automatic allocation will occur in Order Capture, Batch Sourcing, Manual Allocation, and at Picking.

Where an item has no customer-specific shelf life, this automatic allocation only occurs at Picking.

Manual Lower Level Allocation

Use this checkbox as follows:

Unchecked - If manual lower level allocation is not required

Checked - To allocate against specific lots, batches or serial numbers at the time of order entry or when you amend an order

The ability to allocate against lot numbers depends on the settings of the Allocate At flags described below.

Note: If you **checked** either the Automatic Lower Level Allocation field or the Manual Lower Level Allocation field, you must also **check** at least one of the next three Allocation At fields.

If you have left both of these fields **unchecked**, you must make sure that the next three Allocation At fields are also left **unchecked**.

The next three fields activate each type of lower level allocation:

Note: If you want to define a location-controlled [stockroom](#), you must set the Automatic Lower Level Allocation field to **checked**, and you must set one of the next three fields to **checked**.

You cannot activate Location Control without activating Automatic Lower Level Allocation.

Note: It is recommended that you **check** each of the Allocation At fields if Location Control is active.

Allocation at Batch Level

Use this checkbox as follows:

Unchecked - If allocation at batch level is not required

Checked - If you want lower level allocations to be valid for batches

Allocation at Serial Level

Use this checkbox as follows:

Unchecked - If allocation at serial level is not required

Checked - If you want lower level allocations to be valid for items controlled at serial number level

Allocation at Lot Level

Use this checkbox as follows:

Unchecked - If allocation at lot level is not required

Checked - If you want lower level allocations to be valid for lot-controlled items

Alternative Kit Allocation

Use this checkbox as follows:

Unchecked - To allocate component items only if you can allocate the whole kit

Checked - To allocate component items whether you can allocate the whole kit, or not

Press Enter to display the Maintain Company Profile Stock Weeks Matrix window.

Maintain Company Profile Stock Weeks Matrix Window

To display this window, press Enter on the Advanced Allocations Options window.

Use this window to determine the parameters that govern stock [usage](#).

During the update routines (weekly or monthly) you can run the re-generate ABC classification, which reviews and re-classifies items and calculates next count dates.

A three-by-three matrix is displayed. The Y-axis, labelled Value, is the unit [cost](#) of the item held in the selected [stockroom](#). The X-axis, labelled [Usage](#), is the most recently calculated [average usage](#) for any item in the [stockroom](#). This means each square relates to a value/[usage](#) category.

By specifying low/medium and medium/high boundaries you can define nine cells that represent the value/[usage](#) categories for items in this [stockroom](#).

The minimum and [maximum stock](#) holdings for each category are expressed in number of weeks of [average usage](#). The date the matrix was last changed is displayed.

Fields

Enter the following details for each cell:

Class

Select **A**, **B** or **C** to assign a classification to all items within this value/[usage](#) category. Historically, **A** class items are high value/high [usage](#), whereas **C** class items are low value/low [usage](#). You can select **Z** to exclude a value and [usage](#) combination from the matrix.

You can [stock count](#) by ABC classification and define a profile so that you count higher value items more frequently than lower value items.

To exclude single items from your [stock counting](#) mechanisms, select **Z** in the [item classification](#) field during Item Maintenance.

Min

Enter three numeric characters, including one decimal, to specify the minimum weeks' stock to hold for the category.

Max

Enter three numeric characters, including one decimal, to specify the maximum weeks' stock to hold for the category.

Value 1

Enter fifteen numeric characters, including five decimals, to specify the first value delimiter. Any items with a unit [cost](#) less than or equal to this value are in categories 1, 2 or 3.

Value 2

Enter fifteen numeric characters, including five decimals, to specify the second value delimiter. Any item with a unit [cost](#) between this value and value 1 are in category 4, 5 or 6. Items with a unit [cost](#) over this value are in category 7, 8 or 9.

Usage Qty 1

Enter eleven numeric characters, including three decimals, to specify the first [usage](#) delimiter. Items with an [average usage](#) up to this quantity are in category 1, 4 or 7.

Usage Qty 2

Enter eleven numeric characters, including three decimals, to specify the second [usage](#) delimiter. Items with an [average usage](#) between quantity 1 and this quantity are in category 2, 5 or 8. Items with an [average usage](#) over this quantity are in category 3, 6 or 9.

During the *Ad hoc* Update, for each included item, the software reviews the item's [cost](#) and [average usage](#), thus identifying an appropriate square and then selecting the number of minimum and maximum weeks.

The software then calculates:

Reorder Point = (Minimum Stock weeks + Lead Time in Weeks) x Average Usage

Maximum Stock = Minimum Stock Weeks x Average Usage

Economic Order Quantity =

Square root of [(2 x order placement cost x Annual Usage) / inventory holding cost per year]

Note: Any records found without an associated item master or [stockroom](#) detail record are written to an exception report.

The [Stockroom](#) Details record would now include the calculated figures.

Press Enter to update the [stockroom](#) weeks matrix and display the Maintain Location Control [Stockroom](#) Profile window.

Alternatively, select **Update Complete (F8)** to update the [stockroom](#) weeks matrix and display the Maintain Company Profile Aspect Selection window, bypassing the set up of a Location Control profile for an Inventory [stockroom](#).

Maintain Location Control Stockroom Profile Window

To display this window, press Enter on the Maintain Company Profile Stock Weeks Matrix window.

Use this window to create or maintain the Location Control [stockroom](#) profile details.

Fields**Stockroom**

This field displays your selected [stockroom](#).

Note: The details that you specify in the Default Location, Multiple Locations, Rotate Stock and Collect Secondary [Balances](#) fields are defaults. They are used when you create the Location Control item/[stockroom](#) profile. They are also used to create missing item/[stockroom](#) profiles during the Data Take-On and Reconciliation programmes.

Default Location

You can enter a default location if required.

Alternatively, use the prompt facility to select from the Location Prompt pop-up.

Note: If you enter a default location and then press Enter or select **Update (F8)** to save these details, the location is created and is recorded on the Location Map.

Multiple Locations

Use this checkbox as follows:

Unchecked - If you want some or all of your stock to have single location references within your selected [stockroom](#) at item/[stockroom](#) level

This is a default value and can be changed in the item/[stockroom](#) profile if required.

Checked - If you want some or all of your stock to have multiple location references within your selected [stockroom](#) at item/[stockroom](#) level

This is a default value and can be changed in the item/[stockroom](#) profile if required.

Rotate Stock

Use this checkbox as follows:

Unchecked - To de-activate stock rotation for this [stockroom](#) at item/[stockroom](#) level

This is a default value and can be changed in the item/[stockroom](#) profile if required.

Checked - To activate stock rotation for this [stockroom](#) at item/[stockroom](#) level

This is a default value and can be changed in the item/[stockroom](#) profile if required.

Collect Secondary Balances

Use this checkbox as follows:

Unchecked - Not to hold secondary [balances](#) by location for this [stockroom](#) at item/[stockroom](#) level

This is a default value and can be changed in the item/[stockroom](#) profile if required.

Checked - To hold location level secondary [balances](#) at item/[stockroom](#) level

This is a default value and can be changed in the item/[stockroom](#) profile if required.

Note: This field is only available if you are using [Catchweight](#).

Location Control Status

Select one of the following:

Inactive (0) - To de-activate Location Control within your selected [stockroom](#)

Active (0) - To activate Location Control within your selected [stockroom](#)

Note: If you make a location-controlled [stockroom](#) inactive, the action clears the location [balances](#) and rotation [balances](#) and any outstanding event [balances](#).

You cannot make a [stockroom](#) active if it is an active [warehouse](#), or if you have not activated lower level allocation.

You cannot activate location control if the integration to SCE WM or EAM is active for this stockroom

Caution: It is recommended that you do not de-activate an active location-controlled stockroom.

Warehouse Control Status

This field indicates whether or not Warehousing is active for your selected [stockroom](#).

Note: You cannot use Warehousing and Location Control for the same [stockroom](#), as they are mutually exclusive.

Functions

Update Complete (F8)

Use this to update the profile without maintaining the Location Map for your selected [stockroom](#).

Delete (F11)

Use this to delete Location Control details for your selected [stockroom](#).

Note: This deletes Location Control data; the location [balances](#), event allocations, Location Control data within the item/[stockroom](#) profile, the location map and Location Control [stockroom](#) profile for your selected [stockroom](#).

Press Enter to display the Maintain Location Map window. Alternatively, select **Update Complete (F8)** to display the Maintain Company Profile Aspect Selection window.

Maintain Location Map Window

To display this window, press Enter on the Maintain Location Control Stockroom Profile window. Alternatively, select the **Location Map** task.

Use this window to create location codes for a location-controlled [stockroom](#), or to maintain location codes for an existing location-controlled [stockroom](#).

You can also use this window to define the range of location codes that you want to create for your selected [stockroom](#).

Note: You must make sure that your selected [stockroom](#) is defined to Inventory Management.

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to the stockroom.

Fields

Stockroom

Select the [stockroom](#) whose location map you want to create or amend. This [stockroom](#) must be defined to Inventory.

Note: If you access this window from the Inventory Company Profile task, this field displays your selected [stockroom](#).

Start Display At

Enter the location code that you want to display at the top of the window.

Alternatively, use the prompt facility to select from the Location Prompt pop-up.

You can only use this if you want to view existing locations. If you enter information in this field, you cannot use the next two fields. Press Enter to re-display the next window with the correct location code at the top of the window.

Enter Location Range to Create From

Enter the first code in the range of locations that you want to create. This code can be up to 12 alphanumeric characters long.

Alternatively, use the prompt facility to select from the Location Prompt pop-up.

To

Enter the last code in the range of locations that you want to create.

Alternatively, use the prompt facility to select from the Location Prompt pop-up.

Enter a single location code here, if required.

Note: When you select **Create Range (F8)**, Inventory checks each character position in turn and searches for the same type of character in each position. It also checks that the To location code is not less than the From location code.

If you enter the range A01 to A99, Inventory will create 99 locations. If you enter A01 to C50, Inventory will create 250 locations, that is, 99 A locations, 100 B locations and 51 C locations.

Note: It is recommended that you carefully consider the naming convention you use to create your location codes so that the resulting codes best reflect the layout of the [stockroom](#).

Status

Select one of the following:

Active (0) - To activate the location

Suspended (1) - To de-activate the location

Restrict Number of Locations Created To

If you have entered a range of locations for creation, enter the maximum number of locations that you want to create.

The default is 9,999, which is the maximum value you can enter.

Functions

Create Range (F8)

Use this to create the locations you have defined in the Enter Location Range to Create fields. Any location codes within that range that have already been created are not duplicated. The

creation process stops once the number of locations to be created has been exceeded or once the range is complete.

Number of Locations (F16)

Use this to check that your specified range will produce the number of locations that you are expecting. This displays the Location Control Number of Locations pop-up.

Press Enter to display the Maintain Location Map Locations window.

Location Control Number of Locations Pop-up

To display this pop-up, select **Number of Locations (F16)** on the Maintain Location Map window.

Use this pop-up to check the number of locations that you are going to create from your selected range.

Fields

Number of Locations

This field displays the number of locations that you are planning to create using your specified range.

Press Enter to return to the Maintain Location Map window.

Maintain Location Map Locations Window

To display this window, press Enter on the Maintain Location Map window.

Use this window to view or amend any existing location codes for your selected [stockroom](#). The [stockroom](#) and its description are displayed at the top of the window. There are up to three columns of location information displayed in the middle of the window, up to a maximum of 39 locations.

Fields

Stockroom

This field displays your selected [stockroom](#).

Line Number (Untitled)

This field displays the line number that you can use to select a line for amendment or deletion. The numbers are always between 1 and 39.

Location

This field displays the location code.

Status

This field displays the current status of the location code.

Note: Use **Page Up** and **Page Down** to display more location codes if required.

Line

Enter the number of the line that corresponds to the location code you want to amend. The location details are displayed in the entry fields when you press Enter.

Location

This field displays your selected location code.

Note: You can enter a location code to select a location for amendment or deletion rather than entering a line number.

Action

Select one of the following:

Activate (0) - To activate the location code

You can activate a suspended location at any time.

Suspend (1) - To suspend a location code

You can only suspend an active location if it is empty and not defined as the default location for an item, or for the [stockroom](#).

Delete (4) - To delete a location code

You can only delete a location if it is empty and it is not a default location for an item or [stockroom](#).

Note: If you delete location codes by mistake, you can re-define them.

Position To

Enter the location code that you want to display at the top of the window. Press Enter to display your selected location code.

Press Enter to confirm the changes that you have made.

Then select **Exit (F3)** to leave the Location Map and re-display the Maintain Location Control [Stockroom](#) Profile window. Select **Update Complete (F8)** to save the changes and re-display the Maintain Company Profile Aspect Selection window.

Select Usage Code Pop-up

To display this pop-up, use the prompt facility on the [Usage Profile](#) Code field on the Maintain Company Profile Aspect Selection window.

Use this pop-up to select the [usage](#) code you require.

Options

Select Usage Code

Use this to select the [usage profile](#) code that you want to view or amend.

Select the [usage profile](#) code you require and then press Enter to display the Usage Profile window.

Usage Profile Window

To display this window, select the [usage profile](#) code you require and then press Enter on the Select [Usage](#) Code pop-up.

***Note:** This window is displayed if you choose to amend an existing [usage profile](#) code or create a new one.*

Use this window to add to or edit a set of profiles that define the historical periods used in the calculation of average weekly or monthly [usage](#). You can use these for items with significant seasonal variations in sales.

Select the profile to display the weekly or monthly periods, depending on the [usage](#) cycle defined in the Inventory Management company profile. You can define the [usage](#) pattern for the current and previous 59 periods, so that, depending on the period definition, the history can go back one and a quarter or five years.

The calculations in the following example are based on the last 3 weeks'/months' [usage](#) figures.

An appropriate [usage profile](#) code is then assigned to each item in the [Stockroom](#) Details file.

Fields

Usage Profile Code

This field displays the [usage profile](#) code that you selected on the Select [Usage](#) Code pop-up or entered on the Maintain Company Profile Aspect Selection window.

Usage Cycle

This field displays the [usage](#) cycle for the company (either Week or Period).

Weeks/Periods

Note: These fields will be titled **Weeks** or **Periods** depending on the value in the [Usage](#) Cycle field.

Use this checkbox as follows:

Unchecked - To omit the period from the calculation

Checked - To include the period in the [average usage](#) calculation

Date Last Changed

This field displays the date on which an existing [usage profile](#) was last changed.

Press Enter to save any changes and re-display the Maintain Company Profile Aspect Selection window.

Maintain Company Stockroom Profile Address Window

To display this window, select **Address (F15)** on the Maintain Company Stockroom Profile Window.

Use this window to enter the address of the stockroom.

Fields**Address and Post Code**

Enter the address and post code of the stockroom.

Telephone Number

Enter the telephone number of the stockroom.

Fax Number

Enter the Fax number of the stockroom.

Functions**Fixed Format Address**

Use this to display the Fixed Format Address Type Popup.

Select **Update (F8)** to save the entered address details for the stockroom.

Fixed Format Address Type Window

To display this window, select **Fixed Format Address (F15)** on the Maintain Company Stockroom Profile Address Window.

Fields**Address Type**

Enter the address type for the address you wish to add or maintain.

Alternately, use the prompt facility to select address types from Select Address Type Popup.

Functions

No Fixed Format (F7)

Use this to create/maintain a free format address.

Note: *The Address Type must be blank to use a free format address*

Caution: If an address with a fixed format is amended and this option is selected, the previously existing fixed format details are deleted.

Update (F8)

Use this to create/maintain a fixed format address in the Address Mapping Maintenance window.

Select a function to continue to the address details, or **Previous (F12)** to return to the previous window.

Address Mapping Maintenance window

To display this window, select **Update (F8)** on the Fixed Format Address Type Selection Pop-up.

Use this window to define the address in fixed format according to the format specified in **Map Addresses** [20/L1M].

Functions

Update (F8)

Use this to update the details and continue to the Name and Address Window

Change Address Type (F9)

Use this to return to the Fixed Format Address Type Selection Pop-up to select a new address type.

Check Address (F15)

Use this to view the entered address in the free format fields.

Select a function to continue to the next window.

Free Format Address Preview Pop-up

To display this pop-up, select **Check Address (F15)** on the Address Mapping Maintenance window.

Use this pop-up to view the free-format address. This is the format that will be used in existing System21 functions.

Select **Previous (F12)** to return to the Address Mapping Maintenance window.

Stockroom Indian Detail Pop-up

To display this window, select **India Data (F17)** on the Maintain Company Stockroom Profile Window.

Fields

VAT Number

You must enter a VAT identifier

CST Number

You must enter a Central Sales tax identifier

Service Tax Number

Enter a Service Tax Number if required.

Excise Tax Number

Enter an Excise Tax Number if required.

PAN Number

Enter an Pan Number if required.

MSME Number

Enter a MSME Number if required.

Stockroom Group 1

Enter a Supplier Group 1

Alternatively, use the prompt facility to select from the GL description ISG1 India Supplier Group 1 pop-up.

Stockroom Group 2

Enter a Supplier Group 2

Alternatively, use the prompt facility to select from the GL description ISG2 India Supplier Group 2 pop-up.

Stockroom Group 3

Enter a Supplier Group 3

Alternatively, use the prompt facility to select from the GL description ISG3 India Supplier Group 3 pop-up.

Select **Update (F8)** to update the data and return to the Maintain Company Stockroom Profile Window.

Stockroom Site [2/INUM]

Use this task to maintain [stockroom](#) sites. Inventory Management uses this to define the output queue appropriate to the printing of delivery documentation.

Stockroom Site Maintenance Selection Window

To display this window, select the **Stockroom Site** task.

Use this window to select the [stockroom](#) that you want to maintain.

Fields

Stockroom Site

Enter a [stockroom](#) site to create or maintain. You can enter a maximum of 10 characters.

Alternatively, use the prompt facility to select from the [Stockroom](#) Site Selection pop-up.

Press Enter to display the [Stockroom](#) Site Maintenance window.

Stockroom Site Maintenance Window

To display this window, enter a [stockroom](#) site and then press Enter on the [Stockroom](#) Site Maintenance Selection window.

Use this window to maintain the [stockroom](#) site details. Inventory Management displays any information for an existing [stockroom](#) site for amendment.

Note: *Once you have defined sites, you must assign them to Inventory Management [stockrooms](#) if you want to use centralised document processing.*

Fields

Site Name

Enter a description or name for the [stockroom](#) site.

Delivery Notes

Enter a valid output queue and library for delivery notes, to determine where you want delivery notes to print.

Combined Delivery Note/Invoice

Enter a valid output queue and library for combined delivery notes/invoices, to determine where you want combined delivery notes/invoices to print. If they are left blank, these fields default to the queue and library defined for delivery notes when you press Enter.

DRP Invoice

Enter a valid output queue and library for DRP invoices.

The idea is that these documents are required as part of the despatch process and are routed to the despatching site in order that they can, if required, accompany the physical delivery of the goods (as is the case in Italy).

Note: You cannot update a [stockroom](#) site until you have defined reference numbers for it. For further details see the *Document Processing product guide*.

Functions

Reference Numbers (F15)

Use this to define reference codes for the [stockroom](#) site.

Select **Update (F8)** to save the details you have entered.

Document Numbering by Site

Document number ranges can be established for the stockroom site for the following document types:

PURCHORDER	Purchase order numbers
INVOICE	Sales invoices
INITINVOICE	Internal sales invoices
CREDITNOTE	Sales credit notes
DRPINVOICE	DRP invoices
DELIVNOTE	Delivery notes

Where a document number range is established for the header stockroom site of the document type, the document site number range will be used for the document type, otherwise the existing company number ranges are used for the document type.

Reference Number Entry Pop-up

To display this pop-up, select **Reference Numbers (F15)** on the [Stockroom](#) Site Maintenance window.

Use this pop-up to view reference numbers for amendment/information purposes. You can also view the type of documentation to which the reference number refers. For more information, see the Reference Numbers section.

Fields

Reference Code

Enter a defined reference code. You can define these in the Inventory [Descriptions file](#), under major type RFCD. Reference codes are linked to reference types, which are defined under major type RFTP. For more information, see the [Descriptions File](#) Maintenance Selection Window section.

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

Last Number Used

This field displays the last number the software has recorded against each reference type displayed.

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

Reference Numbers [3/INUM]

Use this task to maintain reference numbers. You use reference numbers to define separate sequences of despatch note references for each [stockroom](#) site.

Maintain Reference Numbers Selection Window

To display this window, select the **Reference Numbers** task.

Use this window to select the reference type and reference code that you want to maintain.

Fields

Reference Type

Enter a reference type.

Alternatively, use the prompt facility to select from the RFTP Reference Type pop-up.

This is defined in the Inventory [Descriptions file](#) as a minor type (for example CREDITNOTE), under major type RFTP. For more information, see the [Descriptions File Maintenance Selection Window](#) section.

Reference Code

Enter a reference code.

Alternatively, use the prompt facility to select from the RFCD Reference Code pop-up.

This is a major type code, as defined in the Inventory [Descriptions file](#) (RFCD). For more information, see the [Descriptions File Maintenance Selection Window](#) section.

Enter the details and then press Enter to display the Maintain Reference Numbers window.

Maintain Reference Numbers Window

To display this window, enter the details and then press Enter on the Maintain Reference Numbers Selection window.

Use this window to maintain the reference number information for amendment.

Note: You can choose to prefix numbers with a single alphanumeric character, leaving up to seven numeric characters free.

Note: If you want to prefix the reference number to an alphanumeric character, the leftmost numeric character must be zero.

Fields

Last Number Used

This is the number used for the last transaction for the displayed type of documentation.

Next Number to Use

This is the next sequential number.

From Reference

You can define a start number range for your sequence.

To Reference

You can also define an end number range for your sequence.

Select **Update (F8)** to save any details you have entered.

Document Text Profiles [4/INUM]

Use this task to maintain document text profiles. These are used to help you specify the type of text you want to use and how you want to use that text. These are defined in the Default Text Types task. Use this task to specify where you want the text types to display in your documentation. For example, you could specify which text appears in the header, line and footer [areas](#) of your invoice, order acknowledgement, pick notes and so on.

Document Text Profile Maintenance Selection Window

To display this window, select the **Document Text Profiles** task.

Use this window to select the text profile you want to maintain.

Fields

Document Class

You can maintain:

- Acknowledgements
- Pick notes
- Delivery notes
- Invoices

Options

Select

Use this to choose the type of documentation you want to define.

Select a documentation type to display the Document Text Profile Maintenance Details window.

Document Text Profile Maintenance Details Window

To display this window, select a document type on the Document Text Profile Maintenance Selection window.

Use this window to enter the text details for your selected document type.

Fields**Text Type**

Enter the type of text you want to use on the documentation, for example, Order Header.

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

Text Usage

Enter the code to define where you can use this text. You can define these codes in the Inventory [Descriptions file](#) under major type USGC. For more information, see the [Descriptions File Maintenance Selection Window](#) section.

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

Position

Select one of the following to define the position of the text on the document:

Header (1)

Detail (2)

Trailer (3)

Sequence

Use this to determine where you want to print the text on the documentation.

Options**Select**

Use this to select a type for amendment.

Delete

Use this to select a type for deletion.

Press Enter to save any details.

Default Text Types [5/INUM]

Use this to link the primary text type/[usage](#) code and the default or secondary text type/[usage](#) code. These text types are used in the Document Text Profiles task to define how you want to display information on your documentation.

Default Text Maintenance Window

To display this window, select the **Default Text Types** task.

Use this window to view or amend default text.

Fields

Text Type

Select the type of text you want to use on the documentation, for example, Order Header.

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

Text Usage

Select the code to use this field as a memo field available for user-defined records.

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

Default Text Type

Select the type of text you want to use as the default.

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

Default Text Usage

Select the [usage](#) code to use as the default.

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

Options

Select

Use this to amend a text type.

Delete

Use this to delete a text type.

Note: When you choose **Select**, the current details are displayed in the fields at the bottom of the window.

Press Enter to save any details you have entered.

Calendar [7/INUM, 3/INC]

Use this task to maintain the current week, period and year number for the Inventory company. You normally use this task once, when you first set up Inventory codes for the calendar details. After this, the current calendar position is maintained automatically by the week, period, and year end batch update jobs.

You should never manually change these details during the course of the year, except under exceptional circumstances when you need to re-run the week, month, or year end update.

The Year-end Update task accesses the same details and submits a batch job which:

- Updates the number of weeks this year and last year specified on the calendar
- Changes the number of periods specified on the calendar
- Sets any yearly accumulators to zero
- Increments the year number by one
- Produces a Stock Valuation report as part of the submission process
- Produces a Re-order report as part of the submission process

Maintain Calendar File Window

To display this window, select the **Calendar** task.

Use this window to specify the current date information for Inventory.

Fields

Current Year

Enter the current year, using up to two numeric characters. This field is protected when this window is invoked as part of the Year End Update task.

Current Week

Enter the current week, using up to two numeric characters. This field is protected when this window is invoked as part of the Year End Update task.

Current Period

Enter the current period, using up to two numeric characters. This field is protected when this window is invoked as part of the Year End Update task.

No of Weeks This Year

Enter the number of weeks this year, using up to two numeric characters. The value must be less than or equal to 53. If this task is invoked as part of the Year End Update task, the default for this field will be 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 the number of weeks last year, using up to two numeric characters. The value must be less than or equal to 53. If this task is invoked as part of the Year End Update task, the default for this field will be the number of weeks this year for the year being closed.

No of Periods This Year

Enter the number of periods this year, using up to two numeric characters. The value must be less than or equal to 13. If this task is invoked as part of the Year End Update task, the default for this field will be 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's Company Profile Periods/Backups details.

Press Enter to update the calendar with the changes.

Alternatively, to process a Year End Update, press Enter to submit a batch job to perform the year end update.

Period/Week End Control [8/INUM]

Use this task to maintain period and week end dates. These are used within Inventory to stamp movements and update history records with the correct year, period and week number. You normally use the procedure when you initially set up the software, and to create dates for future years.

Note: *You can define the term Period in a variety of 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 end-dates are to be maintained.

Fields

Year

Enter the year number of the year for which end dates are to be maintained.

Type

Select one of the following:

Weekly (1) - To maintain week end dates

Monthly (2) - To maintain month end dates

Press Enter to display the Year Total Control pop-up.

Year Total Control Pop-up

To display this pop-up, press Enter on the Inventory Period End Control Maintenance Selection window.

Use this pop-up to confirm the total number of periods or weeks for your specified year.

Fields

Untitled

Enter the number of weeks, or periods, that you want to maintain for your selected year.

You can enter up to 53 weeks or 13 periods.

Press Enter to display the Inventory Period End Control Maintenance window.

Inventory Period End Control Maintenance window

To display this window, press Enter on the Year Control Total pop-up.

You can maintain end dates for a selected year and period type (week or month).

Caution: Take care when changing dates for a currently active year, as this may cause unpredictable results.

Fields

End Date

Enter or select dates for the week or period end dates.

Note: Where this is the initial set up of end dates for a particular year, only enter the first date. Press Enter and Inventory Management will automatically generate the rest of the dates for the year.

Press Enter to check any entries and then select **Update (F8)** to update the database.

Secondary UoMs [9/INUM]

Use this task to add recently created units of measure to the software. For each [unit of measure](#), you can configure its relationship with other units of measurement by adding a conversion table. You can also associate a [unit of measure](#) with a larger [unit of measure](#). For example, you can associate ounces with pounds.

Maintain Unit of Measure Selection Window

To display this window, select the **Secondary UoMs** task.

Use this window to select the [UoM](#) you want to maintain.

Fields

Unit of Measure

Enter the [unit of measure](#) you want to configure, using a two-character code

Alternatively, use the prompt facility to select from the Units of Measure pop-up.

Note: Codes must exist for new units of measure in the Inventory [Descriptions file](#) under major type [UOMC](#) or GUMC before you can maintain their relationship to other units of measure.

Press Enter to display the Maintain [Unit of Measure](#) Details window.

Maintain Unit of Measure Details Window

To display this window, select a [UoM](#) and then press Enter on the Maintain Unit of Measure Selection pop-up.

Use this window to maintain part of the selected [UoM](#). Existing information is displayed.

Fields

Long Description

Enter a description of the [unit of measure](#), using up to 30 characters.

Short Description

Enter a description of the [unit of measure](#), using up to 9 characters. This is used elsewhere in the software to represent the [unit of measure](#).

Abbreviation

Enter a text description of the [unit of measure](#), using up to 3 characters. This is used elsewhere in the software to represent the [unit of measure](#).

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.

These [UoM](#) Types are held in the Inventory [Descriptions file](#), under major type UTYP.

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)**

Use this checkbox as follows:

Unchecked - If the conversion [unit of measure](#) is not to be edited

Checked - To edit the conversion [unit of measure](#)

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.

Sourcing Rules Access [10/INUM]

Use this task to create sourcing rules for Production orders to determine the path that the software will use to supply that demand. For example, you can create sourcing rules for Master Production Schedule runs that control the supply policy for items.

You can set up any number of sourcing rules so that the sourcing program reads the rules until it finds one that can satisfy the due date for that demand line.

Note: Previous releases of System21 used these rules for sourcing sales orders in an Enterprise environment. This is no longer applicable, as not all sales order sourcing is managed by Order Capture. Please refer to the Order Capture product guide for further information.

Note: There are also sourcing rules used in Vendor Scheduling to determine appropriate vendors to source a supply. These too are defined via their own maintenance tasks. Please refer to the Vendor Scheduling product guide for further information.

Caution: This task requires exclusive use of the system.

Maintain Sourcing Policy Access Criteria Selection Window

To display this window, select the **Sourcing Rules Access** task.

Options

Select

Use this to select the [area](#) of demand for which you want to create sourcing rules.

Note: Although System21 no longer uses these rules for Sales Demand, it might be appropriate to utilise these rules for a bespoke development.

Select an [area](#) to display the Maintain Sourcing Policy Access window. The exact appearance of the window that is displayed depends on the demand [area](#) that you select.

Maintain Sourcing Policy Access Window

This window is displayed automatically when you select a demand [area](#) on the Maintain Sourcing Policy Access Criteria Selection window.

Use this window to define the sourcing rule access for your selected demand [area](#).

Caution: It is recommended that you carefully consider the access levels you want to use: once they are defined they cannot be changed.

Note: If you opt to maintain sourcing policy access for another type of demand, the title and input fields change accordingly.

Fields

Activity Access Level

Select one of the following to determine what will prompt the source rules:

All (0) - To apply sourcing rules to all tasks

Activity Group (1) - To apply sourcing rules to a certain group of tasks

This is currently not in use.

Activity (2) - To apply sourcing rules by task

Demand Point Access

Select one of the following, to determine the demand point access:

All Demand Points (0) - If you want to define sourcing rules for all demand points

If you use Production, this would be your normal entry.

[Warehouse](#)/Plant (1) - If you want to define sourcing rules for a specific [warehouse](#) or Production plant

You can only use this if you want to define sourcing rules for Production demand.

[Stockroom](#) (2) - If you want to define sourcing rules for a specific [stockroom](#)

You can only use this if you want to define sourcing rules for Enterprise sales order demand.

Item Access Level

Select one of the following to determine what will prompt the system to access the source rule:

All Items (0) - To apply sourcing rules to all items

Item Attribute (1) - To apply sourcing rules to certain items with the same attribute

Item (2) - To apply rules to a certain item

Item Attribute Type

If you selected **Item Attribute** in the Item Access Level field, you must enter an item attribute type.

Alternatively, use the prompt facility to select from the ITAT Item Attributes pop-up.

Note: The codes defined in ITAT list the major type codes PGMJ and PGMN; that is, they are item major and minor codes. For more information about these codes, see the Inventory Descriptions section.

Note: The next two fields are not displayed if you are creating sourcing rule access details for Production.

Customer Access Level

Select one of the following to determine what customer level will prompt the system to access the source rule:

All Customers (0) - To apply a rule to all customers

Customer Attribute (1) - To apply a rule to certain customers with the same attribute

Customer (2) - To apply a rule to a certain customer

Customer Attribute Type

If you selected **Customer Attribute** in the Customer Access Level field, you must enter a customer attribute type. These are defined under major type CUAT in the Inventory [Descriptions file](#).

Note: The codes defined in CUAT are major types used in other [areas](#) of customer definition. For example, the code SN, defined to CUAT, is also the major type code for Sales Analysis Regions; code TN is the major type code for Salesman. For more information about these codes, see the Descriptions Maintenance section in the Inventory Maintenance chapter of this product guide.

Press Enter to confirm your entries and display the Confirm/Delete Sourcing Policy Access for Sales Order window.

Confirm/Delete Sourcing Policy Access for Sales Order Window

To display this window, press Enter on the Maintain Sourcing Policy Access window.

Use this window to confirm the sourcing access details for your selected demand [area](#), or to delete the current sourcing access details.

Note: *If you opt to maintain sourcing policy access for another type of demand, the title and fields change accordingly.*

Functions

Delete (F11)

Use this to delete the current sourcing rule access details. This displays the Confirm Access Deletion pop-up. Select **Delete (F11)** again to delete the current details and re-display the Maintain Sourcing Policy Access Criteria Selection window.

Press Enter to confirm the current details and re-display the Maintain Sourcing Policy Access Criteria Selection window.

Sourcing Rules [11/INUM, 4/MPS, 5/MRP]

Use this task to apply sourcing rules to the sourcing policy access details that you defined using the Sourcing Policy Access task. Sourcing rules define the processing that the software follows for each demand point at the specified access level.

Note: If the Extended Stockroom Authorisation function is activated you must be authorised to the stockroom to maintain sourcing rules for the stockroom.

Maintain Sourcing Rules Window

To display this window, select the **Sourcing Rules** task.

A list of sourcing rule policies is displayed

Note: *Previous releases of System21 used these rules for sourcing sales orders in an Enterprise environment. This is no longer applicable, as not all sales order sourcing is managed by the Order Capture. Please refer to the Order Capture product guide.*

As the only rules applicable are for MPS and MRP Demand, please refer to the Production Planning product guide for a full description of this maintenance task.

Transaction Control Codes [12/INUM]

Use this task to create a list of transaction control codes. Each code is simply a definition of those transactions that are allowed and those that are prohibited.

Any number of transaction control codes can be created, either from scratch or by basing the definition upon an existing code.

Transaction Control Maintenance Selection Window

To display this window, select the **Transaction Control Codes** task.

Use this window to specify the transaction control code that you want to process.

Fields

Transaction Control Code

Enter any valid three-character code.

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

Transaction Control Code Description

Enter the description of the transaction control code.

A description need only be entered when you are defining a new transaction control code. If a value is entered when you are maintaining an existing transaction control code, the entered value replaces the description previously recorded against that code.

Based On

Enter any valid pre-existing transaction control code value.

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

When you are creating a new transaction control code, the new profiles values will be initially defaulted to those associated with this pre-existing transaction control code definition.

No entry is permitted in this field when you are maintaining an existing transaction control code.

Enter a transaction control code and then press Enter to display the Transaction Header Selection window.

Transaction Header Selection Window

To display this window, select a code and then press Enter on the Transaction Control Maintenance Selection window.

Use this window to select the transaction header that you want to maintain.

Options

Select

Use this against the required transaction header type.

Functions

Update (F8)

You must use this on this window to commit the changes made on the following windows to the database.

Select a transaction header type. The window displayed depends upon which transaction header is selected. The processing options associated with each window are identical.

Transaction Control Maintenance Window

To display this window, select a transaction header type on the Transaction Header Selection window.

Use this window to specify the transactions allowed for the transaction control code.

Fields

Select (Untitled)

Select one of the following:

Transaction allowed (1) - For a [transaction type](#) to be allowed against this transaction control code

Transaction prohibited (2) - For a [transaction type](#) to be prohibited against this transaction control code

Functions

All Allowed (F14)

Use this to set all [transaction types](#) to **Transaction Allowed**.

All Prohibited (F15)

Use this to set all [transaction types](#) to **Transaction Prohibited**.

Press Enter to return to the previous window, retaining the selections made on this window.

Transaction Control Dates [13/INUM]

Use this task to link items to pre-defined transaction control codes.

Items can be linked to a transaction control code at four levels:

- 1 Item/Stockroom
- 2 Item Group Minor/Stockroom
- 3 Item (All Stockrooms)
- 4 Item Group Minor (All Stockrooms)

Note: It is possible to access this task from both the *Item* and [Stockroom Balance](#) tasks (via **F16**). An appropriate warning message will be issued in these tasks should the request be made when Transaction Control is inactive for the item/company. The initial selection window is bypassed when the task accessed from either of these tasks.

An effective date range must be entered for each association.

Note: If an item is linked to several different transaction codes at different levels, the code association at the lowest level takes precedence during the application of transaction control logic.

Transaction Control Effectivity Selection Window

To display this window, select the **Transaction Control Dates** task.

Use this window to select the items and [stockrooms](#) for which you wish to maintain Transaction Control effectivity dates.

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to the stockroom.

Fields

Item

Enter a valid item code.

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

Item Group Minor

Enter a valid [item group](#) minor code.

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

Note: Entries in the Item and [Item Group](#) Minor fields are mutually exclusive.

Stockroom

Enter a valid inventory [stockroom](#) code.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Enter valid selection criteria and press Enter to display the Transaction Control Effectivity Maintenance window.

Transaction Control Effectivity Maintenance Window

To display this window, enter valid selection criteria and then press Enter on the Transaction Control Effectivity Selection window.

Use this window to maintain Transaction Control effectivity dates for the item or items and [stockroom](#) you selected.

Fields

Line

Enter the line number of the code to be changed or deleted.

Trans Code

Enter a transaction control code to be added or edited.

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

Date From

Enter or select the calendar date from which the entered transaction control code is to become effective.

Date To

Enter or select the calendar date up to and including which the entered transaction control code will be effective.

Note: The date ranges associated with different control codes cannot overlap.

Note: There are two distinctly different approaches to implementing transaction control.

- 1 Assign a code to a group of items and change the profile of allowed and prohibited transactions for that code to match the stage in the life cycle of the items. This type of approach is not recommended, as it makes no use of the effectivity dates and would require many different control codes.
- 2 Create a small range of codes to reflect the different stages of a product life cycle and assign items to the appropriate code by date range based upon their current status. This is the recommended approach, as it permits changes in product status to be planned and the appropriate data to be established in advance.

Functions

Update (F8)

Use this to process and update any changes. This is not displayed until changes have been made.

Delete (F11)

Use this to delete the selected line. This is not displayed until a line has been selected.

Enter the Transaction Control code and effectivity dates and press Enter. Alternatively, enter the line number you wish to maintain. Finally, select **Update (F8)** to save any changes.

Processing Profiles [14/INUM]

Use this task to provide profile information for the Inventory Management interface program. These profiles provide user-defined Inventory Management updates as well as standard updates dictated via other Distribution products.

For more information about this task, see the Maintain Location Map Window section within the Inventory Company Profile task.

Note: For more information about how POD works, see the Introduction to Proof of Delivery in the Utilities chapter of the Sales Order Processing product guide.

Inventory Processing Profile Maintenance Window

To display this window, select the **Processing Profiles** task.

Use this window to select the profile to be maintained.

Fields

Profile Code

Enter a profile code.

Alternatively, use the prompt facility to select from the Inventory Processing Profile Prompt pop-up.

Enter a profile code and then press Enter to display the Inventory Processing Profile Maintenance Detail window.

Inventory Processing Profile Maintenance Window

To display this window, enter a profile code that defines an instruction set and then press Enter on the Inventory Processing Profile Maintenance Selection window.

Use this window to view existing sequences within the profile, showing [movement type](#) and description.

Fields

Profile Code

The field displays the profile code. You can enter or amend the description in the untitled field to the right of the code.

Sequence

This field displays the sequence number allocated to be used in the profile.

Type

This field displays the [movement type](#) that you want to generate for a given item.

Description

This field displays a description of the [movement type](#).

Options**Select**

Use this to select the sequence you want to maintain.

Functions**Addition (F8)**

Use this to add a new sequence.

Delete (F11)

Use this to delete a sequence.

Select a sequence to maintain and then press Enter to display the Inventory Processing Profile Maintenance Detail window.

Inventory Processing Profile Maintenance Detail Window

To display this window, select a sequence and then press Enter or select **Addition (F8)** on the Inventory Processing Profile Maintenance window.

Use this window to maintain part of the profile code you have selected.

Fields**Sequence**

This field displays the sequence of Inventory Management updates within the profile.

Movement Type

This field displays the [movement type](#) that you want to generate for a given item.

You can use the prompt facility to select from the MVTP [Movement Type](#) Description pop-up.

Stockroom

Select one of the following:

From (1) - To use the From [stockroom](#)

To (2) - To use the To [stockroom](#), when two [stockrooms](#) are affected by the instruction set in this profile

Sign of Quantity

Select one of the following:

Plus (+) - To specify that the sign in which the quantity would normally be expressed on the movement record is positive

Minus (-) - To specify that the sign in which the quantity would normally be expressed on the movement record is negative

Cost Value Calc

Any entry made is validated against the Inventory [Descriptions 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

This specifies which of the [balance](#) fields are to be updated as a result of this transaction. The fields are:

- Physical
- [On order](#)
- Allocated
- On [back order](#)
- Frozen
- Bonded
- In-transit
- Forward
- Reserved

Enter one of the following for each field:

0 - If an update is not required

1 - To add the actual quantity

2 - To subtract the actual quantity

3 - To add the planned quantity

4 - To subtract the planned quantity

You can use the prompt facility on these fields to select from the [Balance](#) Update Prompt pop-up.

Other Updates**FIFO Balances**

Use this checkbox as follows:

Unchecked - If [FIFO cost](#)/lot trace [balances](#) are not to be updated

Checked - If [FIFO cost](#)/lot trace [balances](#) are to be updated

Note: Although the valid values on-window are **unchecked** (No Update) and **checked** (Update), the database holds these values the other way around and IN070 suppresses the update when this field on the processing profile is **checked** (RS0109).

Costs

Use this checkbox as follows:

Unchecked - If Latest, Average and [FIFO costs](#) are not to be updated

Checked - If Latest, Average and [FIFO costs](#) are to be updated

Usage

Enter one of the following:

0 - If no update is required

1 - To add the actual quantity

2 - To subtract the actual quantity

3 - To add the planned quantity

4 - To subtract the planned quantity

Alternatively, use the prompt facility to select from the [Usage](#) Update Prompt pop-up.

Available

Use this checkbox as follows:

Unchecked - If [available stock](#) is not to be re-calculated

Checked - If [available stock](#) to be re-calculated

Date of Issue

Use this checkbox as follows:

Unchecked - If the date of last issue is not to be updated

Checked - If the date of last issue is to be updated

Date of Receipt

Use this checkbox as follows:

Unchecked - If the date of last receipt is not to be updated

Checked - If the date of last receipt is to be updated

Update History

Enter one of the following to specify the [balance](#) to be updated for [stock history](#):

0 - If no update is required

1 - Receipt

2 - Issue

3 - Adjustment

4 - Transfer out

5 - Supplier orders

6 - Transfer in

Alternatively, use the prompt facility to select from the History Update Prompt pop-up.

Additional Movement Details

Reference Type

Enter an additional [movement type](#) code for this item. These are defined in the Inventory [Descriptions file](#), under major type TRAN.

You can use the prompt facility on this field to select from the TRAN Movement Reference Type pop-up.

Reason Code

Enter a [reason code](#) for the movement. These are defined in the Inventory [Descriptions file](#), under major type MOVR.

You can use the prompt facility on this field to select from the MOVR Movement [Reason Code](#) pop-up.

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

Location Map [15/INUM]

Refer to the Inventory Company Profile task for more information regarding the setup of the location map for a stockroom.

Note: If the Extended Stockroom Authorisation function is activated you must be authorised to the stockroom to be able to maintain the location map of the stockroom.

Authorise Users to Stockroom [16/INUM]

Use this task to authorise each user to a stockroom.

Maintain Authorised Stockrooms User Window

To display this window, select the **Authorise Users to Stockroom** task.

Use this window to select the user and a company for which you want to maintain authorisation.

Fields

User

Enter the User ID of the user you want to authorise

Company Code

Enter the company for the stockroom you want to authorise

Press Enter to confirm the selection and display the Maintain Authorised Stockrooms window.

Maintain Authorised Stockrooms window

To display this window, enter a user and company and then press Enter on the Maintain Authorised Stockrooms User window.

Use this window to define the stockrooms the selected user can access.

Not only is there optional user stockroom authorisation, a second level of authorisation is available for authorised stockrooms. The following tasks can also be secured within a stockroom:

- Sales order confirm despatch
- POD confirmation

Note: When a user is authorised to a stockroom, the user is by default authorised to all options in the Authorise Option window.

Fields

Aut

Enter one of the following:

0 (Not Authorised) - If the User does not have authority to this stockroom

1 (Authorised) - If the user is authorised to this stockroom

2 (Authorise Option) – To display the User Stockroom Options Popup

User Stockroom options Popup

To display this popup select the option **2 (Authorise Option)** against a stockroom on the Maintain Authorised Stockrooms window.

You use this window to authorise a user to the following functions in the selected stockroom:

- Sales order confirm despatch
- POD confirmation

Fields

Aut

Optionally, establish the sales order despatch options the user is authorised to for the selected stockroom:

- Confirmation of despatch – Sales Order Processing confirmation of despatch.
- Despatches awaiting POD.

Functions

Refresh (F5)

Use this to reset the authorised option list for the user to that currently on file.

Delete (F11)

Use this to remove the authorised option list for the user currently on file.

Press **Update (F8)** to save the entered information and return to the Maintain Authorised Stockrooms window.

Integrated Stockroom Properties [17/INUM]

Where System21 is integrated with Supply Chain Execution Warehouse Management (SCE WM) or Enterprise Asset Management Material Replenishment (EAM MRO), the inventory in the System21 stockrooms is managed by those integrated products. This maintenance task is where you activate the stockrooms which are integrated to one or other of those products.

Note: *Supply Chain Execution Warehouse Management can have multiple stockrooms active per company. Each will have an associated “mirror” stockroom configured within System21 Inventory.*

Once a stockroom is active in an integration then most of the System21 tasks that would normally update the inventory are barred from use in System21. The inventory is managed by the other product and the stock transactions replicated into System21.

For situations where that synchronisation goes astray for some reason, and it might be necessary to use the equivalent System21 task, then an Override User can be defined here. This will allow that user to run the System21 tasks that would normally be barred for an integrated stockroom.

Integrated Stockroom Properties Stockroom Selection Window

To display this window, select the **Integrated Stockroom Properties** task.

This window shows the current Supply Chain Execution WM, Enterprise Asset Management, Location Control and Warehousing status of each System21 stockroom

Options

Sel

Use this to select a stockroom to maintain its properties. This displays the Stockroom Properties Popup.

Select a stockroom to maintain the properties associated with it.

Stockroom Properties Popup

To display this window, select a stockroom on the **Integrated Stockroom Properties Stockroom Selection** window.

Use this popup to activate integrated stockrooms and configure other integrated stockroom attributes.

Fields

Active SCE Warehouse

This checkbox identifies whether an integration to SCE Warehouse Management is currently active for this stockroom.

Note: *Only regular inventory stockrooms can be integrated to SCE WM, you cannot activate Warehouse Controlled (WH) or Location Controlled (LC) stockrooms. You can also not activate a stockroom already integrated to EAM.*

Use the checkbox as follows:

Checked –Supply Chain Execution Warehouse Management integration is active for the stockroom

Unchecked – Supply Chain Execution Warehouse Management integration is inactive for the stockroom

Active EAM Warehouse

This checkbox identifies whether an integration to EAM Replenishment Orders is currently active for this stockroom.

Note: *Only regular Inventory stockrooms can be integrated to EAM, you cannot activate Warehouse Controlled (WH) or Location Controlled (LC) stockrooms. You can also not activate a stockroom already integrated to SCE WM.*

Use the checkbox as follows:

Checked –Enterprise Asset Management Material Replenishment integration is active for the stockroom

Unchecked – Enterprise Asset Management Material Replenishment integration is inactive for the stockroom

SCE Override User

Enter a user who has authority to override the normal integrated stockroom checks for SCE WM stockrooms. This will allow that user to make stock adjustments etc. on the System21 side where that would otherwise be prevented.

This user is only relevant for an active SCE warehouse.

Leave the field blank if no user is allowed this override feature.

EAM Override User

Enter a user who has authority to override the normal integrated stockroom checks for EAM stockrooms. This will allow that user to make stock adjustments etc. on the System21 side where that would otherwise be prevented.

This user is only relevant for an active EAM warehouse.

Leave the field blank if no user is allowed this override feature.

Functions

Update (F8)

Use this to update the properties for the stockroom.

If you are de-activating a stockroom you will be asked to confirm the update..

Select a stockroom to maintain the properties associated with it.

Default Item Search Filters by Role [18/INUM]

Use this task to assign up to three search filter values to be used when performing an inventory item search to a user role.

The values entered here are used to pre-fill the three Search Filter fields shown in the Item Master Scan Popup.

NOTE: This task should only be used in a role enabled environment.

Default Item Search Filters by Role Selection Window

To display this window, select the **Default Item Search Filters by Role** task.

Use this window to select the role for which the default item search filters are to be defined.

Fields

Role

Enter a role for which up to three default item search filters are to be defined.

Alternatively, select a role from the Select Role Popup.

Press **Enter** to display the Default Item Search Filters by Role Details Window.

Default Item Search Filters by Role Details Window

To display this window, select a role and press **Enter** on the **Default Item Search Filters by Role Selection Window**.

Use this window to define up to three values to be used to filter search results when performing an inventory item scan.

Fields

Search Filter #1

Enter valid code to be used to filter search results when performing an inventory item search.

Alternatively, select a code from the Select Item Search Filter Code Popup.

This field cannot be left blank.

Search Filter #2

Enter valid code to be used to filter search results when performing an inventory item search.

Alternatively, select a code from the Select Item Search Filter Code Popup.

This field can be left blank.

Search Filter #3

Enter valid code to be used to filter search results when performing an inventory item search.

Alternatively, select a code from the Select Item Search Filter Code Popup.

This field can be left blank.

Press **Update (F8)** to save the entered detail and return to the Default Item Search Filters by Role Selection Window.

Inventory Company Relationships [30/INUM]

Use this task to establish the relationships between companies that permit item definitions to be passed between them.

Note: *Without first establishing such relationships, it will not be possible to transmit item definitions between companies.*

Note: *When implemented in centralised organisations that typically have a unified item coding system, where the responsibility for the definition of an item and control over which other companies within the organisation receive its definition are both handled centrally (i.e. organisations that push item definitions into other companies from a central definition point) the task should be used to establish push type relationships from the central company to all other companies that are to receive item definitions.*

When implemented in organisations where each company is given the option to subscribe to item definitions that have been published by other companies, this task should be used to establish these pull type relationships in the different subscribing companies.

Note: *The user does not have to be signed into any specific Inventory company to be able to use this task. Company authorisation checking is performed whilst maintaining relationships.*

Maintain Inventory Company Relationships Selection Window

To display this window, select the **Inventory Company Relationships** task.

Use this window to select the company for which you wish to maintain relationships.

A list of existing company relationships is displayed upon initial entry into this window.

Existing relationships are presented in owning company, item attribute profile code, and partner company sequence. For each company that will own item definitions a list of those companies to which those global definitions are sent is shown immediately after identification of the owning company.

Options

Amend

Use this to select the line you wish to maintain.

This displays the Amend Company Relationship window.

Functions

Add (F10)

Use this to display the Add Company Relationship pop-up.

Select **Amend** against a line or select **Add (F10)** to display the Add/Amend Company Relationship pop-up.

Add/Amend Company Relationship Pop-up

To display this pop-up, select **Amend** against a line or select **Add (F10)** on the Maintain Inventory Company Relationships Selection window. The title of the pop-up varies accordingly.

Use this pop-up to add a new relationship between companies.

Fields

Owning Company

You cannot maintain this field if you are amending an existing line.

Enter the two-character code that identifies an Inventory company that will publish its item definitions to other partner companies with which it has a trading relationship.

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

The value entered is validated against the Inventory Company Profile definition.

To be able to push item definitions to other System21 companies, the current user must be authorised to the company number entered.

Note: The combination of owning company, partner company and item attribute profile code must be unique.

Attributes associated with the owning company can dictate which attributes of an item can be entered when defining an item. The following attributes of the owning company will be compared with their corresponding values in the partner company and a suitable warning message issued if a difference is detected:

- **SOP in Use**
This parameter indicates the forms of order entry permissible in this company. Certain attributes of an item can only be entered in companies in which Advanced Order Entry is permissible. Ideally the same forms of order capture should be in use in the owning and partner companies.
- **Secondary [Unit of Measure](#)**
An entry in this parameter indicates a [catchweight](#) company. The owning and partner companies should have the same default secondary [unit of measure](#).
- **Packaging Reporting**
This parameter indicates whether packaging items can be associated with items and reported on the Packaging Waste tasks.
- **Extended Packaging Features**

This parameter indicates whether extended features are available when associating packaging information with items. The level of control required should be the same in both the owning company and the partner company.

- **Extended Lot Details**

Extended information may optionally be required for lot-controlled, batch-controlled or serial-controlled items. The level of control required should be the same in both the owning company and the partner company.

Partner Company

You cannot maintain this field if you are amending an existing line.

Enter the two-character code that identifies an Inventory company that will receive item definitions published by the owning company.

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

The value entered is validated against the Inventory company profile definition.

To be able to pull item definitions from another company, the current user must be authorised to the company number entered.

Item Attribute Profile Code

You cannot maintain this field if you are amending an existing line.

This constrains the type of items that use the company relationship when transferring item definitions between the owning company and the partner company.

Possible values are limited to those defined in the Inventory [Descriptions file](#) under major type IAPC.

You can use the prompt facility to select from the IAPC Item Attribute Profile Code pop-up.

Note: All Item Attribute Profile Code definitions are recorded in the Inventory [Descriptions file](#) against the company code &&.

Items to be Published

This signifies whether the owning company is allowed to send the definition of items it has imported from other companies as well as those that it owns.

Select one of the following:

All (1) (default)

Owned Only (2)

Push/Pull

This signifies whether the owning company pushes item definitions into the partner company or the partner company can decide which published global item definitions it wants to subscribe to.

The possible values are:

Push (1) (default)

Pull (2)

Create Stockroom Balances

This signifies whether [stockroom balances](#) are to be generated in the partner company upon the initial import of an item definition from another company.

The possible values are:

None (0) - If no [stockroom balances](#) will be generated in the partner company when an item's definition is initially imported into that company

Create All (1) (default) - If a skeleton [stockroom balance](#) definition will be generated in each [stockroom](#) defined in the partner company when an item's definition is initially imported into that company

Supplier Code

Enter the eight-character supplier code that will represent the owning company within the partner company.

The value entered becomes the default supplier code for any items and [stockroom balances](#) replicated into the partner company if the appropriate global attribute values are set. The entry made must be a valid supplier within the partner company.

Note: The appropriate GL company code is taken from either the partner company Purchase Management company profile (Purchasing in Use) or the partner company Accounts Receivable company profile (Purchasing not in use but SOP in use). If neither purchasing nor SOP is in use in the partner company then *BLANKS must be entered in this field.

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

Customer Code

Enter the eight-character customer code that will represent the partner company within the owning company.

The entry made must be a valid customer within the owning company.

Note: A delivery sequence of 000 is used when validating the customer code.

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

Currency Code

Enter the three-character currency code that will be used when trading occurs between the owning company and the partner company.

The entry made must be a valid currency within the General Ledger attached to both the owning company and the partner company.

A suitable warning message is issued if the value entered does not match the default trading currency for the supplier code and customer code entered.

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

Note: To validate the currency code in the **owning** company, the appropriate GL company code is taken from either the owning company Purchase Management company profile (Purchasing in use) or the owning company Accounts Receivable company profile (Purchasing not in use but

SOP in use). If neither purchasing nor SOP is in use in the owning company, you cannot enter a value in this field.

Note: To validate the currency code in the **partner** company, the appropriate GL company code is taken from either the partner company Purchase Management company profile (Purchasing in use) or the partner company Accounts Receivable company profile (Purchasing not in use but SOP in use). If neither purchasing nor SOP is in use in the partner company, you cannot enter a value in this field.

Active

This field indicates the status of the link between the owning company and the partner company.

The possible values are:

Inactive (0) - If item definitions will not be passed between the owning and the partner company

Active (1) - If item definitions will be transferred between the owning company and the partner company

Note: De-activating a link between an owning and partner company is not permitted when there are transfers pending between the two companies.

Select **Update (F8)** to update the entered data and display the Maintain Inventory Company Relationships Selection window.

Copy Company [1/INUD]

Use this to create a new company within Inventory Management. The task copies the company profile and the Inventory [Descriptions file](#). You can then complete the new company information using the Inventory Company Profile task.

Copy a Company

To display this window, select the **Copy Company** task.

Fields

From Company

Enter the company code of 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 of the company to which you want data copied.

Note: The new company code should not exist already within the application.

Press Enter to copy the company details.

Rebuild Item Search [2/INUD]

Use this task to refresh the Item Master Scan pop-up.

You should run this task if:

- You have converted files from another system and therefore need the scan to be re-defined.
- You have made changes to the item description and/or text and need to re-build the text.

Request an Item Search Rebuild

To display this window, select the **Rebuild Item Search** task.

Select **Submit (F8)** to rebuild the item search words.

Renumber Item Search Words [3/INUD]

Request Item Search Words Renumbering

Select the **Renumber Item Search Words** task.

Use this task to re-number the search words associated with each item.

There are no selection criteria for this task. Select **Confirm Submit (F8)** to process the batch job.

Re-calculate Nominal Sec Values [4/INUD]

Request the Recalculation of Nominal Sec Values

To display this window, select the **Re-calculate Nominal Sec Values** task.

Use this task to re-calculate the nominal secondary stock levels for non-[Catchweight](#) items, or for [Catchweight](#) type 3 items that have a secondary value when transactions have occurred. You can use it to re-set existing values, but it is intended to create secondary stock levels for non-[Catchweight](#) items that have just had a secondary value assigned to them.

Note: *If you are using Location Control, this task is also run as part of the Rebuild [Balances](#) from Locations task.*

If no transactions have occurred, the secondary values are zero.

The software calculates the secondary stock [balance](#) from the primary stock [balance](#) for the [stockroom](#), lot, [FIFO](#) or lot trace, or both and location [balances](#) held within Inventory.

Note: *If you hold a lot of [Catchweight](#) type 3 items it is recommended that you run a stock valuation before and after you use this task.*

Caution: This task does not produce stock movements or an audit trail.

There are no selection criteria for this task. Select **Confirm Submit (F8)** to process the batch job.

Location Balance Data Take-on [5/INUD]

Use this task when you implement Location Control. You use this task to add the item's (or item and lot's) current Inventory [balance](#) to its default location.

You must run this task for each active location-controlled [stockroom](#).

If the item's location control item/[stockroom](#) profile has not been created, this task will create it, based on the [stockroom's](#) defaults, and the location [balance](#), if placed in the [stockroom's](#) default location.

This task produces a report of all of the [balances](#) transferred and any profiles that have been created. There should be no need to re-run this task for a [stockroom](#). If you do re-run this task, it can only update those items with no location [balances](#), and these should not exist. All items and item/lot combinations that have an existing location [balance](#) are not updated; these will appear on the report with the Already Transferred error text.

You need to process a stock take for all items that use multiple locations, so that you correctly populate the location [balances](#) before you start to use Location Control.

Note: If the Extended Stockroom Authorisation function is activated you must be authorised to a stockroom to perform a location balance take-on for the stockroom..

Considerations before Using this Activity to Create Location Control Item/Stockroom Profiles

If you are going to use this task to create the Location Control item/[stockroom](#) profiles, you need to consider the following issues:

- Whether you set the [stockroom](#) profile value to single or multiple locations:
It is recommended that you use the multiple locations setting. If you do not select this, you will have to re-set this value for each item that uses a different location from the [stockroom's](#) default location before you can start to perform a stock take and re-distribute the stock around the [stockroom](#).
- Items that only require a single location that differs from the [stockroom's](#) default location:
If the item/[stockroom](#) profile is created before you use this task, the take-on will place the stock into the correct location. If the profile is created as part of this task, the single location status will have to be set after the stock take has been processed.

Location Detail Data Take-on Window

To display this window, select the **Location Detail Data Take-on** task.

Use this window when you implement Location Control. You use this task to add the item's (or item and lot's) current Inventory [balance](#) to its default location.

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to the stockroom.

Fields

Stockroom

Enter the [stockroom](#) for which you want to take on location [balance](#) details. This must be a [stockroom](#) for which Location Control is activated.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Run Reconciliation Report

Use this checkbox as follows:

Unchecked - To run the take-on without producing a report

Checked - To produce a report of all [balances](#) transferred and any profiles created

Select **Submit Job (F8)** to process the data take-on and produce the required report if selected.

Purge Audit Files Maintenance [11/INUD]

Use this housekeeping task to select audit files you want to include in the purge routine in order 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

You can select audit files to submit 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 corresponding with all applications.

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

Press Enter to display the Audit File Purge Maintenance Details window.

Audit File Purge Maintenance Details Window

To display this window, 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 alphanumeric order. For each file, the audit file number, description and date of the last purge are displayed.

Fields

Include (0/1)

Use this checkbox as follows:

Unchecked - To exclude an audit file in the next purge routine

Checked - To include an audit file in the next purge routine

Number of Days

Enter the number of days prior to the run date for which you want to keep audit file records. You can enter a maximum of 999 days.

Functions

Refresh (F5)

Use this to re-set the selection back to the state before any changes.

Select All (F13)

Use this to select all files.

Select **Update (F8)** to update any changes and create the appropriate records. To run the purge routine, run the **Purge Audit Files Submit Purge** task.

Purge Audit Files Submit Purge [12/INUD]

Before you use this task, select the audit files you want to include in the purge routine using the Audit File Purge Maintenance task.

Use this housekeeping task to start the audit file purge routine.

Note: This task also purges Location Control audit files if you are using Location Control.

Note: You should run this task regularly, using Machine Manager.

Audit File Purge Selection Window

To display this window, select the **Purge Audit Files Submit 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 or leave this field blank to submit all audit files selected in the Audit File Purge Maintenance task.

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

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.

Note: After the routine is complete, the submitted audit files remain **checked**. 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.

Purge Audit Files Machine Manager Parameters [13/INUD]

Use this task to select applications whose audit files you wish to include in the purge routine when it is run through Machine Manager.

Note: *This task also purges Location Control audit files if you are using Location Control.*

Note: *You should run this task regularly, using Machine Manager.*

Use this task to:

- Remove items from the Deleted Items file when there is no sales invoice or sales analysis data.
- Print a list of items that can be re-used.
- Delete 'orphaned' item details.

Caution: This task processes all of the items on the Deleted Items file within a company. The job's duration depends on the number of items it has to process.

Note: It should be run periodically if you wish to re-use item codes.

Audit File Purge Control - Machine Manager Parameters Window

To display this window, select the **Purge Audit Files Machine Manager Parameters** task.

Use this window to select the applications you require.

Fields

Application

Enter or select one or more applications in which you require audit files to be purged regularly.

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

Purge Selection

Enter one of the following:

Every Run (0) - To purge selected audit files for this application in every run

Next Run Only (1) - To purge selected audit files for this application in the next run only

Select **Update (F8)** to update the appropriate records. This purge itself is run from an entry in Machine Manager.

Company Deletion [21/INUD]

Use this task to delete all the data for specified companies. You would normally use this task in a test environment. The purpose of this task is to remove all data from Inventory Management for one or more selected companies. This occurs in three steps:

- 1 Copy to a temporary library the data for the companies that you want to retain.
- 2 Clear the physical files in the live library.
- 3 Copy back the data from the temporary library to the live library.

Enter the libraries that contain the relevant data for the deletion. If bespoke libraries are present, you should run this task separately for each library.

When you delete a company, the definitions of all item records for that company are also removed from the following files:

- Item Catalogue
- Publication Details
- Published Item Details

All records for the selected company as either the Published By company or Published To company are removed from the database.

Company Deletion Window

To display this window, select the **Company Deletion** task.

Use this window to select the company that you want to delete.

Caution: This utility will delete records within all inventory files for a company.

Fields

Enter the code for company you want to delete and then press Enter. The company you are currently using is the default.

Press Enter to confirm the deletion and submit a batch job to delete the requested companies.

Delete History and Movements [22/INUD]

Use this task to purge data from the Stock Movement and [Stock History](#) files. Inventory deletes a record from the appropriate file when its week number is before the current week being processed, modified by the number of weeks entered as a parameter.

Caution: Take care to control history deletion, as the Stock History Records are used to determine average usage.

Delete History and Movements Window

To display this window, select the **Delete History and Movements** task.

Use this window to select the information that you want to retain after the purge has occurred.

Fields

No of Weeks Movement to Retain

Enter up to three numeric characters to specify the number of weeks of stock movements you want to retain. The default is 60 weeks. Enter **999** to retain all movements.

No of Weeks History to Retain

Enter up to three numeric characters to specify the number of weeks of [stock history](#) records you want to retain. The default is 60 weeks. Enter **999** to retain all history records.

Press Enter to confirm the input parameters, and submit the job to remove movement and history records.

Delete FIFO/Lot Details [23/INUD]

Use this task to purge data from the [FIFO](#) Details file (INP83). You can also purge details from the Batch/Lot file (INP80).

This deletes any [FIFO](#) records with zero [balances](#), and batch/lot records with zero [balances](#) and no stock movements.

Delete FIFO/Lot Details Window

To display this window, select the **Delete [FIFO](#)/Lot Details** task.

Use this window to specify the selection criteria upon which to base your purge.

Fields

Cut-off Date

Enter or select the cut-off date for the [FIFO](#) details deletion. You can only delete records up to and including the cut-off dates.

Location

Use this checkbox as follows:

Unchecked - To retain batch/lot details

Checked - To delete batch/lot details

Cut-Off Date for Location

Enter the cut-off date for the batch/lot details deletion. Again, you can only delete records up to and including the cut-off dates.

Press Enter to confirm the selection criteria and submit the job to remove [FIFO](#) details and batch/lot records.

Purge Stock Counts [24/INUD]

Use this task to purge completed counts by individual count or by a count range basis.

The count headers and their associated count recommendations are deleted with full auditing to system standards. In addition, the associated count lists and their details are deleted.

You can choose to purge incomplete outstanding counts, so associated items are taken off count (for item-based counts) and associated locations are taken off count (for location-based counts).

Purge Stock Counts Window

To display this window, select the **Purge [Stock Counts](#)** task.

Use this window to specify the selection criteria upon which to base your purge.

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to the stockroom.

Fields

Stockroom

Enter the [stockroom](#) for which at least one count has been requested.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Count Number From/To

You can optionally enter a single count number or a range of count numbers.

You can use the prompt facility to select from the Select Purge Count Number pop-up.

If you define a range, the From and To count numbers need not exist.

If you leave the To count number blank, it defaults to the From count number.

If you select a single count number, it must exist, it must be complete (reconciled) and the Purge Incomplete Counts field should be left **unchecked**.

Note: You must **check** the **Purge Incomplete Counts** field if you want to purge incomplete counts.

Purge Incomplete Counts

Use this checkbox as follows:

Unchecked - Not to purge incomplete counts as well as reconciled counts

Checked - To purge incomplete outstanding counts as well as reconciled counts

Select **Submit (F8)** to submit the batch job to carry out the purge.

Purge Count Details/Action Lists [25/INUD]

Use this task to purge completed count list details, by date.

The count lists and all associated details are deleted when their date of creation is less than or equal to the date entered.

Count Details and Action List Purge Window

To display this window, select the **Purge Count Details/Action Lists** task.

Use this window to select the [stockroom](#) for which you want to process the purge, and the cut off date for the purge itself.

Note: *The date entered defaults to the period end date for the current period minus two.*

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to the stockroom.

Fields

Stockroom

Enter the [stockroom](#) code for which purge has been requested.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Purge Up To

Enter or select the date up to which you want to delete completed details.

Select **Submit (F8)** to submit the job to carry out the purge.

Delete Shipment Receipts [26/INUD]

Select the **Delete Shipment Receipts** task

Use this task to delete all confirmed shipment reports from the database.

Note: *This requires exclusive use of the application.*

There are no selection criteria. Select **Confirm Submit (F8)** to process the batch job.

Set Balance Quantities to Zero [27/INUD]

This task sets the Inventory primary and secondary [balances](#) for the [stockroom](#), lot, [FIFO](#) and location to zero.

This task does not zeroise the corresponding [warehouse](#) location [balances](#).

Caution: It is recommended that you use this task within a test environment, as it does not generate any adjustment records

There are no selection criteria for this task. Select **Confirm Submit (F8)** to process the batch job.

Purge Location Allocation Details [30/INUD]

Select the Purge Location Allocation Details task.

Use this task to delete completed event allocation details.

Note: *You should run this task regularly, using Machine Manager.*

There are no selection criteria for this task. Select Confirm Submit (F8) to process the purge.

Item Deletion Overview

The basic processing sequence is:

- Create a list.
- Add items to it.
- Validate some or all of these items.
- Delete the items.
- Remove items from the Deleted Items file.

You can group items for deletion into lists. You can create as many lists as you need. A list can be in one of four states:

- 1 - Incomplete
The list contains undeleted items and you can select the list for maintenance, validation or deletion.
- 2 - Validation or Deletion Pending
You have selected the list for processing and the job is now waiting on a batch job-queue. You control when the job runs via the usual Application Manager methods. This status prevents the list from being selected for further processing.
- 3 - In Use
The Validation or Deletion routine is in progress. This status prevents the list from being selected for further processing.
- 9 - Complete
All items on the list have been deleted. You can view, print or delete these lists. Completed lists can be retained for audit purposes as they are ignored by the Item Deletion routine.

Only the user who created the list can maintain or process it. Other users can only view or print a list. Having created a list, you then add the items you want to delete to it. An item can only be active on one list at a time. Items on a list can be in one of six active states and one inactive state:

Active states:

- 0 - Awaiting Validation
- 1 - Validation Requested
- 2 - In Stock
- 3 - Validated
- 7 - Validation Error
- 8 - Deletion Error

Inactive state:

- 9 - Deleted

Maintain Lists and Validate Items [31/INUD]

Use this task to perform the following processes:

- Create a list.
- Add items to the list, item by item or by using ranges of item and item attribute codes. In both cases, items can be immediately excluded when they have:
 - Inventory stock [balances](#) (this is optional)
 - Receipts since a user-defined date
 - Issues since a user-defined date

Note: *You could use the range facility to find items that are potential candidates for deletion.*
- Items are added to the list with a status of Awaiting Validation when they pass the three tests above. When items with stock can be added, such items are added to the list with status of In Stock when they have inventory stock [balances](#).
- Remove items from the list. You can do this regardless of their status.
- Validate some or all of the items on the list. You do this by setting the item's status to Validation Requested.
 - This allows a large list to be processed in small sections.
 - It prints a report of ineligible items with the first occurrence of each validation rule's error for each item. For example, an item that appears on three sales orders and seven production bills of material will produce two errors.
- Delete the list.
- Enquire on an item's [stockroom](#) details via the All [Stockrooms](#) for an Item enquiry.
- Print the list.

An item owned by the current company that is pending transfer to other companies cannot be deleted.

When the definition of an item is deleted, records for that item are also removed from the following files:

- Item Catalogue
- Publication Details
- Published Item Details
- All records for the item with the selected company as either the Published By company or Published To company are removed from the database.

Create List Pop-up

To display this pop-up, select **Add (F6)** on the Item Deletion List Maintenance Selection window.

This pop-up will also be displayed when the user has no current list to maintain and the **Maintain Lists and Validate Items** task is selected.

Use this pop-up to create a list for use during item deletion processing.

Fields

List

Enter a list reference. When an item is being added, this will display the list to which it is being added.

Add Items By

Select one of the following to choose how items are to be selected:

List (1)

Range (2)

Exclude Items with Stock

Select one of the following to choose whether to include items with [physical stock](#):

Include (items with [physical stock](#)) (0)

Exclude items with [physical stock](#) (1) (default)

Issued After

Enter or select a date to exclude items issued after this date.

Received After

Enter or select a date to exclude items received after this date.

Press Enter to proceed with the selected choices.

Item Deletion List Maintenance Selection Window

To display this window, select the **Maintain Lists and Validate Items** task. This window will be displayed if you already have a list to display. Otherwise, the Create List pop-up will be displayed.

Use this window to select and maintain item deletion lists.

Fields

List

This field displays the list reference.

Created

This field displays the date on which the list was created.

Status

This field displays the deletion status for the list.

User ID

This field displays the ID of the user who created the list.

Options

Select List

Use this to select the list for maintenance.

Delete List

Use this to delete the list.

Print List

Use this to print the list.

Functions

Add (F6)

Use this to add a further list. The Create List pop-up will be displayed.

Include Other Users (F13)

Use this to include lists created by other users. These may only be viewed or printed. This will toggle between including and excluding other users' lists.

Select a list to add further items.

Alternatively, select **Add (F6)** to create more lists.

Item Deletion List Maintenance by List Window

To display this window, select **List** in the Add Items By field on the Create Lists pop-up.

Use this window to add items to an item deletion list.

Fields

Item

Enter an item to add it to the deletion list.

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

Options

Remove

Use this to remove an item from the list.

Select **Update (F8)** to update the items on the list and return to the Item Deletion List Maintenance Selection window.

Item Deletion List Maintenance by Range Window

To display this window, select **Range** in the Add Items By field on the Create Lists pop-up.

Use this window to select ranges of items to be added to an item deletion list.

Fields

List

This field displays the selected list reference.

Select All (0/1)

Enter one of the following for each of the selection criteria listed:

0 - Not to select any

This is the default value for the Item field.

1 - To select all in the entered range

This is the default for all other fields.

From/To

Item

You can optionally enter an item range for addition to the list.

Item Type

You can optionally enter an [item type](#) range for addition to the list.

Item Class From/To

You can optionally enter an [item class](#) range for addition to the list.

Major Group From/To

You can optionally enter a major group range for addition to the list.

Minor Group From/To

You can optionally enter a minor group range for addition to the list.

Division From/To

You can optionally enter a division range for addition to the list.

Sub Division From/To

You can optionally enter a sub division range for addition to the list.

Note: Items already awaiting deletion are automatically excluded.

Press Enter to update the items on the list and return to the Item Deletion List Maintenance Selection window.

Item Deletion List Maintenance Window

To display this window, select a list on the Item Deletion List Maintenance Selection window.

Use this window to add, remove, validate and enquire on items in an item deletion list.

Fields

Position To

Enter an item to re-display the window starting at the item selected. Part of a code may be entered.

Select (Sel)

Select one of the following:

Request validation (2)

Remove from list (4)

Item enquiry (5)

Item

This field displays the item.

Description

This field displays the item description.

List Status

This field displays the item's deletion status.

Functions**Add (F6)**

Use this to add a further item.

Submit Validation (F8)

Use this to validate all items selected.

Validate All (F9)

Use this to validate all the items on the list.

Delete Items [32/INUD]

Use this task to select one or more of your own lists for deletion processing.

When production details are deleted, all [costing](#) data is deleted also.

This routine:

- Ignores items that are Awaiting Validation or Deleted but processes all others on the list
- Re-validates each item again in case the situation has changed
- Transfers the item's details to the Deleted Items file
- Deletes the data for each eligible item, one item at a time
- Prints a status report for each item processed
- Deletes the item from the Deleted Items file when there is no sales invoice or sales analysis data

This allows the item code to be re-used.

An item owned by the current company that is pending transfer to other companies cannot be deleted.

When the definition of an item is deleted, records for that item are also removed from the following files:

- Item Catalogue
- Publication Details
- Published Item Details

All records for the item with the selected company as either the Published By company or Published To company are removed from the database.

Item Deletion List Selection Window

To display this window, select the **Delete Items** task.

Use this window to select one or more of your own lists for deletion processing.

Fields

List

This field displays the list reference.

Created

This field displays the date on which the list was created.

Status

This field displays the deletion status for the list.

User ID

This field displays the user who created the list.

Options**Select List**

Use this to select a list for processing.

Select **Submit (F8)** to process the selected lists.

Reuse Deleted Items [33/INUD]

Select the Reuse Deleted Items task.

Use this task to:

- Remove items from the Deleted Items file when there is no sales invoice or sales analysis data.
- Print a list of items that can be re-used.
- Delete 'orphaned' item details.

Caution: This task processes all of the items on the Deleted Items file within a company. The job's duration depends on the number of items it has to process.

Note: *This task should be run periodically if you wish to re-use item codes.*

There are no selection criteria for this task. Select **Confirm Submit (F8)** to submit the batch job to carry out the process.

Database Integrity [1/INUI]

Use this task to check the integrity of the item data across several files. These are:

- Item Master - INP35
- [Stockroom Balance](#) - INP60
- [Stockroom](#) Profile - INP20
- Stock Location - INP80
- [FIFO Costs](#) - INP83

This task does not make any automatic adjustments, but produces a report highlighting any errors for manual amendment.

Note: You should run this on a weekly basis initially, run monthly, quarterly, and finally on an ad hoc basis. It is suggested that you run this task in the Bottom-Up Validation format.

Note: This may be submitted via Machine Manager so that it can be scheduled to run out-of-hours on a regular basis. To do this, you will need to create Machine Manager Group Schedules to hold these dates and use these instead of the weekly mask in the auto-day start or auto-day end entry.

Inventory Integrity Menu Window

To display this window select the **Database Integrity** task.

Fields

Company Code

Enter the company code of the company for which you want to perform integrity processing.

Enter Option

Select one of the following:

Top-down validation (1) (default)

Bottom-up validation (2)

Message Type

Select one of the following:

Warning and serious messages will print (1)

Serious messages only will print (2) (default)

Processing

The routine processes as follows:

Top-down Validation

This reads the Item Master Records and performs the following integrity checks:

- 1 That each item has at least one item stockroom record associated with it
- 2 A warning message is printed if this is not the case.
- 3 That a stockroom profile record exists for each stockroom defined on a stockroom balance record
- 4 A serious error message is printed if this is not the case.
- 5 That at least one FIFO cost record exists for stockroom balances associated with items for which FIFO costing is specified
- 6 A warning message is printed if this is not the case.
- 7 That, for FIFO costed items, the sum of the FIFO balance quantities is equal to the stockroom balance physical stock
- 8 A serious error message is printed if this is not the case.
- 9 The presence of FIFO records for items that are not FIFO costed
- 10 If any such records are found, a serious error message is printed.
- 11 That, for lot-controlled items, the sum of the balance is equal to the stockroom balance physical stock
- 12 A serious error message is printed if this is not the case.
- 13 The presence of lot records for items that are not defined as lot-controlled
- 14 If any such records are found, a serious error message is printed.

Bottom-up Validation

This is processed as above, but in reverse, and a similar report is produced.

Functions

Messages (F6)

Use this to display messages.

Press Enter to start the validation process.

Reconciling Demand

You can use two tasks to reconcile demand.

- Allocation Reconciliation, which reconciles [stockroom balance](#) record allocation totals to Sales, Transfer and Production orders
- [On Order](#) Reconciliation, which reconciles [stockroom balance](#) record [on order](#) totals to Purchase and Production orders

Note: *You should run these on a weekly basis initially, run monthly, quarterly, and finally on an ad hoc basis.*

Allocation Reconciliation [2/INUI]

Use this task to update the Stockroom Balance file (INP60).

The allocated quantities recorded against sales order lines for container items (i.e. those with an order line type of **4**) are excluded from this process.

Container lines written to an order as a result of their association with the ordered products are not allocated against a [stockroom](#).

Allocation Reconciliation can be performed for a single item or for all items.

Allocation Reconciliation Window

To display this window, select the **Reconcile Allocated Stock** task.

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to all of the stockrooms in the entered range.

Fields

Stockroom FROM/TO

Enter a range of [stockroom](#) codes to limit the reconciliation process to the specified [stockroom](#) range.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

If the range of stockrooms is left blank, reconciliation of the allocated [balance](#) is performed for all [stockrooms](#) within the company.

Note: If the Extended Stockroom Authorisation function is activated then you must be authorised to all of the stockrooms in the entered range.

Item

Enter a valid Item code to limit the reconciliation process to a specific item.

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

On Order Reconciliation [3/INUI]

Use this task to update the Stockroom Balance record (INP60).

On Order Reconciliation Window

To display this window, select the **On Order Reconciliation** task.

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to all of the stockrooms in the entered range.

Fields

Stockroom FROM/TO

Enter a range of [stockroom](#) codes to limit the reconciliation process the [stockroom](#) codes in the specified range.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

If this field is left blank, reconciliation of the [on order balance](#) is performed for all [stockrooms](#) in the company.

Note: If the Extended Stockroom Authorisation function is activated you must be authorised to all stockrooms in the entered range.

Do You Wish the Reconciled Quantity on Order to be Updated?

Use this checkbox as follows:

Unchecked - To report on the differences without updating the [stockroom balances](#)

Checked - To use the software-calculated order quantity to update the [stockroom balance](#) record where differences are found

Press Enter to confirm your selection and submit the job.

Audit Negative FIFO [4/INUI]

Select the **Audit Negative FIFO** task.

If you process an issue before making the appropriate receipt, this can result in a negative figure in the [FIFO](#) record. Use this task to print a list of any records that have been created with negative [costs](#).

Functions

Confirm Submit (F8)

Select Confirm Submit (F8) to submit a batch job

There are no selection criteria for this task. Select **Confirm Submit (F8)** to process the batch job.

Rebuild Balances from Locations [5/INUI]

If you are using Location Control, you can use this task to re-align Inventory [balances](#) and rotation [balances](#) with the location [balances](#) if they do not match.

You can run this task in report only mode or report and update mode for one or all location-controlled [stockrooms](#). There are two stages to the rebuild [balances](#) process:

- Rebuild from the location [balances](#):
 - This compares the location [balance](#) to the sum of the [rotation date balances](#) (for non-lot-controlled items). If the sum of the [rotation date balances](#) exceeds the location [balance](#), it consumes the [rotation date balances](#) in FIFO (First In First Out) sequence. If the sum of the [rotation date balances](#) is less than the location [balance](#), it adds the difference to the oldest [balance](#) or writes a new [balance](#) record with the current system date.
 - This compares the lot or item [balances](#) to the sum of the location [balances](#). If the sum of location [balances](#) differs from the lot or item [balance](#), it adjusts the lot or item [balance](#) accordingly.
 - This deletes any empty location [balance](#) records. An empty location [balance](#) has zero physical and [frozen stock](#).
- Create missing location and rotation [balances](#):
 - The rebuild stage relies on the presence of a location [balance](#). This creation stage caters for situations where there is an Inventory [balance](#) without a corresponding location [balance](#). This situation should not occur after the initial data take-on process. This stage uses the same logic as the Location [Balances](#) Data Take-on task and will create any missing item/[stockroom](#) profiles if required.

Each stage will produce a report. If you run this task in report mode only then no [balances](#) are updated or deleted.

Caution: This task does not check that the sum of the lot balances matches the item's stockroom balance. To do this, use the Data Integrity task. This task does not detect items or lot balances with no corresponding location balance, as this situation should not occur

Rebuild Balances from Locations Window

To display this window, select the Rebuild from Locations task.

This window is the same as that used in the Location [Balance](#) Data Take-on task

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to the stockroom.

Fields

Stockroom

Enter the [stockroom](#) whose location [balances](#) you want to rebuild. Leave this field blank to rebuild location [balances](#) for all location-controlled [stockrooms](#) within your company.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Update

Select one of the following:

Report (0) - To produce a report but not to update the location [balances](#)

Report and Update (1) - To produce the report and update the location [balances](#)

Functions

Submit (F8)

Select Submit (F8) to submit a batch job

Select **Submit (F8)** to process the report and, optionally, update the [balances](#).

Adjust Rotation Date Balances [6/INUI]

You can only use this task if your company is using Location Control.

Use this task to adjust the rotation [balances](#) so that they match the actual stock [balances'](#) [rotation dates](#) in a location.

There are a number of reasons why these two [balances](#) might not match:

- The picker does not pick the oldest stock every time he is requested to issue stock.
- The newest stock is not returned when a receipt is returned.
- Stock has been transferred between locations or [stockrooms](#).
- Stock has been returned from a customer.

Note: *These kinds of discrepancies are normal if you use this form of stock rotation to control your [stockroom balances](#). It is recommended that you use this task whenever you consider the discrepancies are beginning to affect the quality of the stock rotation you are achieving.*

Adjust Rotation Date Balances Selection Window

To display this window, select the **Adjust Rotation Date Balances** task.

Use this window to select the item, [stockroom](#) and location whose [rotation date balances](#) you want to adjust.

Caution: If extended user stockroom authorisation is active you cannot perform this task if you are not authorised to the stockroom.

Fields

Item

Enter the item code for the item you want to maintain. This item must be stocked in a location-controlled [stockroom](#), it must not be lot-controlled, and must not be a kit parent item.

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

Stockroom

Enter the [stockroom](#) code for the [stockroom](#) you want to maintain. This [stockroom](#) must be location-controlled.

Alternatively, use the prompt facility to select from the [Stockroom](#) Selection pop-up.

Location

Enter the location that you want to maintain.

Alternatively, use the prompt facility to select from the Location Prompt pop-up.

Note: If your item has only a single, default location defined against it, you do not need to enter the location code.

Press Enter to display the Adjust [Rotation Date Balances](#) Details window.

Adjust Rotation Date Balances Details Window

To display this window, press Enter on the Adjust [Rotation Date Balances](#) Selection window.

Use this window to add, amend or delete [rotation date balances](#) for your selected item/[stockroom](#)/location combination.

Note: *Whether you add, amend or delete a rotation [balance](#), the same pop-up is displayed, but the title of that pop-up reflects the action that you have chosen.*

The top of the window displays details of the selected item code and description, the [stockroom](#) and location, and the location [balance](#) in issue units, and the sum of the [rotation date balances](#).

The middle of the window displays the receipt (or creation) date and the time of that transaction, along with the unique reference allocated to that transaction, and the quantity affected by that transaction.

Options

Amend

Use this to select the [balance](#) for which you want to amend details.

Delete

Use this to select the [balance](#) you want to delete.

Functions

Add (F6)

Use this to create a new rotation data [balance](#).

Note: If the [balance](#) and the cumulative [balance](#) do not match, you cannot use **Exit (F3)** or **Previous (F12)** to leave the window.

Select a line with **Amend** or **Delete** or select **Add (F6)** to display the Amend [Rotation Date Balances](#) pop-up.

Amend Rotation Date Balances Pop-up

To display this pop-up, select **Amend** against to the [balance](#) that you want to amend on the Adjust [Rotation Date Balances](#) Details window.

Alternatively, select **Delete** against to the [balance](#) that you want to delete on the Adjust [Rotation Date Balances](#) Details window.

Alternatively, select **Add (F6)** on the Adjust [Rotation Date Balances](#) Details window.

Use this pop-up to amend your selected [rotation date balance](#).

Note: *The title of the pop-up reflects the action that you have chosen.*

Fields

Date

This field displays the date of the selected [rotation date balance](#). You can change it to any date up to the current system date, if necessary.

If you are adding a new [rotation date balance](#), this field defaults to the current system date.

If you are deleting a [balance](#), you cannot change this information.

Time

This field displays the time associated with the transaction. You cannot enter or select a date and time combination that is in the future.

If you are adding a new [rotation date balance](#), this field defaults to the current system time.

If you are deleting a [balance](#), you cannot change this information.

Quantity

This field displays the [rotation date balance](#).

If you are entering a new [rotation date balance](#), this value must be greater than zero.

If you are deleting a [balance](#), you cannot change this information.

Functions

Delete (F11)

This is only displayed if you have chosen to delete a [rotation date balance](#). Use this to confirm your intention to delete the selected [balance](#).

Press Enter to add or amend the [rotation date](#) as required and re-display the Adjust [Rotation Date Balances](#) Details window.

Install Link to AFI for Stock Extract [1/INUA]

Select the **Install Link to AFI for Stock Extract** task.

Where you have linked AFI to Inventory Management, the software extracts inventory movements when you run this task. AFI creates transactions for the Inventory [movement types](#) as defined on the journal conditions set up for Inventory Management. When you select the AFI to General Ledger Update task, these are posted to the General Ledger as journals.

There is no facility to automatically extract transactions and post to the General Ledger without operator intervention within Inventory Management, unlike Sales Invoicing. It is more appropriate to control the extract of Inventory movement transactions on a manual basis, because of the wide range of Inventory [movement types](#), and the likely number of transactions.

If you have not linked AFI to Inventory Management, purchase receipts made within Purchase Management update General Ledger stock accounts when supplier invoices are matched to goods received notes and the logged invoices are confirmed in the Accounts Payable application.

Note: *When you receive goods into Inventory Management AFI automatically posts details to the General Ledger Goods Purchased Account.*

As well as the AFI link status being set to active, there must also be one or more live journals. The facility to set up a journal as live is part of the Journal Conditions Maintenance facility.

Note: *You must set the Journal Condition field to test for a valid value when you want to read data from the source application. For example, you must set up the Journal Condition field to test for a specific Inventory [movement type](#) or range of types.*

Select **Confirm Submit (F8)** to process the link.

AFI Data Dictionary

The following files, and their associated fields, are available for defining how selection and consolidation or both are to take place.

Item Master

- Company Number
- Item Code
- [Item Type](#)
- [Item Class](#)
- Division
- Sub-Division
- [Item Group](#) Major
- [Item Group](#) Minor
- [Tax Code](#)
- Discount Group
- Stock Source

- General Ledger Stock Account
- General Ledger [Cost](#) of Sales Account
- General Ledger Sales Account
- General Ledger Price [Variance](#) Account
- Warranty Type
- Storage Method
- [Costing Method](#)
- Sub-Contracted Item
- Resource Code
- Container Type

Inventory Movement

- Company Number
- Item Code
- [Stockroom](#) Code
- [Transaction Type](#)
- Reference Number
- [Movement Type](#)
- Movement [Reason Code](#)
- Movement Source
- To/From
- Cost Method (Derived)

Stock [Balance](#)

- [Item Type](#)
- [Item Class](#)
- ABC Override
- ABC Class

[Stockroom](#)

- [Stockroom Usage](#) Code
- Department Code

GRN Line Landed Cost

- Cost Code

Note: A breakdown of landed costs by Cost Code is only available for items that do not have the Cost Method: STANDARD. So if such a breakdown is required then one Journal will be required for items with Cost Method: STANDARD and another for the other costing methods and Cost Method would need to be tested in the journal condition.

The following fields are defined as quantities that are available to post, (refer to Quantity field to post within posting definitions).

Inventory Movement

- Movement Quantity (Movement [UOM](#))
- Movement Quantity (Item Master Issue [UOM](#))

The following fields are available on the Inventory Movement file for posting as a value to the General Ledger.

Inventory Movement

- Total Movement [Cost](#) (Good [Cost](#) plus Landed [Cost](#))
- Secondary [Cost](#) (Landed [Cost](#))
- Net [Cost](#) (Good [Cost](#))

GRN Line Landed Cost

- Non-Standard Elemental Cost - Base Currency (Derived)
- **Note:** A breakdown of landed costs by Cost Code is only available for items that do not have the Cost Method: STANDARD. So if such a breakdown is required then one Journal will be required for items with Cost Method: STANDARD and another for the other costing methods and Cost Method would need to be tested in the journal condition.

Customer Order Issue has an Inventory [Movement Type](#) of C. You can use it to perform a negative adjustment.

Sundry Issue has an Inventory [Movement Type](#) of S. You can use it to perform a negative adjustment.

Purchase Order Receipt has an Inventory [Movement Type](#) of P. You can use it to perform a positive adjustment.

Sundry Receipt has an Inventory [Movement Type](#) of R. You can use it to perform a positive adjustment.

Adjust [Physical Stock](#) has an Inventory [Movement Type](#) of A. You can use it to perform both a positive and negative adjustment.

Adjust [Allocated Stock](#) has an Inventory [Movement Type](#) of L. You can use it to perform either a positive or a negative adjustment.

Adjust [Frozen Stock](#) has an Inventory [Movement Type](#) of F. You can use it to perform either a positive or a negative adjustment.

Transfer Out has an Inventory [Movement Type](#) of O. You can use it to perform a negative adjustment.

Transfer In has an Inventory [Movement Type](#) of I. You can use it to perform a positive adjustment.

Purchase Order has an Inventory [Movement Type](#) of U. You can use it to perform a positive adjustment.

Production Issue has an Inventory [Movement Type](#) of M. You can use it to perform a negative adjustment.

Production Receipt has an Inventory [Movement Type](#) of N. You can use it to perform a positive adjustment.

Production Adjustment has an Inventory [Movement Type](#) of W. You can use it to perform either a positive or a negative adjustment.

Adjust In-Transit has an Inventory [Movement Type](#) of T. If you process a Transfer Out this is a positive adjustment, but if you process a Transfer In this is a negative adjustment.

Direct Delivery has an Inventory [Movement Type](#) of D. You can use it to perform a negative adjustment.

Frozen Transfer Out has an Inventory [Movement Type](#) of G. You can use it to perform a negative adjustment.

Frozen Transfer In has an Inventory [Movement Type](#) of H. You can use it to perform a positive adjustment.

Transformation has an Inventory [Movement Type](#) of J. You can use it to perform either a positive or a negative adjustment.

Frozen Issue has an Inventory [Movement Type](#) of K. You can use it to perform a negative adjustment.

Back-to-back has an Inventory [Movement Type](#) of Q. You can use it to perform a positive adjustment.

Example postings: -

Without any landed cost breakdown by Cost Code: -

DR Movement Cost (MOVC96) £100 to Stock

CR Movement Cost (MOVC96) £100 to Accrual

OR

DR Movement Cost (MOVC96) £100 to Stock

CR Secondary Value (SELL96) £15 to Accrual for Landed Costs

CR Net Movement Value (NETMV1) £85 to Accrual for Stock (item or material cost)

Utilising the breakdown by cost code for items with Cost Method: AVERAGE, LATEST or FIFO:

DR Movement Cost (MOVC96) £100 to Stock

CR Non-Standard Elemental Cost (Base) (ELCB14) £10 to Accrual for Cost Code XX

CR Non-Standard Elemental Cost (Base) (ELCB14) £3 to Accrual for Cost Code YY

CR Non-Standard Elemental Cost (Base) (ELCB14) £2 to Accrual for Cost Code ZZ

CR Net Movement Value (NETMV1) £85 to Accrual for Stock (item or material cost)

If a movement has no landed costs (SELL96 = zero) then only the Movement Cost and Net Movement Value would be posted, with balancing values.

Note: Due to unavoidable rounding of the landed costs, when broken down, a small discrepancy may be introduced into the journal which would be posted to the appropriate suspense account.

Activating the Link

It is recommended that you set Journal Conditions to test, and use the AFI Test task to prove them before you activate AFI and set Journal Conditions to Live.

Inventory movements are not posted to the General Ledger until you activate AFI. When AFI is active, postings to the General Ledger are made each time Inventory movements are extracted.

You must take the following steps to activate AFI:

- 1 Use the Maintain Journal Condition task from AFI Maintenance to change the status of your journal conditions from Inactive (0) or Under Test (1) to a status of Live (2). You do not need to do this for all journal conditions - only those which you are ready to activate.
- 2 Use the Maintain Application task from AFI Utilities to change the status of the AFI link from Inactive to Active using **F8**. At the same time check the validity of your consolidation settings on this display.

You can now use AFI to process Inventory movements to create General Ledger journals, according to your rules and definitions, from the point when you next create movements within the Inventory Management application and extract them.

Stock Extract - Test Mode [2/INUA]

Use this task to run test extracts of data from Inventory Management and create a General Ledger journal.

Note: *No actual updating of data takes place, either within Inventory Management or General Ledger. This is simply a simulation of the effect of creating the specified journals for the nominated company.*

You can generate three reports:

- **General Ledger Postings** - a list of the postings generated
- **Exceptions Report** - displaying, for example, any balancing postings automatically created for an unbalanced journal
- **Error Report** - displayed error conditions encountered

Prompt for Inventory Trial Extract and Update Window

To display this window, select the **Stock Extract - Test Mode** task.

Use this window to select the source company and type of extract you want to process.

Fields

Source Company

Enter the source 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 checkbox as follows:

Unchecked - To specify a range of transaction numbers on which you want to base the trial

Checked - To use data that has not been extracted in live operation mode by AFI

Work with Inventory Movements From/To

This is only relevant if the previous field is **unchecked**. Specify here the range of transaction dates in the source application you want to use in this trial. If you want to use only the Inventory movements that occurred on a single day, specify the same date in the From and To entries.

Transactions within the source application that can be used for this trial are displayed in a pop up.

Type of Journal Definition to Use

Select one of the following:

Under Test (1) - To use journal definitions that are specified as being under test

LIVE (2) - To use journal definitions that are specified as being live

Both (3) - To use both test and live journal definitions

Consolidate Postings

Use this checkbox as follows:

Unchecked - For no consolidation to take place, even though you may have postings defined as consolidatable

Checked - For consolidation to take place on those postings defined as consolidatable

Press Enter to validate the entries and then select **Proceed (F8)** to process the trial extraction.

Stock Extract - Live Mode [3/INUA]

Use this task to initiate the extract of Inventory Management transactions from the Inventory Movements file, for processing by AFI to create General Ledger journals.

AFI Pop-up

To display this pop-up, select the **Stock Extract - Live Mode** task.

Note: *If you have not activated the link between Inventory Management and Advanced Financial Integrator, a warning message is displayed.*

Use this window to select the company whose transactions you want to extract.

Fields

Company

Enter the company code of the company for which you want Inventory Management transactions extracted.

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

Transactions are extracted according to the selection criteria set up on your journal condition.

Select **Proceed (F8)** to continue with the extraction.

Install Link to AFI for Container Extract

Select the Install Link to AFI for Container Extract task.

You can choose whether you wish to analyse movements of containers to/from customers within the General Ledger, thus giving you a view of the value (and quantity) of your organisation's containers that currently reside on customer site.

The Install AFI Link for Container Extract task is the initial action to install the Container AFI application. It creates the AFI data dictionary for the fields available for this application (application code is IC (Inventory Containers)).

The next step is to create at least one live Journal for the IC application using task 1/FIM.

This is then followed by task 1/FIU (Maintain Application) where the IC application status is set to a status of Live.

Once this initialisation process has been carried out, the container movements can be extracted whenever you wish to update the General Ledger via AFI.

When you select the extract option (described in a later section), AFI creates transactions for the container [movement types](#) as defined on the journal conditions set up for Inventory Container Movements. When you select the AFI to General Ledger Update task, these are posted to the General Ledger as journals.

There is no facility to extract container movement transactions automatically and post to the General Ledger without operator intervention within Inventory Management, unlike Sales Invoicing. It is more appropriate to control the extract of container movement transactions on a manual basis, because of the different container [movement types](#) and the likely number of transactions.

AFI Data Dictionary

The following files, and their associated fields, are available for defining how selection and consolidation or both are to take place:

Item Master

- Company Code
- [Costing Method](#)
- Container Type
- Default [Cost](#) of Sales Account
- Default GL Account
- Item Discount Group
- Division
- Default Price [Variance](#) Account
- Default Sales GL Account
- [Item Class](#)
- [Item Group](#) Major

- [Item Group](#) Minor
- Item Number
- [Item Type](#)
- Resource Code
- Sub-contract Part
- Sub-division
- Stock Source
- Storage Method
- [Tax Code](#)
- Warranty Type

Container Tracking Detail

- Account Type
- Account Number
- Delivery Sequence
- Source Document
- Container Item

The following fields are defined as quantities that are available to post (refer to the Quantity Field to Post within Posting Definitions):

Container Tracking Detail

- Container Quantity

The following fields on the Container Tracking Detail file to post as a value to the General Ledger:

- Value

Activating the AFI Container Movements Link

It is recommended that you set Journal Conditions to test and use the supplied AFI Test utility to prove them before setting them to live.

Container movements are not posted to the General Ledger until you activate the link. When the Container Movements Link has been activated, postings are made to the General Ledger each time the Container Extract - Live Mode task is requested.

Use the Maintain Journal Condition task from the AFI Maintenance menu to change the status of your journal conditions from Inactive (0) or Under Test (1) to a status of Live (2). You do not need to do this for all journal conditions, just those you are ready to activate.

Use the Maintain Application task from the AFI Utilities menu to change the status of the Container Movements Link from Inactive to Active using **Activate Link (F8)**. At the same time, check the validity of your consolidation settings on the screen. The process of activating the link automatically sets all existing container movements to a status of Posted, thus ensuring that duplicate postings of container movements are never made.

You can now use AFI to process Container Movements to create General Ledger journals, according to your rules and definitions, from the point when you create new container movements and extract them.

Select **Confirm Submit (F8)** to process the link.

Container Extract - Test Mode [12/INUA]

AFI journals may be established to generate General Ledger journals from the information held on the Container Tracking (Detail) file.

Use this task to take a trial extract of container tracking data from Inventory Management and create a General Ledger journal.

***Note:** No actual updating of data takes place within either Inventory Management or General Ledger.*

This is simply a simulation of the effect of creating the specified journals in the nominated company.

You can generate three reports:

- **General Ledger Postings** - a list of the postings generated
- **Exceptions Report** - showing, for example, any balancing transactions automatically created for an unbalanced journal
- **Error Report** - showing error conditions encountered.

Container Movements - Trial Extract Window

To display this window, select the **Container Extract - Test Mode** task.

Use this window to select the source company and range of container movements you wish to process.

Fields

Source Company

Enter the inventory company from which container-tracking data is to be extracted.

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

Work with Inventory Movements Not Yet Processed

Use this checkbox as follows:

Unchecked - To specify a range of dates on which you want to base the trial

Checked - To extract data that has not been extracted in live operation mode by AFI

Work with Container Movements Between

It is only possible to use this field when the previous field is **unchecked**.

Specify a range of transaction dates between which container movements in the source company are extracted for this trial. If you wish to consider the container movements that occurred on a single day then specify the same date in the From and To fields.

Type of Journal Definition to Use

Enter one of the following:

Under Test (1) - To use journals that are specified as being under test

LIVE (2) - To use journal definitions that are specified as being live

Both (3) - To use both test and live definitions

Consolidate Postings

Use this checkbox as follows:

Unchecked - For no consolidation to take place, even though there may be journal postings defined as consolidatable

Checked - For consolidation to take place on those journal postings defined as consolidatable

Press Enter to validate the entries and then select **Proceed (F8)** to process the trial extraction.

Container Extract - Live Mode [13/INUA]

AFI journals may be established to generate General Ledger journals from the information held on the Container Tracking (Detail) file.

Use this task to initiate the extract of container movement transactions from the Container Tracking (Detail) file for processing by AFI to create General Ledger journals.

Container Extract Pop-up

To display this pop-up, select the **Container Extract - Live Mode** task.

Use this pop-up to select the company from which you wish to extract container movements to generate General Ledger journals.

Fields

Company

Enter the company from which you want container movements extracted.

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

Container movements are extracted according to the selection criteria specified on each journal definition.

Select **Proceed (F8)** to continue with the live extraction.

Receive Product Activity Data [1/INAI]

Use this task to process inbound product task data transactions, for example stock movements from a remote site, typically your customer's, via EDI.

If state profile is active, the state reference code of the item may be received on the Product Activity Detail File, rather than an internal item code or a customer item reference.

Receive Product Activity Data Window

To display this window select the **Receive Product Activity Data** task.

Fields

Print Product Activity Control List

Use this to determine the information you want to print.

Select one of the following:

All Activity (1) - To print all tasks

Exceptions Only (2) - To print exceptions only

Select **Submit (F8)** to print the control list.

Maintain Product Activity Data [11/INAI]

Use this task to recover inbound product task data errors. Product activity provides information on customers' sales task and inventory status.

Inbound Product Activity Data Error Window

To display this window, select the **Maintain Product Activity Data** 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 on the first field to select from the Customer Scan pop-up.

Note: Enter or select a customer and then press Enter to display the Error Inbound Product Activity Header Selection window.

Mailbox ID

You can also enter the mailbox ID. Each translator has a special identification address, called the mailbox ID. You can view this on the exception report.

Include

Use this to decide the level of information you want to display.

Select one of the following:

Errors Not Updated (1) - To include information about product task transmissions that have failed

All Errors (2) - To include information for failed transmissions and those that have already been maintained after failing validation

Maintain

Select one of the following:

Header (1) - To display the Inbound Product Activity Header Maintenance - Error Recovery window

Lines (2) - To display the Untitled Line Selection window

PO Numbers (3) - To display the Inbound Product Activity PO Numbers Maintenance - Error Recovery window

Press Enter. The window next displayed depends on what you enter on this window.

Error Inbound Product Activity Header Selection Window

To display this window, select a customer and then press Enter on the Inbound Product Activity Data Error window.

Use this window to select the required customer details. If more than one record has failed validation, the window displays a list of them for you to choose from.

Options

Header

Use this to display the Inbound Product Activity Header Maintenance - Error Recovery window.

Line

Use this to display the Untitled Line Selection pop-up.

PO Number

Use this to display the Inbound Product Activity PO Numbers Maintenance - Error Recovery window.

Functions

Toggle Name (F13)

Use this to toggle between displaying customer names and customer reference codes.

The window that is displayed next depends on what you select on this window.

Inbound Product Activity Header Maintenance - Error Recovery Window

To display this window, select **Header** against a line on the Error Inbound Product Activity Header Selection window. Alternatively, select **Header** in the Maintain field and then press Enter on the Inbound Product Activity Data Error window.

Use this window to view and maintain details before you re-submit them to batch validation.

Fields

Location

Enter the 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 Inbound Product Activity PO Numbers Maintenance - Error Recovery window.

Untitled Line Selection Pop-up

To display this pop-up, select **Line** against a line on the Error Inbound Product Activity Header Selection window.

Alternatively, select **Lines** in the Maintain field and then press Enter on the Inbound Product Activity Data Error window.

Alternatively, select **Line Sel (F14)** on the Inbound Product Activity Header Maintenance - Error Recovery window.

Use this pop-up to select the line number you wish 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.

Press Enter to display the Inbound Product Activity Line Selection - Error Recovery window.

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 the lines for a record.

Options

Select Line Details

Use this to display the Inbound Product Activity Line Detail Maintenance - Error Recovery window.

Select SDQ Details

Use this to display the 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. The window that is displayed next depends on what you enter on this window.

Inbound Product Activity Line Detail Maintenance - Error Recovery Window

To display this window, select **Select Line Details** against a line on the 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.

Fields

Barcode

Enter up to 14 alphanumeric characters to specify the barcode for this item. If the Inventory Management company profile is set to validate this barcode, the code entered is validated.

Note: No checks for duplicates are performed here, as the same item may appear in several catalogues with the same barcode.

Note: If validation is on and you enter a barcode with a length other than 8, 12, 13 or 14, an error message will be displayed.

Functions

SDQ Details (F16)

Use this to display the Inbound Product Activity SDQ Details Maintenance - Error Recovery window.

Inbound Product Activity SDQ Details Maintenance - Error Recovery Window

To display this window, select **Select SDQ Details** against a line on the Inbound Product Activity Line Selection - Error Recovery window.

Alternatively, select **SDQ Details (F16)** on the Inbound Product Activity Line Detail Maintenance - Error Recovery window.

Use this window to view the SDQ details for the record you have selected.

Options

Select

Use this to select a line for amendment.

Delete

Use this to delete a line.

Functions

Add (F10)

Use this to add a line to the product task data recovery.

Select **Update (F8)** to return to the Inbound Product Activity Line Detail Maintenance - Error Recovery window.

Inbound Product Activity PO Numbers Maintenance - Error Recovery Window

To display this window, select **PO Number** against a line on the Error Inbound Product Activity Header Selection window.

Alternatively, select **PO Numbers** in the Maintain field on the Inbound Product Activity Data Error window.

Alternatively, select **PO Numbers Sel (F15)** on the Inbound Product Activity Header Maintenance - Error Recovery window.

Use this window to select the purchase order number you wish to maintain for your selected customer.

Fields

Select (1)

Enter **1** against a customer to select the purchase order.

Customer Location

This field displays the customer location code.

Starting/Ending Order Number

These fields display the range of purchase orders for your selected customer and customer location.

Status

This field displays the status of the selected customer purchase order range.

Functions

Add (F10)

Use this to add customer purchase order numbers to the product task data recovery.

Select **Update (F8)** to return to the Inbound Product Activity Line Detail Maintenance - Error Recovery window.

Appendix A Glossary



A

Access Point

This is normally used in Warehousing to define a point of reference in the dimension of a key element. For example, there is an access point between aisles A and B.

Action List

A list of instructions to perform a number of [warehouse](#) moves including picks, putaways and transfers

Allocated Stock

This is the quantity of a part which has been allocated to customer or works orders. It is usually expressed as a [balance](#) at part/[stockroom](#) level.

Alternative Part

A part which can be used as an alternative to another

Area

This is the part of a [warehouse](#), the definition of which corresponds to the Location code. The area has a two-character code.

Area Dimension

A Location code is made up of four elements. Each element is called an area dimension. For example you could interpret the area A01C as located at aisle A, bay 01, Row C.

Area Rules

See **Rules**.

Available Stock

This is the quantity of a part which is 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](#). This is recalculated every time a receipt is made.

Average Usage

This is the average usage per week/period of a part in a stockroom. The weeks or periods which are included in this calculation are defined by the [usage profile](#).

Back Order

This is the quantity of a part which is required for customer orders which cannot currently be satisfied from stock. It is usually expressed as a [balance](#) at part/[stockroom](#) level.

Back to Back Order

This is a purchase order raised to meet the requirements of a sales order.

Balance

This may be used either to 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 at a more detailed level than part/[stockroom](#). See also [lot control](#).

Batch/Lot Traceability

Where stock control is specified at batch or lot level, this refers to the ability to trace the movement of stock at this detailed level.

Carton

This is an item code which describes a collection of piece items. The stock can be moved (in other words, purchased, stocked, issued) as a carton or as individual pieces.

Catch weight

For most businesses, items are bought, stocked, ordered, discounted, picked, priced and sold by the quantity of the item. The unit of measure in which the quantity of the item is expressed is known as the primary [unit of measure](#) and this type of processing is available to all types of business.

However, some businesses price and/or sell by another [unit of measure](#) for example, a weight. This is known as the secondary [unit of measure](#). A company which uses [catch weight](#) will typically use both primary and secondary units of measure, counting in the primary unit of measure, and pricing in the secondary unit of measure.

Check Digits

Check digits or return codes can be used within the application to make sure that [warehouse](#) staff have visited the defined location. Check Digits consist of a pair of characters, displayed on the location, which must be entered to confirm an action. Check Digits are user defined.

Committing

The Sales Order Processing, Invoicing and Production Control applications allocate stock against the four wall inventory for the warehouse. When the picking decisions have been made, the inventory at a location is then committed.

Cost

This is 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 may refer to a quantity of parts (a movement cost or value).

Costing Method

This refers to the method used to establish a cost for movements or stock balances. The methods available are latest, average, standard and [FIFO](#).

Count Error

This is an error condition when one or more of the items associated with a count are found to be in error. In other words, there is a discrepancy between the recorded computer stock figure and the actual [physical stock](#) figure as specified by the allowed [tolerances](#) for the [stockroom](#).

Count Objective

This is associated with [stockrooms](#) defined for counting by class/date control. A count objective is specified for each class A, B and C and defines the number of times per working year that each item (defined to the appropriate class) should be counted.

Count Reconciliation

This is the comparison of counted stock quantities in order to assess a stock error or discrepancy, as defined by the tolerance criteria specified for a stockroom.

Cycle Counting

This is the term given to the methodology associated with performing [physical stock](#) checks on an automated time based, or cyclic process defined by the class of each item and the number of times each class should be counted per working year.

Descriptions File

This is a file maintained within Inventory Management which defines a number of parameter codes and their descriptions.

Detail Recommendation

This is a manual request to count a specific lot, batch or serial number. Detail recommendations are entered via count recommendations maintenance after the count has been generated and may be a modified [summary recommendation](#) or may be a request to count an item or location that was not originally requested on the count.

Depot

A depot is a stockroom which has been set up in Inventory Management and authorised for making despatches for sales orders.

Economic Order Quantity

This is an optimum quantity of a part to be ordered 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 which is expected will be available for issues on a given date. This is usually expressed as a quantity for a part/[stockroom](#).

Fast Batch

This is the name given to the data entry style of confirmation of despatch. Data is entered in a batch and submitted to a batch queue for subsequent processing. This is to limit operator window time.

FIFO

This is an acronym for First In First Out - one of the costing methods available in the Inventory Management application. By this 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.

First Available Date

The system calculates the first available date as being the lot production date plus the first release lead time. The first release lead time is the time the lot is held in Inventory before being released. This may be used for produce which is kept for maturing - for example, wines and spirits, cheese, and so on.

First Available Time

If the production date is equal to the first available date then this time must be equal to or greater than the production time. The time is only displayed if the Display Time field on the lot header parameters file is set to 1.

Frozen Stock

This is the quantity of a part which is 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 which is currently in transit between two stockrooms. It is usually expressed as a [balance](#) quantity at the target part/[stockroom](#).

Item Characteristics

The attributes relating to an item (for example, shape grade, length, section and so on)

Item Class, Item Group, Item Type

These are the main analysis categories in which you can group items together. Selection and sequencing on many reports is provided by these categories.

Item Stockroom

This is the main level at which [costs](#) and [balances](#) are held within the application. The item stockroom record also defines stock management rules for an item within a particular stockroom.

Latest Cost

This is the last cost at which a part was received into a stockroom. One of the costs maintained at [part/stockroom](#) level.

Last Available Date

The system calculates the last available date as being the expiry date minus the customer shelf life. All lots with a last available date less than the current date will be frozen if there is no stock status code entered.

Last Available Time

Enter the latest time that this lot will be available on the last available date. If the last available date equals the expiry date then the last available time must be equal to or less than the expiry time.

Lead Time

The standard amount of time, in weeks, from a decision to order a part for a [stockroom](#), to the part being received in the stockroom

LIFO Revaluation

This is the revaluing of stock on a Last In First Out Basis. When stock levels are falling, LIFO revaluation consumes the most recent stock first leaving the remaining balance to be valued at the earlier year's [cost](#). When stock levels are rising, only the net gain in stock is valued at the current [cost](#), the remaining [balance](#) is valued at the previous year's values.

Lot Control

This refers to a level of stock control lower than [part/stockroom](#). It may also be known as batch control.

Lot Error

This is a special lot reference generated for an Inventory [stock count](#), when a summary request for a lot, batch, or serial controlled item is printed and no lot balances exist for the item.

Maximum Stock

This is the maximum quantity of a part in a [stockroom](#) preferred by the user. It may be set manually, or automatically calculated by the system.

Movement Type

This refers to the classification of movements by type of transaction, in other words, miscellaneous receipts, customer order issues.

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. This is used in the calculation of economic order quantity.

Overdue Days

This represents the number of days at which counts become overdue for printing, based on the date of count recommendation as entered at count request time.

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.

Pick List

This contains a number of lists, one per order/schedule. Within all the lists are all the [warehouse](#) controlled components required, their quantities, locations within the warehouse and if appropriate the lot details.

Planned Request

Items that are targeted for count in summary form (in other words, count all item [balances](#)), via the initial count creation, are considered planned requests.

Item summary and/or detail requests that are entered via count

Potency

The potent value of the entire lot is displayed irrespective of which [stockroom](#) it is held in.

Reason Code

This is entered whenever the stock status of a lot is changed. Valid codes are held on the descriptions file against major type SSRC.

Reorder Point

This is the quantity of a part in a [stockroom](#) which, when reached, should trigger a reorder action. It may be set manually or calculated by the application.

Reorder Policy

This is the policy adopted to control the reorder of parts. It can be ROP/MAX, ROP/ROQ, or Up to ROP.

Reorder Quantity

The quantity of a part recommended for reorder when 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

Rotation Date

This is the date the stock should be rotated. Stock may be rotated using the expiry date, the date of receipt to the [warehouse](#) or to the location.

Serial Number Control

A form of **batch** or [lot control](#), but exercised at a single, unique element level

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 available costing methods within the application.

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 Count

A periodic verification of the accuracy of computer-held stock figures by a physical count of stock

Stock History

A summarised view of stock movements per week or period

Stock Management/Stock Movement

This is a movement of a quantity of an item into or out of a [stockroom](#). This refers more particularly to the recording of such a movement in the application, and the transaction record created as a result.

Stockroom

A discrete [area](#) of a company where stock is recorded and controlled separately from other company stocks

Stockroom Balance

See [balance](#) and part/[stockroom](#).

Summary Recommendation

This is a request to count an item or location in its entirety (in other words, all lots, [balances](#) or serial numbers for a [lot controlled](#) item in an inventory [stockroom](#), or all low level [warehouse balances](#) for an item or location as defined within a [warehouse](#)). All item or location recommendations that are targeted via the initial count creation are [summary recommendations](#) by default.

Suppliers Lot Reference

This is the specific lot reference allocated by the supplier.

Time Fence

You can define a time fence to control the date on which stock processing happens, for example stock allocation and printing acknowledgements. To do this, you specify the number of days that you want the system to add to the current date to calculate a date in the future that the system will use control stock processing.

Tolerance

Tolerances are defined against the [stockroom](#) and define the upper and lower [variances](#) (by quantity percentage and value), that will be allowed for stock discrepancies for items counted within the [stockroom](#). Percentage [variances](#) for a [balance](#) are defined as follows:

Value [variances](#) are defined 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](#).

Transaction Type

This identifies whether the document is either an invoice or a credit note.

Type (Stock Availability Enquiry)

Type of Order for example, purchase order or sales order

Unit of Measure, UOM

The unit in which a quantity or unit [cost](#) is expressed

Usage

The quantity of an item 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](#)

Variance

This is the calculated quantity % or value discrepancy between the counted stock [balances](#) and the associated computer stock [balance](#) for an item. Variances outside the defined [tolerances](#) for a [stockroom](#) are considered to be a [count error](#) for the item.

Tax Code

This refers to the Tax rate that should be used to calculate the Tax charge for a specific order.

Warehouse

This is a [stockroom](#) that has been set up and authorised for location recording in the Warehousing applications. It may also be authorised as a [depot](#) (see [Depot](#)).

Descriptions File Major Type Codes

ACDF - Customer Schedule Definitions

You can create Customer Schedule Definitions using up to four characters.

ADFM - Address Format

You can create address formats using up to two characters for use in World Trade.

AEDI - Automatic Update from EDI

You can create automatic update from EDI Definitions using one character.

ALTT - Alternative Item Type

You can create single character item reference types. These are used in Advanced Order Entry.

A code of 'D' must be added to enable the maintenance and use of dealer aliases

AN - Agent, Sub-agent

This has a 5-character maximum length. You can use the agents and sub-agent codes that you set up here within Sales Order Processing Commissioning processes.

ARPM - Arrears Processing Method

01	Normal Arrears
02	Assumed arrears

03	Re-stated arrears
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ASAD - AS Address Type Codes

You can create Address Type Codes using up to four characters.

ASNC - ASN Consignment Types

01	Delivery Point/Depot
02	Hub or Internal Consolidator
03	External Consolidator
04	For Future Development

ASNP - ASN Company Prefix

You can create ASN Company prefixes using up to seven characters.

ASTA - Article Status Code

You can create Article Status Codes using up to two characters.

AUMD - Authorisation Method

01	Authorisation Code
02	Date Horizons
03	Cumulative Quantity
04	Fixed Horizon in Calendar Days

AUTA - Purchase Authorisation Tables

You can create Purchase Authorisation Tables using up to ten characters. This defines the identification code of the table of users which defines their spend limits.

BCFM - Bank Code Format

You can create bank code formats for World Trade, using up to two characters.

BUDG- Budget Types

B	Budget
E	Estimates
F	Forecasts
T	Targets

CALT - Calendar

You can create calendar codes for World Trade, using up to three characters. As a minimum, you must have the following codes:

001	Intrastat
002	ESL

CARR - Carriers

These are sales and purchase order carrier codes.

CCCC - Customer Class

This is a two-character field displayed on the Customer Sales Details window within Customer Maintenance. It is normally selected as one of the six customer attributes when defining the Sales Analysis database.

CCON - Promotion Constraint Type

If you are using Promotions this code identifies the type of customer constraint that is used to decide who is eligible for a promotion:

10	Customer Delivery Point
100	Territory
110	Division
120	Sub-division
20	All Customer Delivery Points
30	Customer Class
40	Trade Price Type

50	Promotion Discount Type
60	Corporation
70	Branch
80	Region
90	State

CCRQ - Certificate of Conformance Required

If you are using Advanced Order Entry you can decide whether to use Certificate of Conformance. To do this, you must select one of the following on the Item Maintenance window:

0	Certificate cannot be entered
1	Certificate can be entered
2	Certificate must be issued

CDSC - Cash Settlement Discount

This is a two-character code to identify the cash settlement discount given to a customer. Enter the code on the Customer Sales Details window in Sales Order Processing. At order entry, the code will default to the order header, but can be overridden. The percentage rate assigned to the code is included with the invoice details when posting to Accounts Receivable.

CHAP – Item Chapter Number

This is an optional ten-character field in Item Master Maintenance to define item chapter numbers, available when the General Ledger Country-Specific Parameter 70 (India Function) is set.

CHST - Character Set

These are two-character character sets for use in World Trade.

CONI – Consolidated Invoice Types

Major Type	Code	Description	Limit	Rate	P/V	Tax Code
CONI		Consolidated Invoice Types				
	0	No Consolidation				

1	Daily by customer
2	Weekly by customer
3	Period by customer
4	Daily by customer order reference
5	Weekly by customer order reference
6	Period by customer order reference
7	Daily by order
8	Weekly by order
9	Periods by order
A	By order

CRDC - Credit Checking Methods

Enter one of the following:

0 - For existing credit checking only in Sales Order Processing and Advanced Order Entry

1 - To choose additional SOP and AO credit checking methods by a credit check value and credit check by days or both (see CRLV and CRLD)

CRLV - Credit Check by Value

Enter one of the following:

0 - If your customers are not credit checked on a value entered in the Customer Master file

1 - To perform a credit limit value check

You can then enter a value against the Credit Limit field in the Customers maintenance task.

CRLD - Credit Check by Days

Enter one of the following:

0 - Not to perform credit checking by number of days for your customers

1 - If the total debtor days should not exceed the credit limit days set up for the customer

2 - If the total days outstanding should not exceed the credit limit days set up for the customer

3 - If the average days to pay should not exceed the credit limit days set up for the customer

4 - If the average days slow should not exceed the credit limit days set up for the customer

5 - If the number of days overdue of the oldest outstanding invoice should not exceed the credit limit days set up for the customer

Note: *You can only apply this policy to level 1 and level 3 accounts in customer hierarchies.*

Note: *CRLD options 1, 3 and 4 are calculated by the A/R debtor ratio routines. For more information see the Trend Parameters section in the Accounts Receivable product guide.*

CRV4 - CR Conditioning

For the current system date to display, you should set up CRV4 with a Description Code of 01, and Description CR Conditioning.

CTTP - Container Type

This is a five-character field on the Item Maintenance Containers (1) window within the Item Maintenance task. It is used to distinguish between different types of container when constructing the container summary for an item within the Transport Planning Build Loads task.

DCLS - Discount Class

This is a three-character code used in Advanced Pricing to control the application of discounts to an order line.

Note: *Refer to the Advanced Pricing overview section in the Order Entry product guide for further information re: the set-up and use of discount classes.*

DEPT - Departments

In Production, if you want MRP to [balance](#) item supply and demand by [stockroom](#) rather than organisational model, you must provide a range of Production cell codes. Codes are linked to individual [stockrooms](#) via Inventory Management, Maintain Company and [Stockroom](#) Code.

The equivalent codes must exist on the Production Parameters file.

DFLT - Defaults

This major type is used to define certain system defaults, which can be set by the user.

Where the Parameter Limit field is used, the value required should be placed in the last character of the field.

AUTHSTRC User Stockroom Authorisation

Use this code to control whether stockroom authorisation needs to be checked prior to the stockroom transaction being accepted.

Select one of the following:

Off (0) - no authorisation required. This is the default setting.

On (1) - authorisation required. When active, the user that is processing movements must be authorised to the stockroom. This is done via the task **Authorise Users to Stockroom [16/INUM]**.

AUTHSTRCEX Extended User Stockroom Authorisation

Use this code to control whether extended stockroom authorisation checks are required prior to the stockroom transaction being accepted.

Select one of the following:

Off (0) - no authorisation required. This is the default setting.

On (1) - authorisation required. When active, the user that is processing inventory movements must be authorised to the stockroom. This is done via the task **Authorise Users to Stockroom [16/INUM]**.

Note: If this function is activated then you must also activate the User Stockroom Authorisation function.

AUTOALCRIN Auto Allocate Credits to Invoices

Use this code to control whether credits should be auto allocated to invoices. When the Limit field is set to **0**, no allocation occurs. When it is set to **1**, auto allocation of credits to invoices occurs.

BULKPICK Bulk picking in use

Use this code to control whether the bulk pick parameters are to be displayed on the Transport Planning Request Pick Note Select Window and bulk picking is run for bulk pick items.

CINVBYDD Consolidate invoice by despatch date

Use this code to control whether consolidated invoices should be created for forward and back despatch dates.

Set limit to **1** is active

CNTCOST Zero Cost Non-chargeable Containers

Use this code to control the zero cost value of non-chargeable and rental container invoice detail lines. Set the Limit field to **1** to activate the setting to zero of the invoice detail lines.

CUSCOL Customer Collections

Use this code to hold the default value for customer collection pick notes. It applies at company level and if it is absent or to **0**, the default is that 'normal' pick notes are required. To set this so that the default is to produce collection order pick notes, set the Limit value to **1**.

CUSITEMACK Customer Item Acknowledgement

To control whether the Customer Item number is to be printed on the Customer Item Acknowledgement document the following description entry is defined. The Limit field is shipped set

to 0 --- which means the Customer Item number will not print. Setting the limit to 1 will result in the customer Item number being printed on the external document.

Major Type	Code	Description	Limit	Tax	P/V	Rate
DFLT	CUSTITEMACK	Customer Item Acknowledgement	0			

CUSITEMDES Customer Item Despatch Note

To control whether the Customer Item number is to be printed on the Customer Item Despatch Note document the following description entry is defined. The Limit field is shipped set to 0 --- which means the Customer Item number will not print. Setting the limit to 1 will result in the Customer Item Number being printed on the external document.

Major Type	Code	Description	Limit	Tax	P/V	Rate
DFLT	CUSITEMDES	Customer Item Despatch Note	0			

CUSITEMINV Customer Item Invoice

To control whether the Customer Item number is to be printed on the Customer Item Invoice document the following description entry is defined. The Limit field is shipped set to 0 --- which means the Customer Item number will not print. Setting the limit to 1 will result in the Customer Item Number being printed on the external document.

Major Type	Code	Description	Limit	Tax	P/V	Rate
DFLT	CUSTITEMINV	Customer Item Invoice	0			

CUSW Customer Warnings

Use this code to control whether warnings are active for Customers. The text usage code for the warning pop-up must be established in the Tax field. A blank Tax field signifies that warnings are inactive (default).

Set Tax field to **W** to activate warnings.

Note: Any established customer text usage code must be a valid code as established by the Inventory Description text usage codes USGC.

DATEBCKD Tax point/Despatch back days

This parameter signifies if the back days processing is active for invoice/despatch dating.

Set limit to 1 and Rate to the number of days prior to today's date that can be used as the despatch date.

DATEFWDD Tax point/Despatch forward days

This parameter signifies if the forward days processing is active for invoice/despatch dating.

Set limit to **1** and Rate to the number of days forward of today's date that can be used as the despatch date.

DESPPERD Despatch Period Derivation

This parameter signifies if the Sundry Invoice/Credit option will have the period derived from the tax point date and protected or not, when backward/forward dating invoices/despatches.

Set limit to **1** is active

EXSCCPSTIM External System Credit Card Posting Immediate

Use this code to specify how you wish to post credit card postings from external systems (e.g. WorldPay). When the Limit field is set to **1**, credit card postings are processed immediately. When it is set to **0**, credit card postings are processed as a batch as part of end of day procedures.

FIACCCTL AFI Control Account Definition

The OE invoicing AFI extract is configurable to take the control account from the Statement account or Invoice account, rather than the ordering account, if required.

Major Type	Code	Description	Limit	Tax	P/V	Rate
DFLT	FIACCCTL	AFI Control Account Definition	0			

Limit

Enter one of the following values:

0 (default) - the ordering customer is used

1 - the Statement Account is used

2 - the Invoice Account is used

Note: For other limits, or if the Description entry is missing, the ordering customer is used.

INVALTCUR Invoice Alternate Currency

Use this code to control whether alternate currency invoicing is enabled. Set the Limit field to **1** to switch this function on.

INVPST Post Invoices Automatically

Use this code to control whether invoices should be automatically posted and whether the user can or cannot change this value on the screen.

Enter one of the following values:

- 0-0 - No automatic posting, the user cannot change the value on the screen
- 1-0 - Post automatically, the user cannot change the value on the screen

- 0-1 - No automatic posting, the user can change the value on the screen
- 1-1 - Post automatically, the user can change the value on the screen

Note: The Descriptions file entry is delivered with the [Tax code](#) default set to 1-1.

ITMW Item Warnings

Use this code to control whether warnings are active for Items. The text usage code for the warning pop-up must be established in the Tax field. A blank Tax field signifies that warnings are inactive (default).

Set Tax field to **W** to activate warnings.

Note: Any established item text usage code must be a valid code as established by the Inventory Description text usage codes USGC.

LABELS Print Labels

Use this code to establish a default for the Print Labels field when requesting SOP pick notes. It applies at Company level and if it is absent or its Limit field is set to **0**, container labels will not be printed. If it is set to **1**, they will be printed.

NONCHGCNT Invoice Non-chargeable Containers

Use this code to control the inclusion of non-chargeable and rental containers on invoices. Set the Limit field to **1** to activate the inclusion of containers on invoice detail lines.

ONEDAYLOTS Allow Lots of 1 Day Shelf Life

Use this code to control whether Lots can be created that are only available for one day, with the First and Last Available dates being the same day. Set the Limit field to **1** to allow Lots with single day availability, as below:

To allow both Shelf Life and Customer Shelf Life to be set to 1 day, the following description entry must be defined. This allows for a batch/lot/serial number to expire the same day as received in Inventory:

Major Type	Code	Description	Limit	Tax	P/V	Rate
DFLT	ONEDAYLOTS	Allow same day expiry	1			

PEAC Period End Average Costing

Use this code to control whether Period/Month End Average Costs should be calculated and maintained. Set the Limit field to **1** to activate the Period End Average Costs function.

PICKSTOP Print Pick Notes for On Stop

Use this code to decide whether the pick notes should be produced for customers/orders that are on stop. When its Limit field is set to **0**, pick notes will not be produced and a line will be printed on the audit report. When it is set to **1**, the pick note will be produced and a line will not be printed on the audit report.

QTNO Quotation Type

Use this code to hold the default Quotation Type code as the first character of the description of this code. Use this to produce quotations as the default order mode.

SPDP Std Pricing Default Price List

Use this code to establish a default price list for the company regardless of currency. Set the Vat code to the required price list.

SPRR Short Pick Reason Required

Use this code to specify the circumstances under which a short pick code is required. Set the Limit field on this parameter as follows:

- **0** - No short pick reason required (this is the default)
- **1** - Short pick reason required for under delivery only
- **2** - Short pick reason required for both under and over deliveries

SUP-DESC Update Item Descriptions

Use this code to control whether the descriptions of superseded items are updated with the supersession reason code. If the Limit field is set to 1, then the item descriptions of superseded items will have the last 2 characters replaced with the supersession reason. If it is set to **0** then item descriptions will not be amended.

TEXTALLOW Sales Order Text Maintenance

Use this code to control the status of Sales Orders for which standalone text can be maintained. If text is allowed, set the Limit field with the desired value from the list below:

- **0** (default) – Only Open orders can have the text amended
- **1** - Complete and Open
- **2** - Cancelled and Open
- **3**- Cancelled, Complete and Open orders

VALSHLFLF

Use this code to control whether stockroom transfer functions are to perform additional item shelf life validation.

DIRE - Direction to Move in Warehousing

If you are using item location rules, you must use one of two one-character codes 1 (ascending) and 2 (descending) on the Maintain Location Rules - Item window in Warehousing.

DIVN - Inventory Production Division

This is a two-character code on the Item Maintenance window. This is normally selected as one of the six item attributes when defining the Sales Analysis database.

DMND - Demand Reference Codes

These codes are used in Advanced Order Entry

You must set up the following codes:

- 1 - Sales order
- 2 - Purchase order

DN - Customer Division

This is a two-character field on the Customer Sales Details window within the Customers maintenance task. This is normally selected as one of the six customer attributes when defining the Sales Analysis database.

DNTF - Picking Note Print Time Fence

This provides the default [Lead Time](#) field value on the Request Picking Notes window within Sales Order Processing. You must create the code T: enter the number of days [lead time](#) you want to use in the Rate field.

DOCT - Print Function in Order Entry

This is used for Forms Lengths Overrides for despatch notes and picking notes to override the default settings for the printing [areas](#) (10 characters maximum).

DTAR - Duty Tariff Code

This is a two-character field on the Item Maintenance Supplementary Data window within the Item Maintenance task. It is used to assign the appropriate duty tariff rate to an item.

DUTS - Duty Status Flag

You use these codes in Inventory Management to signify the type of customer to whom an item may be sold.

Note: *At present, the settings are used for memo purposes only.*

The following codes should already exist in the Inventory [Descriptions file](#) (no other values are supported):

1	No limitation
2	Duty free only

3	Duty paid only
---	----------------

EDI - EDI Application Interface

ADEPOT	This is the default stockroom used in the batch allocation run
ALLOCATE	Select 1 to run batch allocation from Receive Inbound prompt, after receive order processing has completed
CATLREPT	This is used on the Print Electronic Catalogues prompt. Select 0 for the report to include sent records. Select 1 for the report to include all records
PRICETPCNT, PRICETVALU	Pricing Tolerance percentage and values allow comparison of prices sent through EDI and in System21 database
QUANTTPCNT, QUANTTVALU	When quantity changes occur through a purchase order, these tolerance limits define the extent of the change. If it is outside these limits, it will not accept the change and will print an error message
TRANSLEAD	You decide whether the display for lead time offset is in calendar days or weekdays.

EGLR - Extended General Ledger codes for Purchase Management

When you enter Inventory items on purchase orders, this retrieves extension codes to the GL account codes. Set up the following sub-codes:

- 01** - AFI rule for stock extended GL codes
- 02** - AFI rule for price [variance](#) extended GL codes

FORM – Formula

This description defines the method of excise calculation for each reporting category. It is intended for use in US Drinks environments.

Major Type	Code	Description	Limit	Rate	P/V	Tax Code
FORM	1	Per Wine Gallon				
	2	Per Litre				
	3	Per Barrel				
	4	Per Size				

FRTP - Freeloader Type

Use this two-character code to classify the type of freeloader promotions within Order Management.

Note: The Parameter Limit should be set to **1**, if tax is payable on freeloader promotion award items.

Note: The P/V Indicator Flag should be set to **P**, if the freeloader promotion type represents a loyalty scheme.

The following codes should already exist in the Inventory [Descriptions file](#) (but you may add others if you wish):

A	Non-taxable freeloader
B	Taxable freeloader
P	Loyalty Scheme

GDAR - Packaging Adjustment Reasons

You can create Packaging Adjustment Reasons using up to two characters.

GDRC - Packaging Responsibility Codes

01	Extractor
02	Manufacturer
03	Filler
04	Retailer

GDFT - Packaging Report Format

These should include:

GER - German Duales Format

Positions 6 and 7 of the parameter limit for the above descriptions have special uses:

- Set position 6 to **1** to print a yearly report, which should only be used for the German format.
- Set position 7 to **1** to de-activate track responsibilities. In this case you can enter responsibilities after the no tracking message, but the overrides would not be effective unless you set this parameter back to **0**.

GDSC - Packaging Sales Channels

You must have the following codes:

00	No Sales Channel
01	Division
02	Sub-division
03	Region
04	State
05	Territory
06	Salesman
07	Customer Class
08	Corporation
09	Branch

HLCO - Hierarchy Level Codes

You use these codes in Advanced Shipping to define the order in which details are printed on Advanced Shipping Notes.

I	Item
O	Order
P	Pack
S	Shipment
T	Tare

IN - IN Default Values

EQVU - Equivalent [Unit of Measure](#)

Set the [Tax Code](#) to the two-character [Unit of Measure](#) code that you want to be used as the default Equivalent [Unit of Measure](#) code within the Item Maintenance task.

MUEF - Multiple Unit Entry Format Flag

Use this code to set the default setting for the Multiple Unit Entry Flag within Item Maintenance. Set the Parameter Limit to one of the following:

0 - Decimal

1 - Stock & Issue

2 - Purchase, Stock & Issue

OPTU - Optimum Unit

Set the [Tax Code](#) to the two-character [Unit of Measure](#) code that you want to be used as the default Optimum [Unit of Measure](#) code within Item Maintenance

SUNI - Sales Unit Indicator Flag

Use this code to set the default setting for the Sales Unit Indicator Flag within Item Maintenance. Set the Parameter Limit to one of the following:

0 - Cannot be sold in issue units

1 - Can be sold in issue units

INSC - Inventory Source

If you are using Configurator, you must enter a one-character code to define the item's Inventory source on the Item Maintenance window.

INVP - Invoice Print Sequence

Code SEQ

Enter one of the following in the [Tax code](#) fields:

Blank or 0 - To print invoice or credits in Invoice Number within Date Sequence

1 - To print invoices or credits in Invoice Number within Customer sequence

2 - To print invoices in Invoice Number sequence

ISG1 – India Stockroom Group 1

This is an optional four-character field in Inventory Stockroom Maintenance used to group inventory stockrooms, available when the General Ledger Country-Specific Parameter 70 (India Function) is set.

ISG2 – India Stockroom Group 2

This is another optional four-character field in Inventory Stockroom Maintenance used to group inventory stockrooms, available when the General Ledger Country-Specific Parameter 70 (India Function) is set.

ISG3 – India Stockroom Group 3

This is another optional four-character field in Inventory Stockroom Maintenance used to group inventory stockrooms, available when the General Ledger Country-Specific Parameter 70 (India Function) is set.

LCNV – US Gallons to Liters Conversion

This description is used in the calculation of excise taxes to convert volumes in US gallons to liters, where the volume (in liters) has not been defined for a product. This code is intended for use within US Drinks environments.

Major Type	Code	Description	Limit	Rate	P/V	Tax Code
LCNV	C	US Gallons to Liters conversion	0003785	3.00		M

[Tax Code](#)M = multiply

Rate defines the number of decimal places in the limit.

LGCD - Language Format

You can set up two-character language codes to use in World Trade.

LPRT - Print Code

You use these values in World Trade to validate the entries in the Intrastat/ESL print code in country maintenance. The value is concatenated with WT805PT to give the printer file used for Intrastat printing. Make sure you set up a printer description for each version of the printer file in OSLWTD3.

The following codes should already exist in the Inventory [Descriptions file](#) (you may need to add extra minor types):

FR	French
DE	German
BE	Belgian
DK	Danish
NL	Italian
IT	Italian
SP	Spanish
SE	Swedish
GB	British

LRCS – Lot Rotation Control Stockroom

Use this to specify the pairs of stockrooms for which additional shelf life validation will be performed when stock is transferred between the two stockrooms.

No lower level details are shipped however an example of the setup required for transfers between stockrooms 01 and 02 is given in the following table.

Major Type	Code	Description	Limit	Rate	P/V	Tax Code
LCRS	01 02	Transfer From:01 To:02				

LTYP – License Type

Use this to define the License Types for US Drinks installations. The License Types can be defined for wholesale customers to indicate which classifications of products they are licensed to purchase.

MISC - Miscellaneous Company Level Descriptions

CNFQ - Confirm Despatch Quantity Default used in Advanced Shipping

Set the limit to one of the following:

- 1 - To default to the quantity you need
- 2 - To default to the available quantity
- 3 - To default to zero quantity, or any other value

DSTL - used in Advanced Order Entry and Sales Order Processing

Despatch over [tolerance](#) is held as the rate against this description code.

IDMP - used in Inventory Management

Add the Item Deletion Movement Period Ago for the Item/[Stockroom](#) Deletion routines. The Rate field should state the number of periods back from the current period, during which time [item stockroom](#) deletion is not allowed if any stock movements exist. If IDMP is not defined, all items flagged for deletion are deleted during the Item Deletion Routine.

PRCD - used in Advanced Shipping

Set the first character of the description to one of the following:

- 0 - To select the invoice price from the contract
- 1 - To select the invoice price from the standard price list

MODE - Despatch Method

Create a single character code. You must configure Sales and Purchase Order despatch methods.

You must define the following modes of transport for World Trade:

- 1 - Sea
- 2 - Rail
- 3 - Road
- 4 - Air
- 5 - Post
- 7 - Fixed installations
- 9 - Own propulsion

Note: Take care that other Minor Types are not reported on an Intrastat.

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. This is mandatory for stock [count reconciliation](#) where adjustments are generated.

Within Production, the following tasks prompt for [reason codes](#): scrap, hold, hold WIP, release held WIP, scrap held WIP, transfer WIP, allocate WIP, de-allocate WIP, adjust WIP, unexpected (unplanned) output and work station status.

You require codes when booking scrap and held quantity during item, order and operator booking. You can allocate the total quantity to more than one code during a session.

You can enter a default scrap order on the Production software organisational model definition.

MUEF - Multiple Unit Entry Flag

You use these codes in Inventory Management to signify whether an item expects quantities to be entered in multiple unit format or not.

The following codes should already exist in the Inventory [Descriptions file](#) (no other values are supported):

0	Decimal format
1	Stock & Issue
2	Purchase, Stock & Issue

MVTP - Movement Types

Single character codes must exist because all Inventory transactions are created with one of the following codes and descriptions for [movement types](#):

- A** - Stock adjustment
- C** - Customer order issue
- D** - Direct delivery
- F** - Frozen adjustment
- G** - Frozen transfer out
- H** - Frozen transfer in
- I** - Transfer in
- J** - Transformation
- K** - Frozen issue
- L** - Allocated adjustment
- M** - Manufacturing issue
- N** - Manufacturing receipt
- O** - Transfer out
- P** - Purchase receipt
- Q** - Back to back
- R** - Miscellaneous receipt
- S** - Miscellaneous issue
- T** - In-transit adjustment
- U** - Purchase order
- W** - Manufacturing adjustment
- X** - [LIFO revaluation](#) adjustment
- 0** - No movement to be generated

For [movement types](#) used in Inventory Management, you can set the limit field to control whether movement reference, [reason code](#) and movement reference codes are mandatory.

You can set the limit field as follows:

Limit	Reference	Reason Code	Reference Type
Field	Mandatory	Mandatory	Mandatory
00	No	No	No
01	Yes	No	No

10	No	Yes	No
11	Yes	Yes	No
20	No	No	Yes
21	Yes	No	Yes
30	No	Yes	Yes
31	Yes	Yes	Yes

NOTN - Nature of Transaction

You should set up the following two-character codes, for Intrastat reporting in World Trade:

10 - Standard transaction

16 - Credit

17 - Credit, with no goods movement

20 - Replacement

30 - No consideration

40 - Movement before process/repair

50 - Movement after process/repair

58 - Process element

60 - No change of ownership

70 - Joint defence or government

80 - General construction

90 - Other

You should set up additional codes for Intrastat and ESL reporting as follows:

- France, Germany, Spain or Denmark - Codes 11, 21, 31, 41, 42, 51, 52 and code 61
- France, Germany or Spain - Codes 12-15, 22, 23, 32, 33, 43, 53, and code 62
- France or Denmark - Codes 70 and 80
- France - Code 90
- Germany - Codes 71, 72, 81, and 91
- Spain - Codes 7-9 and code 34
- Italy, Belgium, Holland and Sweden - Codes 1-9

OMAT – OM Task Codes

This code is used to identify the menus and options for Order Capture menu and option security.

Once security is enabled, Order Capture will establish if the user or role is authorised in Application Manager to the Order Capture task code defined in the Limit field.

Where the Limit field is empty, no task code is assigned for the menu or option and ALL users and roles are NOT authorised.

The standard tasks codes for which menu and option security can be enabled are as defined in the table.

Major Type	Code	Description	Limit	Rate	P/V	Tax Code
OMAT	4000	Edit Menu	4000			
	4005	Change Contact	4005			
	4010	Change Customer	4010			
	4015	Delivery and Ship	4015			
	4020	Header Overrides	4020			
	4025	Price	4025			
	4030	Currency	4030			
	4035	Sales Details	4035			
	4040	Document Processing	4040			
	4045	Despatch Information	4045			
	4050	Invoice Information	4050			
	4055	Customer Attributes	4055			
	4060	Payment Terms	4060			
	4065	Order Text	4065			
	4070	Suspend Codes	4070			
	4075	Charges	4075			
	4080	Re Source	4080			
	4085	View Menu	4085			
	4090	Refresh Buying Lists	4090			
	4095	Refresh Call Lists	4095			
	4100	Tools Menu	4100			
	4105	System	4105			
	4110	Customise	4110			

4115	Remove Item	4115
4120	Reinstate Item	4120
4125	Remove Item	4125
4130	Edit Line Text	4130
4135	Price Override	4135
4140	Select Supply	4140
4145	Amend Quotation	4145
4150	Amend Order	4150

ORDM - Ordering Methods

These are used within Advanced Order Entry, with or without Configurator. You must use the following codes, specified in the Item Master. You can override these codes during order entry:

- 0 - Normal Stocked Item
- 1 - Make to Order
- 2 - Purchase to Order
- 3 - Deliver Direct
- 4 - Reserve
- 5 - Configure to Order

ORST - User Order Type

If you are using the Advanced Pricing module you can use this two-character code, which you can assign to a sales order, to control what pricing types are to be considered when pricing an order.

Note: Refer to the *Advanced Pricing overview section in the Order Entry product guide* for further information regarding the pricing by order type.

ORTP - Order Type

If you are using Warehousing module you must use the following codes:

- 1 - Sales Order
- 2 - Production Order

PCLS - Item Class

This is an optional two-character field on the Item Master Maintenance window to classify Inventory items. You can request stock take count sheets by a range of [item classes](#). In addition, this field is normally selected as one of six item attributes when defining the Sales Analysis database.

PGMJ - Item Group Major

This is an optional three-character field on the Item Master Maintenance window to classify Inventory items. You can request stock take count sheets and various reports by a combination of major and minor group codes. In addition, this field is normally selected as one of the six item attributes when defining the Sales Analysis database.

PGMN - Item Group Minor

This is an optional three-character field on the Item Master Maintenance window to classify Inventory items. You can request stock take count sheets and various reports by a combination of major and minor group codes. In addition, this field is normally selected as one of the six item attributes when defining the Sales Analysis database.

Note: *It is important to configure the codes appropriately for use within Production. These codes are used to group similar items into product families for use by MPS and MRP forecasting. They are used similarly in Forecasting and in DRP.*

PGR - Discount Group

This is a maximum of three characters. It is used to group items that earn the same discounts on a discount list when standard pricing is in use.

PLDL - Place of Delivery

You can set up five-character place of delivery codes for use in World Trade.

PORT - Ports

You can set up five-character port codes for World Trade use.

PQGP - Promotion Qualification Group

If you are using Promotions this code identifies the type of item attribute that is used to determine which items qualify for a promotion:

00	Item
----	------

10	Item Type
20	Item Class
30	Item Group Major
40	Item Group Minor
50	Division
60	Sub-division
70	Discount Group

PREM - Premios User File Definitions Limit

This is used in EDI to define user files.

You can enter a list of document IDs and related text descriptions. This relates to the Document ID field in the Maintain Document IDs window.

PRTP - Pricing Functions

These price function codes are used in combination with pricing type codes in Advanced Pricing to set up pricing type profiles.

1	Discount
2	Price
5	Whole order discount
6	Retrospective discount
7	Special allowance discount

PTYP - Item Type

This is an optional one-character field on the Item Master Maintenance window to classify Inventory items. You can request stock take count sheets by a range of [item types](#). In addition, this field is normally selected as one of the six item attributes when defining the Sales Analysis database.

You would normally define four codes used by Service Management to determine contract charging. These, typically, are:

- Major Spares
- Minor Spares
- Consumables
- Supply Items

See the System Parameters Maintenance Window section in the Service Management product guide for details on how to use these codes.

QTNO - Quote Types

This is used in Advanced Order Entry to record Quotation type codes. Set up single-character quotation type to identify the type of quote (such as 30 days, 60 days, and so on). You use this code to identify an order as a quotation in order entry. The rate is a value, added to current date, to calculate expiry date for quotations. If 1 or 2 is in the Tax field, order lines will be allocated.

RCTY - Rule Comparison Type

This is used in Advanced Customer Scheduling

1 - New release/previous release, latest revision

For example, the customer sends a new release, internal reference 3 revision 0; we compare it to the current release, internal reference 2 revision 10.

2 - New release/previous release, revision 000

For example, we compare the new release, internal reference 2 revision 0 to historical release, internal reference 1 revision 0.

3 - New revision/previous revision

For example, the customer sends a new revision of a schedule, internal reference 2 revision 2; we compare it to current schedule, internal reference 2 revision 1.

4 - New revision/revision 000

For example, we compare the new schedule internal reference 2 revision 2 to historical schedule internal reference 2 revision 0.

5 - New DCI/RAN issue/latest revision

For example, we compare the new issue internal reference 3 revision 0 to historical schedule internal reference 2 revision 10.

6 - New DCI/RAN issue/revision 000

For example, we compare the new issue internal reference 2 revision 0 to historical schedule internal reference 1 revision 0.

7 - New DCI revision/latest revision

For example, we compare the new revision internal reference 2 revision 2 to historical schedule internal reference 2 revision 1.

8 - New DCI Revision/revision 000

For example, we compare the new revision internal reference 2 revision 2 to historical schedule internal reference 2 revision 0.

REOP - Inventory Re-order Policies

Enter one of the following five codes on the Item/[Stockroom](#) Maintenance window if you want to use re-order points within Inventory Management.

1	Up to MAX
2	ROQ
3	Up to MIN
4	Up to ROP
5	EOQ

RFCR - Invoice/Credit Note Reason Codes

The code identifies why you are raising an invoice or credit note and is found on the Misc. Invoice or Credit Note Header window.

Set the limit field within the code to **0** if you want the invoice/credit note to update Sales Analysis with quantity, sales value and [cost](#). Set the limit field to **1** if you do not want the invoice/credit note to update Sales Analysis with sales value and [cost](#) only.

Caution: The reason code 0 must exist; otherwise the Invoice Print program will not work.

RFTP - Reference Type

You can create Reference Types using up to ten characters.

RGME - Regime

Assign Regimes (World Trade) to Movement Transport Information and included on Intrastat and ESL reporting. Set up codes for French and Italian reporting:

- France - Codes 11, 19, 21, 22, 25, 26, 27 and 29
- Italy - Codes 1-6

RGNO - Region

You can set up three-character regions of origin for use in World Trade. Regions are assigned to EC Movements and included on Intrastate and ESL reporting.

Examples:

CA - Catalina

NE - Northern England

NI - Northern Italy

RSNC - Reason Code

You can create [Reason Codes](#) using up to two characters.

RUEL - Rule Element Type

This is used in Advanced Customer Scheduling.

1 - Quantity within period

You associate this element type with a range of days, which are relative to the schedule issue date. For example, range **0-10** means look at the amount (quantity or percentage or sales value) in the first 10 days of the new schedule and compare it to the amount in the corresponding 10 days of the comparison schedule.

2 - Cumulative at authorisation period end (new date)

You associate this element type with an authorisation period (**1-5**). This looks at the amount at the period end date for the new schedule and compares it to the amount on the comparison schedule at the same date.

3 - Cumulative at authorisation period end (new/current date)

This is like element 2, but compares the amount at the new end date of the relevant period on the new schedule to the value at current end date of the corresponding period on the comparison schedule.

4 - Cumulative at high water mark

You associate this element type with an authorisation period (**1-5**). This looks at the amount at the high water mark on the new schedule and compares it to the amount at the high water mark on the comparison schedule.

5 - Cumulative mismatch

This is a special element which has no date range or authorisation period associated with it. In addition, it does not compare new schedule data to a base schedule. Instead, it calculates the customer's implied goods [in transit](#) in two different ways and evaluates the size of any difference to determine whether this is an exception.

6 - Quantity within period excluding arrears

You associate this element type with a range of days, which are relative to the schedule issue date. For example, range **0-10** means look at the amount (quantity or sales value) in the first 10 days of the new schedule and compare it to the amount in the corresponding 10 days of the comparison schedule.

SCRC - Scrap/Reject Reason Codes

This is a two-character field on the Returns/Scrap/Adjustment Enquiry window within Customer Returns; it identifies why you are scrapping a returned product.

Enter **1** in the Tax field against a [reason code](#) to not generate a credit for the goods scrapped/rejected.

SDIV - Item Sub-division

This is a two-character field on the Item Maintenance window. It is normally selected as one of the six item attributes when defining the Sales Analysis database.

SHLR – Shelf Life Reason Code

These are two-character codes which are used to indicate the reason for using lots that expire later than other lots when stock is being issued to Production, or transferred within Inventory, as part of Lot Rotation Control. They are used in conjunction with the VALSHLFLF parameter, which switches on Shelf Life Validation, and LRCS, which is used to identify pairs of Stockrooms where Lot Rotation Control is required.

SHLU - Shelf Life Units

If you are using extended lot, batch or serial control, you must use this code. It is found on the Item/[Stockroom](#) Maintenance window. You can select one of the following codes to identify how to measure shelf life:

1	Days
2	Weeks
3	Months
4	Years
5	Indefinite
6	Hours
7	Minutes

SN - Customer Region

This is a two-character field on the Customer Sales Details window within the Customer maintenance task. It is normally selected as one of the six customer attributes when defining the Sales Analysis database.

SPRC - Short Pick Reason Code

This is a two-character code on a pick/despatch line that identifies the reason for any short shipment of the ordered quantity.

SPRS - Stockrooms No Short Pick

Use this parameter to identify any [stockrooms](#) that do not require a [reason code](#) to be entered when making a short shipment.

SPXV - SPEX version

This is used to determine the installed version of SPEX.

00	Default SPEX version
01	SPEX/400 EU version
02	SPEX for windows installed

SRCE - Source/Supply Types

This is used in Advanced Order. The following codes must exist:

1	Batch
2	Sales order
3	Purchase order
4	Requisitions
7	Distribution Order

ST - Customer State

This is a two-character field on the Customer Sales Details window within Customer Maintenance. It is normally selected as one of the six customer attributes when defining the Sales Analysis database.

STKF - Non-stock Item Type

If you are using Advanced Order Entry, this is a one-character field on the Item Master Maintenance window that identifies the type of non-stock item.

STKS - Stock Status Codes

This is used in Inventory to define stock status codes for items with lot, batch or serial control with shelf life.

These are two-character codes, used when stock is frozen or unfrozen from the Lot Maintenance tasks, or by the Stock Status Monitor.

You must set the Limit to 1 if you want to freeze stock and blank or zero for codes to unfreeze stock.

FZ	Frozen
F2	Frozen
RL	Released
UN	Unfrozen

STKU - Stockroom Usage Code

This is a two-character field on the [Stockroom](#) Maintenance window within the Inventory Management company profile.

STRM - Inventory Storage Method

This is a one-character field on the Item Master Maintenance window.

STXG - State Tax Group

State tax groups can be created for use in excise tax. Customers are assigned to a State tax group and then State profiles define which groups payments are to be made for.

Note: This Description code is intended for use within US Drinks environments.

SUBT - Substitution Type

This is a two-character code that signifies the type of item substitution that has occurred to result in a particular item being placed on a demand order.

The following codes should already exist in the Inventory [Descriptions file](#) (no other values are supported):

PI	Promotion Accepted
S1	Supersession (Forced)
S2	Supersession (Preferred)
S3	Supersession (Stock Run-Out)

SUNC - Miscellaneous Order Charge Code

This is a two-digit field to identify a miscellaneous charge that you can add to the Order Trailer window during order entry, order amend or confirmation of despatch. You can only define the charge code as a value in base currency with mandatory domestic rate [Tax code](#) (or [tax code](#) in US.) Currency conversion to prime values and change of [Tax code](#) occur automatically when codes are applied to prime currency orders. A percentage charge can be established with a PV (percentage or value) of **P**, a value charge with a PV of **blank** or **V**. The parameter limit identifies the company default percentage or value.

SUNI - Sales Unit Indicator Flag

You use these codes in Inventory Management to signify whether an item must be sold in multiples of its stocking unit when placing orders within Order Capture.

The following codes should already exist in the Inventory [Descriptions file](#) (no other values are supported):

0	Cannot be sold in issue units
1	Can be sold in issue units

SUPI – Supersession Items

No minor codes are shipped with this entry.

Enter the items that must be specified when a specific reason code is used.

Fields

Description ID

Enter the corresponding reason code on the SUPR description.

Description

Enter the only item code that can be used with the reason.

SUPR – Supersession Reasons

No minor codes are shipped with this entry.

Enter the reason codes to be used when superseding one item with another in **Item Maintenance** [2/INM].

Fields

Limit

1 – any item can be used as the new item, except for those defined on the SUPR description.

0 – a specific item must be used. This is defined on the SUPR description.

SUSP - Order Suspend Codes

This is a two-character field on the order header to identify why an order is suspended, together with the use of the Tax field to prevent auto de-allocation. You must define at least eleven codes, for example:

AD	Card Authorisation Declined
BI	Booking In Control
CA	Awaiting Card Authorisation
CH	Hierarchy credit limit exceeded
CL	Credit limit exceeded
CP	Customer suspended
CS	Customer on credit stop
CT	Customer on litigation stop
CW	Cash With Order
FP	Fixed price item
NP	Item not priced
PF	Proforma Invoice
SV	State Violation

You can define additional codes; however, you must manually enter these against an order.

If you set the Tax field to **1**, you can suspend a fixed price line in Advanced Order Entry but still allocate allocated to that line. This does not affect Conversational Order Entry.

If an order is suspended:

- You cannot raise a picking note
- You cannot adjust the allocation using Manual Allocation
- You cannot adjust the allocation using Manual Allocation by Item
- You can use Advanced Order Entry's Order Amendment to de-allocate or force allocate

If you set the Tax field to **2**, you can create order lines in Advanced Order Entry with back-to-back requisitions or reserved against purchase orders.

If you set the Rate field to **1**, you cannot use the code to suspend orders; for example, you could set code FP so that fixed price orders are not suspended. This only applies to the following default codes: NP, NV, FP and to user-defined codes.

SV - Customer Sub-division

This is a two-character field on the Customer Sales Details window within Customer Maintenance. It is normally selected as one of the six customer attributes when defining the Sales Analysis database.

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.

TDEL - Terms of Delivery

Set up three-character terms of delivery for World Trade as follows:

EXW	Ex Works
FOB	Free on Board
CIF	Carriage, Insurance and Freight
DDU	Delivered Duty Unpaid
DDP	Delivered Duty Paid
XXX	Other

TMTH - Transport Method

You can create Transport Methods using up to xx characters.

TN - Salesman

This is a required five-character field on the Customer Sales Details window within Customer Maintenance. It is normally selected as one of the six customer attributes when defining the Sales Analysis database. You can use the salesman codes that you set up here within Sales Order Processing Commissioning processes.

TPAR - Adjustment Reasons

This is used in Transport Planning

You must use these if you use carrier rating and there is a [variance](#) when authorising carrier payments.

01	Mistake in Manual Rating
02	Old Rate Codes Used
03	One

TPBL - Bill of Lading Format

This is used in Transport Planning

You must define four codes if you want to use bills of lading when you maintain transport routes. The codes are:

01	One document per load
02	Document per drop/delivery point
03	One document with drop details
04	One document details by area

TPCC - Commodity Code

This is used in Transport Planning

This has a maximum of eight characters. You can use these when you define a transport centre.

TPCT - Carrier Type

This is used in Transport Planning

This has a maximum of four characters. You can define these to categorise carriers.

TPCY - County

This is used in Transport Planning

This has a maximum of four characters maximum. You can define these for use when you set up nodes.

TPDC - Default Capacity Type

This is used in Transport Planning

Three codes must exist.

1	Weight
---	--------

2	Volume
3	Containers

TPIC - Creation of Requirements

This is used in Transport Planning

The following codes must exist:

1	Order creation
2	Allocation
3	Pick note creation
4	Commit (not used)
5	Confirm pick (not used)
6	Confirmation of despatch

TPLS - Load Status

This is used in Transport Planning

The following codes must exist:

10	Pending
20	A'printing (Awaiting printing)
30	Allocated (not used)
40	On pick (not used)
50	Picked (not used)
60	A'rating (Awaiting rating)
70	A'COD (Awaiting confirmation of load despatch)
80	A'auth. pay (Awaiting payment authorisation)
90	A'ledg. post (Awaiting posting of payment to the General Ledger)
95	A'hist (Awaiting drop to history)
99	Cancelled

Codes 30, 40 and 50 may exist but are not currently used.

TPPM - Payment Method

This is used in Transport Planning

This is a maximum of two characters. You must define codes if you want to use carrier rating and therefore payment.

TPRM - Rating Method

This is used in Transport Planning

You should create four codes if you want to use rating of loads:

01	Load and rate table
02	Drop and rate table
03	Area
04	Area and rate table

TPSE - Serious Errors

This is used in Transport Planning

The following codes must exist:

01	Sales order not found
02	Pick note header not found
03	Item record not found
04	Stockroom balance not found
05	Route specified not found
06	Time out for requirements update
07	Details changed after AFI post
08	Details changed after override
09	Global route change warning
10	Possible capacity problems
11	Item transport prof. not found

TR - Customer Territory

This is a two-character field on the Customer Sales Details window within Customer Maintenance. It is normally selected as one of the six customer attributes when defining the Sales Analysis database.

TRAN - Movement Reference Type

This is a two-character field used on all Inventory transaction windows within Inventory Management. Use these codes to identify the type of source document used.

Production routines that involve Inventory movements prompt for [transaction type](#) codes.

TTYP - Text Type

This will determine the type of text entered and where on the documentation text will appear. Set up the following codes:

B	Batch reference text
C	Customer text
D	Certificate of Conformance text
I	Invoice header text
K	Carrier
L	Order line text
O	Order header text
P	Item text
T	Transport load text
X	Promotion text

UNIT - Unit of Measure

This is a two-character field on the Item Master window. [Unit of measure](#) could be a purchasing [UoM](#), stocking [UoM](#) or issuing [UoM](#).

UOM - Units of Measure Codes

These codes are used for [Catchweight](#)

These are two-character codes. [Unit of Measure](#) could be a purchasing, stocking or issuing [UoM](#).

Note: You must define all secondary units of measure in both the major types UNIT and [UoM](#).

USCY - Usage Cycle

This is a one-character field on the Inventory Management Company Profile Maintenance window. Two codes must exist:

M - Average per Month

W - Average per Week

USGC - Text Usage Codes

These determine where the text will appear within documentation. The codes include:

B	Batch reference text
C	Certificate of Conformance text
E	External text
I	Internal text
P	Planner

UTYP - Unit of Measure Type

This is a single character code that identifies the type of unit represented by a [Unit of Measure](#) code. The following codes should be shipped with the product (no other values are supported):

1	Weight
2	Volume
3	Length
4	Area
5	Unitary

VAT - Tax Codes

Use this if the company is not linked to the General Ledger: it is redundant if the General Ledger is linked.

Set up any new [Tax codes](#) created in the General Ledger for World Trade under major type VAT.

BATCH - Batch lock request

You should set the limit to five attempts to access a locked record; set the rate to 20 seconds to wait.

INTER - Interactive lock request

You should set the limit to five attempts to access a locked record; set the rate to two seconds to wait.

Note: You can use these codes to control how long a job waits for the release of a temporary record lock and how many times to try to achieve a lock for updates.

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 it being an intra-EU sale. It is used by OE/SS/JC invoice prints.

The sub-code length is 3 to hold a [Tax code](#), for example:

000 - Zero-rate supply

ZER - EU 6th Directive exempt supply

WHCS - Warehousing Commit List Sequence

If you are using Warehousing, the following codes must exist:

1	Order Sequence
2	Customer Sequence
3	Journey Sequence
4	Despatch Sequence
6	Consignment Sequence

WHIS - Warehousing Item Sequence

If you are using Warehousing, the following codes must exist:

1	Item Sequence
2	Alternative Location
3	Location Sequence

WHLS - Warehouse/List Type

If you are using Warehousing, the following codes must exist:

01	Put
02	Pick List

03	Move List
04	Count List

WHML - Move List by Sequence

If you are using Warehousing, the following codes must exist:

1	Warehouse
2	Area
3	Access Point for Dimension 1

WHMS - Move List Sequence

If you are using Warehousing, the following codes must exist:

1	Item
2	Arrival Time

WHMT - Warehousing Movement Type

If you are using Warehousing, the following codes must exist:

1	Put
2	Pick
3	Sundry Movement Planned
4	Sundry Movement not Planned
5	Commitment Amendment
6	Count Reconciliation
7	Sundry Frozen Movement

WHMV - Warehouse Movement Trans

If you are using Warehousing, the following codes must exist:

AF	Frozen Stock Adjustment
AP	Physical Stock Adjustment
CI	Customer Order Issue

PR	Purchase Receipt
SI	Sundry Issue
SR	Sundry Receipt
IT	Transfer In
T0	Transfer Out
001	Internal Warehouse Movement

WHNL - Number of Locations to be Created

A code of MAX with a value in the limit field must exist. The entered value will default to the maximum Number of Locations to be Created field within Maintain [Warehouse](#) Map when creating new location codes.

WHPS - Warehousing Pick List Sequence

If you are using Warehousing, the following codes must exist:

1	Warehouse Sequence
2	Area Sequence
3	Dimension 1 Sequence

WHRS - Warehousing Reason Code

If you are using Warehousing, the following codes must exist:

#1	Put
#2	Commit Override
#3	Replenishment Override
#4	Instruction Overridden
#5	Item/Pack Profile Missing
#6	Item/WHSE Profile Missing
#7	Planned Movement
#8	Short Despatch Leave Frozen
#9	Count Reconciliation
99	Short Despatch Leave Committed

Note: Set the Limit field for code 99 to 1 to leave stock committed.

WHSE - Warehouse Miscellaneous Parameters

CDID	Confirm Despatch Session with a Rate/Value of 1 (this is system-generated)
DTAQ	Data Queue Wait Time in Seconds, where the limit field sets the data queue polling delay in seconds
EOFD	End of File Delay in Seconds, where the limit field sets the data queue polling delay in seconds
ASPN	Produce Advanced Shipping Pick Notes, where 1 in the Limit field means Yes
