
User Reference

Inventory v10x

By CMiC

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Contents

- INVENTORY 1**
 - OVERVIEW – INVENTORY 1
 - FUNCTIONALITY 1
- CREATING INVENTORY ITEMS..... 3**
 - OVERVIEW – INVENTORY ITEMS 3
 - CREATE THE ITEM MASTER..... 3
 - ADDING ITEM DETAIL..... 8
- WORKING WITH BATCHES 13**
 - OVERVIEW – WORKING WITH BATCHES 13
 - CREATING A BATCH..... 14
 - SELECTING A BATCH FOR USE..... 15
 - REVIEWING BATCH ENTRIES 16
 - POSTING A BATCH 17
 - PRINT/RE-PRINTING POSTING REPORTS 18
- ISSUING STOCK FROM INVENTORY 21**
 - ISSUING AGAINST A REQUISITION..... 21
 - Entering the Issue..... 21*
 - Closing a Requisition Line..... 22*
 - ISSUING WITHOUT A REQUISITION 23
 - Entering the Issue Details..... 23*
 - ISSUING ALLOCATED ITEMS 24
 - PRINTING DELIVERY TICKETS 27
- TRANSFERRING STOCK..... 29**
 - OVERVIEW – TRANSFERRING STOCK 29
 - CREATING A TRANSFER REQUISITION 29
 - TRANSFERRING AGAINST REQUISITIONS 31
 - Closing a Requisition Line..... 32*
 - Substituting an Item..... 32*
 - Recording Serial Numbers..... 32*
 - INVENTORY TRANSFERS WITHOUT REQUISITIONS 33
 - Recording Serial Numbers..... 34*
- MANAGING INVENTORY..... 35**
 - DIRECT INVENTORY RECEIPTS 35
 - UPDATING STANDARD COSTS 37
 - WRITING OFF INVENTORY 38
- INVENTORY COUNTS..... 41**
 - PHYSICAL COUNT PROCEDURE..... 41
 - CREATING THE COUNT WORKSHEETS 41
 - PRINTING THE WORKSHEET 42

ENTERING THE COUNT	43
SELLING INVENTORY.....	45
OVERVIEW – SELLING INVENTORY	45
SALES INVOICE ENTRY	45
PRINT THE EDIT LIST	47
POSTING THE SALES INVOICE	47
WORKING WITH COMPOSITE ITEMS.....	49
OVERVIEW – COMPOSITE ITEMS	49
CREATE THE ITEM MASTER.....	49
CREATE THE COMPONENTS IN ITEM DETAIL	49
COMPOSITE ITEM SPECIFICATION	49
<i>Define the Composite Item Specifications</i>	50
<i>Composite Item - Full Assembly</i>	51
<i>Composite Item - Full Disassembly</i>	53
<i>Composite Item – Partial Assembly and Partial Disassembly</i>	54
QUERIES.....	55
EXECUTIVE QUERY.....	55
ITEM QUERY	56
TRANSACTION QUERY	57
SERIAL NUMBER QUERY.....	58
CONFIGURING THE SYSTEM	59
OVERVIEW – CONFIGURATION	59
<i>Default Logon</i>	59
<i>Defining the Inventory Control File</i>	60
<i>Defining Inventory Locations</i>	65
<i>Warehouse Access</i>	66
<i>Write Off Reasons</i>	68
<i>Item Types</i>	69
<i>Inventory Classes</i>	70
<i>Customer PO Numbers</i>	73
<i>Item Price List</i>	74
<i>Job Issue Price List</i>	76
UTILITIES	78
OPENING BALANCES.....	78
DELETE UNPOSTED BATCHES.....	80
CHANGE BATCH POST DATE	81
CHANGE BATCH POST DATE QUERY	82
INDEX	83

Inventory

Overview – Inventory

The inventory module is a strong component in the operation modules of Enterprise modules, integrating with financial, project, equipment, maintenance, material management and of course purchasing. Support of small equipment and tools tracking by employee, special pricing for Legal Entities and Jobs, inventory location tracking, tax hierarchy, class and products, just to name a few functions, inventory receipt and release for cost markups, item issues with or without requisition control, just to name a few.

Functionality

- Maintains perpetual inventory by product class, product item, product type, location and company.
- Supports unlimited inventory locations including multiple warehouse, provides the ability to establish hierarchies (e.g. warehouse, aisles, bins, trucks etc.)
- Supports warehouse security by user.
- Multiple pricing methods including: issue and buy back pricing for GL, equipment and project allocations.
- Supports multiple costing methods, including: average, standard and FIFO
- Costing and pricing methods can be applied uniquely by inventory item
- Supports serial and composite items
- Establish up to three purchase and sales taxes per inventory item
- Inventory query facility by product/warehouse with total product availability – included on hand, on-reserve and on-order quantities.
- Tracks re-order point, minimum order quantity, min/max on hand, back-orders and re-orders.
- Generates physical count sheets.
- Inventory write-offs/adjustments and prints adjustments log.
- Inventory internal issues.
- Supports inventory transfer to projects and/or inventory transfer to equipment.
- Inventory item sales capability with complete integration to accounts receivable.
- Inventory sales price can be established by product class, product items or customer.
- Prints delivery tickets.
- Updates GL as inventory items are removed from inventory.

- Supports unit of measure conversion table between purchasing and stocking items.
- Warehouse inventory transfer register.
- Transaction import facility supporting import of inventory issues/usage files from 3rd part tools.
- Inventory activity analysis reports by customer – open orders, ship dates on hand, on-order, expected arrival, PO number, back order and re-order.
- Supports material management production matching phase to inventory item, increasing the inventory item as the job quantity phase completion is recorded.

Creating Inventory Items

Overview – Inventory Items

All inventory items whether single items, composite or a component making up a composite item will be first created in the item master, which will declare the master parameters of the item. These parameters will then default to the item detail where the item will be assigned to a warehouse, marked active or inactive and restocking parameters may be viewed and adjusted by warehouse.

Create the Item Master

The screenshot displays the 'Inventory - TESTV10_X Item Master' window. The 'Company' section shows 'CCC' and 'CMIC Test Construction Co'. The 'Item' section includes the following fields and values:

Item Code	BRICK2
Item Name	Brick 9"x4"x3"
Item Description	Standard Clay burnt Brick2 9"x4"x3"
Item Class Code	1000 BRICKS
WM Code	EA Each
Maximum Order	1,000.000
Standard Order	1,000.000
Minimum Order	100.000
Maximum On Hand	1,000,000.000
Standard On Hand	100,000.000
Minimum On Hand	10,000.000
Zone Price Code	ZONE1

Additional parameters include:

- Average Cost Update Level: Inventory
- Re-Stock Charge: 0.5000
- Market Price: 2.2500
- Issue Percentage: 150.0000
- Buy Back Percentage: 75.0000
- Sell Price Code: (empty)

Checkboxes for item characteristics:

- Sales Code
- Production
- Serialized
- Composite
- Partial
- Returnable
- Alternate WM allowed
- Allow Negative Balances
- Available For MS System
- Auto-Build Composite

Buttons at the bottom: Equipment Defaults, Surcharge, Taxes, Alternate WM, Accounts.

Footer: Enter Item Code, Record: 2/2, <OSC>

Pgm: CIITEM – Inventory Item Master

Every inventory item must be created in the Item Master. Item master is used to define the inventory code, class and other set up options. The information entered here will default to the item detail screen where the item will be assigned to a warehouse and become active.

The default of flags, taxes and accounts has been from the inventory control, to the item class and now to the item master. This is the final default and can be left as is or changed if this particular inventory item requires a different setting.

Item Code

Enter a user-defined code for the Inventory Item. The maximum length is 16 characters, however depending on the control file this field may be limited to less.

Item Name

Enter the item name for the item code being defined. This name will be displayed beside the item code on all forms. This is a 60 character field.

Item Description

The item description is a free form long field, which will only appear on select reports that can be used to add additional information on the item.

Item Class Code

The inventory item will inherit the cost method and rules as set up on the item class screen. All other inventory items using this class will inherit the same. Therefore, although it is possible to go back to the class screen and change the rule(s), all subsequent inventory items set up with this code will inherit the new rules.

WM Code

This is the Weight Measure Code that defaults for the Item. This should be the most commonly used WM for the Item. For other WM Codes to be available, the **Alternate WM Allowed** checkbox must be checked and the alternate WM Codes must be entered using the [Alternate WM] button's popup.

Order and On Hand Quantities

Enter the default On Hand and Order quantities for the item.

Average Cost Update Level

If using the Average Cost method of inventory valuation, specify whether to update the average cost of this inventory item by the total inventory, or by the inventory within a specified location.

Re-Stock Charge

Enter a value that will be added to each unit (as defined by the WM) of this inventory item, when all or a portion of the item is returned. This is a dollar amount per item not a percentage

Market Price

Enter a value for the market price of this inventory item. The market price is referenced from the Accounts payable control setting - Use Inventory Item Market Price As Bill Rate. When this flag is checked and an invoice is entered for a PO with an inventory item, the AP Voucher Distribution pop-up billable amount for the transaction will be populated by the item market price that was entered in the Inventory module.

Issue At Method

Specify whether to issue this item based on an issue price or as a percentage of the item's cost.

The Issue at Method will default from the Item Class but can be changed on an item by item basis.

Issue Price/Percentage

Enter the issue price or issue percentage of the item to be used when processing an issue.

If the 'Price' method has been selected in the previous field, then enter the actual issue price of the item in this field.

If the 'Percentage' method has been selected the 'Percentage' method in the previous field, enter the percentage of the items cost at which you will issue this item.

- i.e. for 10% percent enter 110.0000

Buy Back Method

Specify the buy back for this item based on a specific buy back price or as a percentage of the item's cost.

Buy Back Price/Percentage

Enter the buy back price or buy back percentage of the item to be used in processing an issue.

Sales Code – Checkbox

When the sales code checkbox is checked it is marking this inventory item as a generic name/product code for an existing inventory item. The 'Item' field will become enterable where an existing inventory item must be mapped to the generic inventory code. No transaction will occur against the item marked Sales Code but will occur behind the scenes with the associated inventory item. Both the generic/product code and existing inventory item must be found at the same inventory location and share the same WM code. Generic/Product Code type of inventory items will not be allowed in any inventory transaction, but will be allowed in the materials management and AP receiver modules.

Production – Checkbox

Checked will mark the item class as a production item used in Materials Management. The main feature of a production item is that it can be associated with a job costing phase, and the inventory item will increase when the associated phase quantity is posted. A Production item can be a regular inventory item or a composite item. Composite items will have components assigned to it however a composite item that is also marked as a production item cannot be assembled nor disassembled using existing inventory options. Also unlike regular composite items production composite items allow for alternate units of measure and negative balances. The main difference between regular composite items and production items will be that the cost of components of a production composite item will be transferred into this item unlike the case of inventory composite items where costs always reside on the components.

Serialized – Checkbox

Serialized items are items where each instance of the item must be identified individually. An item flagged as 'serialized' will require the specification of a serial number during the receipt, issuance, transfer, write-off or physical count of that item.

Check the Serialized box if the item being defined is serialized.

Leave this field blank if this inventory item is not serialized.

Composite – Checkbox

This flag will have defaulted from the item class screen but can be changed here.

Leave this field blank if the inventory item that you are defining is not a composite item.

Composite items are items that are made up of multiple inventory items referred to as components.

Inventory items flagged as composite in the item master will require an item specification, in the composite item pop up in the item detail screen. There each component will be assigned to the composite. When inventory is received it is received to the components. The composite is then fully or partially assembled. The component inventory is decreased and the composite inventory is increased.

Composite items have the option to be serialized where the system will require that at least one of the components that make up the composite item be serialized. Therefore, if 5 components are part of the one

composite item and are serialized the user will have to select 5 serial numbers which match the items being removed from inventory.

When the composite item is a production item as well the components must be entered the same as above however Price Share, Serialized and Partial Disassembly will not be taken into consideration.

Partial – Checkbox

This checkbox will have defaulted from the item class code but can be changed here. This option is used in conjunction with the composite items box in the previous field.

In the case where the 'Composite' items box has been checked, the 'Partial' box will indicate whether the composite items within this class allows for partial assembly.

Composite items must be assembled when they are issued. The assembly process allows for 'full' assembly or 'partial' assembly.

Full Assembly requires the existence of each component in the specified quantities for the assembly of the composite item.

Partial Assembly allows for the assembly of the composite item without the necessity of all components in the exact quantities specified.

Returnable – Checkbox

Check the Returnable box if the item must be returned to the vendor after use. This field is used for reference purposes only.

Alternate WM Allowed – Checkbox

Check this box to enter alternate WM Codes for the Item. This may be required, for instance, if the inventory item lists the inventory item as a box, but inside each box there are ten items.

Checking this box enables the [**Alternate WM**] button in order to use its popup to enter the Item's alternate WM Codes.

The option allows for the maintenance of an inventory item in a specific weight measure, and to receive that same item in a different weight measure. Also, inventory transactions can be entered using the alternate WM, but the final inventory evaluation will always be done in the basic weight measure of the item.

Allow Negative Balances – Checkbox

If you indicated that this class allows negative balances then this field will automatically be checked. It may be changed here.

Available For MS System – Checkbox

If checked, the Item is available in the MS module (Material Sales and Delivery).

Auto-Build Composite – Checkbox

This option is applicable if the Composite checkbox is checked. If this box is checked, the composite Item will be automatically assembled upon issue.

[Equipment Default] – Button

Comp	Transaction Code	Transaction Code
CC	FUEL	

The equipment default popup will associate equipment transaction codes and categories to inventory items. This association will be used in the Quick Issue To Equipment screen found in the Preventive Maintenance Utility menu, where a mass inventory issue to equipment may be created and posted.

[Taxes] – Button

This button's popup is used to view and modify the default purchasing and inventory-sale taxes for the processing of this particular inventory item.

[Alternate WM] – Button

This button is enabled if the **Alternate WM Allowed** box is checked. This button's popup is used to enter the alternate WM Codes for the Item.

[Accounts] – Button

Press the **[Accounts]** button to access and modify the accounts otherwise leave as defaulted. The JC Credit JC Category, used in material management production entry, is found in the accounts popup.

Adding Item Detail

Pgm: CIITEMFM – Item Detail

The Item Detail screen is used to associate master item detail with item types. All inventory transactions are processed against the combination of the inventory item and item type.

For each item type you can customize the ‘On Hand’ and ‘Order’ Quantities, the prices, as well as the General Ledger accounts.

Item locations are specific to the item code / item type combination hence the Item Detail screen is also used to associate item locations by item types.

Item Header – Section

Item Type

Select from the LOV the Item Type to be assigned to the inventory item.

More than one type can be assigned to an inventory item e.g. new or used. Complete the screen of the first type and instead of moving to the item details block select the next screen option. Enter the next type. During transactions the user will be asked for a type and the entries here will appear on the LOV.

- Types were set up in the local tables. More can be added as required.

Default Location

This is not a mandatory field but can be assigned to default at entry.

Item Quantities, Prices and Characteristics

Verify/Modify the Item Quantities, Prices and other characteristics.

The system will default:

- the inventory quantities (maximum, standard and minimum order and on hand quantities)
- the inventory prices (market, issue and buy back prices)
- inventory characteristics (Serialized, Composite, Partial, Returnable, and the Balance Attributes)

All of the defaults can be changed for the individual inventory item and type.

Sales Code – Checkbox

When the sales code checkbox is checked it is marking this inventory item as a generic name/product code for an existing inventory item. The 'Item' field will become enterable where an existing inventory item must be mapped to the generic inventory code. No transaction will occur against the item marked Sales Code but will occur behind the scenes with the associated inventory item. Both the generic/product code and existing inventory item must be found at the same inventory location and share the same WM code. Generic/Product Code type of inventory items will not be allowed in any inventory transaction, but will be allowed in the materials management and AP receiver modules.

Production – Checkbox

Checked will mark the item class as a production item used in Materials Management. The main feature of a production item is that it can be associated with a job costing phase, and the inventory item will increase when the associated phase quantity is posted. A Production item can be a regular inventory item or a composite item. Composite items will have components assigned to it however a composite item that is also marked as a production item cannot be assembled nor disassembled using existing inventory options. Also unlike regular composite items production composite items allow for alternate units of measure and negative balances. The main difference between regular composite items and production items will be that the cost of components of a production composite item will be transferred into this item unlike the case of inventory composite items where costs always reside on the components.

Serialized – Checkbox

Serialized items are items where each instance of the item must be identified individually. An item flagged as 'serialized' will require the specification of a serial number during the receipt, issuance, transfer, write-off or physical count of that item.

Check the Serialized box if the item being defined is serialized.

Leave this field blank if this inventory item is not serialized.

Composite – Checkbox

This flag will have defaulted from the item class screen, but the default can be changed here. If this box is checked, the [**Composite Item**] button become enabled.

Leave this field blank if the inventory item that you are defining is not a composite item.

Composite items are items that are made up of multiple inventory items referred to as components.

Inventory items flagged as composite in the item master will require an item specification, in the composite item pop up in the item detail screen. There, each component will be assigned to the composite. When inventory is received it is received to the components. The composite is then fully or partially assembled. The component inventory is decreased and the composite inventory is increased.

Composite items have the option to be serialized where the system will require that at least one of the components that make up the composite item be serialized. Therefore, if 5 components are part of the one

composite item and are serialized the user will have to select 5 serial numbers which match the items being removed from inventory.

When the composite item is a production item as well the components must be entered the same as above however Price Share, Serialized and Partial Disassembly will not be taken into consideration.

Partial – Checkbox

This checkbox will have defaulted from the item class code but can be changed here. This option is used in conjunction with the composite items box in the previous field.

In the case where the 'Composite' items box has been checked, the 'Partial' box will indicate whether the composite items within this class allows for partial assembly.

Composite items must be assembled when they are issued. The assembly process allows for 'full' assembly or 'partial' assembly.

Full Assembly requires the existence of each component in the specified quantities for the assembly of the composite item.

Partial Assembly allows for the assembly of the composite item without the necessity of all components in the exact quantities specified.

Returnable – Checkbox

Check the Returnable box if the item must be returned to the vendor after use. This field is used for reference purposes only.

Allow Negative Balances – Checkbox

If you indicated that this class allows negative balances then this field will automatically be checked. It may be changed here.

[Surcharge] – Button

This button's popup is used to add Surcharges to the Item. The available Surcharges are maintained via the Surcharge Code Maintenance screen in the MS (Materials Management) module; standard Treeview path: Materials Management > Setup > Local Tables > Delivery Surcharge Code Maintenance.

[Equipment Default] – Button

Comp	Transaction Code	Transaction Code
CC	FUEL	

The equipment default popup will associate equipment transaction codes and categories to inventory items. This association will be used in the Quick Issue To Equipment screen found in the Preventive Maintenance Utility menu, where a mass inventory issue to equipment may be created and posted.

[Vendor List] – Button

This button's popup is used to view and maintain the associated Vendors.

[Composite Item] – Button (Composite Item Specifications)

Company	Composite Item	Type	Serialized	Total AC %
CC	HINGE-ASSY	SM	<input type="checkbox"/>	

Class	Item	Type	Location	Serialized	W/M	Quantity	Price share	% Breakdown	Serial #	Partial Disassembly
ST	HINGE	SM	WHSE	<input type="checkbox"/>	EA	1.0000	50.00	33.33	<input type="checkbox"/>	<input type="checkbox"/>
ST	METAL BOLTS	SM	WHSE	<input type="checkbox"/>	EA	2.0000	50.00	66.67	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>

Total Qty 3.00 EA

Name Hinge

Composite Item Popup – Items Detail

The Item Detail screen is where the individual inventory items, referred to as components, are assigned to a composite item. The composite item is an item that is made up of multiple components.

If the Composite Item check box has been checked the composite item will be available, unchecked the button will not be available. Press the **[Composite Item]** button.

Enter each individual inventory components that will be used in building the composite, the quantity of each component, which will be used to make one composite item and the percentage of the price share of the composite each component represents.

- The percentage of all components must add up to 100%.
- One component of the composite may be serialized.

NOTE: When an item is flagged as a 'Production Item', the **Price Share** field will be disabled and be unavailable for any entry

[Accounts] – Button

If there is a need to modify the accounts or taxes for the inventory item, press the **[Accounts]** button and make the changes.

Inventory Item Location Detail

Location Code

A minimum of one location is required for each item and type. Select from the Location List LOV, the Location code for the warehouse or bin, which will stock this particular item and item type combination. Verify and modify, where required, the 'Active' and the 'Allow Negative Balances' flags.

- The system will default the Default Location from the Item Header as one of these locations.
- Multiple locations for each item and item type combination may be entered.

Restocking Parameters

Each location will have the re-stocking parameters defaulted. To modify or view the parameters press the **[Restocking Parameters]** button.

- This screen will be used to view current standard pricing, average costs and prices for future transactions.

Default Accounts

Press the **[Accounts]** button to modify the default accounts to be used during the processing of this item code / item type combination within this particular location. The Production Credit JC Category is found in the accounts popup.

Changing Account and Restocking Detail

Once committed the entry of the item header and item location detail, the data is fixed. Any change that you make to the item header must be made to each location separately.

For example, if you change the market price of the item within the item header block, you must go to each location in the item detail and press the **[Restocking Parameters]** button to change the market price for each of the locations.

Working with Batches

Overview – Working With Batches

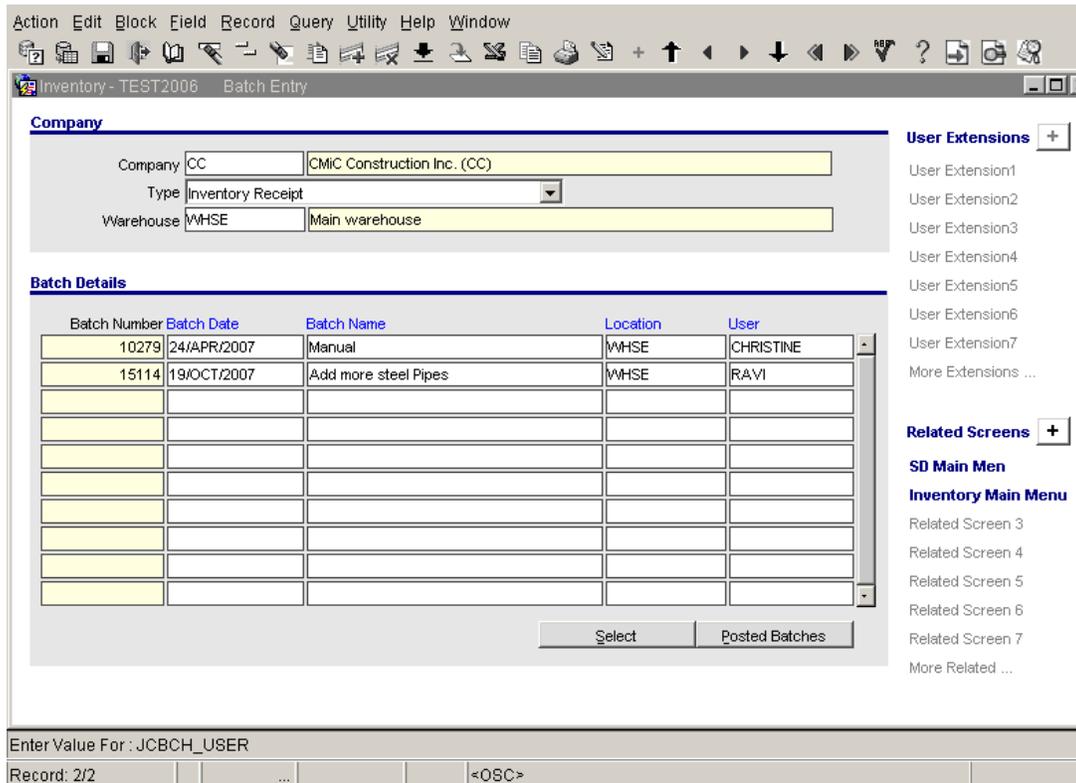
A batch can be thought of as a 'File Folder' of work. The Inventory system requires that a Batch number be associated with all types of activity. Whether issuing stock, transferring stock, performing write-offs or entering standard cost updates, a batch number must be associated with the transactions being entered. The batch number is used to track the transactions in the inventory application and other applications after the transactions have been processed.

In all programs where a batch is required, next to the batch number field a **[Create Batch]** button will appear when the cursor is on the batch number field. When this button is pressed the system will open the Create Batch screen. A batch is given a number, name, date, and type.

A batch belongs to the user that created it. When the Create Batch form is first entered, the system will automatically display all unposted batches for the current user. If the current user has the privilege to see other user's batches then all unposted batches will display.

For ease of use and tracking we recommend that batches be limited to transactions within one fiscal period. This makes the filing of the audit trails much easier, and ensures that the period end procedures are simple to follow.

Creating a Batch



Pgm: CIBATCH – Create Batch

The 'create batch' function is available in every transaction program via the [Create Batch] button that appears next to the batch number field. Batches can also be created directly from the Processing Menu.

If a batch is created from the menu option 'Prepare Batch', the user is required to manually enter the batch type that you will be using. Although this is a simple procedure, to avoid errors it is much easier to create a batch directly from the required transaction entry screen. When created from the relevant transaction screen, the system will pre-fill the correct transaction type eliminating the chance of error.

Batches in the inventory system can be limited to specific warehouses if required. If a batch is created with a warehouse attached, then the system will only allow transactions for the specific warehouse to be entered.

If the program is called from using the [Create Batch] button the company, warehouse and transaction type are automatically populated and the user is taken directly to the detail section of the screen.

This program is available via the Invoice Menu or is more commonly called by using the [Create Batch] button that displays next to each Batch Number field in any data entry program. As the screen opens it automatically displays all the unposted batches for the current user. When this screen is used with the [Create Batch] button the Batch Type is automatically set to the correct type for the type of transaction being entered.

If the current user has the privilege to 'See other user's batches' then all unposted batch for the company will display.

Warehouse

If a warehouse/location code is entered, the batch will restrict entry of transactions to this warehouse code. This is not a required field. If the program was called from a transaction entry screen the warehouse code will be set to the warehouse code entered in the transaction screen. The Warehouse/Location code will

default according to the user's default in both the Create Batch program and any transaction entry program.

Batch Type

Enter the required batch type, batch types are related to the types of transactions allowed within the batch. The system will not allow a Sales Transaction to be entered in a Standard Cost update batch. Batch types include:

- Non Requisition Issue
- Composite Item Processing (Partial)
- Composite Item Processing (Full)
- Transfer Between Releasing Places
- Physical Count
- Release or Issue Allocated Items
- Inventory Receipt
- Requisition Issues / Returns
- Return
- Inventory Sale
- Standard Cost Updates
- Transfer
- Write Off

Batch Date and Name

The Batch Date will automatically default to the system date. This field may be modified if required. This field is for reference only and it is not the posting date of the batch. The Batch Name entered may depend on corporate policy. The batch name should be informative and meaningful to not just the creator but other system users as well. This is usually a descriptive name that includes a date, and the type of transactions to be entered into the batch.

User Name and Batch Number

The User Name and Batch Number fields are automatically populated by the system.

Selecting a Batch for Use

Since all transactions must be entered into a batch it is important to know how to access a previously created batch for entry and editing purposes. The easiest way is to use the Batch LOV available on the batch number field in all transaction programs. The other way is use the [**Create Batch**] button and select an existing batch from the list by moving the cursor the required batch number and activating the [**Select**] button.

Remember that batches can be limited by the warehouse associated. Make sure the warehouse code is correct or if you are unsure of the warehouse leave this blank.

Reviewing Batch Entries

The screenshot shows a software window titled 'Inventory - TEST2006 Edit List'. The main area is titled 'Printing Options' and contains several fields for filtering data. The 'Company' field is set to 'CC' (CMIC Construction Inc. (CC)). The 'Show Batches' section has radio buttons for 'Unposted' (selected) and 'Posted'. The 'Batch' field contains '15114' and a description 'Add more steel Pipes'. Other fields include 'From Class' (LG - Large Tools), 'To Class' (ST - Small Tools), 'From Item' (HINGE - Hinge), 'To Item' (SGLOVEL - Safety Glove Latex), 'From Type' (EP - Equipment Oil and Gas), 'To Type' (SM - Steel and Metals), 'From Location' (WHSE - Main warehouse), and 'To Location' (WHSE - Main warehouse). A 'Print' button is located at the bottom right of the form. On the right side of the window, there are sections for 'User Extensions' (listing User Extension1 through User Extension7 and More Extensions ...) and 'Related Screens' (listing SD Main Menu, Inventory Main Menu, and Related Screen 3 through 7 and More Related ...). At the bottom of the window, there is a status bar with 'Enter Location Code', 'Record: 1/1', and '<OSC>'.

Pgm: CITRNLST – Printing Transaction Edit Lists

The Edit List function available for each type of transaction is intended to be the tool used to verify that the data entered within the batch is correct before the batch is posted. Each transaction processing selection in the inventory module has an Edit List option. The selection criteria is the same for all the edit lists regardless of the batch type.

These reports can be printed for both posted and unposted batches.

Select the batch of transactions required – Unposted or Posted the default is 'Unposted'. Enter the batch number and then specify any restricting data. If no restricting data is entered the report will print all the transactions in the batch.

When the printing options are correct press the **[Print]** button to launch the report.

Posting a Batch

Selection

Company CC CMIC Construction Inc. (CC)

Location WHSE Main warehouse

Batch Type Inventory Receipt

Batch 15114 Add more steel Pipes

Post Date 101907

Journal IV Inventory

Preview Posting

Print Reports Immediately

Delete Reports after Printing

Post

Communication Channel

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

SD Main Men

Inventory Main Menu

- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter Post Date

Record: 1/1 ... <OSC>

Pgm: CIPST – Inventory Posting Screen

All batch types within the Inventory System with the exception of 'Sales' use the same posting program. This program is located on the 'Processing' menu.

When data is entered it only updates the On-hand quantity the on-book quantity and the associated accounting transactions are not created until the batch is posted. Once a batch has been verified as correct, (by reviewing the edit list) it is then ready to Post (update the system). Posting does many functions, it updates the CI sub-ledger on-book information, it creates General Ledger transactions, plus it updates the Job Cost and Equipment subledgers if required.

This screen will automatically default to the users Default Company. Verify that the company code matches the company code of the batch being posted.

Location

To restrict the list of batches available for posting the Location Code can be entered but it is not a required field. This field will default to the Users Default Location code.

Batch Type

The user must select the type of batch being posted. This is a mandatory field and it limits the batches available in the Batch Number field.

Batch Number and Posting Date

Enter the batch number and the posting date for all the transactions in the batch being posted. The date entered in this field will be the date of record for ALL the transactions in the batch. The posting date will default to the current date but can be changed as required.

Journal Code

The system will default the journal code from the Inventory control file. The journal code is used to group like transactions together so that they can be viewed in the GL under one query. The journal code usually represents the subledger.

Preview Posting

Check the Preview Posting checkbox and Post to see the posting reports without actually posting. The [Post] button without Preview Posting checked will have to be pressed after the reports have been verified for an actual posting to occur.

Print Reports Immediately

Check this box to print the posting report immediately after posting. If left unchecked the posting report will not print during the posting process but can be printed at a later time using the posting utility.

Delete Reports after Posting

Check this box to delete this posting report at the end of the posting process. Once deleted the report cannot be re-printed at a later date. If left unchecked the posting report can be re-printed at a later time. This field cannot be activated unless the Print Reports Immediately function has been checked.

Press the [Post Button] to begin the posting process.

Print/Re-printing Posting Reports

Printed	Batch	Name	User	Date	Print	Delete
<input checked="" type="checkbox"/>	15122	Opening Balances	RAVI	19/OCT/2007	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	15114	Add more steel Pipes	RAVI	19/OCT/2007	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>

Pgm: SYSRUN – Print/Re-print Posting Reports

The printing or re-printing of posting reports is done from the Utility Menu – Print Posting Reports option.

During posting process the user has the option to print the posting reports immediately or print them at a later time using this utility. This can also be used to re-print previously printed but not deleted reports.

At this time you can also re-print posting reports as well as delete those reports that are no longer required.

When the screen first displays all posting reports for the company will be displayed sorted by batch number. The screen can be queried to limit the list.

Select the batch or batches to be printed. If the reports are to be deleted after printing check the Delete Box.

Press the [**Process Button**] to begin the process of printing and/or deleting the selected posting reports.

Issuing Stock from Inventory

Issuing Against a Requisition

Item	Requested Qty WM	Location	Quantity WM
1 HINGE-ASSY	50.000	EA WHSE	EA

Pgm: CIREQISS – Issues Against Requisitions

This function is only applicable if the CMiC 'Requisition' application is being utilized. This program should be used before creating the purchase order from the requisition. Quantities issued against the requisition draw down the quantity to be purchased.

Each detail line of a requisition will appear on the screen, The location, issue quantity and the distribution of the requisition may be confirmed.

Moving through each detail line, make note that the On Hand Quantity displays the quantity available for that item at that moment. As the items are issued to each requisition line, the On Hand Quantity will increase (or reduce) immediately.

Once these issues are posted, the 'Book' quantity will be updated to reflect the actual issues of inventory items.

Entering the Issue

Verify the company and location and use the [Create Batch] button to create a new batch if required.

Requisition Number

Select or enter the requisition number being filled. There is a list of values available on this field. The Requested Date, Approver and Requested Warehouse will default to the screen.

If the requisition number is not on the List of Values:

- Verify the location restriction in the previous block.
- Make sure the requisition has been approved in the requisition module
- Make sure a purchase order was not created using this requisition number

The system will automatically display all the details lines associated with the requisition number.

Issue Details

Move the cursor to the required detail lines and enter the issue from location and quantity.

Substituting an Item

Class	Item	Type	WM	Location	Outstanding Qty	Date
ST	HINGE-ASSY	SM	EA	WHSE	50.000	31/OCT/2007

HINGE ASSEMBLY COMPOSITE ITEM

Class	Item	Type	WM	Location	Quantity	Date
				WHSE		19/OCT/2007

Pgm: CIREQISS – Issues Against Requisitions – Substitute Item Pop up

When a substitute item needs to be issued for a particular requisition line place the cursor on the detail line and press the [**Substitute Item**] button at the bottom of the screen.

Enter the substitute item and quantity and use the [**Accept**] button to save the information and return to the main screen. The [**Close**] button to dismiss the window without saving the information entered. The substitute item will create a new line on the main screen. The new line will have an '*' next to the line number denoting the substitute item.

Specifying a Cost Batch

Cost batches are only available if the requested item has been inventoried under the modified FIFO method and the item/item type/item location combination has been marked as a cost batch. See the Modified FIFO method section of the control file for details on how the cost batch is created.

In order to invoke the Cost Batch selection, move to the required requisition line and Press the [**Cost Batch**] button. Select the cost batch from which the inventory item will be issued.

Closing a Requisition Line

The system will automatically close a requisition line if the quantity issued equals the quantity requested. Sometimes though it may be required that a requisition line be closed even though the quantity has not been fully issued.

To do this, just check the close box at the beginning of the line. This will stop the line from displaying, if there are still open items on the requisition.

Issuing without a Requisition

The screenshot displays the 'Issues without Requisitions' window. The 'Company' section includes fields for Company Code (CC), Warehouse (WHSE), and Batch Number (15124). The 'Issue Detail' table has the following data:

Class	Item	Type	Location	Date	DT	Comp	Job
ST	HINGE-ASSY	SM	WHSE	19/OCT/2007	J	CC	CC-TOWER

Below the table, the 'Item' field is 'HINGE ASSEMBLY COMPOSITE ITEM' with an 'On Hand' quantity of 2,500.0000. Other fields include Company (CMIC Construction Inc. (CC)), Phase (Temporary Scaffolding and Platforms), Job (CC-TOWER), and Category (Overhead/Misc).

Pgm: CISS – Issues without Requisitions

An issue without requisition may be entered, when an inventory item needs to be issued but a requisition has not been entered.

This screen is also used to 'Buy Back' inventory items.

Each detail line of the issue will require the entry of Item Class, Item Code, Item Type, Location, Required Date, Issue Quantity, distribution detail as well as an optional description of the issue.

As the user moves through each detail line, the On Hand Quantity displays the quantity available for that item at that current moment. As items are issued the On Hand Quantity will reduce (or increase) as each line is saved. This immediate update of the 'Physical Inventory' gives the assurance that your On Hand Quantities are closer to actual inventory quantities.

Once these issues are posted, the 'Book' quantity will be updated to reflect the actual issue of inventory items.

Enter the Company, Warehouse restriction and Batch. Use the [Create Batch] button to create a batch if required.

Entering the Issue Details

Item Class, Code, and Location

Select from the LOV the Item Class, Item Code and Item Type and Location.

Date

Enter the date the item is/was issued.

Issue Quantity

Enter the quantity of the item. To return to inventory enter a negative quantity. The item will be received back into inventory at the price determined by the Buy Back rules.

Weight/Measure Code

The WM code will default from the setup of the item. An alternate WM code may be selected if it has been set up for the Item in the Item Master screen.

Specify the Distribution Type (DT) Code

Enter "G" if the item is being issued directly to overhead. The system will require that the Department and Account be entered.

Enter "J" if the item is being issued to a Job. This will require the entry of a Job, Phase and Category combination.

Enter an "E" if the item is being issued to a piece of Equipment. This will require that equipment code, category, and transaction code be entered.

Enter "W" if the item is being issued to a Work Order. This will require that Work Order, Work Item and Expense Code be entered.

The heading on the screen will change to reflect the type of data required.

Suggested Price

The suggested price comes from the item detail set up for all distribution types.

The exception to the rule is for a 'J' distribution type when there may be special price set up in the Job Issue Price List. Also, when the distribution type is 'J' and the quantity is a negative value, the system considers this as a buy back item and the buy back price is applied from job issue price list if available or picks up the buy back price from item detail. If there is a re-stocking charge at item detail, then the same will be added to the buy back price as well.

Price Override

Regardless of the distribution type, the price may be changed in this field. This field allows up to 3 decimal places in the price.

Description

If a description is required enter a description for the issue. This can be up to 60 characters.

Issuing Allocated Items

The allocate inventory items option is used for inventory items that have been placed on reserve during Purchase Order Receiving. It is important to note that the only way to charge the receiving party (job, equipment or GL) a different sell price is to receive that item into inventory and then allocate that item out.

When creating a Purchase Order there is the option to send the requested inventory item directly to the requesting party or have the item received into inventory. If you choose to receive it into inventory, the item is placed on reserve and must then be allocated out to the receiving party. The receiving party can be a job, equipment, or a general ledger account.

If you choose to send the inventory item directly to the receiving party, there would not be a General Ledger transaction upon the receipt of the Purchase Order.

If you choose to receive the item into inventory then the General Ledger transaction would be as follows:

- DR Inventory Asset
CR Inventory Suspense / Liability

As well, the On Reserve Quantity for this item would increase by the received amount during the posting of Purchase Order receipts.

When you release an allocated item for issue to the receiving party, the General Ledger transaction would be as follows:

- DR Cost of Goods Sold @cost
CR Inventory Asset Account @cost
- DR Job/Expense Account @sell price
CR Inventory Revenue Account @sell price

During AP receipt, the DR would go to the Inventory Suspense Account and the CR would be the Accounts Payable Account.

As you enter the Allocated Items block, the system will execute a query on all 'on-reserve' items in the system and display them in order of item code. Each line of a Purchase Order that holds an 'on reserve' item will be displayed separately. Only items with 'on-reserve' quantities greater than zero will be displayed.

As you scroll to the right of the Release Quantity field, the Purchase Order number, Release number, and Purchase Order line number will be displayed.

Company

Company: CC CMIC Construction Inc. (CC)
 Warehouse: WHSE Main warehouse
 Batch Number: 15125 Release Allocated Items

Allocated Items

N	I	R	Item	Type	Location	WM	Quantity	Release Quantity P
			10 FOOT CABLE	ES	WHSE	EA	10.00	5.00 P

Class: LG Item: 10 Foot Electrical Cable
 On Reserve: 10.00 Allocation Date: 08/NOV/2008 Release Date: 19/OCT/2007
 Serial Number

N- No Action, I- Issue Item, R - Release Item
 Record: 1/1 <OSB>

Pgm: CIRLS – Release Allocated Items

Enter the Company, Warehouse restriction and Batch. Use the [Create Batch] button to create a batch if required.

When entering the Allocated Items block, the system will execute a query on all 'on-reserve' items in the system and display them in order of item code. During the Purchase Order Entry, if the 'Inv Rec' Check box is

checked against the line items, then those details will be brought up here. Each line of a Purchase Order that holds an 'on reserve' item will be displayed separately. Only items with 'on-reserve' quantities greater than zero will be displayed. The Purchase Order number, Release number, and Purchase Order line number will be displayed as you scroll to the right of the Release Quantity field.

Select the appropriate action for the item.

One of the following 3 actions may be selected against each detail line:

N – No Action

I – Issue Item

R – Release Item

Select 'N-No Action' when you want to leave this line item 'on-reserve'

Select 'I – Issue Item' when you want to issue the selected item to the receiving party as defined by the Purchase Order line item detail.

Select 'R – Release Item' when you want to release the selected item back into the general inventory rather than to the receiving party defined by the Purchase Order line item detail.

Release Quantity

Enter the quantity to be released if the action was either the 'I-Issue Item' or 'R-Release Item' for the selected line item.

Release Reason

Enter the reason for the release of this item where required. The reason can be up to 255 characters in length.

Printing Delivery Tickets

Inventory - TEST2006 - Print Delivery Tickets

Printing Options

Company: CC CMIIC Construction Inc. (CC)

Batch Number: 7423 review

Item Class:

From Item:

To Item:

Item Type:

Item Location:

Job Code:

Phase Code:

Category Code:

Transaction Date: Ticket Form: Delivery Tickets For Laser Printer

Issues Against Requisition

Issues Without Requisition

Allocated Items

Printed

Unprinted

Print

User Extensions +

User Extension1

User Extension2

User Extension3

User Extension4

User Extension5

User Extension6

User Extension7

More Extensions ...

Related Screens +

Related Screen 1

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Record: 1/1 ... List of Valu... <OSC>

Pgm: CITICKET – Print Delivery Ticket

The Delivery Ticket Printing program is used to print the items on the issues entered within the inventory application. In many cases, the 'Delivery Ticket' will serve as a pick list for taking items out of inventory and setting them aside for delivery to a job. It will also serve as verification of the items and quantities that have been delivered to a job location.

The Delivery Ticket form will print Delivery Tickets by job under the headings of 'Issues Against Requisitions', 'Issues Without Requisitions', or 'Allocated Items'. These tickets will list all unposted 'issues' within these categories. The program will automatically assign and print a sequence number on each Delivery Ticket printed.

Batch Number

Enter the batch number for the set of issues you want to print. If a batch number is entered it will restrict the printing of delivery tickets from the issue type that applies to the batch selected.

Leave this field blank to select all batches that fall under one or all of the issue type selections at the bottom of this screen. Leaving this field blank you have the option to print issues within any batch that falls under the three types of entry; 'Issues against Requisitions', 'Issues Without Requisitions' and 'Allocated Items'.

Specify the Selection Criteria

When selecting the printing of Delivery Tickets the tickets can be limited to specific criteria. The Delivery Ticket Printing screen provides for the selection of Batch, Classes, Items, Item Type, Location, Job, Phase, Category and Transaction Date.

In order to print a single code out of any of the ranges provided, enter the same code for both 'From' and 'To' fields within the range.

In order to print the full range of codes for any of the ranges, leave both the 'From' and 'To' fields blank within the range.

Issue type

Check the box beside the type of issues to print delivery tickets.

If you have entered a batch number in the selection criteria of this screen, the issue type will default with that of the batch selected and cannot be changed.

Printed or Unprinted

Check the box beside the option to print delivery tickets for those issues that have already been printed or for those issues that have not been printed.

If you select the 'Printed' option a further set of criteria appear, allowing you to enter a range of printed tickets.

Press the [**Print Button**] to begin printing.

Transferring Stock

Overview – Transferring Stock

Use these options to enter location transfers. Location Transfer batches are used to move inventory items from one location to another, from one item type to another, from one item code to another and even from one weight measure to another.

Item transfers may be requisitioned or may be entered directly into the system. If you use different inventory asset accounts for different locations, these accounts will be properly debited and credited, as long as you have properly defined them.

Locations Transfers are done at 'Cost' price only.

Creating a Transfer Requisition

The screenshot shows a software window titled "Inventory - TEST2006 Inventory Transfer Requisition". The window contains several sections for data entry:

- Select Company:** Company: CC (CMIC Construction Inc. (CC)), Requesting Location: YARD (Stock Yard).
- Requisition Header:** Requisition: RQ000005, Date: 19/OCT/2007, Required Date: 19/OCT/2007, Requester: RAVI (RAVI).
- Requisition Details:** A table with columns: Processed Line, Class, Item, Type, WM, From Location, Quantity. The first row shows: 1, ST, HINGE-ASSY, SM, EA, WHSE, 100.
- Item:** HINGE ASSEMBLY COMPOSITE ITEM.

On the right side, there are panels for "User Extensions" (User Extension1 through User Extension7, More Extensions ...) and "Related Screens" (Related Screen 2 through Related Screen 7, More Related ...).

At the bottom, there is a status bar with "Enter Value For Quantity", "Record: 1/1", and "<OSC>".

Pgm: CITTRNFRQ – Inventory Transfer Requisitions

A Transfer Requisition is not a mandatory step to the system, but it maybe required by your organization. The Create Transfer form is used to document a transfer request.

The Requisition entered in this program is available for viewing on the Requisition Query in the Requisition Application. When created via the Inventory System the requisition will not need approval before it can be fulfilled.

Requesting Location

Enter the Location the items are being request for.

Requisition Number

Enter a value to reference the requisition to be defined. The system will validate to make sure the number has not been used by another requisition currently on file.

This field is not enterable if the 'Requisitions' application is being utilized with automatic numbering.

Requisition and Required Date

The system defaults the current date to represent the day for the request, this can be changed if required. The Required date is the date that the product being transferred is required. This date must be equal to or later than the requisition date.

Requester User ID

The system displays the name of the user logged on to the operating system as the default for the Requester. If necessary this value can be changed.

Requisition Details

The details block is used to enter the specific details of the items being requested for transfer.

Enter the Class Code, Item Code and Type, Location and quantity required for the item being requisitioned. The location the item is being transferred from must have enough on hand to fulfill the request otherwise the system will not allow the quantity to be entered.

Transferring against Requisitions

Pgm: CIREQTRN – Inventory transfer against requisitions

This screen should be used to fulfill transfers requisitions. Each detail line of the requisition will appear on the screen, and will require the transfer location and transfer quantity to be entered.

As you move through each detail line, the On Hand Quantity displays the quantity available for the item at the current time, as transfers are completed, the On Hand Quantity will increase (or reduce). This immediate update of the ‘Physical Inventory’ gives you the assurance that your On Hand Quantities are your actual inventory quantities.

Once these transfers are posted, the ‘Book’ quantity will be updated to reflect the actual quantities of the inventory items.

Enter the Company, Warehouse restriction and Batch. Use the [**Create Batch**] button to create a batch if required.

Select the Requisition to fulfill.

Detail Section

As you enter the Issue Details area, the system will display all the detail lines on the requisition and display them in order of line number

Location Code and Qty

Move the cursor to the line to fulfill, and enter the Location to transfer from and the quantity to transfer.

Transfer Date

Enter the date that will be used to reference this transfer.

Reference Description

A description field of 60 characters is available should further information about the transfer be required.

Closing a Requisition Line

Requisition lines are closed automatically when the Transferred Quantity is equal to the Requisitioned Quantity. To close a line manually, simply check the Close check box to the left of the requisition line.

Substituting an Item

Window
Inventory - TEST2006 - Transfers against Requisitions

Company

Company: CC CMIC Construction Inc. (CC)
From Location: WHSE Main warehouse
Batch Number: 15146 Transfer

User Extensions +
User Extension1
User Extension2
User Extension3

Requisition

Requested

Class	Item	Type	WM	Location	Outstanding Qty	Date
ST	HINGE-ASSY	SM	EA	WHSE	100.000	31/MAR/2006

Requesting Location: HINGE ASSEMBLY COMPOSITE ITEM

Transfer Detail

Substitute With

Class	Item	Type	WM	Location	Quantity	Date
				WHSE		19/OCT/2007

On Hand: 2,500.00

Accept Close

Item: HINGE ASSEMBLY COMPOSITE ITEM On Hand: 2,500.00

* - Substitute Item

Substitute Item Serial Number

Record: 1/1 ... List of Valu... <OSC>

Pgm: CIREQTRN – Substitute Item Pop-up in Transfer against Requisition

To issue a substitute item for a particular requisition line, place the cursor on the required requisition line, and press the **[Substitute Item]** Button to access the pop-up and enter the substitute against the outstanding quantity for the detail line of the requisition.

Recording Serial Numbers

When transferring stock that is serialized the system needs to know which specific items (serial numbers) are being transferred. This is done via the **[Serial Numbers]** button.

Inventory Transfers without Requisitions

Pgm: CITRNF – Transfer without requisition.

This screen should be used to transfer stock between locations when there has been no formal Requisition entered into the system.

Company Header records the location from and the location to of the item which will be transferred.

Enter the Company, Warehouse restriction and Batch. Use the [**Create Batch**] button to create a batch if required.

The transfer screen is a scrolling screen. In the first fields the information entered will refer to the location from which the item is being transferred. On the same detail line the last few fields will refer to the location to which the item is being transferred.

This program also allows the transformation of packaging. For example, you may have singles and boxes of the same item. This program allows the user to transfers singles into boxes... by changing the WM and Item Code on the Transfer Into side of the transaction.

FROM Item Class, Item Code, Item Type and Location Coded

Using the various LOV selections enter the Item Class, Item Code, Item Type and Location Code from where the inventory item is being transferred.

Quantity and Date

Enter the quantity being transferred and the date of the transfer.

TO Item Class, Item Code, Item Type and Location Coded

Using the various LOV selections enter the Item Class, Item Code, Item Type and Location Code from where the inventory item is being transferred. By entering a different item code, type and/or WM you are transforming the item into a different inventory item.

Quantity and Reference

Enter the quantity of the Transfer To item and if required a reference description.

Recording Serial Numbers

When transferring stock that is serialized the system needs to know which specific items (serial numbers) are being transferred. This is done via the [**Serial Numbers**] button.

Managing Inventory

Direct Inventory Receipts

Class	Item	Type	vM	Location	Quantity	Price	Amount
ST	DRILL SET	ES	EA	WHSE	10.0000	56.0000	560.0

Item: CC Drill Set Total Amount: 560.00
On Hand: 575.00 Cost Batch Assign Location Serial Number

Pgm: CIRCT – Inventory Receipt Used when the Purchase Order module is not being used

In most cases inventory receipts will be done via the Purchase Order receiving function. The only reason that this program should be used is if the PO system is not being utilized.

The direct receipt of an inventory item through this screen will result in the following transaction:

DR Inventory Purchase Account
CR Inventory Suspense Account

When posted the inventory book quantity for the 'received' items will be increased / decreased within the Inventory application.

If you are receiving inventory items using this screen, you must manually enter an invoice into the Account Payable to complete this transaction and clear the credit to the suspense account. Remember, when entering an Accounts Payable invoice to reflect this receipt, Credit the Accounts Payable account and debit the Inventory Suspense account.

Accounts Payable vouchers must be entered manually, on a separate transaction, to offset the Inventory Suspense Account.

Enter the Company, restricting warehouse and batch number. The [**Create Batch**] button should be used to create a new batch.

Entering the Receipt Header

Receipt Date

The receipt date will default from the current system date. Modify this date to reflect the date of receipt for the items received by the vendor listed within this block

Vendor Code

Enter the vendor code of the supplier for the inventory items. The vendors invoice will be entered separately in the accounts payable module.

Invoice number

Enter the invoice number. The invoice number is a reference field only and will have no direct attachment to the Account Payable.

Invoice Date

The invoice date will default from the current system date. Verify / Modify the Invoice Date to reflect the date of the invoice issued for the items on this receipt.

Receipt Details

Item Class, Item Code, and Item Type

Enter the Item Class code Item Code and Item Type for the inventory item being received.

Enter the Location Code

Enter the location code (bin or warehouse) the item will be received into.

If the batch has a location associated to it the system will restrict the location code entered here to be either the batch location or a sub-location of it.

Quantity

Enter the quantity of the item.

Price

Enter the price of the item. If there is tax on the item the tax amount must be included in the price amount.

Date

The system will default the 'Order Date' into the detail line. Modify the date for the item on this detail line.

Updating Standard Costs

Company

Company Code: CC CMIC Construction Inc. (CC)
 Batch Number: 15213 Updating Standard Cost

Item Details

Class	Item	Type	Location	New Standard Cost	Ref Date
ST	HINGE-ASSY	SM		26.8900	23/OCT/2007

Item: HINGE ASSEMBLY COMPOSITE ITEM On Hand: 2,500,000
 Cost Update Level: Inventory Standard Cost: 0.0000 Average Cost: 0.0000

Enter Value For : CISTD_REF_DESC
 Record: 1/1 <OSC>

Pgm: CISTDCST – Standard Cost Update

Inventory Items, using the ‘standard cost’ costing method only, will use the Standard Cost Updates for updating the standard cost of the inventory items.

When the standard cost updates are entered and posted, both the standard cost and the average variances will be updated for each item. Both the new cost and the average variance can be viewed in the restocking parameters in Item Detail.

The value of the inventory will be re-calculated based on the quantity and new standard cost entered for each item.

When a standard cost update is processed due to an increase to the standard cost inventory value the resulting transaction would be:

- DR Inventory Asset Account
- CR Inventory Adjustment Revenue Account

When a standard cost update is processed due to a decrease to the standard cost inventory value the resulting transaction would be:

- DR Inventory Adjustment Revenue Account
- CR Inventory Asset Account

NOTE: Used only by inventory items using the standard cost costing method

Enter the company code and batch number. This program does not require a location code. Press the [Create Batch] button, create the batch and return

Item Detail

Item Class, Item Code, Item Type and Location Code

Select from the LOV the Item Class, Item Code, Item Type and Location Code for the inventory item being updated.

New Standard Cost Price

Enter the new Standard Cost price.

Reference Date

Enter the date that references as the date for the standard cost update change.

Description for the Standard Cost Update

If required enter a description of why the update is being done. This is a 60 character field.

Note the Display Values

On Hand - The On Hand quantity is the Physical On Hand quantity

Cost Update Level - The cost update level describes whether you are creating a standard cost update on this item for the entire inventory or for a specific location. This would have been set up on the item / item type level.

Standard Cost - The current standard cost of the item is displayed for your reference at the bottom of the screen

Writing Off Inventory

Inventory - TEST2006 Write Off Transactions

Company

Company	CC	CMIC Construction Inc. (CC)
Warehouse	WHSE	Main warehouse
Batch Number	15212	Inventory Write Off

Transaction Details

Class	Item	Type	Quantity	Reason
ROCK	ROCK	EP /2007	10,000	Lost
FUEL	10W50 QS	EP /2007	15,000	Non-Compliant

Item Name: Q5 Motor Oil 10W50 On Hand: 100,000.00

Enter Write-Off Reason

Record: 2/2 ... List of Valu... <OSC>

Pgm: CISCRAP – Inventory Write Off Screen

The write off transactions screen is for posted inventory items that can no longer be considered as part of the inventory asset. This could be damaged items, Obsolete or Out of Date items...

The Write Off of an inventory item will result in the following transaction:

DR Inventory Write Off Expense Account
CR Inventory Asset Account

Enter the company, restricting location and batch number. Use the [**Create Batch**] button to create a new batch if required.

Item Class, Item Code, Item Type and Location Code

Select from the LOV the Item Class, Item Code, Item Type and Location Code for the inventory item being written off.

Date

Enter the write off date.

Quantity

Enter the quantity of the inventory item being written off.

Write off Reason

Select from the LOV the Write off Reason for the item. The Write off Reason must have been set up within the Write off Reason Maintenance screen.

Description for the Write Off

This is an optional field. The description allows for 60 characters.

*** On Hand**

The On Hand quantity is the Physical On Hand quantity and will reduce (or increase) as you commit each line of this Write Off batch. The Book On Hand quantity will not reduce (or increase) until these transactions are posted.

Inventory Counts

Physical Count Procedure

Physical counts are a requirement of running an inventory system. They must be done at least once a year. After physically counting stock on hand and entering those quantities on the Physical Count Sheet screen, the system will automatically update the system quantities on hand to match the physical count and adjust the General Ledger to match the new count.

- Create the Physical Count Worksheet.
- Print the Physical Count Form.
- Perform the physical count.
- Enter the actual quantities on hand into the Enter Physical Count Screen.
- Print the Physical Count Edit Listing to show variances.
- Post the physical count entries.

Creating the Count Worksheets

The screenshot shows a software window titled "Inventory - TEST2006 Physical Count Item Selection". The window has a menu bar (Action, Edit, Block, Field, Record, Query, Utility, Help, Window) and a toolbar with various icons. The main area is divided into several sections:

- Company:** Fields for Company (CC), Warehouse (WHSE), and Batch Number (15209). The corresponding values are "CMiC Construction Inc. (CC)", "Main warehouse", and "Physical Count 2008".
- Item:** Fields for From Class (1000), To Class (ST), From Type (EP), To Type (SM), From Location (WHSE), To Location (WHSE), From Item (10 FOOT CABLE), and To Item (SGLOVEL). The corresponding values are "Serialized Item Class", "Small Tools", "Equipment Oil and Gas", "Steel and Metals", "Main warehouse", "Main warehouse", "10 Foot Electrical Cable", and "Safety Glove Latex".
- User Extensions:** A list of seven user extensions (User Extension1 to User Extension7) and a "More Extensions ..." link.
- Related Screens:** A list of seven related screens (Related Screen 1 to Related Screen 7) and a "More Related ..." link.
- Buttons:** A "Generate" button is located at the bottom right of the main form area.
- Footer:** A status bar at the bottom shows "Record: 1/1", "... List of Valu...", and "<OSC>".

Pgm: CIPHYLST – Create Physical Count Worksheets

Enter the Company, Warehouse restriction and Batch. Use the [Create Batch] button to create a batch if required.

Selection Criteria

When selecting the Physical Count Worksheets you may limit the count sheets to specific criteria. The Physical Count Item Selection screen provides for the selection of Classes, Items, Item Types, and Locations.

In order to print a single code out of any of the ranges provided, enter the same code for both 'From' and 'To' fields within the range.

In order to print the full range of codes for any of the ranges, leave both the 'From' and 'To' fields blank within the range.

Press the [Generate Button] to build the physical count worksheet.

Printing the Worksheet

Record: 1/1 ... <OSC>

Pgm: CIPHRN – Print Physical Count Worksheets

Once the worksheet is created the next step is to print the worksheet.

Batch Number

Enter the batch number for the set of transactions to be printed.

Selection Criteria

When printing the Physical Count Worksheet you may limit the report to specific criteria. The Edit Listing screen provides for the selection of Batch, Classes, Items, Item Types, and Locations.

In order to print a single code out of any of the ranges provided, enter the same code for both 'From' and 'To' fields within the range.

In order to print the full range of codes for any of the ranges, leave both the 'From' and 'To' fields blank within the range.

Press the **[Print Button]** to begin printing

The Physical Count Listing will print the listing of the physical count created in the batch selected for printing. The Physical Count Inventory will print all entries in order of Location and then Item code within the class. Each new Class begins at the top of a new page.

Report details include the item code, item name, item type, and a quantity line for you to fill in physical quantities.

Entering the Count

The screenshot shows the 'Physical Count' entry screen. The 'Company' section includes fields for Company (CC), Warehouse (WHSE), Batch Number (15209), and Count Date (23/OCT/2007). The 'Items' table lists various inventory items with their respective counts and differences. The 'Current Inventory On Hand Qty' is shown as 0.000.

Class	Item	Type	WM	Location	Count Qty	Difference
LG	10 FOOT CABLE	ES	EA	WHSE	100.000	110.000
FUEL	10W50 GS	EP	CS	WHSE	100,000.000	963.500
1000	CC-SERIAL1	ES	EA	WHSE	5.000	0.000
ST	DRILL SET	ES	EA	WHSE	575.000	65.000
ST	HINGE	SM	EA	WHSE	3,659.000	109.000
ST	HINGE-ASSY	SM	EA	WHSE	2,352.000	2.000
ROCK	MA1	SM	TN	WHSE		0.000
ROCK	MA2	EP	TN	WHSE		0.000

Pgm: CIPHYCNT – Physical Count Entry Screen

The Enter Physical Count program is used to enter the actual quantities.

Enter the company, warehouse and batch number used to create the physical count.

Enter Count Quantity

When the detail block is first entered the system will display all inventory items that have been selected for generation within the batch you are viewing.

Enter the actual physically counted quantity for each inventory item in the Count Qty field.

The system will display the difference in the On Hand Quantity and the Count Qty you are entering.

If the quantity of an item being entered does not match the on-hand quantity and the item is a serialized item the system will prompt the user to enter or remove the missing serial number. Use the [Serial Number] button to bring up the screen where this data is entered.

NOTE: If a Count Quantity is not entered against an item, the system will assume a zero Count.

Selling Inventory

Overview – Selling Inventory

The sales invoice entered directly from the inventory module uses the customer purchase order and the item price list. When processing a sales invoice for an affiliate company the system will look to the item detail set up for the 'affiliate sales general ledger account.'

When used in conjunction with the Accounts Receivable application these sales invoices can be entered and posted in the Sales Transaction Entry Screen within the Inventory application. The posting of the sales transaction via inventory will create an Accounts Receivable Posting Batch for Sales Invoices. Before posting in the Accounts Receivable module the sales invoice can be viewed, edited, printed in free form style and then posted.

Sales Invoice Entry

Inventory - TEST2006 Enter Transaction

Company

Company CC CMIC Construction Inc. (CC)
Warehouse WHSE

Delivery Note

Customer ARBYS Arby's Restaurants Inc
Customer PO# PO-1234567 Customer PO for Hinges
Date 23/OCT/2007 Document 1 Invoice

Delivery Note Detail

Class	Item	Type	vM	Location	Date	Quantity	Price
ST	HINGE-ASSY	SM	EA	WHSE	23/OCT/2007	100.00	7.5690

Type Steel and Metals Amount 756.90

Item HINGE ASSEMBLY COMPOSITE ITEM Tax1 NY Code % 6 Amount 756.90 Price 45.41

Location Main warehouse Tax2
Main warehouse Tax3

Quantity on Hand 2,350.00 Composite Item Serial Number Total 802.31

Enter Customer Code
Record: 1/1 <OSC>

Pgm: CISALES – Sale Invoice Entry Screen Entered in the Inventory Module

The Sales Invoice screen is used to enter sales invoices against inventory items.

The Sales Invoice Header requires the entry of a customer and date.

The detail block requires the entry of detailed line items associated with the invoice. Only inventory items can be entered on this screen. The accounting distribution for the sales will be determined by the department and account codes associated with the inventory items and will be assigned automatically during the posting procedure.

Restricting Warehouse

Enter the location to which you wish to restrict you. Upon entry, the system will default the Warehouse entered on your Inventory Logon screen into this field.

Customer Code

Enter / Select the code for the customer code.

Customer PO Number

If the customer has supplied a purchase order or if the sale is against a pricing agreement, enter the PO number. The correct pricing will then apply when the items are entered in the details portion.

This field may be left blank if there is neither of the above conditions.

Date

Verify / modify the date for which this invoice will be issued. The system date will default into this field as the invoice date.

Enter the Items

Class Code, Item Code, Item Type.

Enter the item class code, item code and item type of the inventory item being purchased.

Location

Verify / Modify the code for the location from which this item was sold.

Date

Verify/ modify the reference date for the sale.

Quantity

Enter the invoice quantity for the item.

Price

If a purchase order number in conjunction with an item pricing list exists, the price will default to the detail line. If not, the price will need to be entered manually.

The system will calculate the amount of the line item detail based on the quantity and price entered in the previous fields.

Tax1 – Tax3 codes

Verify / modify the tax codes that apply to the item being invoiced on this line. The system will default the tax codes as defined on the item detail.

As you move past the tax fields, the system will calculate the total of the line item detail based on the amount of the item plus any tax amounts applicable.

[Serial Number] – Button

If the item is a serialized inventory item use the [Serial Number] button to enter the serial number.

Print the Edit List

The Sales Edit list should be printed before posting the sales. The report should be used to verify that the information is correct before posting.

Posting the Sales Invoice

Inventory - TEST2006 Post Delivery Note

Select Batch

Company: CC | CMIC Construction Inc. (CC)
Location: WHSE | Main warehouse
Batch: 15207 | Sales Invoice
Journal: IV | Inventory
Post Date: 23/NOV/2008

Preview Posting
 Print Reports Immediately
 Delete Reports after Printing

Delivery Notes

Customer	Document	Date	Location	Post
ARBYS	1	23/OCT/2007	WHSE	<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Name: Arby's Restaurants Inc

Post

Record: 1/1 ... <OSC>

Pgm: CIDNPOST – Sale Invoice Posting Screen

Use this screen to post the sales invoice created within sales invoice transaction entry. The posting of these sales invoices will create an Accounts Receivable Batch with the open 'sales invoice' ready for editing, printing and posting.

Restricting Warehouse

If the sales invoice was entered against a restricting warehouse enter that warehouse in this field, otherwise, remove the defaulted warehouse and/or leave blank.

Batch

Place the cursor in the batch field and press the [**Create Batch**] number. This batch number will be associated to the inventory postings not the receivable posting.

Journal

Verify/modify the journal code to which this transaction will post within the General Ledger.

Post date

Verify/modify the post date for the transactions within the batch. The system date will default into this field as the post date.

Print Reports Immediately

Check this box to print the posting reports directly after the posting is complete. If you leave this box blank, the posting report will not print after posting. This report can be printed at a later time using the Posting Report Utility.

Delete Report after Posting

Check this box if you want to delete the posting report associated with the batch that you have selected for posting. Once deleted, it is not possible to print the posting report at a later time.

The Delivery Notes Block

Select the sales invoice(s) that are to be posted by clicking the check box beside each line.

Press the [**Post**] button when done.

Working with Composite Items

Overview – Composite Items

Composite items are items created by combining specific quantities of other inventory items. Inventory items that are designated as composite will have all the same characteristics as a regular inventory item. The prices of the items will be entered as normal, but the cost of the item will be calculated as an accumulation of the costs of the individual components that make up the composite item.

In order to create a composite item you must first create all the components (individual inventory items) that will make up one composite item. Once the individual components have been identified, an inventory item flagged as a composite item may be created. In the set up menu, Item Detail the quantity required of each component and the component name/code may be entered.

Composite items must be assembled prior to their issuance. Validation will occur that the component items are in stock and the quantities of the component items will be reduced to reflect their use in the assembly of the composite item.

The disassembly of the composite item can be done to return the component items into inventory. Composite items can be flagged as fully disassembled or partially disassembled. The way in which the composite item is defined will determine what can or cannot be done with the item.

Create the Item Master

When creating composite items you must create the inventory item representing the composite item as well as create the inventory items that represent the components of the composite item.

These items must be defined individually within the Item Master

The composite item should have the composite box checked on the item master; the component items should not.

Create the Components in Item Detail

The components of the composite item must each be defined individually within the Item Detail screen. Item types and locations must be assigned to each component.

Once you have defined the item components you can create the composite item within the Item detail.

Composite Item Specification

Once you have set up the specifications of the composite items within the Item Detail, you are ready to define the composite item itself. The definition of the Item Header for a composite item is standard. Please see Item Detail Entry. The difference is that the composite item box has been checked.

Composite Item Header

A composite item header is set up the same way as all inventory items with the exception of the composite item flag being active.

The pricing rules entered here will apply however the costs will derive from the inventory items defined as the components making up this composite item.

Item Characteristics

The system will default the inventory characteristics (Serialized, Composite, Partial, and Returnable) for this item from the Item Master.

When defining a composite item make sure that the composite item box is checked and pay special attention to the 'Serialized' and 'Partial' box.

Serialized box

Check the Serialized box if the composite item that you are defining is serialized. Serialized items are items where each instance of the item must be identified individually. An item flagged as 'serialized' will require the specification of a serial number during the receipt, issuance, transfer, write-off or physical count of that item.

NOTE: When defining composite items, you have the ability to serialize the composite item, and / or you can inherit the serial number from one of the component items.

Partial box

This option is used in conjunction with the composite items box in the previous field. In the case where you have checked the 'Composite' items box, the 'Partial' box will indicate whether the composite items that you are defining within this class allows for partial assembly.

Composite items must be assembled when they are issued and can be disassembled when returned. The disassembly process allows for 'full' assembly or 'partial' assembly.

- Full assembly requires the existence of each component in the specified quantities for the disassembly of the composite item.
- Partial assembly allows for the disassembly of the composite item without the necessity of all components in the exact quantities specified.

Check this box if the assembly of the composite items within this class allows for partial disassembly.

Define the Composite Item Specifications

Press the [**Composite Item**] Button to enter the components required to make up the composite item. This button will only be available to you if you have checked the 'Composite Item' box on this screen.

Item Class, Item Code and Item Type

Enter / Select the item class, item code and item type for the item being defined as one of the components of the composite item selected in the previous screen. Note that the composite item itself can not be defined as one of its component.

Quantity

Enter the quantity of the component items required for the assembly of the composite item. This quantity must be greater than zero.

Price Share

Enter the percentage share of the Price that should be allocated to this component upon the sale of a composite item.

The total of all the amounts within the 'Price Share' column must equal to 100.

Serial

Check the 'Serial #' box if the component item is a serialized item and the composite item is to inherit the serial number of this item.

A composite item can only inherit the serial number of one component item.

If more than one serialized item exists, you must choose the item for which the serial number will be used as the main serial number for the composite item.

Leave this box blank if the component item is not a serialized item, or if the serial number on this item as the main serial number for the composite item.

Partial Disassembly

Check the 'Partial Disassembly' box if the composite item allows for partial disassembly.

Leave this box blank if all the component items must be present for the disassembly of the composite item.

Composite Item - Full Assembly

Company

Company Code: CC | CMIC Construction Inc. (CC)
 Warehouse: WHSE | Main warehouse
 Batch Number: 15203 | Composite Full Assembly

Composite Item

Class: ST | Small Tools | Date: 23/OCT/2007
 Item: HINGE-ASSY | HINGE ASSEMBLY COMPOSITE ITEM
 Type: SM | Steel and Metals | On Hand: 2,450.00
 Location: WHSE | Main warehouse | Quantity: 50.00
 Serial Num.: | WM: EA | Assign Location

Detail

Class	Item	Type	WM	Quantity	
				Original	Transaction
ST	HINGE	SM	EA	-50.00	150.00
ST	METAL BOLTS	SM	EA	-100.00	300.00

Item: Hinge | On Hand: 3,550.00 | Cost Batch | Serial Number

Item Class: ... | Record: 1/2 | <OSC>

Pgm: CICMP – Composite Item - Full Assembly

The Composite Item Processing – Full Assembly screen is used to fully assemble a composite item prior to its issuance.

The process of assembling a composite item, allows the tracking of composite items in conjunction with the tracking of the individual components.

As composite items are assembled, their 'on-hand' quantities will increase. The individual components will have their 'on-hand' quantities decrease.

Once posted, the book quantity of the composite item will increase. The individual components will have their 'book' quantity decrease while their 'on-composite' quantities increased.

Restricting Warehouse

To restrict the assembly to a specific warehouse, select the code from the LOV. This field may have a warehouse code showing, which has defaulted from the Inventory Logon screen.

Batch Number

Specify the appropriate batch number as indicated in the Batch Entry section of this manual. Note that the batch type used for these transactions is a 'Composite Item Processing (Full)' type.

Enter the Class Code, Item Code, Type and Location

Select from the LOV's, the class code, item code, type code and location of the composite item being fully assembled.

Quantity

Enter the quantity of the composite items that will be assembled.

There must be sufficient quantities of the individual component items available to match the number of composites entered in this field or the user will get an error message and not be allowed to continue.

Detail block

As you move to the detail block the system will display all of the component items in the specified quantities for the composite item.

If one of the items that make up the composite is not available on hand in the quantity specified, the item cannot be assembled.

If any of the component items have been defined as 'serialized', move the cursor to the desired item and press the [**Serial Number**] button.

Select each serial number matching the quantity of the component item inherited by the composite item.

- For example, if the composite item requires two of the one component item used for the assembly, you must select two (2) separate serial numbers under this item.

Where you have checked the 'serial #' box beside a serialized component item, the composite item will inherit that serial number for tracking purposes.

Composite Item - Full Disassembly

Company

Company Code: CC CMIc Construction Inc. (CC)
 Warehouse: WHSE Main warehouse
 Batch Number: 15202 Composite Full Disassembly

Composite Item

Class: ST Small Tools Date: 23/OCT/2007
 Item: HINGE-ASSY HINGE ASSEMBLY COMPOSITE ITEM
 Type: SM On Hand: 2,500.00
 Location: WHSE Main warehouse Quantity: 100.00
 Serial Num. WM: EA Cost Batch

Detail

Class	Item	Type	WM	Quantity	
				Original	Transaction
ST	HINGE	SM	EA	-50.00	50.00
ST	METAL BOLTS	SM	EA	-100.00	100.00

Item: Hinge
 On Hand: -50.00

Enter Value For Item
 Record: 1/2 ... <OSC>

User Extensions

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Pgm: CICMPFD – Full Disassembly of a Composite Item – Returning Components to Inventory

The Composite Item Processing – Full Disassembly screen is used to fully disassemble a composite item.

The process of disassembling a composite item allows for the return of the component items back into inventory.

As composite items are disassembled, their 'on-hand' quantities will decrease. The individual components will have their 'on-hand' quantities increase.

Once posted, the book quantity of the composite item will decrease. The individual components will have their 'book' quantity increase while their 'on-composite' quantity is decreased.

Restricting Warehouse

To restrict the entry to a specific warehouse, select the code from the LOV. This field may have a warehouse code showing, which has defaulted from the log on screen into this field. This may be changed or removed.

Batch Number

Specify the appropriate batch number as indicated in the Batch Entry section of this manual.

Class, Item Type and Location

Select from the various LOV's the class code, item code, type and location for the composite item. .

Serial Number

If the item being disassembled was a serialized item, enter / select the serial number of the exact composite item that you want to disassemble.

Quantity

Enter the quantity of the composite items being disassembled.

As you move to the detail block the system will display all of the component items in the specified quantities for the composite item.

Composite Item – Partial Assembly and Partial Disassembly

Composite Item allows for the partial assembly or disassembly of items on a composite item.

Partial Assembly or Disassembly is only allowed for composite items that have been checked as 'Partial' on the Item Header and have component items that allow partial assembly or disassembly.

As the composite items are partially assembled or disassembled, their 'on-hand' quantities will not change. The individual components that allow for the partial disassembly will have their 'on-hand' quantities decrease for assembly and increase for disassembly.

Once posted, the book quantity of the composite item will remain unchanged. The individual components 'book' quantity decrease for assembly and increase for disassembly while their 'on-composite' quantity will increase for assembly and decrease for disassembly.

Restricting Warehouse

Enter the warehouse to which you wish to restrict your disassembly. Upon entry, the system will default the Warehouse entered on your Inventory Logon screen into this field. This can be changed or removed.

Batch Number

Specify the appropriate batch number as indicated in the Batch Entry section of this manual. Note that the batch type used for these transactions is a 'Composite Item Processing (Partial)' type.

Class, Item, Type and Location

Enter / Select the class code of the composite item that is being partially assembled or disassembled.

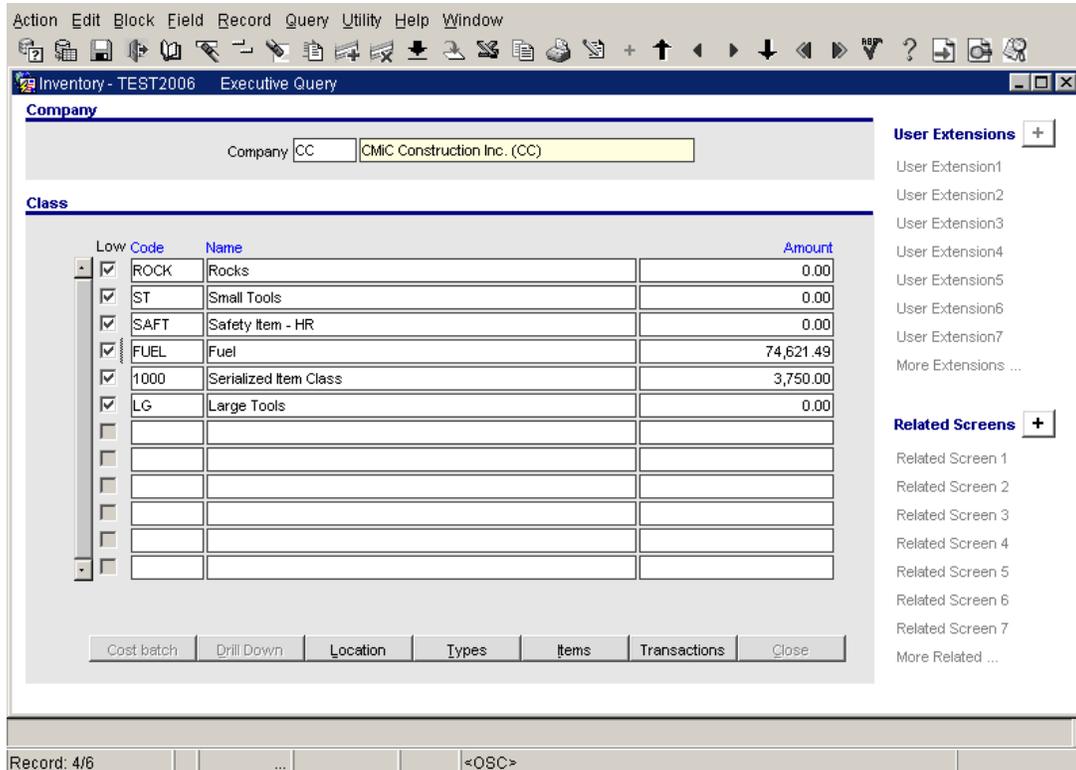
Serial Number

If the item is a serialized item, enter/select the serial number of the exact composite item.

As you move to the detail block the system will display all of the component items in the specified quantities for the composite item that you are partially assembling or disassembling.

Queries

Executive Query



Pgm: CIEXQRY – Executive Query

The Executive Query shows the inventory values in a variety of methods. The system returns inventory value based on the Class Total, which can then be broken down by location, inventory type, inventory items and transactions.

Item Query

Inventory - TEST2006 Item Query

Company

Company Code: CC CMIc Construction Inc. (CC)
 Warehouse: WHSE Main warehouse
 Item Class:

Item Summary

Class	Item	Type	WM	On Book Qty	On Hand Qty	On Order Qty
LG	10 FOOT CABLE	ES	EA	-10.000	-10.000	0.000
FUEL	10W50 QS	EP	CS	99,037.500	99,036.500	0.000
1000	CC-SERIAL1	ES	EA	5.000	5.000	0.000
LG	CMIC BRAND 450	EP	EA	0.000	0.000	0.000
ST	DRILL SET	ES	EA	500.000	\$10.000	0.000
ST	HINGE	SM	EA	0.000	0.000	0.000
ST	HINGE-ASSY	SM	EA	2,500.000	2,500.000	0.000
ROCK	MA1	SM	TN	0.000	0.000	0.000

Class Name: Large Tools
 Item Name: 10 Foot Electrical Cable
 Type Name: Electrical Supplies

Composite Item Serial Number Cost Batch Location

Record: 1/? ... <<OSC>>

User Extensions +
 User Extension1
 User Extension2
 User Extension3
 User Extension4
 User Extension5
 User Extension6
 User Extension7
 More Extensions ...

Related Screens +
 Related Screen 1
 Related Screen 2
 Related Screen 3
 Related Screen 4
 Related Screen 5
 Related Screen 6
 Related Screen 7
 More Related ...

Pgm: CIITMQRV – Item Query

The Item Query allows query by the inventory items that have been created within the system. Each item line displays the On Book Quantity, On Hand Quantity, and On Order Quantity.

Drill Down from the Item Summary Screen can be by Composite Item, Serial Number, Locations and Cost Batches.

Transaction Query

The screenshot shows the 'Transaction Query' window with the following details:

Selection Criteria:

- Company: CC (CMIC Construction Inc. (CC))
- Item Class: [Empty]
- Item Code: [Empty]
- Tran Type: Opening Balance
- From: 01/JAN/2005
- To: 01/JAN/2009
- Totals: Inv Amt 4,250.00, Tran Amt 0.00

Transaction Table:

Item	Type	Location	Quantity	WM	Post Date	Inventory Amount
10W50 QS	EP	WHSE	50.000	CS	10/AUG/2006	500.00
CC-SERIAL1	ES	WHSE	5.000	EA	23/SEP/2008	3,750.00
HINGE-ASSY	SM	WHSE	2,500.000	EA	19/NOV/2008	0.00

Additional Fields:

- Class: FUEL (Fuel)
- Item Name: QS Motor Oil 10W50

Right Panel:

- User Extensions:** User Extension1 through User Extension7, More Extensions ...
- Related Screens:** Related Screen 1 through Related Screen 7, More Related ...

Footer: Enter Value For : CITQ_ITEM_CODE, Record: 1/3, <OSC>

Pgm: CITRNQRY – Transaction Query

The Transaction Query allows you to view the inventory transactions that have been posted within the system. The header block allows you to distinguish the item, item class, transaction type as well as the transaction date range.

As you move to the detail block, the system will return each transaction line that fits the header criteria.

The transaction detail block displays the Item code, Item Type, Location, Quantity, WM, Transaction Date, Inventory Amount, Transaction Amount, Batch, Type, Transaction Distribution Type, Dept/Equip/Job, Transaction Number, Source Code, Source Description, Reference, and Reference Description.

For each item, you may then view the location totals by controlling location and then drill down to the individual locations.

Serial Number Query

Item

Company: CC CMI Construction Inc. (CC)
 Class: 1000 Serialized Item Class
 Item: CC-SERIAL1 CC-SERIAL1
 Type: ES Electrical Supplies Show present items only

Serial Number

Serial Number	Description	Location
SNO-000000001	CC-SERIAL1 FIRST SERIAL NUMBER	WHSE
SNO-000000002	CC-SERIAL1 SECOND SERIAL	WHSE
SNO-000000003	CC-SERIAL1 THIRD SERIAL	WHSE
SNO-000000004	CC-SERIAL1 FOURTH SERIAL	WHSE

History

In Date	Out Date	Transaction	Location
23/SEP/2008		Opening Balance	WHSE

Buttons: VBS Codes, Composite Item, Close

Record: 1/? ... <OSC>

Pgm: CISNHQRY- Serial Number Query

The Serial Number Query allows you to view the history of a specific serial number within an item code. The header block allows you to select the item you wish to view.

The screen will then show all the serial numbers associated with the item automatically in the serial number block.

The user may then view the history of each serial number by scrolling through the list and viewing the History block.

Configuring the System

Overview – Configuration

Do not attempt to set up any inventory items until the local tables in the inventory module have been set up. In the local tables the warehouses, access to the warehouses, class and type of costing, special pricing will be set up. Many modules will look to this set up for support, such as purchase orders for user warehouse access and general ledger accounts, inventory class and type.

Default Logon

Inventory - TEST2006 Inventory Logon

Default Company

User

Default Company

Default Warehouse

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

Enter Transaction

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter Default Company Code

Record: 1/1 ... <List of Valu...> <OSC>

Pgm: Ciset- Default Log on

When the Warehouse Location should default to the Receiving and Issuing screens when this user and company are entered select a warehouse code from the LOV. Otherwise leave the **Default Warehouse** field blank.

Defining the Inventory Control File

Pgm: CICTRL- Inventory Control

The Control File screen is used to identify general default information for each company utilizing the Inventory application. Because the control is so detailed an effort has been made to supply you with the general ledger transactions and further explanation of the fields.

The Inventory Control File requires the specification of such things as the default General Ledger Accounts, the default taxes, as well as default pricing and cost method rules.

Enter General Ledger Accounts and Control Set Up

When entering the Inventory defaults into the control screen, remember that you have the ability to override the account information at the Class Level, the Inventory Item Level, and the Item / Type Level.

Journal Code

Enter the Journal Code. This code will track the inventory transactions throughout the module and will be used to record all inventory transactions in the general ledger.

Inventory Asset Account

Enter the main inventory asset account.

The receipt of an inventory item would result in the following transaction:

DR Inventory Asset Account

CR Accrued Inventory Liability / Suspense Account

Revenue Accounts

The system supports three different revenue accounts that are determined by the business partners 'Legal Entity' Type. The 3 sets of department and accounts relate directly to the Legal Entity types of Internal, External and Affiliate.

Set all three revenue values the same if the separating of revenues by legal entity is not required.

Enter the account to post the charge out value of an inventory item to an inventory revenue account.

DR Cost of Goods Sold (@ cost)
CR Inventory Asset Account (@ cost)
DR Job / Expense Account (@ sell price)
CR Inventory Revenue Account (@ sell price)

Write-off Account

Enter the account to post the write-offs against.

The write-off of an inventory item would result in the following transaction:

DR Inventory Write Off Expense Account
CR Inventory Asset Account

Adjustment Account

Enter the account that the system will use to post the increase or decrease in the standard cost value of inventory items when a standard cost update is processed.

When a standard cost update is processed due to a *increase* to the standard cost inventory value the resulting transaction would be:

DR Inventory Asset Account
CR Inventory Adjustment Revenue Account

When a standard cost update is processed due to a *decrease* to the standard cost inventory value the resulting transaction would be:

DR Inventory Adjustment Revenue Account
CR Inventory Asset Account

Variance Account

Enter the account to post the increase or decrease in the value of inventory items when the purchase of a standard cost item is different from the standard cost value of that inventory item.

When a standard cost item is purchased at a higher price than the standard cost value of that item, the resulting transaction would be a

DR Inventory Asset Account
DR Standard Cost Variance Expense Account
CR Inventory Accrued Liability / Suspense Account

When a standard cost item is purchased at a lower price than the standard cost value of that item, the resulting transaction would be a

DR Inventory Asset Account
CR Standard Cost Variance Expense Account
CR Inventory Accrued Liability / Suspense Account

Suspense Account

Enter the account to post the accrued liability during the receipt of an inventory item prior to the receipt of the invoice.

When the inventory item is received into the system, the system will produce the following transaction

DR Inventory Asset Account
CR Accrued Liability Expense / Suspense account

Once the invoice is received in Account Payable, the Accrued Liability will be debited and the Accounts Payable will be credited.

Cost of Goods Sold Account

Enter the account to post the cost value of an inventory item during a charge out.

DR Cost of Goods Sold (@ cost)
CR Inventory Asset Account (@ cost)
DR Job / Expense Account (@ issue price)
CR Inventory Revenue Account (@ issue price)

Current Year and Period

Set the Current Year and Current Period for the Inventory application. The Current Year and Current Period of the Inventory application is set independent of the General Ledger. The Current Year and Current Period are not mandatory fields, however, every application that allows an 'I' distribution will check if Inventory is using a current period and if the transaction being posted in inventory or any other application falls within the period or if it is a closed or future period. If the current year and period are left as null they will be ignored, however, the Allow To Post To Future Periods will be checked.

Specify the Cost Method

The cost method set up in control will default to the Item Class Screen. The inventory item will pull the cost method from the item class not the inventory control.

The system allows you to choose from 4 options:

Standard Cost

Inventory items are valued at a standard cost price regardless of the purchase price.

In this situation a standard cost is associated with the inventory item and any difference in the standard cost and purchase price are recorded in the General Ledger by way of postings to the Standard Cost Variance Expense Account.

FIFO (First In, First Out)

Inventory items valued using the FIFO method will keep track of the cost of each item by the date and time of receipt.

During the Issue of an inventory item the system will select items based on the rule of First In, First Out.

Modified FIFO

Each price level of an Inventory item will be held in a "Cost Batch". The system will create a new cost batch, during receiving if the items price is different than any previously received quantities.

During the Issue of Inventory items the system provides a facility to let the user select from which "cost batch" to sell the item.

This method is not recommended as it does not conform to 'International Financial Accounting Standards'.

Average Cost

Inventory items valued using Average Cost will re-evaluate the cost of an inventory item each time a new item is received.

The system will add the value of the new items into the value of the current inventory and divide by the total number of items.

Average Cost Update Level

The Average Cost method of inventory valuation gives the ability to specify whether to update the average cost of an inventory item by the total inventory or by the inventory within a specified location.

Average Cost Calculation Rule

There are two selections in the drop down list for the Average Cost Calculation Rule 'Life- To-Date' and 'As Of Post Date'. Once a Transaction has been posted, the setting of this field cannot be changed.

- Life-To-Date - Inventory items valued using Average Cost will re-evaluate the cost of an inventory item each time a new item is received. The system will add the value of the new items into the value of the current inventory and divide by the total number of items. The average cost value can be seen in the Location Detail popup from the Item Detail screen.
- As Of Posting Date – The system will calculate the Average Cost each time a item is received into inventory exactly the same way as Life to Date. The difference is that when an item is issued, the system will recalculate the average cost as of the Posting Date of the issue, and use that for the issuing transaction. This method should only be used if the price of the item is extremely volatile or inventory transactions are not recorded in real time. If using this method because transactions are not entered in chronological order, it may result in negative balances.

Item Equipment Usage Code

This option is not in use within the current version of the software

Specify the Default Pricing Rule

Specify whether the default issue and purchase of items is to be based on a fixed price or as a percentage of the item's cost.

The pricing rule default selected in this field will default to the pricing rule for specific inventory classes.

Serialized Items box

Check the serialized items box if most of the inventory items are serialized. Serialized items are inventory items where each instance of the item must be identified individually. An item flagged as 'serialized' will require the specification of a serial number during opening balances, the receipt, issuance, transfer, write-off or physical count of that item.

Leave this field blank if the inventory does not include serialized items or if most of the inventory items are standard items.

Delivery Ticket Format

Enter the printing format for delivery tickets the default value is 'Delivery Tickets for Laser Printer'.

Allow Negative Balances

Use the checkbox when the 'Allow Negative Balances' flag should default as active on the Inventory – Item Master. This will allow more inventory items to be released than is recorded as being in the warehouse. When active the 'Allow Negative Balances' check box will have to be unchecked beside each warehouse in the Items Detail Screen. Allow Negative Balances will not work for items that use the FIFO or Modified FIFO Costing methods.

Allow To Post To Future Periods

This checkbox will be used by all applications where an 'I' distribution is allowed.

The check will be as follows:

Check this box if for this company the user is allowed to post transactions into a period ahead of the current period. The period checks will be as follows:

- Does the transaction posting date fall within the current or future Inventory period
- Does the transaction posting date fall within the company current or future period
- Does the transaction posting date fall within the open periods allowed in GL Period Dates
- Where an 'I' distribution is used the Allow to Post To Future Periods checkbox checked will allow the user to post to the current or future period as shown on the Inventory Control. If the current period is not setup it will be ignored but the checkbox Allow To Post To Future Periods will be looked at. If unchecked an 'I' distribution will not be allowed to a future period
- Is there an inter-company distribution on the transaction being posting. Is the Period Date for this company Open. Does the Inventory control of this company have a period date entered and is the Allow To Post To Future Periods checkbox checked.

[System Parameters] – Button

There are three check boxes available within the parameter pop up. All are optional and may be selected individually.

- Check the Invoice Mandatory at Receipt box
- Check the Item Code Fixed Length box when a standard item code length for all items within this inventory company is required.
- Check the Location Transfer Only box to restrict item transfers to locations and not allow for transfers to item types or classes.

[Tax Defaults] – Button

The system allows the tax defaults both purchase and sales to be specified for inventory items charged out through the system.

The hierarchy for taxes is look to the inventory item, look to the job and then look to the vendor.

Enter the taxes as required. If in Canada, GST must be entered as Tax 1.

[Price Rules] – Button

The system allows you to specify whether you wish to value inventory items at the cost price or the sell price when you issue and buy back inventory items. Beyond this, you have the ability to specify the required value depending on whether you are issuing to or buying back from the General Ledger, Job Costing or Equipment Costing.

Defining Inventory Locations

Company

Company

Location

Code	Name	Type	Control Location	Dept	Invoice Series
WHSE	Main warehouse	Warehouse		00	
YARD	Stock Yard	Warehouse		00	

Enter Location Code

Record: 1/2 ... <OSC>

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

Enter Transaction

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Pgm: CILOCFM- Inventory Location Form

This program is used to set up the Locations that will be used to store inventory items. Inventory locations can be set up as Warehouses or Bin Locations.

User restrictions are attached to warehouse locations. For this reason, locations set up as 'Bins' must be controlled by a warehouse location thereby inheriting the user restrictions of the controlling warehouse.

A department set up for a location will be picked up from this table when a transaction for the location is posted.

Location Code and Name

Enter a unique location code and name. The code allows for 7 characters and the name 60.

Location type

The system allows for the selection of 2 different location types;

Warehouse - A Warehouse location is a location within the Inventory application that allows for the application of user restrictions during transaction entry, transaction approval and transaction posting. Select the Warehouse type to restrict user access on this location.

Bin location - A Bin Location is a specific element within a warehouse location. Bin Locations must be controlled by warehouse locations and thus inherit the user restrictions of that location.

Controlling Location

Location codes can be hierarchical. By specifying a controlling location code, different codes will group together to provide varying degrees of detail.

Leaving the field blank in the Controlling Location field distinguishes this code as the highest level of the structure.

Bin locations must be controlled by a warehouse location and will inherit the restrictions of that warehouse location.

Department Code

Enter the department to debit or credit when posting transactions to the location.

Warehouse Access

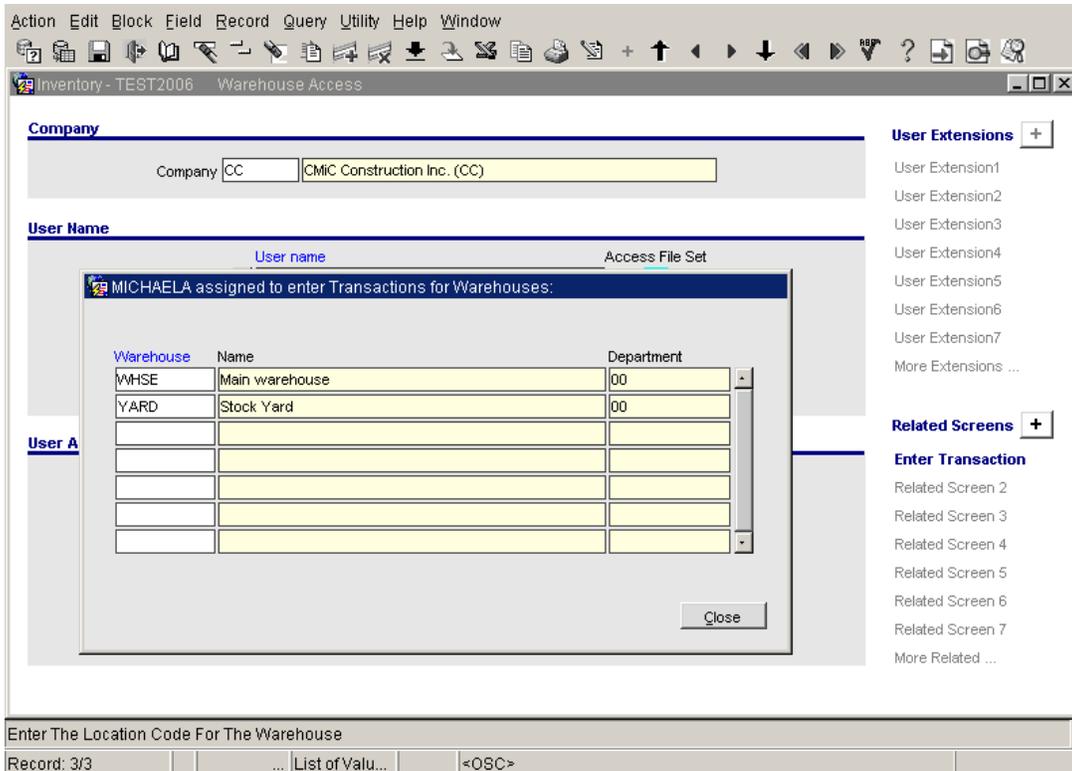
The screenshot displays the 'Warehouse Access' configuration window. At the top, there is a menu bar with 'Action', 'Edit', 'Block', 'Field', 'Record', 'Query', 'Utility', 'Help', and 'Window'. Below the menu is a toolbar with various icons. The main window title is 'Inventory - TEST2006 Warehouse Access'. The 'Company' section shows 'Company' as 'CC' and 'CMIC Construction Inc. (CC)'. The 'User Name' section is a table with columns 'User name' and 'Access File Set':

User name	Access File Set
MICHAELA	<input type="checkbox"/>
MURRAY	<input checked="" type="checkbox"/>
OLIVERA	<input type="checkbox"/>
PETERC	<input type="checkbox"/>
RAVI	<input checked="" type="checkbox"/>

The 'User Access Detail' section has three rows: 'Transaction Entry', 'Transaction Approval', and 'Transaction Posting'. Each row has radio buttons for 'All WH' and 'Selected WH', and a 'Select WH' button. The 'Selected WH' option is selected for all three. On the right side, there are two expandable sections: 'User Extensions' (listing User Extension1 through User Extension7 and 'More Extensions ...') and 'Related Screens' (listing Related Screen 2 through Related Screen 7 and 'More Related ...'). At the bottom, there is a status bar showing 'Record: 14/24' and '<OSC>'.

Pgm: CIUROLE – Warehouse Access – All Warehouses

Every User must be granted access to inventory locations or warehouses. If access has not been granted to a user, an error message will be generated, when the user attempts to enter an inventory item throughout the Enterprise system.



Pgm: CIUROLE – Warehouse Access – Specific Warehouse Access

User Code

Select the user code for the user whose access is being defined by placing the cursor at the user's name.

The line will be highlighted, however, the 'Access File Set' check box is a system activated flag when the User Access Detail is complete.

Warehouse Restrictions

The system allows you to indicate if you want this user to access "All Warehouse" (All WH) locations or "Selected Warehouse" (Selected WH) locations for each transaction type.

If you check the selection for All Warehouses the selected user will have full access to all warehouse locations within the system.

If you check the "Selected Warehouse" box, then you will have access to the [Select Warehouse Button] where you can enter each individual location for which this user can have access. Only those locations that have been flagged as Warehouse will display.

You may specify the warehouse access independently for Transaction Entry, Transaction Approval and Transaction Posting.

Write Off Reasons

Inventory - TEST2006 Reason for Write-Off

Language

Company CC CMIC Construction Inc. (CC)

Reason

Damaged
Lost
Non-Compliant

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

PO Printing

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter Text To Describe A Write-Off Reason (Up To 120 Characters)

Record: 3/3 ... <OSC>

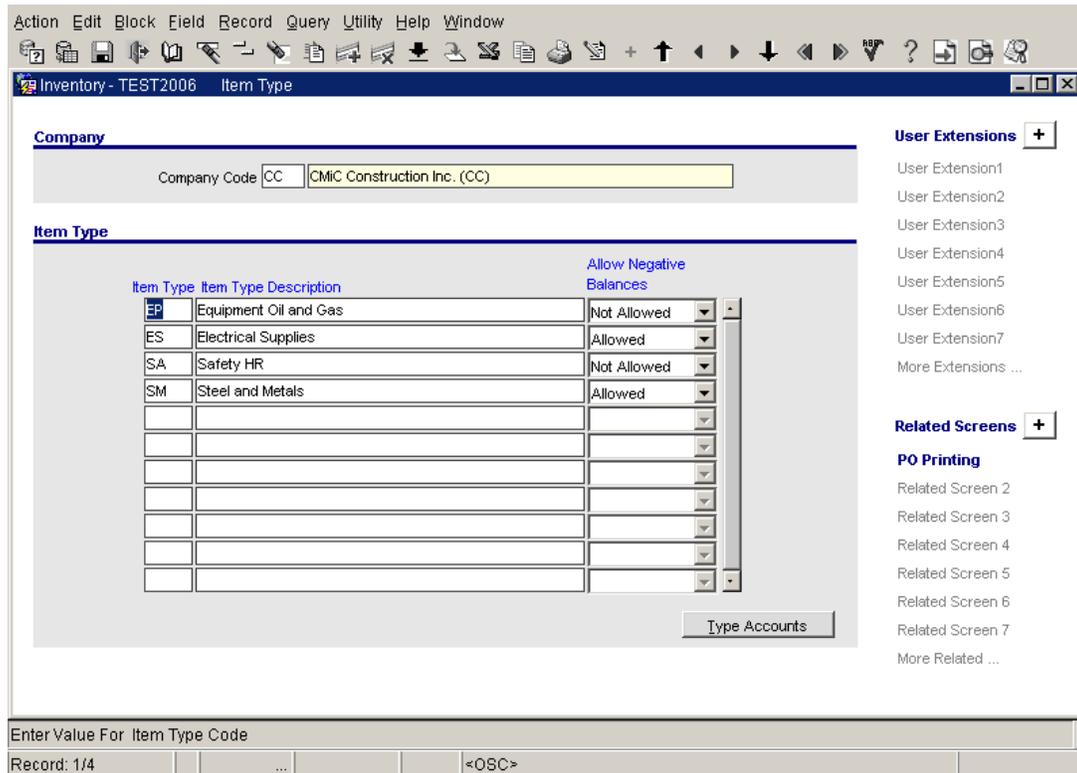
Pgm: CIWRIRES – User Defined Write Off Reasons

Use this screen to enter user-defined standard write off reasons. These reasons will be used in the Write Off screen.

Write Off Reason

Enter a descriptive explanation for the write off reason, standard reasons would be 'Damaged, Missing, Out of Date....'

Item Types



Pgm: CIITMTYP – Inventory Item Type

Inventory Item Types can identify the “cost and sell” elements that are specific to an inventory item. Item Types are used in combination with Inventory Items to identify the inventory value and posting controls during inventory processing. At this level the default can be entered for allowing ‘Negative Inventory’.

All Inventory processing requires the entry of both an inventory item and inventory type. For this reason, at least one inventory type must be created to associate inventory items.

Item Type Code & Description

Enter a user – defined code that represents the Item Type being defining. The code can consist of a maximum of 2 alphanumeric characters in length. The description can consist of a maximum of 30 alphanumeric characters in length.

Allow Negative Balances

If the items that will be assigned to the type could have a negative inventory situation then set the default to ‘Allowed’ otherwise select ‘Not Allowed’.

[Type Accounts] – Button

If the accounts set up in the inventory are going to be used the [Type Accounts] button should not be used. When the inventory items associated with this type require a different account set press the [**Type Accounts**] button. An account pop up will appear and the general ledger accounts can be selected from the account list LOV.

Inventory Classes

Pgm: CICLASS – Inventory Class Screen

Inventory Classes define different inventory groups. In this screen, set up the inventory class to be used to group inventory items for reporting purposes.

The cost method will be taken from the Inventory Class Screen not the Inventory control. All of the fields excluding class default from the inventory control file and can be changed for each class or accepted as is.

Inventory Class Code

Enter a user-defined code and name for the inventory item class being defined. The code can consist of a maximum of 4 alphanumeric characters in length. The name can consist of a maximum 30 alphanumeric characters in length.

Controlling Class

Classes *can* be hierarchical.

Leave this field blank to distinguish this code as one at the highest level of the class structure.

By specifying a controlling class, different classes will group together to provide varying degrees of detail. Select the 4 character controlling class from the LOV.

Default Accounts

The general ledger accounts default from the inventory control. Modify the Accounts as required for the class.

Cost Method

The cost method assigned in this screen will be the cost method all inventory items under this item class will use. This method defaults from the inventory control but can be changed in this screen.

Should an Item class require changing at a later time it will be done in the item class screen not on the inventory item screen.

The system allows 4 options: Standard Cost, FIFO, Modified FIFO and Average Cost.

Average Cost Update Level, Issue At Method, Buy Back Method, Serialized box

All of the above fields are defaulted from the inventory control and can now be changed should the item class require a different definition.

Sales Code

Checked it will mark inventory items using this class as generic items that will require an actual inventory item and location to be associated to. Any transaction will go to the inventory item not the item having the Sales Code checkbox checked.

Production

Checked will mark the item class as a production item used in Materials Management. The main feature of a production item is that it can be associated with a job costing phase, and the inventory item will increase when the associated phase quantity is posted. A Production item can be a regular inventory item or a composite item. Composite items will have components assigned to it however a composite item that is also marked as a production item cannot be assembled nor disassembled using existing inventory options. Also unlike regular composite items production composite items allow for alternate units of measure and negative balances. The main difference between regular composite items and production items will be that the cost of components of a production composite item will be transferred into this item unlike the case of inventory composite items where costs always reside on the components.

NOTE: A change made at the item class level will not propagate down to existing inventory items.

Composite Items

Composite items are 'whole' inventory items constructed of many other inventory items described as components.

Inventory items flagged as composite will require an item specification where the components that make up that item must be identified.

Composite items can be serialized where the system will require that at least one of the components that make up the composite item is serialized.

If the inventory items within this class are composite items and not components click the [Composite] flag.

Leave this field blank if the inventory items within this class are not composite items.

NOTE: The selection made in this field will default to the Item Master composite selection and can be changed on an item-by-item basis.

Partial Checkbox

Check this box if the assembly of the composite items within this class allow for partial assembly.

When 'Composite' items box has been checked, the 'Partial' box will indicate whether the composite items that being defined within this class allow for partial assembly.

Composite items must be assembled when they are issued. The assembly process allows for 'full' assembly or 'partial' assembly.

- Full assembly requires the existence of each component in the specified quantities for the assembly of the composite item.

- Partial assembly allows for the assembly of the composite item without the necessity of all components in the exact quantities specified.

Returnable Checkbox

This field is used as reference only. Check the Returnable box if the items within the class being defined must be returned to the vendor after use.

Allow Negative Balances

The setting of the flag has defaulted from the inventory control. It can now be reset to the item class rule. The flag will default to the inventory item screen once class has been identified.

[Taxes] – Button

The taxes pop up will be populated from the inventory control. If the taxes for the item class are different press the [Taxes] button and make the changes. Remember the tax hierarchy inventory, job and vendor.

Production Credit JC Category

This category will be used in cost transactions against the job costing phase associated to the production inventory item in material management production.

[Equipment Default] – Button

Comp	Transaction Code	Transaction Code
CC	FUEL	

The equipment default popup will associate equipment transaction codes and categories to inventory items. This association will be used in the Quick Issue To Equipment screen found in the Preventive Maintenance Utility menu, where a mass inventory issue to equipment may be created and posted.

NOTE: A change made at the item class level will not propagate down to existing inventory items.

Customer PO Numbers

Inventory - TEST2006 Customer PO Numbers

Company

Company: CC CMIC Construction Inc. (CC)

Customer: ARBYS Arby's Restaurants Inc

PO Numbers

Customer PO#	Description	Closed
PO-1234567	Customer PO for Hinges	<input type="checkbox"/>
		<input type="checkbox"/>

Enter The Customer PO Number

Record: 1/1 ... <OSC>

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

Enter Transaction

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Pgm: CICUSTPO – Customer PO Number

This screen is used to enter Customer PO numbers that have a contracted pricing agreement. These PO numbers may then be used in the Item Price Lists form. If there is no unique pricing negotiated by customer and PO number then do not enter any data on this screen.

The customer purchase order numbers will be used when entering a sales invoice directly from the inventory module.

Customer Code

Enter / Select the Customer Code for the customer who has issued a purchase order.

Customer Purchase Order Number

Enter the customer defined purchase order and description. The purchase order number can consist of a maximum of 11 alphanumeric characters. The description can consist of a maximum of 30 alphanumeric characters.

Close the PO Number

When a customer's Purchase Order number is no longer active check the Closed check box.

Checking the Closed check box indicates to the Inventory System that the associated item pricing is no longer valid.

Item

Enter/Select the Item code for the item to which you are defining pricing on this detail line.

Enter/Select the '*' to indicate that the Markup/Pricing that you are defining on this line will apply to all the items (within the class specified in the previous field) within your inventory.

Item Type

Enter/Select the Item type for the item to which you are defining pricing on this detail line.

Enter/Select the '*' to indicate that the Markup/Pricing that you are defining on this line will apply to all the items types (within the class and item code specified in the previous fields) within your inventory.

Pricing Method

Select the pricing method that best applies to the line that you are defining. The system allows you to select from the following options: Price and Percentage

Customer PO Number

Enter a unique Customer PO number to apply this pricing to, or enter '*' to indicate all purchases for the customer containing the prior parameters.

Enter the Amount or Percentage

Enter the price for the item. If the Pricing method is PRICE otherwise enter the markup of Cost percent. For example 125 = 25% markup on cost.

Job Issue Price List

Inventory - TEST2006 Issue Price by Job Maintenance

Select Company

Company CMIC Construction Inc. (CC)

Enter Prices

Effective Date	Job Code	Item Class	Item Code	Item Type	Location	Pricing Method	Price
010109	CF-0407-00	ST	METAL BOLTS	SM	WHSE	Price	6.15
101907	CC-TOWER	ST	HINGE-ASSY	SM	WHSE	Price	9.87
010109	C06-1022	ST	METAL BOLTS	SM	WHSE	Percentage	150.00
010109	C06-1005	ST	METAL BOLTS	SM	WHSE	Price	4.85

Job Name Item Class Name

Item Name Item Type Name

Location Name

Enter Effective Date for the Item Price

Record: 1/4 ... <OSC>

Pgm: CIISPMNT – Job Price List

The Job Issue Price List allows the user to create a unique price for an item starting on a specific date for issue to a specific job. Also, the buy back price may be set against the job, if required.

Effective Date

Enter the date the price is effective as of.

Job Code

Enter/Select the Job Code required. If all jobs are to have the same price for the items or item type then enter '*'.

Item Class

Enter/Select the Item Class. If all items classes are to be applied then enter an '*'.

Item Code

Enter/Select the item code to be given a unique price. You may enter an '*' in this field to indicate all items but this would not be the normal entry, usually you would be setting the price to the job(s) by item.

Item Type

Enter/Select the item Type to be given a unique price. You may enter an '*' in this field to indicate all item types.

Location

Enter/Select the item Location to be given a unique price. You may enter an '*' in this field to indicate all item locations. This allows the same item from different warehouses to be charged at different prices to the same job.

Selling Price

Select the pricing method and then enter the price or percentage as explained below. This is a mandatory field.

Pricing Method

The system allows for two methods, one is a direct price where the price is entered in the next field, the 2nd method is a percentage or markup method that allows for the entry of a markup percent. This markup is against the cost of the item.

Price or Percentage

Enter the issue price for the item/job combination, if the Pricing method is 'Price'; otherwise enter the markup of Cost percent. [For example: 125 = 25% markup on cost.]

Buy back price

Select the pricing method and then enter the price or percentage for buy back price as explained below. This is not a mandatory field. Users may leave this blank, so that the program takes the buy back price from item detail. During the buy back entry (for example: Issue without requisition against a job with a negative quantity), the program always adds the re-stocking charge from the item detail, if present

Pricing Method

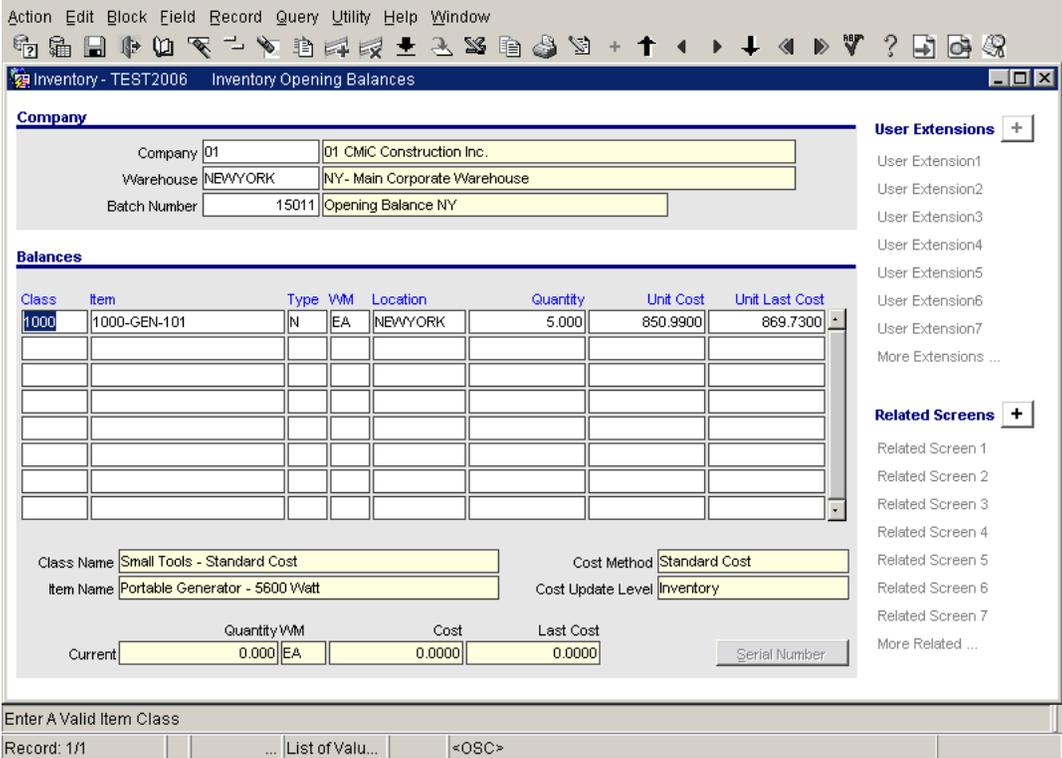
The system allows for two methods, one is a direct price where the price is entered in the next field, the 2nd method is a percentage or markup method that allows for the entry of a markup percent. This markup is against the cost of the item.

Price or Percentage

Enter the buy back price for the item/job combination, if the Pricing method is 'Price'; otherwise enter the markup of Cost percent. [For example: 125 = 25% markup on cost.]

Utilities

Opening Balances



Pgm: CIOPBAL – Entering Opening Balances

The Opening Balance programs available on the Utility menu are usually only used when the inventory system is first defined. The system allows for the entering of the current Qty and Price of items that are already in stock. This program will only allow the entry of quantities against item/location combinations that have no inventory quantity. Zero is an inventory quantity.

NOTE: During implementation, the General Ledger Accounts may have been pre-populated with imported data. Hence, posting opening balances does NOT create any GL entries to the 'Inventory Assets' account. Also, the posting is for creating Inventory Item quantities and setting up the standard or average cost of the inventory items in the system.

As an exception, if required, users with access to this utility, must manually create GL transactions to the Inventory asset accounts, to post the inventory amounts to GL.

Warehouse

Enter the code for the Warehouse that stores the items you wish to define.

Batch Number

See the section on creating batches in the processing section of this manual for further details.

Class

The Class Code is not a required field, but if it is entered it will limit the LOV on the Item field to only items within the class. This field will be backfilled when an Item Code is entered if left blank.

Item Code and Type

Enter item code and type. The system will verify once the item type is entered that there are no existing transactions for the item. If transactions exist, the system will not allow the item to be entered.

Item Location

The Item location field will default from the company block. This is a required field. This field will only display locations already assigned to the item entered. This field is also restricted according to WHS security.

Enter the Quantity

Enter the quantity of the item for which you are entering the opening balance

Enter the Cost

This is the field that determines the cost for the item for Standard Cost, Average Cost and FIFO items. This value will become the base for the 'Issue' price of any item entered. This field is not available for Modified FIFO items as the cost is manually entered for items with this type.

Note: Once a balance exists for a standard cost item, you are no longer able to enter an amount into the cost field.

Enter the Last Cost

Enter the Last Cost paid for this item, this is for reference only.

Assigning Serial Numbers

Class	Item	Type	Location	Qty
1000	1000-GEN-101	N	NEWYORK	5.00

Name: Portable Generator - 5600 Watt

Company: [] [] [] []

Serial Number	Description
745-098-33V56	Mastercraft

Buttons: Delete, Accept, Close

If the item entered in the 'balances' block is defined as Serialized the [Serial Button] will become enabled. When this button is activated the Serial Number window will open. The system requires that there be the same number of serial numbers entered as the quantity entered on the transaction.

Delete Unposted Batches

The screenshot shows a software window titled 'Inventory - PTF2006 CI Unposted Batch Deletion'. The main area is titled 'Select Batches' and contains the following elements:

- Company:** A dropdown menu with 'RC' selected, and a text field containing 'RC-Construction Co'.
- From Batch:** A text field.
- To Batch:** A text field.
- Selection Rows:** Four empty horizontal bars for selecting a range of batches.
- Delete Button:** A button labeled 'Delete' at the bottom right of the selection area.

On the right side, there are two panels:

- User Extensions:** A list with a '+' icon, containing 'User Extension1' through 'User Extension7' and 'More Extensions ...'.
- Related Screens:** A list with a '+' icon, containing 'Related Screen 1' through 'Related Screen 7' and 'More Related ...'.

At the bottom of the window, there is a status bar with the text 'Enter The Company Code', 'Record: 1/1', and '<OSC>'.

Delete Unposted Batches form (DELBATCI.fmx)

A generic utility similar to other application modules to delete un-posted batches is available in CI as well. This utility is available under the Utilities menu in the Inventory module. Users can perform the deletion of Inventory batches created by them. Also this form uses the privilege CIPB (Allows the user access to CI batches belonging to other users), so that, users with this privilege assigned will be able to delete the batches created by other users as well.

Company

Enter or select from the LOV, the batch company code.

From Batch

Select from the LOV the starting batch number for deletion.

To Batch

Select from the LOV the batch number up to which the deletion is required.

[Delete] – Button

This will delete all the un-posted inventory batches in the range of the selection.

Change Batch Post Date

The screenshot shows a software utility window titled "System Tables Maintenance - TEST2006 Change Batch Post Date". The main area is labeled "Posting Options" and contains several input fields and a dropdown menu. The fields are: Application (CI, Inventory), Company (CC, CMIC Construction Inc. (CC)), Batch Type (Opening Balance), Batch Number (15122, Opening Balances), Current Posting Date (19/NOV/2008), and New Posting Date (20/NOV/2008). A button labeled "Update Post Date" is located at the bottom right of the main area. On the right side of the window, there are two sections: "User Extensions" with a plus sign, listing User Extension1 through User Extension7 and "More Extensions ..."; and "Related Screens" with a plus sign, listing Related Screen 2 through Related Screen 7 and "More Related ...". At the bottom of the window, there is a status bar with the text "Enter Company Code", "Record: 1/1", and "<OSC>".

PGM: SYS_POST_DATE_CHANGE – Change Batch Post Date

A generic utility is available in AP, JC, SC, PY, PYC, CI, CM and PRM that allows a new batch post date to be applied to an already posted batch. This will reverse the original posting by creating a negating transaction in all affected sub-ledgers and creating a new transaction as of the new posting date. The new batch will use the original posting batch number. Where multiple post dates within a batch are affected the new batch will have one post date only. In Job Costing there will be no recalculation of the projections. This screen uses a privilege which is varied for each application i.e. PSTCHGCI.

Company

Enter or select from the LOV batch company code.

Batch Type

Select from the Batch Type dropdown list the batch type that will be given a new post date. The options are Opening Balance, Composite Item Processing (Full), Composite Item Processing (Partial), Transfer Between Releasing Places, Non-Requisition Issues, Physical Count, Release or Issue Allocated Items, Inventory Receipt, Requisition Issues, Inventory Sales, Standard Cost Updates, Transfers and Write Offs.

Batch Number

Enter or select from the LOV the batch number that will be given a new post date.

Current Posting Date

The current posting date will display the actual posting date of the batch. The current posting date will change to the new posting date after Update Post Date has been processed.

New Posting Date

Enter the new posting date that will be applied to the selected batch.

Update Post Date

Press [**Update Post Date**]. This will apply the new post date to the batch, the original transaction will be marked with the change date (system date) as will the reversing entry. The new transaction will show the post date with the new post date and the change date as null leaving the transaction available for the post date to be changed again, if required. General rules will be followed i.e. not posting to a closed GL or CI period.

Change Batch Post Date Query

App	Batch	Batch Name	Type	Description	Old Post Date	New Post Date
CI	8828	Testing	REQ	Requisition Issues>Returns	10/JAN/2007	15/FEB/2007
CI	8835	011507	BAL	Opening Balance	08/FEB/2007	15/JAN/2007
CI	8836	test	RC	Inventory Receipt	08/FEB/2007	13/MAR/2007
CI	8863	Testing	BAL	Opening Balance	09/FEB/2007	15/JAN/2007
CI	8864	TEST	RC	Inventory Receipt	09/FEB/2007	23/MAR/2007
CI	8865	TEST	OUT	Non Requisition Issue	16/FEB/2007	13/MAR/2007
CI	8866	TEST	RAL	Release Or Issue Allocate	09/FEB/2007	09/APR/2007

PGM: SYS_POST_DATE_CHANGE_QRY – Change Post Date Query

A generic utility query is available providing an audit table for changed batch post dates. The query is available in all applications where the Changed Batch Post Date utility is available. AP, JC, SC, PY, PYC, CI, CM and PRM.

Index

(
(Optional) Customer PO Numbers	73

A

Adding Item Detail	8
--------------------------	---

C

Change Batch Post Date	81
Change Batch Post Date Query	82
Changing Account and Restocking Detail	12
Closing a Requisition Line	22, 32
Composite Item - Full Assembly	51
Composite Item - Full Disassembly	53
Composite Item - Partial Assembly and Partial Disassembly	54
Composite Item Specification	49
Composite Items	
Create Item Detail	49
Create Item Master	49
Full Assembly	51
Full Disassembly	53, 54
Overview	49
Configuring the System	59
Create the Components in Item Detail	49
Create the Item Master	3, 49
Creating a Batch	14
Creating a Transfer Requisition	29
Creating Inventory Items	3
Creating the Count Worksheets	41
Customer PO Numbers	73

D

Default Logon	59
Define the Composite Item Specifications	50
Defining Inventory Locations	65
Defining the Inventory Control File	60

Delete Unposted Batches.....	80
Direct Inventory Receipts.....	35

E

Entering the Count.....	43
Entering the Issue.....	21
Entering the Issue Details.....	23
Executive Query.....	55

F

Functionality.....	1
--------------------	---

I

Inventory.....	1
Inventory Classes.....	70
Inventory Counts.....	41
Inventory Item Location Detail.....	12
Inventory Locations.....	65
Inventory Transfer Requisition.....	29
Inventory Transfers without Requisitions.....	33
Issue Against Requisition	
Substitute Item.....	22
Issue Against Requisition	
Cost Batch Specification.....	22
Issuing Against a Requisition.....	21
Issuing Allocated Items.....	24
Issuing Stock from Inventory.....	21
Issuing without a Requisition.....	23
Item Price List.....	74
Item Query.....	56
Item Types.....	69

J

Job Issue Price List.....	76
---------------------------	----

M

Managing Inventory.....	35
-------------------------	----

O

Opening Balances.....	78
Optional) Job Issue Price List.....	76
Overview - Composite Items.....	49
Overview - Configuration.....	59
Overview - Inventory.....	1
Overview - Inventory Items.....	3
Overview - Selling Inventory.....	45
Overview - Transferring Stock.....	29

Overview - Working With Batches	13
---------------------------------------	----

P

Physical Count Entry	43
Physical Count Procedure.....	41
Physical Count Worksheets	41
Posting a Batch.....	17
Posting the Sales Invoice.....	47
Print the Edit List.....	47
Print/Re-printing Posting Reports	18
Printing Delivery Tickets	27
Printing the Worksheet.....	42

Q

Queries.....	55
--------------	----

R

Recording Serial Numbers.....	32, 34
Reviewing Batch Entries.....	16

S

Sales Invoice Entry	45
Sales Invoice Posting	47
Selecting a Batch for Use	15
Selling Inventory	45
Serial Number Query	58
Specifying a Cost Batch	22
Substituting an Item	22, 32

T

Transaction Query.....	57, 58
Transfer against Request	
Substitute Item.....	32, 34
Transfer against Requests.....	31
Transferring against Requisitions.....	31
Transferring Stock	29

U

Updating Standard Costs	37
Utilities	78

W

Warehouse Access	66
Working with Batches.....	13
Working with Composite Items	49

Write Off Reasons	68
Writing Off Inventory	38
