Oracle® Retail Store Inventory Management

User Guide

Release 13.0

April 2008

Oracle® Retail Store Inventory Management User Guide, Release 13.0

Primary Author: Rich Olson

Value-Added Reseller (VAR) Language

(i) the software component known as **ACUMATE** developed and licensed by Lucent Technologies Inc. of Murray Hill, New Jersey, to Oracle and imbedded in the Oracle Retail Predictive Application Server – Enterprise Engine, Oracle Retail Category Management, Oracle Retail Item Planning, Oracle Retail Merchandise Financial Planning, Oracle Retail Advanced Inventory Planning and Oracle Retail Demand Forecasting applications.

(ii) the **MicroStrategy** Components developed and licensed by MicroStrategy Services Corporation (MicroStrategy) of McLean, Virginia to Oracle and imbedded in the MicroStrategy for Oracle Retail Data Warehouse and MicroStrategy for Oracle Retail Planning & Optimization applications.

(iii) the **SeeBeyond** component developed and licensed by Sun MicroSystems, Inc. (Sun) of Santa Clara, California, to Oracle and imbedded in the Oracle Retail Integration Bus application.

(iv) the **Wavelink** component developed and licensed by Wavelink Corporation (Wavelink) of Kirkland, Washington, to Oracle and imbedded in Oracle Retail Store Inventory Management.

(v) the software component known as **Crystal Enterprise Professional and/or Crystal Reports Professional** licensed by Business Objects Software Limited ("Business Objects") and imbedded in Oracle Retail Store Inventory Management.

(vi) the software component known as **Access Via™** licensed by Access Via of Seattle, Washington, and imbedded in Oracle Retail Signs and Oracle Retail Labels and Tags.

(vii) the software component known as **Adobe Flex™** licensed by Adobe Systems Incorporated of San Jose, California, and imbedded in Oracle Retail Promotion Planning & Optimization application.

(viii) the software component known as **Style Report™** developed and licensed by InetSoft Technology Corp. of Piscataway, New Jersey, to Oracle and imbedded in the Oracle Retail Value Chain Collaboration application.

(ix) the software component known as **WebLogic™** developed and licensed by BEA Systems, Inc. of San Jose, California, to Oracle and imbedded in the Oracle Retail Value Chain Collaboration application.

(x) the software component known as **DataBeacon™** developed and licensed by Cognos Incorporated of Ottawa, Ontario, Canada, to Oracle and imbedded in the Oracle Retail Value Chain Collaboration application.

Contents

Preface

The Oracle Retail Store Inventory Management User Guide describes the application user interface and how to navigate through it.

Audience

This document is intended for the users and administrators of Oracle Retail Store Inventory Management. This may include merchandisers, buyers, and business analysts.

Related Documents

For more information, see the following documents in the Oracle Retail Store Inventory Management Release 13.0 documentation set:

- Oracle Retail Store Inventory Management Data Model
- Oracle Retail Store Inventory Management Handheld Terminal Quick Reference Guide
- Oracle Retail Store Inventory Management Implementation Guide
- Oracle Retail Store Inventory Management Installation Guide
- Oracle Retail Store Inventory Management Licensing Information
- Oracle Retail Store Inventory Management Online Help
- Oracle Retail Store Inventory Management Operations Guide
- Oracle Retail Store Inventory Management Release Notes

Customer Support

https://metalink.oracle.com

When contacting Customer Support, please provide the following:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received
- Screen shots of each step you take

Review Patch Documentation

For a base release (".0" release, such as 13.0), Oracle Retail strongly recommends that you read all patch documentation before you begin installation procedures. Patch documentation can contain critical information related to the base release, based on new information and code changes that have been made since the base release.

Oracle Retail Documentation on the Oracle Technology Network

In addition to being packaged with each product release (on the base or patch level), all Oracle Retail documentation is available on the following Web site:

http://www.oracle.com/technology/documentation/oracle_retail.html

Documentation should be available on this Web site within a month after a product release. Note that documentation is always available with the packaged code on the release date.

Conventions

Navigate: This is a navigate statement. It tells you how to get to the start of the procedure and ends with a screen shot of the starting point and the statement “the Window Name window opens.”

> **Note:** This is a note. It is used to call out information that is important, but not necessarily part of the procedure.

```
This is a code sample
    It is used to display examples of code
```

A hyperlink appears like this.

1

Oracle Retail Store Inventory Management

Oracle Retail Store Inventory Management allows store personnel to quickly and easily perform an array of in-store operations to receive merchandise, manage physical inventories, conduct stock counts, order stock, or transfer stock.

Store managers and personnel can quickly and easily perform an array of in-store operations:

- Receive merchandise
- Replenish stock
- Manage physical inventories
- Look up product information
- Transfer or return stock

Store Inventory Management provides store employees with the information and flexible capabilities that are needed to convert shoppers into buyers and maintain optimal inventory levels.

Business Process

The following are the SIM modules:

Administration

- Product Group and Schedule
- Ad Hoc Stock Counts
- SIM Stores
- Store Admin
- System Admin
- Formats
- Printer selection

Shipping and Receiving

- Direct Delivery
- Warehouse Delivery
- Transfers
- Returns

Inventory Management

- Inventory Adjustments
- Sequencing
- Stock Counts
- Item Requests
- Pick Lists
- Store Order

- Price Change
- Item Ticketing

Lookups

- Item Lookup
- Supplier Lookup
- Container Lookup

Reports

- Reports

Log In, Log Out, and Exit SIM

The way that you start SIM depends on how SIM is set up at your location. Contact your system administrator for instructions. After you have started SIM, the SIM Login window opens.

SIM Login Window

Log In to SIM

1. Enter your user ID.
2. Enter your password.
3. Click **Login**. If your login ID and password are authorized for one store, the main menu opens.

> **Note:** If your login ID and password are authorized for more than one store, see the topic "Select a SIM Store."

Log Out of SIM

From the main menu, click **Logout**. You are logged out, and you return to the SIM Login window.

At this point, you or another user can log in, or you can exit SIM.

Exit SIM

1. From the SIM Login window, click **Exit**. A message is displayed: “Are you sure you want to exit the application?”
2. Click **Yes**. SIM closes.

Select a SIM Store

If your login ID and password allow you to access more than one SIM store, the Store Selection window opens after you click **Login**.

Store Selection Window

1. From the drop-down list, select the store that you want to access.
2. Click **OK**. The main menu opens.

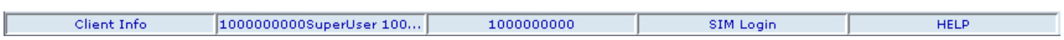
During your SIM session, the main menu includes a store selection drop-down list. To change to a different store, return to the main menu and select the store you want.

Navigate in SIM

This section describes some features of SIM that help you navigate through SIM and enter or select data.

Use the SIM Status Display

The bar at the bottom of every window provides status information, access to online help, and access to detailed user information.



SIM Status Display

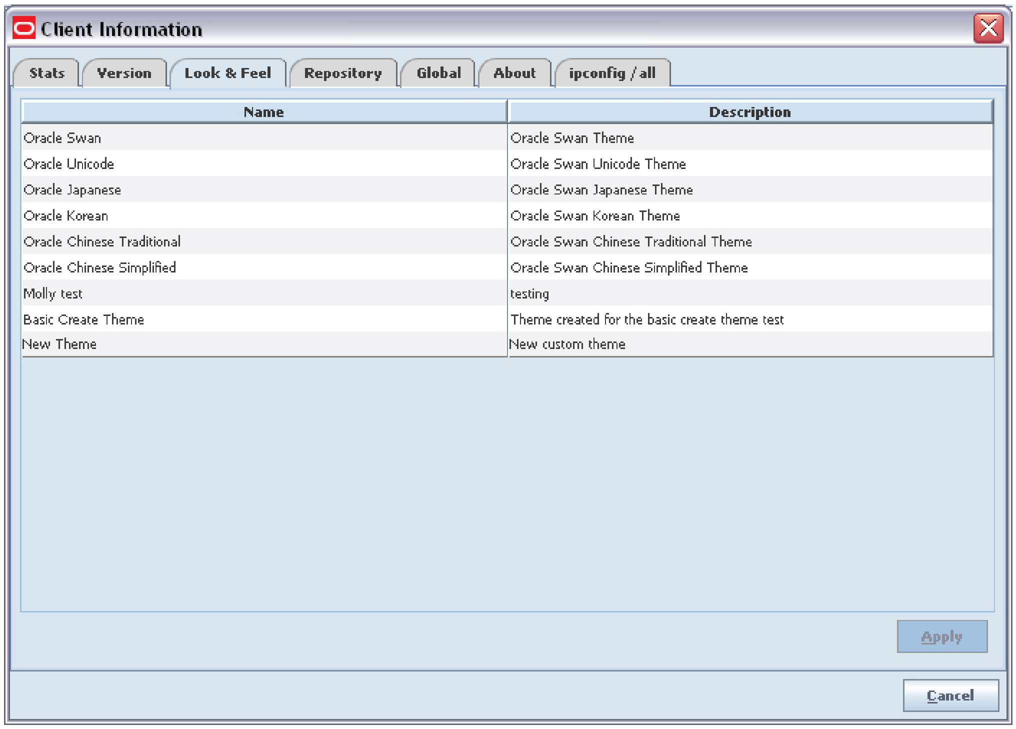
- Double-click the first panel to display the Client Information window. Through the Client Information window, you can select a display theme to customize the appearance of the SIM interface. The Client Information tabs also display many details about the software version, user PC, and network connections.
- The second panel shows the identity of the user who is currently logged in.
- The third panel shows the store number.
- The fourth panel shows the name of the current window.
- Double-click the HELP panel to display SIM online help in your Web browser.

Select a Display Theme

A theme controls how the user interface appears. In addition to the standard SIM theme, you can have customized themes that use your company logo, different colors, different fonts, and different icons. Through the Client Information window, you can select a theme from those available for your use.

To select a theme:

1. In any SIM window, double-click **Client Info** in the bottom left corner of the window. The Client Information window opens.
2. Click the **Look & Feel** tab.



Client Information Window - Look & Feel Tab

3. On the list of themes, click the theme you want to use.
4. Click **Apply**. Your selected theme is applied.
5. Click **Cancel** to close the Client Information window.

Use a Drop-Down List

Some fields can accept values only from a predefined list of options. These fields have a down arrow button on the right side of the field.

1. Click the down arrow button. A drop-down list of options displays.
2. Select a value from the drop-down list. The selected option is entered in the field.

If you type a value into a field with a drop-down list, SIM automatically positions to the first item in the drop-down list that begins with the characters you enter. For example, if you type 'stock' in a field with a drop-down list, SIM automatically positions to the first list item that begins with 'stock'.

Selections in drop-down lists are sorted in alphanumeric order, character-by-character. The sort sequence follows this pattern:

0

1

...

10

11

...

2

...

A

...

Select Multiple Options from a List

Sometimes you may want to select more than one option from a list of values.

Select Items That Are in a Sequence

1. Select the first item in the sequence to highlight it.
2. Hold down the **Shift** key, scroll to the last item you want to include, and select it. Sequential items are selected.

Select Multiple Options That Are Not in a Sequence

1. Select the first item in the sequence to highlight it.
2. Hold down the **Ctrl** key and select all items in the drop-down list that you want to include.
3. When you have selected the items you want, click **OK**. Multiple items are selected.

Use Keyboard Shortcuts

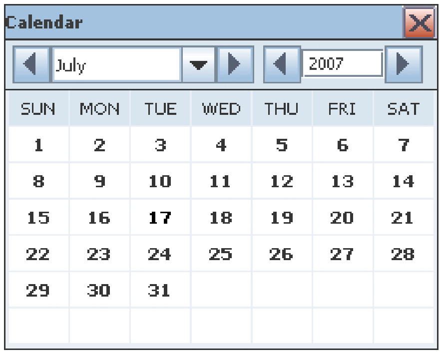
You can use the keyboard shortcuts listed below.

Function	Key
Next Field	Tab
Previous Field	Shift + Tab

Use the Calendar to Look Up a Date

The calendar allows you to view a monthly calendar and select a date. The button is found to the right of a date field. When you select a date from the calendar, SIM enters the date for you in the correct format.

1. Click . The Calendar window displays the current month and year.



Calendar Window

2. Select the month and year:
   - To choose a previous date, click next to the month or year.
   - To choose a future date, click next to the month or year.
3. Select the date you want on the calendar.
4. Click **OK**. The selected date is entered in the date field.

Sort and Filter Information

SIM allows you to sort and filter data so that you can view just the information you want.

Filter Information

For many windows, you can use filters to select the information to be displayed. Click the **Filter** button to open a window in which you can specify criteria to limit the information that you view.

Filter windows provide fields, drop-downs, and other controls to specify search criteria. Click the **Reset** button to clear the current search criteria and start a new search.

Sort Information

You can change the order in which information is displayed in some windows.

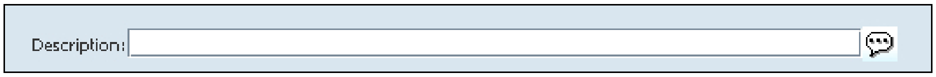
Note: When you sort information, it remains as you sorted it for the rest of your active session.

Use these tips to sort information where the options are available.

- To sort information in ascending or descending order, click the column heading.
- To change the width of a column, hover your cursor over the column boundary you want to move until it becomes a double arrow. Then drag the boundary until the column is the width you want.
- To change the order of columns, place your cursor over the column that you want to move. Select and drag the column heading to the desired location.

Edit Text for Long Text Fields

For some fields that allow longer text values, such as a comment or description, it is sometimes difficult to see all the text you are entering. For some fields, a button is displayed next to the field, as in the following example.



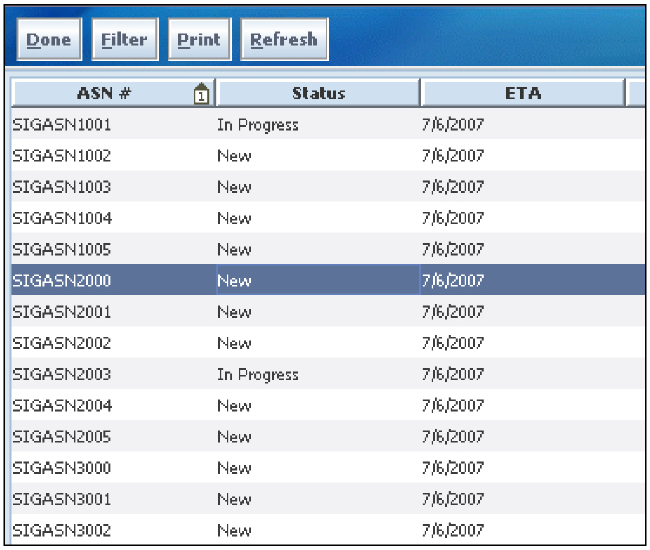
1. Click the button to open a text editing window. The title of the window is the title of the field.

Text Editing Window

2. Enter the text for the field.
3. Click **OK** to close the text editing window and return. The text you entered is displayed in the field.

Set Table View Preferences

Many SIM windows contain sorted tables. The tables are lists of items, containers, suppliers, transfers, or other information that applies to the task you are performing. The Warehouse Delivery List window is an example of a SIM table:



If you want a different view of a table, you can set options to control how that table is displayed to you. The view options are:

- Text size
- Table gridlines
- Which columns are displayed
- The order in which columns are displayed
- How table rows are sorted

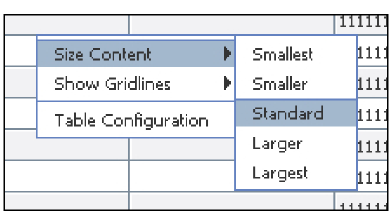
You can change view options anytime you want. Your view options are saved on the PC where you set the options, so you do not need to set them again.

Note: The view options you set apply only to the table that is displayed when you set the options. You can have different view options for different tables. View options apply only to the user (login ID) who sets the options, and only on the PC where the options were set.

To set view options, right-click anywhere in the table. A pop-up menu is displayed.

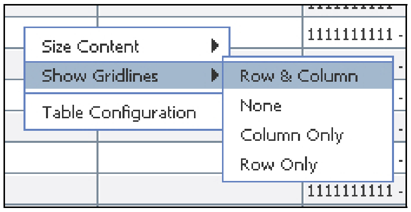
Set Text Size (Size Content)

To make the text larger or smaller, select from the pop-up menu the text size you prefer:



Set Gridline Display

Table rows are shaded so that they are easier to read. You can also choose whether the table has vertical lines, horizontal lines, both, or neither. To set which gridlines to display, select from the pop-up menu:



View or Change Text Size and Gridlines Settings

To view or change the current text size or gridlines settings:

1. Select Table Configuration from the pop-up menu. The Table Configuration window opens.
2. Select the **General** tab.

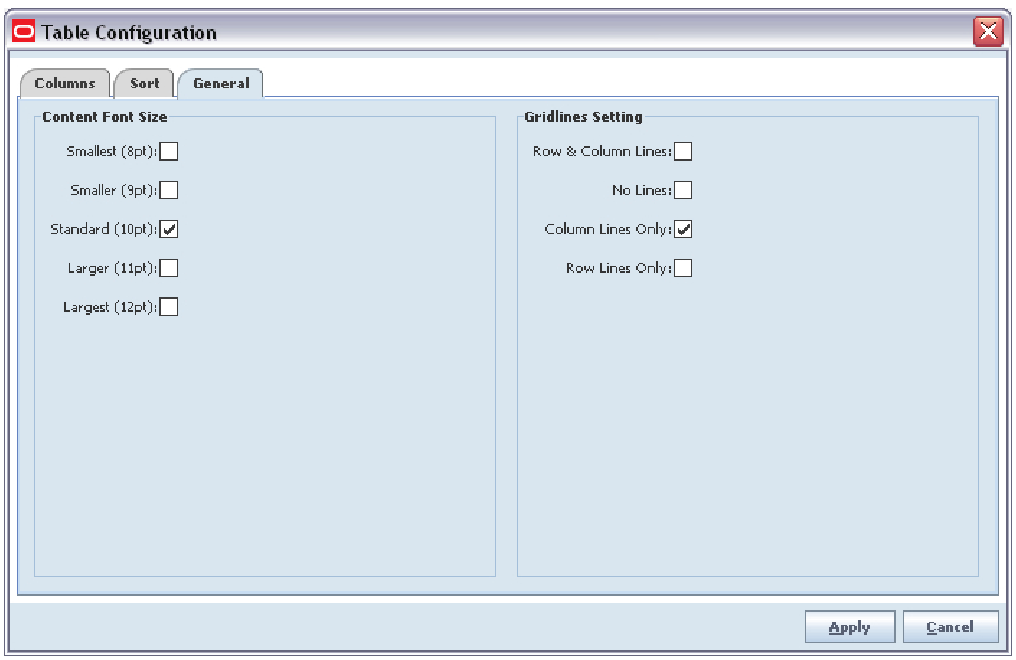


Table Configuration Window - General Tab

3. If you want to change the Content Font Size or Gridlines Setting values:
   a. Select the check boxes for the settings you prefer.
   b. Click **Apply**.

Control Which Columns Are Displayed

SIM tables are designed to display the information that is helpful to most users. If you do not need to see certain table columns, you can turn off display of those columns. You can also control the order in which columns appear in the table.

To remove or restore the display of a table column:

1. Select Table Configuration from the pop-up menu. The Table Configuration window opens.
2. Select the **Columns** tab. The table columns are listed in the order in which they are displayed, from left (top) to right (bottom).

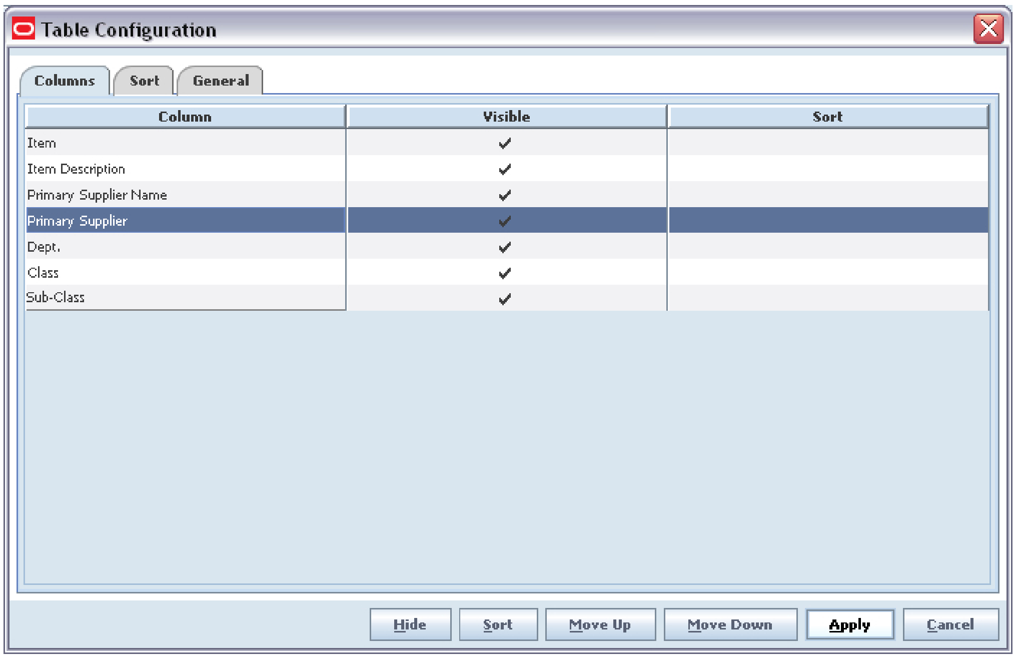
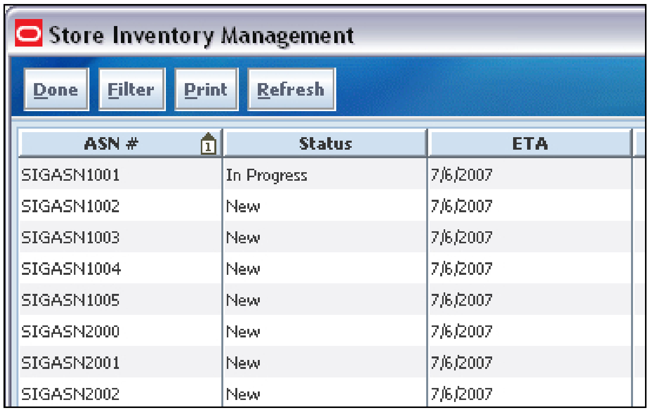


Table Configuration Window - Columns Tab

3. To control whether a column is visible or hidden, select the row that contains the column name:
   - To hide the column so that it is not displayed, click **Hide**.
   - To make a hidden column visible again, click **Visible**.
4. To control the order in which columns are displayed in the table, select a row that contains a column name that you want to move:
   - To move the column left, click **Move Up**.
   - To move the column right, click **Move Down**.
5. Click **Apply** to apply your changes and close the Table Configuration window.

Sort a Table by One Column

You can sort a table according to the values of a column by clicking the column heading for that column. For example, the following figure shows that the table is sorted in ascending order by ASN#.



Click the column heading again to sort in descending order, as shown in the following figure.

Sort a Table by Multiple Columns

You can also sort a table using more than one column (sort key). For example, you may prefer that a table is sorted by Class, then by Sub-Class, then by Item.

To specify the columns used to sort the rows (records) in a table:

1. Select Table Configuration from the pop-up menu. The Table Configuration window opens.
2. Select the **Columns** tab.

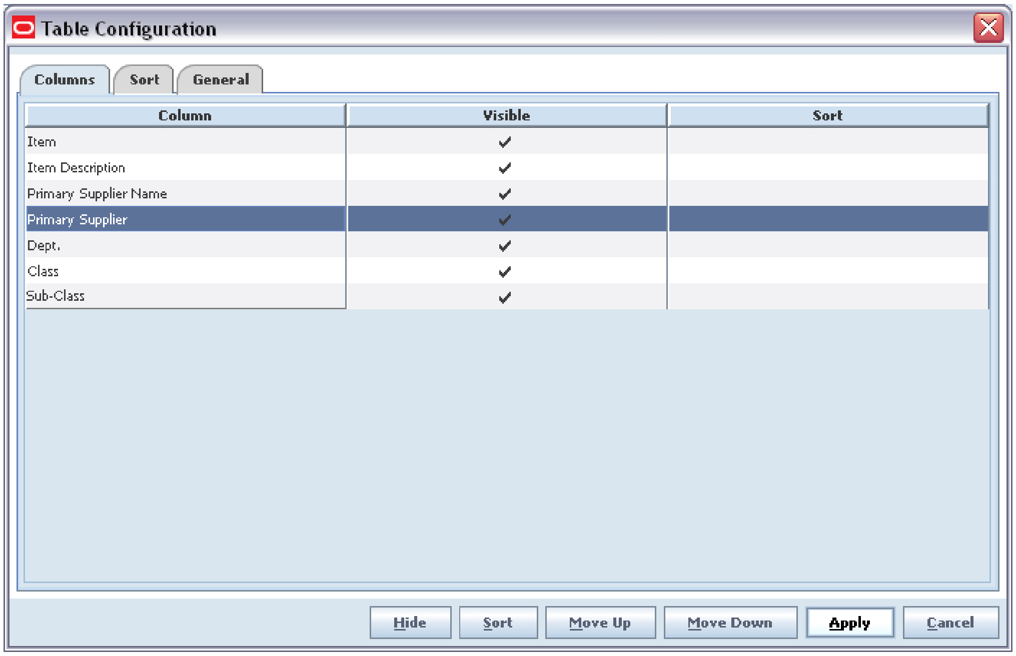


Table Configuration Window - Columns Tab

3. To specify whether a column is to be used for sorting:
   a. Select the row that contains the column name.
   b. Click **Sort** to use the column as a sort key, or click **No Sort** if you no longer want to use that column as a sort key.
   c. Repeat steps a and b as needed until you have selected the columns you want to use for sorting.
4. Select the **Sort** tab. The columns you selected as sort keys are listed.

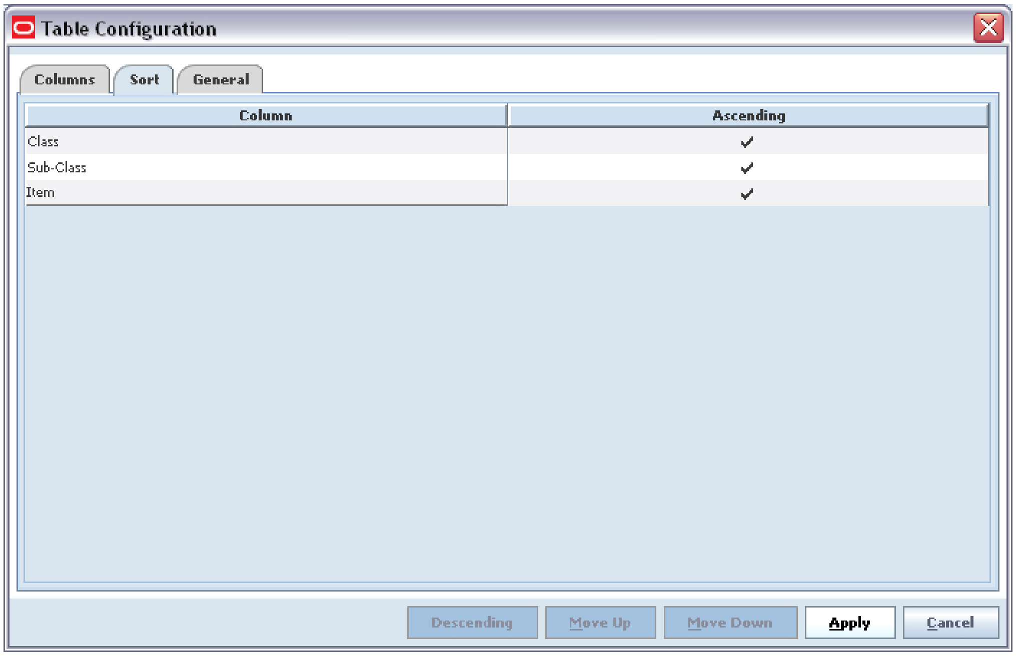


Table Configuration Window - Sort Tab

5. Arrange the list so that the primary (most important) sort key is listed first, and the least important sort key is listed last:
   - Select the column you want to use as the primary sort key and click **Move Up** until it is at the top of the list.
   - Use the **Move Up** and **Move Down** buttons to arrange the other sort keys in the order you want.
   - If you want to sort in descending order for any sort key, select that key and click **Descending**.

     For example, if you want to sort by Class, then Sub-Class (within Class), then by Item (within Sub-Class), the sort keys must be listed in that order.
6. Click **Apply** to apply your sort order and return to the table.

2

Administration

The Administration functions allow system administrators to set up the SIM software as preferred for your retail operations. Through the Administration functions, you can work with the following:

- Product Group and Schedule Administration
- Ad Hoc Stock Counts
- SIM Stores
- Store Administration
- System Administration
- User Interface Configuration
- Formats
- Printer Selection

Product Group and Schedule Administration

With Product Group and Schedule Administration functions, you can work with product groups and product group schedules:

Product Groups

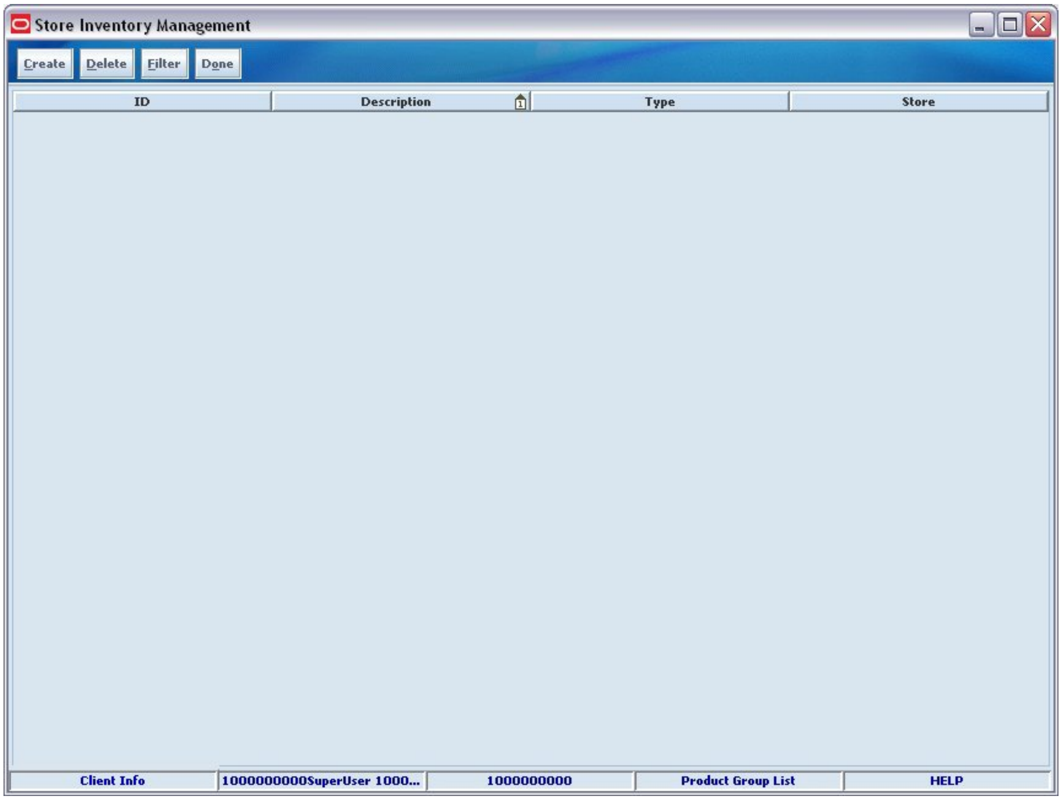
- Set Up a Product Group
- Edit a Product Group
- Delete a Product Group

Product Group Schedules

- Set up a Product Group Schedule
- Edit a Product Group Schedule
- Delete a Product Group Schedule

Set Up a Product Group

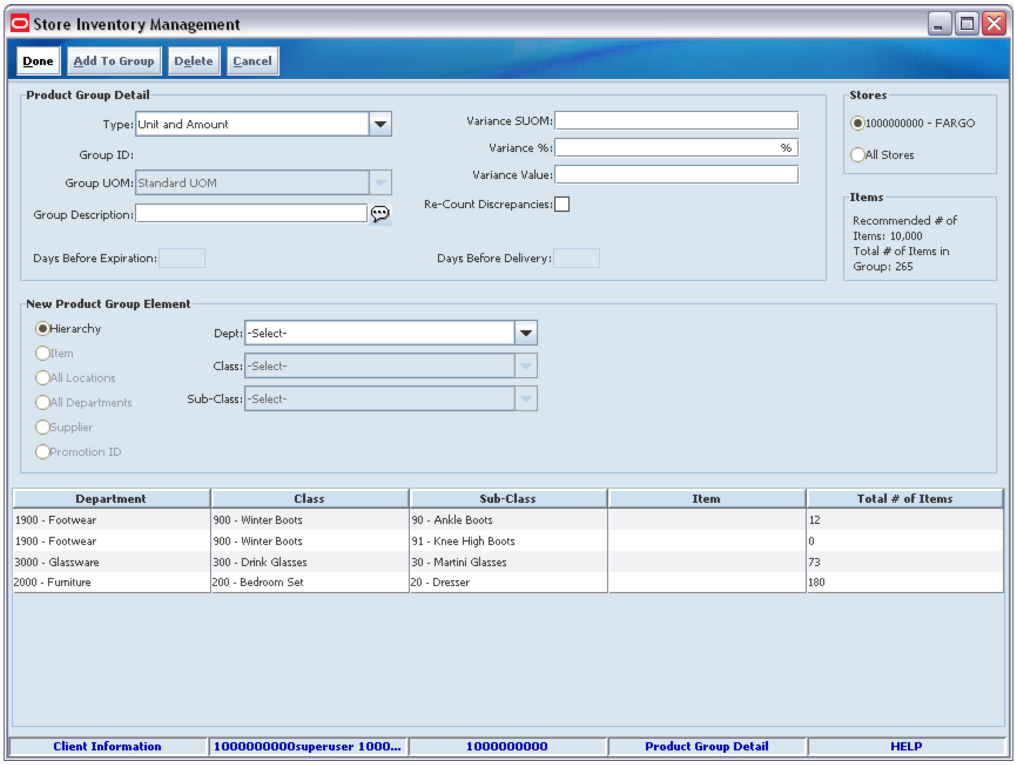
Navigate: Main Menu > Admin > Product Group. The Product Group List window opens.



Product Group List Window

> **Note:** System options control how many line items can be included in stock counts of different types. The Items field in the Product Group Detail window shows the recommended total number of items for a product group, as well as the number of items currently in the group. See "Stock Count Size Limits" for more information.

1. Click **Create**. The Product Group Detail window opens.



Product Group Detail Window

2. Select an option from the Type drop-down list:
   - Item Request – Select if you want to set up a product group to generate item request lists.
   - Pick List – Select if you want to create a group of items to be set up for in-store replenishment.
   - Problem Line – Select if you want items that have been flagged as problem lines to be counted.
   - Unit – Select if you want to set up a unit only stock count product group.
   - Unit and Amount – Select if you want to set up a unit and value stock count product group.
   - Wastage – Select if you want to set up a wastage only product group.
3. In the Group Description field, enter a brief explanation of the product group.
4. In the Group UOM field, select the unit of measure from the drop-down list.

   The Group UOM field is enabled only if you are setting up a Pick List or Item Request group.
5. Enter information in one or more of the following fields:
   - Variance SUOM – The total allowable number of units, expressed in the standard unit of measure (SUOM), that the count can vary from the system stock on hand level and not be considered a discrepancy.

     The Variance SUOM field is disabled if you are setting up a Pick List or Item Request group.
   - Variance % – The allowable percentage of units counted that the count can vary from the system stock on hand level and not be considered a discrepancy.

The Variance % field is disabled if you are setting up a Pick List or Item Request group.

- Variance Value – A cash amount that will be compared to the number of Discrepant Units times the Unit Retail of the goods.

  If the calculated value exceeds any of the Variance parameters, the item is considered discrepant during the stock counting process. This field is enabled only for a unit and amount stock count.

6. To prompt the product group to recount inventory if there is a discrepancy, select the Re-Count Discrepancies check box. Only the stock count group types use this check box.
7. For an Item Request group, enter values for Days Before Expiration and Days Before Delivery. These values are used when the items are on store order replenishment.
8. If you have the required privileges, you can select the All Stores radio button. If you do not have the required privileges, the radio button for your location is selected. The All Stores selection makes the group available to all SIM stores.
9. In the New Product Group Element box, select what you want the group to count:
   - Count by hierarchy:
     a. Select the Hierarchy radio button.
     b. Select one or more of the following from the drop-down list:
        – Department
        – Class
        – Sub-Class
   - Count by item:
     a. Select the **Item** radio button.
     b. In the Item field, enter the item number, or click  to look up the item. This button is not available for all types of unit and amount counts.
        – To create a separate stock count for every sequenced location in the store, select the All Locations radio button.

          The All Locations radio button is available only for Unit and Amount stock counts, if the count is not a third-party count.
        – To create a separate stock count for all departments in the store, select the All Departments radio button.

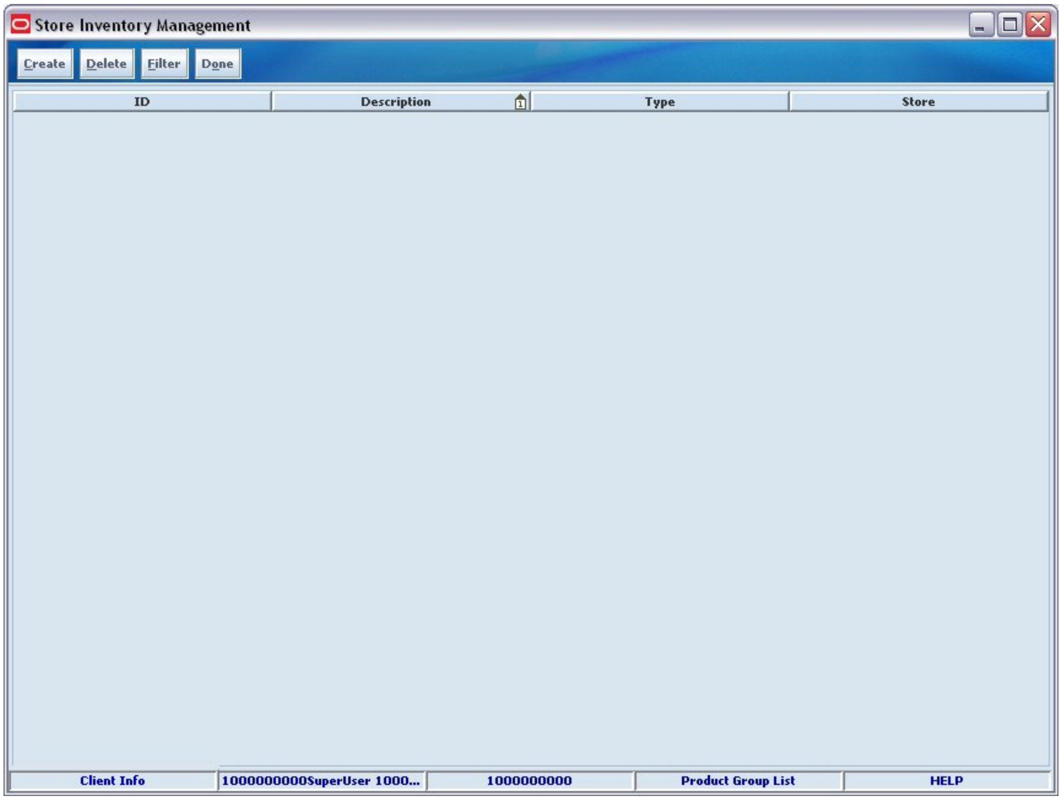
          The All Departments radio button is available only when creating Unit and Amount stock counts and your store settings allow third-party stock counts.
        – To create an item request of all items ranged to a store from a particular supplier, select the Supplier radio button.
        – To create an item request of all items associated with a price promotion, select Promotion ID.

          Only items on store order replenishment will be added..
10. Click **Add To Group**. The item or hierarchy is added to the product group.

    You can add hierarchies and items to the same product group.
11. Click **Done** to return to the Product Group List window.
12. Click **Done** to return to the Admin menu.

Edit a Product Group

Navigate: Main Menu > Admin > Product Group. The Product Group List window opens.

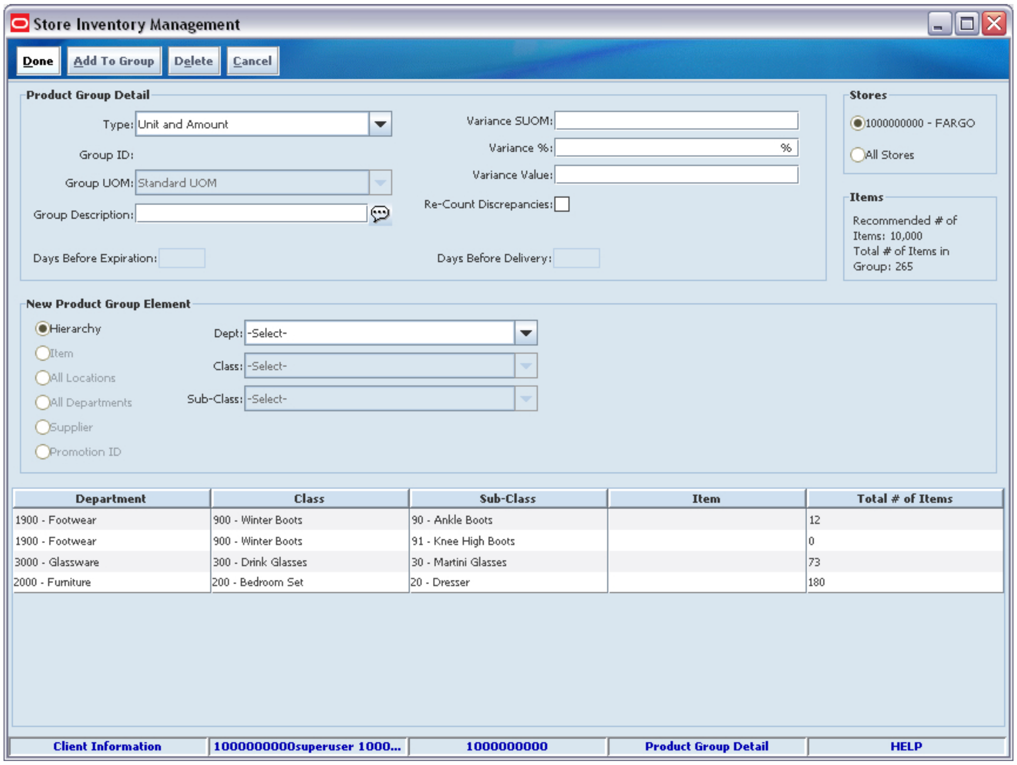


Product Group List Window

> **Note:** System options control how many line items can be included in stock counts of different types. The Items field in the Product Group Detail window shows the recommended total number of items for a product group, as well as the number of items currently in the group. See "Stock Count Size Limits" for more information.

1. Select the line for the group that you want to edit.

2. Double-click on the group. The Product Group Detail window opens.



Product Group Detail Window

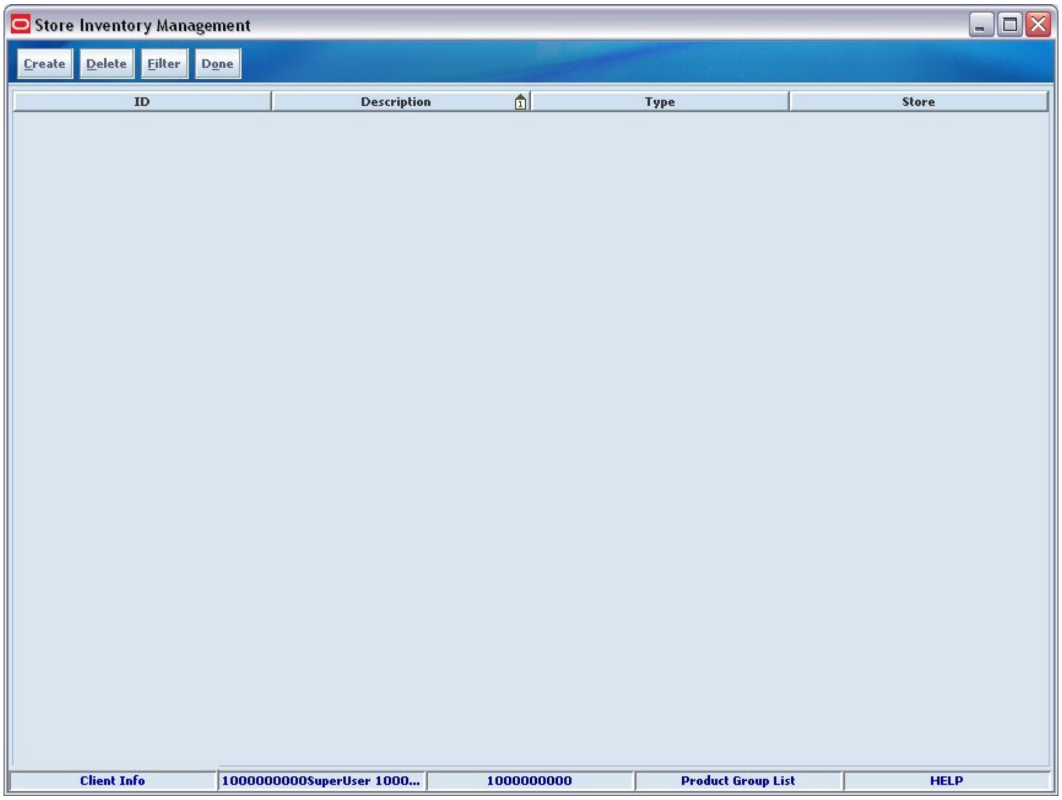
3. If necessary, add another item or hierarchy to the group.
   - Count by hierarchy:
     a. Select the Hierarchy radio button.
     b. Select one or more of the following from the drop-down list:
        – Department
        – Class
        – Sub-Class
   - Count by item:
     a. Select the **Item** radio button.
     b. In the Item field, enter the item number, or click ... to look up the item.
4. Click **Add To Group**. The item or hierarchy is added to the product group.

   You can add hierarchies and items to the same product group.
5. To delete one or more lines:
   a. Select the lines that you want to delete.
   b. Click **Delete**. The selected lines are removed from the list.
6. Click **Done**. You return to the Product Group List window.
7. Click **Done** to return to the Admin menu.

Delete a Product Group

Note: You can delete only those groups that do are not assigned to a schedule.

Navigate: Main Menu > Admin > Product Groups. The Product Group List window opens.

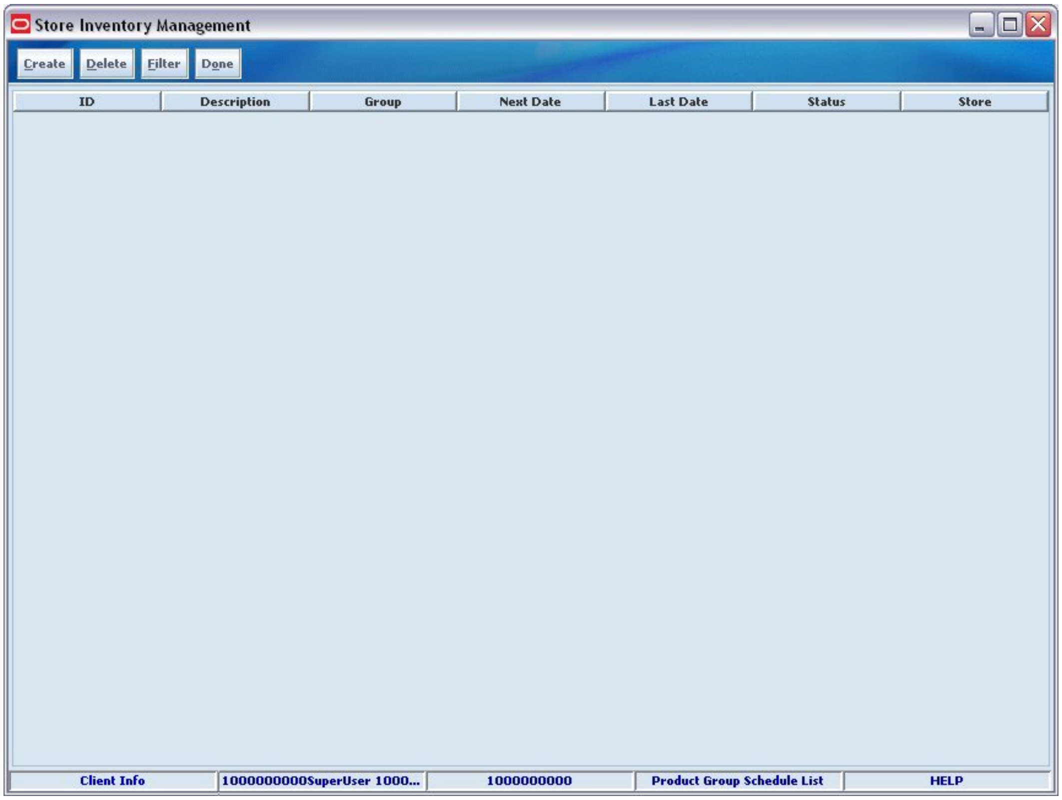


Product Group List Window

1. Select the line for the group that you want to delete.
2. Click **Delete**. The stock count group is deleted.
3. Click **Done** to return to the Admin menu.

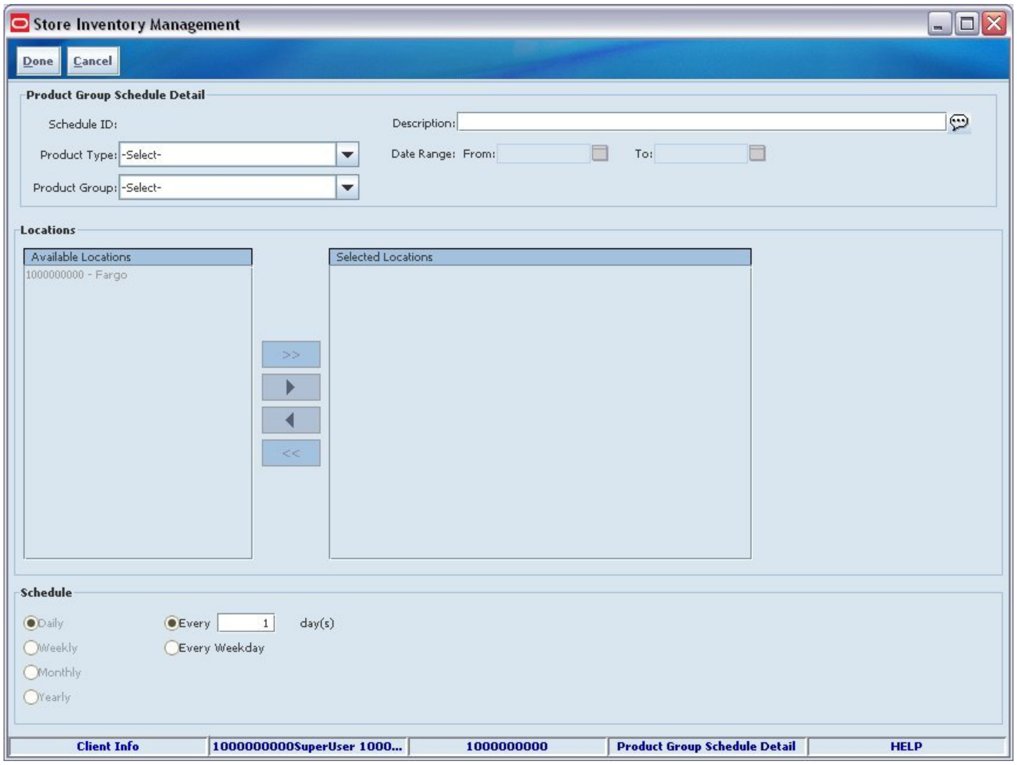
Set Up a Product Group Schedule

Navigate: Main Menu > Admin > Product Group Scheduler. The Product Group Schedule List window opens.



Product Group Schedule List Window

1. Click **Create**. The Product Group Schedule Detail window opens.



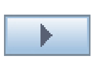
Product Group Schedule Detail Window

2. In the Description field, enter a brief explanation of the schedule.
3. Select from the drop-down lists:
   - Product Type – Select the type of product group (Item Request, Problem Line, Unit, Unit and Amount, Wastage).
   - Product Group – Select the group that you want to assign to this schedule.
   - Start Date – Select the date on which you want the schedule to begin.
   - End Date – Select the date on which you want the schedule to stop.

   > **Note:** If the product group is Unit and Amount, the end date is not set and is disabled. For Unit Count, Item Request, and Problem Line groups, if the start date is set for today, you will have the option to extract the event immediately.

4. In the Available Locations field, select the locations to include in the schedule. (To select multiple stores, see the procedure "Select Multiple Options from a List.")

   > **Note**: If the product group selected uses third-party stock counts, only stores that are set up to allow third-party stock counts are displayed in the Available Locations field. This list contains multiple stores only if you have privileges for multiple stores.

5. Click  to move the selected locations to the Selected Locations field, or click 

to move all locations.

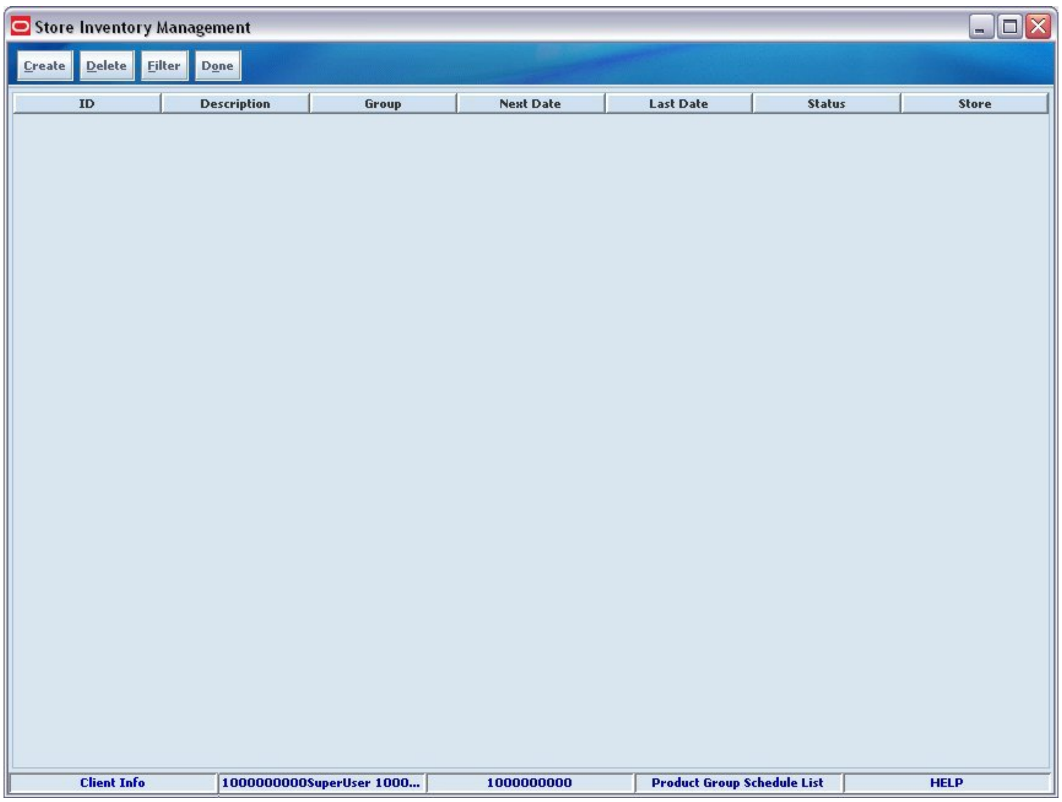
6. In the Schedule box, select a radio button to schedule a daily, weekly, monthly, or yearly count, a count performed every weekday, or a count performed on some other schedule you specify.

> **Note:** For Unit and Amount or Problem Line groups, the only option is 'Daily'.

7. Click **Done** to return to the Product Group Schedule List window, where the new schedule is displayed.
8. Click **Done** to return to the Admin menu.

Edit a Product Group Schedule

Navigate: Main Menu > Admin > Product Group Scheduler. The Product Group Schedule List window opens.



Product Group Schedule List Window

1. Select the line for the schedule that you want to edit.
2. Change one or more of the schedule parameters.
   - To change End Date, select the date that you want the schedule to stop if the stock count is a unit only count.
   - To add locations:
     a. In the Available Locations field, select the locations to include in the schedule.

> **Note:** If the product group selected uses third party stock counts, only stores which are set up to allow third party stock counts are displayed in the Available locations field.

b. Click  to move selected locations to the Selected Locations field, or click  to move all locations..

- To remove locations:

  a. In the Selected Locations field, select the locations to remove from the schedule.

  b. Click  to move selected locations to the Available Locations field, or click  to remove all locations..

- To schedule:

  a. Select a radio button to schedule a daily, weekly, monthly, or yearly count.

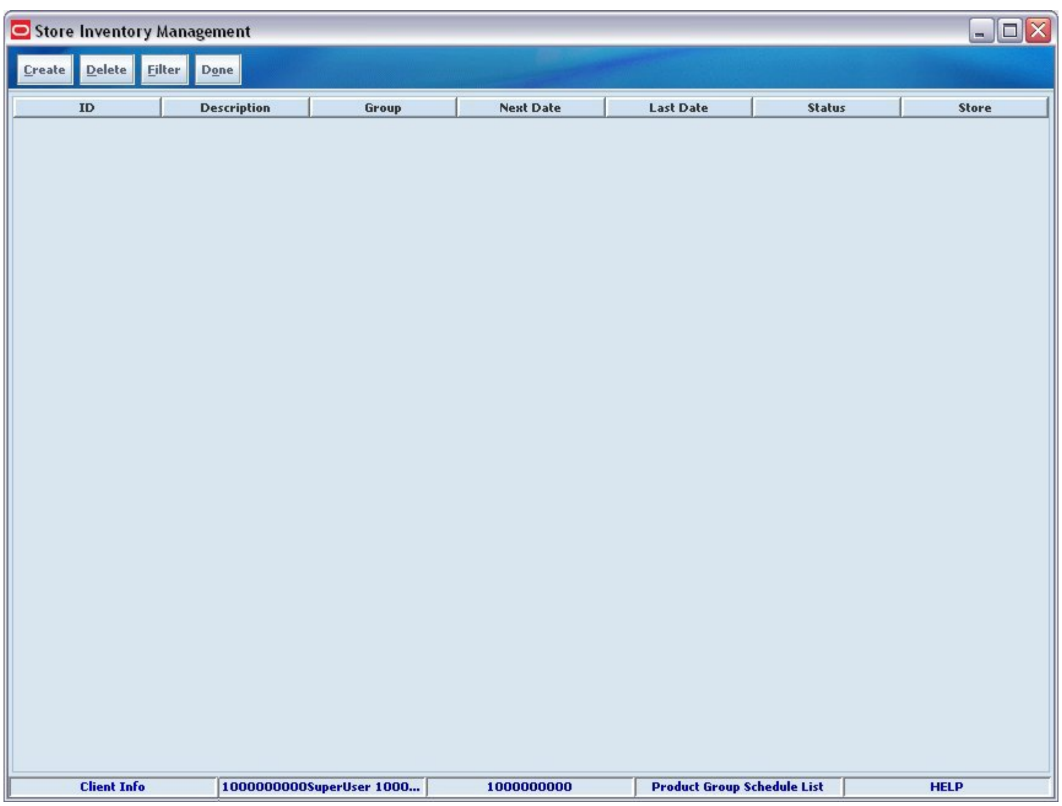
  b. Select drop-down options to set up the schedule.

  c. Enter the information in the fields to set up the schedule.

3. Click **Done** to return to the Product Group Schedule List window, where the revised schedule is displayed.
4. Click **Done** to return to the Admin menu.

Delete a Product Group Schedule

Navigate: Main Menu > Admin > Product Group Scheduler. The Product Group Schedule List window opens.



Product Group Schedule List Window

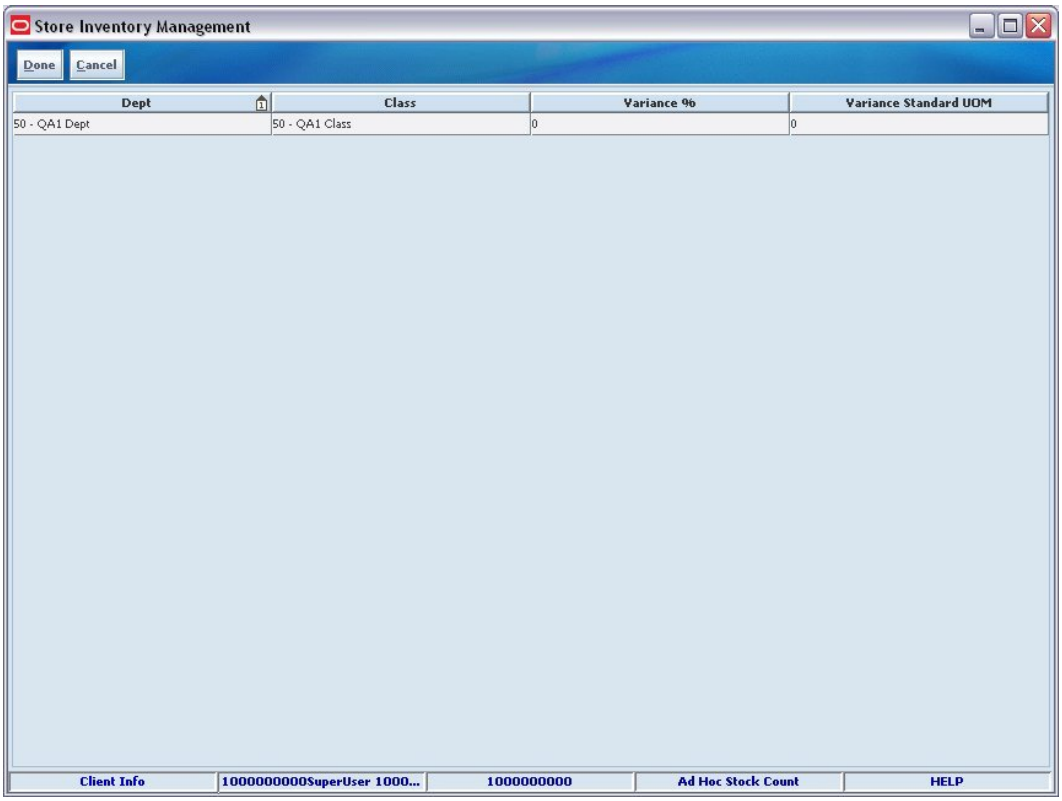
1. Select the line for the schedule that you want to delete.
2. Click **Delete**. The product group schedule is deleted.
3. Click **Done** to return to the Admin menu.

Ad Hoc Stock Counts

The ad hoc stock count functionality allows you to set variance parameters for unplanned (ad hoc) stock counts. This functionality is maintained at the class level.

Set Up or Maintain Allowable Variances for Ad Hoc Stock Counts

Navigate: Main Menu > Admin > Ad Hoc Stock Counts. The Ad Hoc Stock Count window opens.



Ad Hoc Stock Count Window

1. Select the row with the item for which you want to add information.
2. Enter information in one of the variance fields.
   - Variance Standard UOM – Enter the threshold, expressed in the standard unit of measure, for the item to be considered discrepant when comparing the system stock on hand inventory level with the quantity entered on the stock count. An item is discrepant if it is above, below, or meets the variance standard UOM.
   - Variance % – Enter the threshold, expressed as a percentage, for the item to be considered discrepant when comparing the system stock on hand inventory level with the quantity entered on the stock count. An item is discrepant if it is above, below, or meets the variance %.

Note: To save changes, you must enter a valid value for either Variance % or Variance Standard UOM.

3. Click **Done** to return to the Admin menu.

Note: Ad hoc stock counts can only be executed on the handheld device. Setup for ad hoc stock counts is on the PC only.

SIM Stores

With the SIM Stores functions you can setup auto-receive stores, buddy stores, and SIM managed stores.

You can set up buddy stores within the transfer zone in SIM to which you normally transfer items. This shortens the list of values from which you must select when you create a transfer.

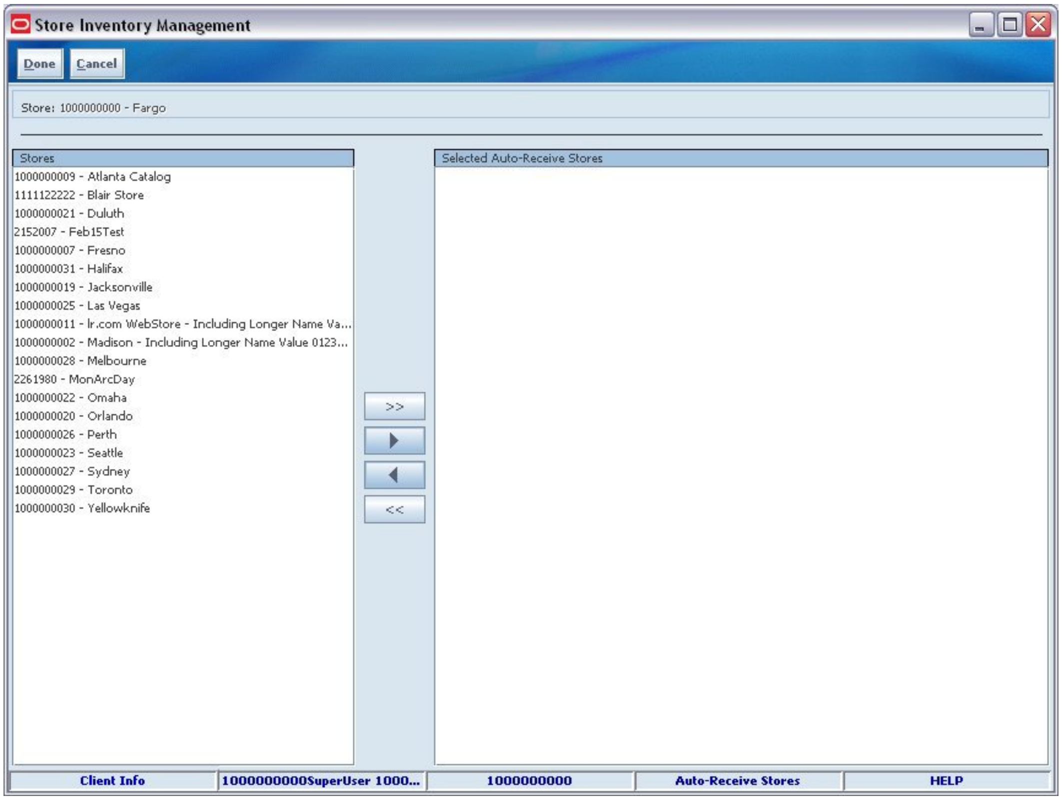
You can add or remove stores that are managed using SIM.

You can set up auto-receive stores from which you want to receive transfers automatically. Auto-receive automatically adjusts the stock on hand of the receiving store when the listed store dispatches the transfer.

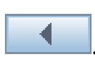
- Set Up Buddy Stores for Transfers
- Set Up SIM Managed Stores
- Set Up Stores for Auto-Receive

Set Up Stores for Auto-Receive

Navigate: Main Menu > Admin > SIM Stores> Auto-Receive Stores. The Auto-Receive Stores window opens.



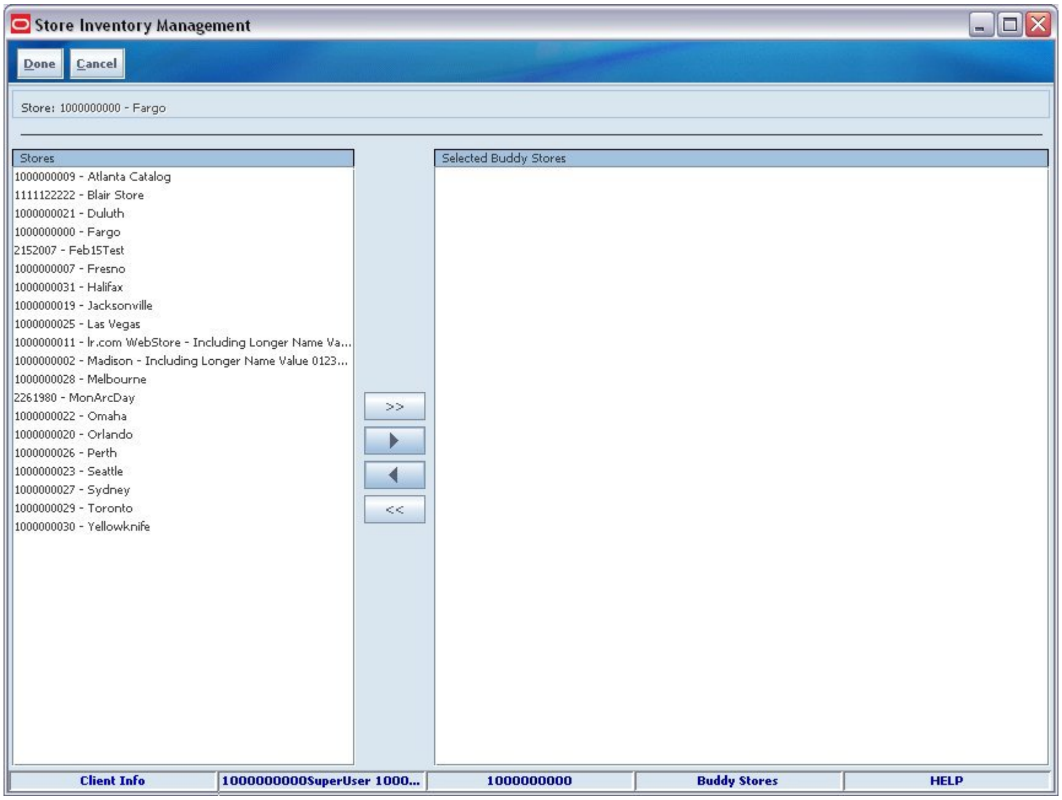
Auto Receive Stores Window

1. Add auto-receive stores:
   - To add selected stores to the Selected Auto-Receive Stores list:
     a. In the Stores list, highlight the stores you want to set up as auto-receive stores. (To select multiple stores, see the procedure "Select Multiple Options from a List.")
     b. Click . The selected stores are moved to the Selected Auto-Receive Stores list.
   - To add all stores from the Stores list, click 
.
2. Remove auto-receive stores:
   - To remove selected stores from the Selected Auto-Receive Stores list:
     a. In the Selected Auto-Receive Stores list, highlight the stores you want to remove from the list.
     b. Click . The selected stores are moved to the Stores list and removed from the Selected Auto-Receive Stores list.
   - To remove all stores from the Selected Auto-Receive Stores list, click 
.
3. Click **Done** to return to the Store Admin menu.
4. Click **Done** to return to the Admin menu.

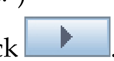
Set Up Buddy Stores for Transfers

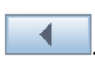
Note: Use the Search function to find stores that have not been set up as buddy stores.

Navigate: Main Menu > Admin > SIM Stores > Buddy Stores. The Buddy Stores window opens.



Buddy Stores Window

1. Add buddy stores:
   - To add selected stores to the Selected Buddy Stores list:
     a. In the Stores list, highlight the stores you want to set up as buddy stores. (To select multiple stores, see the procedure "Select Multiple Options from a List.")
     b. Click . The selected stores are moved to the Selected Buddy Stores list.
   - To add all stores from the Stores list, click 

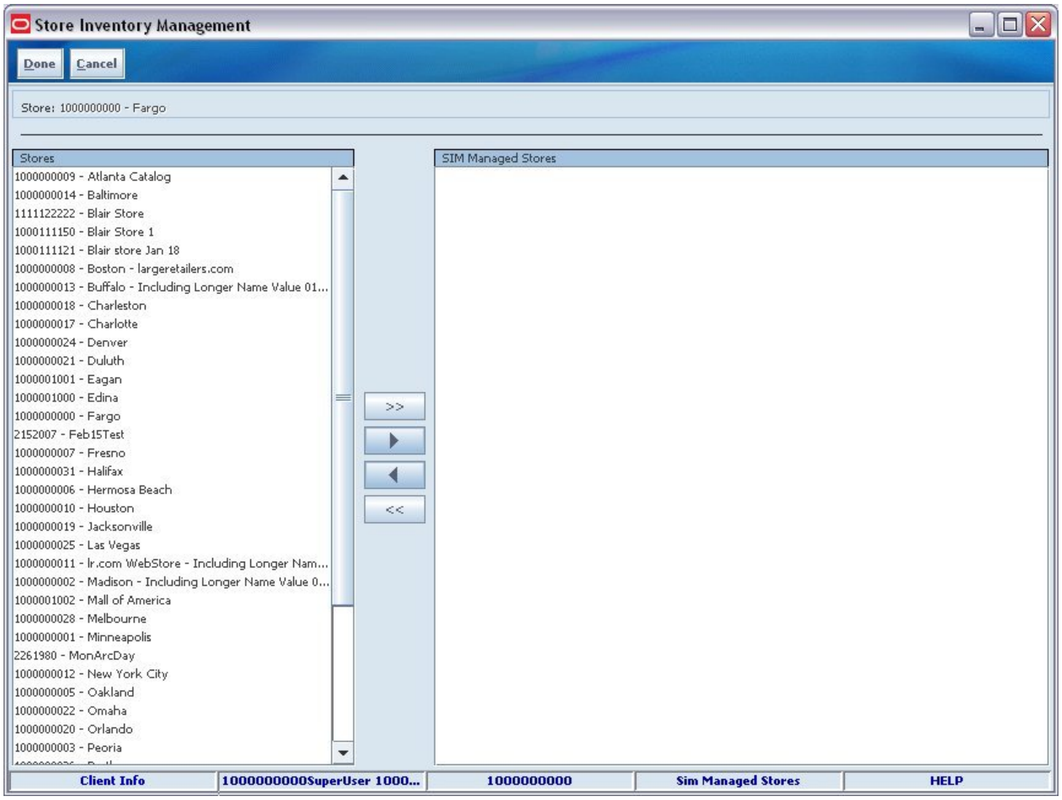
.
2. Remove buddy stores:
   - To remove selected stores from the Selected Buddy Stores list:
     a. In the Selected Buddy Stores list, highlight the stores you want to remove from the list.
     b. Click . The selected stores are moved to the Stores field and removed from the Selected Buddy Stores list.
   - To remove all stores from the Selected Buddy Stores list, click 

.

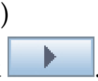
3. Click **Done** to return to the Store Admin window.
4. Click **Done** to return to the Admin window.

Set Up SIM Managed Stores

Navigate: Main Menu > Admin > SIM Stores > SIM Managed Stores. The SIM Managed Stores window opens.



Store Admin Window

1. Add SIM stores:
   - To add selected stores to the SIM Managed Stores list:
     a. In the Stores list, highlight the stores you want to set up as stores using SIM. (To select multiple stores, see the procedure "Select Multiple Options from a List.")
     b. Click . The selected stores are moved to the SIM Managed Stores list.
   - To add all stores from the Stores list, click .
2. Remove SIM stores:
   - To remove selected stores from the SIM Managed Stores list:
     a. In the SIM Managed Stores list, highlight the stores you want to remove from the list.
     b. Click . The selected stores are moved to the Stores list and removed from the SIM Managed Stores list.
   - To remove all stores from the SIM Managed Stores list, click .

3. Click **Done** to return to the Store Admin menu.
4. Click **Done** to return to the Admin menu.

Store Administration

The store administration function allows the administrator to set values for options that control a variety of SIM behaviors. The values of these system options apply only to your location.

Set Store Administration Options

Navigate: Main Menu > Admin > Store Admin. The Store Admin window opens.

1. Select the option that you want to modify.
2. Double-click the Value field and set the option value in either of these ways:
   - Select a value from the drop-down list.
   - Enter a value in the field.
3. Click **Done** to return to the Admin menu.

See the *Store Inventory Management Implementation Guide* for information about the store administration options.

System Administration

The system administration function allows the system administrator to set values for options that control a variety of SIM behaviors. The values of these system options are applied to all locations.

System options are in these general categories:

- Receiving and shipping options
- Audit options
- Transaction adjustment options
- "Days to hold" options
- System usability options
- E-mail options
- Stock count options
- Warehouse receiving options
- Transfer options
- Miscellaneous options

Set System Administration Options

Navigate: Main Menu > Admin > System Admin. The System Admin window opens.

1. Select the option that you want to modify.
2. Double-click the Value field and set the option value in either of these ways:
   - Select a value from the drop-down list.
   - Enter a value in the field.
3. Click **Done** to return to the Admin menu.

See the *Store Inventory Management Implementation Guide* for information about the system administration options.

Configure the User Interface

> **Note:** Only a system administrator or other user with the necessary security privileges can access these functions.

Modify the Application Appearance

You can configure the SIM user interface to customize its appearance and wording. You can modify existing themes or create new ones. Each theme can use a selected "look and feel" (general style) that you select, along with fonts and colors that you specify. You can substitute your own icons, such as your company icon, to replace some of those supplied with SIM. You can also modify translations and wording used in the user interface.

To modify the appearance and behavior of the user interface, you may want to experiment with different settings for "look and feel," as well as different fonts, colors, and icons. There is no limit to the number of times you can make changes to a theme; however, new changes may not appear until the user restarts SIM.

You can activate your new or modified themes to make them available to all SIM users. You can also deactivate themes that you do not want to use.

The following functions are available:

- Create a Theme
- Modify a Theme
- Activate or Deactivate a Theme

Modify or Add Translated Strings

You can modify messages in the translation database, to substitute or add wording that you prefer to translated message strings. You can also create new translated strings that can be accessed by custom code using a key (name) that you specify. Each translation record consists of the following:

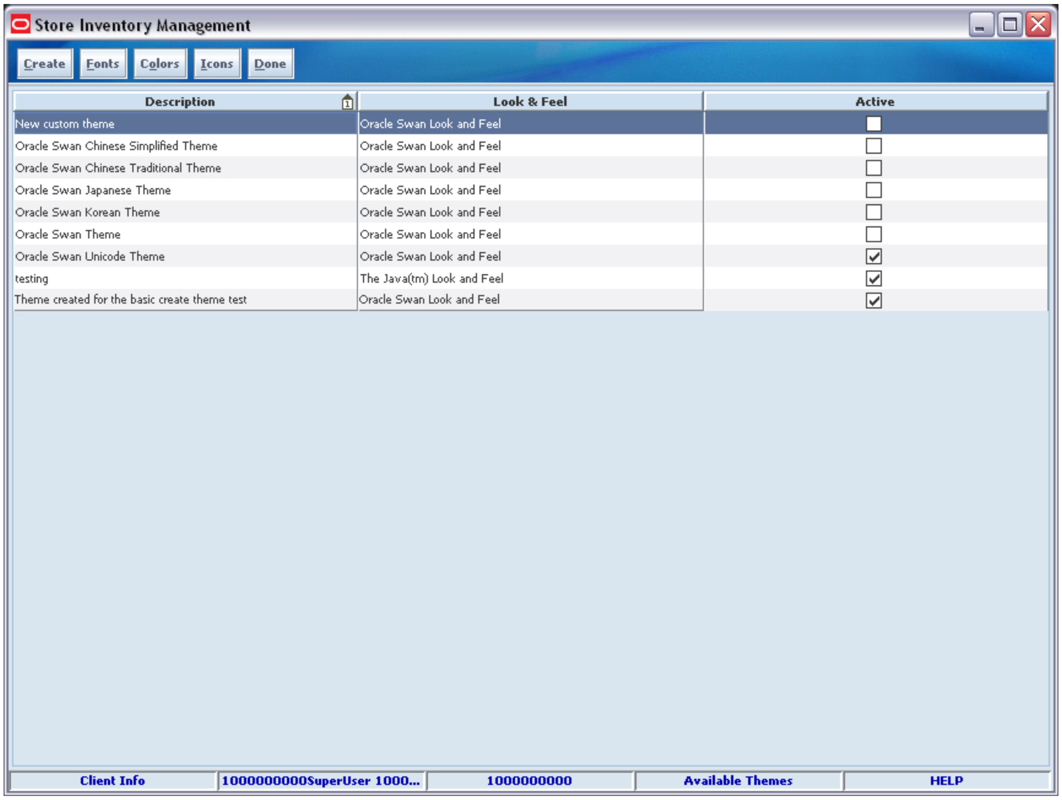
- A unique key (name) in English-language characters
- A translated message
- Optional comments

The following functions are available:

- Modify Translations
- Create New Translations

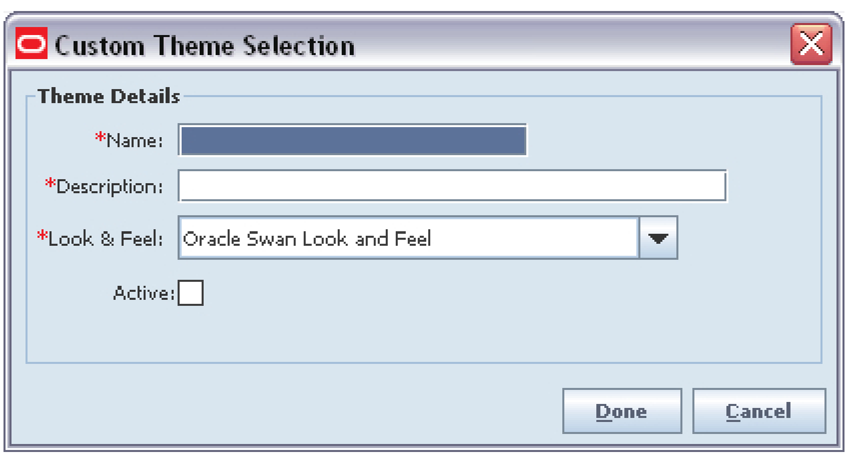
Create a Theme

Navigate: Main Menu > Admin > UI Configuration > Customize Themes. The Available Themes window opens.



Available Themes Window

1. Click **Create**. The Custom Theme Selection window opens.



Custom Theme Selection Window

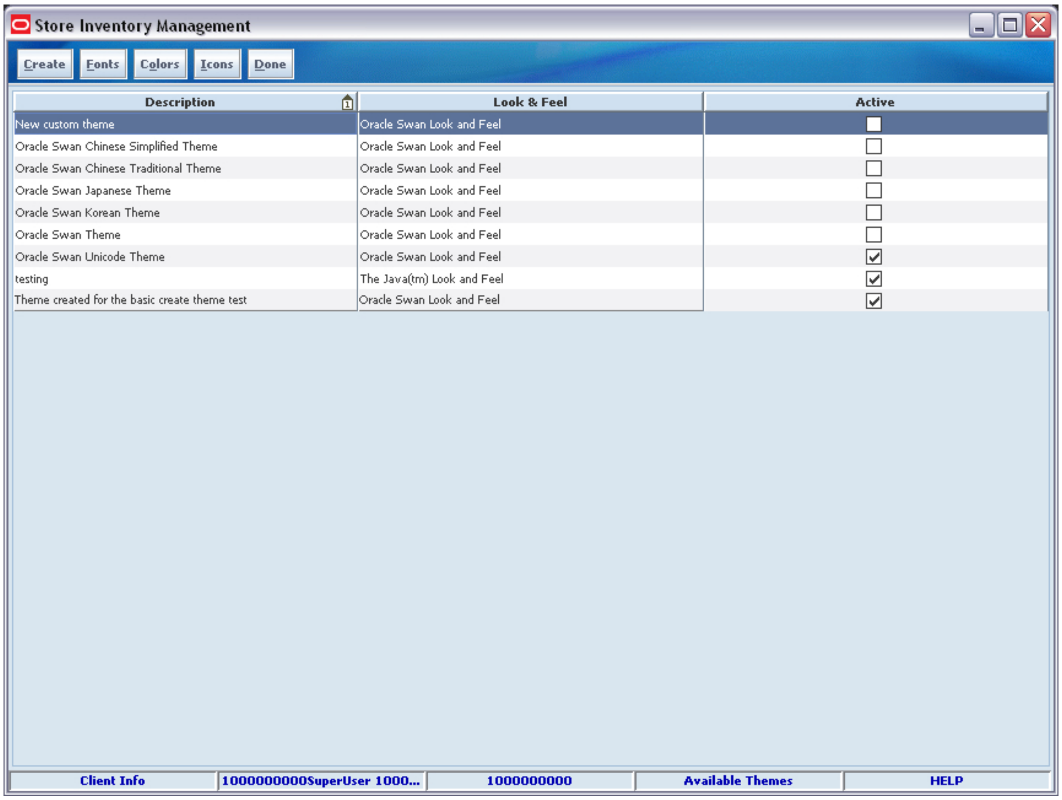
2. Enter a unique name for the new theme in the Name field. The name must be a name that is not currently used for a theme. A value is required in this field, and it can be up to 40 characters in length..
3. Enter a description of the theme in the Description field. A value is required in this field, and it can be up to 750 characters in length..

4. From the Look & Feel drop-down list, select one of the available values.
5. Click **Done** to create the theme and close the Custom Theme Selection window.
6. Modify the theme as you want to change colors, fonts, icons, and the look and feel of the theme.
7. When you are ready to make the theme available to SIM users, activate the theme.

> **Note:** After you have created the them, you can modify and activate the theme (steps 6 and 7) at any later time.

Customize a Theme

Navigate: Main Menu > Admin > UI Configuration > Customize Themes. The Available Themes window opens.



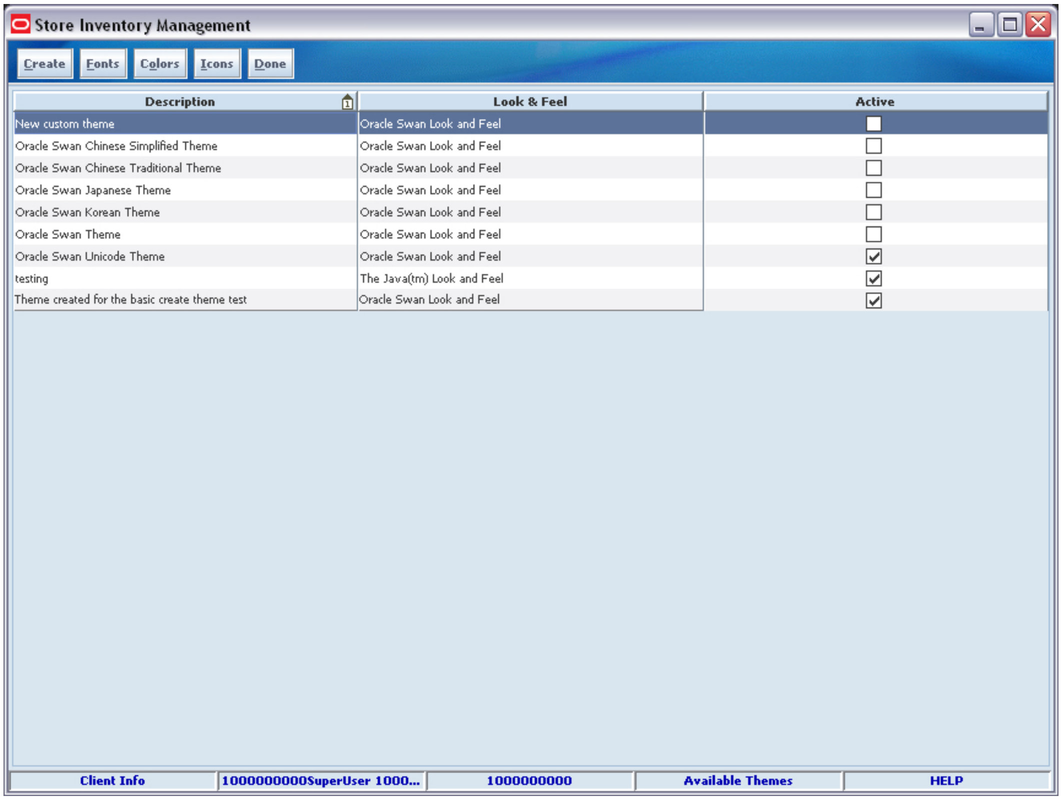
Available Themes Window

1. Click on the theme that you want to modify.
2. Modify the theme as you prefer:
   - Click **Fonts** to modify the fonts used in the theme.
   - Click **Colors** to modify the colors used in the theme.
   - Click **Icons** to modify the icons used in the theme.
3. Click **Done** to save your changes. You return to the UI Config menu.

Customize Interface Colors

You can customize the colors of application widgets (interface objects). You can also reset colors to their original settings when SIM was installed.

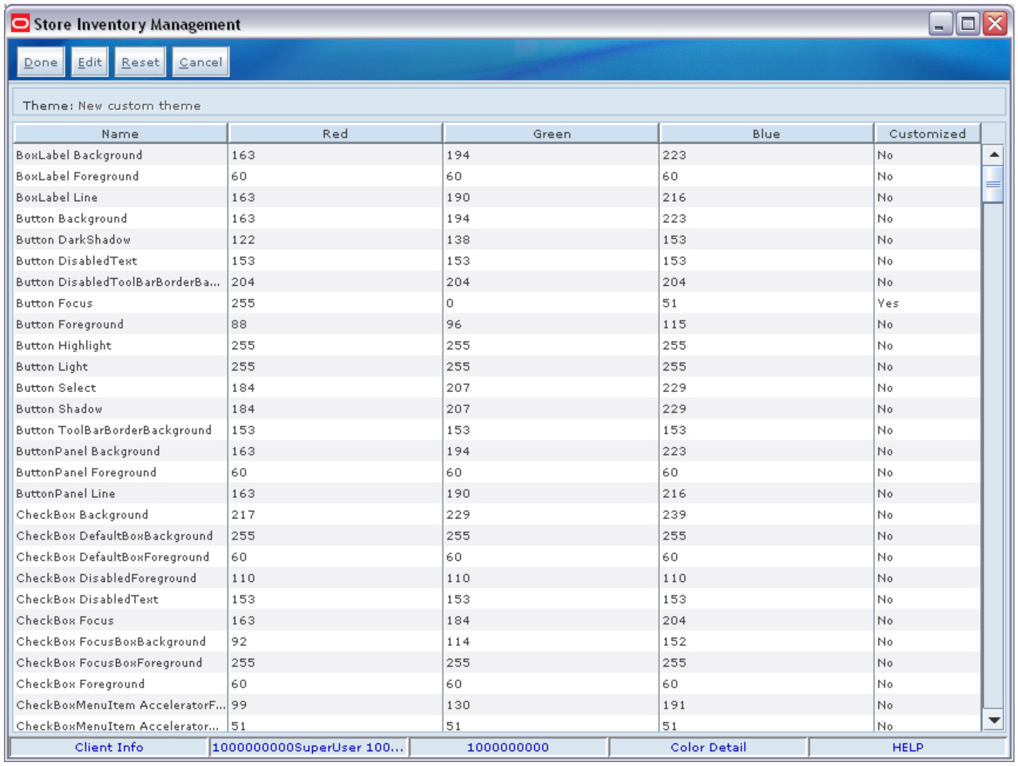
Navigate: Main Menu > Admin > UI Configuration > Customize Themes. The Available Themes window opens.



Available Themes Window

Change Colors

1. Click on the theme that you want to modify.
2. Click **Colors**. The Color Detail window opens. The Color Detail window lists all of the SIM application widgets (interface elements) that have a color property that you can change.

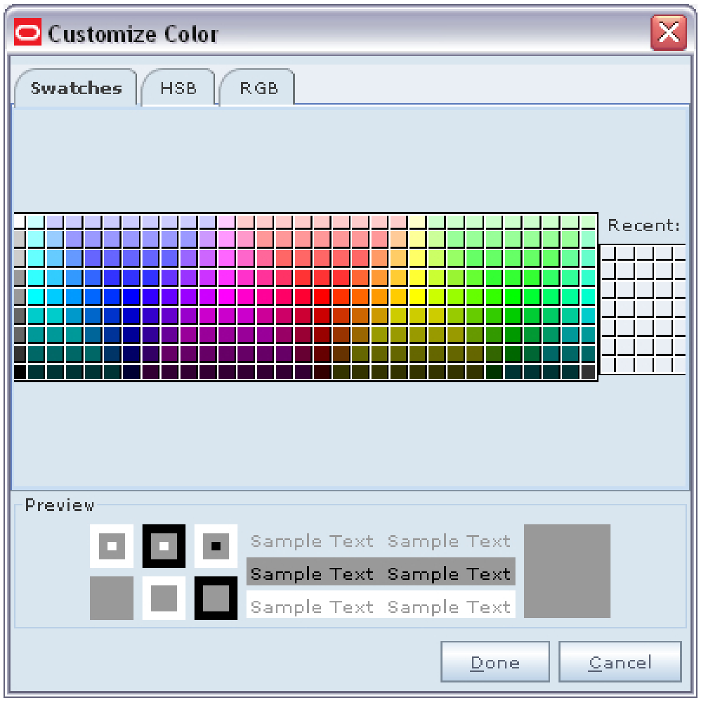


Name	Red	Green	Blue	Customized
BoxLabel Background	163	194	223	No
BoxLabel Foreground	60	60	60	No
BoxLabel Line	163	190	216	No
Button Background	163	194	223	No
Button DarkShadow	122	138	153	No
Button DisabledText	153	153	153	No
Button DisabledToolBarBorderBa...	204	204	204	No
Button Focus	255	0	51	Yes
Button Foreground	88	96	115	No
Button Highlight	255	255	255	No
Button Light	255	255	255	No
Button Select	184	207	229	No
Button Shadow	184	207	229	No
Button ToolBarBorderBackground	153	153	153	No
ButtonPanel Background	163	194	223	No
ButtonPanel Foreground	60	60	60	No
ButtonPanel Line	163	190	216	No
CheckBox Background	217	229	239	No
CheckBox DefaultBoxBackground	255	255	255	No
CheckBox DefaultBoxForeground	60	60	60	No
CheckBox DisabledForeground	110	110	110	No
CheckBox DisabledText	153	153	153	No
CheckBox Focus	163	184	204	No
CheckBox FocusBoxBackground	92	114	152	No
CheckBox FocusBoxForeground	255	255	255	No
CheckBox Foreground	60	60	60	No
CheckBoxMenuItem AcceleratorF...	99	130	191	No
CheckBoxMenuItem Accelerator...	51	51	51	No

Color Detail Window

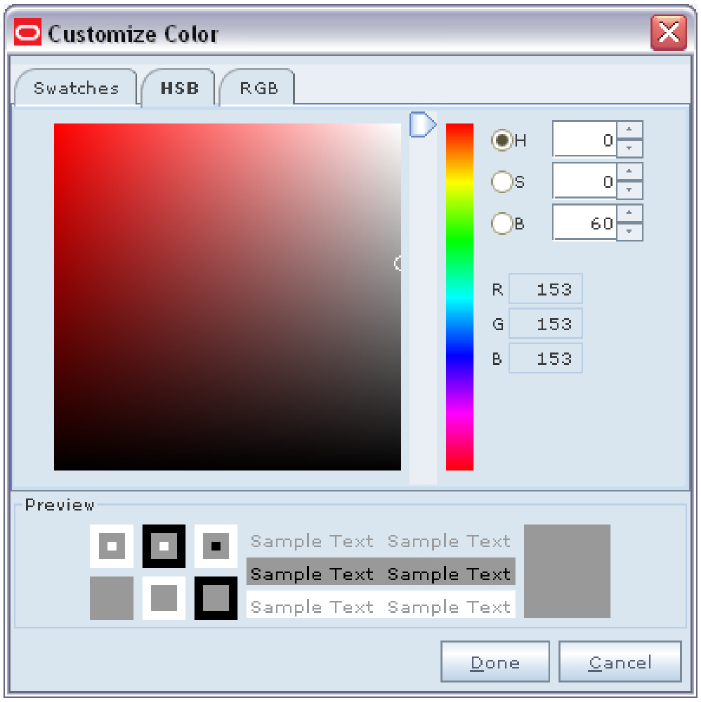
3. Select one or more widgets (rows) from the list. (If you select multiple rows, select widgets that you want to set to the same color.)
4. Click **Edit**. The Customize Color window opens.

5. Use any of the three tabs of the Customize Color window to select the color and view the settings for the color you have selected:
   - The Swatches tab shows an array of color swatches (samples). Click on any swatch to select that color.



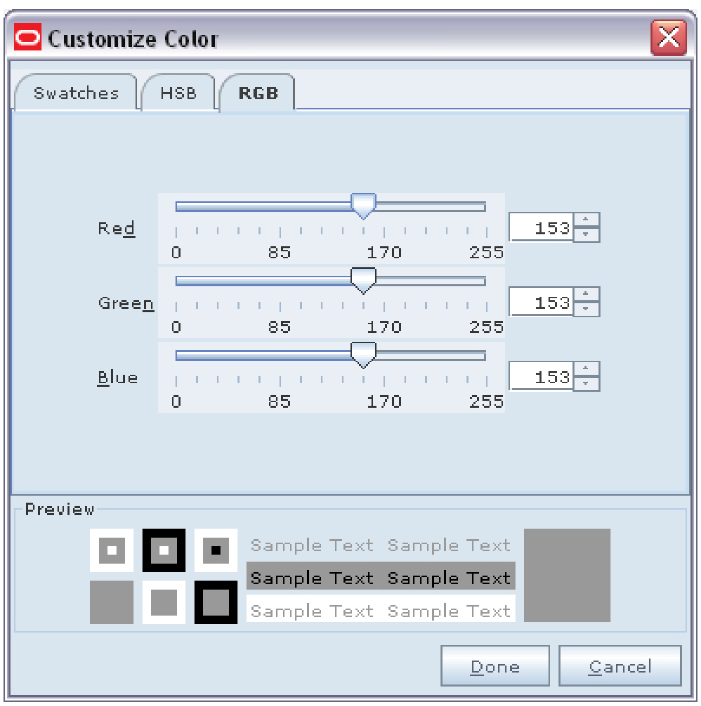
Swatches Tab - Customize Color Window

- The HSB tab shows the hue, saturation, and brightness settings for the selected color. You can use the radio buttons and other controls to set the HSB numeric values.



HSB Tab - Customize Color Window

- The RGB tab shows the red, green, and blue values for the selected color. You can use the controls to set the RGB numeric values.



RGB Tab - Customize Color Window

6. Click **Done** to set the color for the selected widgets and close the Customize Color window.
7. When you are finished changing colors, click **Done** to return to the Available Themes window.
8. Click **Done** to return to the UI Config menu.

Reset Colors

1. Click on the theme that you want to modify.
2. Click **Colors**. The Color Detail window opens.
3. From the list, select all of the widgets (rows) that you want to reset to their original colors.

> **Note:** Resetting colors restores default color settings when SIM was installed. Any changes you have made to colors of the selected widgets will be lost.

4. Click **Reset**.
5. When you are finished, click **Done** to return to the Available Themes window.
6. Click **Done** to return to the UI Config menu.

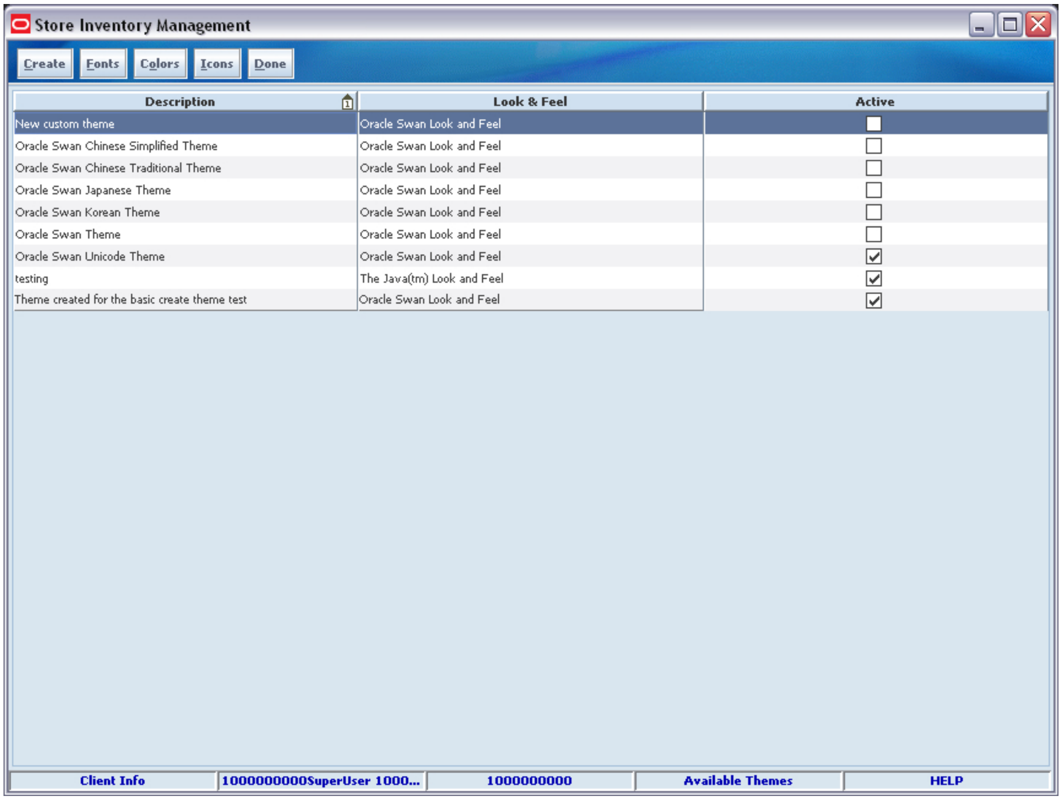
Customize Interface Fonts

You can customize the fonts used in application widgets (interface objects). You can also reset fonts to their original settings when SIM was installed.

> **Note:** Use the following procedure to set the font for one application widget, or a selected set. To apply the same font (font family) to all SIM application widgets, see the topic "Apply a Universal Font Setting."

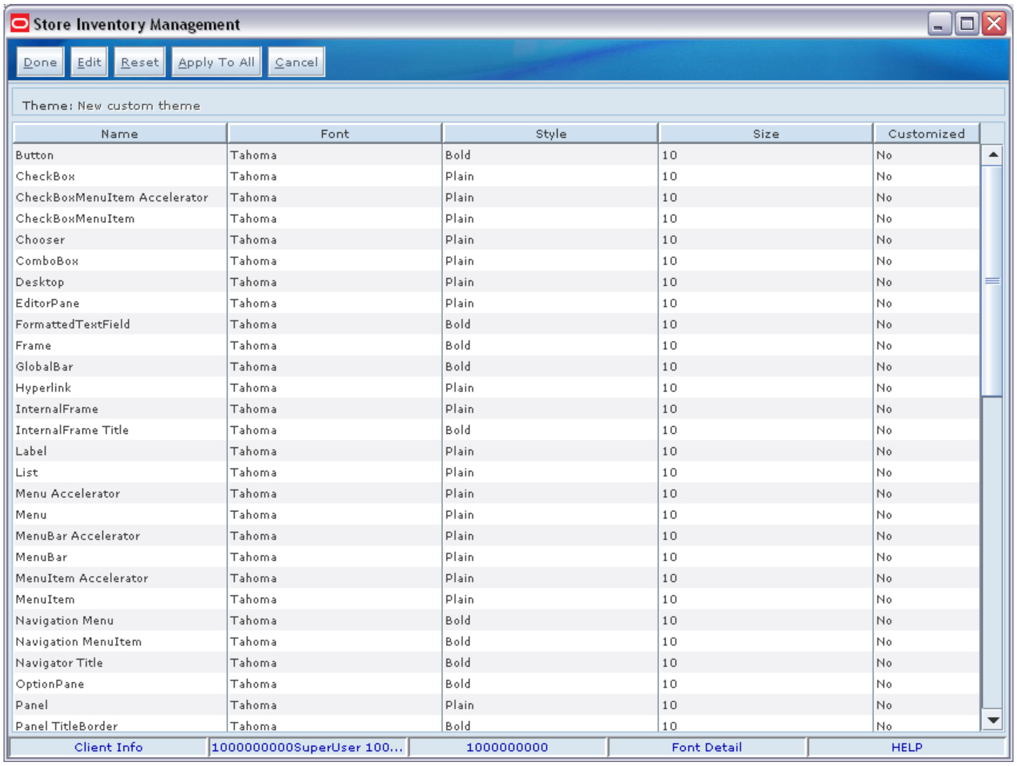
Change Fonts

Navigate: Main Menu > Admin > UI Configuration > Customize Themes. The Available Themes window opens.



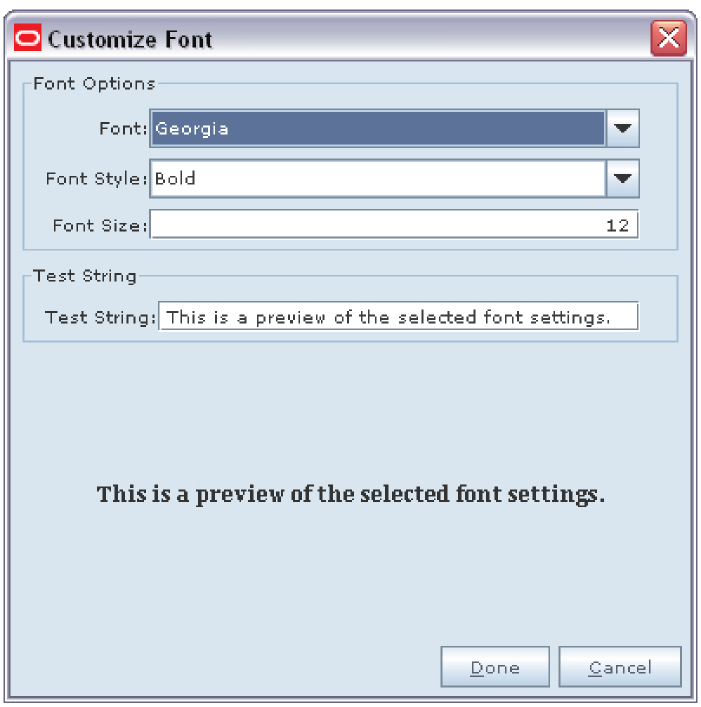
Available Themes Window

1. Click on the theme that you want to modify.
2. Click **Fonts**. The Font Detail window opens. The Font Detail window lists all of the SIM application widgets (interface elements) that have a font that you can change.



Font Detail Window

3. Select one or more widgets (rows) from the list. (If you select multiple rows, select widgets that you want to use the same font.)
4. Click **Edit**. The Customize Font window opens.



Customize Font Window

5. From the Font drop-down list, select the font (font family) that you want to use for the selected widgets. The default font is Tahoma.

> **Note:** The fonts available are those that are installed on the PC that you are currently using. Be sure to select a font that other SIM users will also have installed on their own PCs.

6. From the Font Style drop-down list, select the style of the font (Bold, Italic, Italic-Bold, or Plain). The default is Plain.
7. In the Font Size field, enter the integer value of the size of the characters in points. Values that include fractions (such as .5) are not allowed. The default size is 10.

> **Note:** A font size that is too large can cause incorrect display of labels and other text in the widgets for which you are setting the font size. If you increase the font size from the default size, be sure to test and verify that text is still displayed correctly.

8. Click **Done** to save your changes and close the Customize Font window.
9. When you are finished changing fonts, click **Done** to return to the Available Themes window.
10. Click **Done** to return to the UI Config menu.

Reset Fonts

1. Click on the theme that you want to modify.
2. Click **Fonts**. The Font Detail window opens.
3. From the list, select all of the widgets (rows) that you want to reset to their original fonts.

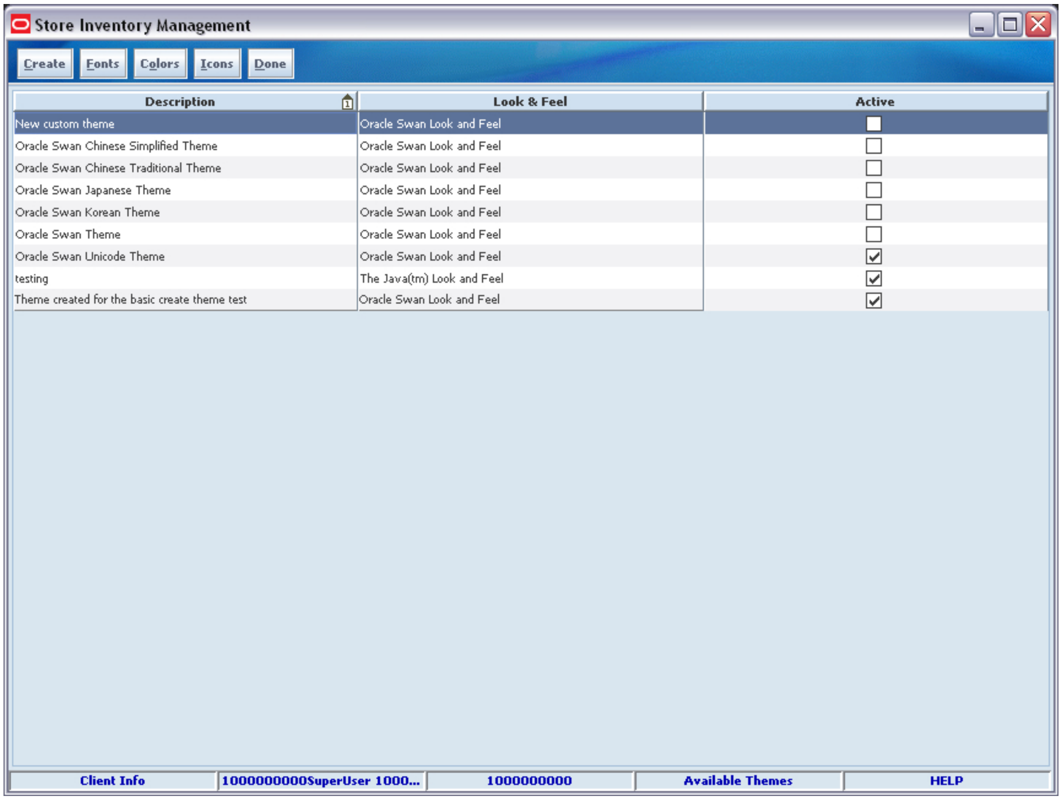
> **Note:** Resetting fonts restores default font settings when SIM was installed. Any changes you have made to fonts for the selected widgets will be lost.

4. Click **Reset**.
5. When you are finished, click **Done** to return to the Available Themes window.
6. Click **Done** to return to the UI Config menu.

Apply a Universal Font Setting

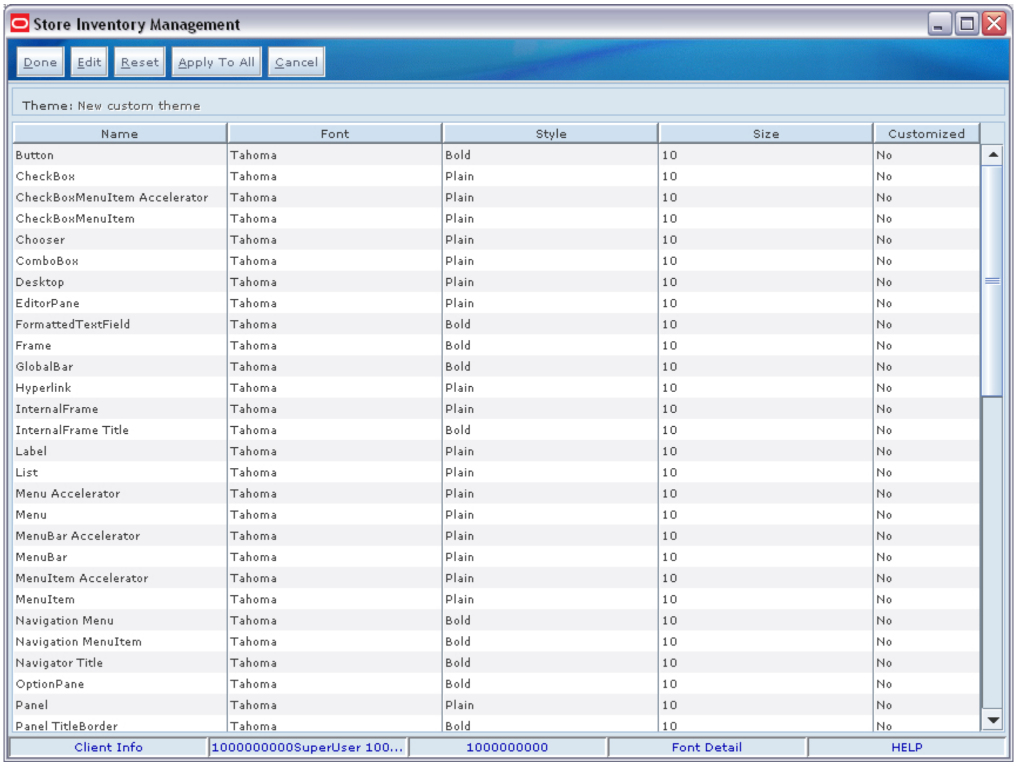
> **Note:** Use this procedure if you want to apply a single font (font family) to all SIM application widgets (for example, if you want to use Arial font throughout the SIM application). To set the font for a single widget or a group, see the procedure "Customize Interface Fonts."

Navigate: Main Menu > Admin > UI Configuration > Customize Themes. The Available Themes window opens.



Available Themes Window

1. Click on the theme that you want to modify.
2. Click **Fonts**. The Font Detail window opens. The Font Detail window lists all of the SIM application widgets (interface elements) that have a font that you can change.


Store Inventory Management

Done | Edit | Reset | Apply To All | Cancel

Theme: New custom theme

Name	Font	Style	Size	Customized
Button	Tahoma	Bold	10	No
CheckBox	Tahoma	Plain	10	No
CheckBoxMenuItem Accelerator	Tahoma	Plain	10	No
CheckBoxMenuItem	Tahoma	Plain	10	No
Chooser	Tahoma	Plain	10	No
ComboBox	Tahoma	Plain	10	No
Desktop	Tahoma	Plain	10	No
EditorPane	Tahoma	Plain	10	No
FormattedTextField	Tahoma	Bold	10	No
Frame	Tahoma	Bold	10	No
GlobalBar	Tahoma	Bold	10	No
Hyperlink	Tahoma	Plain	10	No
InternalFrame	Tahoma	Plain	10	No
InternalFrame Title	Tahoma	Bold	10	No
Label	Tahoma	Plain	10	No
List	Tahoma	Plain	10	No
Menu Accelerator	Tahoma	Plain	10	No
Menu	Tahoma	Plain	10	No
MenuBar Accelerator	Tahoma	Plain	10	No
MenuBar	Tahoma	Plain	10	No
MenuItem Accelerator	Tahoma	Plain	10	No
MenuItem	Tahoma	Plain	10	No
Navigation Menu	Tahoma	Bold	10	No
Navigation MenuItem	Tahoma	Bold	10	No
Navigator Title	Tahoma	Bold	10	No
OptionPane	Tahoma	Bold	10	No
Panel	Tahoma	Plain	10	No
Panel TitleBorder	Tahoma	Bold	10	No

Client Info | 1000000000SuperUser 100... | 1000000000 | Font Detail | HELP

Font Detail Window

3. From the list, select one widget (row) that uses the font that you want to apply to this theme, to be used throughout the SIM user interface.

> **Note:** The same font family (for example, Arial) will be applied to all widgets; however, the font size and style of the selected widget (for example, 12-point Bold) will not be applied. Applying the same font size and style throughout the application could cause many display problems.

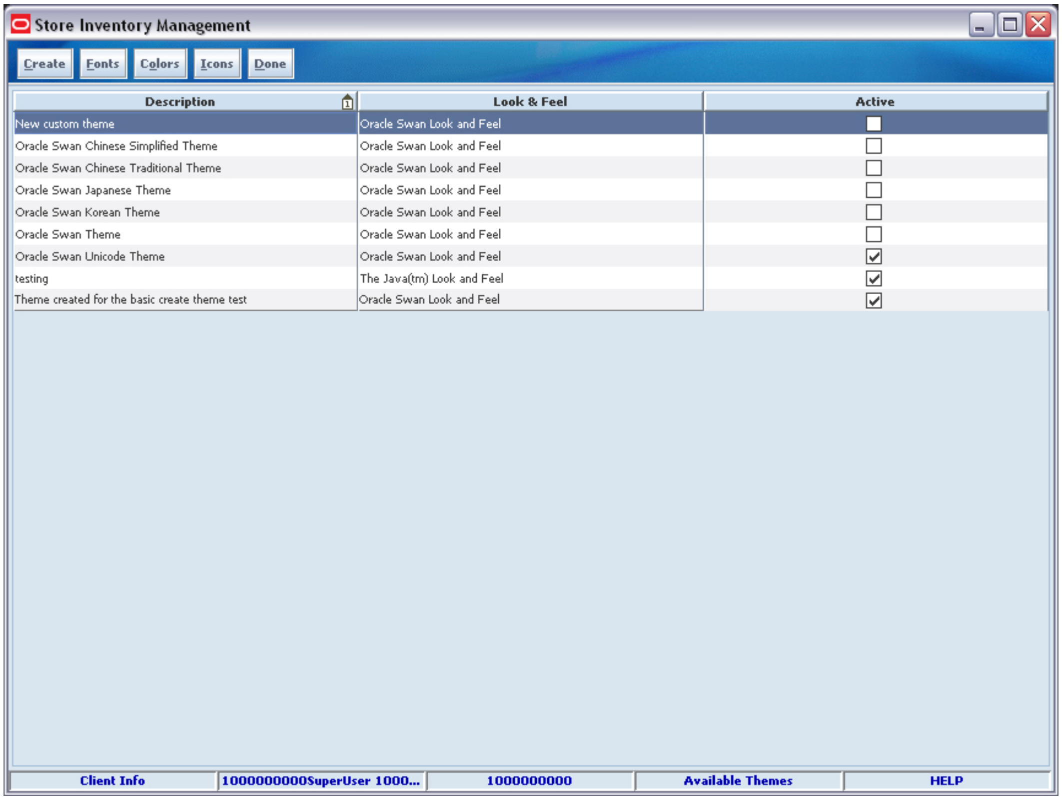
4. Click **Apply to All**.
5. Click **Done** to return to the Available Themes window.
6. Click **Done** to return to the UI Config menu.

Customize Interface Icons

You can customize the icons used in some application widgets (interface objects). You can also reset icons to their original settings when SIM was installed.

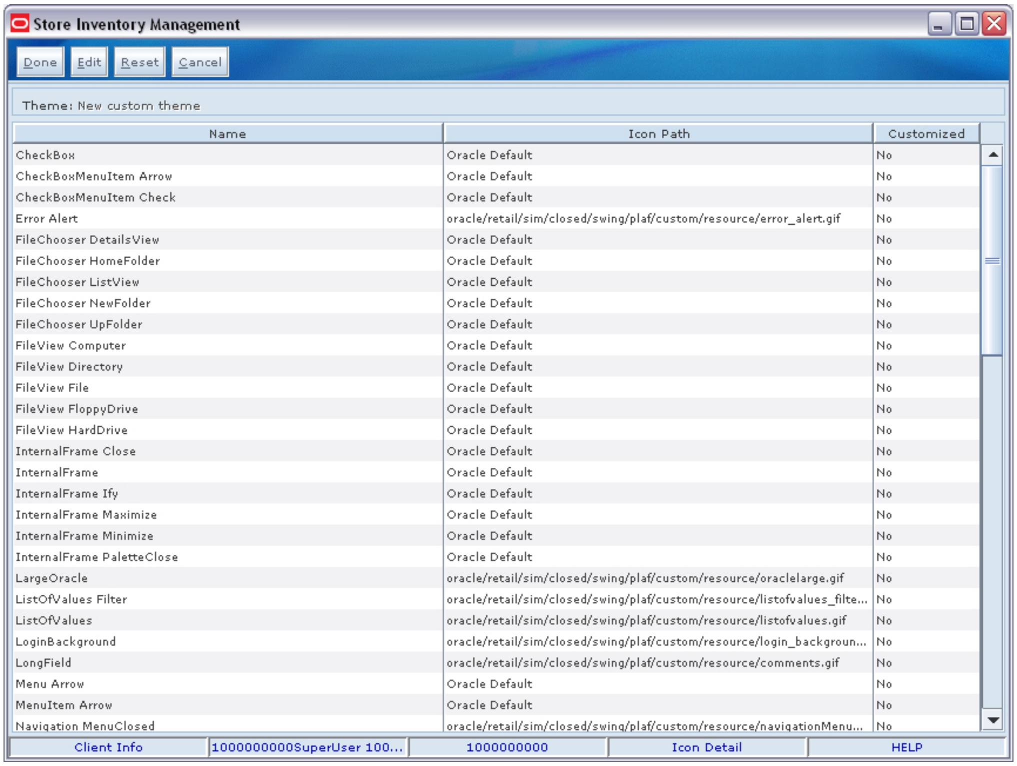
Change Icons

Navigate: Main Menu > Admin > UI Configuration > Customize Themes. The Available Themes window opens.



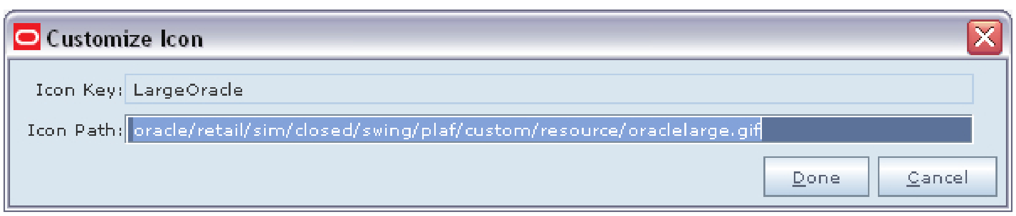
Available Themes Window

1. Click on the theme that you want to modify.
2. Click **Icons**. The Icon Detail window opens. The Icon Detail window lists all of the SIM application widgets (interface elements) that have an icon that you can change. The Customized column indicates whether an icon has been customized (Yes or No).



Icon Detail Window

3. Select one widget from the list.
4. Click **Edit**. The Customize Icon window opens.



Customize Icon Window

5. In the Icon Path field, enter the full path and file name where the icon is located. An icon file should be a GIF or JPEG file; GIF files load more quickly.

   The full pathname must be in the deployed classpath of the client JVM. This means that it will probably not be on any local file system or network drive path. The practical way to accomplish this is to create a customicon.jar file at the client site that contains all of the icons. This .jar file should then be deployed as part of the Web Start deployment.
6. Click **Done** to save your change and return to the Icon Detail window.
7. When you are finished, click **Done** to return to the Available Themes window.
8. Click **Done** to return to the UI Config menu.

Reset Icons

1. Click on the theme that you want to modify.
2. Click **Icons**. The Icon Detail window opens.
3. From the list, select all of the widgets (rows) that you want to reset to use their original icons.

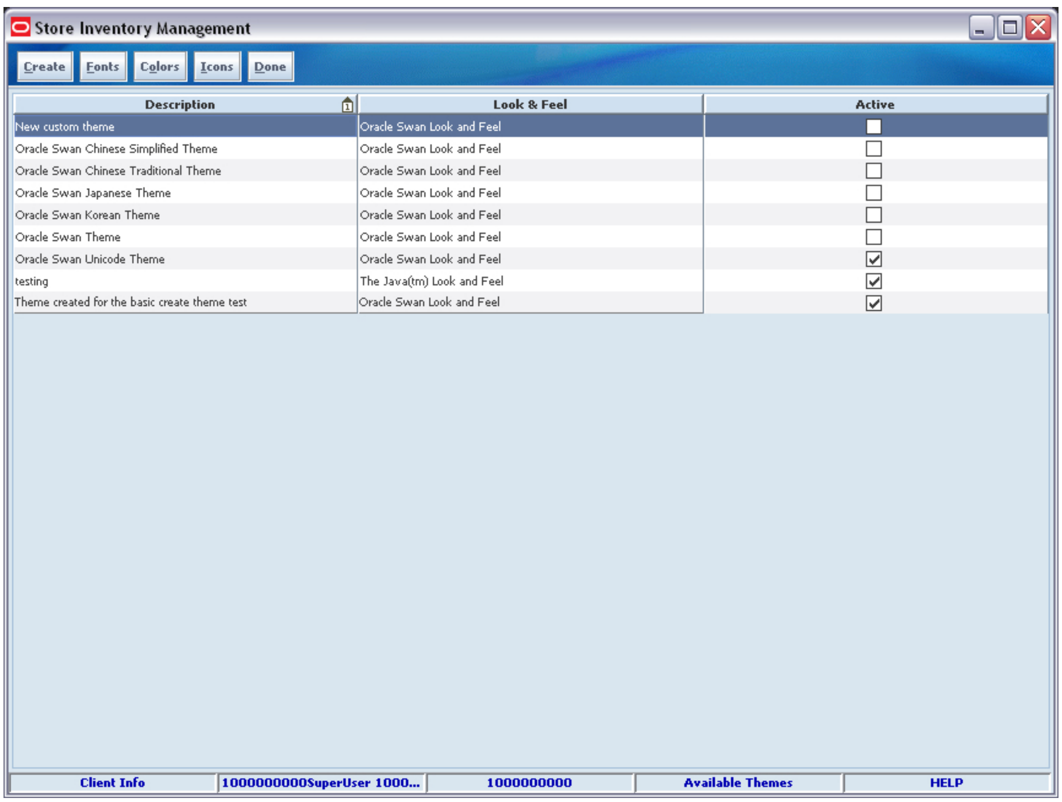
> **Note:** Resetting icons restores default icon settings when SIM was installed. Any changes you have made to icons for the selected widgets will be lost.

4. Click **Reset**.
5. When you are finished, click **Done** to return to the Available Themes window.
6. Click **Done** to return to the UI Config menu.

Activate or Deactivate a Theme

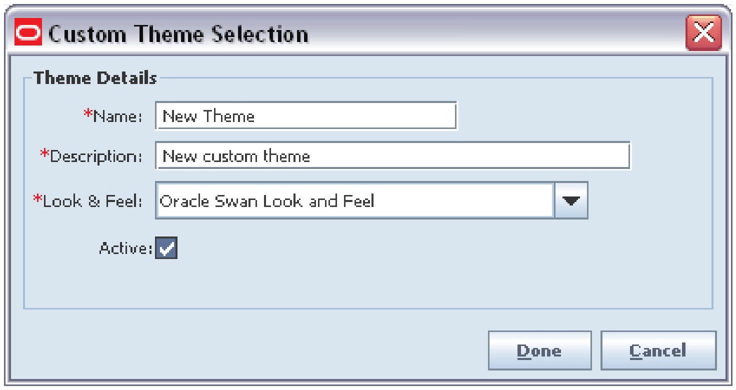
Activating a theme makes it available to other SIM users. Deactivating a theme removes that theme from the list of themes available to SIM users.

Navigate: Main Menu > Admin > UI Configuration > Customize Themes. The Available Themes window opens.



Available Themes Window

1. Double-click on the theme that you want to activate or deactivate. The Custom Theme Selection window opens.



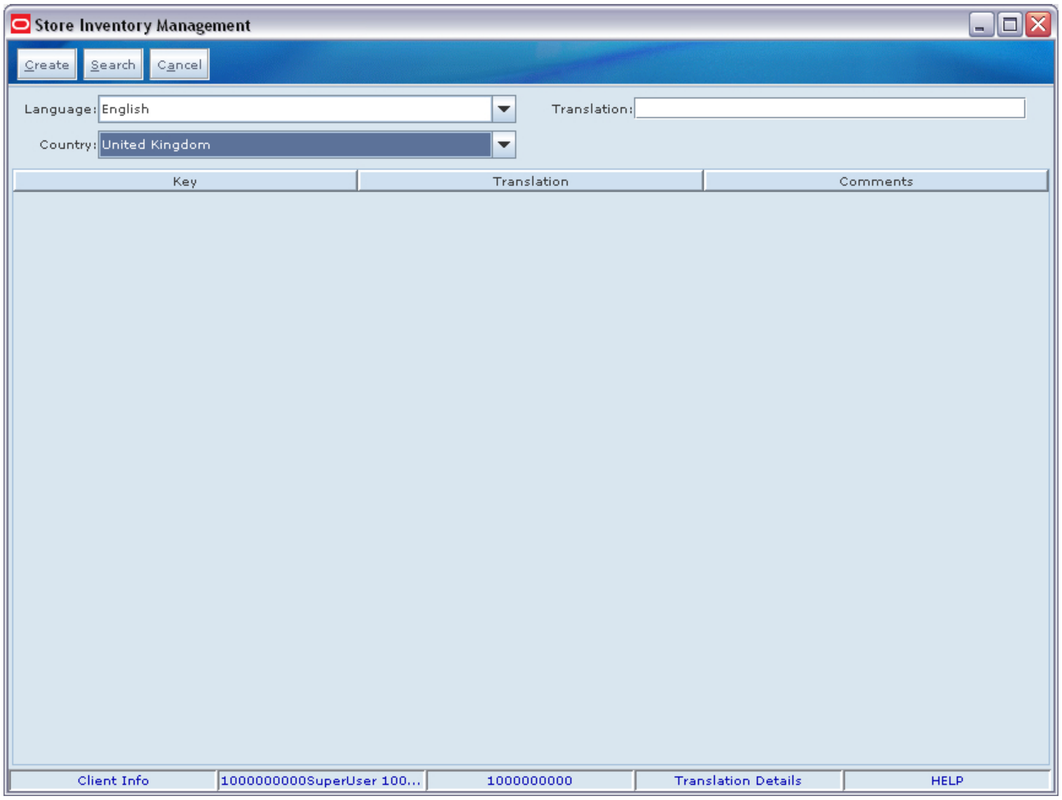
Custom Theme Selection Window

2. Activate or deactivate the theme:
   - Select the Active check box to activate the theme.
   - Deselect the Active check box to deactivate the theme.
3. Click **Done** to save your changes and close the Custom Theme Selection window.
4. Click **Done** to return to the UI Config menu.

Modify Translations

> **Note:** For any translation, if you have not selected a theme that can display the language, the translations may not be displayed correctly.

Navigate: Main Menu > Admin > UI Configuration > Customize Translations. The Translation Details window opens.



Translation Details Window

1. From the Language drop-down list, select the language for which you want to modify one or more translated strings.
2. Depending on the selected language, there may be translations that are specific to a country. If the Country drop-down list is enabled, select the applicable country. (For example, there are Chinese translations for China and Taiwan.)

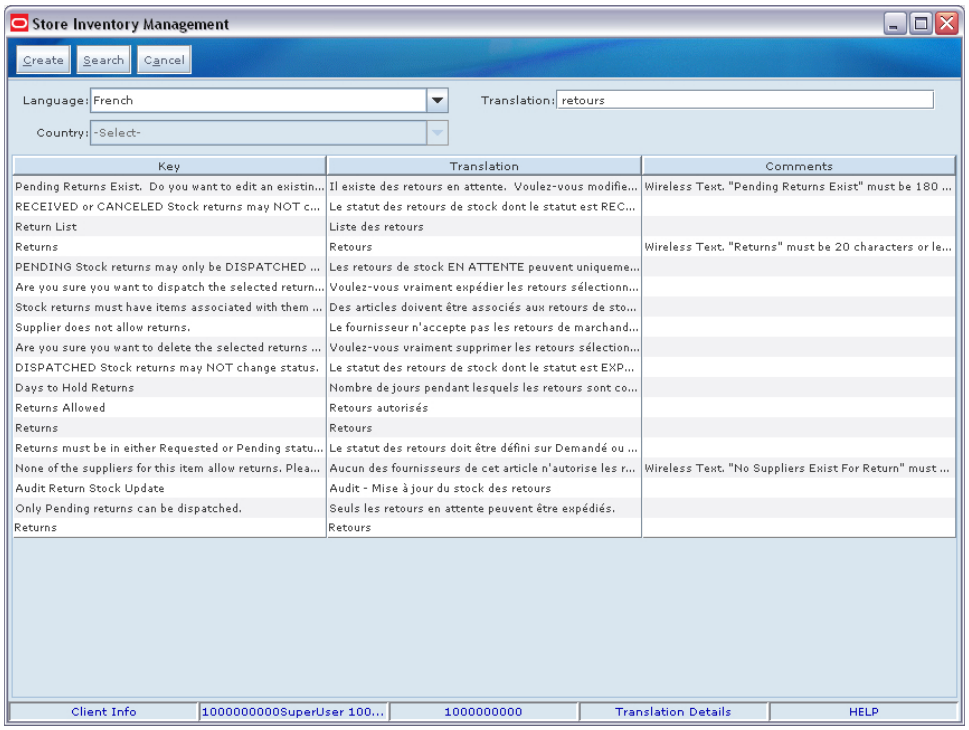
   Note the following:

   - Selecting a Country as part of the search criteria will return that country's translation messages. This will include any user overrides entered for the translation message. (For example, if you select English as the language and United Kingdom as the country, SIM displays the translation based on the English language, unless there is a user modification to that widget translation for the United Kingdom.)
   - If the Country translation message box is blank, it displays the translation message of the parent language.

     Exception: For the Chinese and Portuguese languages, the translation field defaults to blank at the language level. You must select a country to view the translation message.

3. Search for all translated strings or narrow your search:
   - If you want to see all translated strings for the selected language and country, click **Search**.
   - If you want to narrow your search:
     a. Enter a search value in the Translation field. For example, if the selected language is French, you might want to search for the French string "retours."
     b. Click **Search**.

   The search results are displayed in the Translation Details window. Records are sorted by Key value.

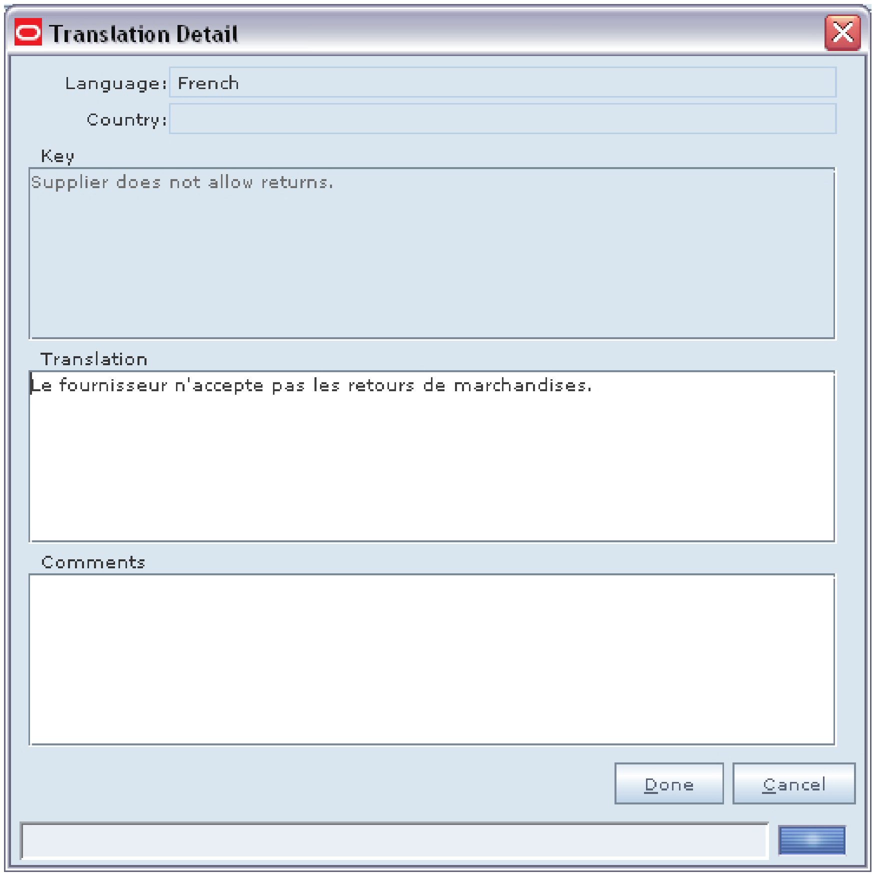


Translation Details - Example of Search Results

> **Note:** The records returned by the search are those that contain your specified search string in the Translation column. If there are no translated strings for the selected language that contain the search string you entered in the Translation field, no records are returned.

4. To change a translated string:

   a. Double-click on the row that contains the translation you want to change. The Translation Detail window opens.



Translation Detail Window

b. In the Translation field, change the translation as you want.

c. In the Comments field, enter any optional comments about the string and your translation.

d. Click **Done** to save your changes and close the Translation Detail window.

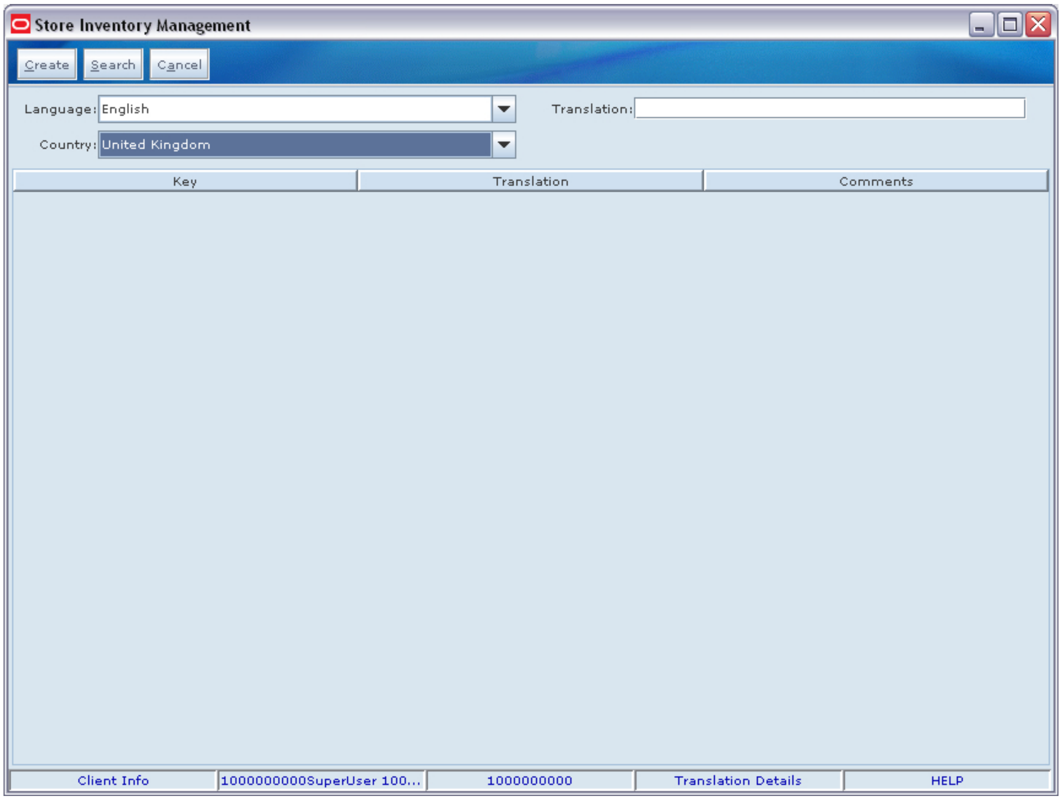
5. When you are finished making changes, click **Cancel** in the Translation Details window. You return to the UI Config menu.

> **Note:** Translation changes are available to users the next time they start SIM.

Create New Translations

> **Note:** For any translation, if you have not selected a theme that can display the language, the translations may not be displayed correctly.

Navigate: Main Menu > Admin > UI Configuration > Customize Translations. The Translation Details window opens.

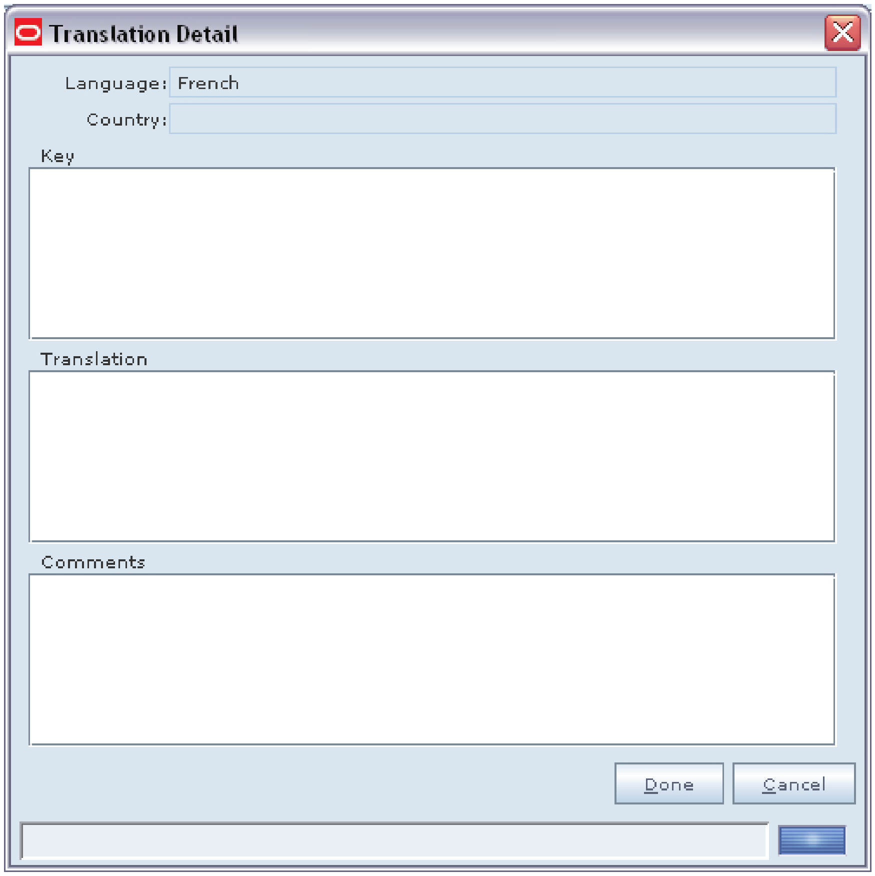


Translation Details Window

1. From the Language drop-down list, select the language for which you want to add translations.
2. Depending on the selected language, there may be translations that are specific to a country. If you have selected both a country and a language when you click Create, the country is ignored. When you create a new translation, all countries under the selected language inherit the translation message.

   > **Note:** The translation key and comments are created for all languages.

3. Click **Create**. The Translation Detail window opens.



Translation Detail Window

4. In the Key field, enter a character string, using English-language characters, that uniquely names the new translation record. The key is required, and it cannot be the same value as any existing key in the translations database.
5. In the Translation field, enter the translated message or string to associate with the new key. (If you leave this field blank,its value defaults to the Key value.)
6. In the Comments field, enter any optional comments you want about the key properties and your translation.
7. Click **Done** to save your new translation record and close the Translation Detail window.
8. When you are finished adding translations, click **Cancel** in the Translation Details window. You return to the UI Config menu.

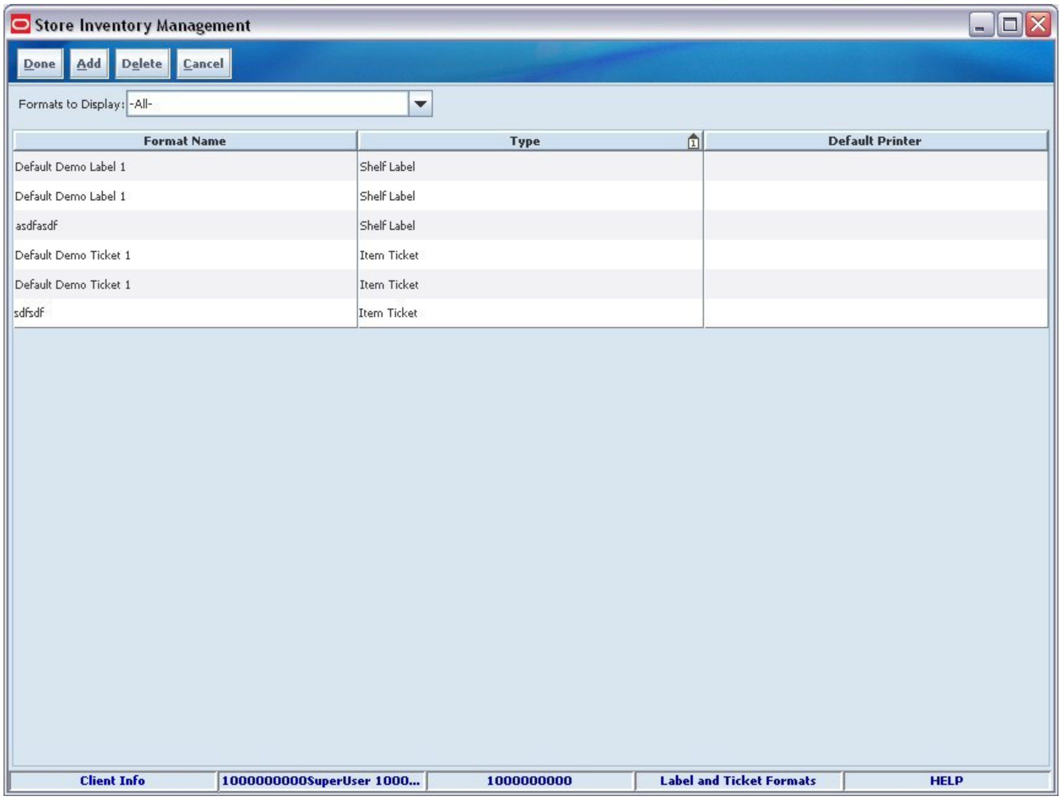
Formats

Use the Formats functionality to add and delete label or ticket formats.

- Add a format
- Delete a format

Add a Format

Navigate: Main Menu > Admin > Formats. The Formats window opens.

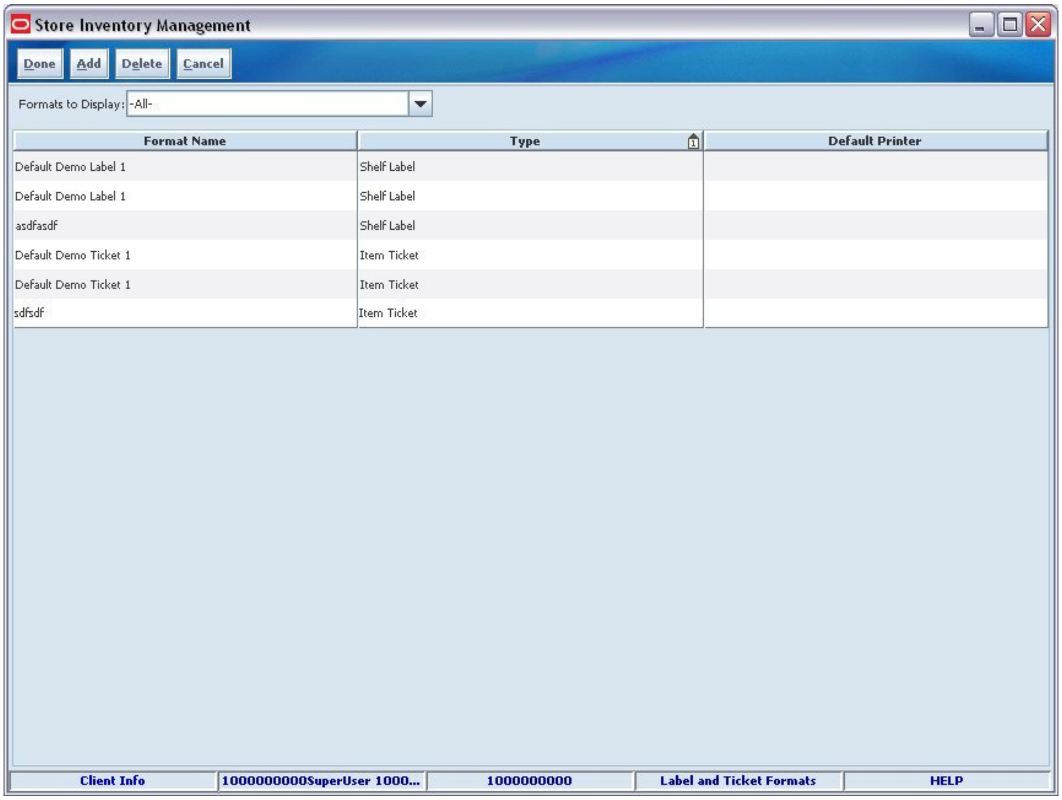


Formats Window

1. Click **Add**. A line is added to the bottom of the Formats table.
2. Select the empty cell in the Format Name column.
3. Enter a name for the format in the Format Name column.
4. Select the type of format in the Type column.
5. Select the printer in the Default Printer column.
6. Click **Done** to return to the Admin menu.

Delete a Format

Navigate: Main Menu > Admin > Formats. The Formats window opens.



Formats Window

1. Filter the Formats table by selecting from the Formats to Display field.
2. Select the format you wish to delete in the table.
3. Click **Delete**. The Delete Confirmation window opens.
4. Click **Yes** to delete the format.
5. Click **Done** to return to the Admin menu.

Printer Selection

Use the Printer Selection functionality to select a default printer.

Select a Printer

Navigate: Main Menu > Admin > Printer Selection. The Printer Selection window opens.

1. Select the printer from the Printer drop-down.
2. Click **OK**. The Printer Selection window is closed.

3

Shipping and Receiving

With the Shipping and Receiving functions, you can work with the following:

- Direct deliveries
- Warehouse deliveries
- Transfer merchandise
- Returns

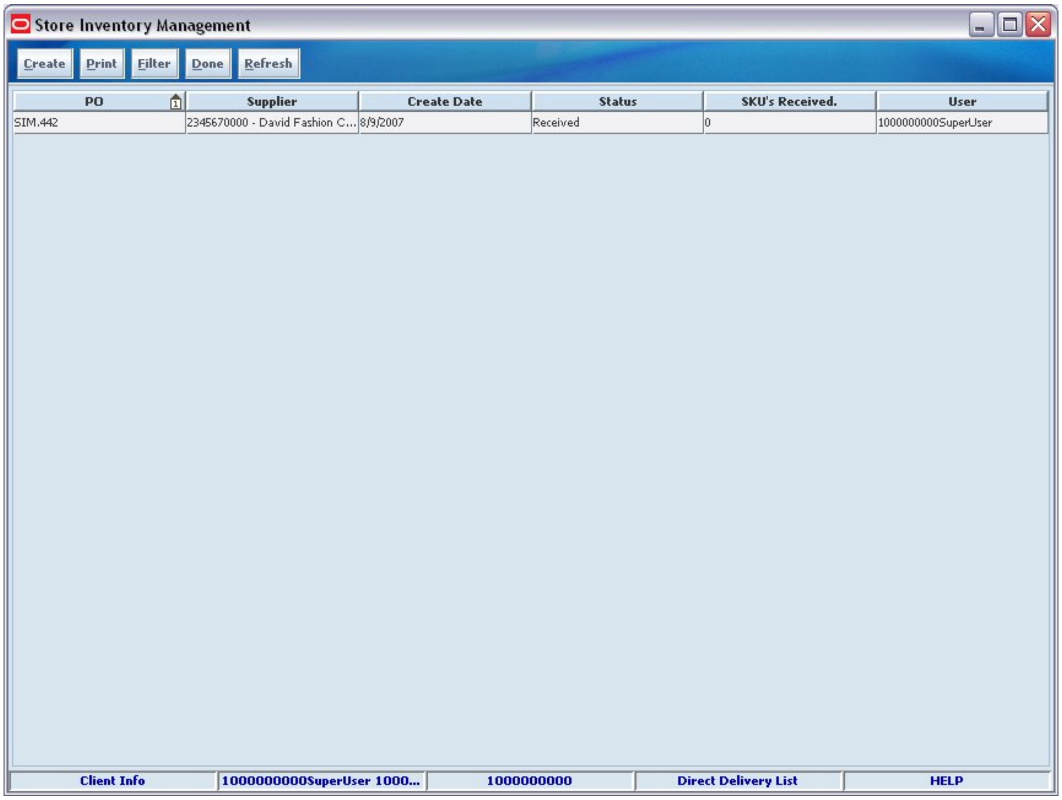
Direct Delivery

With the Direct Delivery functions, you can:

- Allow authorized suppliers to send advanced shipment notices (ASN)
- Create purchase orders to receive unexpected deliveries
- Match deliveries to purchase orders and ASNs
- Print delivery notes
- Receive goods from suppliers
- Receive or reject non-ranged and unexpected items
- Reject goods that the supplier is not authorized to supply
- Update stock on hand
- Receive a Delivery

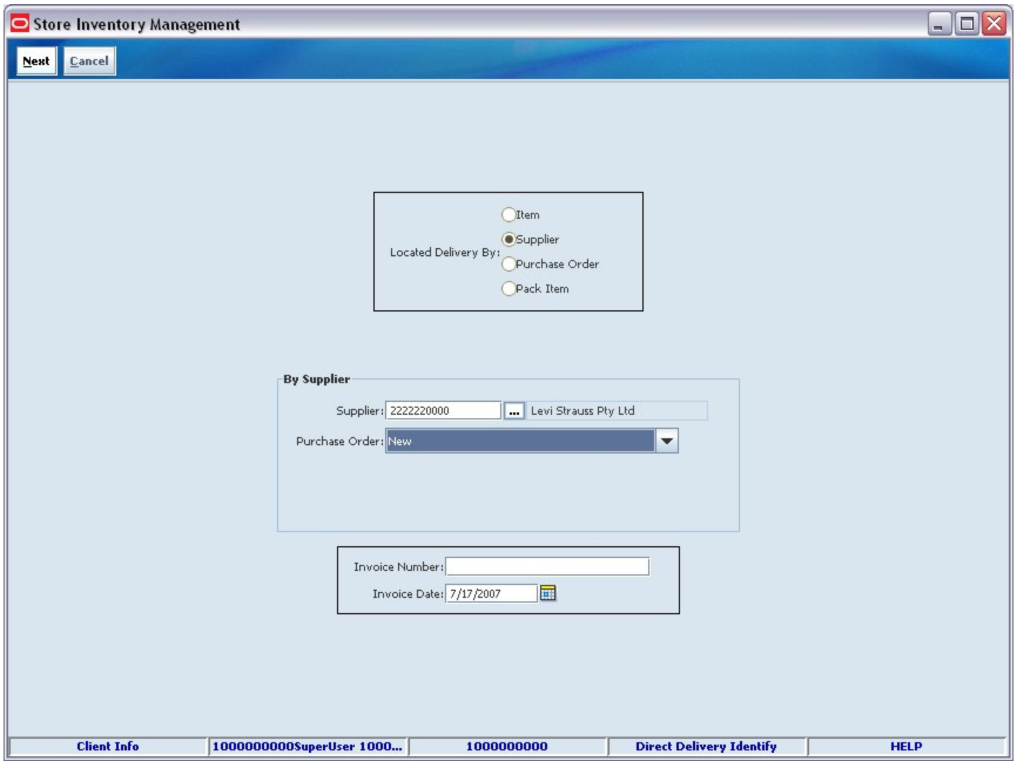
Receive a Delivery

Navigate: Main Menu > Shipping/Receiving > Direct Delivery. The Direct Delivery List window opens.



Direct Delivery List Window

1. Click **Create**. The Direct Delivery Identify window opens.



Direct Delivery Identify Window

2. Identify the delivery:
   - Locate the delivery by item:
     a. Select the Item radio button.
     b. Enter the item number in the Item field, or look up the item. To look up the item:
        i. Click . The Item Lookup window opens.
        ii. Enter or select values for the fields to specify search criteria to limit the search results.
        iii. Click **Search**. The results of your search are displayed.
        iv. Select the item you want and click **Use Item**. You return to the Direct Delivery Identify window, where the selected item is shown in the Item field.
        v. Select the supplier from the Supplier drop-down.
        vi. Select the purchase order from the Purchase Order drop-down, or select 'New'.
        vii. Enter the invoice number and change the invoice date if necessary.
   - Locate the delivery by supplier:
     a. Select the Supplier radio button.
     b. Enter the supplier in the Supplier field, or look up the supplier. To look up the supplier:
        i. Click . The Supplier Lookup window opens.
        ii. Enter Supplier ID or Supplier Name to limit the search results.

iii. Click **Search**. The results of your search are displayed.

iv. Select the supplier you want and click **Use Supplier**. You return to the Direct Delivery Identify window, where the selected supplier is shown in the Supplier field.

v. Select the purchase order from the Purchase Order drop-down, or select 'New'.

vi. Enter the invoice number and change the invoice date as necessary.

- Locate the delivery by purchase order:

  a. Select the Purchase Order radio button.

  b. Enter the purchase order number in the Purchase Order field.

- Locate the delivery by pack item:

  a. Select the Pack Item radio button.

  b. Enter the item number in the Item in Pack field, or look up the item. To look up the item:

     i. Click . The Item Lookup window opens.

     ii. Enter or select values for the fields to specify search criteria to limit the search results.

     iii. Click **Search**. The results of your search are displayed.

     iv. Select the item you want and click **Use Item**. You return to the Direct Delivery Identify window, where the selected item is shown in the Item in Pack field.

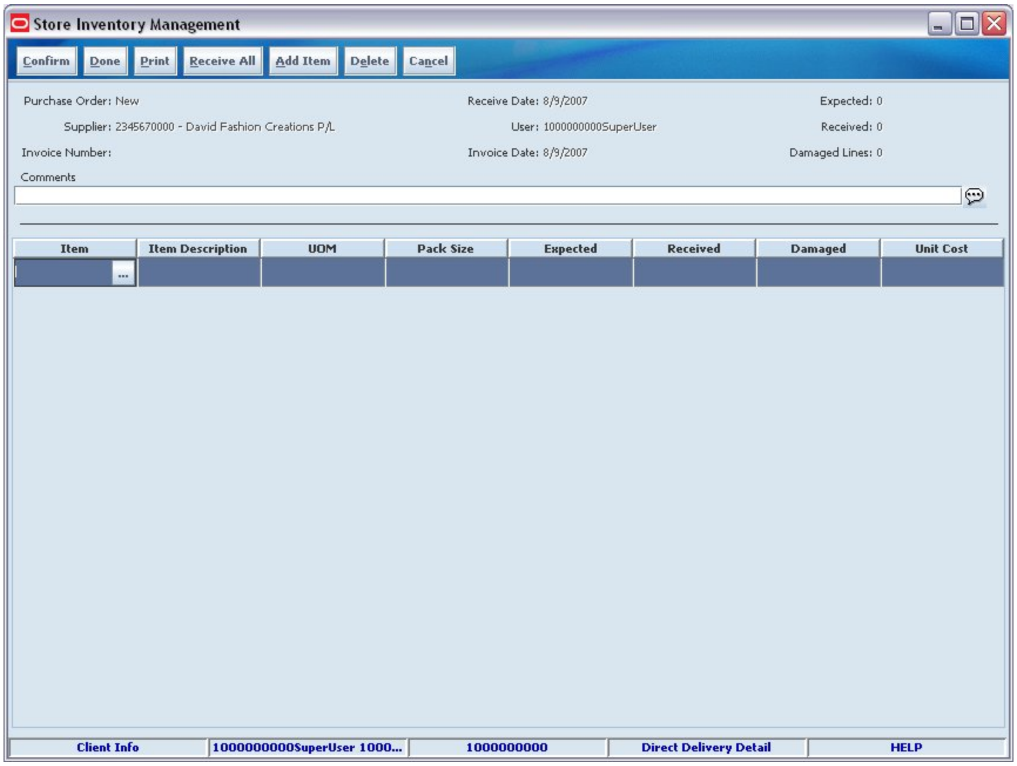
     v. Select the pack from the Pack drop-down.

     vi. Select the supplier from the Supplier drop-down.

     vii. Select the purchase order from the Purchase Order drop-down, or select 'New".

     viii. Enter the invoice number and change the invoice date as necessary.

2. Click **Next**. The Direct Delivery Detail window opens with values in the header fields.



Direct Delivery Detail Window

Header fields are as follows:

- Purchase Order – The purchase order number generated by SIM, or the purchase order number provided by an external system
- Supplier – The supplier from whom you are receiving this delivery
- Invoice Number – The invoice number associated with the receipt
- Receive Date – The date the receipt is first created
- User – The SIM user who received the delivery
- Expected – How many cases were expected on the original ASN or purchase order
- Received – The number of cases received in this delivery

> **Note:** A partial case is represented here as a full case. Multiple individual items with partial cases each add up to a full case.

- Damaged Lines – The number of line items that have damages for this delivery

3. If this is an existing purchase order, select the merchandise that you want to receive. To receive all items, click **Receive All**. The quantities that were ordered are entered as the received quantities. Enter data in the fields that are enabled in the table:
   - Comments – Enter additional information about the delivery, if necessary.
   - Item – Enter the item number or click ... to look up the item. This field may already have a value, if the information comes from the purchase order or an applied ASN.

- UOM – Select 'Units' or 'Cases'.
- Pack Size – If the displayed pack size is not correct, enter the correct pack size.
- Expected – This field is disabled. It displays how many cases were expected on the original ASN or remained on the purchase order that was applied. If SIM generated the purchase order, the value is 0.
- Received – Enter the quantity of items that are being received, expressed in the designated unit of measure.
- Damaged – Enter the number of items that were damaged in the transfer.
- Unit Cost – Change the cost if necessary.

> **Note:** This value may not be displayed, depending on business practice.

4. If necessary, edit delivery quantities:
   a. Click **Adjust Delivery**. The delivery status is changed from Received to In Progress.

   > **Note:** This function is only valid after a delivery has been received.

   b. Enter information in the fields that are enabled:
      - Comments – Enter additional information about the delivery, if necessary.
      - Item – Enter the item number or click [...] to look up the item.
      - Pack Size – If the displayed pack size is not correct, enter the correct pack size.
      - Shipped – If the number is not displayed, enter the number of delivery units or cases that were recorded for the shipment when it left the From location.
      - Ordered – Enter the number of units or cases that were ordered from the supplier.
      - Received – Enter the quantity of items that are being received, expressed in the designated UOM.
      - Damaged – The number of items that were damaged in the transfer.
      - Unit Cost – Change the cost, if necessary.

   > **Note:** You can edit quantities on received deliveries only if you have the required permissions.

5. To add an item:

   > **Note:** This capability may not be enabled if you are receiving against a new purchase order.

   a. Click Add Items.
   b. Enter information in the fields that are enabled:
      - UOM – From the drop-down list, select the appropriate unit of measure.
      - Pack Size – If the displayed pack size is not correct, enter the correct pack size.
      - Received – Enter the quantity of received delivery units.
      - Damaged – Enter the quantity of damaged delivery units.

- Unit Cost – If the displayed Unit Cost is not correct, enter the correct Unit Cost.

c. Click **Confirm** to approve your changes.

6. Remove extra lines:
   a. Select the line that you want to remove.
   b. Click **Delete**. The line is removed.
7. Save or confirm:
   - To save the information that you entered so that you can print a delivery receipt, confirm the order, or receive the order at a later time, click **Done**. You return to the Direct Delivery List window.
   - To complete the transaction, click **Confirm**. The order is recognized as received. You return to the Direct Delivery List window.
8. Print a delivery receipt:
   a. Select the delivery from the list.
   b. Click **Print**. The Print dialog box opens.
   c. In the Print dialog box, make selections to print the report to your printer.
9. Click **Done**. You return to the Shipping/Receiving menu.

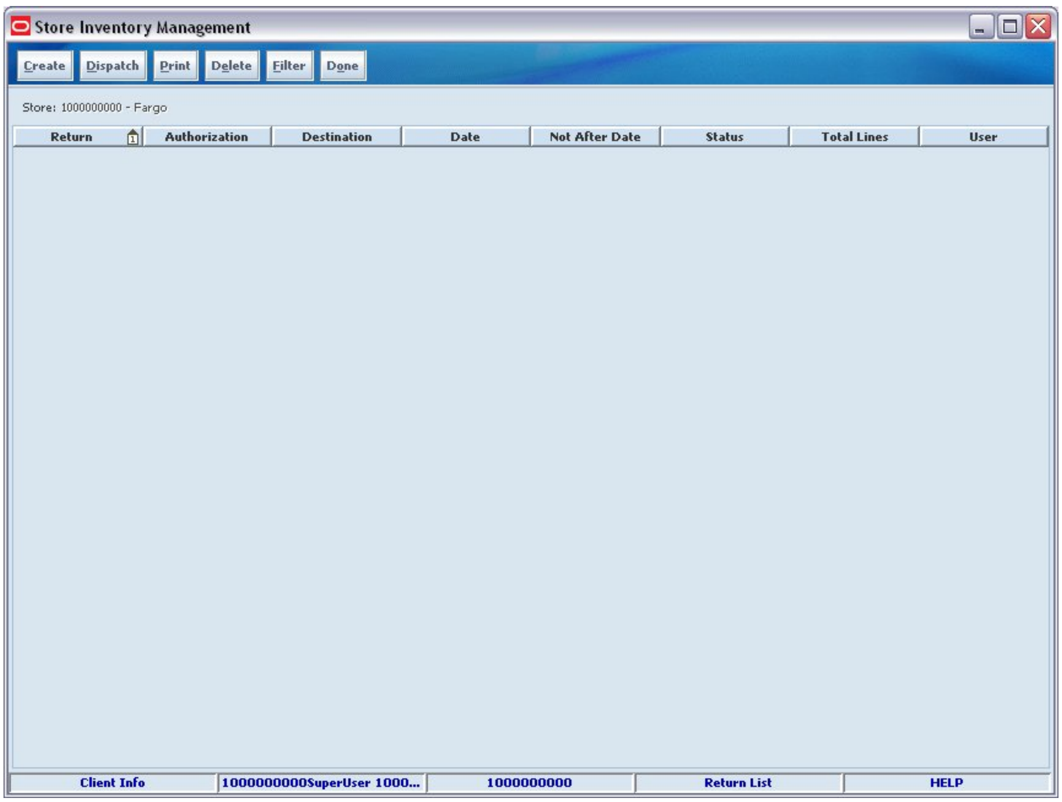
Returns

With the Returns functions, you can:

- Create a return order
- Dispatch a return order
- Print a return report
- Delete a return order
- Look up a return
- Edit a return

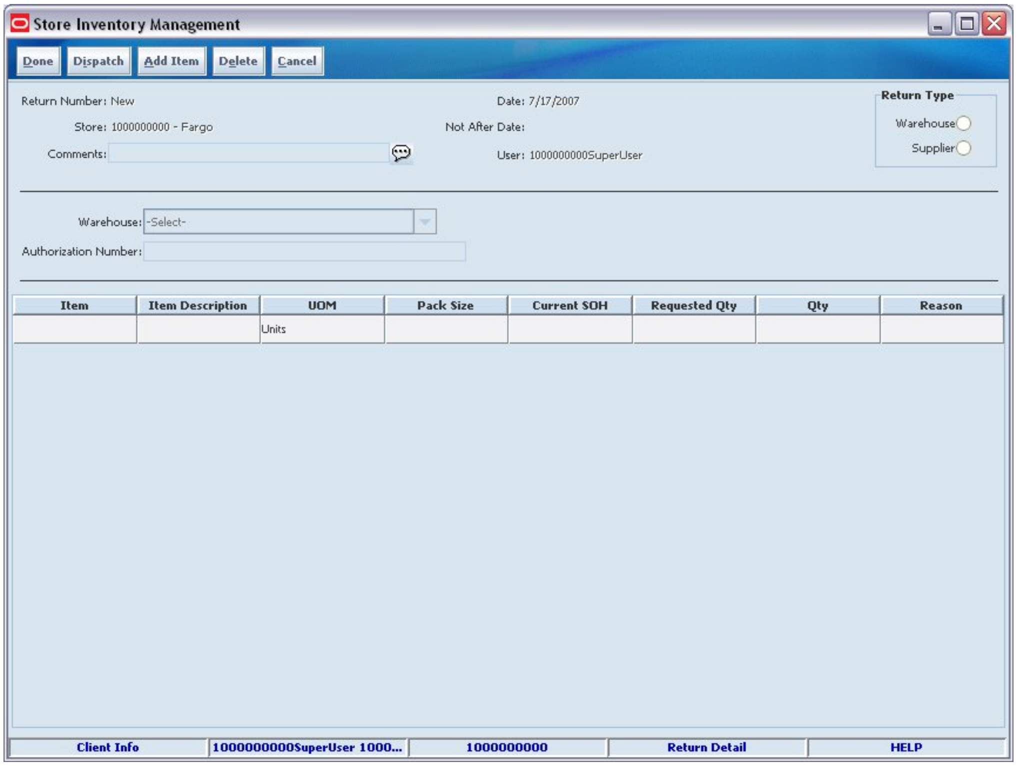
Create a Return

Navigate: Main Menu > Shipping/Receiving > Returns. The Return List window opens.



Return List Window

1. Click **Create**. The Return Detail window opens.



Return Detail Window

2. Select the type of return. In the Return Type box, select one of the following radio buttons:
   - Warehouse - To return the items to a warehouse. The Warehouse field is displayed.
   - Supplier - To return the items to the supplier. The Supplier field is displayed.
3. Enter the warehouse or supplier:
   - In the Warehouse field, select a warehouse from the drop-down list.
   - In the Supplier field, enter a supplier or click ... to look up a supplier.
4. In the Authorization Number field, enter the authorization number to help you track the return, if required by the supplier.
5. In the Item field, enter the item number or select ... to look up the item.

> **Note:** If there is unavailable stock for this item, you are asked if you want to use the unavailable stock to create the return.

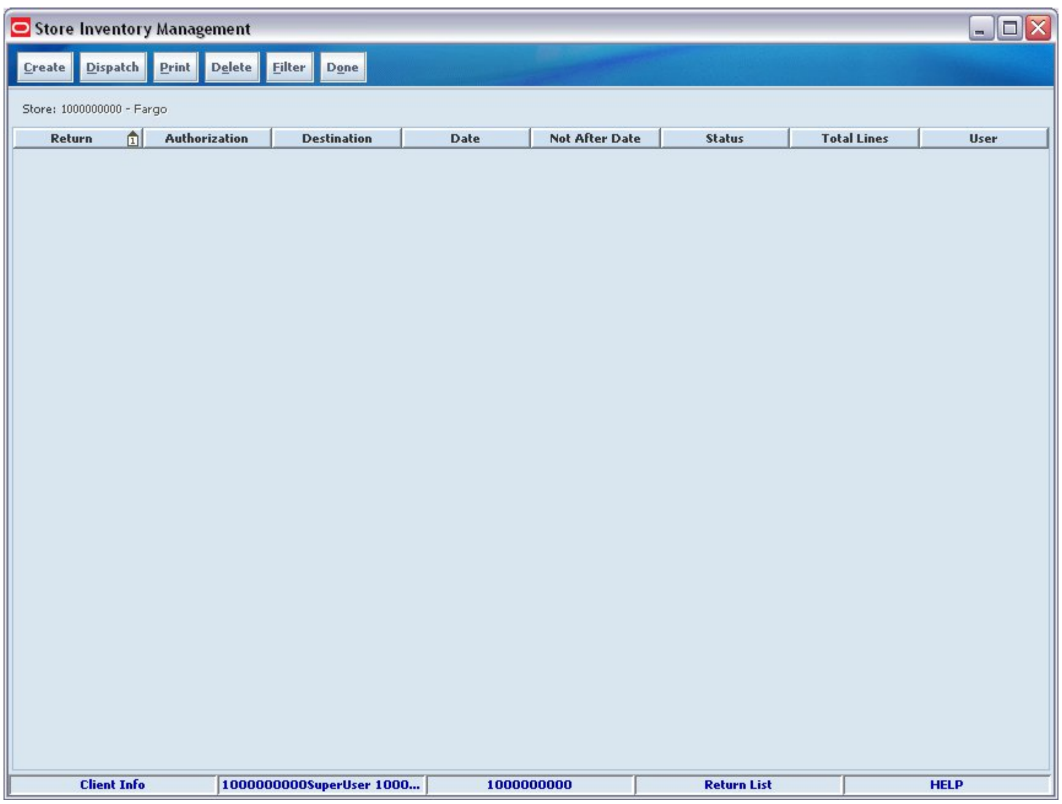
6. Change information in the fields that are enabled, if necessary:
   - UOM – From the drop-down list, select the unit of measure.
   - Pack Size – Enter the number of items in a package.
   - Qty – Enter the quantity of items, expressed in the selected unit of measure, that you are returning.
   - Reason – Select the reason that you are returning the items from the Reason drop-down.

7. To add items to the return:
   a. Click **Add Item**. A new blank line is displayed.
   b. Repeat steps 5 through 7 for each item on the return.
8. Dispatch or save the return:
   - If you want to dispatch the return now, click **Dispatch**. For more information about dispatching a return, see the procedure "Dispatch a Return."
   - If you do not want to dispatch the return, click **Done**. The return is saved until it is dispatched. You return to the Return List window.
9. To print a returns report:
   a. Select the return for which you want a report.
   b. Click **Print**.
10. Click **Done** to return to the Shipping/Receiving menu.

Dispatch a Return

Note: You can dispatch returns only with Pending status.

Navigate: Main Menu > Shipping/Receiving > Returns. The Return List window opens.

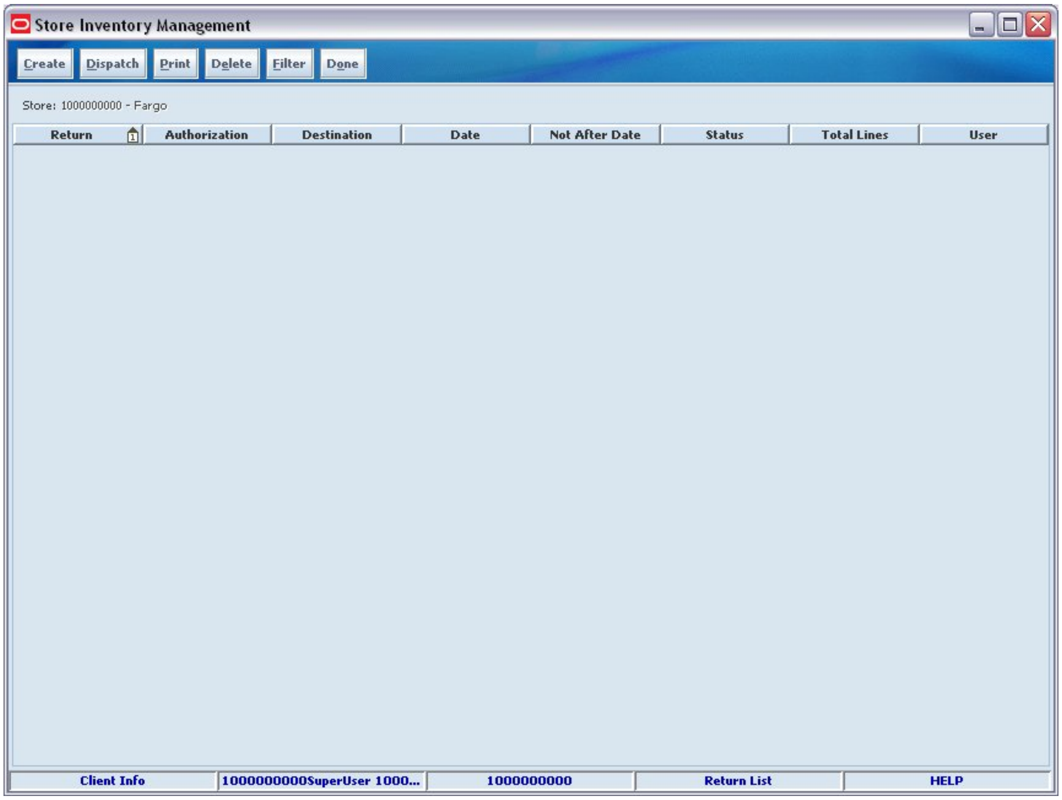


Return List Window

1. Select each line that you want to dispatch.
2. Click **Dispatch**. A message is displayed: "Are you sure you want to dispatch the selected returns now?"
3. Click **Yes**. The returns are dispatched.
4. Click **Done** to return to the Shipping/Receiving menu.

Print a Return Report

Navigate: Main Menu > Shipping/Receiving > Returns. The Return List window opens.



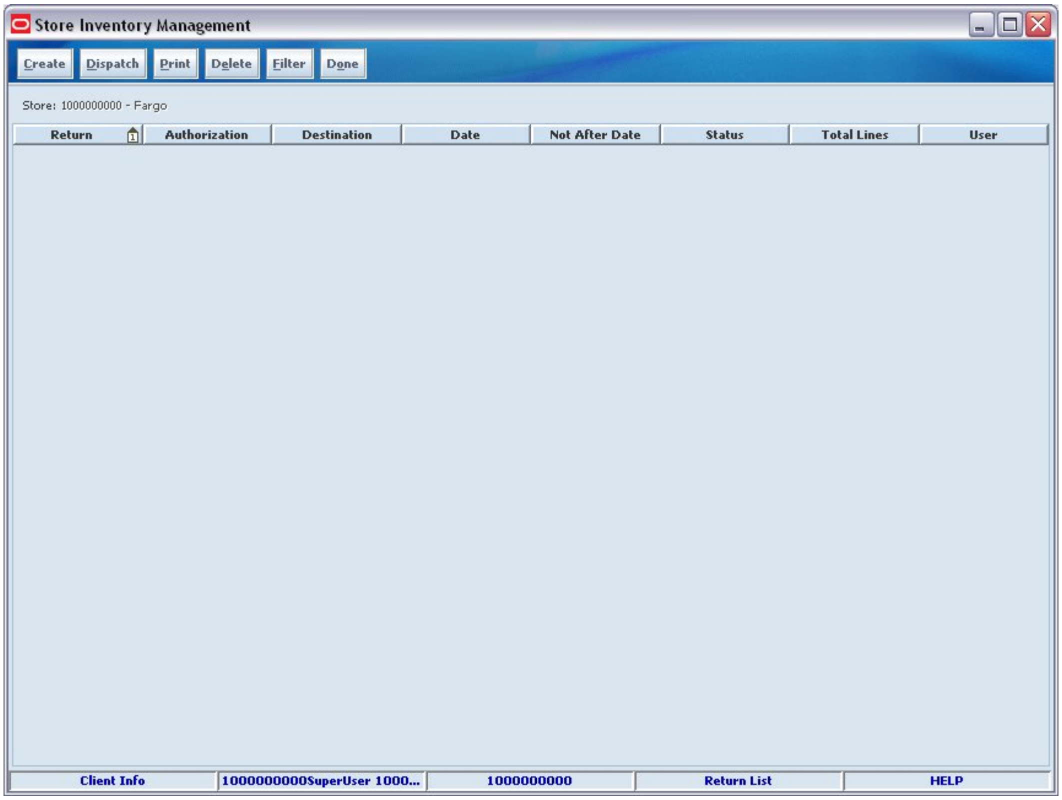
Return List Window

1. Select the line for which you want to print a report.
2. Click **Print**. The Print dialog box opens.
3. In the Print dialog box, make selections to print the report to your printer.
4. Click **Done** to return to the Shipping/Receiving menu.

Delete a Return

> **Note:** You can delete a return only if it has not been dispatched.

Navigate: Main Menu > Shipping/Receiving > Returns. The Return List window opens.

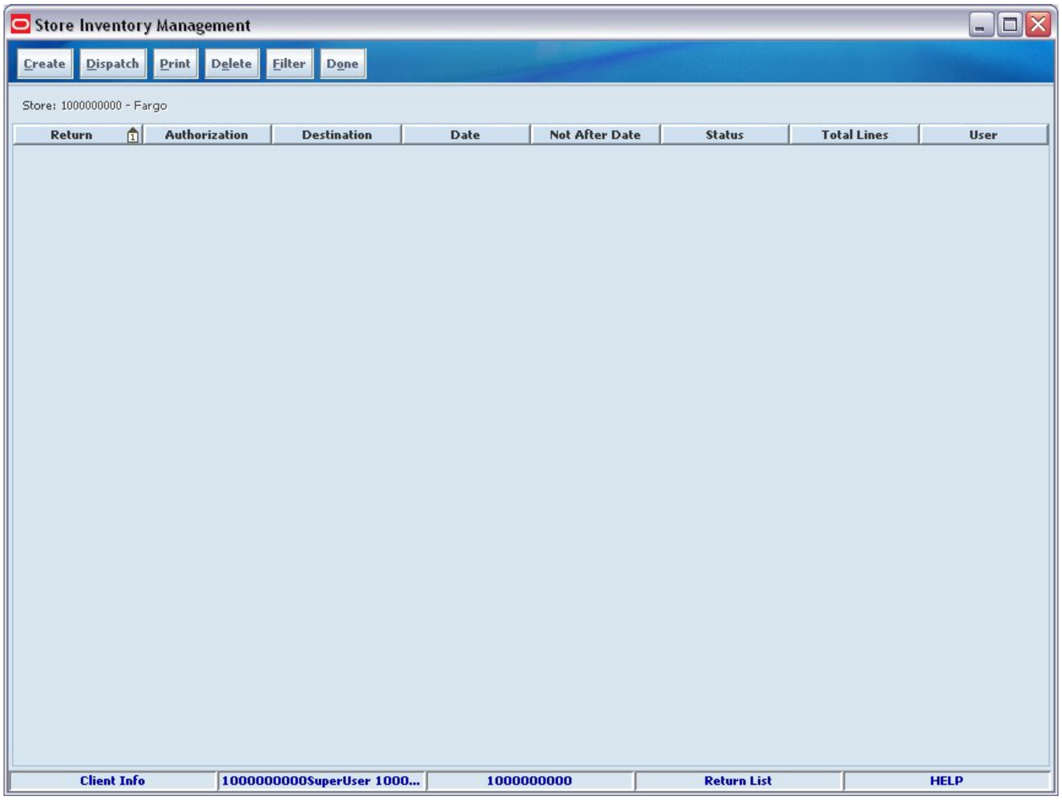


Return List Window

1. Click the line that you want to delete.
2. Click **Delete**. A message is displayed: "The selected line items will be deleted. Do you want to continue?"
3. Click **Yes**. The return status is updated to Cancelled. The return will be displayed on the return list in cancelled status.
4. Click **Done** to return to the Shipping/Receiving menu.

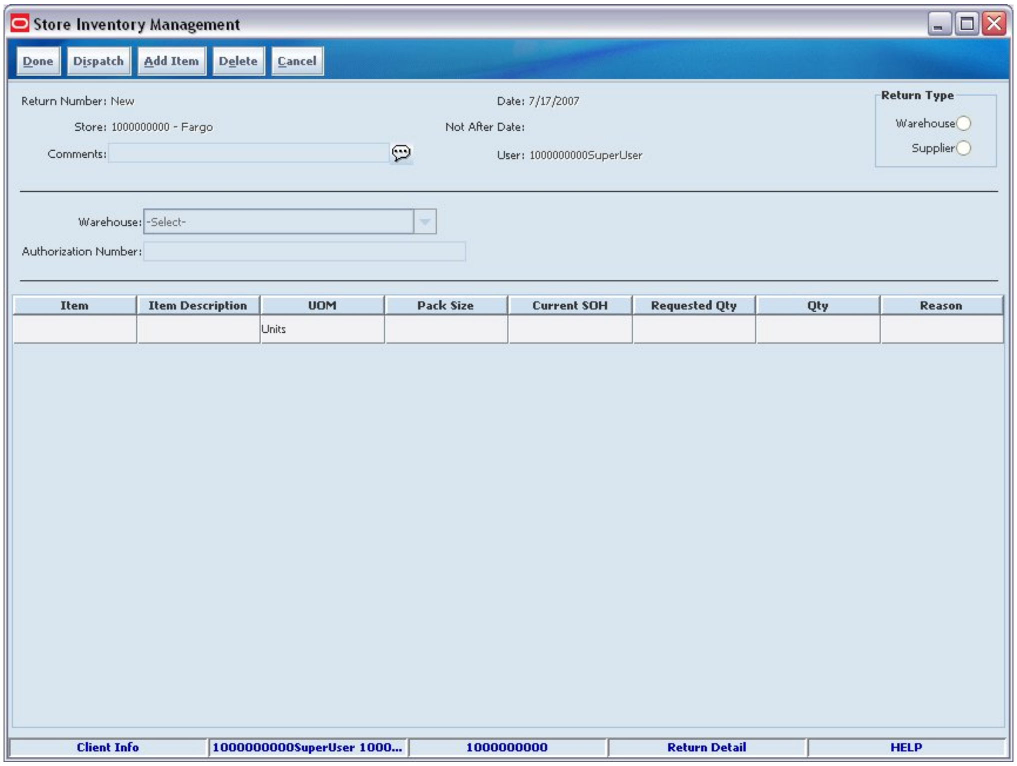
Look Up a Return

Navigate: Main Menu > Shipping/Receiving > Returns. The Return List window opens.



Return List Window

1. Select the line that you want to view. The Return Detail window opens.



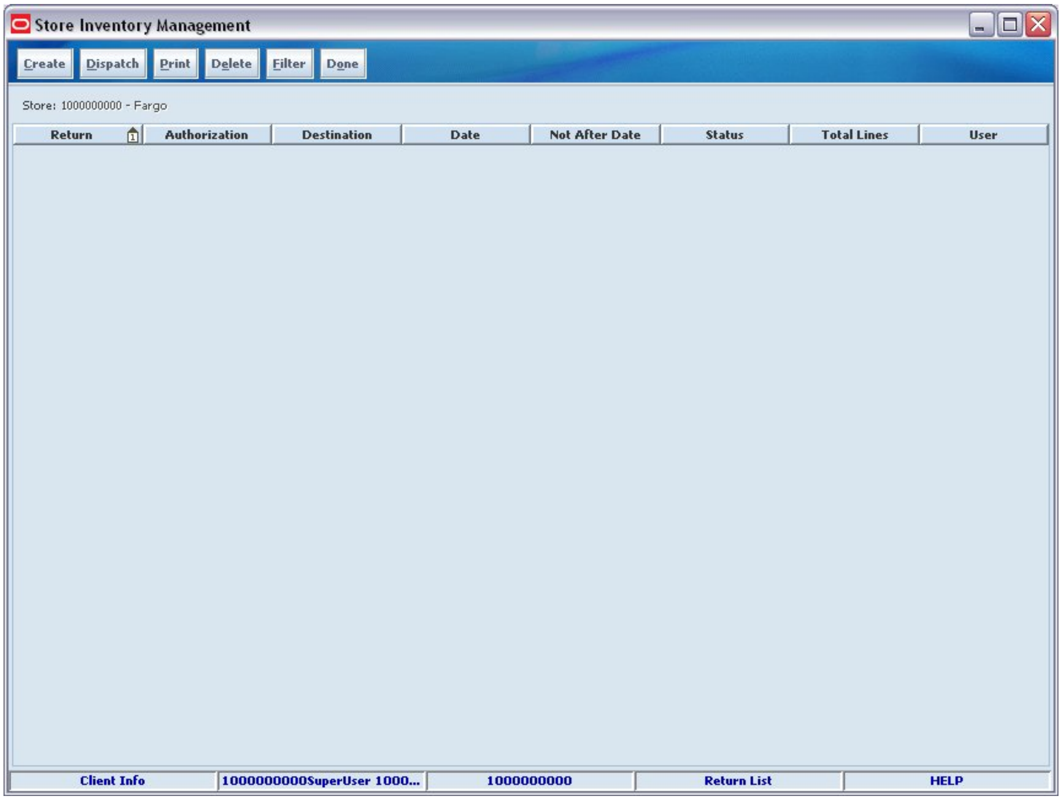
Return Detail Window

2. Click **Done** to return to the Shipping/Receiving menu.

Edit a Return

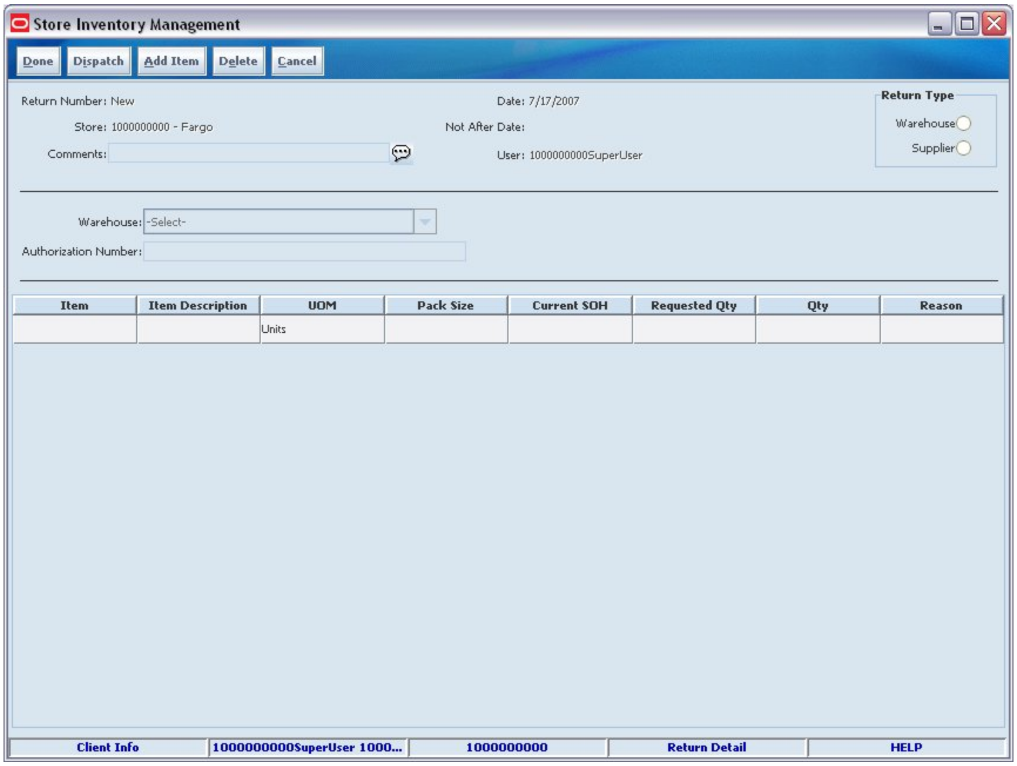
Note: You can modify returns only with Pending status.

Navigate: Main Menu > Shipping/Receiving > Returns. The Return List window opens.



Return List Window

1. Select the line that you want to modify. The Return Detail window opens.



Return Detail Window

2. Change information in any of the fields that are enabled:
   - UOM – From the drop-down list, select the unit of measure.
   - Pack Size – Enter the number of items in a pack.
   - Quantity – Enter the number of items you are returning, expressed in the selected unit of measure..
   - Reason – Select the reason that you are returning the items from the Reason drop-down.
3. Dispatch or save the return:
   - If you want to dispatch the return now, click **Dispatch**. For more information about dispatching a return, see the procedure "Dispatch a Return."
   - If you do not want to dispatch the return, click **Done**. The return is saved until it is dispatched. You return to the Return List window.
4. Click **Done** to return to the Shipping/Receiving menu.

Transfers and Transfer Requests

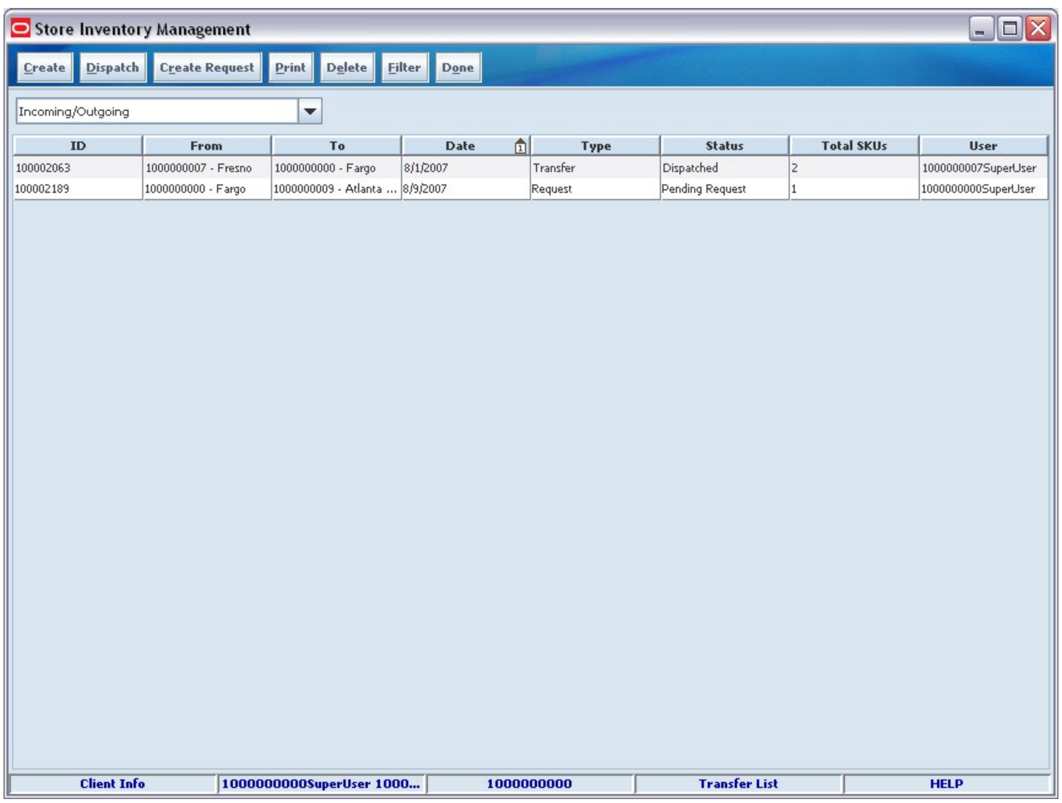
With the Transfer functions, you can:

- Create a transfer of items
- Dispatch a transfer of items
- Receive transferred items
- Request a transfer of items
- Respond to a transfer request
- Look up a transfer or transfer request
- Print a transfer or transfer request
- Delete a transfer or transfer request
- Add an item to a transfer or transfer request
- Remove an item from a transfer or a transfer request

Create a Transfer

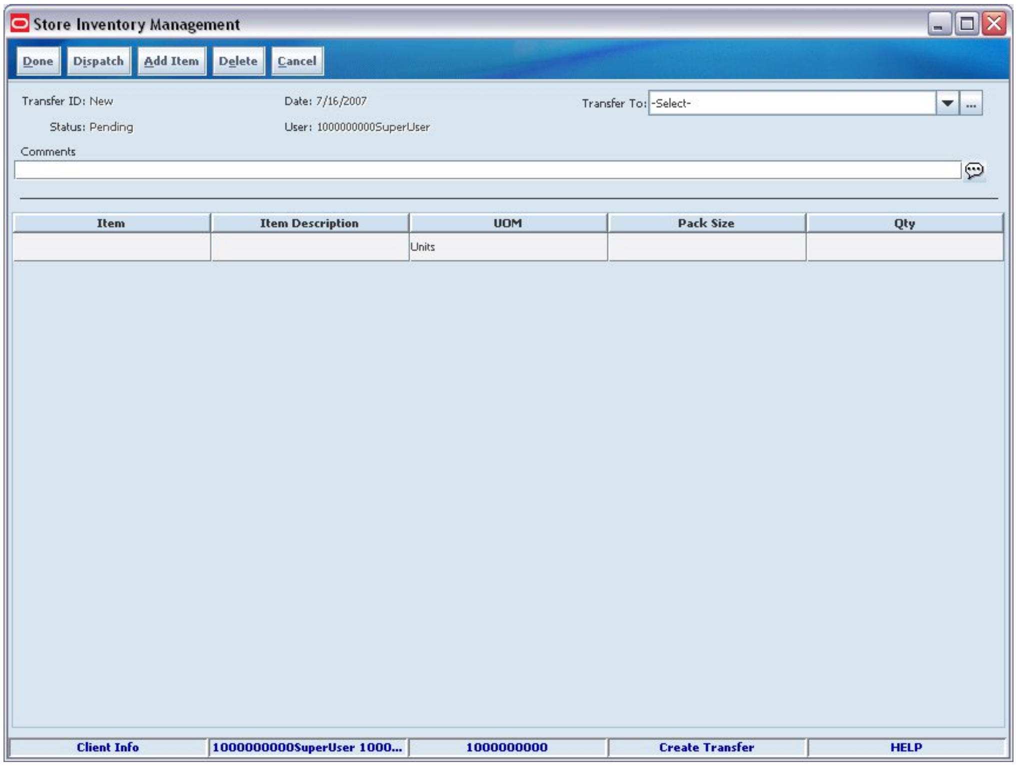
Create a transfer when you want to send items to another location.

Navigate: Main Menu > Shipping/Receiving > Transfers. The Transfer List window opens.



Transfer List Window

1. Click **Create**. The Create Transfer window opens.



Create Transfer Window

2. In the Comments field, enter any additional information that you want to include with the transfer.
3. In the Transfer To field, select a buddy store from the drop-down list, or click  to look up a location that is not on the drop-down list. To look up a location:
   - **a.** Enter information in one of the fields to limit the search results:
     - Store ID – Enter a complete store number.
     - Store Name – Enter a complete or partial store name.
   - **b.** Click **Search**. The results of your search are listed.
   - **c.** Select the location you want.
   - **d.** Click **Done**. You return to the Create Transfer window, with the selected location displayed.
4. In the Item field, enter the item number or click  to look up the item.
5. For each item on the transfer, enter information in the fields that are enabled:
   - UOM – From the drop-down list, select the unit of measure.
   - Pack Size – If the displayed pack size is not correct, enter the correct pack size.
   - Qty – If the displayed quantity is not correct, enter the correct quantity.
6. Save or dispatch the transfer:
   - To save the transfer, click **Done**. You return to the Transfer List window.
   - To dispatch the transfer immediately, click **Dispatch**.
7. To create a request, click **Create Request**.

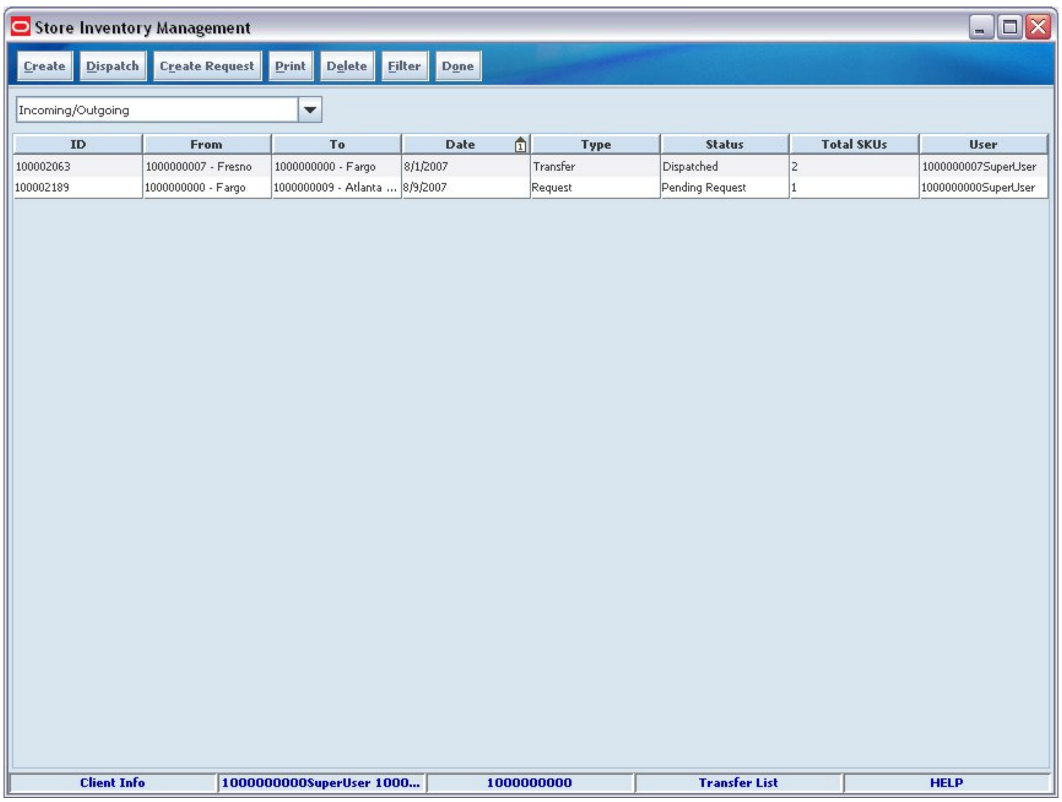
8. To print a transfer report
   a. Select the transfer for which you want a report
   b. Click **Print**.
9. Click **Done** to return to the Shipping/Receiving menu.

Dispatch a Transfer

After a transfer is created in SIM, it must be dispatched before the actual transfer of goods will occur.

> **Note:** You can dispatch a transfer only if its status is Pending and it is outbound.

Navigate: Main Menu > Shipping/Receiving > Transfers. The Transfer List window opens.

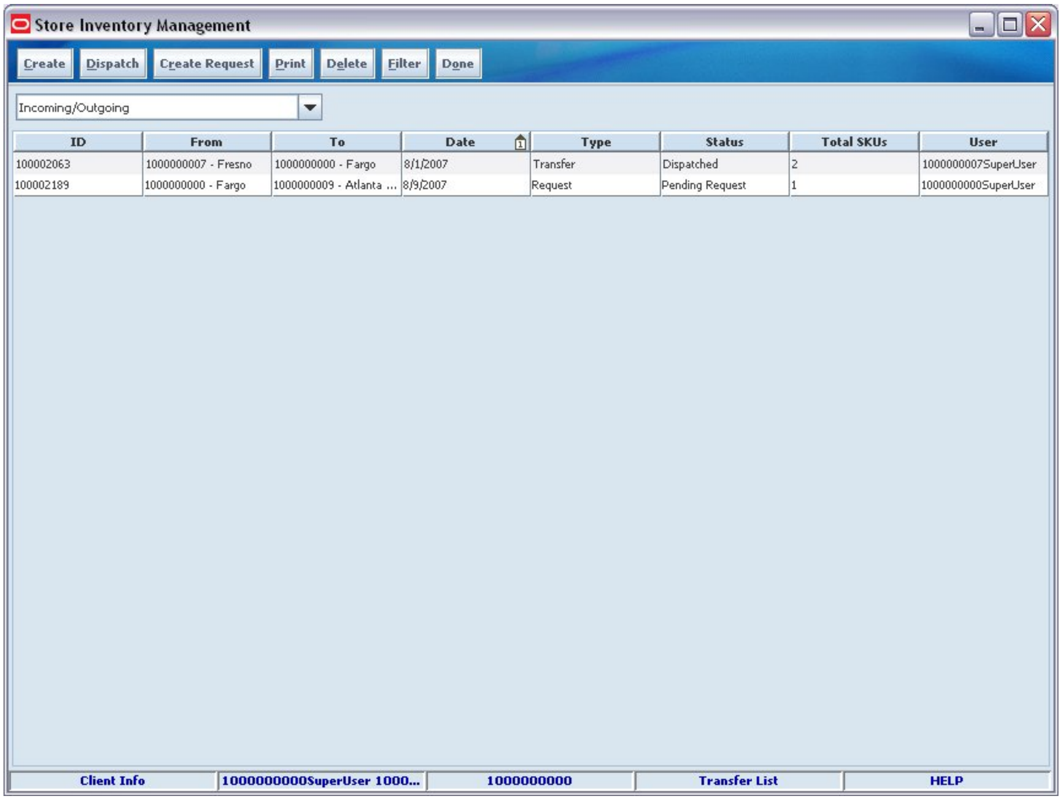


Transfer List Window

1. Select the type of transfer from the drop-down list. Transfers that match your selection are displayed in the list.
2. Select the outgoing transfer that you want to delete.
3. Click **Dispatch**. The selected transfers are dispatched.
4. Click **Done** to return to the Shipping/Receiving menu.

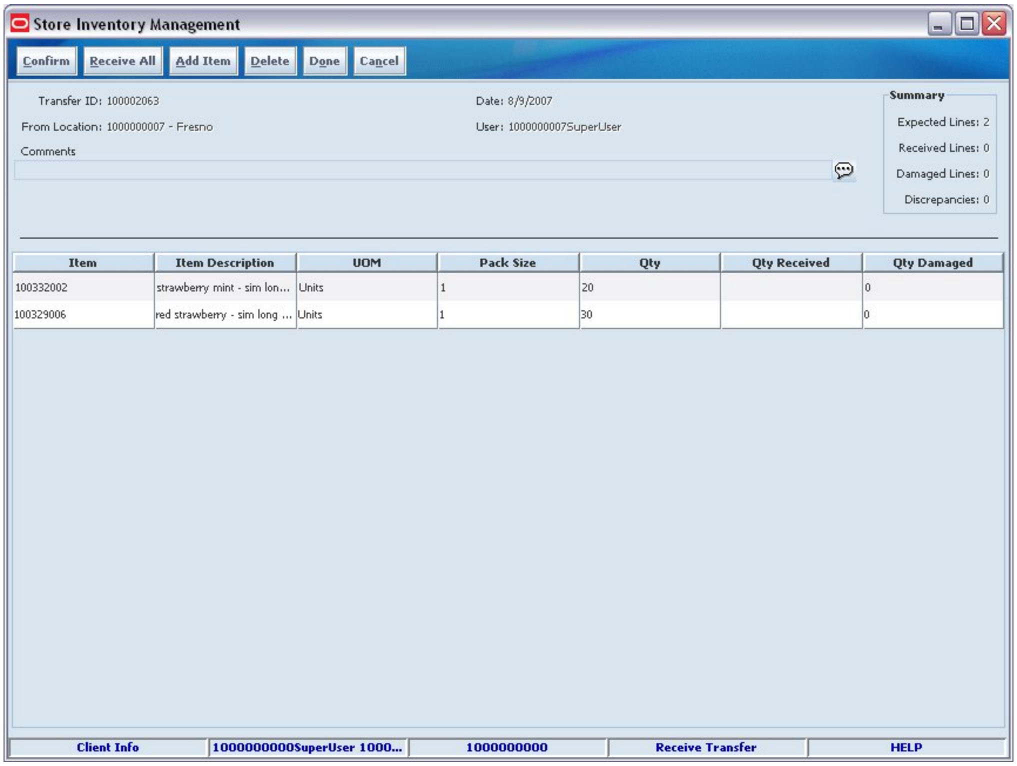
Receive a Transfer

Navigate: Main Menu > Shipping/Receiving > Transfers. The Transfer List window opens.



Transfer List Window

1. To view transfers that you can receive, select Incoming from the drop-down list. Transfers that have been sent to your location are displayed.
2. Double-click the transfer you want to receive. The Receive Transfer window opens.



Receive Transfer Window

3. Receive all items, or receive items separately:
   - To receive all items in the transfer, click **Receive All**.
   - To receive each item separately:
     a. Select the item.
     b. For each item that you need to update, enter information in the fields that are enabled:
        - UOM – From the drop-down list, select the unit of measure.
        - Pack Size – If the displayed pack size is not correct, enter the correct pack size.
        - Qty – This field is disabled. It displays the original number of items expected.
        - Qty Received – Enter the number of items received.
        - Qty Damaged – Enter the number of items that were damaged in the transfer.
     c. Click **Confirm** to approve your changes.
4. If necessary, add an item that is not listed on the shipment, or delete an item:
   - To add an item:
     a. Click **Add Item**.
     b. Enter information in the fields that are enabled:
        – UOM – From the drop-down list, select the unit of measure.
        – Pack Size – If the displayed pack size is not correct, enter the correct pack size.
        – Qty – Enter 0 (zero). The item was not expected.

        - Qty Rec'd – The number of items received.
        - Qty Damaged – The number of items that were damaged in the transfer.
    c. Save or complete the transaction:
        - To save the transaction so that you can edit it later, click Done.
        - To complete the transaction, click **Confirm**.
- To remove items that you added:
    a. Select the items that you want to delete.
    b. Click **Delete**.

5. If necessary, edit delivery quantities:
    a. Click Adjust Delivery. The delivery status is changed from Received to In Progress.
    b. For each item that you need change data for, enter information in the fields that are enabled:
        - UOM – From the drop-down list, select the appropriate unit of measure.
        - Pack Size – If the displayed pack size is not correct, enter the correct pack size.
        - Qty – The expected number of items.
        - Qty Rec'd – The number of items received.
        - Qty Damaged – The number of items that were damaged in the transfer.
    c. To complete the transaction, click Confirm.

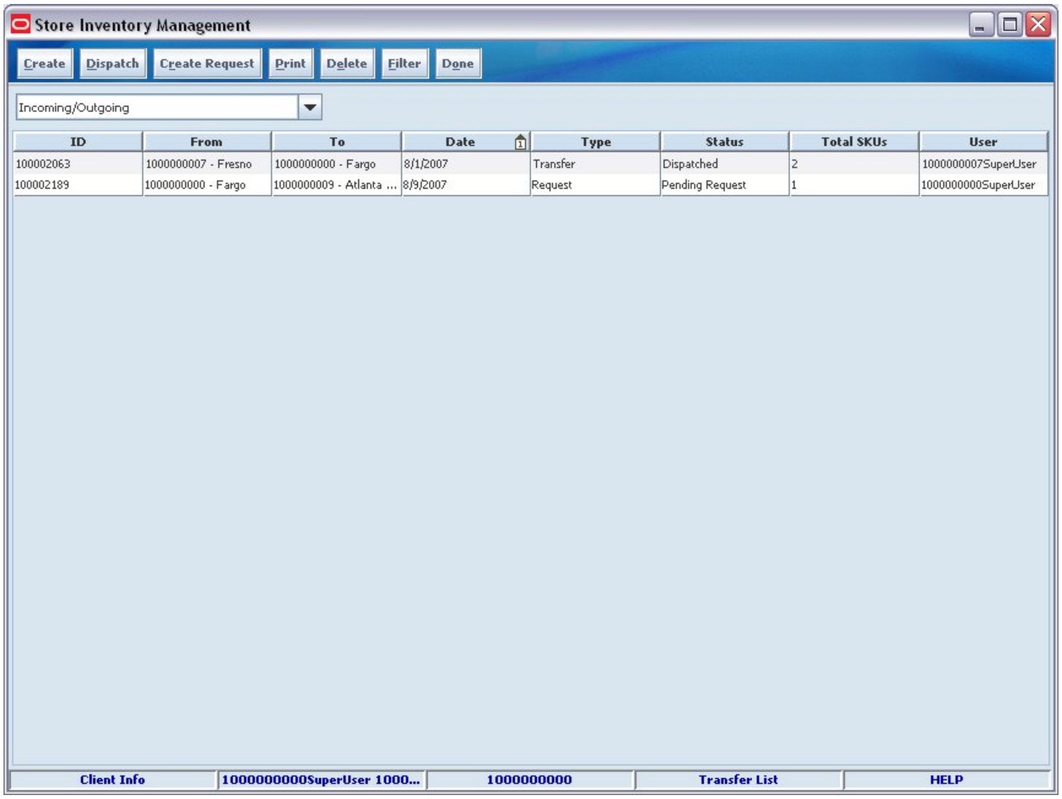
    > **Note:** You can edit quantities on received deliveries only if you have the appropriate security permissions.

6. Select Done. You return to the Main Menu.

Request a Transfer

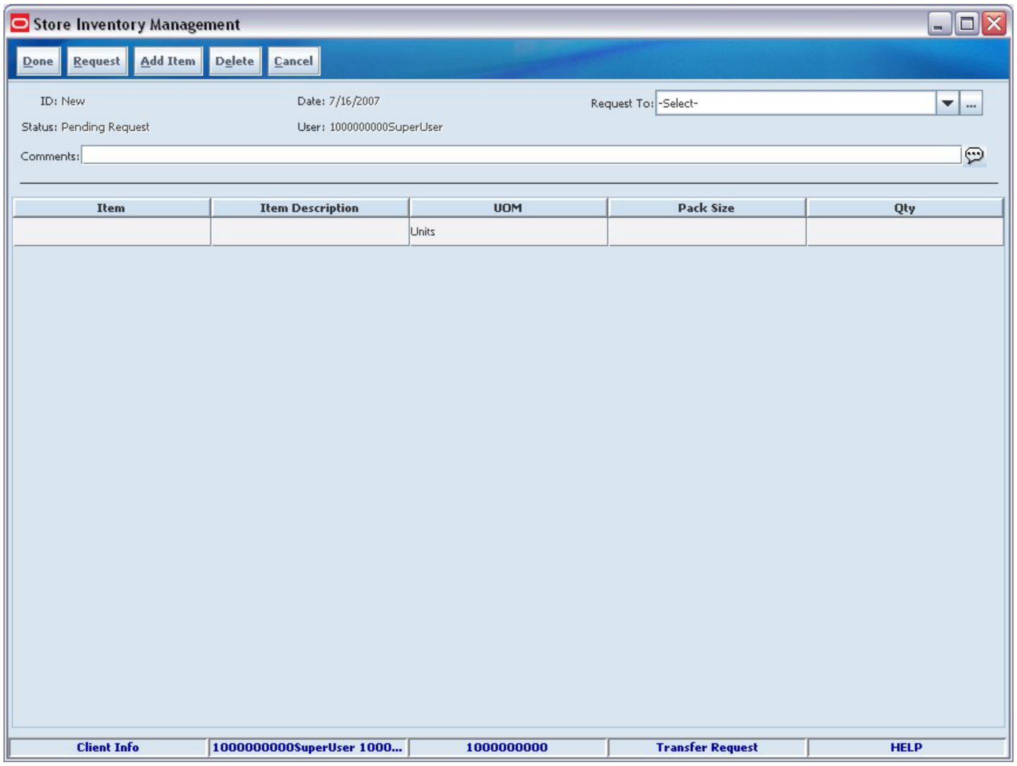
Request a transfer of items when you want to receive items from another location.

Navigate: Main Menu > Shipping/Receiving > Transfers. The Transfer List window opens.



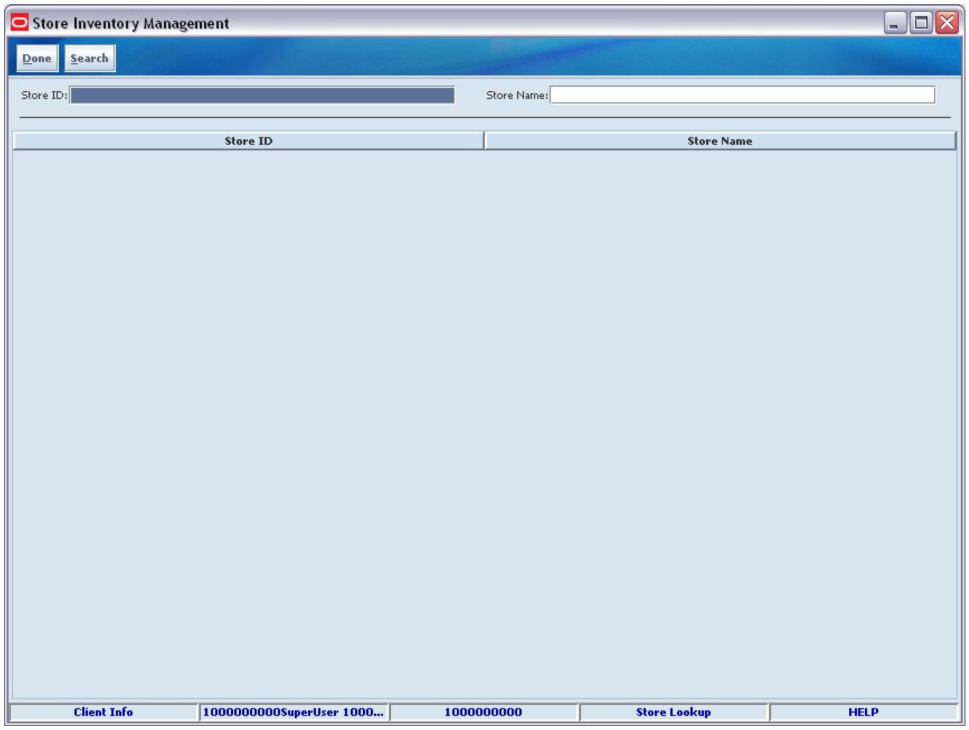
Transfer List Window

1. Click **Create Request**. The Transfer Request window opens.



Transfer Request Window

2. Enter the transferring store in the Request To field:
   - To select a buddy store, select from the Request To drop-down.
   - To select another store, or click ... to look up a location that is not on the drop-down list. The Store Lookup window opens.



Store Lookup Window

a. Enter information in one of the fields on the lookup screen to limit the search results:
   - Store ID – Enter a complete store number.
   - Store Name – Enter a complete or partial store name.

b. Click **Search**. The search results are displayed in the list.

c. Select the location that you want to use.

d. Click **Done**. You return to the Transfer Request window.

3. In the Comments field, enter any additional information that you want to include with the transfer.
4. Enter item information:

   a. In the Item field, enter the item number or click ... to look up the item.

   b. For each item on the transfer, enter information in the fields:
      - UOM – From the drop-down list, select the unit of measure.
      - Pack Size – If the displayed pack size is not correct, enter the correct pack size.
      - Qty – If the displayed quantity is not correct, enter the correct quantity.

   c. To add more items to the transfer request, click **Add Item**.

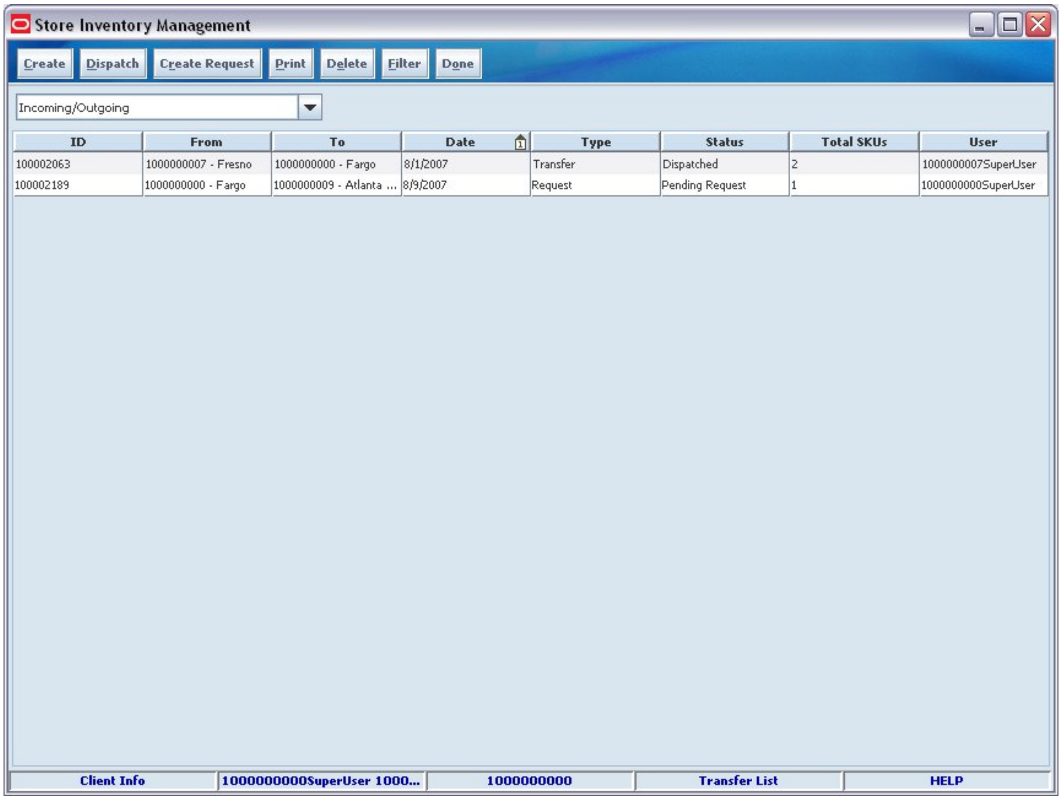
   d. Repeat steps a through c for each item that you want to add.
5. Save or complete the request:
   - To save the request so you can modify it later, click **Done**. You return to the Transfer List window, where the request is displayed with a status of Pending Request.

- To complete the request, click **Request**. You are returned to the Transfer List window, where the request is displayed with a status of Awaiting Response.

6. Click **Done** to return to the Shipping/Receiving menu.

Respond to a Transfer Request

Navigate: Main Menu > Shipping/Receiving > Transfers. The Transfer List window opens.



Transfer List Window

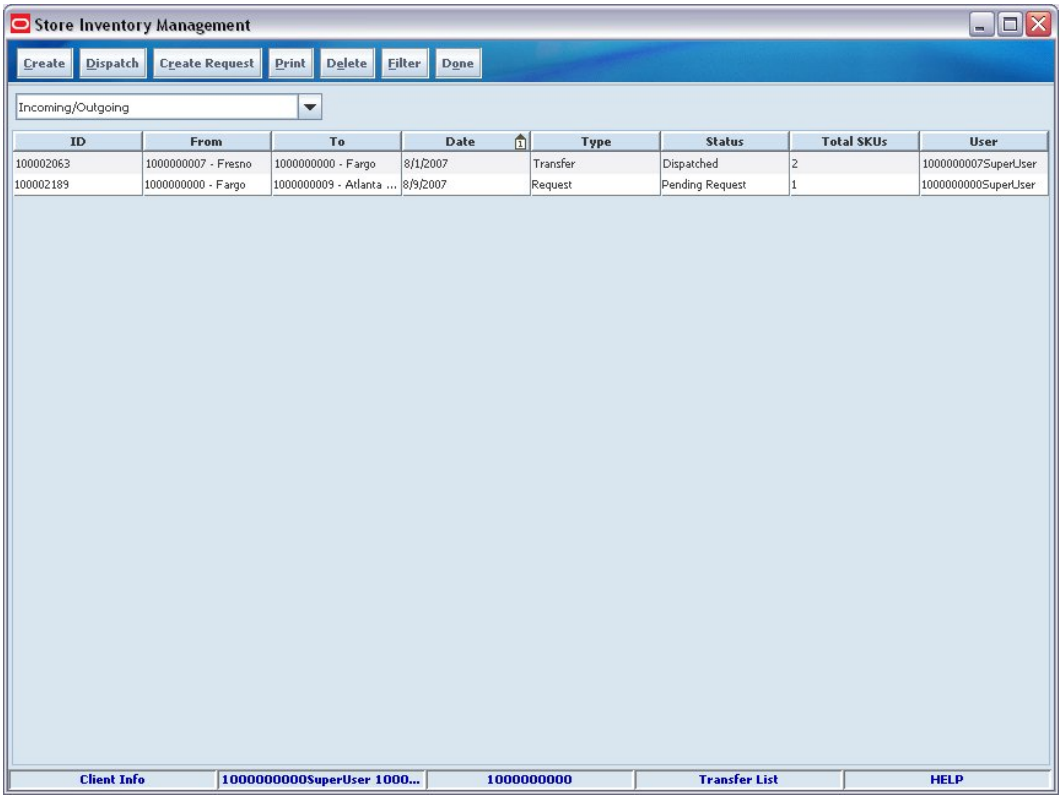
1. To view transfer requests for your location, select 'Incoming' from the drop-down list. Transfers that are sent from your location are displayed.
2. Double-click a transfer with a status of Awaiting Response. The Transfer Response window opens.
3. Accept or reject all or part of the request.
   - To accept the entire request:
     a. For each item that you need to change, update the fields that are enabled:
        - UOM – From the drop-down list, select the unit of measure.
        - Pack Size – If the displayed pack size is not correct, enter the correct pack size.
     b. In the TSF Qty field, enter the number of items sent to the requesting location.
     c. Click **Accept**. The Create Transfer window opens with transfer details displayed.
     d. Click **Dispatch**. You return to the Transfer List window, where the request is displayed with a status of Dispatched.

- To reject the entire request, click **Reject**.
- To reject an item on the request:
  a. Select the line that you want to reject.
  b. Click **Reject**.

4. To save the request so that you can modify it later, click **Done**. You return to the Transfer List window, where the request is displayed with a status of Pending.

Look Up a Transfer or Transfer Request

Navigate: Main Menu > Shipping/Receiving > Transfers. The Transfer List window opens.

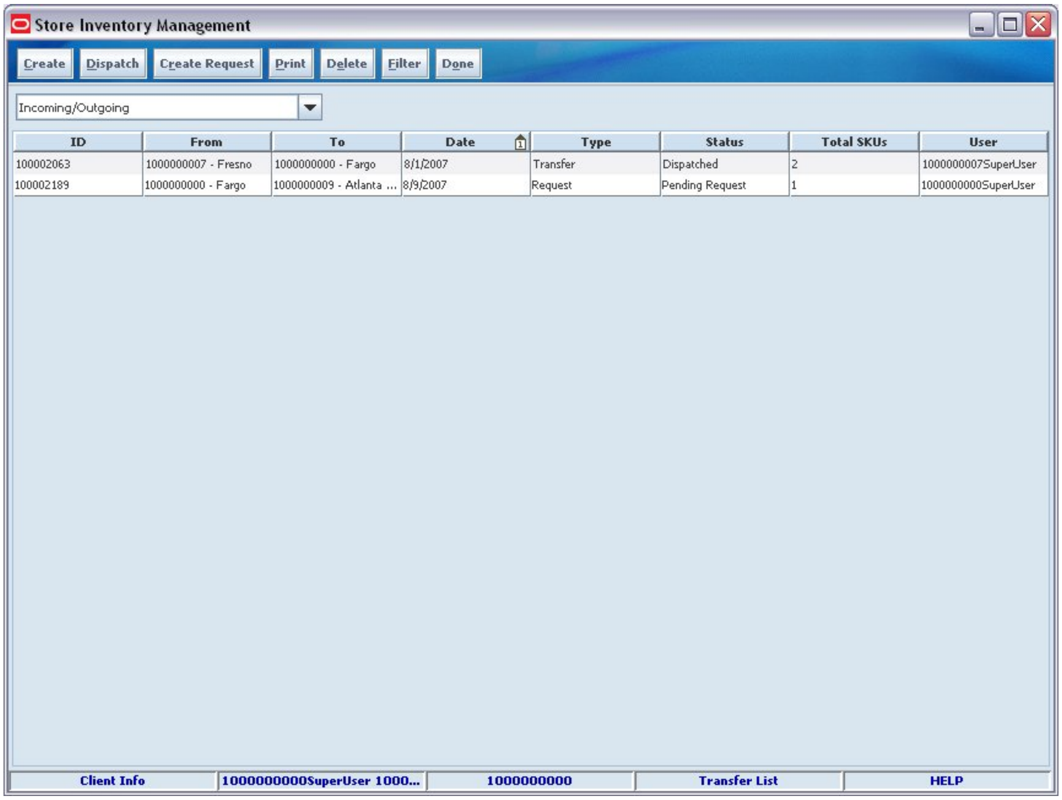


Transfer List Window

1. Select the type of transfer from the drop-down list. Transfers and transfer requests that match your selection are displayed in the list.
2. Double-click the transfer you want. The transfer or transfer request is opened in an editing window.
3. Click **Done** to return to the Transfer List window.
4. Click **Done** to return to the Shipping/Receiving menu.

Print a Transfer or Transfer Request

Navigate: Main Menu > Shipping/Receiving > Transfers. The Transfer List window opens.



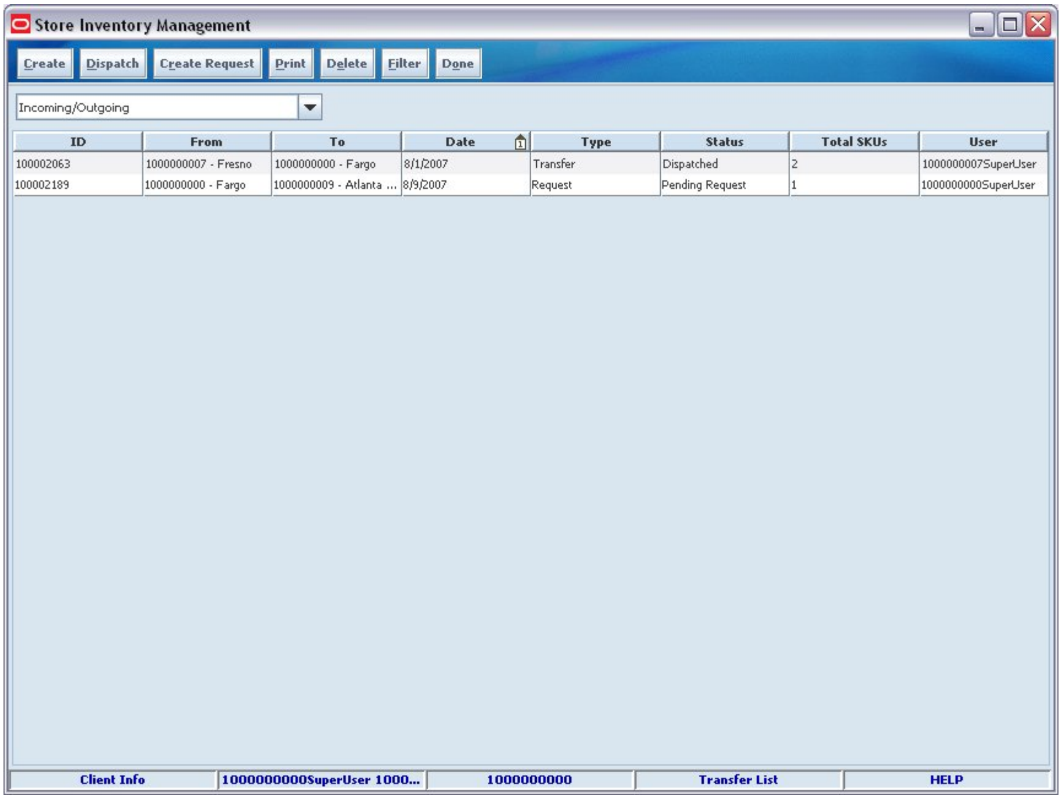
Transfer List Window

1. Select the type of transfer from the drop-down list. Transfers that match your selection are displayed in the list.
2. Select the transfer or transfer request that you want to print.
3. Click **Print**. The Print dialog box opens.
4. In the Print dialog box, make selections to print the report to your printer.
5. Click **Done** to return to the Shipping/Receiving menu.

Delete a Transfer or Transfer Request

Note: You can delete a transfer only if its status is Pending and it is outbound. You can delete a transfer request only if its status is Pending Request and it was created at your location.

Navigate: Main Menu > Shipping/Receiving > Transfers. The Transfer List window opens.



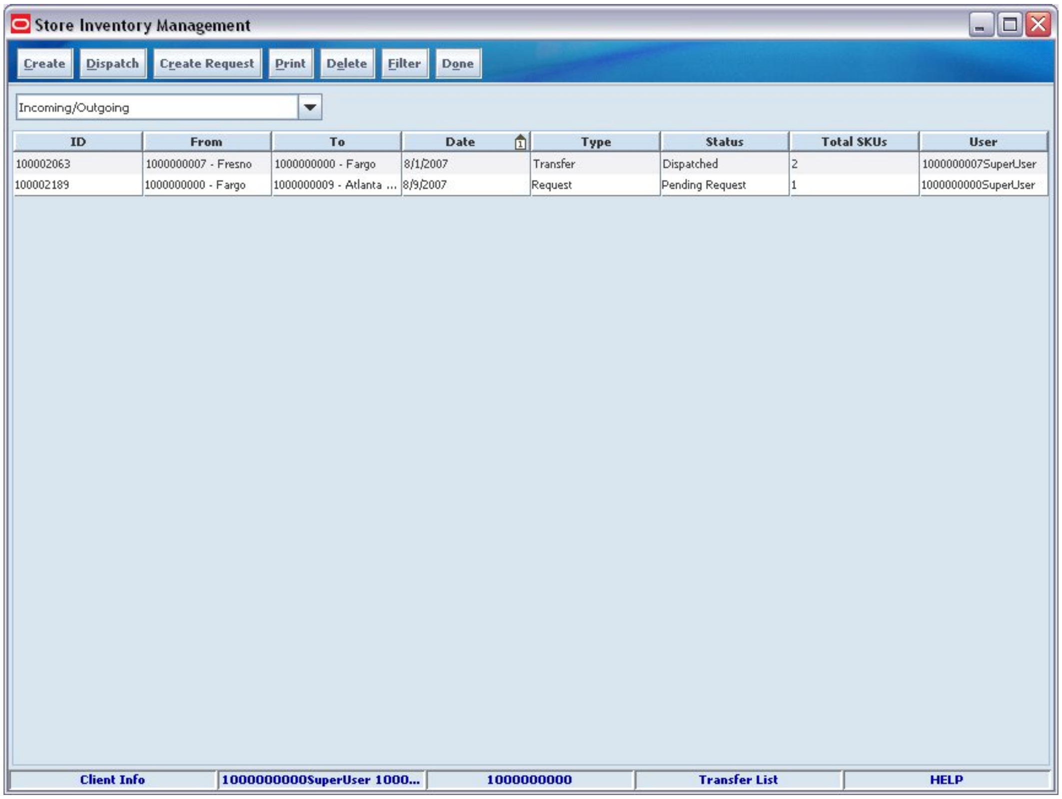
Transfer List Window

1. Select the type of transfer from the drop-down list. Transfers that match your selection are displayed in the list.
2. Select the transfer that you want to delete.
3. Click **Delete**. A message is displayed: "Are you sure you want to delete the selected transfers now?"
4. Click **Yes**. The item is removed from the transfer list.
5. Click **Done** to return to the Shipping/Receiving menu.

Add an Item to a Transfer or Transfer Request

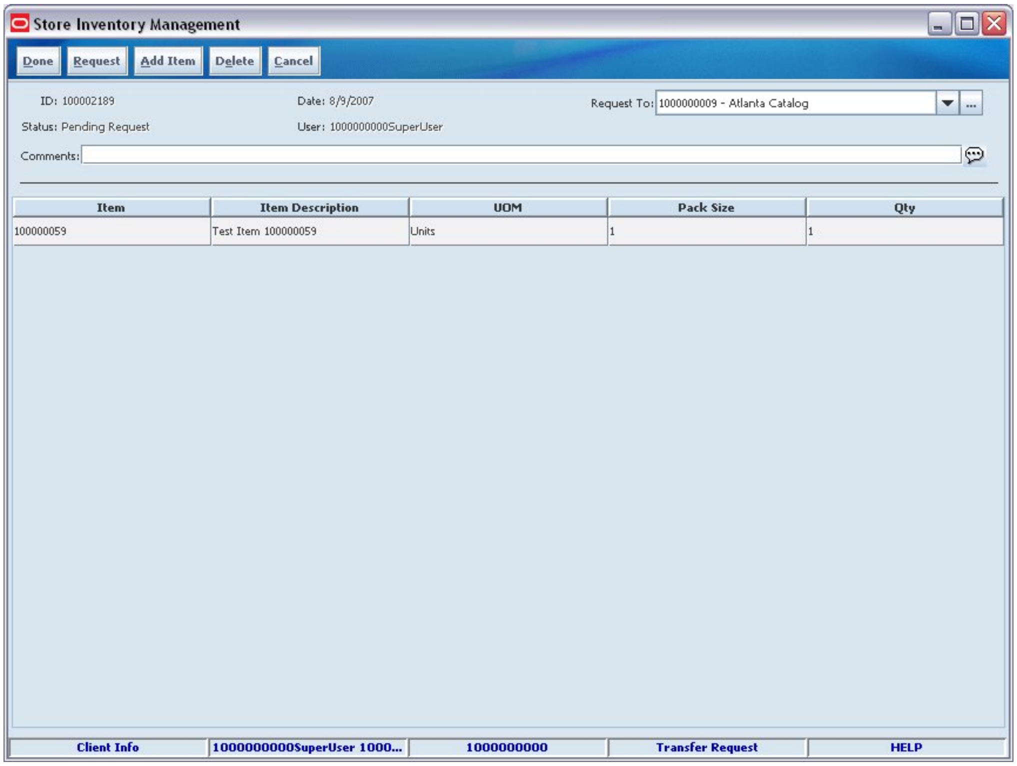
Note: You can add items to transfers only if they are outbound and their status is Pending, or if your location is requesting a transfer and the status is Pending Request.

Navigate: Main Menu > Shipping/Receiving > Transfers. The Transfer List window opens.



Transfer List Window

1. Select the type of transfer from the drop-down list. Transfers that match your selection are displayed in the list.
2. Double-click the transfer that you want to modify. The Transfer Request window opens.



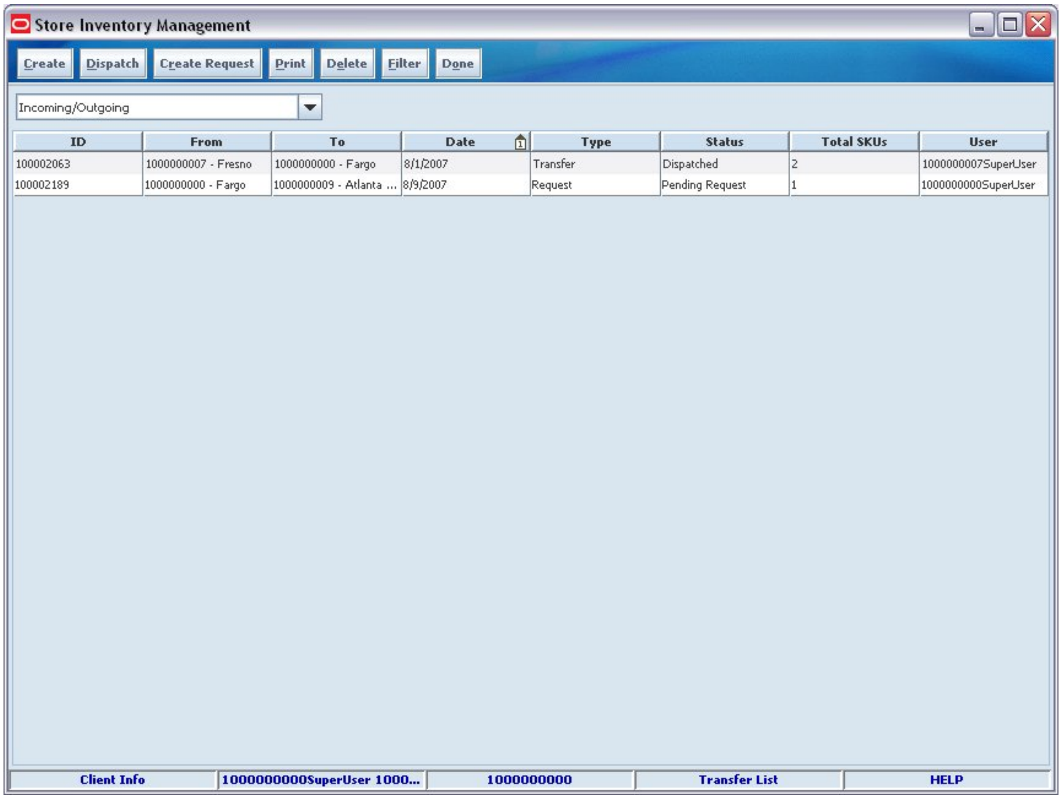
Transfer Request Window

3. Click **Add Item**. A new blank line is added.
4. In the Item field, enter the item number or select  to look up the item.
5. In the Item Lookup window, select the item you want.
6. Click **Use Item**.
7. Click **Done** to return to the Transfer List window.
8. Click **Done** to return to the Shipping/Receiving menu.

Remove an Item from a Transfer or Transfer Request

> **Note:** You can remove items from a transfer only if the status is Pending and you are the location shipping the transfer. If your location is receiving the transfer, you cannot remove an item from the transfer.

Navigate: Main Menu > Shipping/Receiving > Transfers. The Transfer List window opens.



Transfer List Window

1. Select the type of transfer from the drop-down list. Transfers that match your selection are displayed in the list.
2. Double-click the transfer that you want to modify. The transfer or transfer request is opened in an editing window.
3. Select the item that you want to remove.
4. Click **Delete**. A message is displayed: "The selected line item(s) will be deleted. Do you want to continue?"
5. Click **Yes** to delete the selected items.
6. Click **Done** to return to the Transfer List window.
7. Click **Done** to return to the Shipping/Receiving menu.

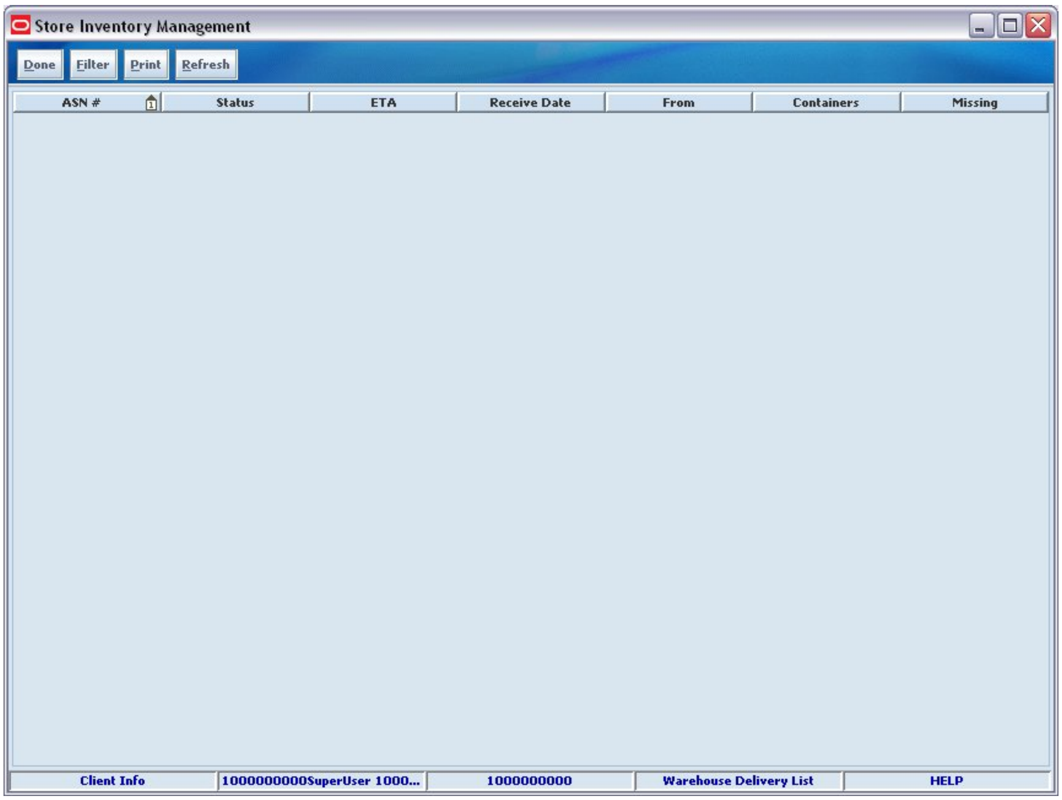
Warehouse Delivery

Use the Warehouse Delivery functions to receive merchandise from the warehouse at a store. You can:

- Receive merchandise at the shipment, container, and case level
- Receive unexpected cases
- Use the handheld or PC to receive merchandise
- Receive Shipments, Containers, or Cases from a Warehouse

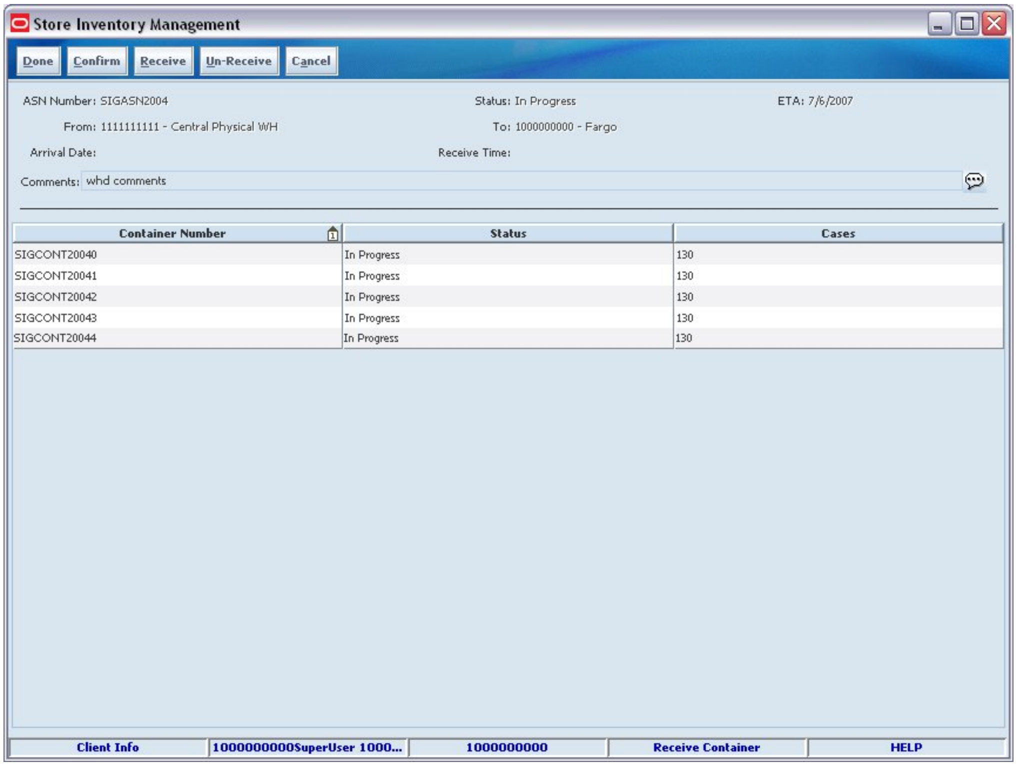
Receive Shipments, Containers, or Cases from a Warehouse

Navigate: Main Menu > Shipping/Receiving > Warehouse Delivery. The Warehouse Delivery List window opens.



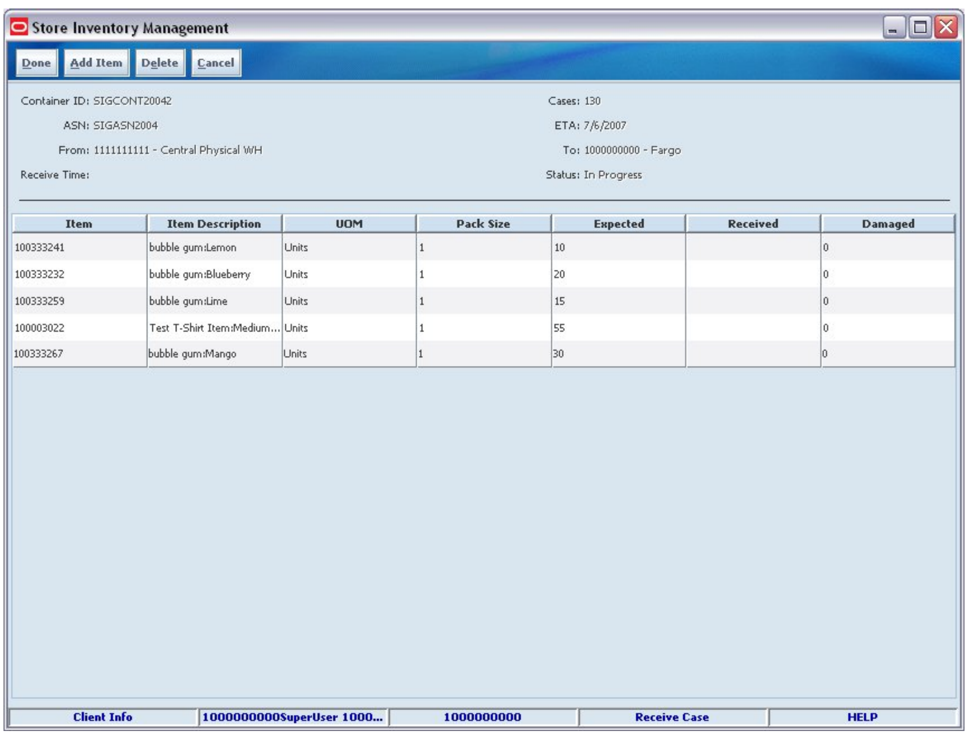
Delivery List Window

1. Double-click a container to select it. The Receive Container window opens.



Receive Container Window

2. Edit quantities or record damages:
   a. Double-click a container to select it. The Receive Case window opens.



Receive Case Window

b. Edit one or more of the fields that are enabled:
   - Received – Enter the quantity of received units.
   - Damaged – Enter the quantity of damaged units.
   - UOM – From the drop-down list, select the unit of measure.

3. If necessary, add an item that is not listed on the shipment, delete an item, or edit delivery quantities.
   - To add an item:
     a. Click **Add Item**.
     b. Enter information in the fields that are enabled:
        - UOM – From the drop-down list, select the unit of measure.
        - Received – Enter the quantity of received units.
        - Damaged – Enter the quantity of damaged units.
   - To remove items that you added:
     a. Select the items.
     b. Click **Delete**.
   - To edit delivery quantities:
     a. Click **Adjust Delivery**. The delivery status is changed from Received to In Progress.
     b. Enter information in the fields that are enabled:
        - Received – Enter the quantity of received delivery units.
        - Damaged – Enter the quantity of damaged delivery units.
        - UOM – From the drop-down list, select the appropriate unit of measure.
     c. Click **Confirm** to change the status of the delivery to Received.

     Note: You can edit quantities on received deliveries only if you have the appropriate security permissions.

4. Select the shipment, container, or cases to receive:
   a. To receive everything listed on the Receive Container window, do not select any items.
   b. To receive a container, select the line that you want to receive.

   Note: If you have not selected a line, a message is displayed: "Would you like to receive the entire delivery?" Click **Yes** to receive the entire delivery or **No** to go back to the Receive Container window, where you can select a container.

5. Click **Receive**. The status changes to Received.

   Note: You can reverse a receipt only before it is confirmed. To reverse a receipt, select **Un-Receive**. A message is displayed: "Would you like to Un-Receive all containers on the delivery?" Click **Yes** to reverse the receipt. You can also reverse the receipt of individual containers by selecting the container and then clicking **Un-Receive**.

6. Save or complete the transaction:
   - To save the transaction so you can edit it later, click **Done**. You return to the Warehouse Delivery List window.
   - To complete the transaction:
     a. Click **Confirm**. A message is displayed: “This delivery will be received and cannot be changed. Do you want to continue?”
     b. Click **Yes** to confirm the receipt. You return to the Warehouse Delivery List window.
7. To create a warehouse delivery report, click **Print**.
8. Click **Done** to return to the Shipping/Receiving menu.

4

Inventory Management

With the Inventory Management functions, you can:

- Manually adjust the stock on hand inventory level for an item
- Assign a reason code to the adjustment
- Move inventory from available to unavailable, which creates a pending adjustment.
- Complete pending adjustments and move stock into available stock or out of inventory
- Look up pending and complete inventory adjustments
- View all stock counts in a single list
- Record count information for all items on the stock count list
- Recount stock count discrepancies, if the group for the count was set up with the Re-Count Discrepancies check box selected
- Request goods or complete a store order from the warehouse or the supplier, when there is a shortage or demand for a particular item
- Create pick lists to ensure in store shelf replenishment
- Create and modify sequencing information to manage the store layout
- Request price changes
- Create and print item tickets and shelf labels

Reason Codes

> **Note:** The following are standard SIM reason codes. If your company has its own customized list of reason codes, use those reason codes instead.

Code	Description	Disposition
1	Shrinkage	Available stock on hand > Out
81	Damage -- Out	Available stock on hand > Out
82	Damage -- Hold	Available stock on hand > Unavailable stock
83	Theft	Available stock on hand > Out
84	Store Use	Available stock on hand > Out
85	Repair -- Out	Available stock on hand > Unavailable stock
3	Repair -- In	Unavailable stock > Available stock on hand
86	Charity	Available stock on hand > Out
87	Stock In	Out > Available stock on hand
88	Stock Out	Available stock on hand > Out
89	Dispose from on hold	Unavailable stock > Out
90	Dispose from stock on hand	Available stock on hand > Out

Code	Description	Disposition
91	Stock -- Hold	Available stock on hand > Unavailable stock
92	Admin	Available stock on hand > Out
93	Store customer return	Out > Available stock on hand
95	Consignment	Available stock on hand > Out
96	Ready to sell	Unavailable stock > Available stock on hand

Inventory Adjustments

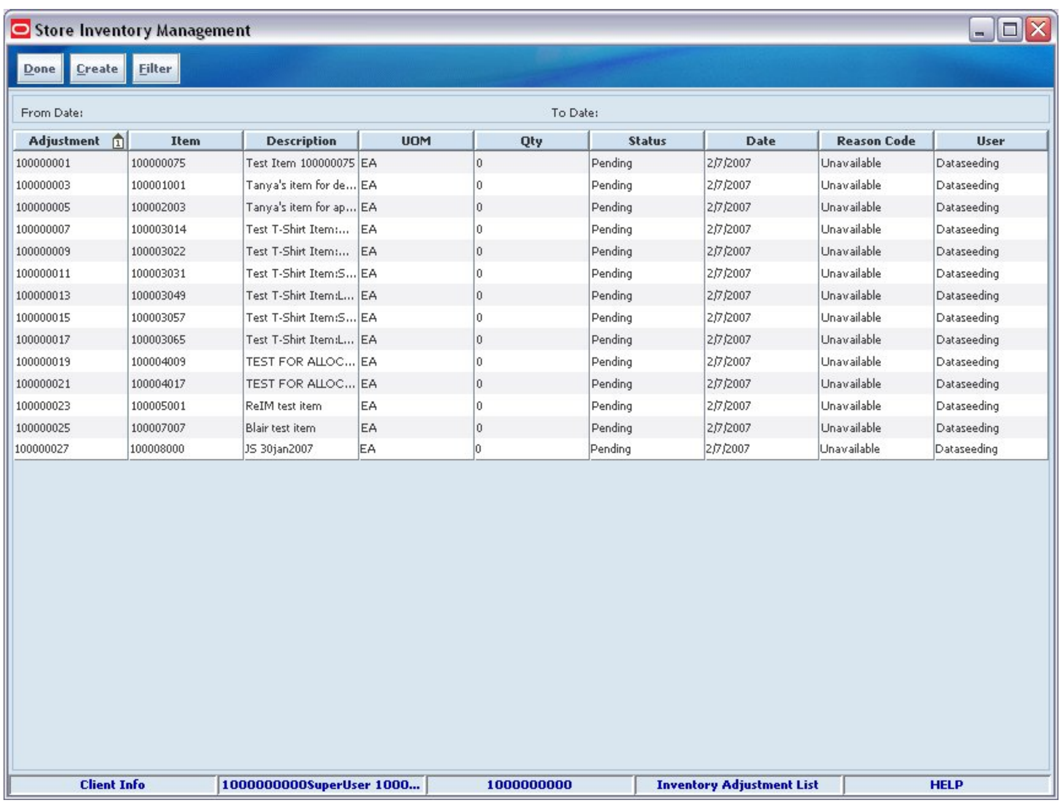
With Inventory Adjustment, you can:

- Create an inventory adjustment
- Edit a pending inventory adjustment
- Look up an inventory adjustment

Create an Inventory Adjustment

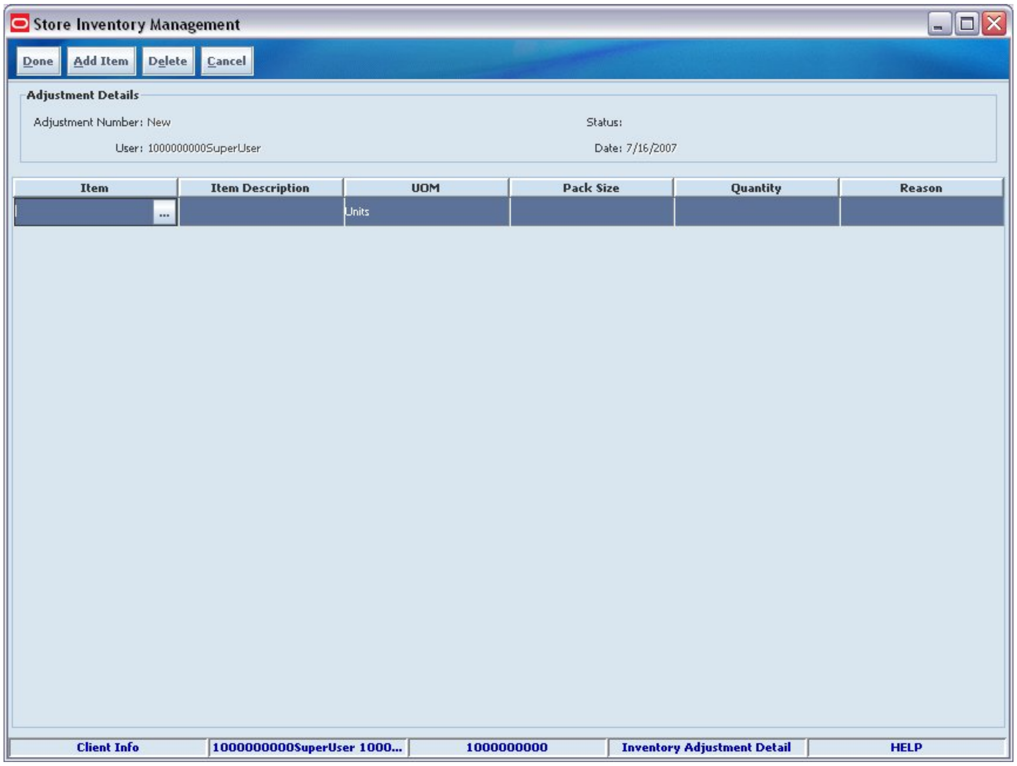
> **Note:** For an item for which you create an adjustment, if there is a pending adjustment with a reason code to move stock to unavailable, the new quantity is added to the existing quantity.

Navigate: Main Menu > Inventory Management > Inventory Adjustment. The Inventory Adjustment List window opens.



Inventory Adjustment List Window

1. Click **Create**. The Inventory Adjustment Detail window opens with a blank line displayed.



Inventory Adjustment Detail Window

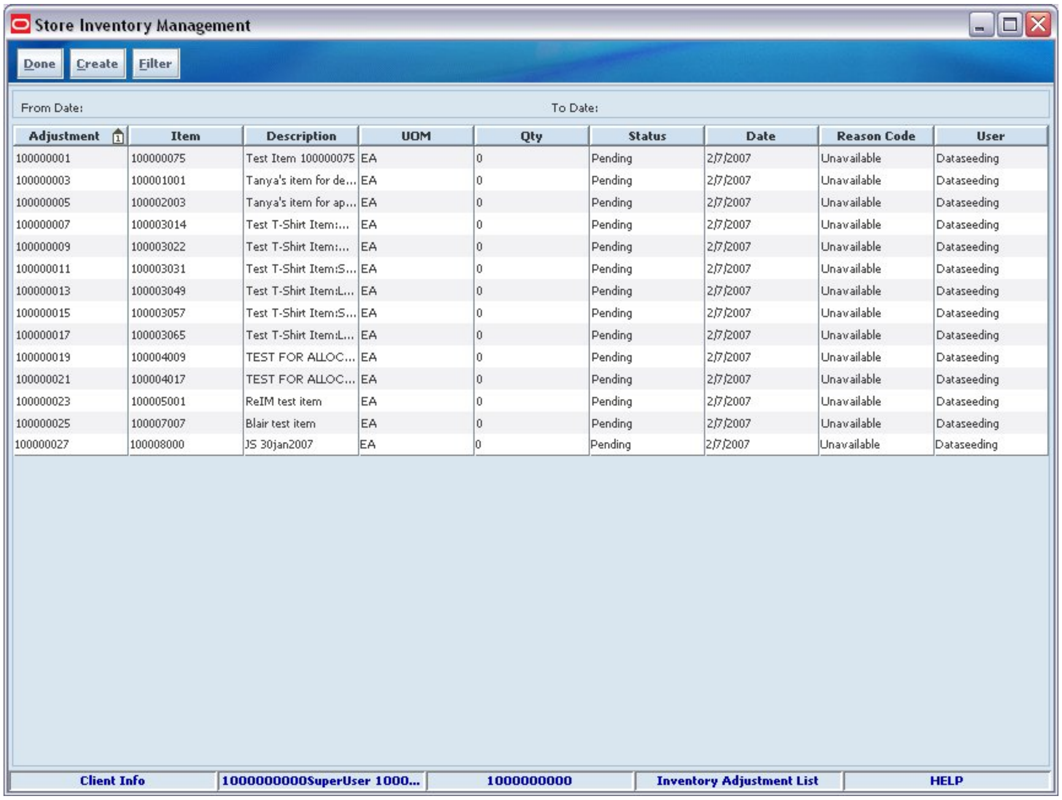
2. Enter the item number In the Item field, or click  to look up the item.
3. Enter information in the fields:
   - UOM – From the drop-down list, select the unit of measure.
   - Pack Size – If the displayed pack size is not correct, enter the correct pack size.
   - Quantity – Enter the quantity to be adjusted.
   - Reason – Select the reason code from the drop-down list. Some reason codes allow you to create a pending inventory adjustment. For more information about reason codes, see the reason code table.
4. To add another item, click **Add Item**. A blank line is displayed.
5. Repeat steps 2 through 4 for each item that requires inventory adjustment.

> **Note:** If you enter multiple items, SIM creates an inventory adjustment record for each item.

6. Click **Done** to return to the Inventory Adjustment List window. If you created a pending adjustment, it is listed in the Inventory Adjustment List window.
7. Click **Done** to return to the Inventory Management menu.

Edit a Pending Inventory Adjustment

Navigate: Main Menu > Inventory Management > Inventory Adjustment. The Inventory Adjustment List window opens, with pending adjustments displayed.



Inventory Adjustment List Window

> **Note:** You can edit an inventory adjustment only if its status is Pending. You cannot add a new item or delete items from a pending adjustment. If you edit a pending adjustment, you create a complete inventory adjustment from unavailable stock. Pending inventory adjustments indicate unavailable quantity for an item.

1. Find the inventory adjustment that you want to complete. Double-click an item in the list, or click **Filter** to look up the inventory adjustment.
2. For each item that requires inventory adjustment, enter information in the fields:
   - UOM – From the drop-down list, select the unit of measure.
   - Pack Size – If the displayed pack size is not correct, enter the correct pack size.
   - Quantity – Enter the quantity to be adjusted.

   > **Note:** A quantity you enter must be less than or equal to the quantity listed.

   - Reason – Select the reason code from the drop-down list. For more information about reason codes, see the reason code table.

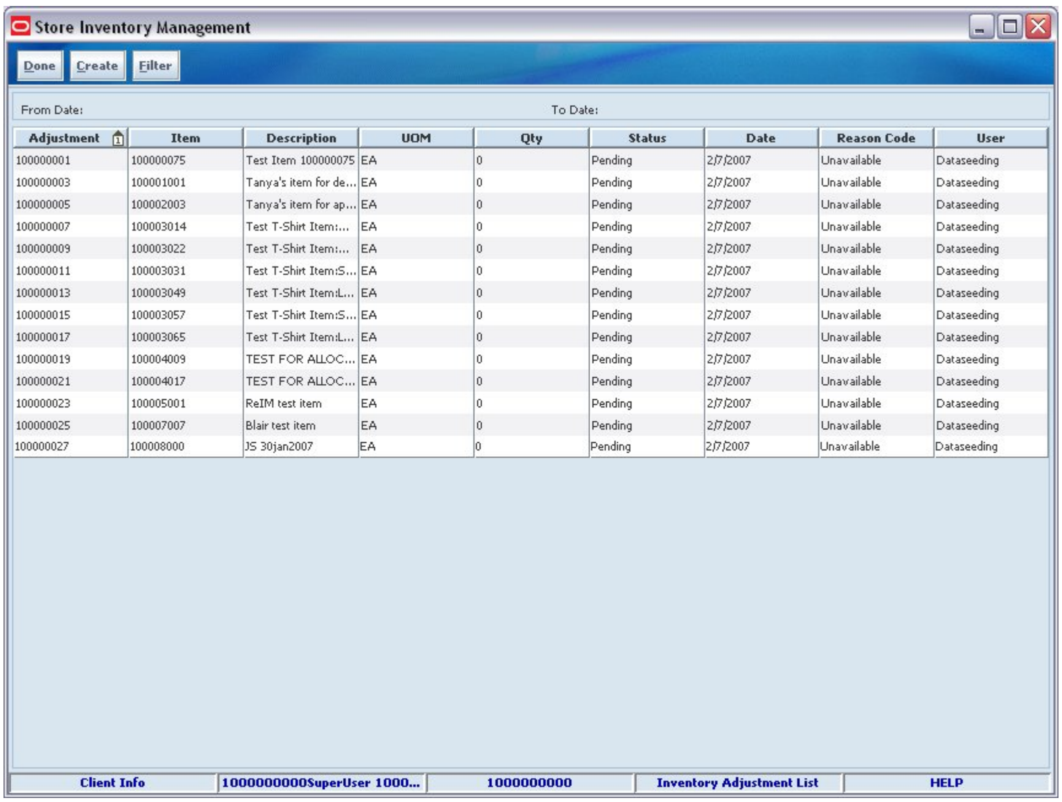
3. Click **Done** to return to the Inventory Adjustment List window.

> **Note:** The quantity that you entered is subtracted from the quantity to be adjusted. The pending adjustment is removed when the entire quantity is resolved. A complete adjustment is created for the quantity and reason entered.

4. Click **Done** to return to the Inventory Management menu.

Look Up an Inventory Adjustment

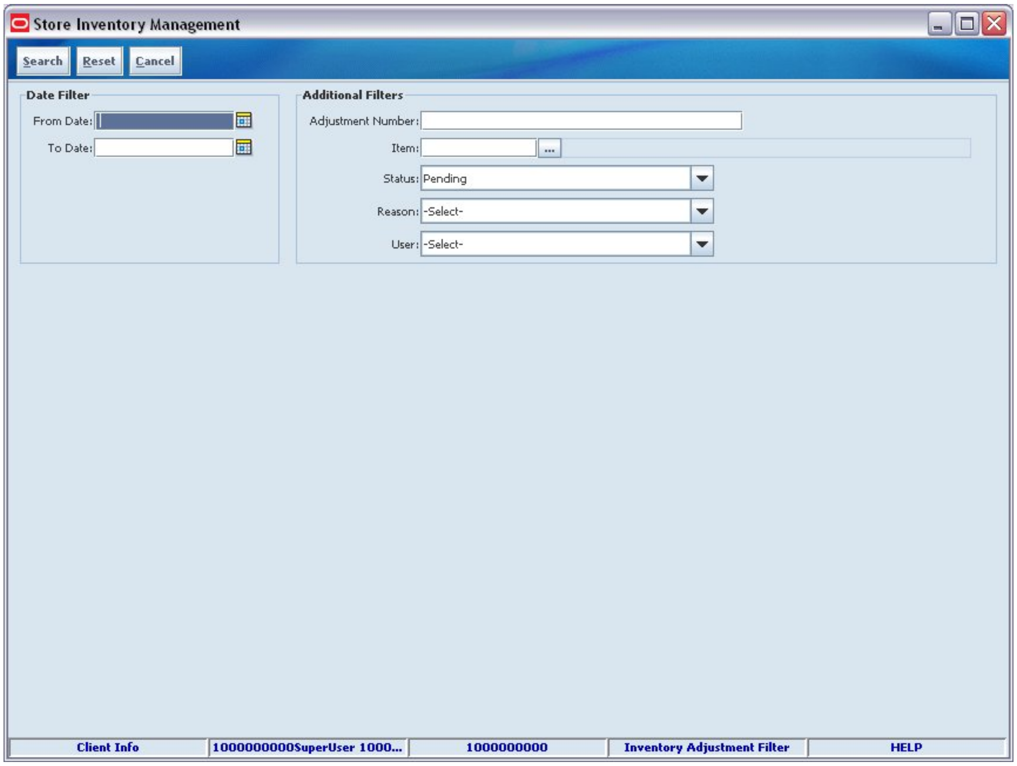
Navigate: Main Menu > Inventory Management > Inventory Adjustment. The Inventory Adjustment List window opens, with pending adjustments displayed.



Adjustment	Item	Description	UOM	Qty	Status	Date	Reason Code	User
100000001	100000075	Test Item 100000075	EA	0	Pending	2/7/2007	Unavailable	Dataseeding
100000003	100001001	Tanya's item for de...	EA	0	Pending	2/7/2007	Unavailable	Dataseeding
100000005	100002003	Tanya's item for ap...	EA	0	Pending	2/7/2007	Unavailable	Dataseeding
100000007	100003014	Test T-Shirt Item:...	EA	0	Pending	2/7/2007	Unavailable	Dataseeding
100000009	100003022	Test T-Shirt Item:...	EA	0	Pending	2/7/2007	Unavailable	Dataseeding
100000011	100003031	Test T-Shirt Item:S...	EA	0	Pending	2/7/2007	Unavailable	Dataseeding
100000013	100003049	Test T-Shirt Item:L...	EA	0	Pending	2/7/2007	Unavailable	Dataseeding
100000015	100003057	Test T-Shirt Item:S...	EA	0	Pending	2/7/2007	Unavailable	Dataseeding
100000017	100003065	Test T-Shirt Item:L...	EA	0	Pending	2/7/2007	Unavailable	Dataseeding
100000019	100004009	TEST FOR ALLOC...	EA	0	Pending	2/7/2007	Unavailable	Dataseeding
100000021	100004017	TEST FOR ALLOC...	EA	0	Pending	2/7/2007	Unavailable	Dataseeding
100000023	100005001	ReIM test item	EA	0	Pending	2/7/2007	Unavailable	Dataseeding
100000025	100007007	Blair test item	EA	0	Pending	2/7/2007	Unavailable	Dataseeding
100000027	100008000	JS 30jan2007	EA	0	Pending	2/7/2007	Unavailable	Dataseeding

Inventory Adjustment List Window

1. Click **Filter**. The Inventory Adjustment Filter window opens.



Inventory Adjustment Filter Window

2. Enter or select the date range that you want to search.
3. To look up a specific adjustment or narrow the type of adjustments displayed, enter information in one or more of the Additional Filters fields:
   - Adjustment Number – Enter the complete number generated by SIM for the adjustment.
   - Item – Enter the unique number that identifies the item.
   - Status – Select a status from the drop-down list.
   - Reason – Select a reason from the drop-down list. For more information about reason codes, see the reason code table.
   - User – Select a user from the drop-down list.
4. Click **Search**. Results that match your search criteria are displayed.
5. Double-click an item to open it in the Inventory Adjustment Detail window.

> **Note:** Click Reset to clear the current search criteria and start over.

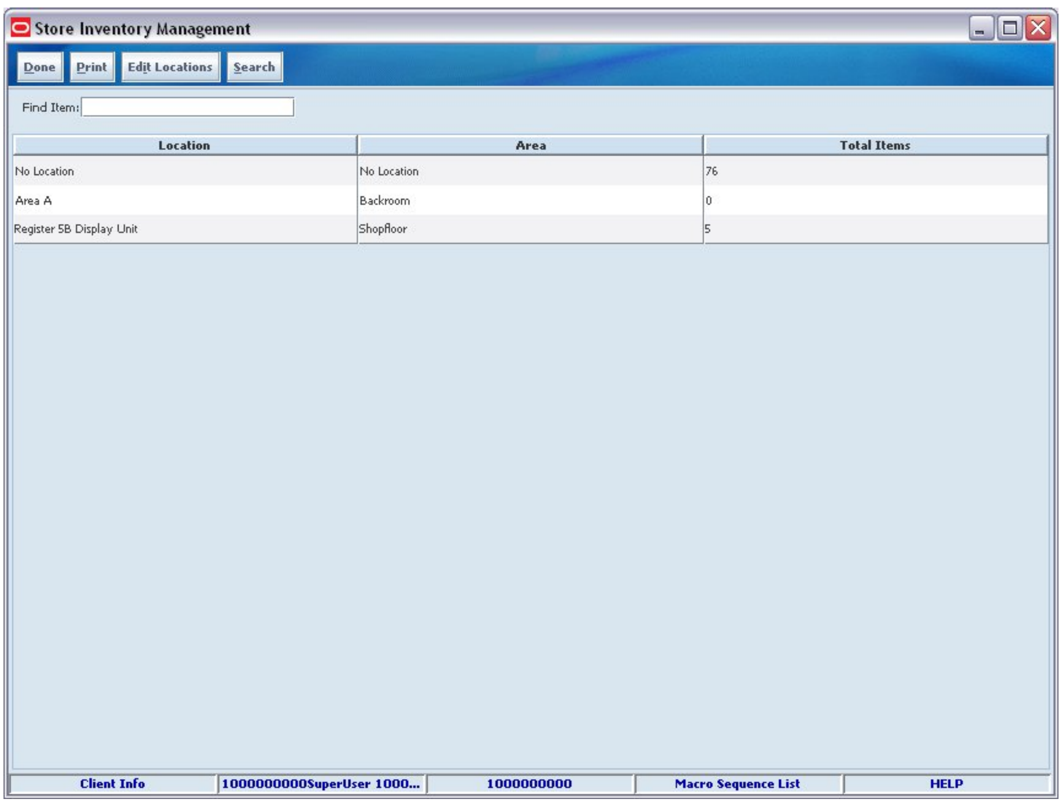
Sequencing

When items are sequenced, you can look up the exact location of any item in a store. Macro sequencing allows you to sequence all locations that are set up in the store. Micro sequencing allows you to sequence items that are attached to the macro sequence location. With the Sequencing functions, you can:

- Add a location
- Delete a location
- Edit a location
- Add a location for an item
- Assign items to a location
- Add an item to a location
- Edit items at a location
- Delete an item from a location
- Look up location details about a sequenced item
- Print shelf edge labels

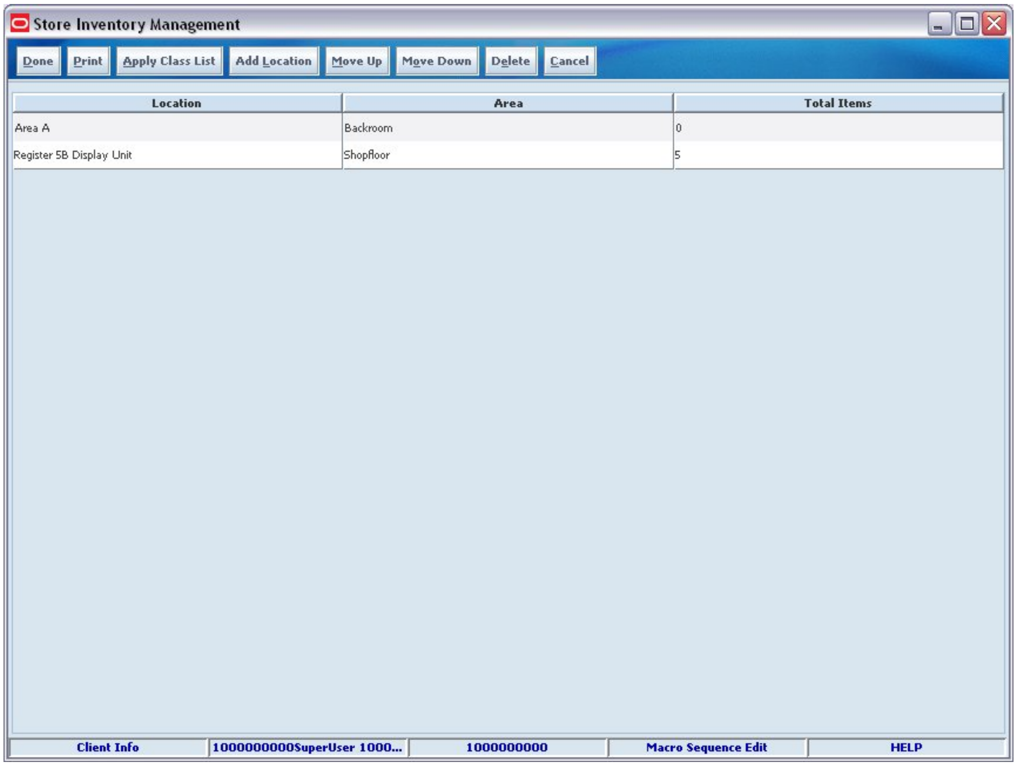
Add a Location

Navigate: Main Menu > Inventory Management > Sequencing. The Macro Sequence List window opens.



Macro Sequence List Window

1. Click **Edit Locations**. The Macro Sequence Edit window opens.

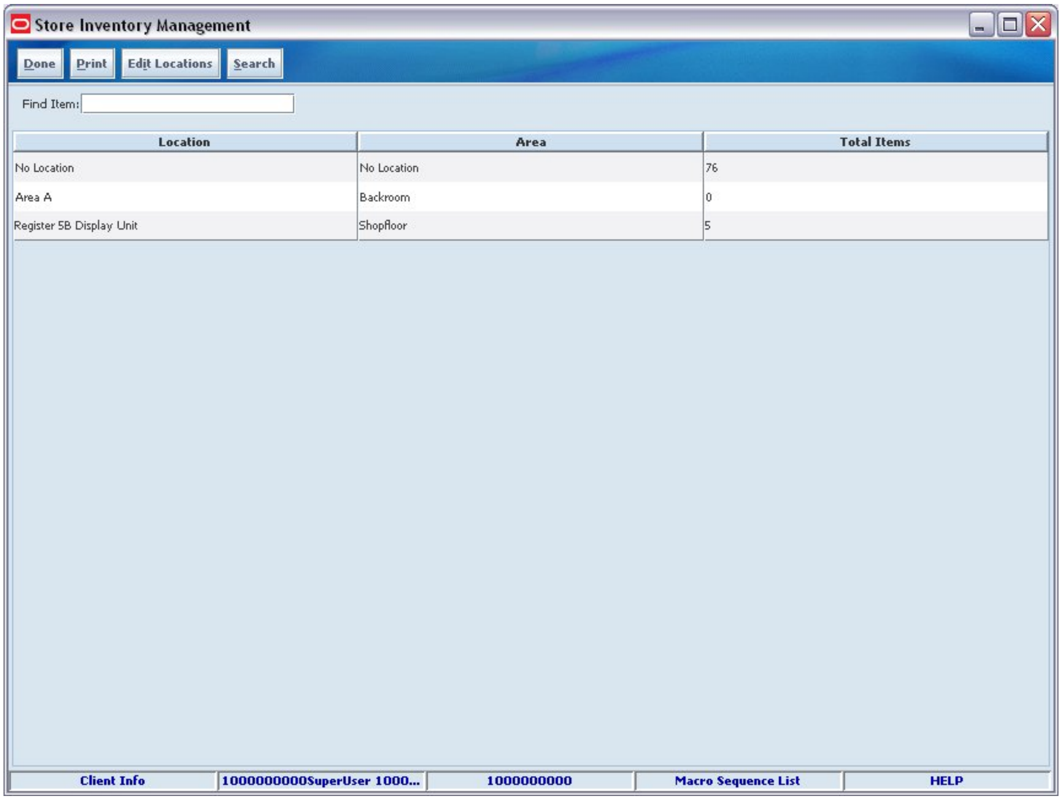


Macro Sequence Edit Window

2. Click **Add Location**. A new blank line is displayed at the bottom of the list.
3. Enter information in the fields of the new line:
   - Location – Enter the name of the location that you want to add.
   - Area – Select the appropriate area from the drop-down list.
4. Click **Done** to return to the Macro Sequence List window.
5. Click **Done** to return to the Inventory Management menu.

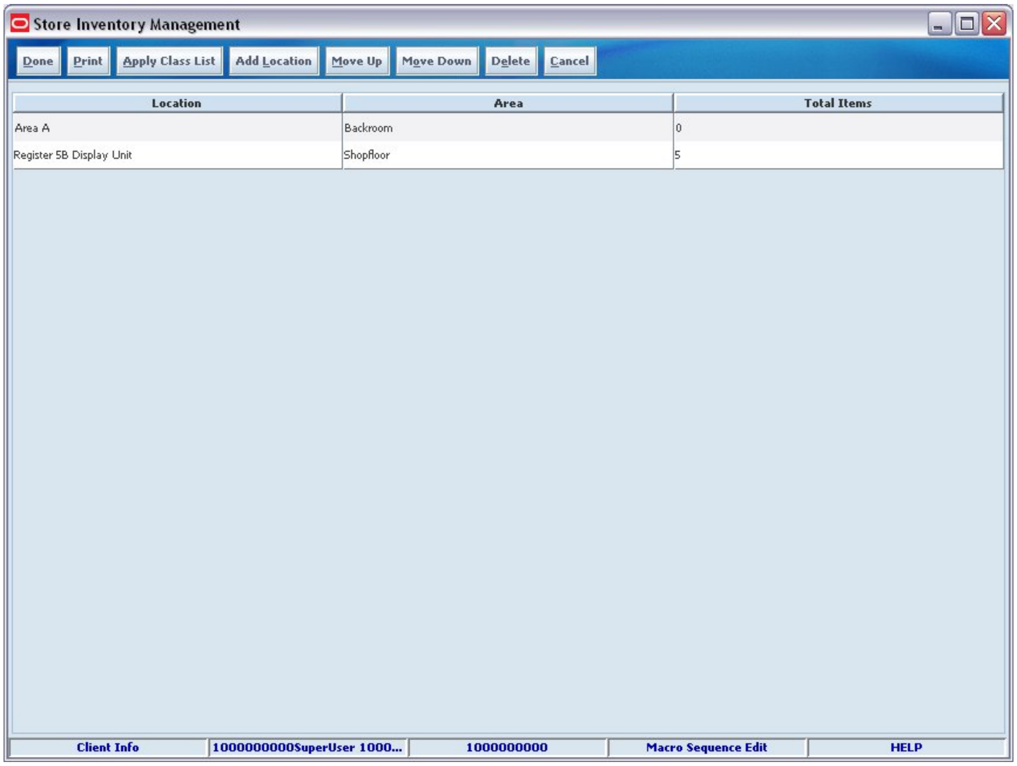
Delete a Location

Navigate: Main Menu > Inventory Management > Sequencing. The Macro Sequence List window opens.



Macro Sequence List Window

1. Click **Edit Locations**. The Macro Sequence Edit window opens.

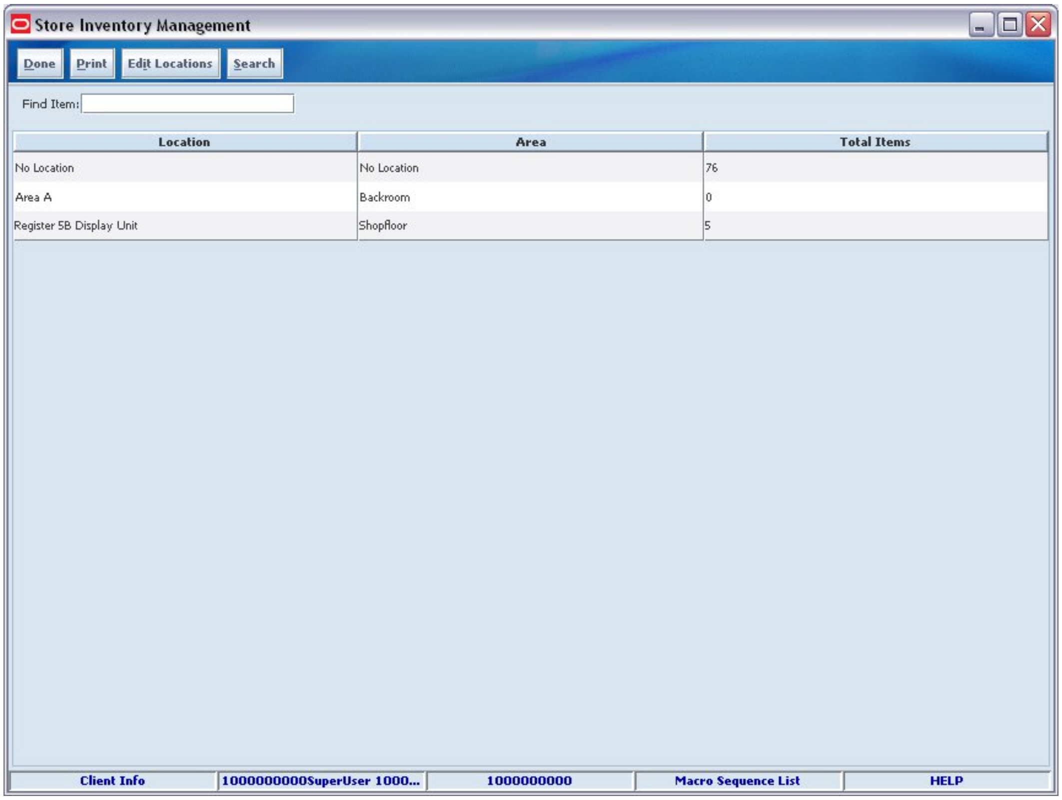


Macro Sequence Edit Window

2. Click **Delete**. A message displays, "Are you sure you want to delete the selected locations now?"
3. Click **Yes**.
4. Click **Done** to return to the Macro Sequence List window.
5. Click **Done** to return to the Inventory Management menu.

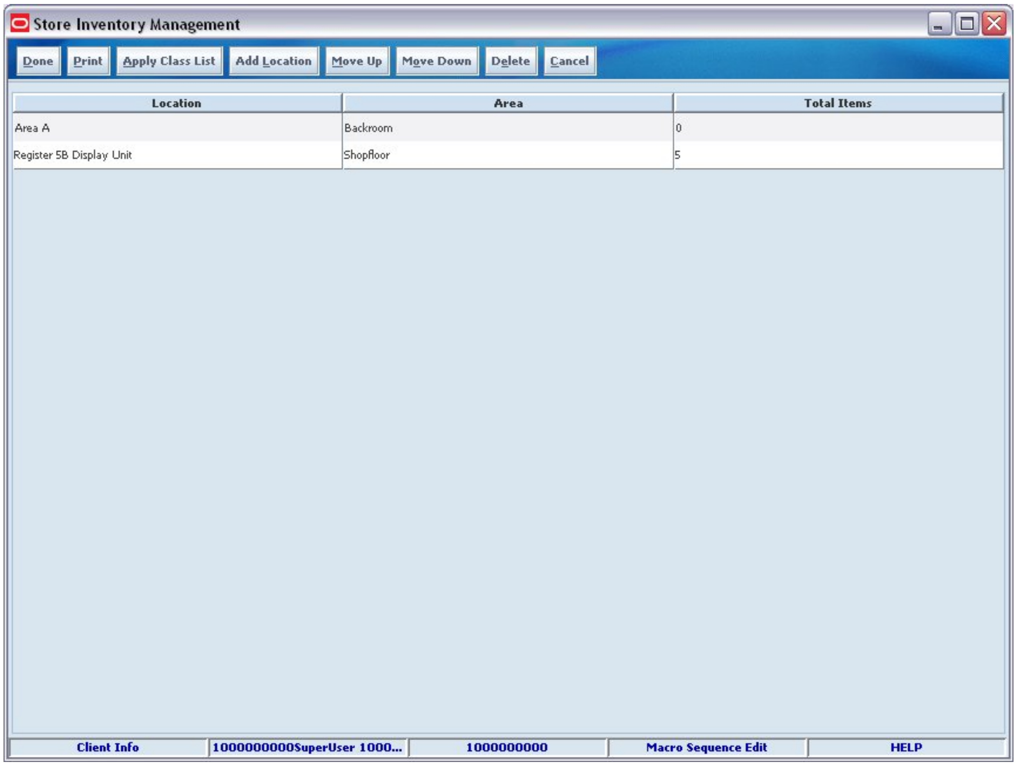
Edit a Location

Navigate: Main Menu > Inventory Management > Sequencing. The Macro Sequence List window opens.



Macro Sequence List Window

1. Click **Edit Locations**. The Macro Sequence Edit window opens.

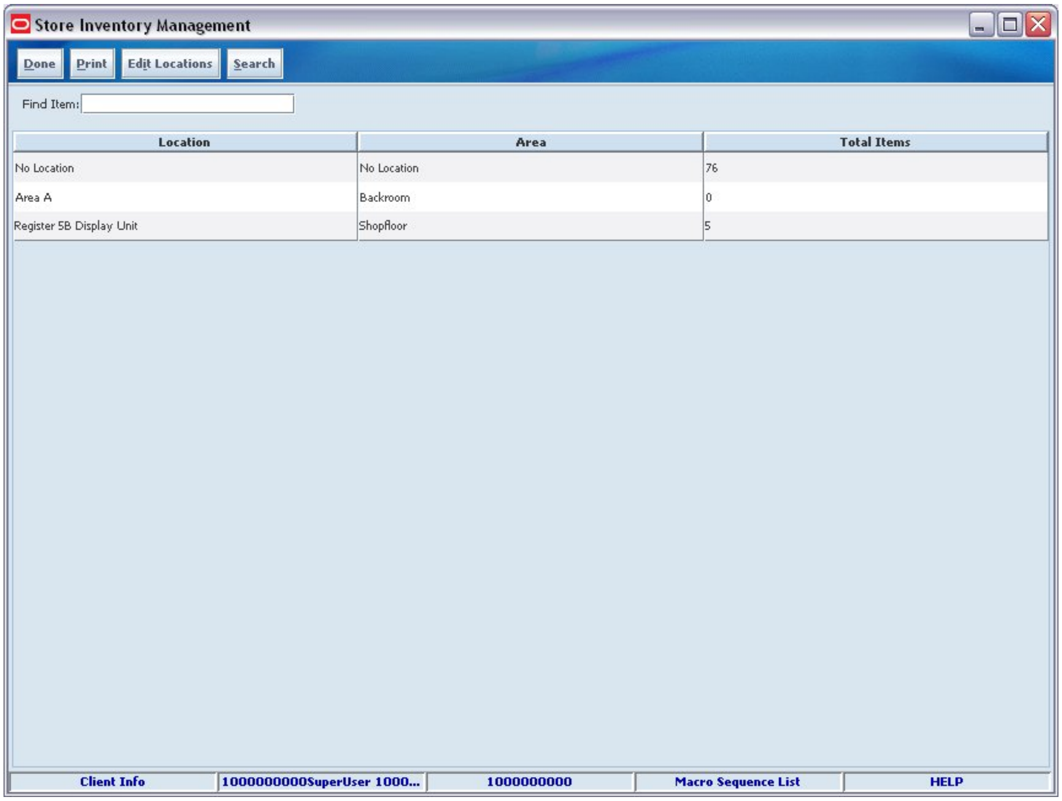


Macro Sequence Edit Window

2. Select the location that you want to edit.
3. Edit the location. Perform one or more of the following actions:
   - Change the area. In the Area field, select the value from the drop-down list.
   - Generate locations for all classes:
     a. Click **Apply class list**. The message is displayed: "Are you sure you want to generate locations for all classes?”
     b. Click **Yes**. The message is displayed: “Would you like to apply classes to the shop floor or backroom?”
     c. Select the area to which you want to apply classes.
   - Change the macro sequence order of a location:
     a. Select the class that you want to move.
     b. Click **Move up** or **Move down**.
4. Click **Done**. Your changes are displayed in the Macro Sequence List window.
5. Click **Done** to return to the Inventory Management menu.

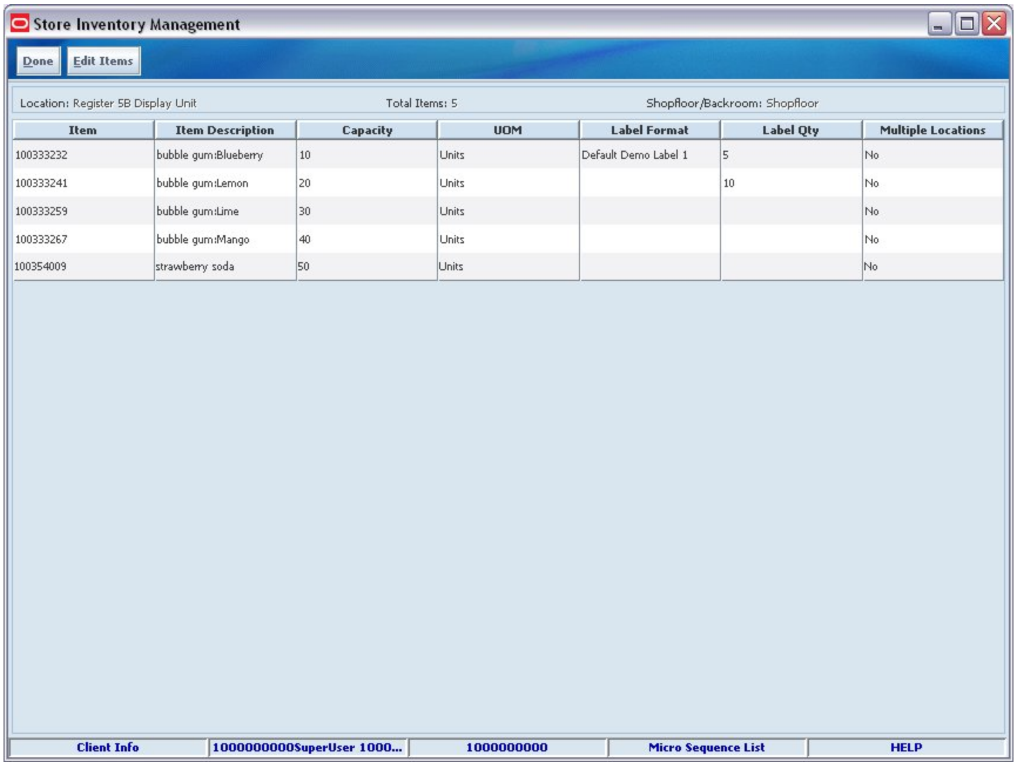
Add a Location for an Item

Navigate: Main Menu > Inventory Management > Sequencing. The Macro Sequence List window opens.



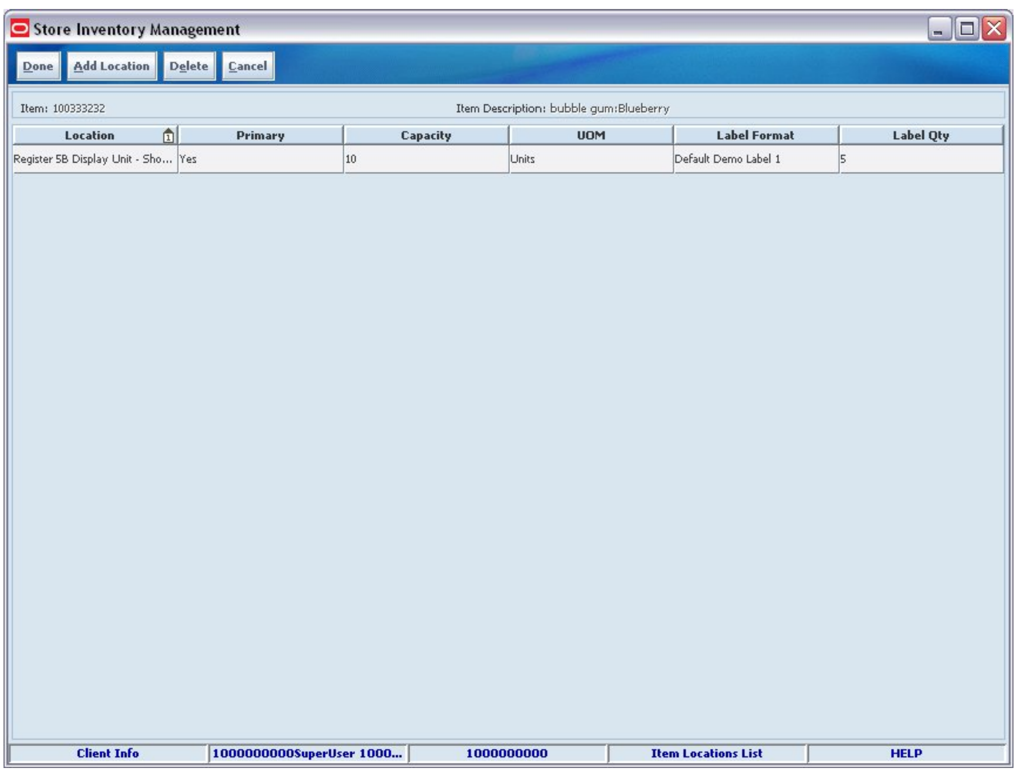
Macro Sequence List Window

1. Double-click the location for which you want to view micro sequencing. The Micro Sequence List window opens.



Micro Sequence List Window

2. Double-click the item for which you want to add another location. The Item Locations List window opens.



Item Locations List Window

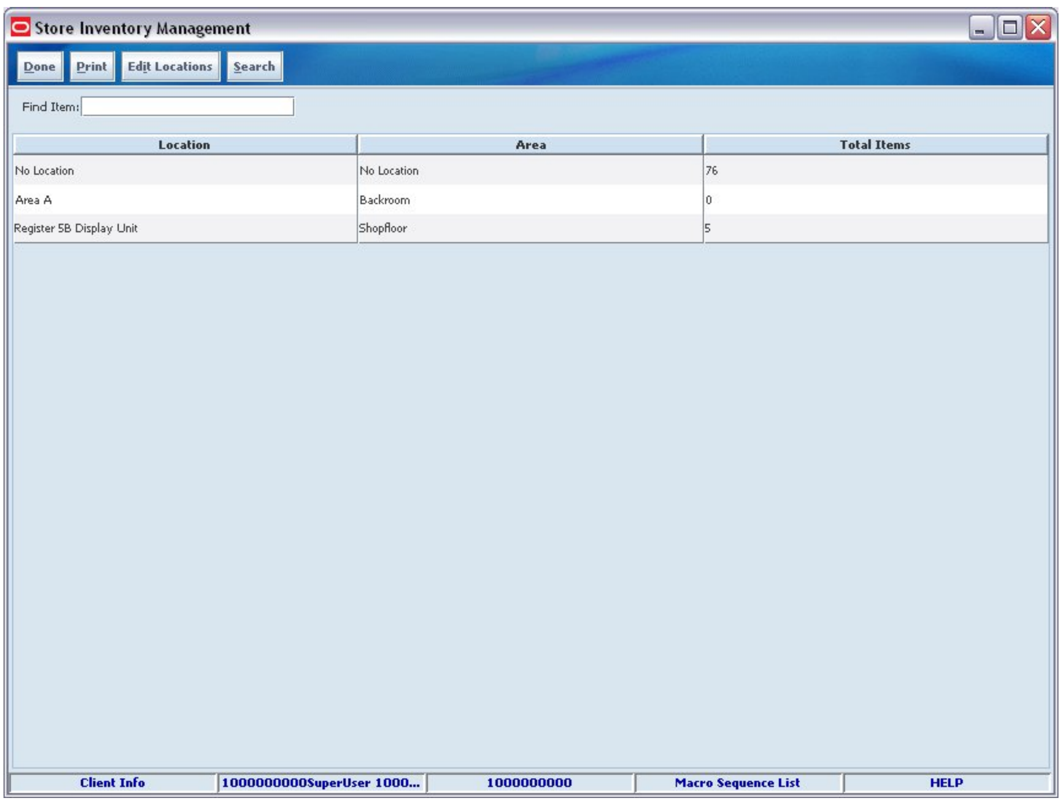
3. For each added location:
   a. Click **Add Location**. A new blank line is displayed at the bottom of the list.
   b. Enter information in the fields:
      – In the Location field, select a location from the drop-down list.
      – In the Primary field, select **Yes** if this is a primary location or **No** if this is a secondary location.

      Note: You can have only one primary location for each item.

      – Capacity – Enter the quantity of the item that can fit on the shelf at this location.
      – UOM – Select the unit of measure from the drop-down list..
      – Label Format – Select the kind of shelf label from the drop-down list.
      – Label Qty – Enter the number of labels to print.
4. Click **Done**. You return to the Micro Sequence List window.
5. Click **Done**. You return to the Macro Sequence List window.
6. Click **Done**. You return to the Inventory Management menu.

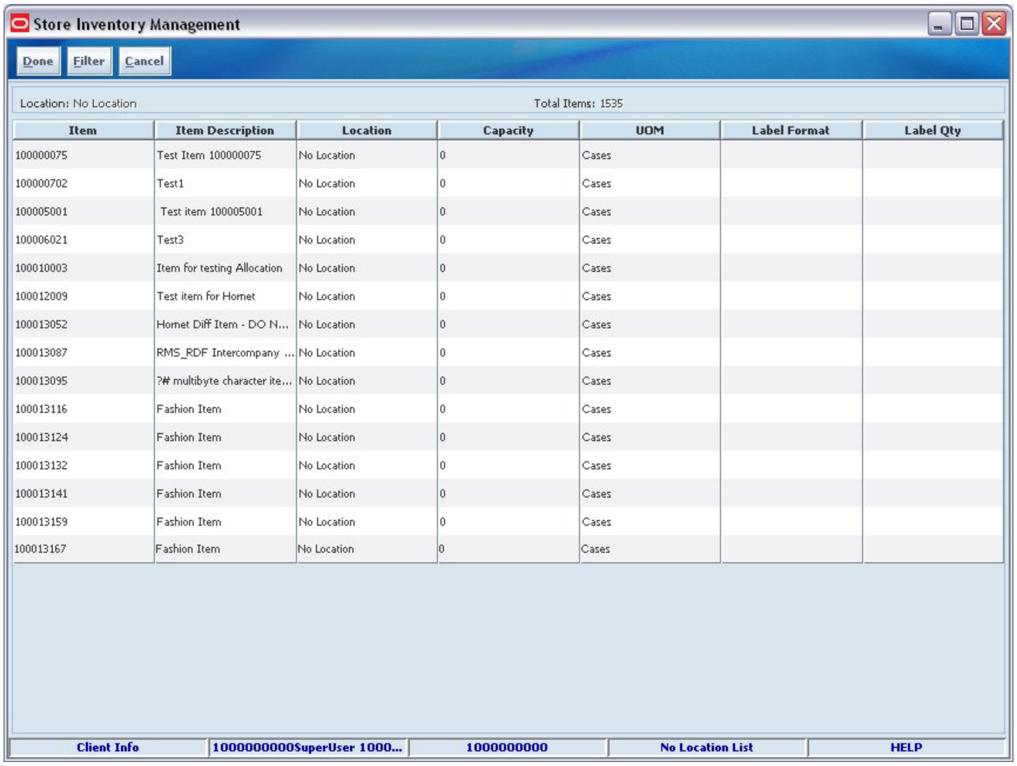
Assign Items to a Location

Navigate: Main Menu > Inventory Management > Sequencing. The Macro Sequence List window opens.



Macro Sequence List Window

1. Double-click the No Location line to view items that are not assigned to a location. The No Location List window opens.



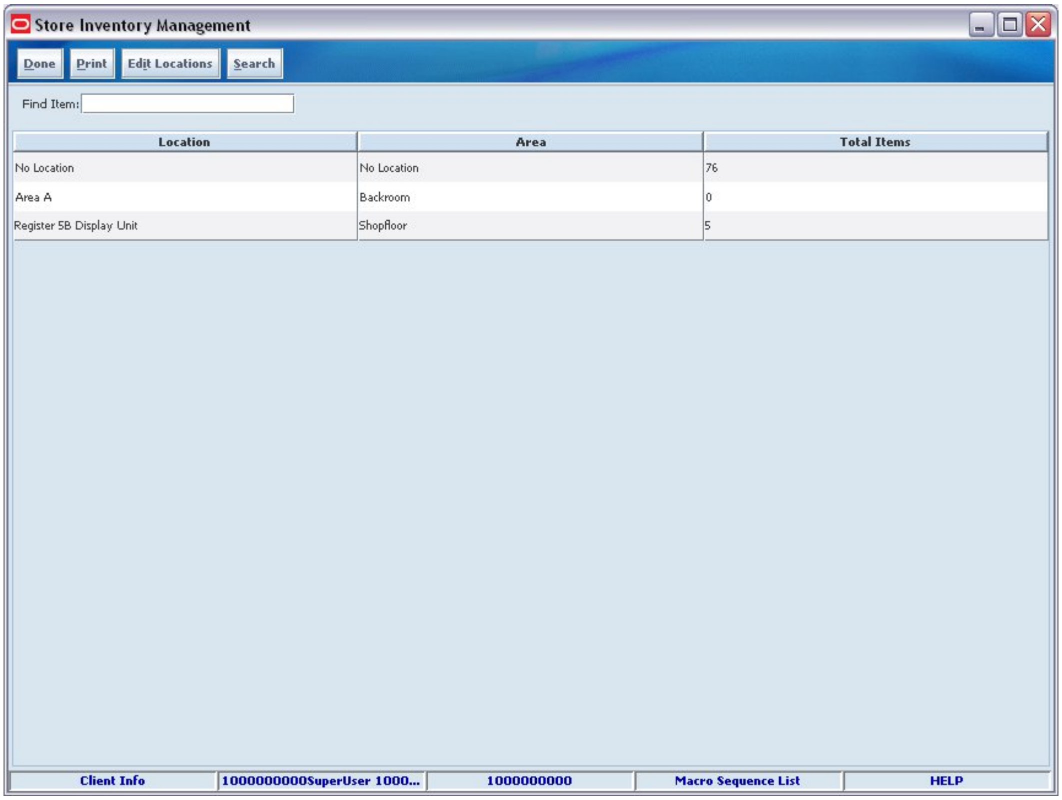
Item	Item Description	Location	Capacity	UOM	Label Format	Label Qty
100000075	Test Item 100000075	No Location	0	Cases		
100000702	Test1	No Location	0	Cases		
100005001	Test item 100005001	No Location	0	Cases		
100006021	Test3	No Location	0	Cases		
100010003	Item for testing Allocation	No Location	0	Cases		
100012009	Test item for Homet	No Location	0	Cases		
100013052	Homet Diff Item - DO N...	No Location	0	Cases		
100013087	RMS_RDF Intercompany ...	No Location	0	Cases		
100013095	?# multibyte character ite...	No Location	0	Cases		
100013116	Fashion Item	No Location	0	Cases		
100013124	Fashion Item	No Location	0	Cases		
100013132	Fashion Item	No Location	0	Cases		
100013141	Fashion Item	No Location	0	Cases		
100013159	Fashion Item	No Location	0	Cases		
100013167	Fashion Item	No Location	0	Cases		

No Location List Window

2. Enter information in the fields:
   - Location – Select a location from the drop-down list.
   - Capacity – Enter the quantity of the item that can fit on the shelf at this location.
   - UOM – From the drop-down list, select the unit of measure.
   - Label Format – Select the kind of shelf label from the drop-down list.
   - Label Qty – Enter the number of labels to print.
3. Click **Done** to return to the Macro Sequence List window.
4. Click **Done** to return to the Inventory Management menu.

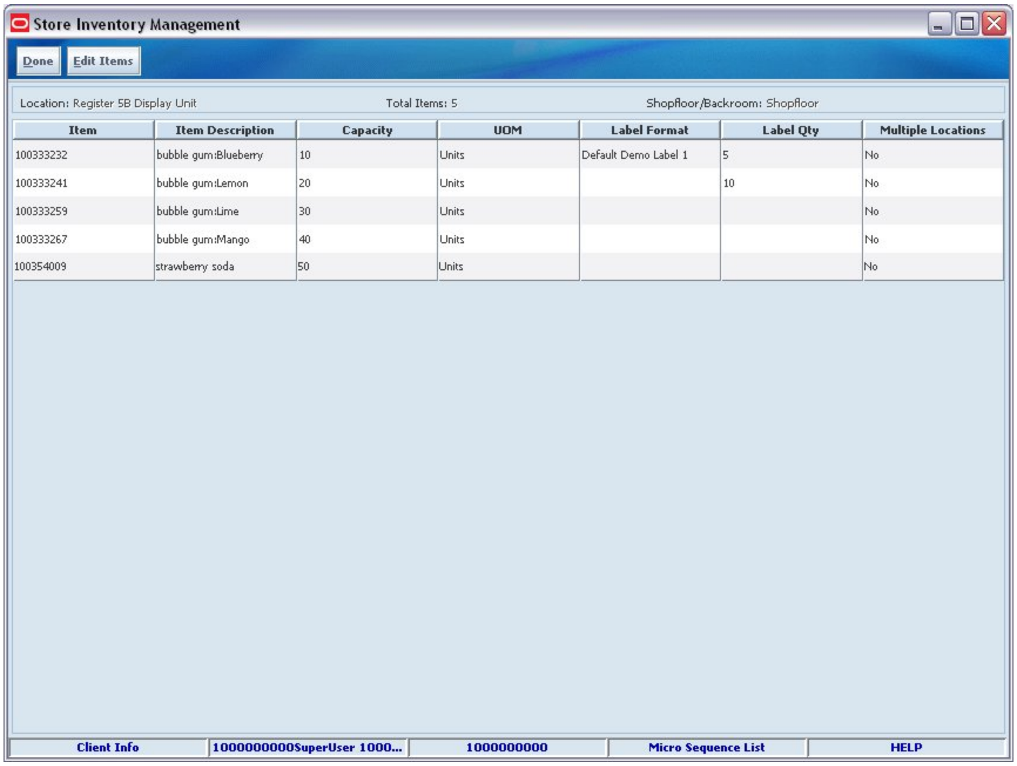
Add an Item to a Location

Navigate: Main Menu > Inventory Management > Sequencing. The Macro Sequence List window opens.



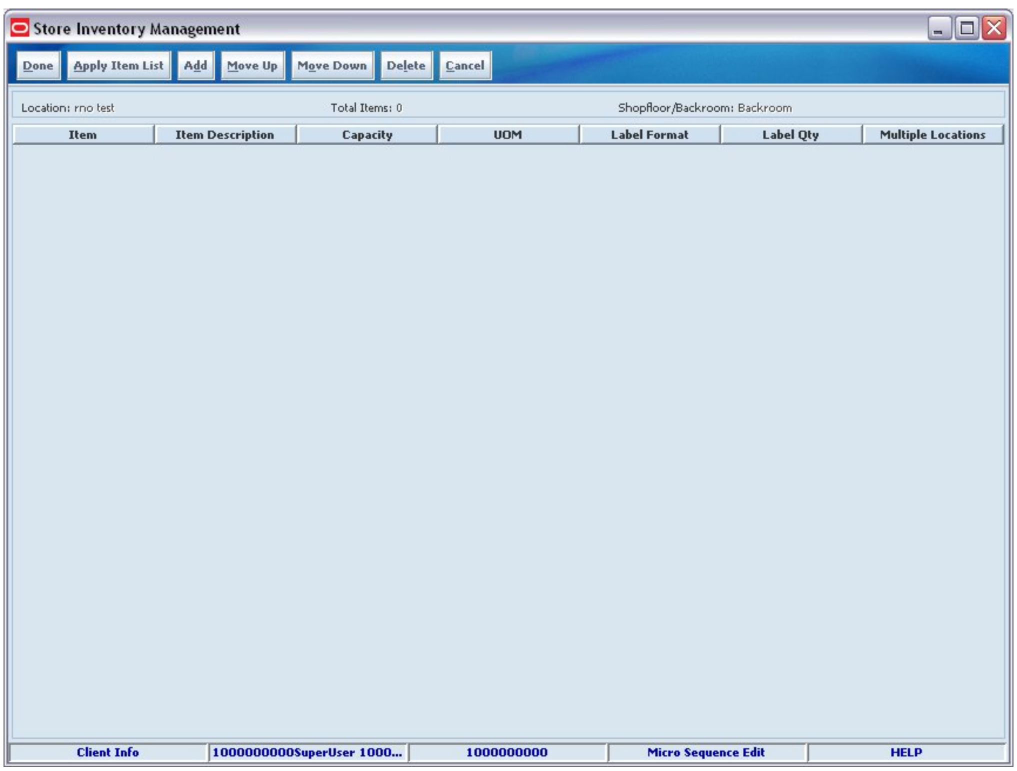
Macro Sequence List Window

1. Double-click the location where you want to add an item. The Micro Sequence List window opens.



Micro Sequence List Window

2. Click **Edit Items**. The Micro Sequence Edit window opens.



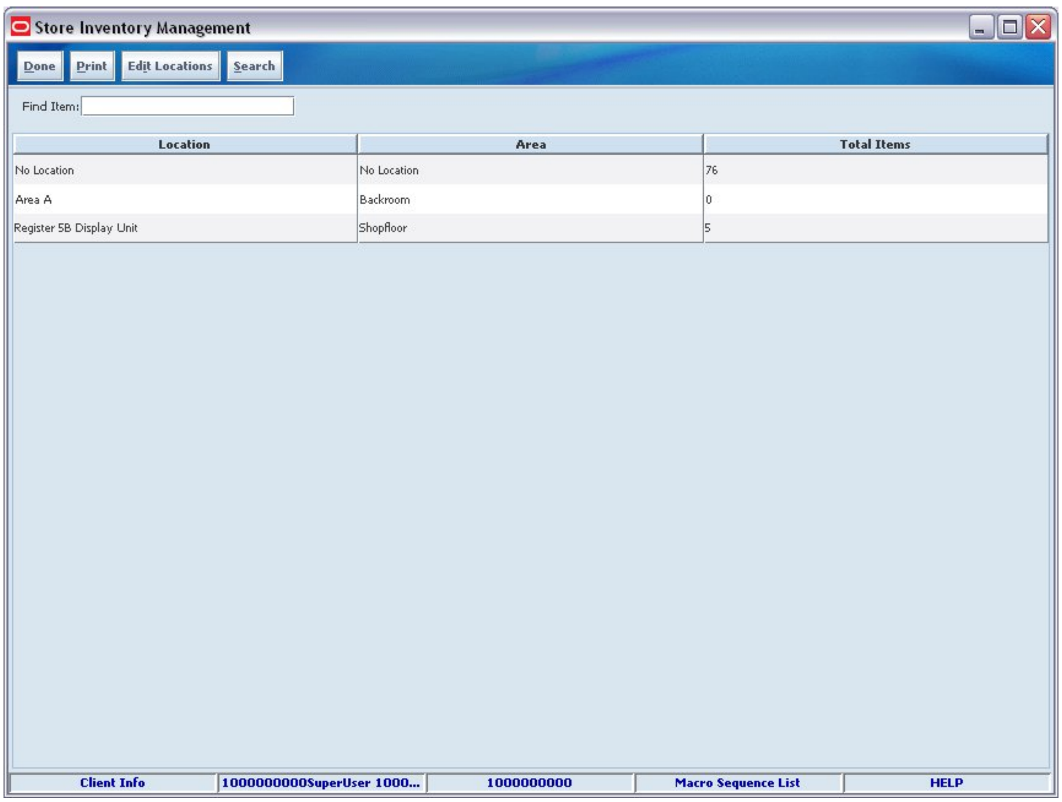
Micro Sequence Edit Window

3. Click **Add**. A new blank line is displayed at the bottom of the list.

4. Enter information in the fields:
   - In the Item field, enter the item number or select to look up the item.
   - Capacity – Enter the quantity of the item that can fit on the shelf at this location.
   - UOM – From the drop-down list, select the unit of measure.
   - Label Format – Select the kind of shelf label from the drop-down list.
   - Label Qty – Enter the number of labels to print.
5. Click **Done**. The new item is displayed in the Micro Sequence List window.
6. Click **Done** to return to the Macro Sequence List window.
7. Click **Done** to return to the Inventory Management menu.

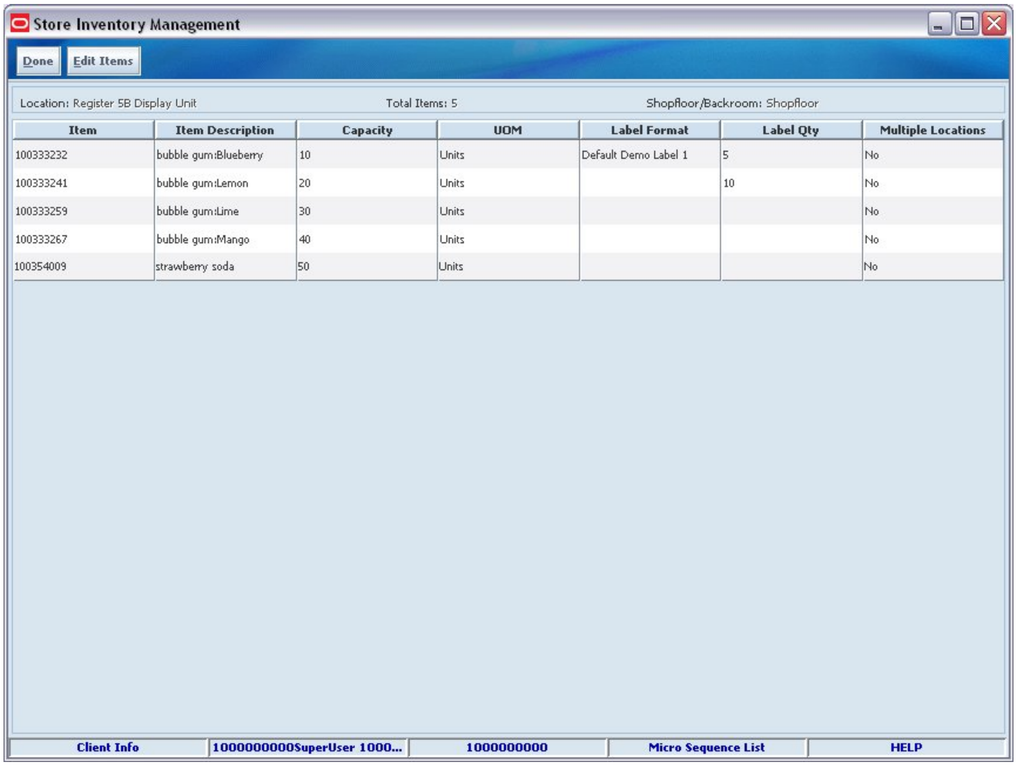
Edit Items at a Location

Navigate: Main Menu > Inventory Management > Sequencing. The Macro Sequence List window opens.



Macro Sequence List Window

1. Double-click the location for which you want to edit items. The Micro Sequence List window opens.



Micro Sequence List Window

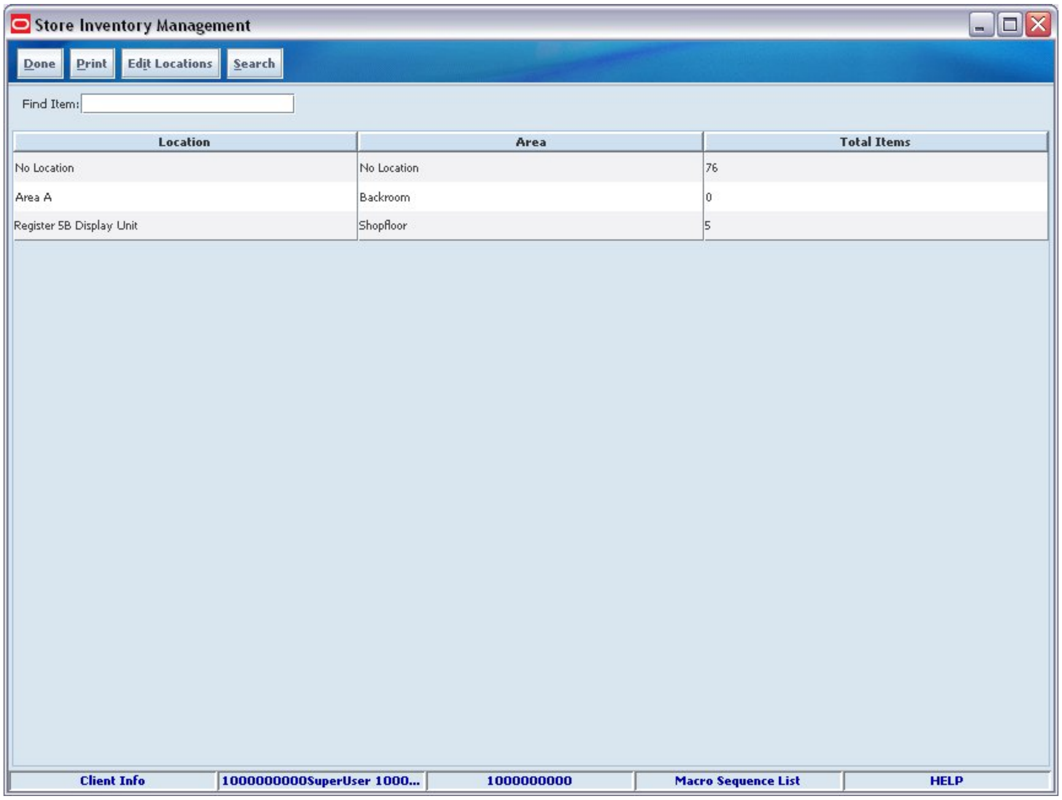
2. Click **Edit Items**.
3. If necessary, click **Apply Item List** to add all items associated with the class location.

> **Note:** Items from the class are applied only if the location was created through the **Apply Class List** button on the Macro Sequence Edit Screen.

4. For each item that you want to edit, change item or location information by completing these fields:
   - Capacity – Enter the quantity of the item that can fit on the shelf at this location.
   - UOM – From the drop-down list, select the unit of measure.
   - Label Format – Select the kind of shelf label from the drop-down list.
   - Label Qty – Enter the number of labels to print.
   - Multiple Locations – Select **Yes** to allow multiple locations or **No** to prohibit multiple locations.
5. To change the location of an item:
   a. Select the item that you want to move.
   b. Click **Move up** or **Move down**.
6. Click **Done**. Your changes are displayed on the Micro Sequence List window.
7. Click **Done** to return to the Macro Sequence List window.
8. Click **Done** to return to the Inventory Management menu.

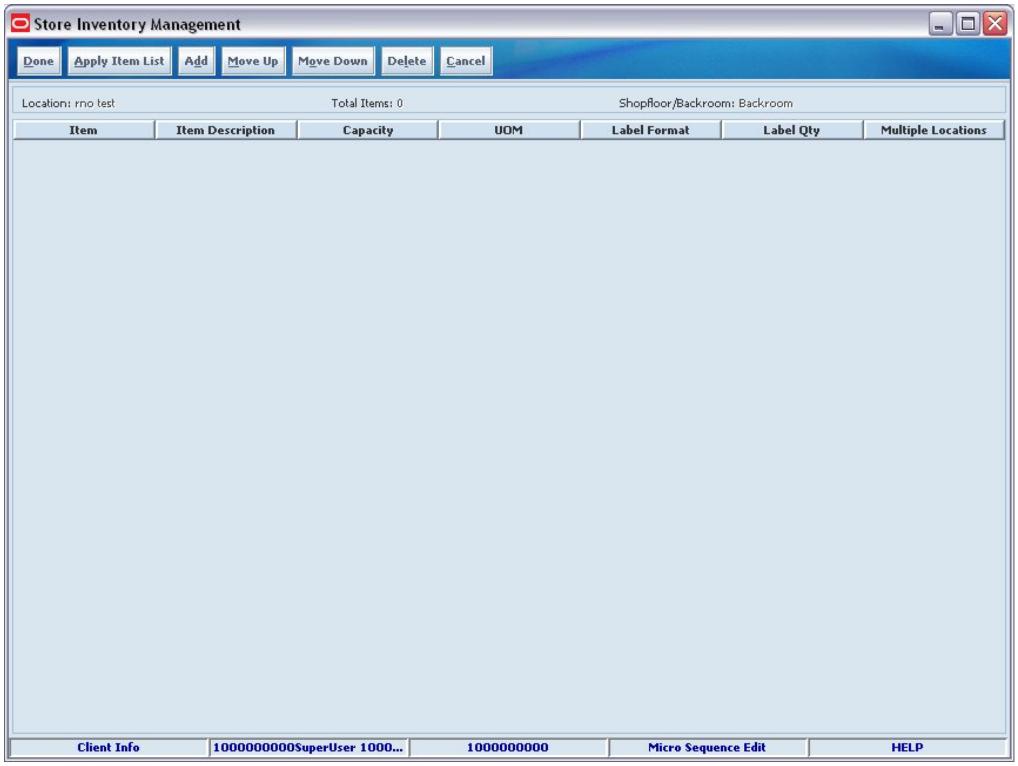
Delete an Item from a Location

Navigate: Main Menu > Inventory Management > Sequencing. The Macro Sequence List window opens.



Macro Sequence List Window

1. Double-click the location from which you want to delete items.
2. Click **Edit Items**. The Micro Sequence Edit window opens.

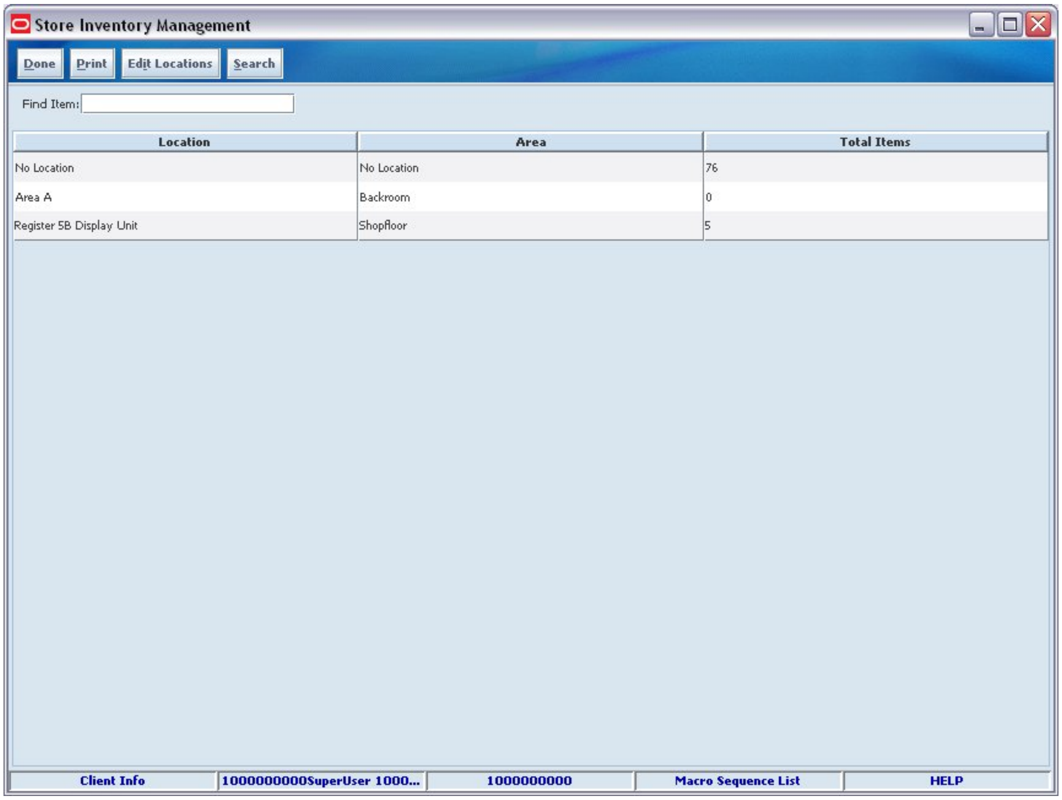


Micro Sequence Edit Window

3. Select the item that you want to delete.
4. Click **Delete**. The message is displayed: "Are you sure you want to delete the selected items now?"
5. Click **Yes**. The item is removed from the location list.
6. Click **Done** to return to the Micro Sequence List window.
7. Click **Done** to return to the Macro Sequence List window.
8. Click **Done** to return to the Inventory Management menu.

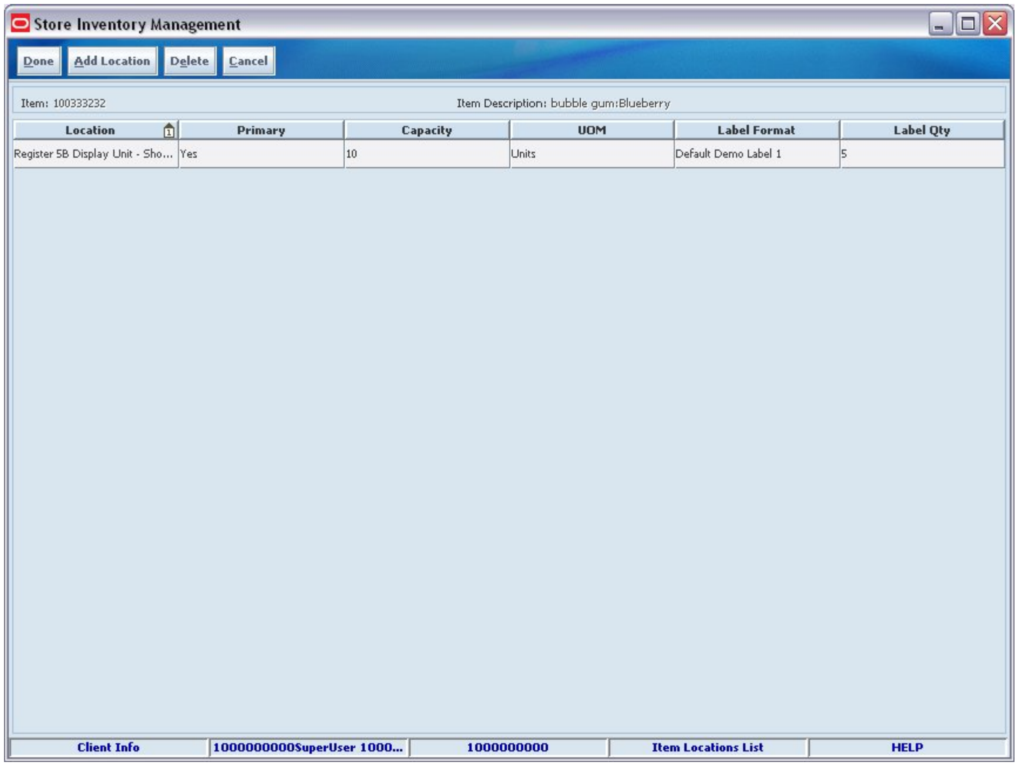
Look Up Location Details for a Sequenced Item

Navigate: Main Menu > Inventory Management > Sequencing. The Macro Sequence List window opens.



Macro Sequence List Window

1. In the Find Item field, enter the item number for which you want to view location information.
2. Click **Search**. The Item Locations List window opens with location information displayed.

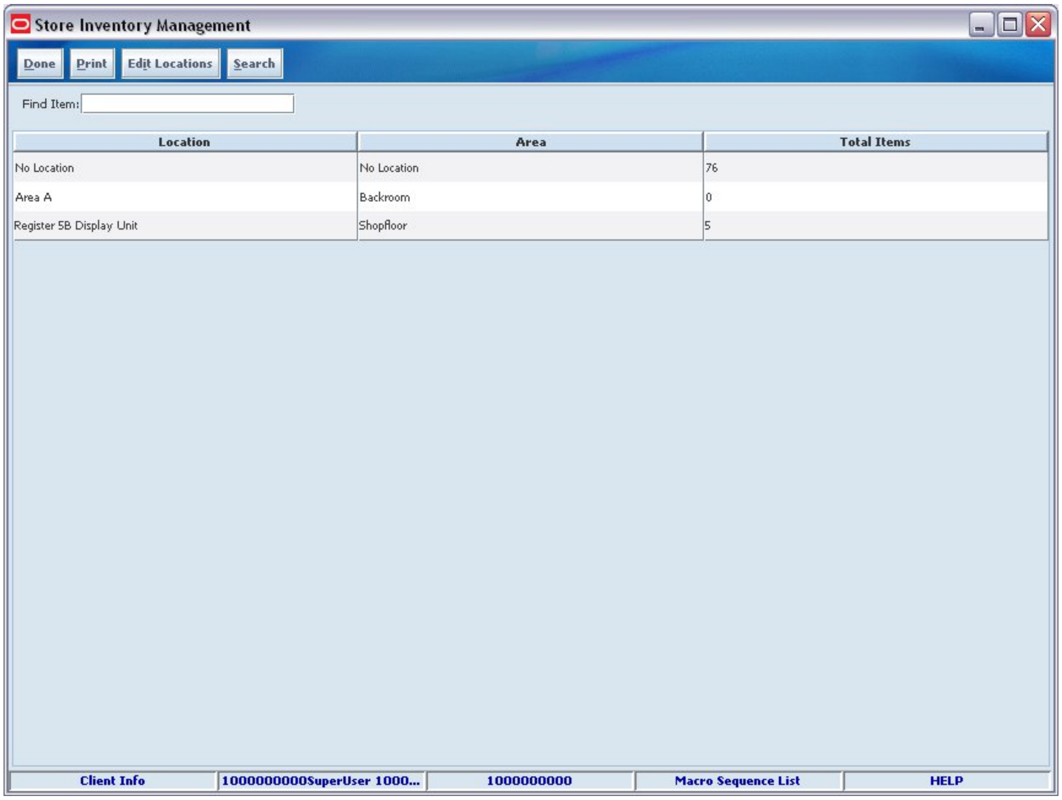


Item Locations List Window

3. Click **Done** to return to the Inventory Management menu.

Print Shelf Edge Labels

Navigate: Main Menu > Inventory Management > Sequencing. The Macro Sequence List window opens.



Macro Sequence List Window

1. Select one or more locations for which you want to print labels.
2. Click **Print**. The message is displayed: “Are you sure you want to print shelf edge labels for all items in the locations selected?”
3. Click **Yes**. The labels print on your selected printer.
4. Click **Done** to return to the Inventory Management menu.

Stock Counts

SIM supports these types of stock counts:

- Unit and amount count – This is an annual count that can be used to adjust the financials in a corporate merchandising system, in addition to updating inventory positions in SIM.
- Unit and amount all locations count – This is the sequenced version of a unit and amount count for the entire store.

> **Note:** Procedures for unit and amount all locations stock counts (master stock counts) are different from other types. See "Unit and Amount All Locations Stock Counts."

- Unit and amount third-party count – This count is done for the entire store, and the results are uploaded to SIM. The upload file usually comes from an impartial third-party counter. This type of count achieves the same purposes as a unit and amount count.
- Unit and problem line counts – These are scheduled counts that update Oracle Retail Management System (RMS) and SIM inventory positions, but only for the physical count values. These counts are performed on a regular schedule.
- Ad hoc count – This is similar to a unit count, but the items are not preassigned and there is no schedule.

Except for an ad hoc count or unit and amount third-party stock count, each type of stock count can use a guided or unguided handheld option.

> **Note:** When you take a snapshot for any type of count, you may not be able to enter counted values while sales data is being loaded, depending on batch program settings. You may receive a message asking you to try again later after the sales process load is finished.

Stock Count Functions

With the Stock Count functions, you can:

- Enter stock count results
- Update an authorized quantity for a stock count
- Delete a stock count

More Information

Also see these related topics:

- Unit and Amount Stock Counts
- Unit and Amount All Locations Stock Counts
- Stock Count Size Limits

Unit and Amount Stock Counts

You can take unit and amount stock counts using SIM or a third party system, depending on your system options.

Unit and Amount Stock Counts Within SIM

When you perform a unit and amount stock count for all locations, three additional buttons are available on the All Locations List window. For more information, see "Unit and Amount All Locations Stock Counts."

Button	Description
Take Snapshot	Takes a snapshot of the stock count at any time during the stock count process. There are situations where you will need to start stock counting items in the backroom that do not change stock on hand value before the actual stock count is started and snapshot is taken. When you select this button, the following message is displayed: “Are you sure you want to take the snapshot for all locations of the Unit and Amount stock count at this time?” Select **Yes** to take a snapshot or select **No** if you do not want to take a snapshot at this time. Depending on your system settings, you may be prompted to select whether this stock count is being performed before store open or after store close. You can only take a Snapshot one time. If you try to take a subsequent Snapshot, a message is displayed: "The snapshot has already been taken.”
Print All Locations	Prints all Unit and Amount All Location stock counts for an entire store. When you select the Print All Locations button, a message is displayed: “Are you sure you want to print all Unit and Amount location stock counts for the entire store?” Select **Yes** to print or **No** if you do not want to print at this time.
Export Results	This button is available only after all of the Location counts for a Unit and Amount Stock Count are authorized and in *Confirmed* status. When you select the **Export Results** button, a message is displayed: ”Are you sure you want to export the results for the entire All Locations Unit and Amount Stock Count at this time?” If you select **Yes**, all of the individual Location counts for the Unit and Amount All location stock count are moved to *Completed* status. If you select **No**, results are not sent and the stock counts remain in *Confirmed* status.

Unit and Amount Stock Counts with a Third-Party System

If your system accepts stock counts from a third party system you, the buttons available are as follows:

Button	Description
Take Snapshot	Takes a snapshot of the stock on hand (SOH) for the selected stock counts at any time during the stock count process. There are situations where you will need to start stock counting items in the backroom that do not change stock on hand value before the actual stock count is started and snapshot is taken. Depending on your system settings, you may be prompted to select whether this stock count is being performed before store open or after store close. You can only take a snapshot one time. If you try to take a subsequent snapshot, a message is displayed: "The snapshot has already been taken."
Confirm	Begins the authorization process to count all stock counts with a status of New, In Progress, or with a type of Authorize. An export file is automatically generated, and this file can be uploaded by an external merchandising system. **Note:** You can confirm individual departments. With certain store settings, the confirmation process can be automatic.
Not On File Items	Displays the items that are included in the third party file, which were not listed in the SIM stock counts and also are not valid items in SIM. Valid items are active items, or items with a stock on hand not equal to zero, selected on the product group and ranged to the store.

Stock Count Size Limits

Product groups can contain thousands of line items. SIM can handle stock counts that contain very large numbers of line items, but stock counts with huge numbers of line items can be difficult for a user to manage. Because of this, SIM automatically breaks down very large stock counts into multiple smaller stock count records.

The system administrator can set system options to control the maximum number of line items included in different types of stock counts. If these options are not set, SIM default limits are used.

If the number of line items in a product group exceeds the maximum line item limit, SIM breaks down the stock counts into smaller sections and creates multiple stock count records. See the *Store Inventory Management Implementation Guide* for information about the system options that control size and breakdown of large stock counts.

Size Limits

In certain cases, the size of a product group or stock count cannot exceed SIM system limits:

- If you are setting up a guided stock count, SIM restricts the number of items that can be added to a unit, problem line, or unit and amount product group. You will receive an error message if you try to add more items than allowed.
- You cannot perform ad hoc stock counts that contain more line items than the system limit. If you have reached the maximum number of line items, you will receive a

message that you cannot add any more items. You can complete the count, but you cannot add more items.

Automatic Breakdown of Large Stock Counts

For unit, unit and amount, problem line, pick list, and item request product groups, SIM breaks down the stock count first by department, then by class, then by subclass:

- If the number of line item records for a department exceeds the maximum line limit value, then SIM breaks down the department into smaller sections starting with class.
- If a single class has more line items than the system limit, SIM breaks down the class to the subclass level.

It is possible for a department to have some counts at the class level and others at the subclass level, depending on how many line items there are at each level.

For unit and amount counts, SIM does not break down the count lower than the subclass level. A further breakdown could have an adverse effect on company financials. If a single subclass exceeds the maximum line item limit, the subclass is extracted as its own stock count transaction.

For unit, problem line, and item request counts, if a subclass exceeds the limit, it is further broken down into groups that contain no more than the maximum number of line items allowed. The breakdown of the subclass is based on ascending item ID.

Later in this section, an example shows how SIM breaks down a large stock count.

Count Descriptions

For any product group that exceeds the limit, SIM creates multiple transaction records and appends “(*x*/*y*)” to the count description. This indicates that more than one record is associated with the original product group, where:

- *x* is a the sequence number of the transaction record
- *y* is the total number of transaction records

For example, for a Batteries stock count broken down into six separate stock count records, the description of the first stock count record of the group would be shown as follows:

- On the PC: **Batteries (1/6)**
- On the handheld: **(1/6) Batteries**

On the PC, multiple records associated with the same master product group are sorted based on ascending Department/Class/Subclass order, with (x/y) appended after the count description. For example, a large stock count might be broken down as follows, with the following "child count" transaction records listed:

Stock Count Record	Breakdown
Batteries (1/6)	Contains Dept A items
Batteries (2/6)	Contains Dept B Class 1
Batteries (3/6)	Contains Dept B Class 2
Batteries (4/6)	Contains Dept B Class 3, 4
Batteries (5/6)	Contains Dept B Class 5 Subclass 1
Batteries (6/6)	Contains Dept C

On the handheld, multiple records associated with the same master product group are sorted based on ascending Department/Class/Subclass order, with (*x*/*y*) appearing before the count description (because of display space limits on the handheld). For example, the same records would be displayed on the handheld as follows:

1-(1/6) Batteries

2-(2/6) Batteries

3-(3/6) Batteries

4-(4/6) Batteries

5-(5/6) Batteries

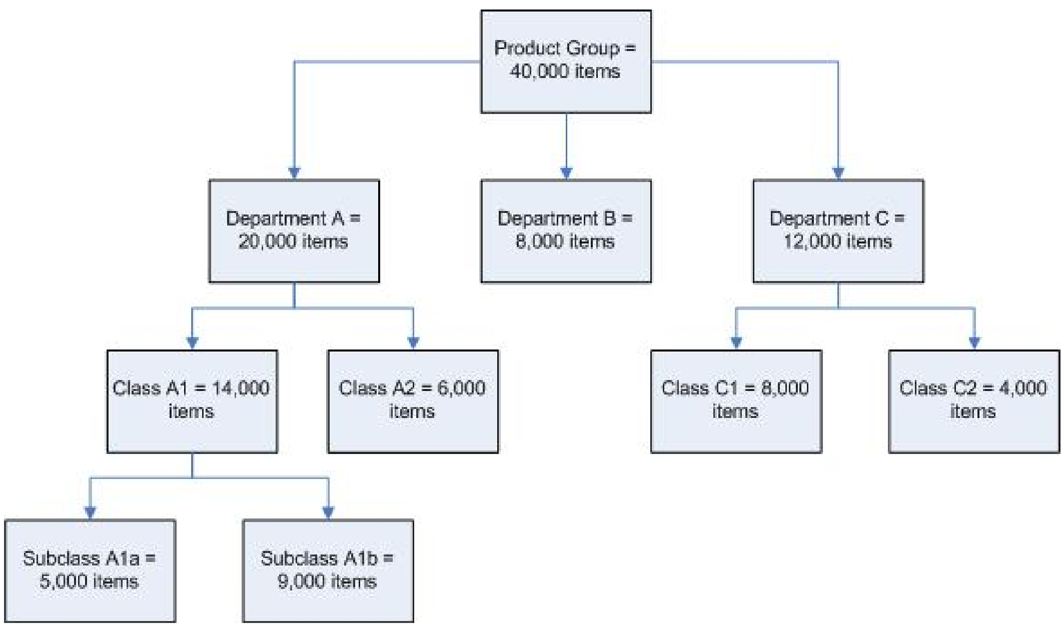
6-(6/6) Batteries

> **Note:** Child stock counts on the handheld may not always be grouped together on the stock count list screen, because the numbers appear before the description and affect how the records are sorted.

Example

The following figure shows how SIM automatically breaks down a large stock count. In this example:

- The maximum number of line items is 10,000
- The total number of items in the product group is 40,000



In this example, the product group exceeds the maximum limit of 10,000 line items and must be broken down into smaller sections:

SIM first breaks down the count by department. If a department has 10,000 or fewer line items (like Department B in the example), the department does not need to be broken down. It is extracted into its own transaction record.

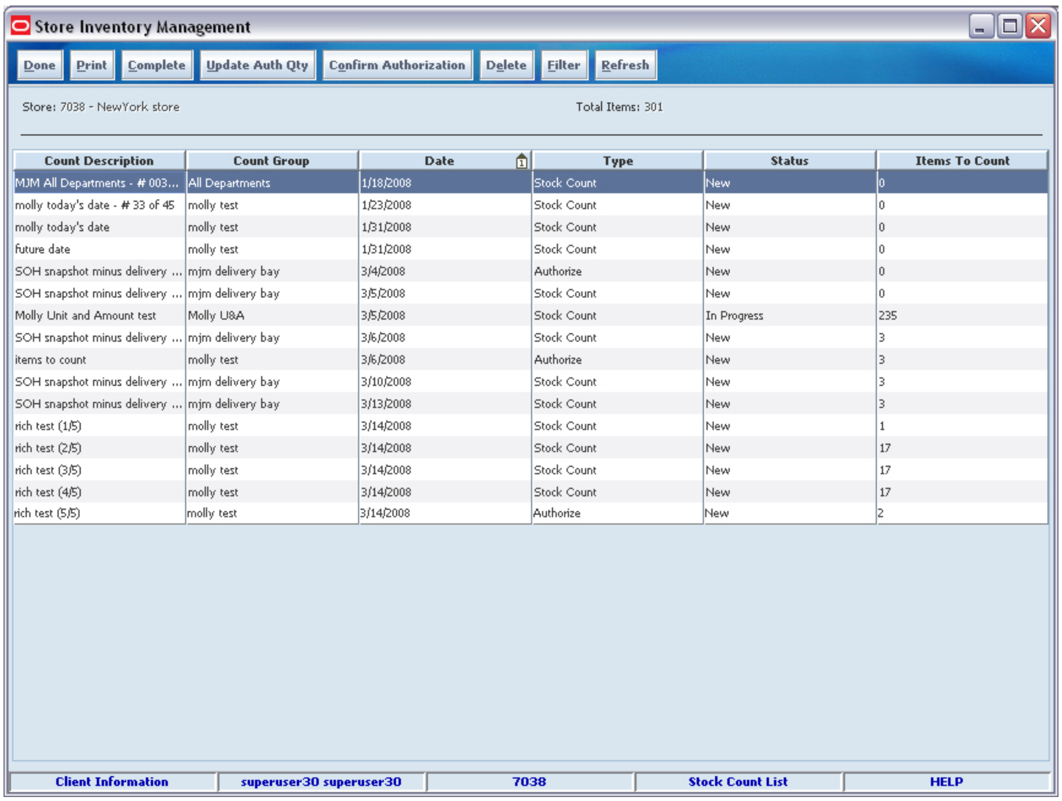
If a single department exceeds the 10,000 line items limit, SIM breaks down the count further to the class level. If none of the classes exceed the maximum line items limit (like

Class C1 and Class C2 in the example), SIM extracts each class as a single transaction record.

If a class exceeds the maximum line limit (like Class A1 in the example), SIM breaks down that class to the subclass level.

Stock Count List Window

Navigate: Main menu > Inventory Management > Stock Counts. The Stock Count List window opens.



Stock Count List Window

Functions Available on the Stock Count List

From the Stock Count List window, you can perform the following operations for one or more stock counts:

- Print stock counts (take snapshots)
- Update authorized quantities
- Complete the count or recount process
- Confirm authorization
- Delete stock counts

Unit and Amount All Locations Stock Counts

Double-click the unit and amount all locations stock count (master stock count) record in the Stock Count List window to open the All Locations List window. This window contains functions only for the master stock count. See "All Locations List Window" for information about the functions you can perform for unit and amount all locations counts.

Note: You can authorize, confirm authorization, or complete a unit and amount all locations (master) stock count only through the All Locations List window. You cannot perform these functions through the Stock Count List window for the master stock count.

Delete the Unit and Amount All Locations Stock Count

To delete the master stock count and all location stock counts associated with it, you must delete the master stock count from the Stock Count List window. You cannot separately delete location stock counts associated with a Unit and Amount All Locations stock count.

You can delete the master stock count only when:

- It is ‘Stock Count’ or ‘Re-Count’ type with a status of ‘New’ or ‘In Progress’
- It is 'Authorize' type with a status of 'New' or 'In Progress'

See "Delete Stock Counts" for more information.

Fields for Unit and Amount All Locations Stock Counts

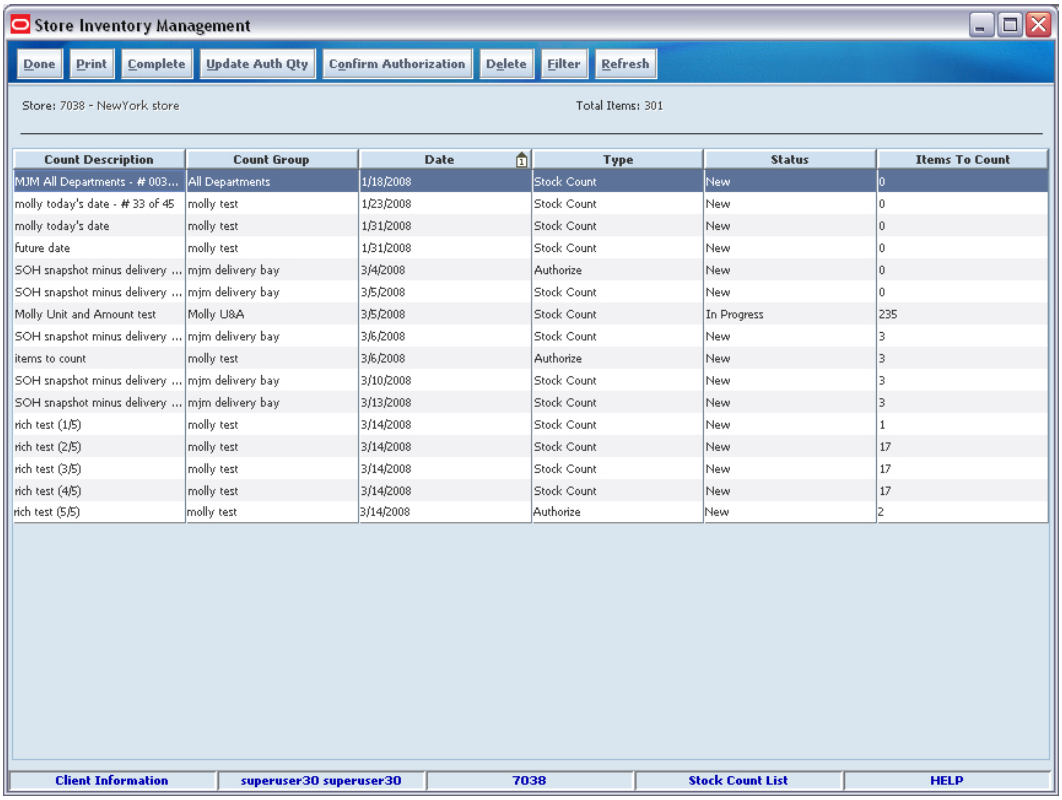
The following fields have particular meanings for Unit and Amount All Locations stock counts:

- Count Description – For a Unit and Amount All Locations stock count, the Product Group Schedule description is displayed in the Count Description field.
- Count Group – This field displays the description entered in the Group Description field of the Product Group Detail window.

Enter Stock Count Results

> **Note:** If the stock count is a Unit and Amount Stock Count for All Locations, the count is not complete until all of the sequenced locations in the store have been counted.

Navigate: Main Menu > Inventory Management > Stock Counts. The Stock Count List window opens, and active stock counts with a status of New or In Progress are displayed.



Count Description	Count Group	Date	Type	Status	Items To Count
MJM All Departments - # 003...	All Departments	1/18/2008	Stock Count	New	0
molly today's date - # 33 of 45	molly test	1/23/2008	Stock Count	New	0
molly today's date	molly test	1/31/2008	Stock Count	New	0
future date	molly test	1/31/2008	Stock Count	New	0
SOH snapshot minus delivery ...	mjm delivery bay	3/4/2008	Authorize	New	0
SOH snapshot minus delivery ...	mjm delivery bay	3/5/2008	Stock Count	New	0
Molly Unit and Amount test	Molly U&A	3/5/2008	Stock Count	In Progress	235
SOH snapshot minus delivery ...	mjm delivery bay	3/6/2008	Stock Count	New	3
items to count	molly test	3/6/2008	Authorize	New	3
SOH snapshot minus delivery ...	mjm delivery bay	3/10/2008	Stock Count	New	3
SOH snapshot minus delivery ...	mjm delivery bay	3/13/2008	Stock Count	New	3
rich test (1/5)	molly test	3/14/2008	Stock Count	New	1
rich test (2/5)	molly test	3/14/2008	Stock Count	New	17
rich test (3/5)	molly test	3/14/2008	Stock Count	New	17
rich test (4/5)	molly test	3/14/2008	Stock Count	New	17
rich test (5/5)	molly test	3/14/2008	Authorize	New	2

Stock Count List window

1. Double-click the Count Description, or select **Filter** and search for the stock count that you want to complete. The Stock Count Detail window opens.
2. Click on the stock count you want. You can select multiple stock counts on the list.
3. From the drop-down, select whether this stock count is being performed "Before Store Open" or "After Store Close."

> **Note:** This drop-down is only available for daily sales processing, and only if your system settings enable this drop-down.

4. Print the Stock Count list to take a snapshot of the stock on hand before you start the counting process:
   1. Click **Print**. The Print dialog box opens.
   2. Select the number of copies and printer and click **OK**.

5. Enter quantities:
   - To enter quantities for the first count, select a stock count with a type of Stock Count.
   - To enter quantities for a recount, select a stock count with a type of Recount. The Stock Re-Count Detail window opens.
   - To authorize a stock count discrepancy, select a stock count with a type of Authorize.
6. In the Count field, enter the quantity counted for each item.

   > **Note:** If you are performing a recount, enter the quantity in the Re-Count Qty field. For Authorization, enter the quantity in the Authorized Qty field.

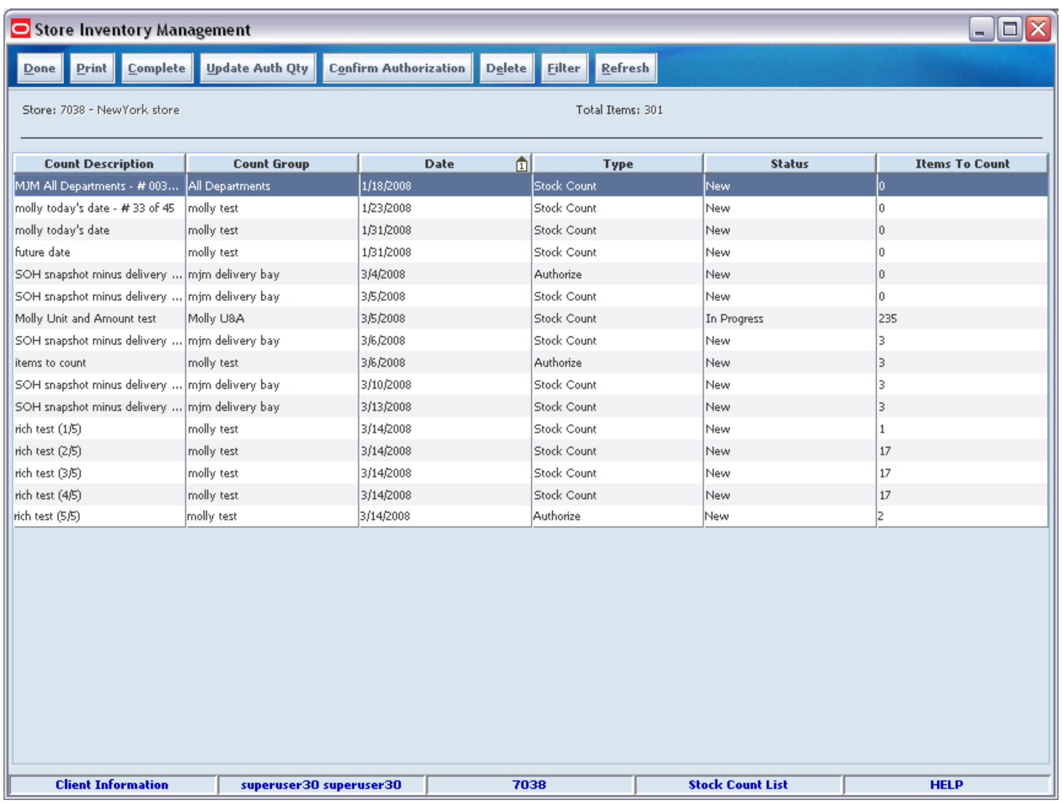
7. Click **Done** to save and complete the stock count. You return to the Stock Count List window.

   The **Done** button is not displayed until you select **Print**.

3. Click **Done** to return to the Inventory Management menu.

Print Stock Counts

Navigate: Main Menu > Inventory Management > Stock Counts. The Stock Count List window opens.



Stock Count List Window

Print the Stock Count list to take a snapshot, and record your results on the printed list, before you enter them into SIM.

> **Note:** For unit and amount stock counts, printing is not required if your system uses third party stock counts.

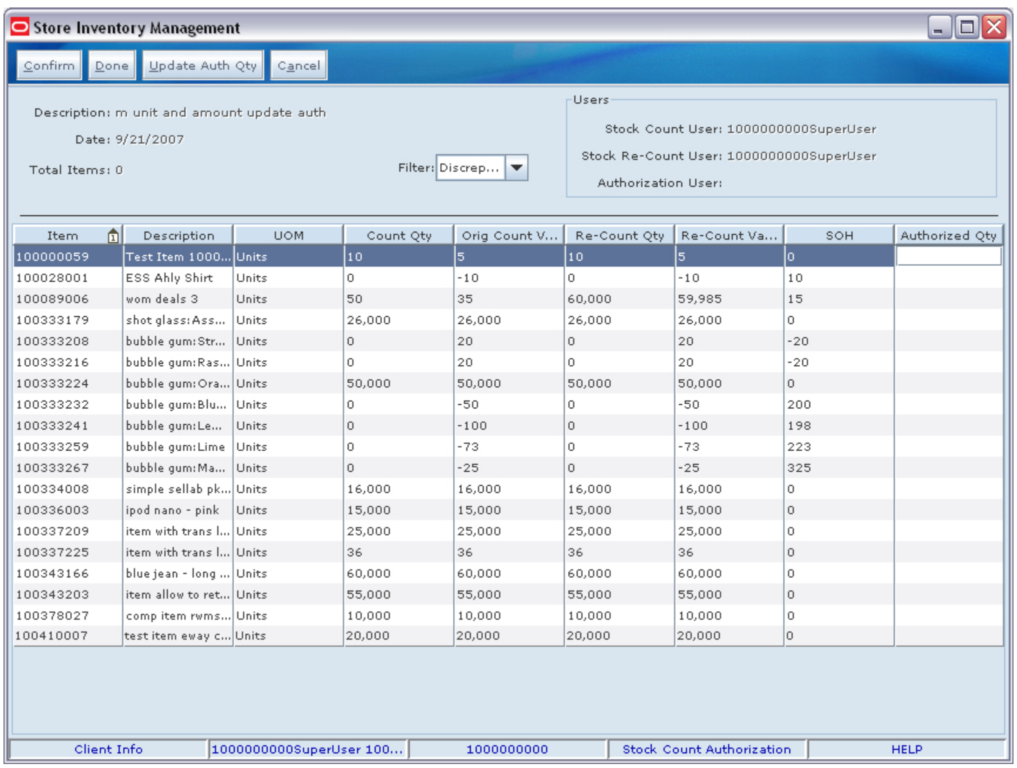
1. Select (highlight) the stock count you want to print. You can select multiple stock count records.
2. Click **Print**. The Print dialog box opens.
3. Select the number of copies and printer and click **OK**.

> **Note:** If a snapshot has already been take for one or more of the selected stock counts, the snapshot is not taken again. A message will inform you that the snapshot has been taken.

Update Authorized Quantities for Stock Counts

Navigate: Main Menu > Inventory Management > Stock Counts. The Stock Count List window opens, and active stock counts with a status of New or In Progress are displayed.

1. If needed, select **Filter** and search for the stock count that you want.
2. Double-click the stock count for which you want to update authorized quantities. The Stock Count Authorization window opens.



Item	Description	UOM	Count Qty	Orig Count V...	Re-Count Qty	Re-Count Va...	SOH	Authorized Qty
100000059	Test Item 1000...	Units	10	5	10	5	0	
100028001	ESS Ahly Shirt	Units	0	-10	0	-10	10	
100089006	wom deals 3	Units	50	35	60,000	59,985	15	
100333179	shot glass:Ass...	Units	26,000	26,000	26,000	26,000	0	
100333208	bubble gum:Str...	Units	0	20	0	20	-20	
100333216	bubble gum:Ras...	Units	0	20	0	20	-20	
100333224	bubble gum:Ora...	Units	50,000	50,000	50,000	50,000	0	
100333232	bubble gum:Blu...	Units	0	-50	0	-50	200	
100333241	bubble gum:Le...	Units	0	-100	0	-100	198	
100333259	bubble gum:Lime	Units	0	-73	0	-73	223	
100333267	bubble gum:Ma...	Units	0	-25	0	-25	325	
100334008	simple sellab pk...	Units	16,000	16,000	16,000	16,000	0	
100336003	ipod nano - pink	Units	15,000	15,000	15,000	15,000	0	
100337209	item with trans l...	Units	25,000	25,000	25,000	25,000	0	
100337225	item with trans l...	Units	36	36	36	36	0	
100343166	blue jean - long ...	Units	60,000	60,000	60,000	60,000	0	
100343203	item allow to ret...	Units	55,000	55,000	55,000	55,000	0	
100378027	comp item rwms...	Units	10,000	10,000	10,000	10,000	0	
100410007	test item eway c...	Units	20,000	20,000	20,000	20,000	0	

Stock Count Authorization Window

> **Note:** The Filter, Recount Qty, and Recount Variance fields are not available for third-party stock counts. For third party stock counts, this form displays only discrepant items.

3. Click **Update Auth Qty**. A message is displayed: "All items without authorized quantities will be defaulted with the last counted value. Do you wish to continue?"

4. Click **Yes**. All of the authorized quantities that are blank will default first to the recount quantity, and then the initial count quantity (if there was no recount) for those items that had counting discrepancies.

> **Note:** All items where quantities are entered will not change.

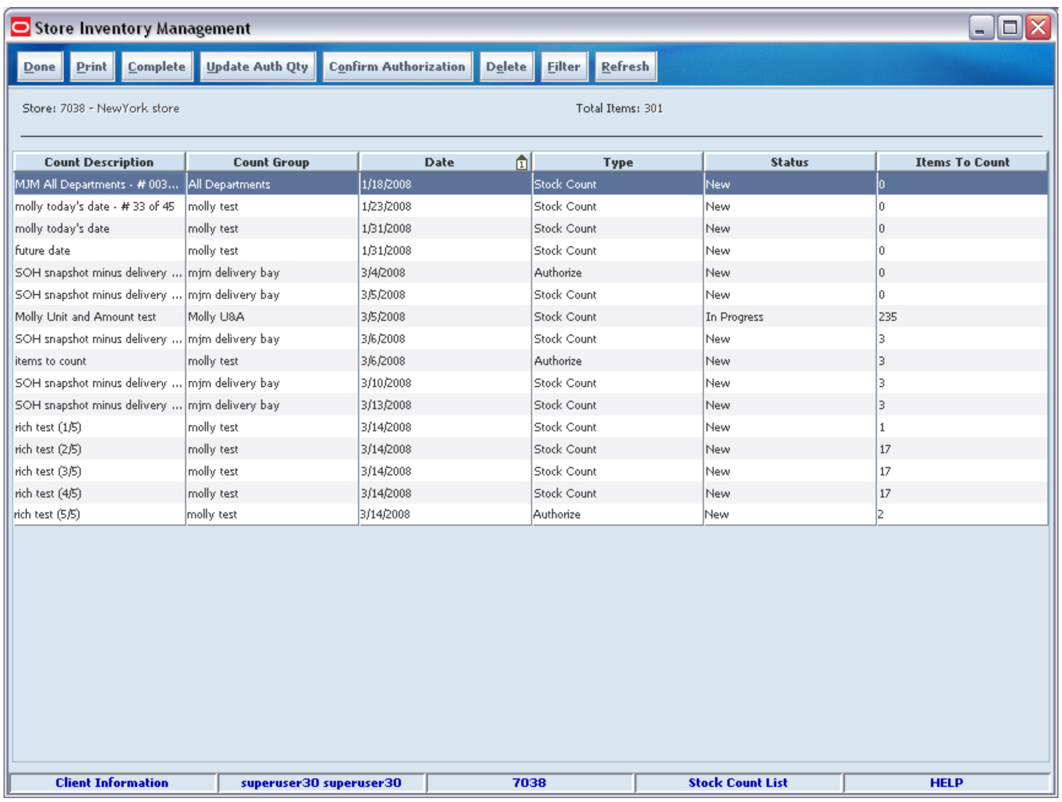
5. Save the stock count, or save and complete the stock count:
   - To save the count to be completed later, click **Done**. You return to the Stock Count List window.
   - To save and complete the stock count, click **Confirm**.

     A Monitor dialog box appears with the following message: "The authorized SOH quantities are being processed." This message is only for your information. This processing is performed in the background and may take an extended period of time. You do not need to take any action. You can continue to work in other areas. If you want, you can close the Monitor dialog box.

     The stock count Type is changed to Authorize and Status is changed to Completed.

Confirm Authorizations and Complete Stock Counts

Navigate: Main Menu > Inventory Management > Stock Counts. The Stock Count List window opens.



Count Description	Count Group	Date	Type	Status	Items To Count
MJM All Departments - # 003...	All Departments	1/18/2008	Stock Count	New	0
molly today's date - # 33 of 45	molly test	1/23/2008	Stock Count	New	0
molly today's date	molly test	1/31/2008	Stock Count	New	0
future date	molly test	1/31/2008	Stock Count	New	0
SOH snapshot minus delivery ...	mjm delivery bay	3/4/2008	Authorize	New	0
SOH snapshot minus delivery ...	mjm delivery bay	3/5/2008	Stock Count	New	0
Molly Unit and Amount test	Molly U&A	3/5/2008	Stock Count	In Progress	235
SOH snapshot minus delivery ...	mjm delivery bay	3/6/2008	Stock Count	New	3
items to count	molly test	3/6/2008	Authorize	New	3
SOH snapshot minus delivery ...	mjm delivery bay	3/10/2008	Stock Count	New	3
SOH snapshot minus delivery ...	mjm delivery bay	3/13/2008	Stock Count	New	3
rich test (1/5)	molly test	3/14/2008	Stock Count	New	1
rich test (2/5)	molly test	3/14/2008	Stock Count	New	17
rich test (3/5)	molly test	3/14/2008	Stock Count	New	17
rich test (4/5)	molly test	3/14/2008	Stock Count	New	17
rich test (5/5)	molly test	3/14/2008	Authorize	New	2

Stock Count List Window

From the Stock Count List window, you can:

- Confirm authorizations for stock counts
- Complete stock counts

You can select one or more stock counts to confirm or complete in one operation.

Complete Stock Counts

You can complete one or more stock counts of type Stock Count or Re-Count that are in status In Progress. You can complete one or more stock counts in one operation.

1. Select (highlight) the In Progress stock count that you want to complete. You can select multiple stock count records.
2. Click **Complete**.

A stock count is not completed in any of these cases:

- The count is not in a counted or recounted state.
- A snapshot has not been taken.
- There are discrepant item.
- The count is a unit and amount all locations count. (See "Unit and Amount All Locations Stock Counts" for more information about processing the master counts.)

If there are any blank values in count or recount quantities for any selected stock count record, the following rules apply:

- For unit and problem line counts, all items with blank count or recount quantities are left as "not counted."
- For unit and amount counts, all blank count quantities are set to zero. All blank recount quantities are set to the last counted quantities. The last counted quantity is the last amount saved through the Stock Count Detail screen or on the handheld. If no recount quantity was saved, the quantity is taken from the count.

Stock count records are updated as follows:

- If there are discrepant items in a count or recount, type/status is set to Re-count New, regardless of the status of the count.
- For a unit count, type/status is set to Authorize Completed if there are no discrepant items.
- For a unit and amount count, type/status is set to Authorize New if there are no discrepant items.
- For a recount, type/status is set to Authorize New if there are no discrepant items.

Confirm Authorization

You can confirm authorization of stock counts of type Authorize.

1. Select (highlight) the stock count of type Authorize that you want to confirm. You can select multiple stock count records.
2. Click **Confirm Authorization**.

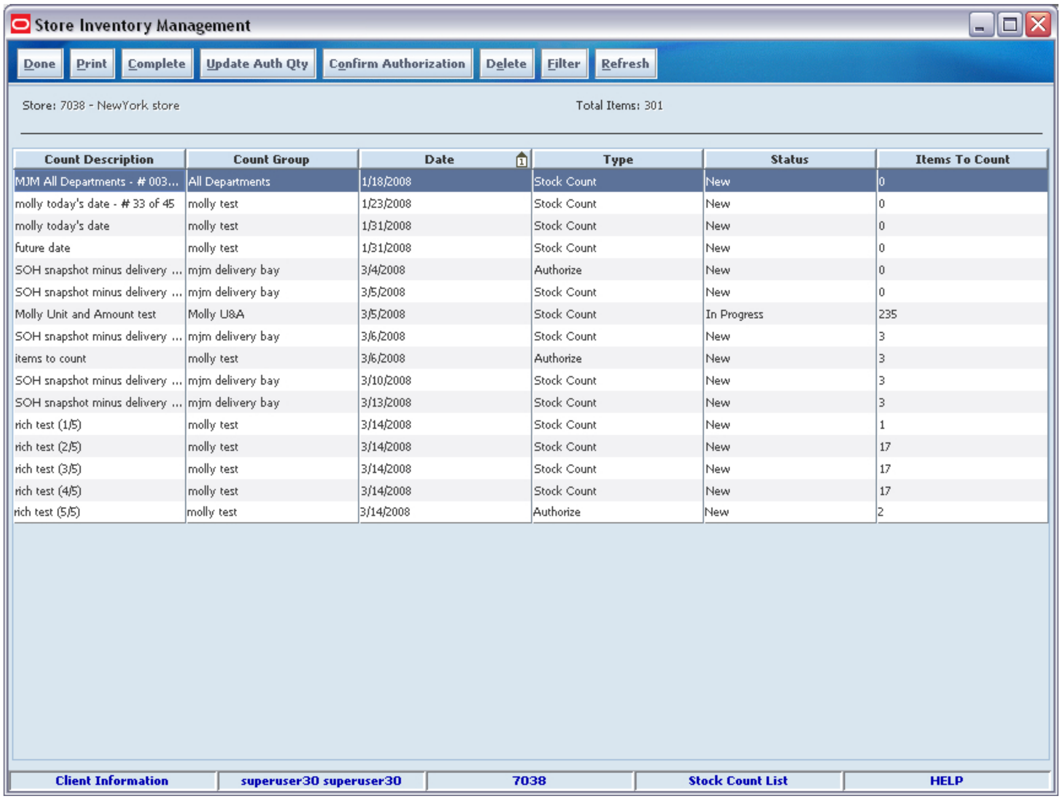
> **Note:** The Confirm Authorization button does not appear unless there are records listed of type Authorize.

The selected stock counts are completed as follows:

- For unit, ad hoc, and problem line counts, all items with blank authorized quantities are left as "not counted."
- For unit and amount counts, all blank authorized quantities are set to the last counted quantities.

Delete Stock Counts

Navigate: Main Menu > Inventory Management > Stock Counts. The Stock Count List window opens.



Stock Count List Window

1. Select (highlight) the stock count you want to delete by clicking once. You can select multiple stock counts to delete.
2. Click **Delete**.
3. A message box appears: "Are you sure you want to delete the selected stock counts now?"
4. Click **Yes** to delete the selected stock counts.
5. Click **Done** to return to the Inventory Management menu.

Stock counts are deleted according to the following rules:

- You cannot delete a stock count that has been authorized (Type = Authorize, Status = Completed).
- If any selected stock count is a unit and amount stock count, you will receive a different message: "The stock counts to delete include a Unit and Amount stock count. Are you sure you want to delete the selected stock counts now?" If you click **Yes**, the counts will be deleted if they are not yet authorized.

- If any stock count data has been exported to RMS for an individual unit and amount stock count, you cannot delete that stock count.
- For third party stock counts, if at least one department stock count record is in Authorize Completed status, you cannot delete the third party department counts. You must complete the rest of the departments.
- For a unit and amount all locations stock count, if not all locations are authorized yet, you can delete the count. The master stock count record and all location stock count records for the entire count will be deleted. One of the following must be true:
  - The stock count type is Stock Count or Re-Count, and the status is New or In Progress.
  - The stock count type is Authorize, and the status is New or In Progress or Confirmed.

Unit and Amount All Locations Stock Counts

For a Unit and Amount product group that includes all locations, SIM automatically creates a "master" All Locations Unit and Amount stock count based on this product group. This count includes all "child" locations in the store, and all locations must be counted.

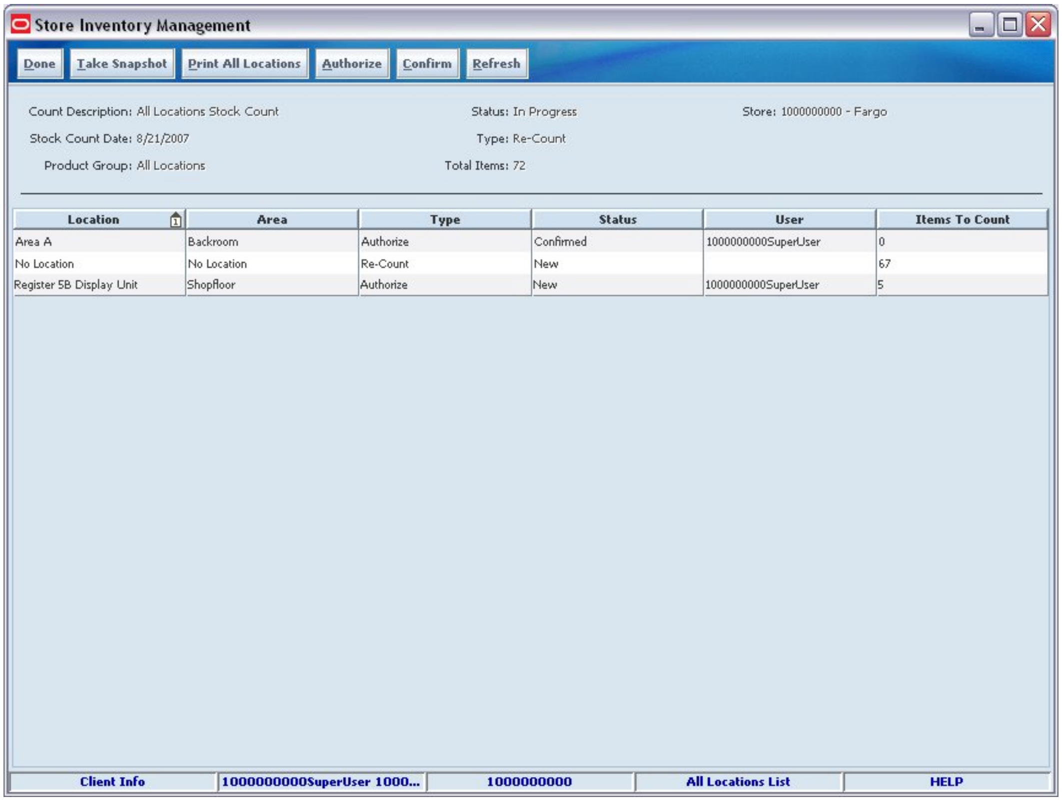
After all locations are counted, discrepancies checked, and locations authorized, the entire master stock count is sent to the Oracle Retail Management System (RMS) for processing.

For Unit and Amount All Locations stock counts, there are special-purpose windows that you use to process the master stock count. Most of these windows have functions similar to the windows you use for other types of stock counts, but they are modified to handle Unit and Amount All Locations stock counts specifically. These topics describe these windows, the actions you can perform, and the fields that are pertinent to the master stock count:

- Stock Count List Window
- All Locations List Window
- Stock Count Authorization Window
- Stock Count Detail or Stock Re-Count Detail Window
- Multiple Locations Window

All Locations List Window

The All Locations List window is used only for Unit and Amount All Location stock counts. The All Locations List is displayed when you double-click on a Unit and Amount All Location (master) stock count in the Stock Count List window. It lists all the locations associated with the master stock count you selected.



All Locations List Window (Unit and Amount All Locations Stock Counts)

You cannot enter or change any data in this window. The All Locations List window provides the following actions specific to Unit and Amount All Locations stock counts:

- Click **Take Snapshot** to trigger a snapshot of all items included in child (location) stock counts.
- Click **Print All Locations** to print stock count reports for all locations in the store.
- Click **Authorize** to open the Stock Count Authorization window.
- Click **Export Results** to send the stock count results to the Oracle Retail Management System (RMS) for processing.
- Double-click a location to open the Stock Count Detail or Stock Re-Count Detail window.

Take a Snapshot

The **Take Snapshot** button triggers the snapshot of all items on children stock counts. The snapshot includes the stock on hand of the entire store, all locations. You can take the snapshot at any time during the stock count process.

1. Click **Take Snapshot**.
2. A message is displayed: 'Are you sure you want to take the snapshot for All Locations of the Unit and Amount stock count at this time?”

3. Click **Yes** to go ahead.

> **Note:** If a snapshot has already been take for one or more of the selected stock counts, the snapshot is not taken again. A message will inform you that the snapshot has been taken.

A Monitor dialog box appears to show you that the records are being processed. This message is only for your information. You can continue working in other areas while the snapshot is being taken. If you want, you can close the Monitor dialog, and the snapshot processing will continue in the background.

If the snapshot has already been taken, a message is displayed: 'The snapshot has already been taken.' Click **OK** to return to the All Locations List screen.

> **Note:** Depending on the settings of system options, you may be asked if the stock count is taken before store open or after store close.

Print All Locations

To print stock count reports for all locations:

1. Click **Print All Locations**.
2. A message is displayed: "Are you sure you want to print all Unit and Amount location stock counts for the entire store?"
3. Click **Yes** to go ahead.

All Unit and Amount location stock counts are printed for the entire store. A separate report is printed for each location.

> **Note:** If you want to print a stock count report for only one location, the Stock Count Detail or Stock Re-Count Detail window provides that option.

Export Results

Note: The Export Results button is available only if you have security privileges for this function. This button is not displayed until all location stock counts have been authorized and have a status of Confirmed.

To send the results of the master stock count to RMS:

1. Click **Export Results**.
2. A message is displayed: "Are you sure you want to export the results for the entire All Locations Unit and Amount Stock Count at this time?"
3. Click **Yes** to go ahead.

A Monitor dialog box appears with the following message: "The stock count is being exported." This message is only for your information. This processing is performed in the background and may take an extended period of time. You do not need to take any action. You can continue to work in other areas. If you want, you can close the Monitor dialog box.

The results of the master stock count are sent to RMS. All of the individual location counts associated with the master stock count are moved to Completed status.

Inventory adjustments are written for those items that have authorization quantities different from the snapshot of the stock on hand. If an item had a blank authorization quantity, the inventory adjustment uses the last counted quantity that was sent in the results. The inventory adjustments are not sent to RMS.

Fields

The following fields have particular meanings for Unit and Amount All Locations stock counts:

Header Fields

- Count Description - This field displays the description of the master stock count from the Product Group Schedule description.
- Status – This field has a value of 'New', 'In Progress', 'Pending', or 'Confirmed'.
- Type – This field has a value of 'Stock Count', 'Re-count', or 'Authorize'.
- Store – This field displays the store for which you are currently logged in.
- Total Items – This is the total number items on the count (sum of all Items to Count fields).
- Product Group – This field displays the description entered in the Group Description field on the Product Group Detail screen.
- Stock Count Date – This field shows the date for which the Unit and Amount All Locations stock count was scheduled.

Table Fields

- Location – This field contains a description of the location based on the Location field in Sequencing.
- Area – This field displays the area of the location and has a value of 'Shopfloor', 'Backroom', or 'NA' (no location), depending on the area value set in Sequencing.
- Type - This field has a value of 'Stock Count', 'Re-count', or 'Authorize'.
- Status – New, In Progress, Pending, Confirmed depending on the status of the individual location.
- Items to Count - This is the number of items to count in that location.

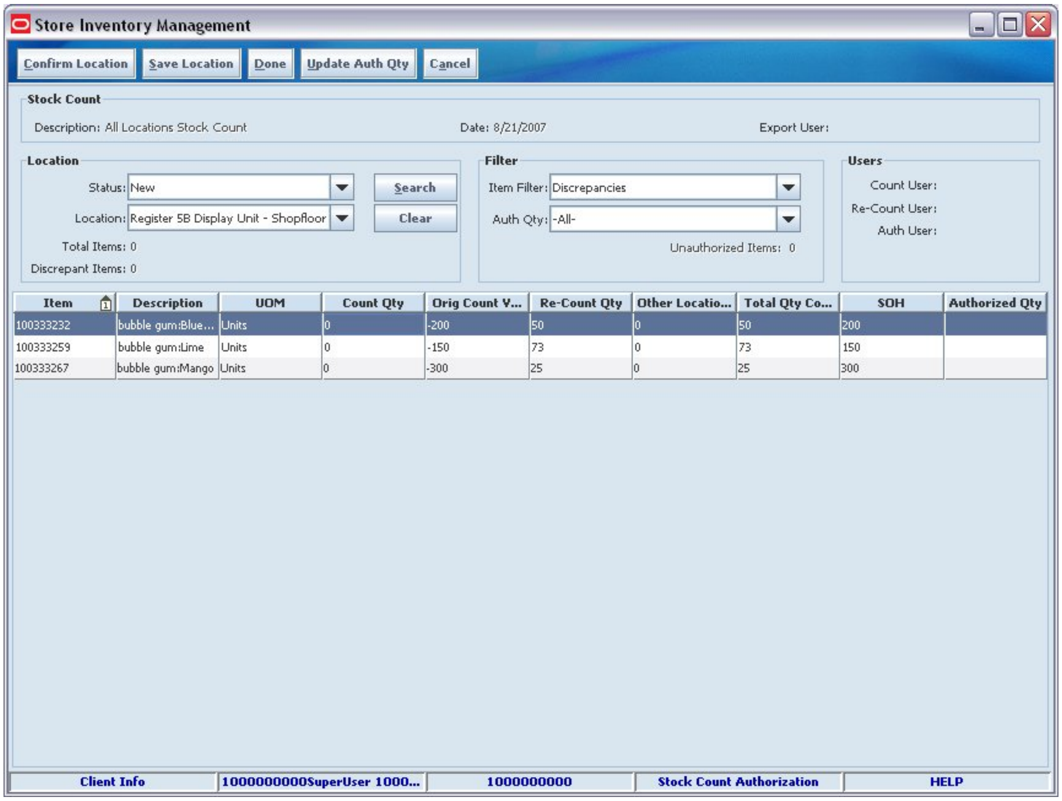
> **Note:** This sum of all locations should be the same from the stock count list screen and the stock count all locations header, if an item is listed in multiple locations.

- Stock Count User - This field shows the user that counted the location. This field always displays the user that last saved the count (including both handheld and PC users).

> **Note:** If the location has not been counted ('New'), this field is null.

Stock Count Authorization Window

The Stock Count Authorization window opens when you click **Authorize** in the All Locations List window.



Stock Count Authorization Window (Unit and Amount All Locations Stock Counts)

The Stock Count Authorization window provides the following actions specific to Unit and Amount All Locations stock counts:

- Update authorized quantities for items in the table. When the window opens, the table is empty. You select the records to display and update by location and other filters.
- Click **Confirm Location** to authorize the stock count.
- Click **Save Location** to save the changes you have made for any of the items.
- Click **Update Auth Qty** to fill in Authorized Qty fields with defaults.
- Double-click an item in the table list to view details in the Multiple Locations window.

> **Note:** Any changes you made to the selected item are saved before the Multiple Locations window opens.

Click **Done** to save the current authorized quantities for all the items and return to the All Locations List window.

Select (Filter) Records

When the Stock Count Authorization window opens, the table is empty. No records are selected. You must select the records you want to view and update by location and other filters.

To select records:

1. Under Location, select Status from the drop-down list:
   - New (default) – Locations that are no longer in Count or Re-count but have not had any authorized quantities entered
   - In Progress – Locations that have at least one authorized quantity saved but are not in Confirmed status
   - Confirmed – Locations that are confirmed, but for which results have not been exported
   - Completed – Locations in Completed status after results have been exported (view only)
2. Select the location from the Location drop-down list.
3. Click **Search**.
4. Under Filter, use the Item Filter drop-down list to display all items or only discrepancies.
5. Use the Auth Qty drop-down list to filter the records further:
   - Unauthorized – Records with a blank value in the Authorized Qty field
   - Authorized – Records with a numeric value in the Authorized Qty field
   - All – Both authorized and un-authorized items

To select a different group of records, click **Clear** and repeat these steps.

Confirm Location

When you click **Confirm Location**, all Authorized Qty values for the currently selected records in the table are saved. For an item, the Authorized Qty value is saved for all locations of the item. The status of the location stock count is updated to Confirmed, showing that the stock count has been authorized.

A Unit and Amount stock count in Confirmed status can still be edited. You can enter the authorized stock count. You can also see the last saved authorized quantities by clicking **Authorize** from the All Locations List window.

To confirm the location:

1. Click **Confirm Location**.
2. If any of the authorization qty fields are blank, a message is displayed: “When results are exported, all items with blank authorization quantities will be exported based on the last counted quantity. Would you like to continue?”
3. Click **Yes** if you want to continue, or click **No** if you want to return to make further changes.

Save Location

When you click **Save Location**, any changes you made are saved and the table is cleared. You can continue to update the saved authorized quantities until the master stock count results are exported (All Locations List window).

Update Authorized Quantity

> **Note:** Depending on the settings of SIM system options, this button may not be available.

The **Update Auth Qty** button automatically completes blank Authorized Qty fields for all items (both discrepant and non-discrepant) you have selected by filtering and are displayed in the table. Only blank fields are updated; an Authorized Qty field is not updated if there is already a value in the field.

The default value used is the last counted quantity, if the item was counted; otherwise, 0 is inserted.

1. Click **Update Auth Qty**.
2. A message is displayed: "All items without authorized quantities will be completed with the last counted value. Do you wish to continue?"
3. Click **Yes** to go ahread.

Fields

The following fields have particular meanings for Unit and Amount All Locations stock counts.

Stock Count Header

Stock Count Description – This field contains the description of the master stock count.

Stock Count Date – This is the start date of the master stock count.

Export User – This field displays the user ID of the person who exported the results for the count. This field is blank until the results are exported (All Locations window).

Location Header

Total Items – This is the total number of unique items on the count.

Discrepant Items – This is the total number of discrepant items on the count.

Filter Header

Unauthorized Items – This is the total number of items that still need to be authorized.

Users Header

Count User – This field displays the last user who saved the count at the location level.

Re-Count User – This field displays the last user who saved the recount at the location level.

Auth User – The authorization user is the user who is the last to confirm or save the authorized quantities for the filtered location count.

Table Fields

Other Locations – This field displays the sum of the total quantities for all locations of the item, NOT including the current location. This is last counted quantity, either the recount or the stock count. The value is zero if there are no other location stock counts for an item.

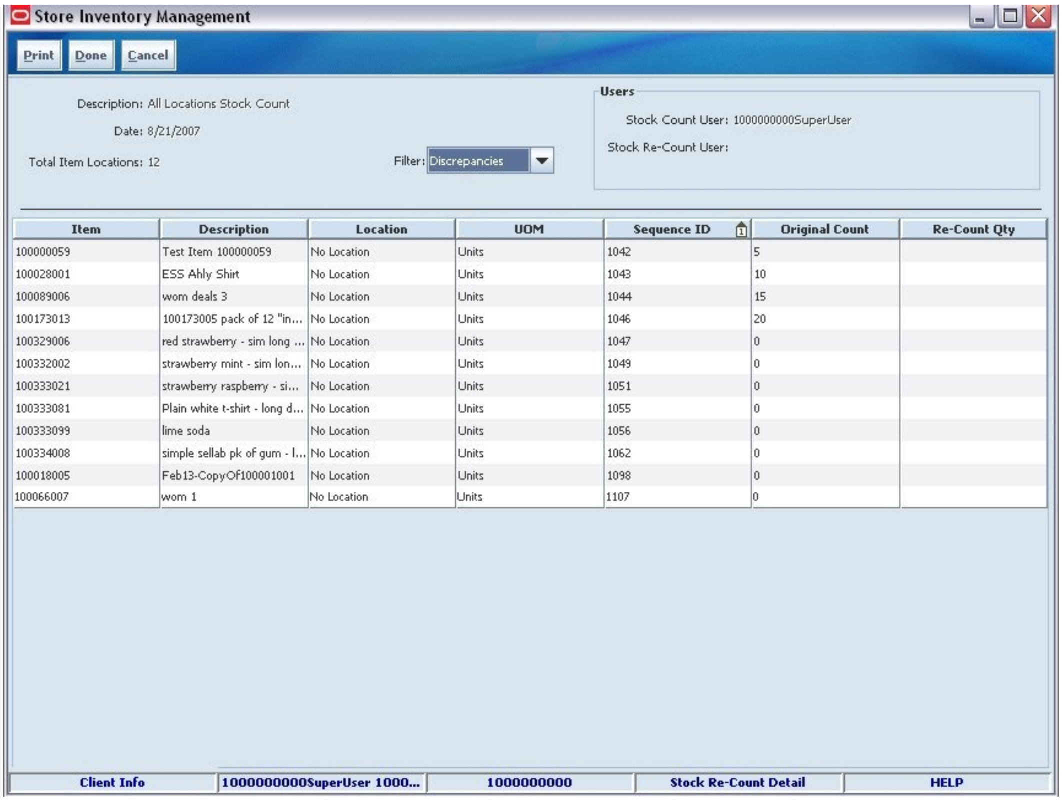
Total Qty Counted – This field is the sum of all locations for the item. This should equal the value of the Other Locations field, plus the Re-Count Qty (if there is one) or otherwise the Count Qty.

SOH – This is the stock on hand value that was taken during the snapshot.

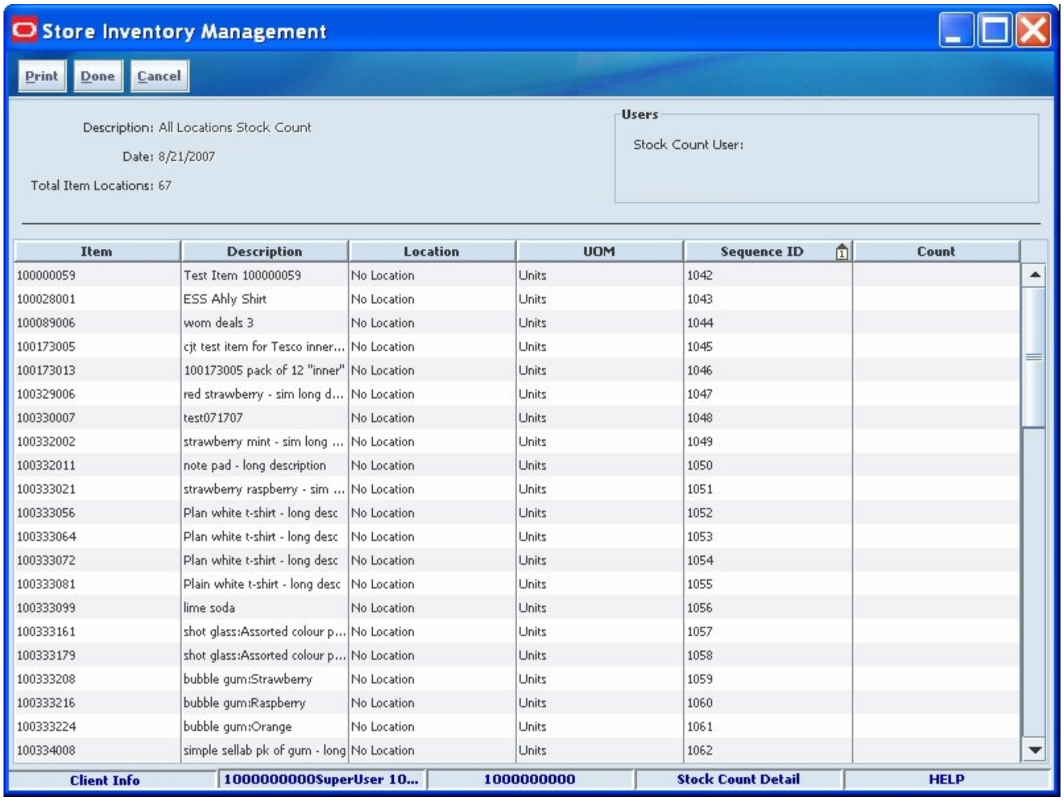
Auth Qty – This quantity is the quantity for the item in all of its locations. This value is compared to the snapshot. There is only one authorization quantity per item, regardless of how many locations there are for the item. If the an item was previously authorized in a different stock count location, the Auth Qty field value defaults to the most recent previously authorized quantity. You can modify this quantity. Each new value entered overrides the previous value.

Stock Count Detail / Stock Re-Count Detail Window

The Stock Count Detail or Stock Re-Count Detail opens when you double-click on a count in the table in the All Locations List window.



Stock Re-Count Detail (Unit and Amount All Locations Stock Counts)



Stock Count Detail Window (Unit and Amount All Locations Stock Counts)

Use the **Filter** drop-down list to view only discrepancies or all items.

The Stock Count Detail or Stock Re-Count Detail window provides the following actions specific to Unit and Amount All Locations stock counts:

- Update counts (Stock Count Detail) in the Count fields.
- Update recount quantities (Stock Re-Count Detail) in the Re-Count Qty fields.
- Click **Print** to print the count report.

> **Note:** You do not have to print the count report before entering updates to quantities.

Click **Done** to save all the counted values for the Unit and Amount location stock count.

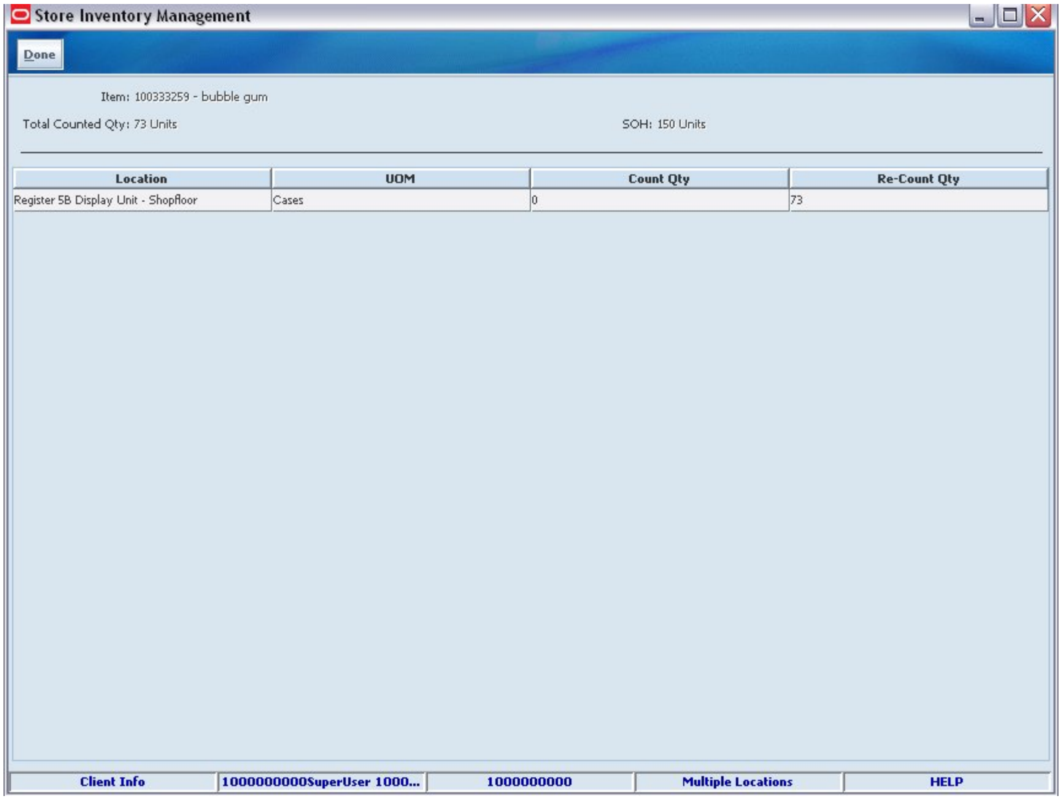
Fields

The following fields have particular meanings for Unit and Amount All Locations stock counts:

- Description – In the Description field at the top of the window, the master stock count description is displayed. The child stock count location descriptions appear in the Location fields in the table below.
- Total Item Locations – This number is the total number of rows in the table below, including a separate row for each fixture ID if there are multiple fixture IDs).

Multiple Locations Window

The Multiple Locations window opens when you double-click an item listed in the Stock Count Authorization window. The Multiple Locations window is used only for Unit and Amount All Locations stock counts.



Multiple Locations Window (Unit and Amount All Locations Stock Counts)

You cannot enter or change any data in this window. The window displays details about the selected item.

Click **Done** to return to the Stock Count Authorization window.

Fields

The following fields have particular meanings for Unit and Amount All Locations stock counts:

- Item – The item field displays the item number followed by the item description.
- Total Counted Qty – This field contains the summation of the last counted quantities for the item at all of its locations. If a recount was used, it is the sum of the recount quantities for that item's locations. If a recount was not used, it is a sum of all of the count quantities for the item at all of its locations.
- SOH – This field displays the snapshot of the stock On hand for the item when the Take Snapshot button was clicked.
- Location – This field displays the location name – shopfloor or backroom. All locations are displayed for the item, including the current location for the authorization. Only one row per location is displayed.
- UOM – This field displays the standard unit of measure for the counted and recounted quantities for the item.

- Count Qty – This is the count quantity for the item in the location.
- Re-Count Qty - This is the summed recount quantity for the item in the location. This field does not appear if a recount does not exist for the item.

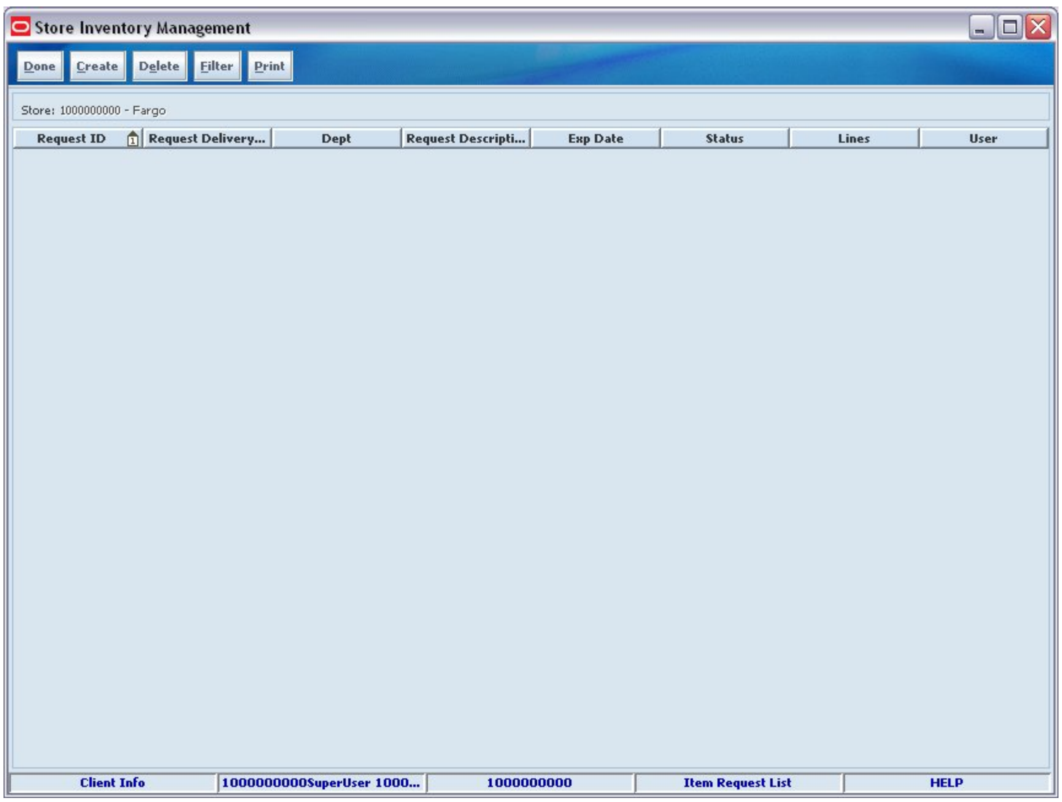
Item Requests

Use the Item Request functions to request items to cover shortages and increased demand, regardless of replenishment type. You can:

- Request an item
- Look up an item request
- Edit an item request
- Delete an item request

Request an Item

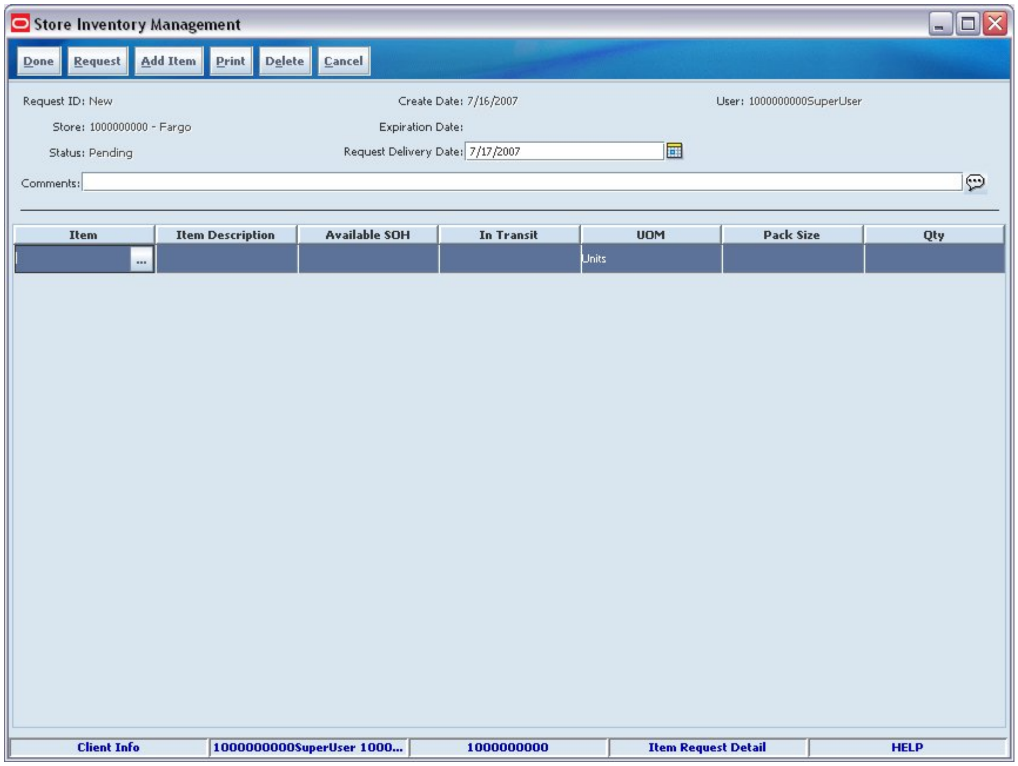
Navigate: Main Menu > Inventory Management > Item Request. The Item Request List window opens.



Item Request List Window

> **Note:** SIM system options can limit the number of items that can be requested in a item request. If you have reached the maximum number of line items, you will receive a message that you cannot add any more items. You can continue, but you cannot add another item without first deleting one.

1. Click **Create**. The Item Request Detail window opens.



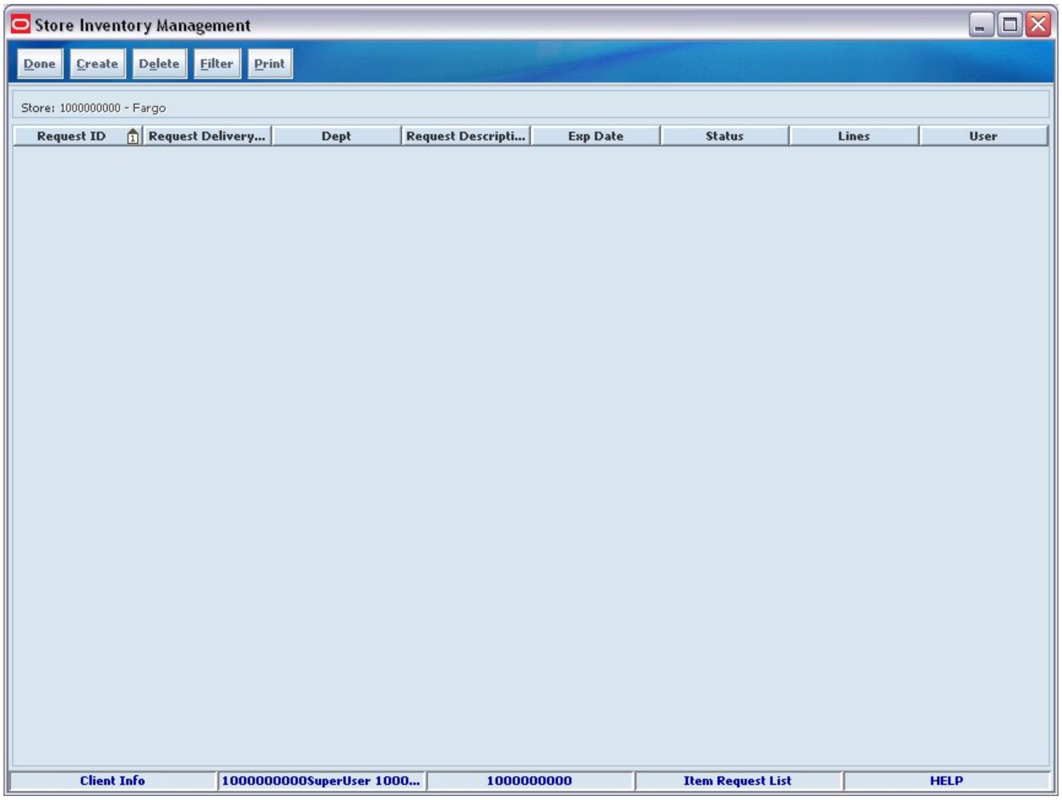
Item Request Detail Window

2. In the Request Delivery Date field, enter the date that you want the item delivered to your location, or click to select the date from the calendar.
3. In the Comments field, enter any additional information that you want to include with the request.
4. Enter item information:
   a. In the Item field, enter the item number or select ... to look up the item.
   b. For each item on the request, enter information in the fields:
      – UOM – From the drop-down list, select the unit of measure.
      – Pack Size – If the displayed pack size is not correct, enter the correct pack size.
      – Quantity – Enter the number of items that you want delivered to your location.
   c. To add more items to the item request, click **Add Item**.
   d. Repeat steps a through c for each item that you want to add.
5. Save or complete the request:
   - To save the request so you can modify it later, click **Done**. You are returned to the Item Request List window where the request displays with a status of Pending.
   - To complete the request, click **Request**. You are returned to the Item Request List window where the request is displayed with a status of Requested, if the filter is set to display requests in Complete status.

> **Note:** By default, the Item Request Detail window displays only requests with a status of Pending.

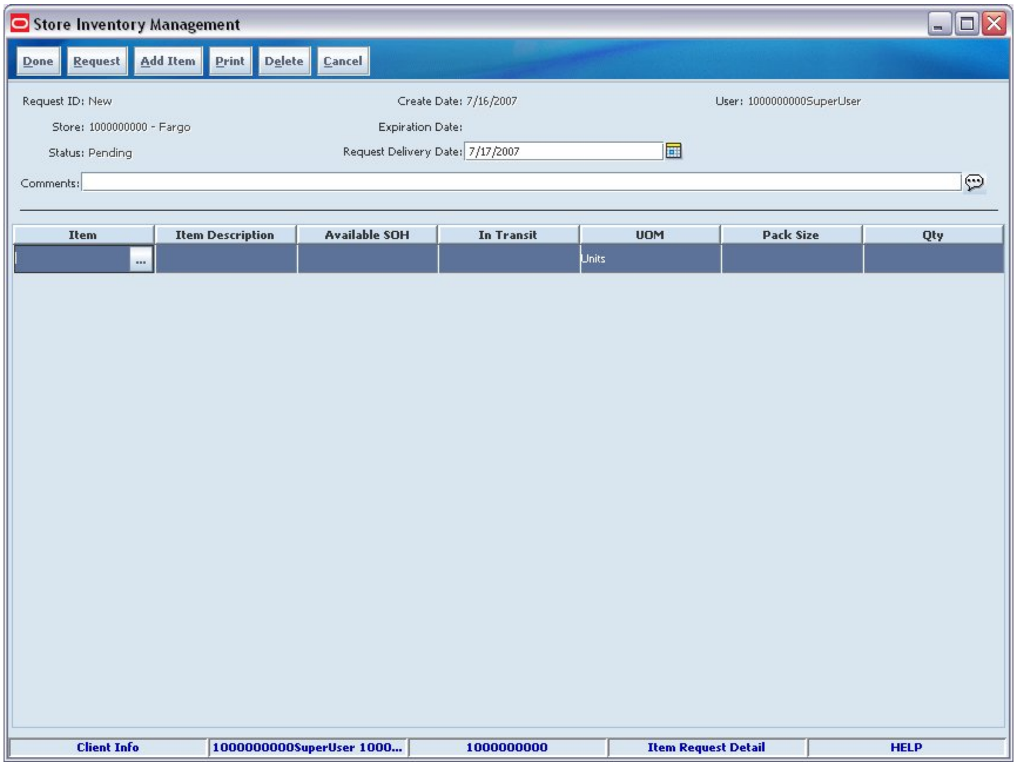
Look Up an Item Request

Navigate: Main Menu > Inventory Management > Item Request. The Item Request List window opens.



Item Request List Window

1. If necessary, sort and filter information. Item Requests that match your selection are displayed in the detail section of the window.
2. Double-click the **Request ID**. The Item Request Detail window opens, where you can view information about the item request.



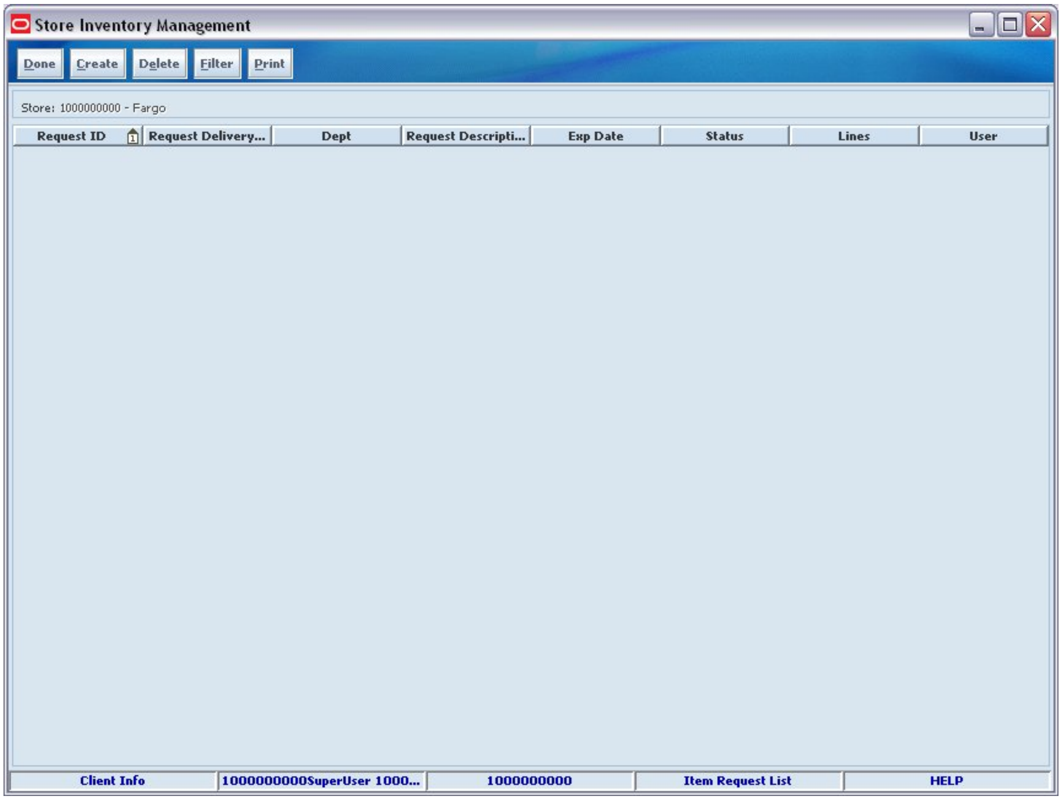
Item Request Detail Window

3. Click **Done** to return to the Item Request List window.

Edit an Item Request

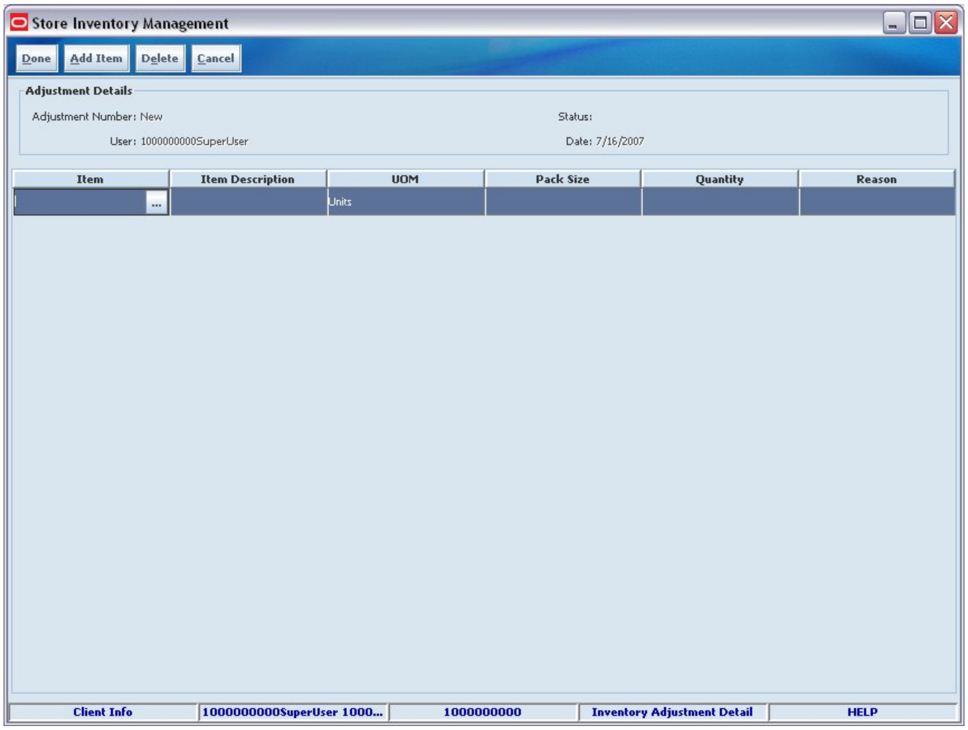
Note: You can edit an item request only if its status is *Pending*.

Navigate: Main Menu > Inventory Management > Item Request. The Item Request List window opens.



Item Request List Window

1. Find the item request that you want to edit:
   a. If necessary, sort or filter the information. Item requests that match your selection are displayed in the detail section of the window.
   b. Double-click the **Request ID**. The Item Request Detail window opens.



Item Request Detail Window

2. Edit the item request. Perform one or more of the following actions:
   - Change the delivery date:

     Enter a date in the Request Delivery Date field, or click to use the calendar to enter the date.

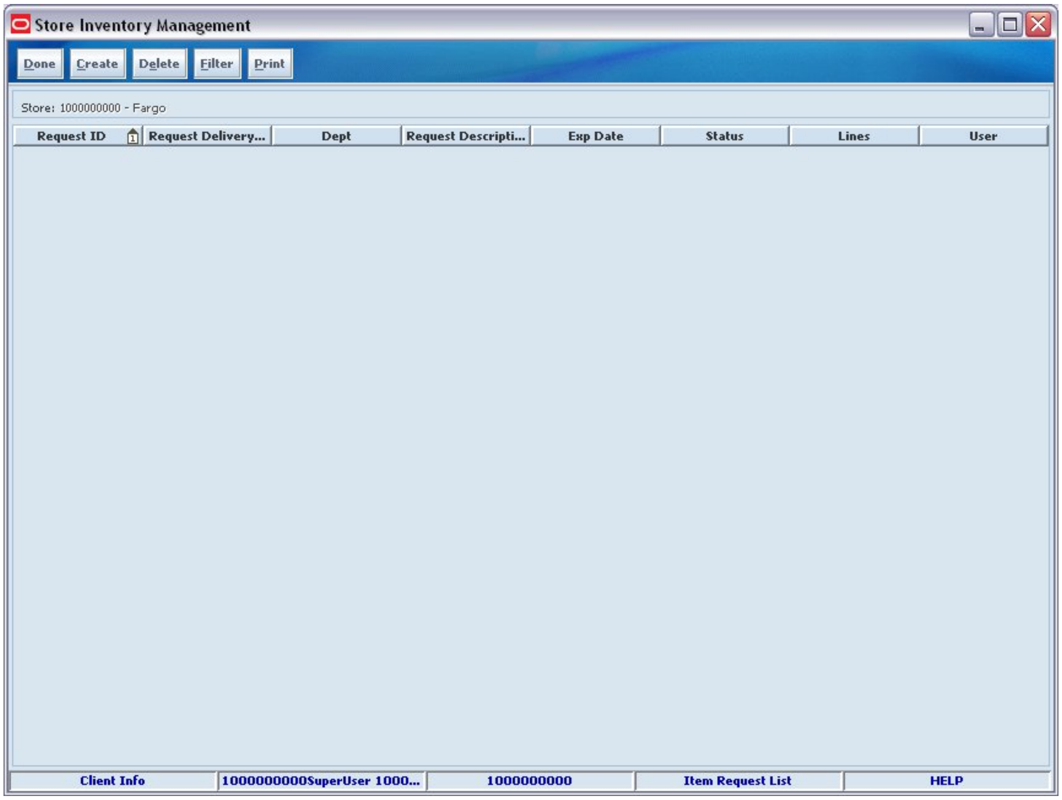
     Note: The delivery date must be after today.

   - Remove an item:
     a. Select the line item that you want to remove.
     b. Click **Delete**.
   - Add an item:
     a. Click **Add Item**.
     b. In the Item field, enter the item number or select to look up the item.
     c. For each item, enter information in the fields.
        – UOM – From the drop-down list, select the unit of measure.
        – Pack Size – If the displayed pack size is not correct, enter the correct pack size.
        – Quantity – Enter the number of items that you want delivered to your location.
3. Save or complete the request:
   - To save the request so that you can modify it later, click **Done**. You return to the Item Request List window, where the request is displayed with a status of Pending.
   - To complete the request, click **Request**. You return to the Item Request List window, where the request is displayed with a status of Complete.

Delete an Item Request

Note: You can delete an item request only if its status is Pending.

Navigate: Main Menu > Inventory Management > Item Request. The Item Request List window opens.



Item Request List Window

1. If necessary, sort or filter the information. Item requests that match your selection are displayed in the detail section of the window.
2. Select the item request that you want to delete.
3. Click **Delete**. A message is displayed: "Are you sure you want to delete the selected item request now?"
4. Click **Yes**. The request is removed from the list.
5. Click **Done** to return to the Inventory Management menu..

Pick List

The Pick List functions:

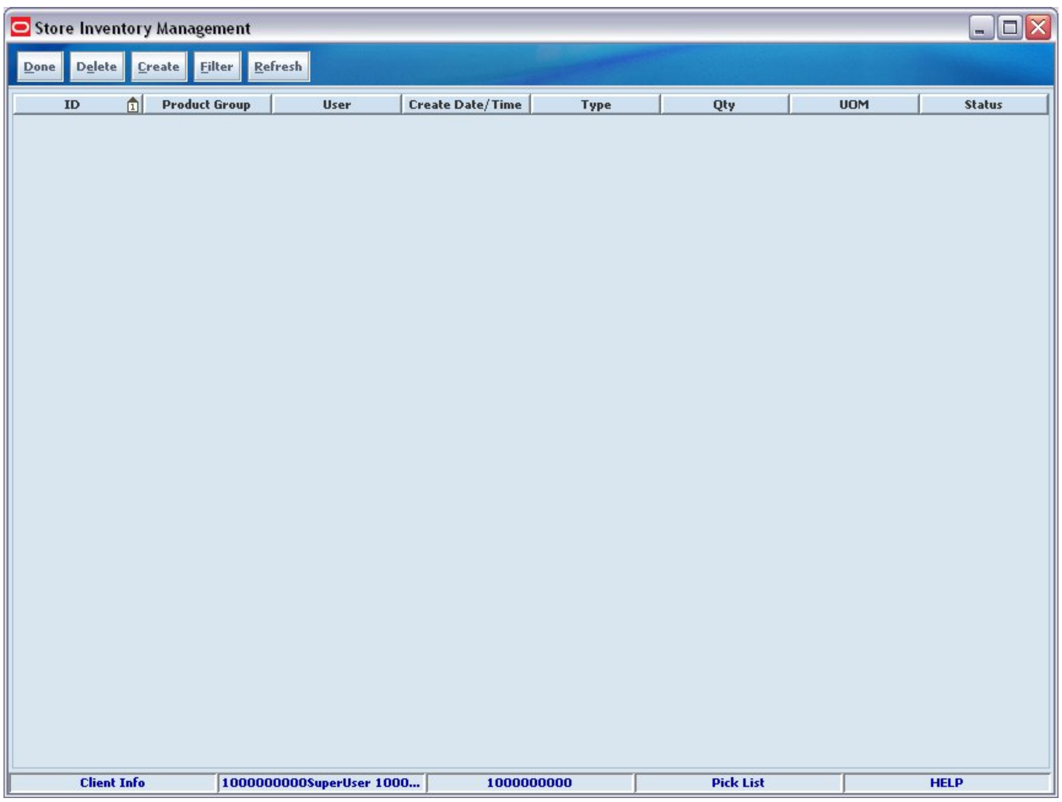
- Calculate the items that the store needs to replenish to the shop floor. This helps to ensure that customers expectations of availability are maintained and that store employees replenish the most urgently-needed items first.
- Display the locations from which to pick stock and provides the container number to aid the search for stock.
- Create picking requests that can be generated on demand.
- Improve picking efficiency by ordering pick lists in the order that the products are stored.
- Separate available inventory into shop floor and back room. When goods are shipped or received by the store, the back room quantity is adjusted. When sales are made, the shop floor quantity is lowered.

You can:

- Create a pick list
- Enter pick list quantities
- Print a pick list
- Delete a pending pick list

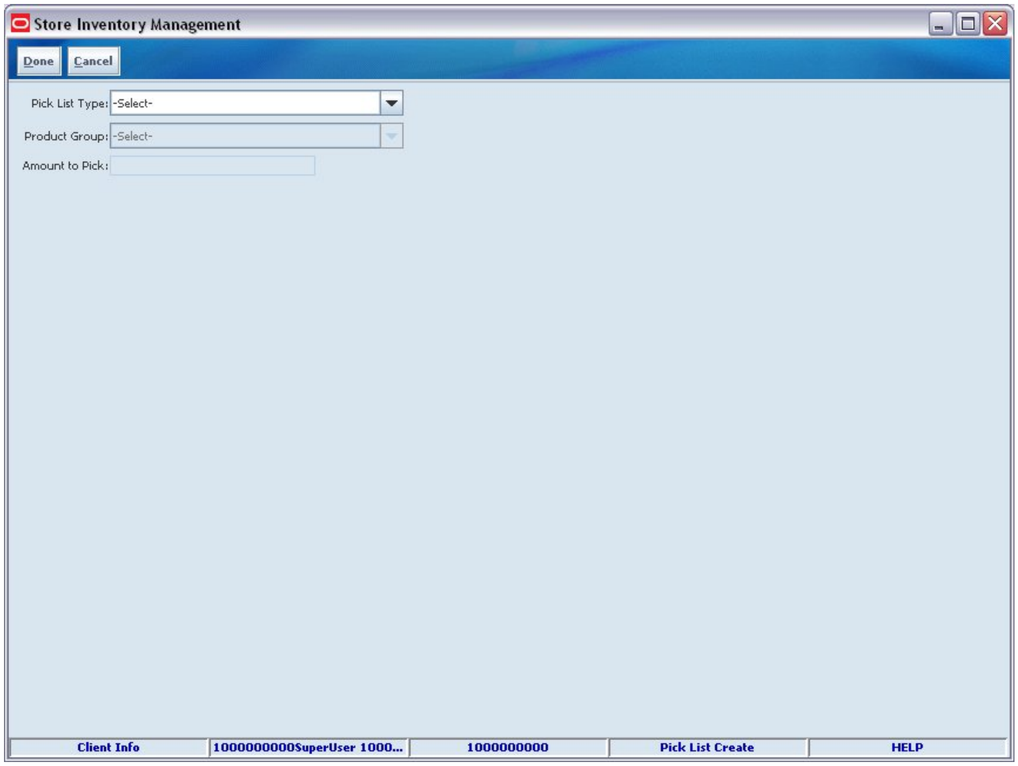
Create a Pick List

Navigate: Main Menu > Inventory Management > Pick List. The Pick List window opens.



Pick List Window

1. Click **Create**. The Pick List Create window opens.



Pick List Create Window

2. Enter or select information for these fields:
   - Pick List Type – From the drop-down list, select 'Within Day' or 'End of Day'. 'Within Day' generates a pick list with the number of cases that you have time to complete. 'End of Day' generates a pick list for all items that need replenishing.
   - Product Group – From the drop-down list, select the product group for which you want to create a pick list.
   - Amount to Pick – Enter the number of items to be picked.

   > **Note:** This field is enabled only if the pick list type is Within Day. If the pick list type is 'End of Day', the amount is disabled.

3. Click **Done** to return to the Pick List window.

   After you click **Done**, the replenishment calculation runs and SIM performs the following actions:

- Gets the shelf quantities and available stock on hand for the items in the product group.
- Converts the quantities to the correct group default unit of measure.
- Compares the shelf quantity to the summed shop floor capacity for every item, to find out by what percentage the item is out of stock.
- Orders items from highest out of stock percent to lowest, after the out of stock percent is calculated for every item.
- Flags the items with the least amount on the shelf, if any items have the same out of stock percentage. Example: There are two items, A and B. Item A has 10 out of 100 on the shelf. Item B has 1 out of 10 on the shelf. They both have the same out of stock

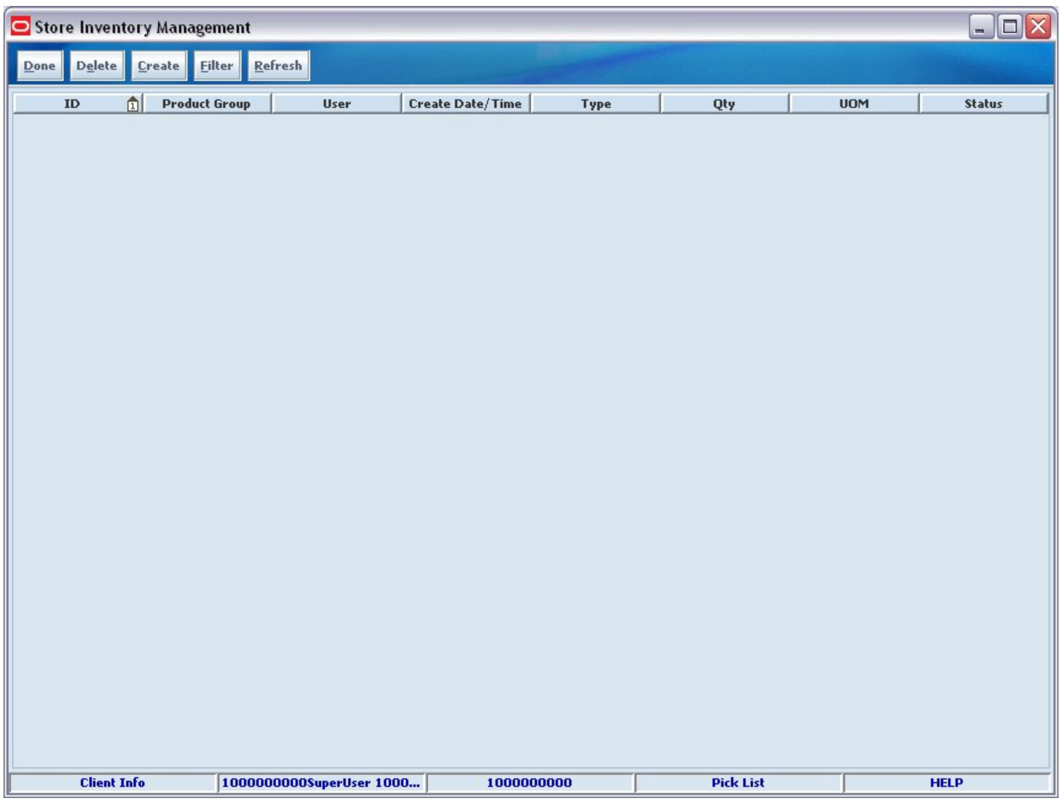
percentage (10%). Item B should be considered a higher priority, because it has a lower quantity on the shelf.

- Keeps the items in priority order and calculates the pick amount needed to bring from the warehouse back room or delivery bay to the shop floor for each item. SIM considers available stock on hand, stock that is in the back room/delivery bay, and to what percentage the shop floor needs to be filled.

Enter Pick List Quantities

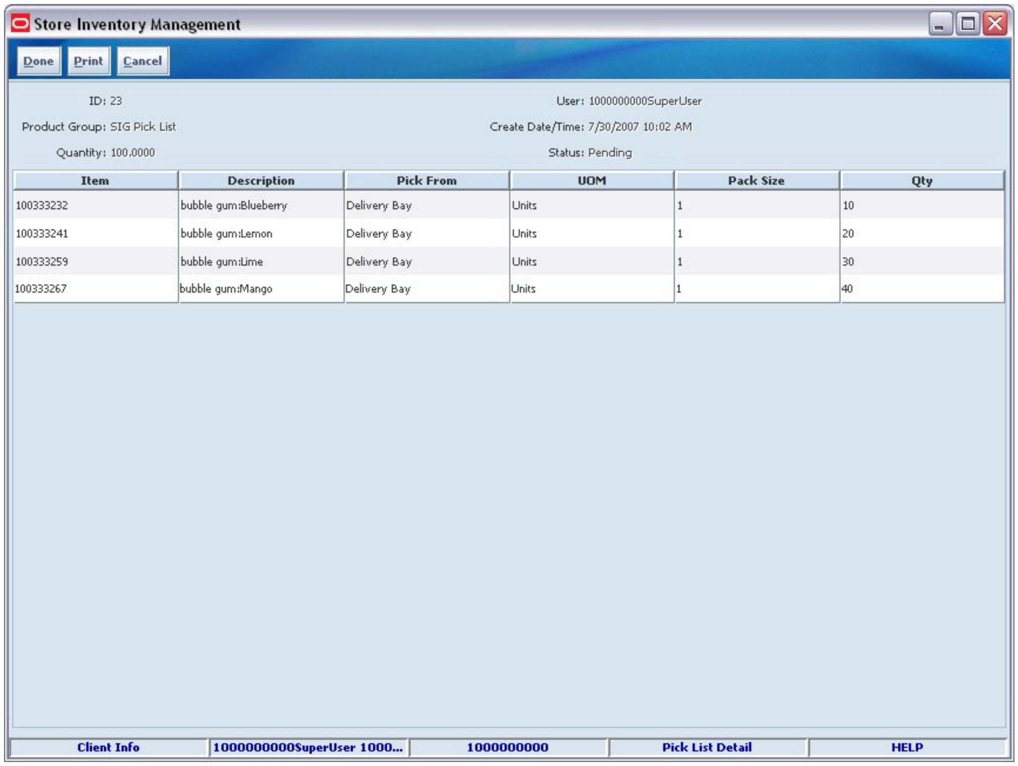
Note: You can edit quantities only when the pick list status is Completed.

Navigate: Main Menu > Inventory Management > Pick List. The Pick List window opens.



Pick List Window

1. Select the pick list line for which you want to enter quantities. The Pick List Detail window opens.



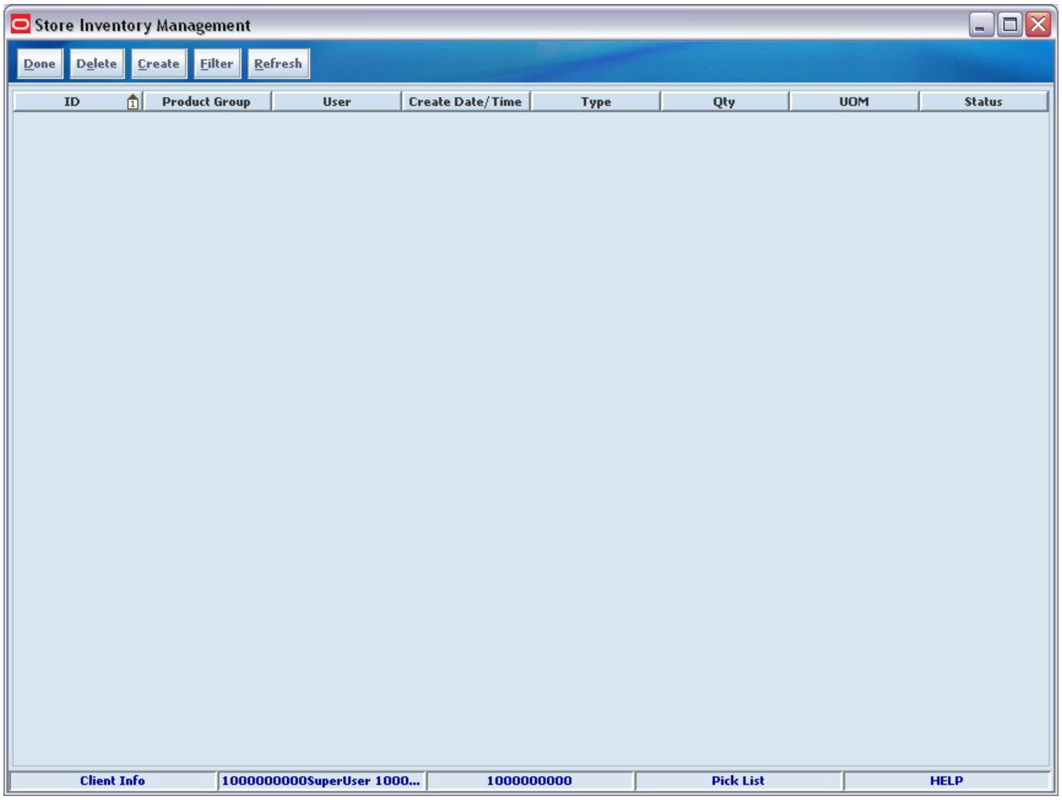
Pick List Detail Window

2. In the Actual Qty field, enter the number of items that you picked.
3. Click **Done** to return to the Pick List window.

Print a Pick List

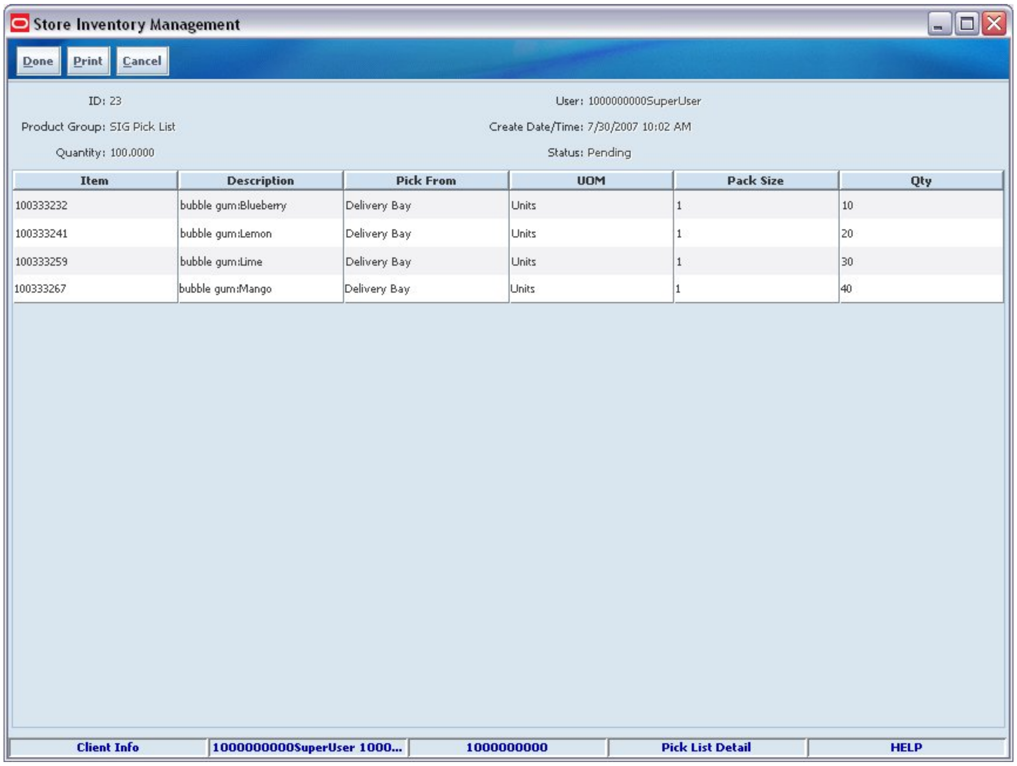
Note: When you print a pending pick list, the system changes the status to Complete and updates inventory.

Navigate: Main Menu > Inventory Management > Pick List. The Pick List window opens.



Pick List Window

1. Select the pick list line that you want to print. The Pick List Detail window opens.



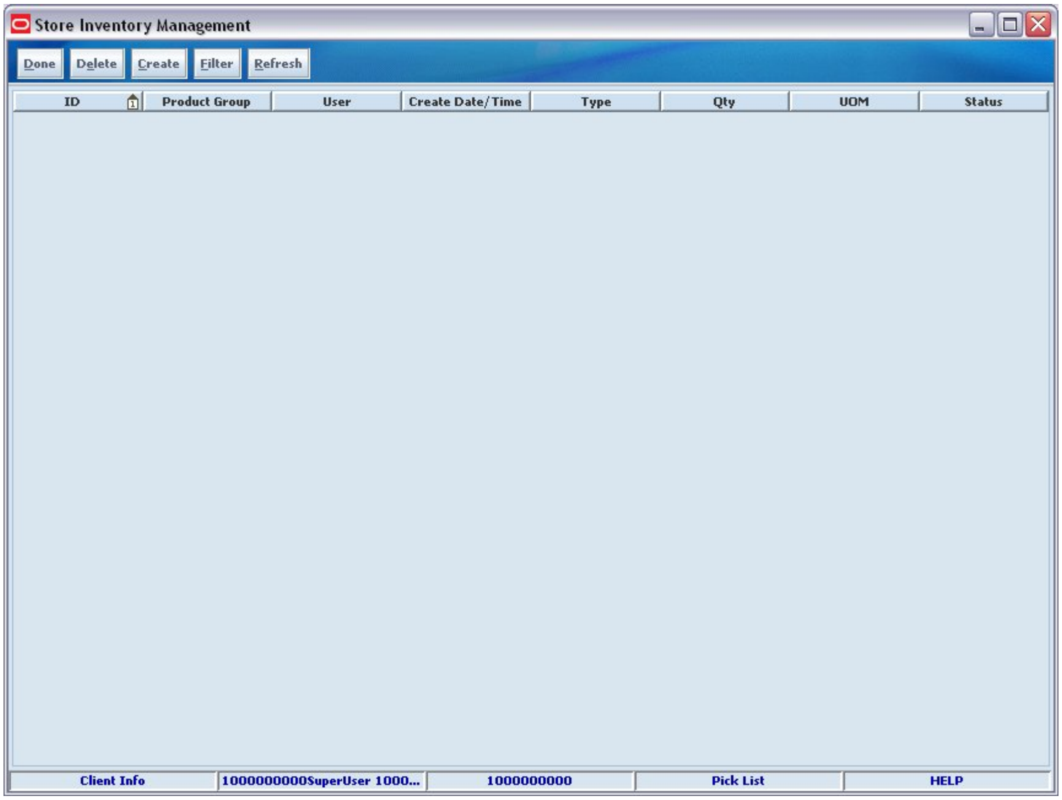
Pick List Detail Window

2. Click **Print**. If the pick list status is Pending, a message is displayed: "Inventory will be updated and the status will be changed to Completed. Are you sure you want to print the pick list?"
3. Click **Yes**. A print dialog box opens.
4. In the print dialog box, select the options to print the pick list on the printer you prefer.

Delete a Pending Pick List

Note: You can delete a Pick List only if its status is Pending.

Navigate: Main Menu > Inventory Management > Pick List. The Pick List window opens.



Pick List Window

1. Select the pick list line that you want to delete.
2. Click **Delete**. A message is displayed: "Are you sure you want to delete the selected pick lists now?"
3. Click **Yes**. The pick list is removed from the window.
4. Click **Done** to return to the Inventory Management menu.

Store Ordering

Store ordering gives you the ability to view, create, modify, and approve:

- Orders to a supplier
- Transfer requests from a warehouse

Use store-level ordering to order items not set up for auto-replenishment, when an item runs short or demand increases.

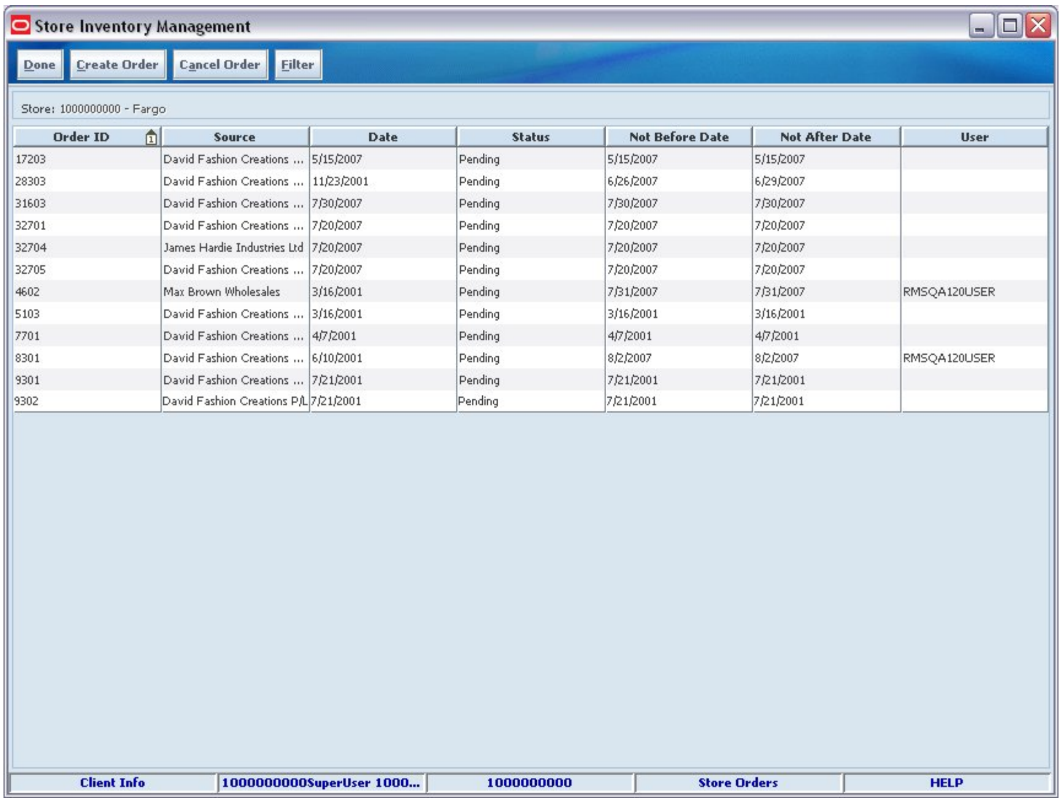
Note: Items ordered through Store Ordering must have a "store order" replenishment type, if the “Restrict Store Purchase Orders to Store-Orderable Items” system option is set to Yes. All other items can be requested using Item Request.

With the Store Ordering functions, you can:

- Create a store order
- Edit a store order
- Approve a store order
- Delete a store order
- Print a store order report

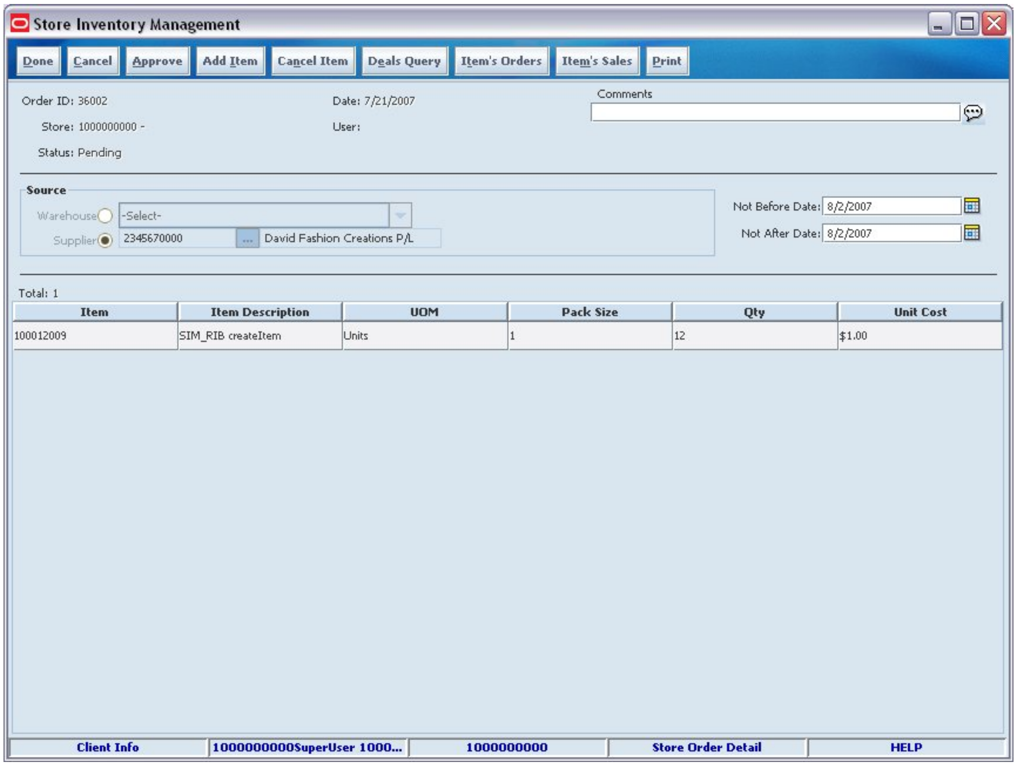
Create a Store Order

Navigate: Main Menu > Inventory Management > Store Orders. The Store Orders window opens.



Store Orders Window

1. Click **Create Order**. The Store Order Detail window opens.



Store Order Detail Window

2. Select the source of the item:
   - Supplier - Enter a supplier ID or click ... to look up a supplier.
   - Warehouse - Select a warehouse from the drop-down.
3. Specify a delivery date range:
   a. In the Not Before Date field, enter a date or click to select the date from the calendar.
   b. In the Not After Date field, enter a date or click to select the date from the calendar.

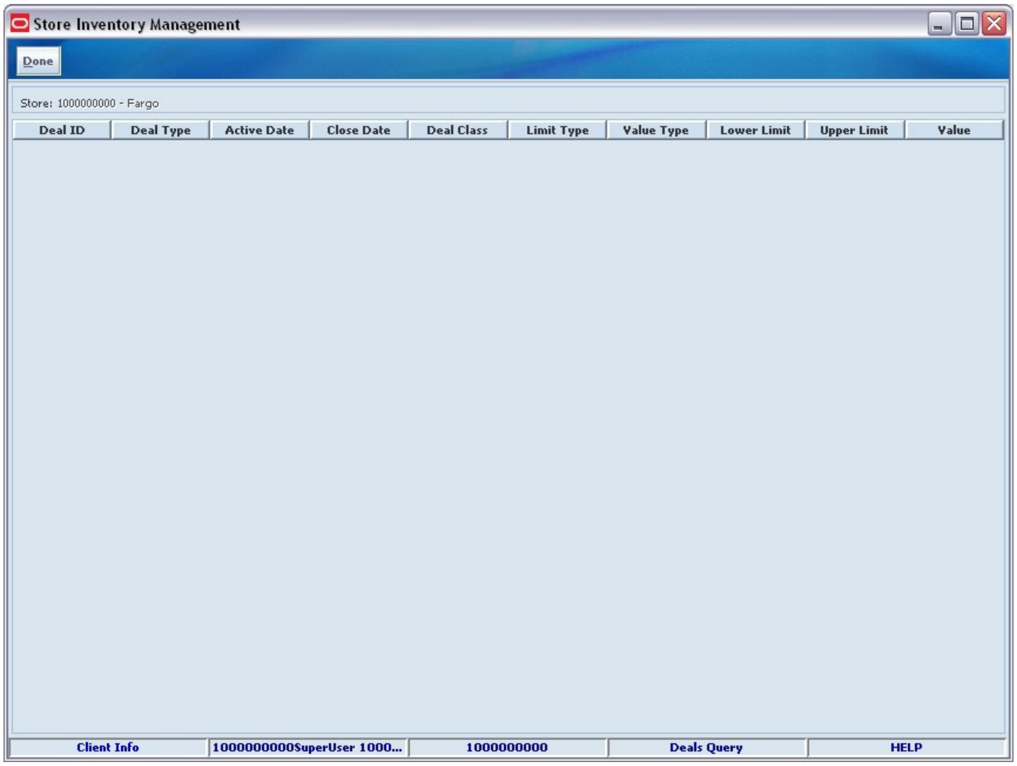
   Note: For warehouse orders, the Not After Date field is disabled.

4. Enter item information:
   a. Click **Add Item**. A new blank line is added to the store order list.
   b. In the Item field, enter the item number or click ... to look up the item.
   c. Edit item information. Change information in one or more of the following fields:
      – UOM – From the drop-down list, select the appropriate unit of measure.
      – Pack Size – If the displayed pack size is not correct, double-click and enter the correct pack size.
      – Qty – If the displayed quantity is not correct, double-click and enter the correct quantity.
   d. Repeat the steps a through c to add more items to the store order.

5. Click **Done**. Your order is saved and you return to the Store Orders window. Your order appears in Pending status.
6. Click **Done** to return to the Inventory Management menu.

Perform a Deals Query

1. From the Store Order Detail window, select an item on your order.
2. Click **Deals Query**. The Deals Query window opens with available deals from the selected item supplier.

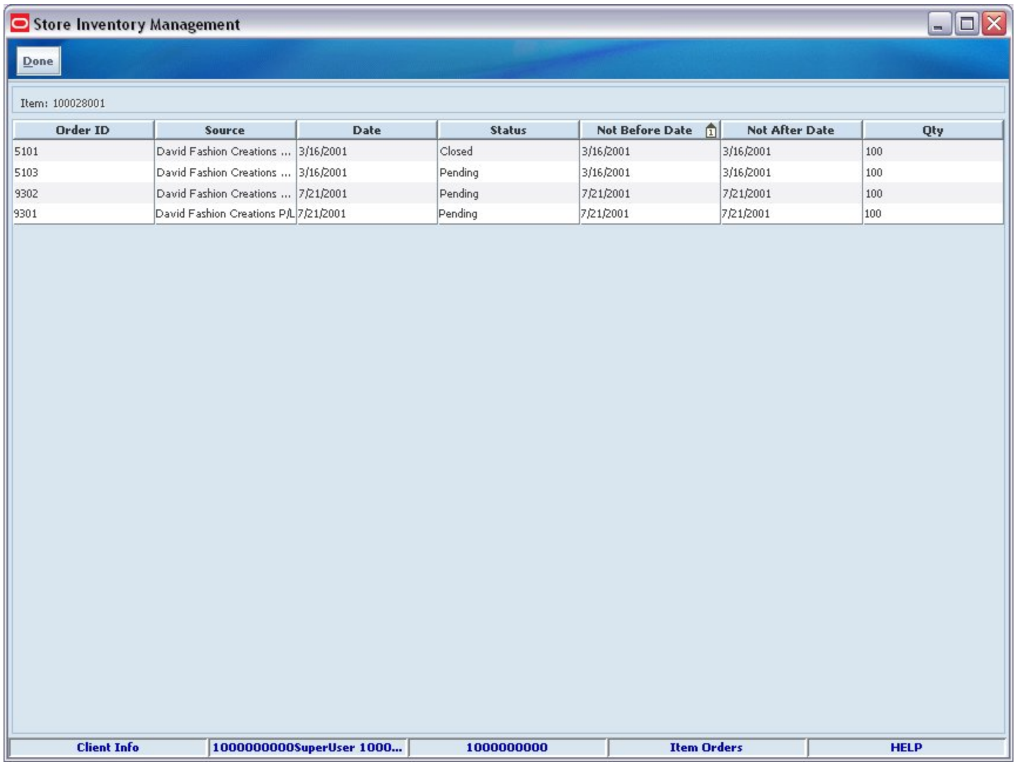


Deals Query Window

3. Click **Done** to return to the Store Order Detail window.
4. If needed, adjust your order quantities to comply with the deal.

View Item Orders

1. From the Store Order Detail window, select an item on your order.
2. Click **Item's Orders**. The Item Orders window opens with existing store orders for the selected item.

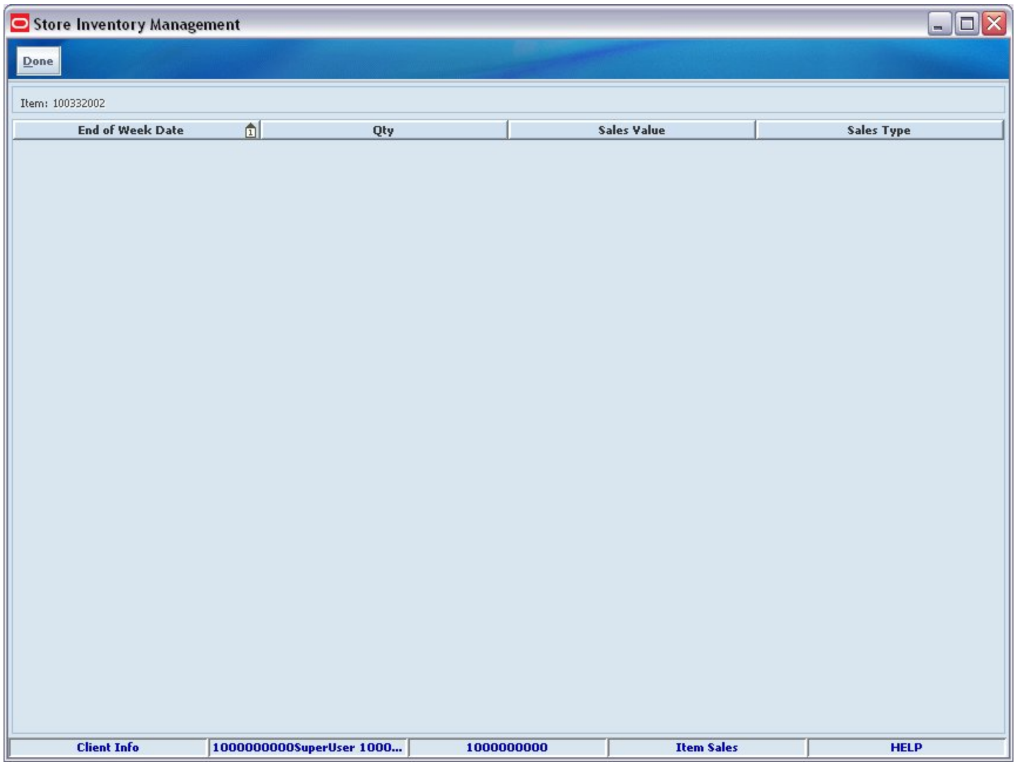


Item Orders Window

3. Click **Done** to return to the Store Order Detail window.
4. Adjust your order if needed.

View Item Sales

1. From the Store Order Detail window, select an item on your order.
2. Click **Item's Sales**. The Item Sales window opens with store level sales information for the selected item.

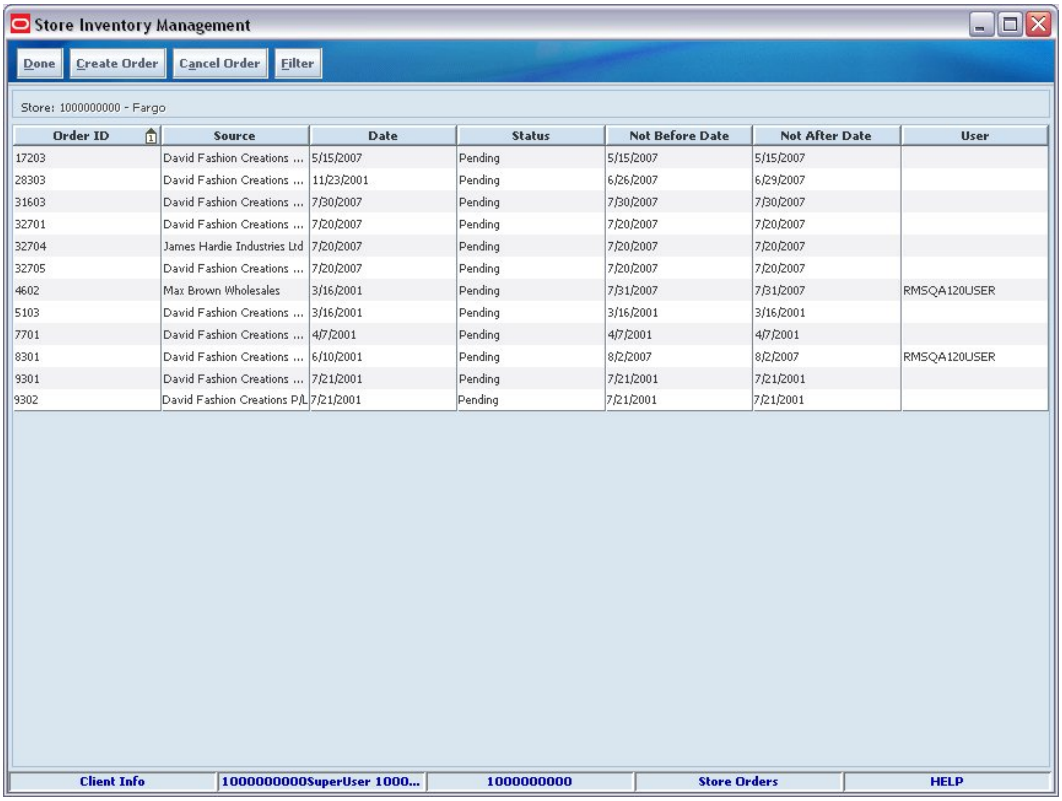


Item Sales Window

3. Click **Done** to return to the Store Order Detail window.
4. Adjust your order if needed.

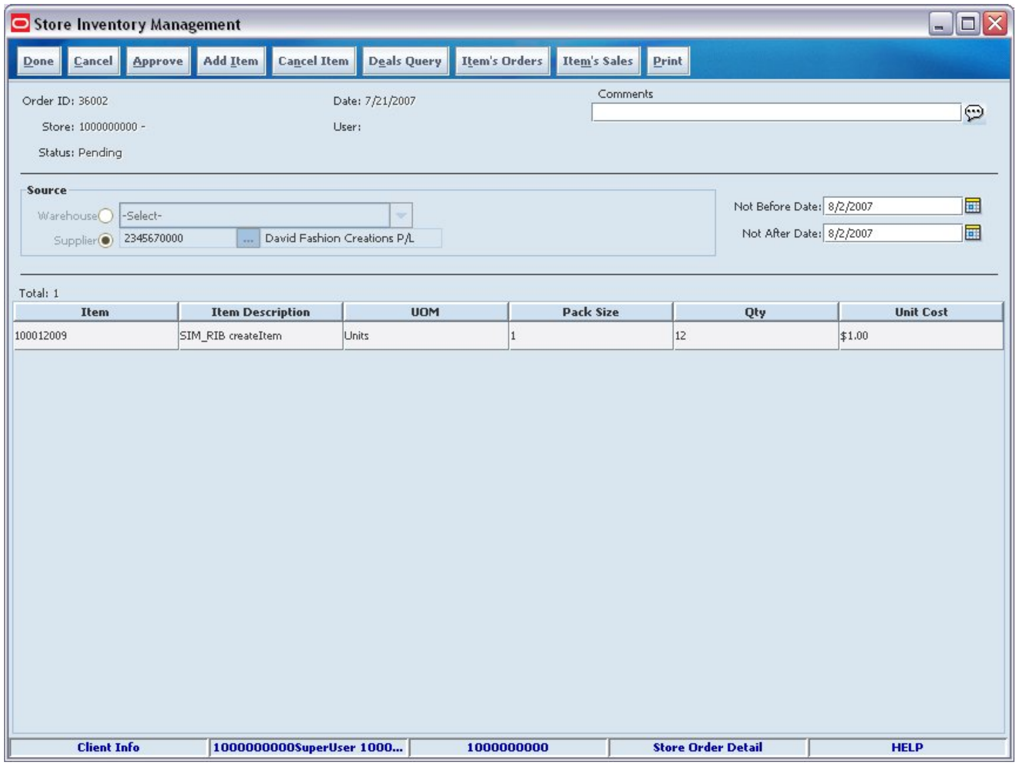
Edit a Store Order

Navigate: Main Menu > Inventory Management > Store Orders. The Store Orders window opens.



Store Orders Window

1. Double-click the pending store order that you want to edit. The Store Order Detail window opens.



Store Order Detail Window

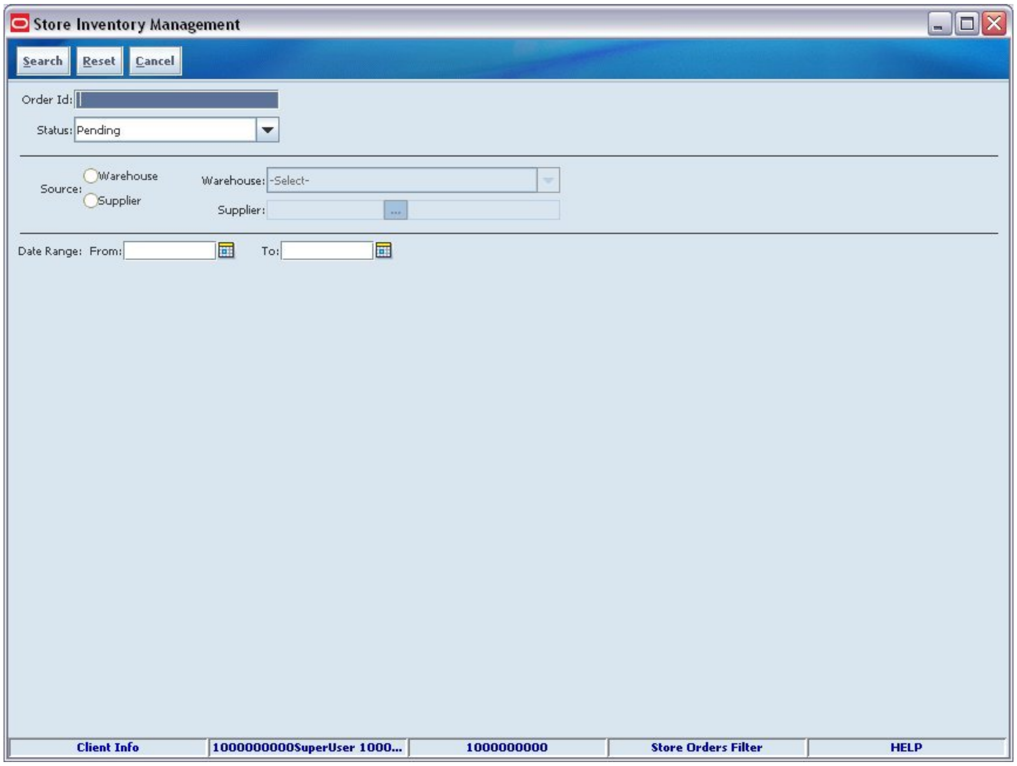
2. Change the delivery date, add items, edit item information, or delete items:
   - To change the delivery date, tner the date in the Request Delivery Date field or click to select the date from the calendar.
   - Add items to the order:
     a. Click **Add Item**. A new blank line is added to the store order list.
     b. In the Item field, enter the item number or click to look up the item.
   - Edit item information:
     – UOM – From the drop-down list, select the unit of measure.
     – Pack Size – If the displayed pack size is not correct, enter the correct pack size.
     – Qty – If the displayed quantity is not correct, enter the correct quantity.
   - Remove items from the order:
     a. Select the line item that you want to remove.
     b. Click **Delete Item**. A message is displayed: “The selected line item(s) will be deleted. Do you want to continue?”
     c. Click **Yes**. The item is removed from the list.

     Note: If the order was previously sent to the Oracle Retail Merchandising System, the quantity ordered is set to 0, but the item reappears on the order when the order is opened.

3. Click **Done** to return to the Store Orders window.
4. Click **Done** to return to the Inventory Management menu.

Filter the Store Order List

1. In the Store Orders window, click **Filter**. The Store Orders Filter window opens.

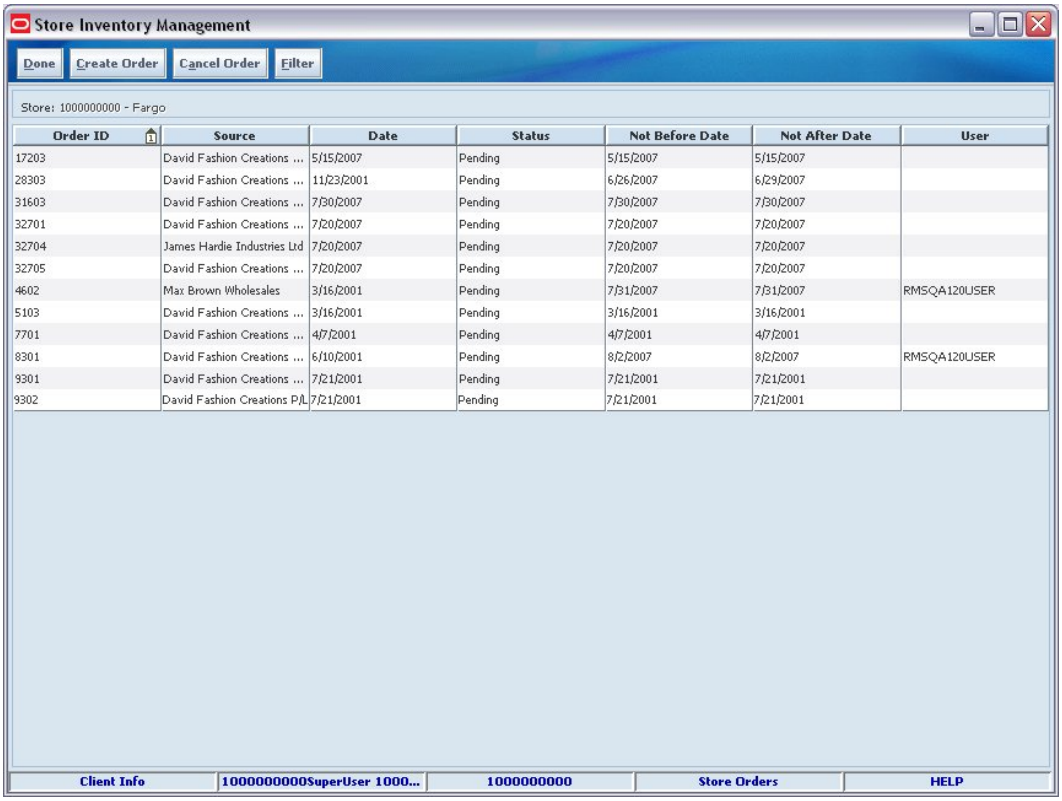


Store Orders Filter Window

2. Enter or select values for the fields as necessary to find the store orders you want to list.
3. Click **Search**. You return to the Store Orders window, where your filter is applied.

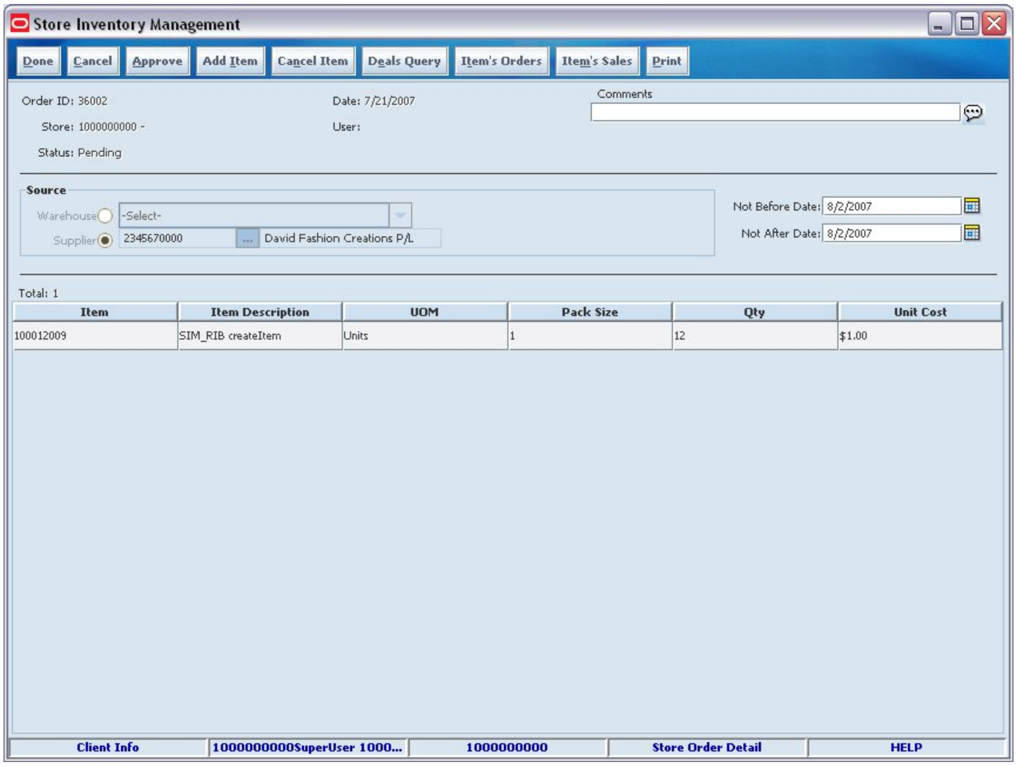
Approve a Store Order

Navigate: Main Menu > Inventory Management > Store Orders. The Store Orders window opens.



Store Orders Window

1. Double-click the pending store order that you want to approve. The Store Order Detail window opens.

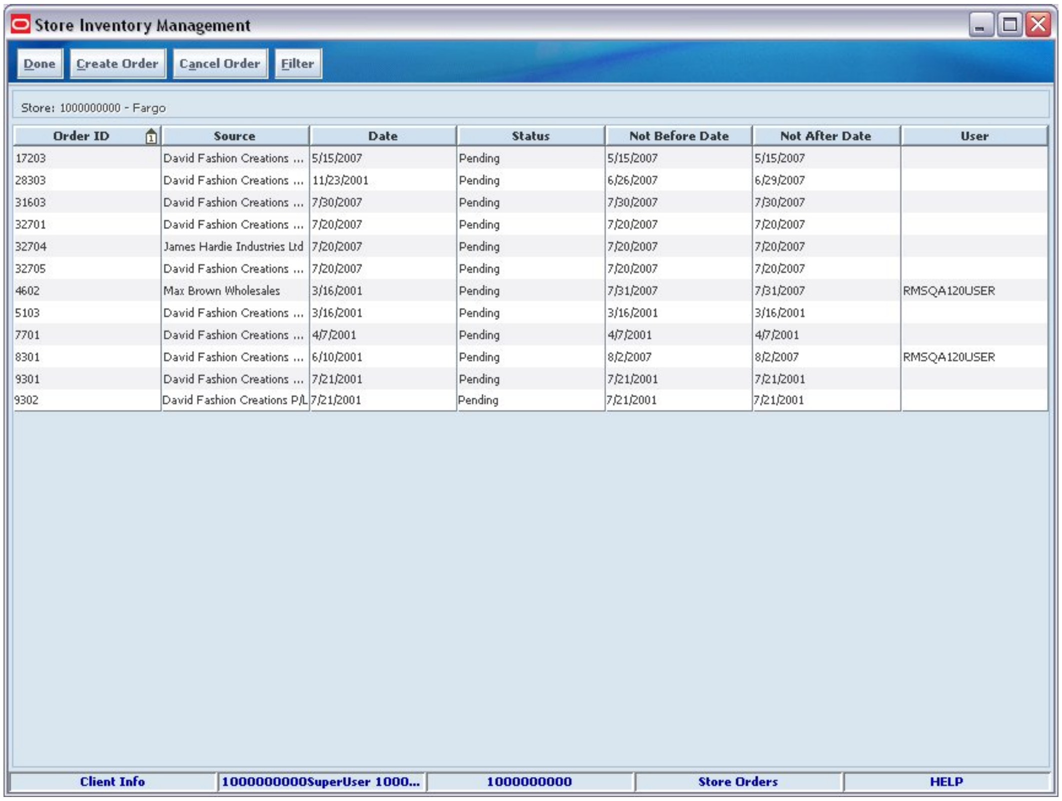


Store Order Detail Window

2. Click **Approve**. Your order is approved and you return to the Store Orders window.
3. Click **Done** to return to the Inventory Management menu.

Delete a Store Order

Navigate: Main Menu > Inventory Management > Store Orders. The Store Orders window opens.

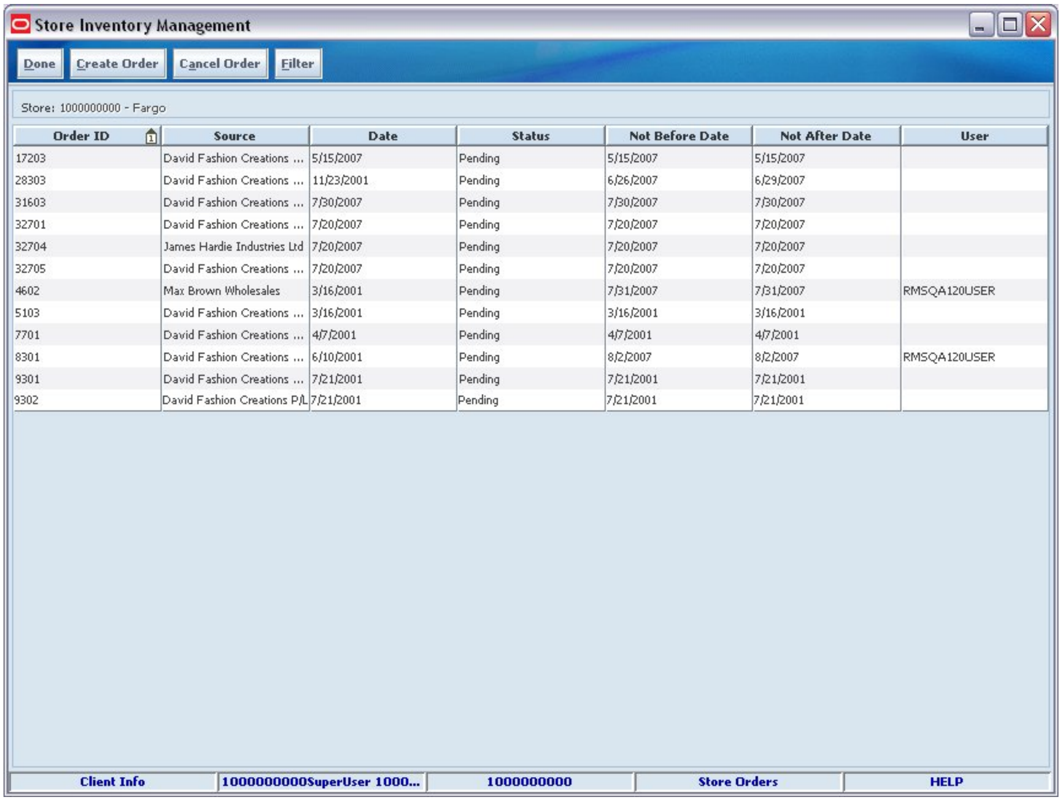


Store Orders Window

1. Select the pending store order that you want to delete.
2. Click **Delete**. A message is displayed: “Are you sure you want to delete the selected orders?”
3. Click **Yes**. The order is removed from the list.
4. Click **Done** to return to the Store Orders window.
5. Click **Done** to return to the Inventory Management menu.

Print a Store Order Report

Navigate: Main Menu > Inventory Management > Store Orders. The Store Orders window opens.



Store Orders Window

1. Select the store order that you want to print.
2. Click **Print**. The Print dialog opens.
3. In the Print dialog, make selections so that your report prints the desired number of copies to your printer, and click **OK**. A message is displayed: “Store Order Report printed.”
4. Click **OK**.
5. Click **Done** to return to the Store Orders window.
6. Click **Done** to return to the Inventory Management menu.

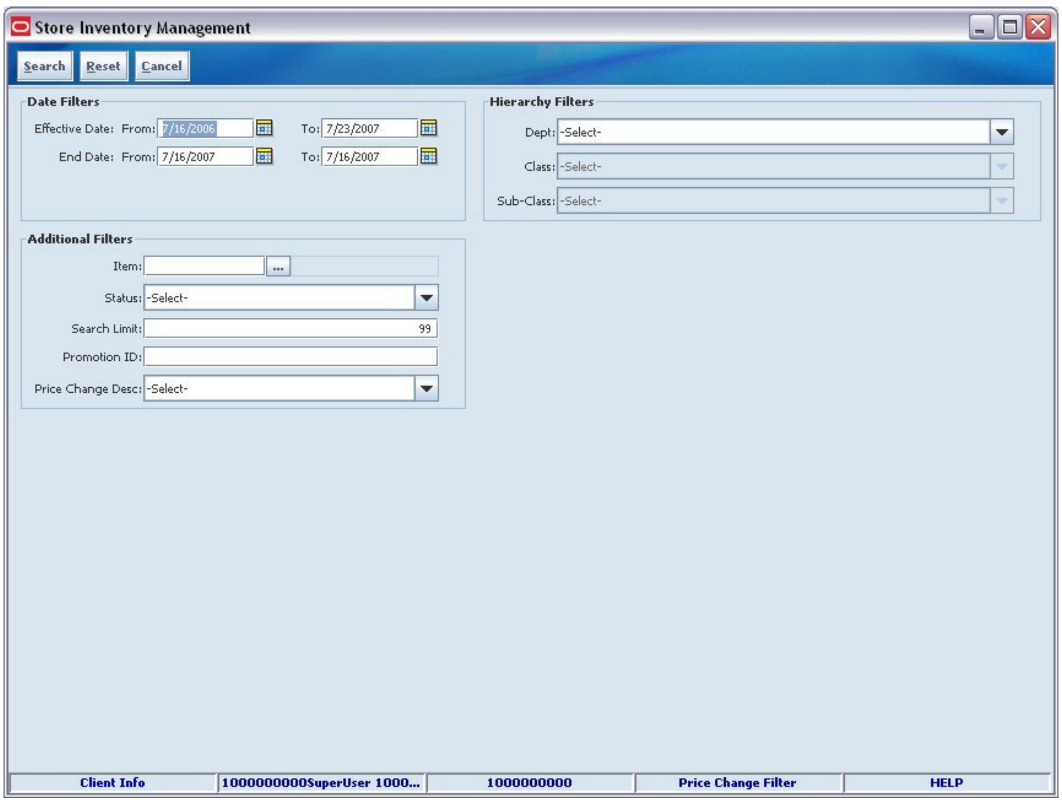
Price Changes

The Price Change functions allow you to request a price change for an item. After the price change is approved in the pricing system, you can print shelf labels and item tickets for the affected items. Price changes from the Oracle Retail Merchandising System automatically become active in SIM when they reach the effective date. With the Price Change functions, you can:

- Create a price change request
- Edit a price change request
- View pending price changes

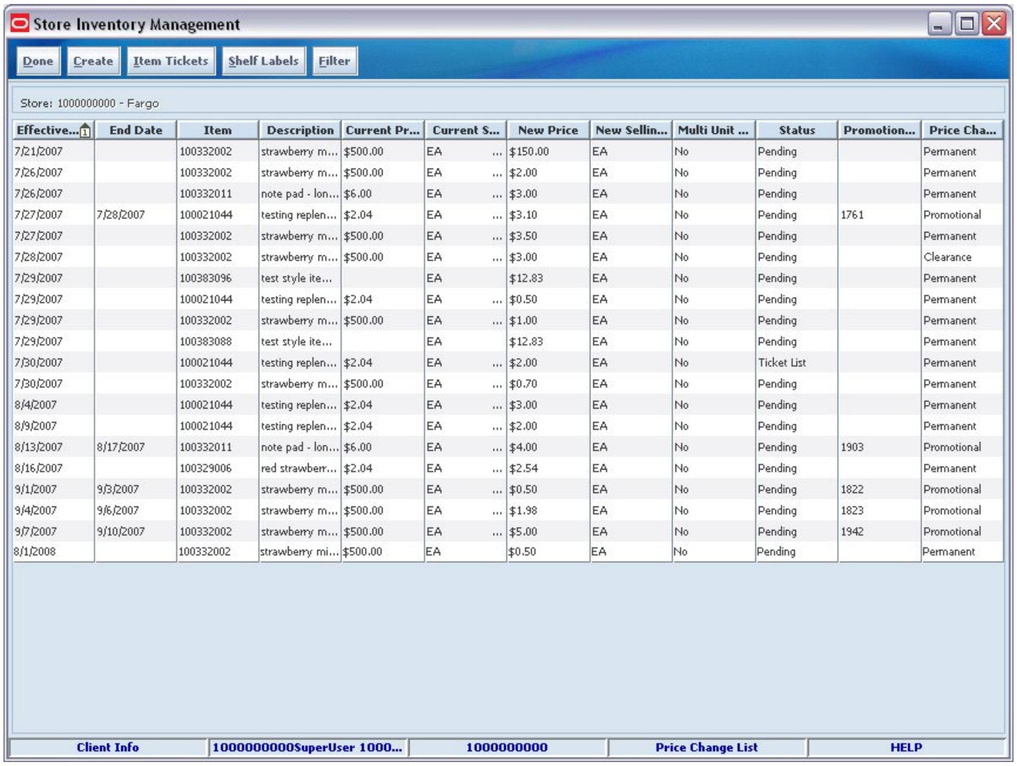
Create a Price Change Request

Navigate: Main Menu > Inventory Management > Price Change. The Price Change Filter window opens.



Price Change Filter Window

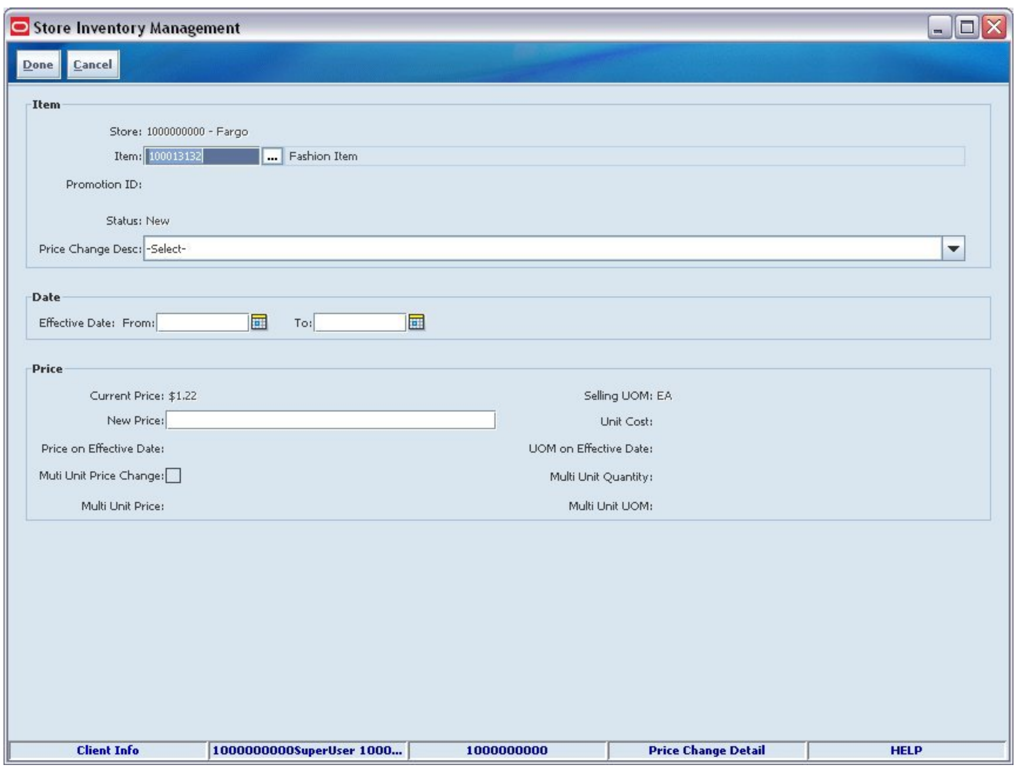
1. Enter information in the date, hierarchy, and additional filters as necessary to narrow the search for the price change you wish to change.
2. Click **Search**. The Price Change List window opens.



Effective...	End Date	Item	Description	Current Pr...	Current S...	New Price	New Sellin...	Multi Unit ...	Status	Promotion...	Price Cha...
7/21/2007		100332002	strawberry m...	$500.00	EA ...	$150.00	EA	No	Pending		Permanent
7/26/2007		100332002	strawberry m...	$500.00	EA ...	$2.00	EA	No	Pending		Permanent
7/26/2007		100332011	note pad - lon...	$6.00	EA ...	$3.00	EA	No	Pending		Permanent
7/27/2007	7/28/2007	100021044	testing replen...	$2.04	EA ...	$3.10	EA	No	Pending	1761	Promotional
7/27/2007		100332002	strawberry m...	$500.00	EA ...	$3.50	EA	No	Pending		Permanent
7/28/2007		100332002	strawberry m...	$500.00	EA ...	$3.00	EA	No	Pending		Clearance
7/29/2007		100383096	test style ite...		EA	$12.83	EA	No	Pending		Permanent
7/29/2007		100021044	testing replen...	$2.04	EA ...	$0.50	EA	No	Pending		Permanent
7/29/2007		100332002	strawberry m...	$500.00	EA ...	$1.00	EA	No	Pending		Permanent
7/29/2007		100383088	test style ite...		EA	$12.83	EA	No	Pending		Permanent
7/30/2007		100021044	testing replen...	$2.04	EA ...	$2.00	EA	No	Ticket List		Permanent
7/30/2007		100332002	strawberry m...	$500.00	EA ...	$0.70	EA	No	Pending		Permanent
8/4/2007		100021044	testing replen...	$2.04	EA ...	$3.00	EA	No	Pending		Permanent
8/9/2007		100021044	testing replen...	$2.04	EA ...	$2.00	EA	No	Pending		Permanent
8/13/2007	8/17/2007	100332011	note pad - lon...	$6.00	EA ...	$4.00	EA	No	Pending	1903	Promotional
8/16/2007		100329006	red strawberr...	$2.04	EA ...	$2.54	EA	No	Pending		Permanent
9/1/2007	9/3/2007	100332002	strawberry m...	$500.00	EA ...	$0.50	EA	No	Pending	1822	Promotional
9/4/2007	9/6/2007	100332002	strawberry m...	$500.00	EA ...	$1.98	EA	No	Pending	1823	Promotional
9/7/2007	9/10/2007	100332002	strawberry m...	$500.00	EA ...	$5.00	EA	No	Pending	1942	Promotional
8/1/2008		100332002	strawberry mi...	$500.00	EA	$0.50	EA	No	Pending		Permanent

Price Change List Window

3. Click **Create**. The Price Change Detail window opens.



Price Change Detail Window

4. Enter information in the fields or select from the drop-down lists:

- Item – Enter the item number or click to look up the item.
- Price Change Desc – Select the kind of price change from the drop-down list. Price change types are Clearance, Promotional, and Permanent.
- New Price – Enter the new retail price for the item.

5. Change or enter dates:
   - To change the Effective Date, enter a date or click to use the calendar. The Price On Effective Date field is updated.
   - If you are entering a clearance or promotional price, enter a date or click to use the calendar to select an End Date.
6. Enter the price for the item in the New Price field.

   Note: The Price On Effective Date and UOM On Effective Date take into account already-scheduled price and UOM changes. Use them to verify that you are not duplicating or altering a price change.

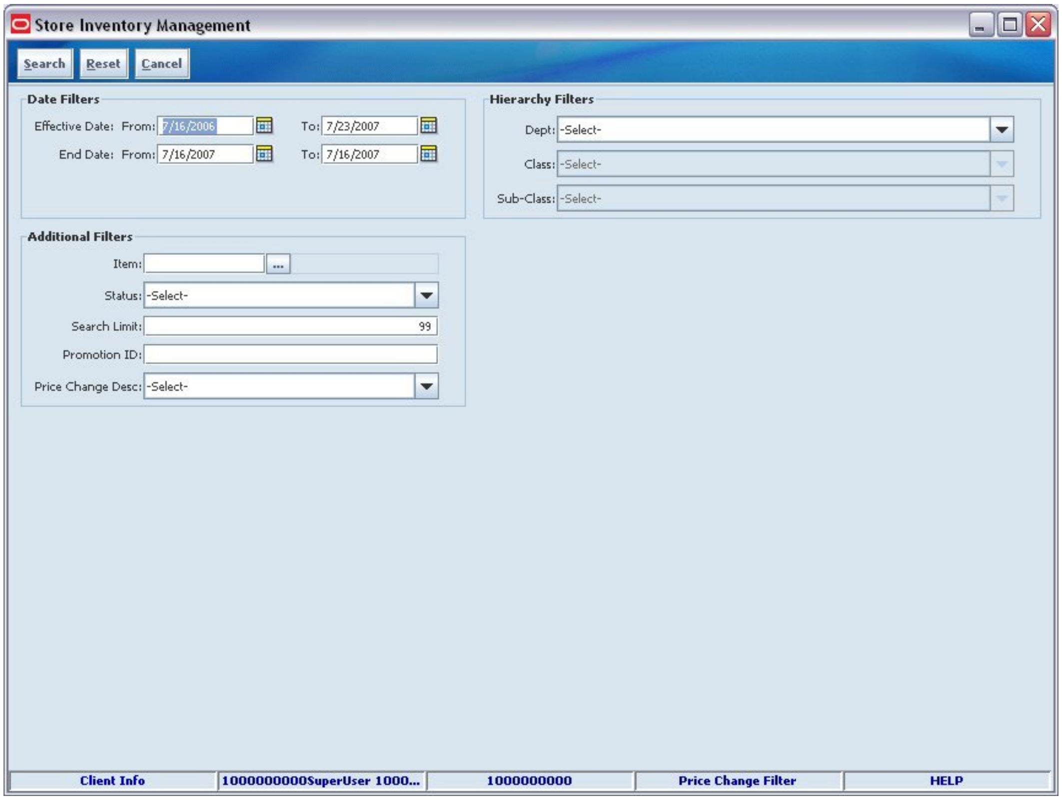
7. Click **Done**. You return to the Price Change List window, where the price change is added with a status of Pending.
8. Send the price change to Ticketing, so that you can print shelf labels or item tickets:
   - To create shelf labels:
     a. Select the items for which you want to print shelf labels.
     b. Click **Shelf Labels**. A message is displayed: "Are you sure you want to create shelf labels for the selected items?"
     c. Click **Yes**.
   - To create item tickets:
     a. Select the items for which you want to print item tickets.
     b. Click **Item Tickets**. A message is displayed: "Are you sure you want to create item tickets for the selected items?"
     c. Click **Yes**.

   Note: To print item tickets or shelf labels, see the Ticketing procedures.

9. Click **Done** to return to the Inventory Management menu.

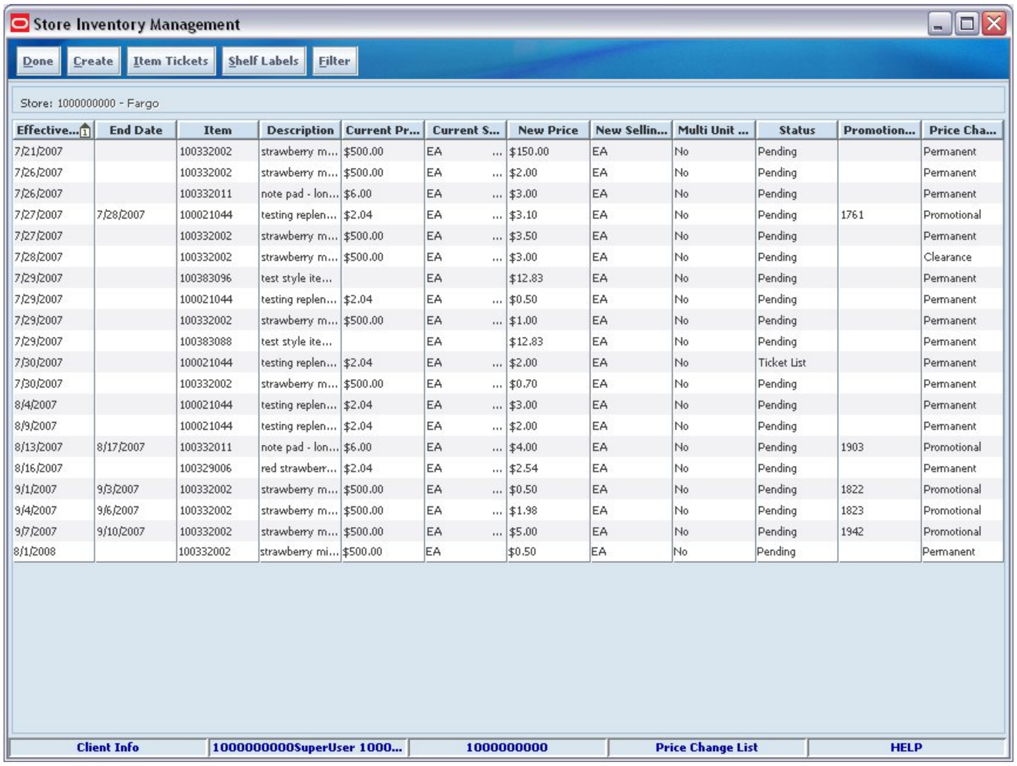
Edit a Price Change

Navigate: Main Menu > Inventory Management > Price Change. The Price Change Filter window opens.



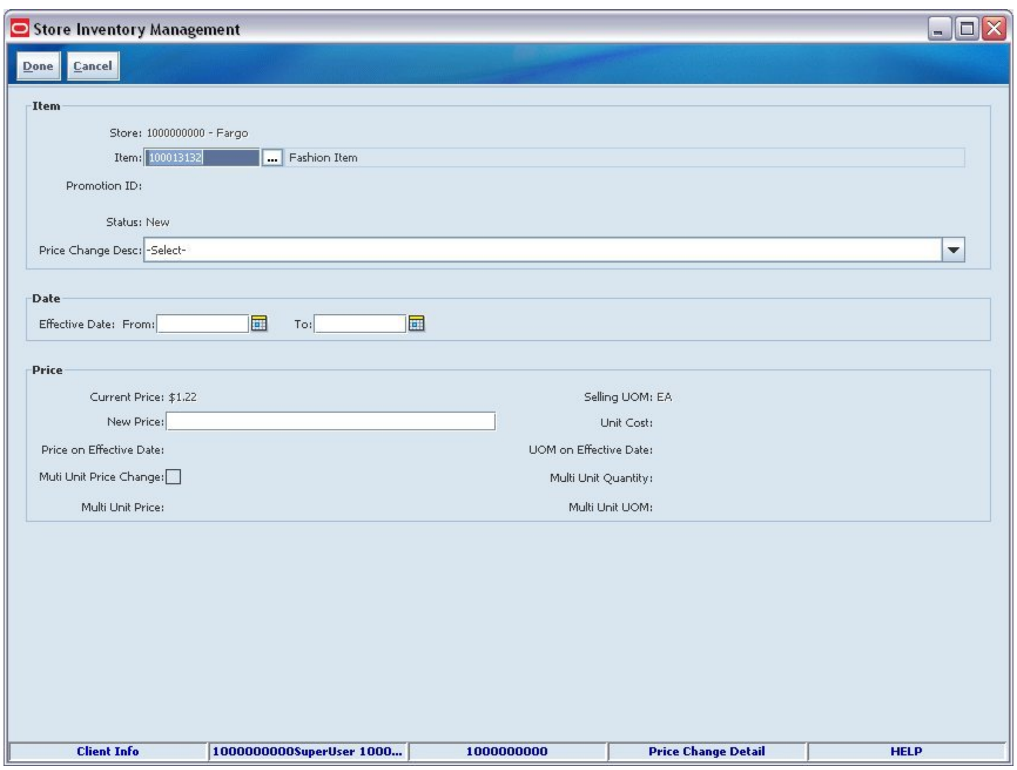
Price Change Filter Window

1. Enter information in the date, hierarchy, and additional filters as necessary to narrow the search for the price change you wish to change.
2. Click **Search**. The Price Change List window opens.



Price Change List Window

3. Double-click on the price change you want to edit. The Price Change Detail window opens.

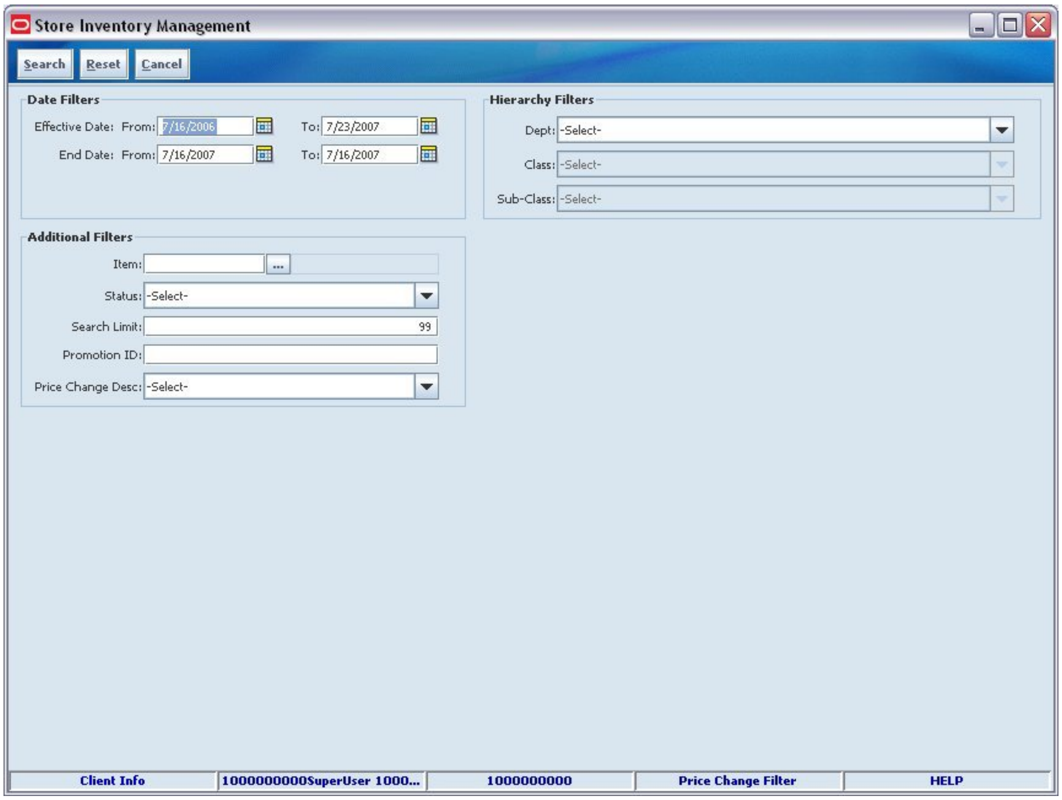


Price Change Detail Window

4. Make changes as necessary:
   - To change the Effective Date or End Date, enter or click to use the calendar to look up a date.
   - Enter a different price in the New Price field.
5. Click **Done** to return to the Price Change List window.

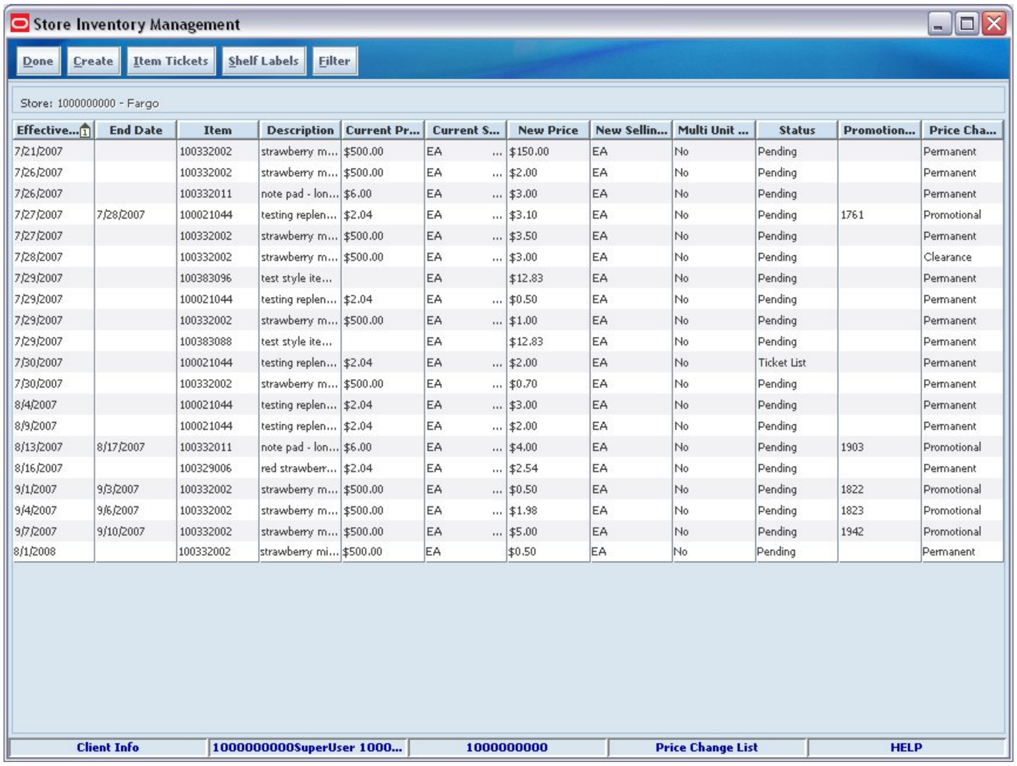
View Pending Price Changes

Navigate: Main Menu > Inventory Management > Price Change. The Price Change Filter window opens.



Price Change Filter Window

1. Enter or select the optional search criteria you want to use to filter the list of pending price changes:
   a. Enter the Effective Date and End Date ranges that you want to search. Enter dates or click to use the calendar to select dates.
   b. Select Hierarchy filters from the Dept, Class, and Subclass drop-downs.
   c. Use additional filters:
      – Item – Enter the item number or select to look up the item.
      – Promotion ID
      – Status
      – Price Change Desc
   d. Enter a search limit if appropriate.
2. Click **Search**. The Price Change List window opens.



Price Change List Window

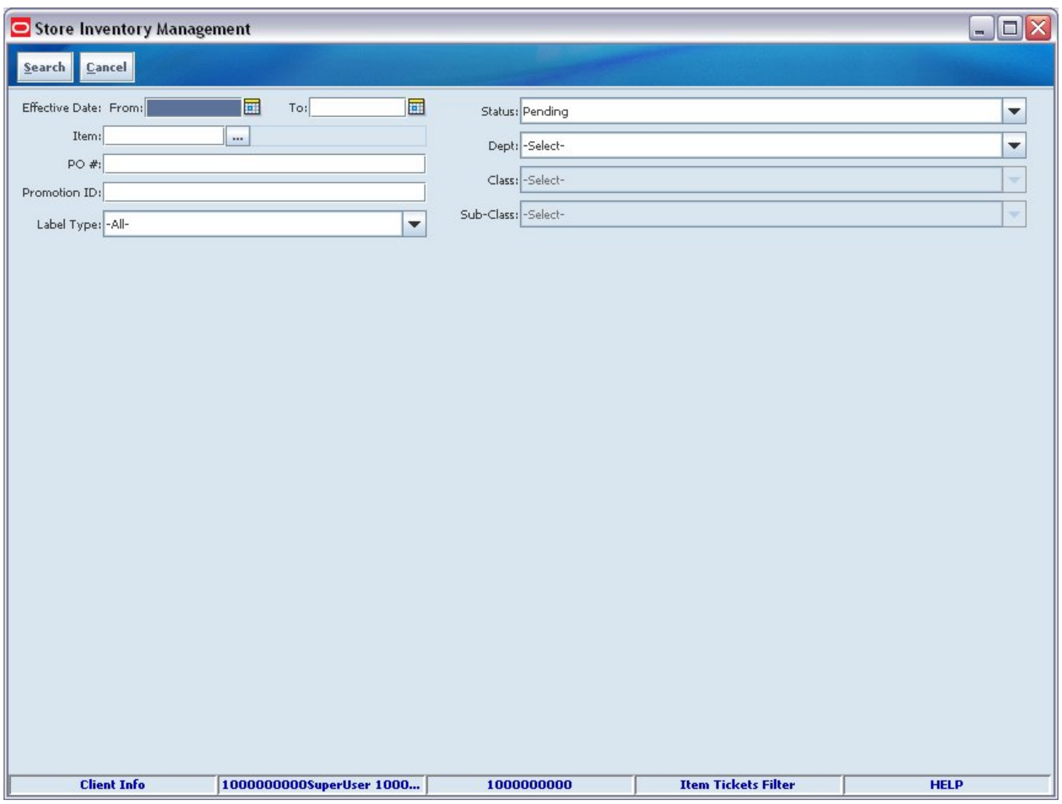
Ticketing

Use the Ticketing functions to print shelf edge labels and item tickets for stock. You can print shelf edge labels for all items within a location, as well as item tickets and shelf labels for individual items. You can also update all item tickets with the current available stock on hand. You can add items to the Item Tickets list from a received purchase order. With the Ticketing functions, you can:

- Print tickets
- Create item tickets
- Add items on a received purchase order
- Update stock on hand
- Delete item tickets

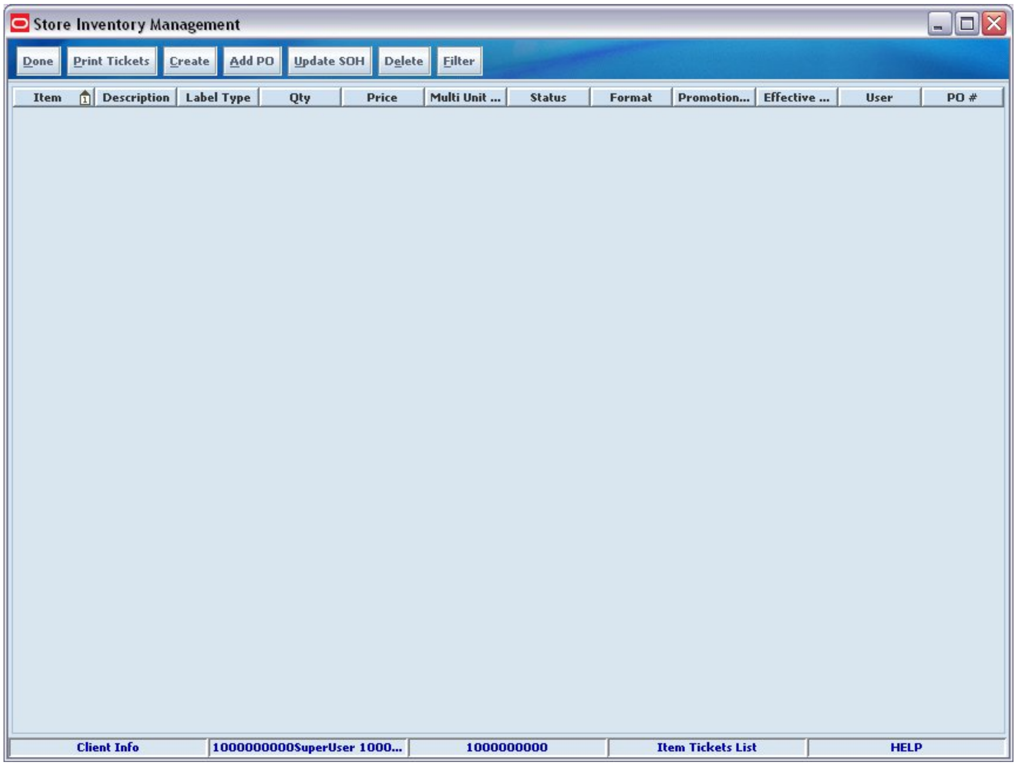
Print Tickets

Navigate: Main Menu > Inventory Management > Item Tickets. The Item Tickets Filter window opens.



Item Tickets Filter Window

1. Enter or select values for the fields to filter the item tickets you want.
2. Click **Search**. The Item Tickets List window opens.

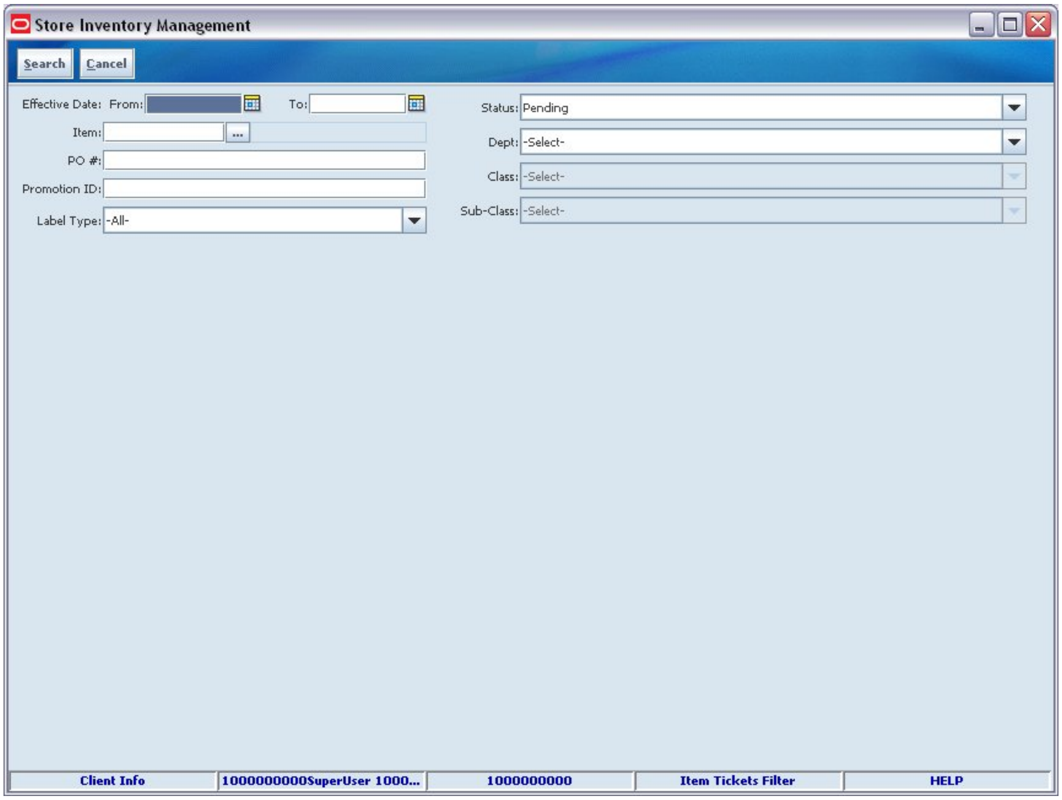


Item Tickets List Window

3. Select one or more rows to print item tickets for.
4. Click **Print Tickets**. A informational message is displayed to tell you how many tickets were printed.
5. Click **OK**.
6. Click **Done**. You return to the Item Tickets Filter window.
7. Click **Cancel** to return to the Inventory Management menu.

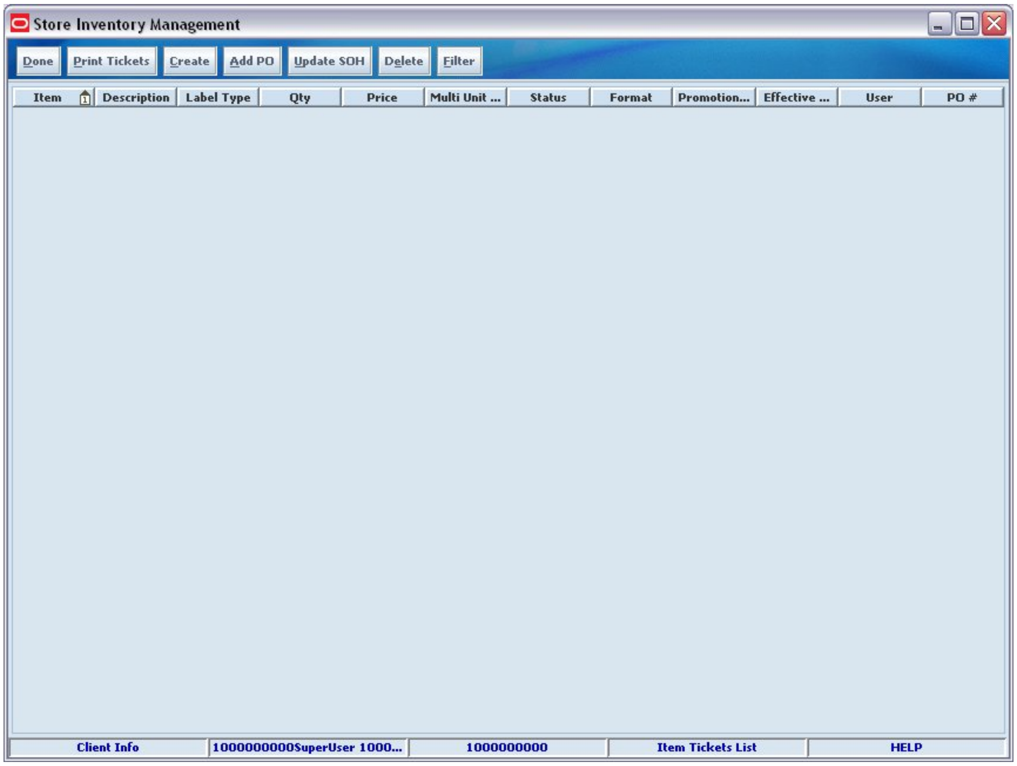
Create Item Tickets

Navigate: Main Menu > Inventory Management > Item Tickets. The Item Tickets Filter window opens.



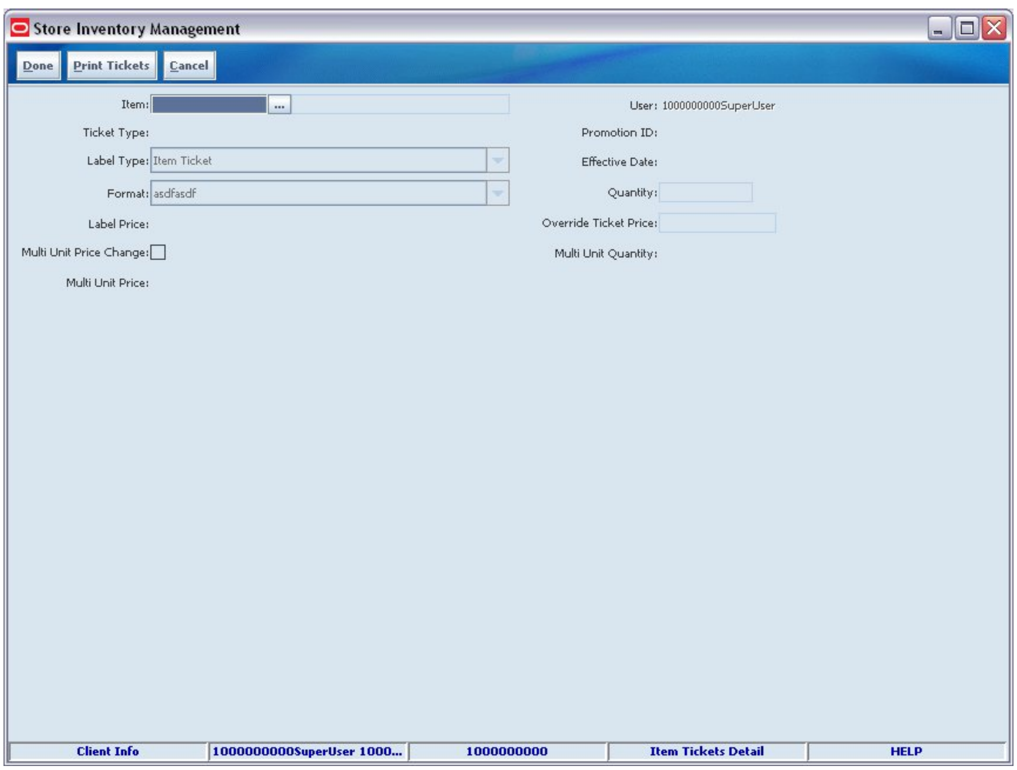
Item Tickets Filter Window

1. Enter information in the fields to filter the item tickets displayed.
2. Click **Search**. The Item Tickets List window opens.



Item Tickets List Window

3. Select **Create**. The Item Tickets Detail window opens.



Item Tickets Detail Window

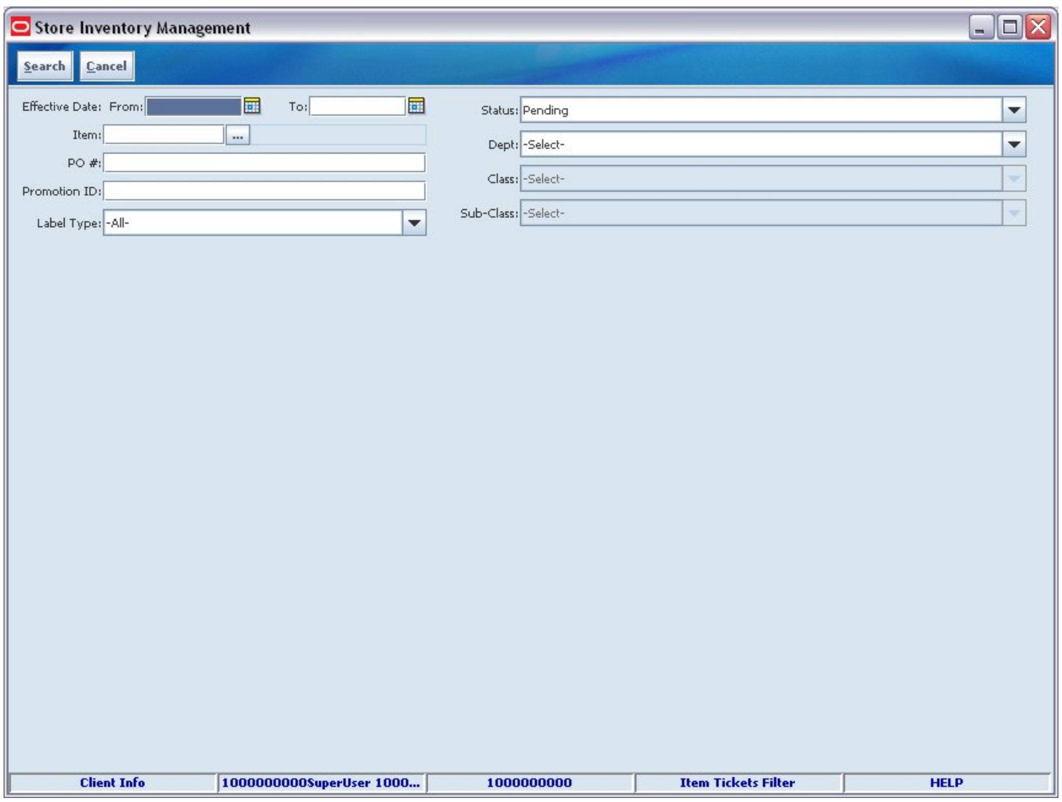
4. In the Item field, enter the item number or click  to look up the item.

5. From the Label Type drop-down list, select 'Shelf Label' or 'Item Ticket'.
6. Enter information in the fields:
   - Quantity – Enter the number of labels or tickets you want to print.
   - Override Ticket Price – Enter the override item price to be printed on the item ticket.
7. To print tickets for this item, select **Print Tickets**. Item tickets print on the designated printer.
8. Click **Done**. You are returned to the Item Tickets Filter window.
9. Click **Cancel** to return to the Inventory Management menu.

Add Items on a Received Purchase Order

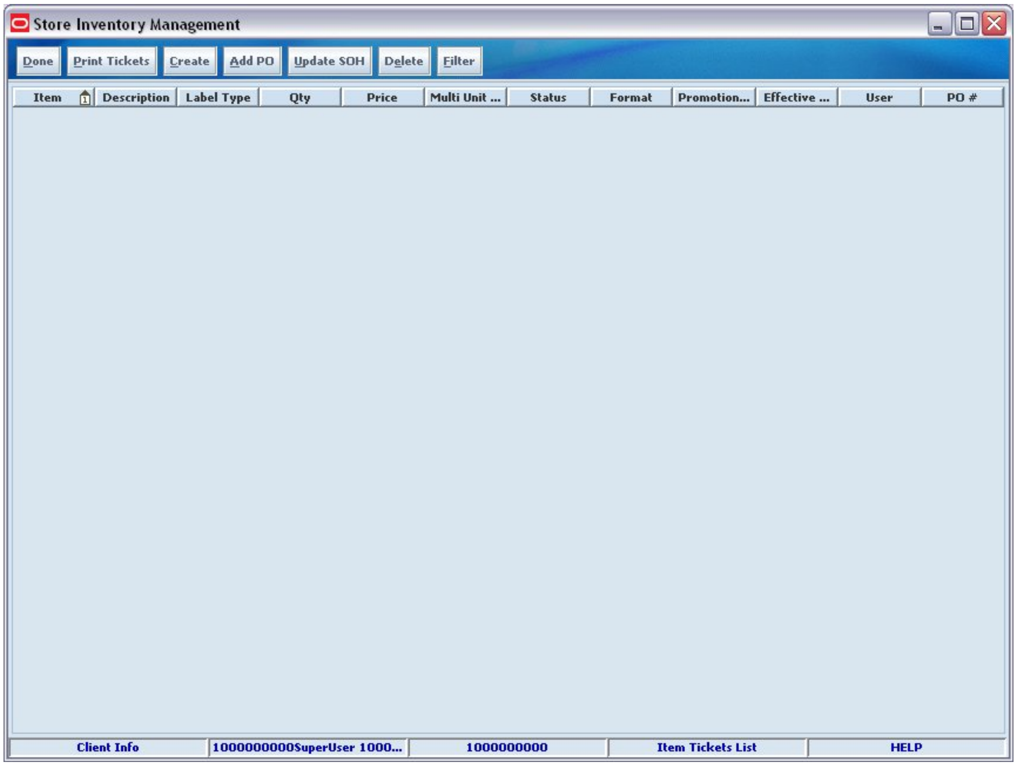
Note: Add a purchase order (PO) when you want to add items to the Item Tickets list from a received purchase order. You can only add purchase orders that have been received.

Navigate: Main Menu > Inventory Management > Item Tickets. The Item Tickets Filter window opens.



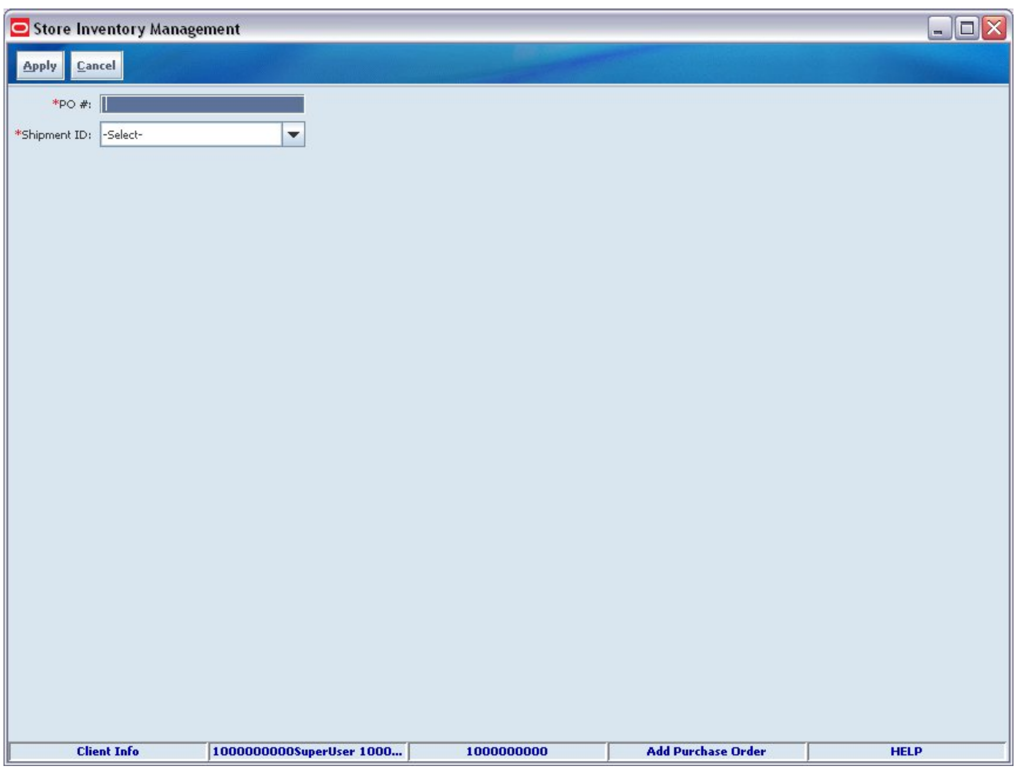
Item Tickets Filter Window

1. Enter or select values for the fields to filter the item tickets you want.
2. Click **Search**. The Item Tickets List window opens.



Item Tickets List Window

3. Click **Add PO**. The Add Purchase Order window opens.



Add Purchase Order Window

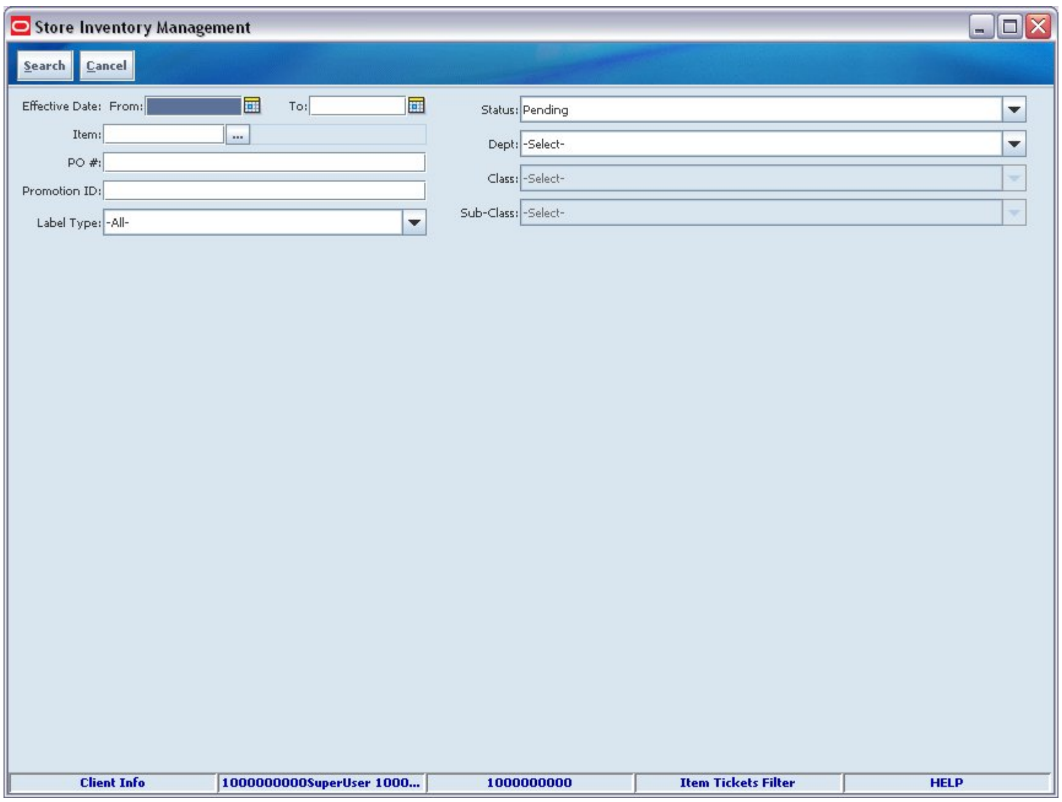
4. Enter the purchase order number for which you want to add items.

5. From the Shipment ID drop-down list, select the appropriate shipment.
6. To apply all items and received quantities to the Item Ticket list, click **Apply**. A message is displayed: "Are you sure you want to apply all items and received items from the shipment?"
7. Click **Yes**. Item tickets are created and you return to the Item Tickets List window.
8. Click **Done**. You return to the Item Tickets Filter window.
9. Click **Cancel** to return to the Inventory Management menu.

Update Stock on Hand

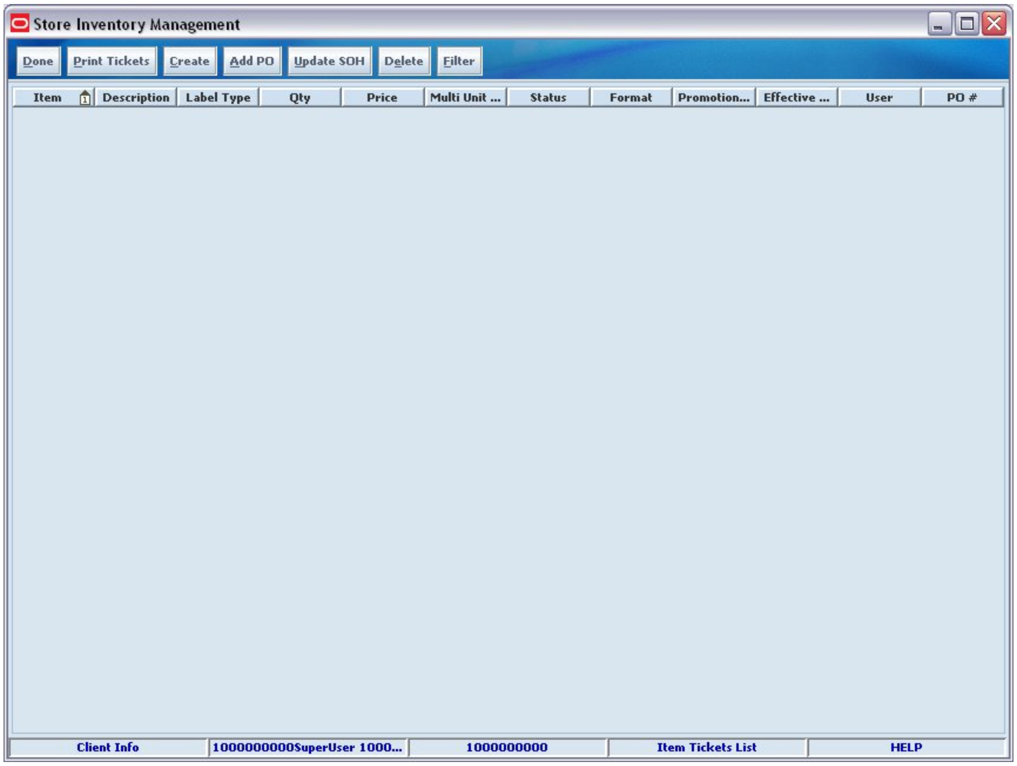
Note: Update stock on hand when you want to update the selected item tickets with the current available stock on hand, so that you can print enough tickets.

Navigate: Main Menu > Inventory Management > Item Tickets. The Item Tickets Filter window opens.



Item Tickets Filter Window

1. Enter or select values for the fields to filter the item tickets you want.
2. Click **Search**. The Item Tickets List window opens.

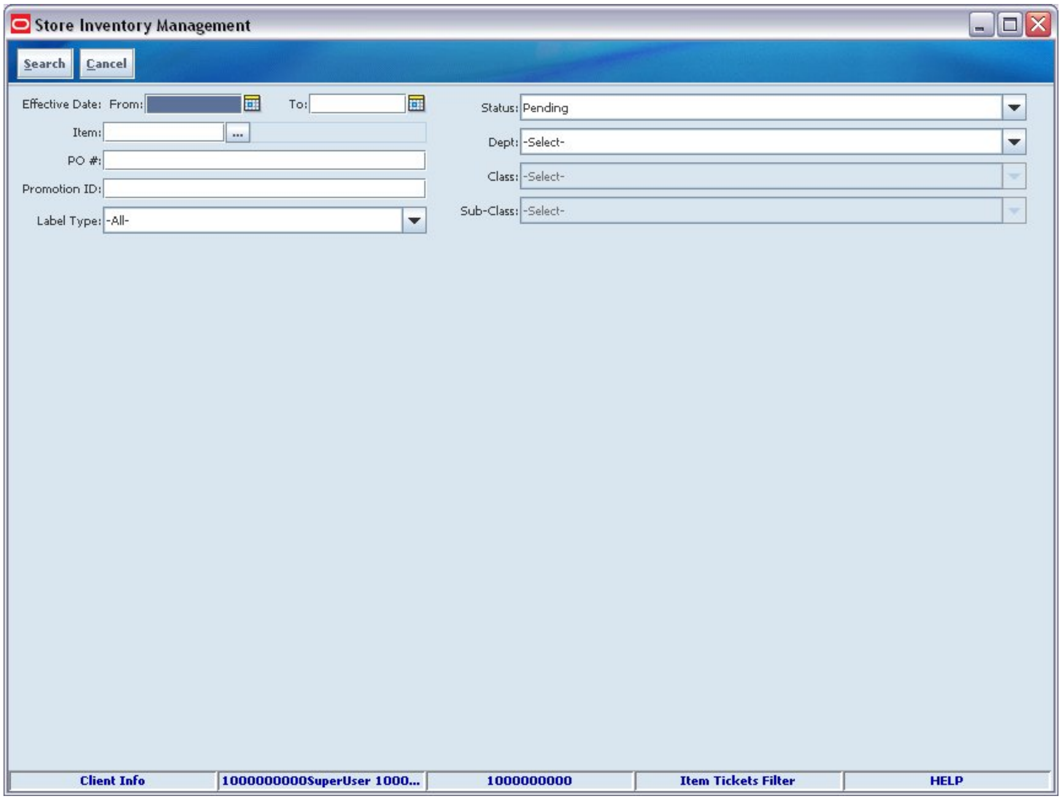


Item Tickets List Window

3. Click **Update SOH**. A message is displayed: "Are you sure you want to update the quantity with the current available stock on hand for the selected items?"
4. Click **Yes**. Available stock on hand is saved to the Item Ticket list. You return to the Item Ticket List window.
5. Click **Done**. You return to the Item Tickets Filter window.
6. Click **Cancel** to return to the Inventory Management menu.

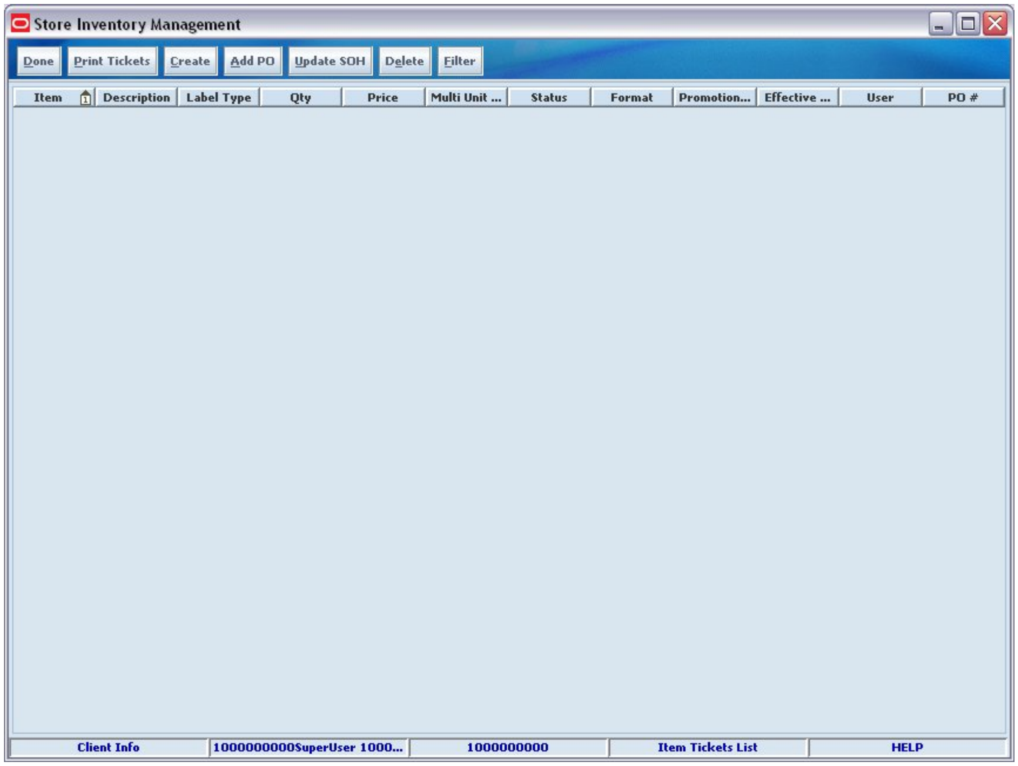
Delete Item Tickets

Navigate: Main Menu > Inventory Management > Item Tickets. The Item Tickets Filter window opens.



Item Tickets Filter Window

1. Enter or select values for the fields to filter the item tickets you want.
2. Click **Search**. The Item Tickets List window opens.



Item Tickets List Window

3. Select one or more rows that contain the items for which you want to delete item tickets.
4. Click **Delete**. A message is displayed: "Are you sure you want to delete the selected items now?"
5. Click **Yes**. The selected items are removed from the list.
6. Click **Done**. You return to the Item Tickets Filter window.
7. Click **Cancel** to return to the Inventory Management window.

5 Lookups

Using Item Lookup, you can view information about merchandise, including the following:

- Item number
- Item description
- Item price
- Supplier
- Department
- Class
- Sub-Class

Use Supplier Lookup to view information about a supplier, including the following:

- ID number
- Name
- Headquarters address, phone number, contact name, and e-mail
- Return address, phone number, contact name, and e-mail
- Returns allowed
- Return authorization number required

With Container Lookup, you can look up information about containers at your location, including the following:

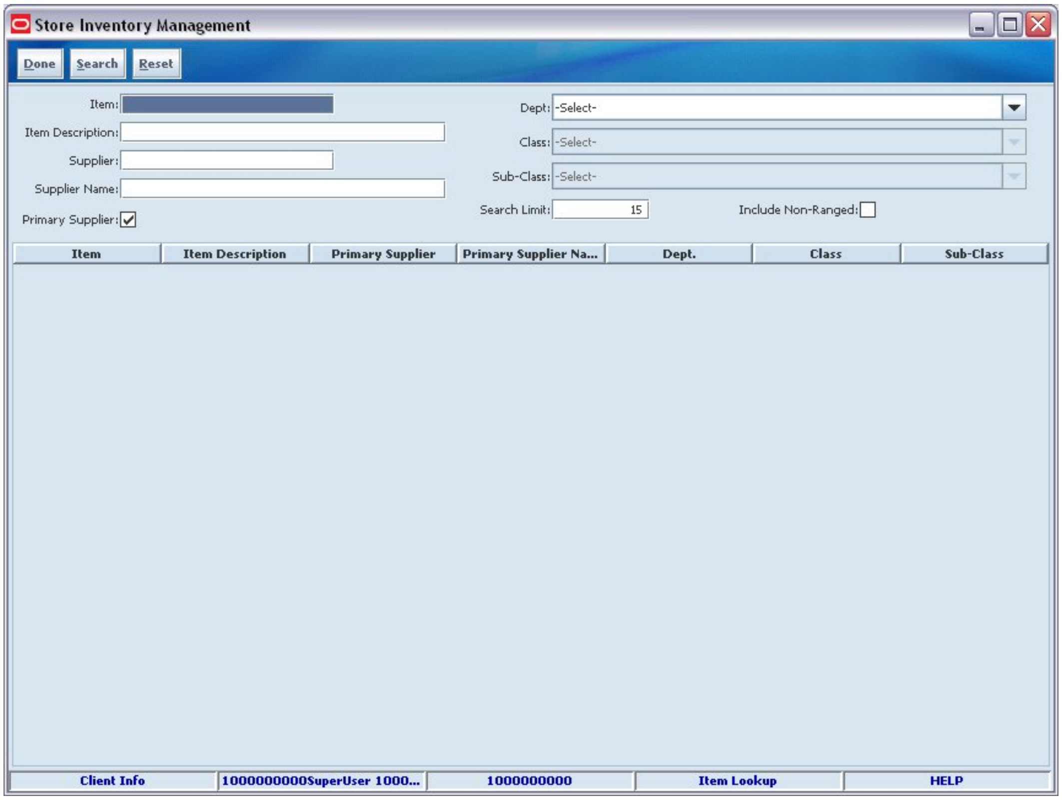
- Status
- Receipt date and time
- From location
- Item number and description
- Expected quantity
- Received quantity
- Damaged quantity
- Unit of measure
- Variance
- ASN number

Use the Lookup functions to:

- Look up an item
- Look up a supplier
- Look up a container

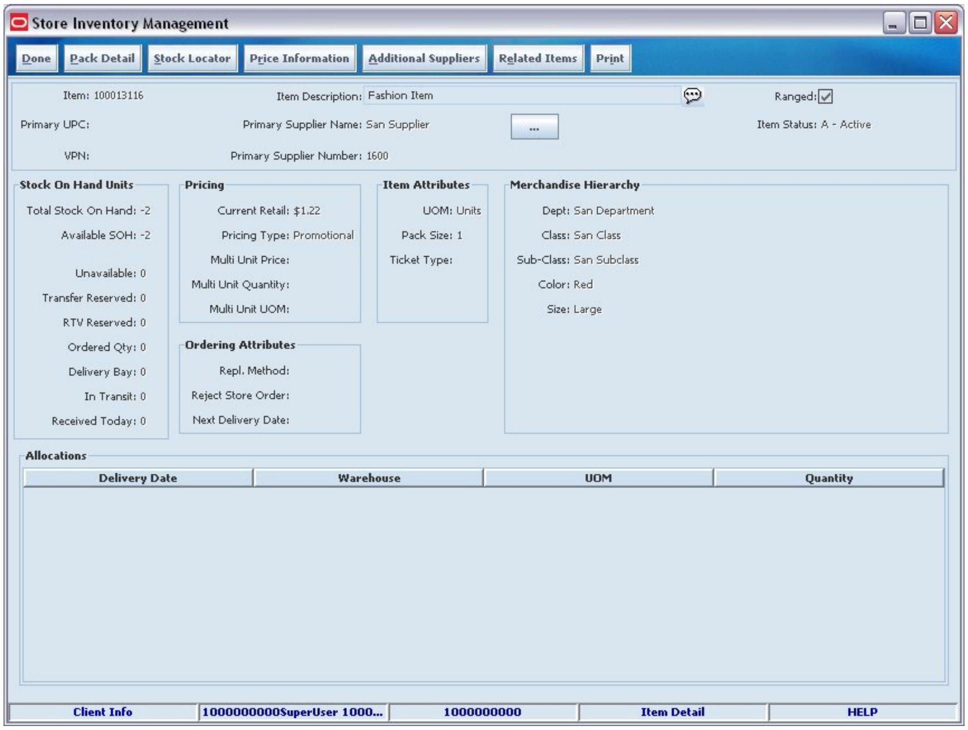
Look Up an Item

Navigate: Main Menu > Lookups > Item Lookup. The Item Lookup window opens.



Item Lookup Window

1. Enter or select values for one or more of the following fields:
   - Item – Enter the unique number that identifies the item.
   - Item Description – Enter a brief explanation of the item.
   - Supplier – Enter the number that identifies the vendor that supplies the item.
   - Supplier Name – Enter the name of vendor that supplies the item. You can enter a full or partial supplier name.
   - Dept – Select a department from the drop-down list.
   - Class – Select a class from the drop-down list.
   - Sub-Class – Select a subclass from the drop-down list.
2. In the Search Limit field, enter the maximum number of results that you want returned.
3. To search for all items including those that do not have a location association with your location, select the Include Non-Ranged check box.
4. Click **Search**. The results that match your search criteria are displayed:
   - If one result is returned, the Item Detail window opens.



Item Detail Window

Note: If you are looking for an item to use for a different activity (for example, a transfer), click **Use Item**. to select the item and return to the other activity.

- If more than one result is returned, the Item Lookup window displays the search results in a list. Double-click an item to view details in the Item Detail window.

Note: If you are looking for an item to use for a different activity, select the item you want from the list, and click **Use Item** to select the item and return to the other activity.

---

5. From the Item Detail window, you can view other details about an item.

- To view the number of items in each pack:

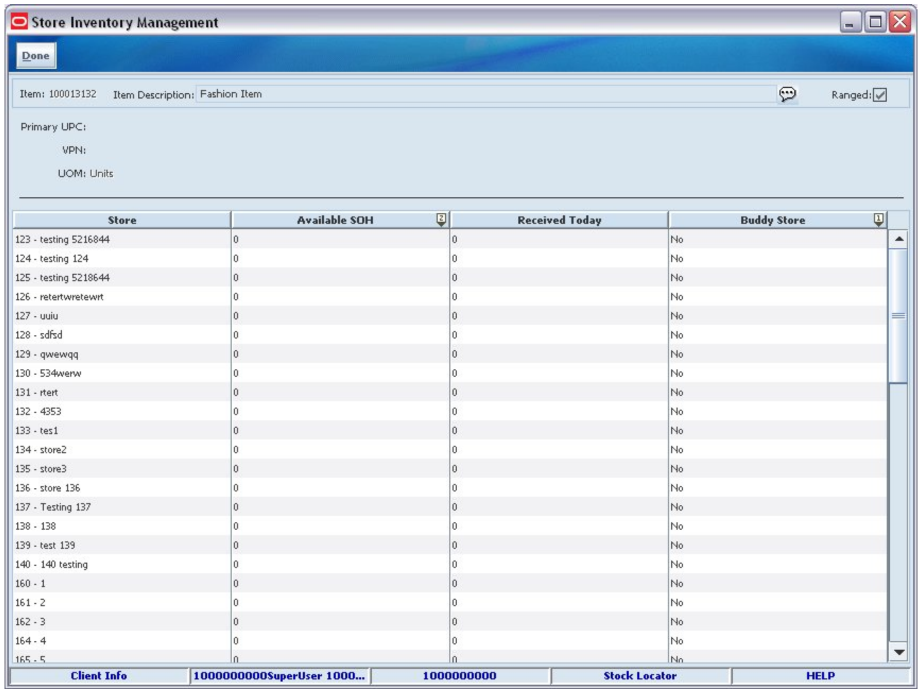
  a. Click **Pack Detail**. The Pack Item Detail window opens.

  b. Click **Done** to return to the Item Detail window.

Note: This option is available only for pack items.

- To view available inventory in buddy stores:

  a. Click **Stock Locator**. The Stock Locator window opens.



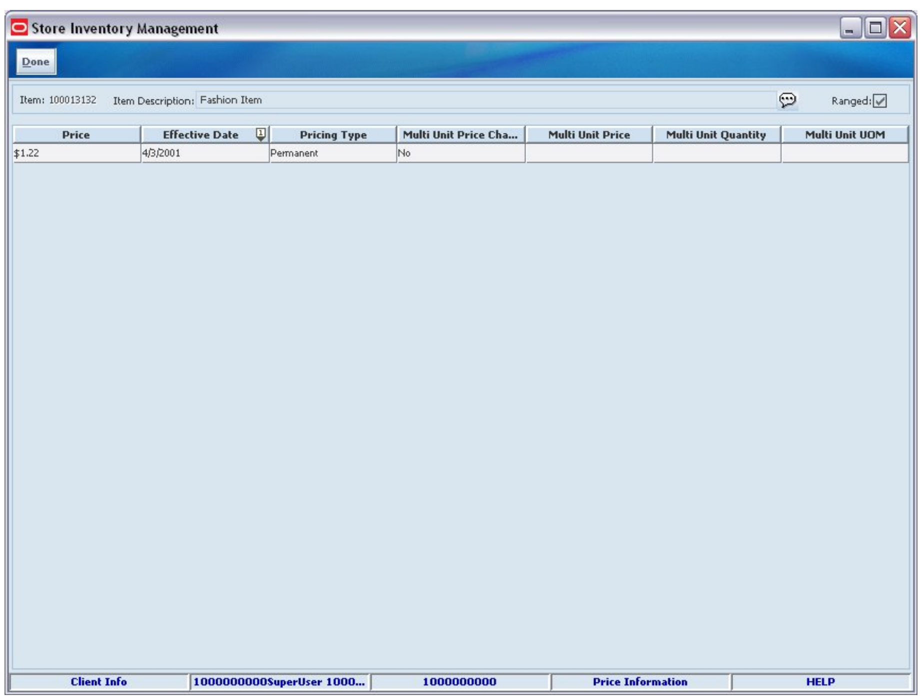
Stock Locator Window

b. Click **Done** to return to the Item Detail window.

Note: The stock locator function is not available in offline mode.

- To view current pricing information:

a. Click **Price Information**. The Price Information window opens.

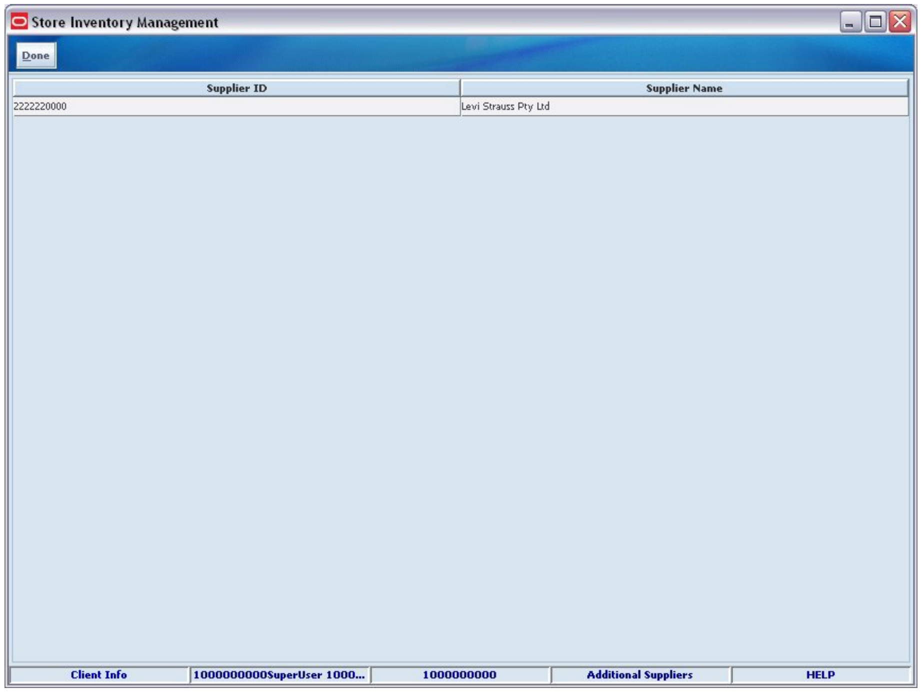


Price Information Window

b. To return to the Item Detail window, click **Done**.

- To view all suppliers other than the primary supplier:

  a. Click **Additional Suppliers**. The Additional Suppliers window opens.

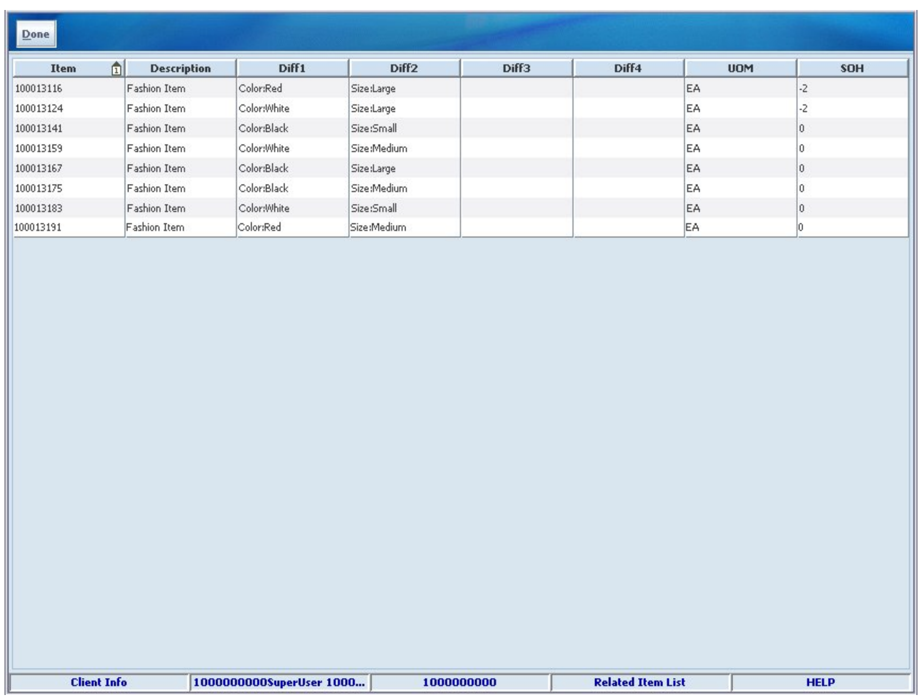


Additional Suppliers Window

  b. Click **Done** to return to the Item Detail window.

- View related items:

  a. Click **Related Items**. The Related Items window opens.

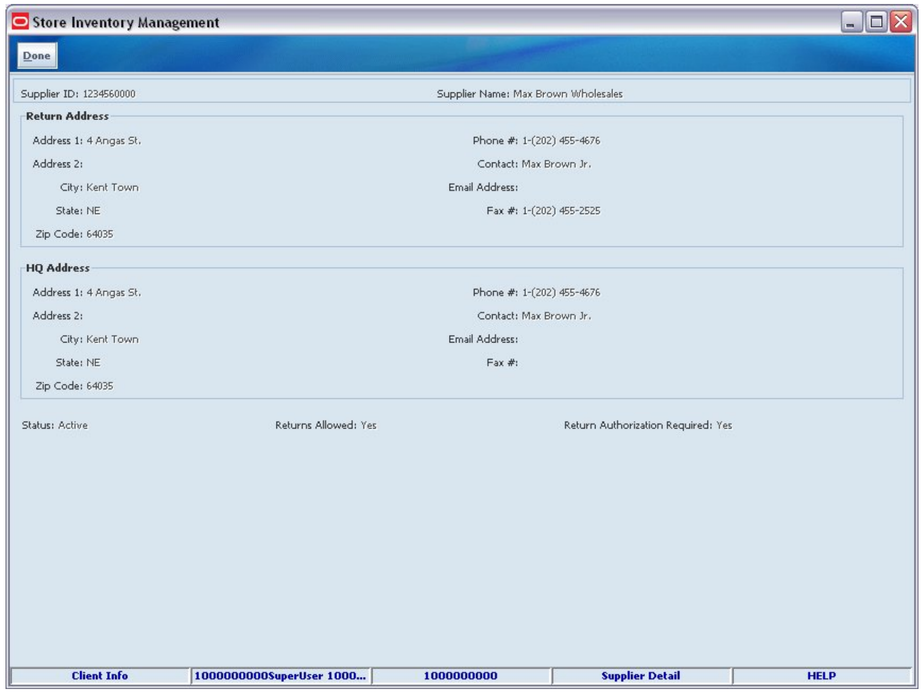


Related Items Window

   b. Click **Done** to return to the Item Detail window.

- View detailed information about the primary supplier:

   a. Click . The Supplier Detail window opens.



Supplier Detail Window

   b. Click **Done** to return to the Item Detail window.

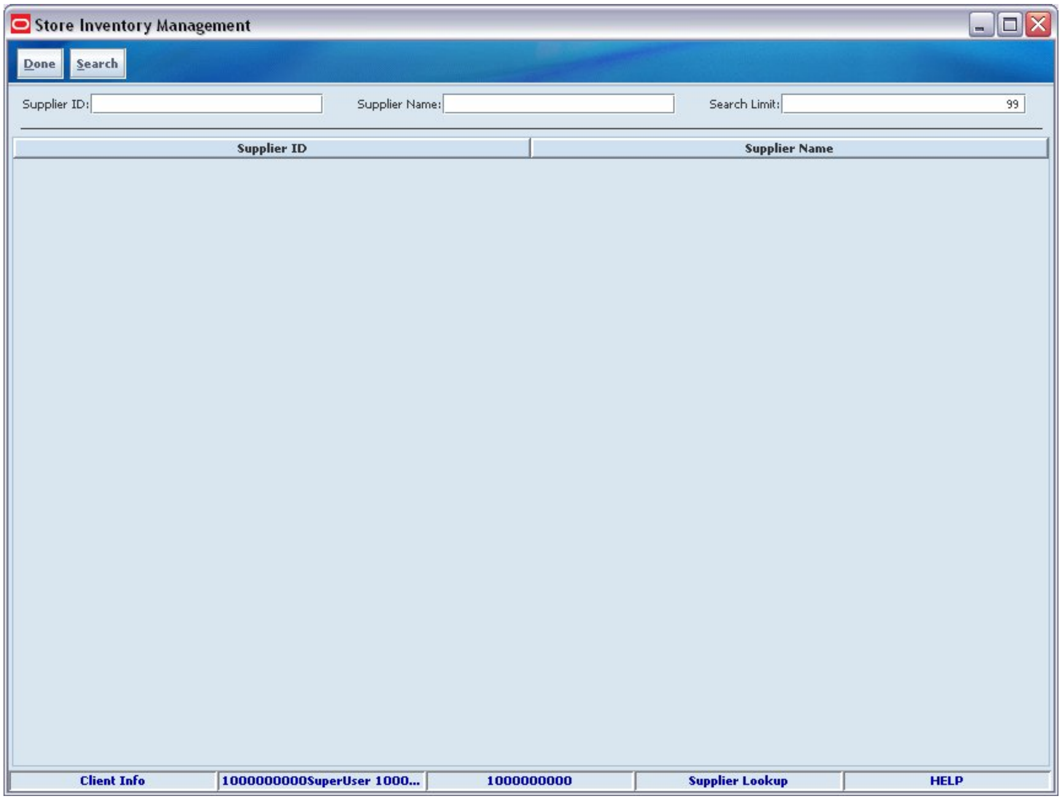
Note: To view On Order Quantity for an item, today's date must fall between the Not Before Date and the Not After Date on the purchase order.

---

6. To search for another item, select **Reset**. The search criteria fields are cleared.
7. Click **Done** to return to the Lookups menu.

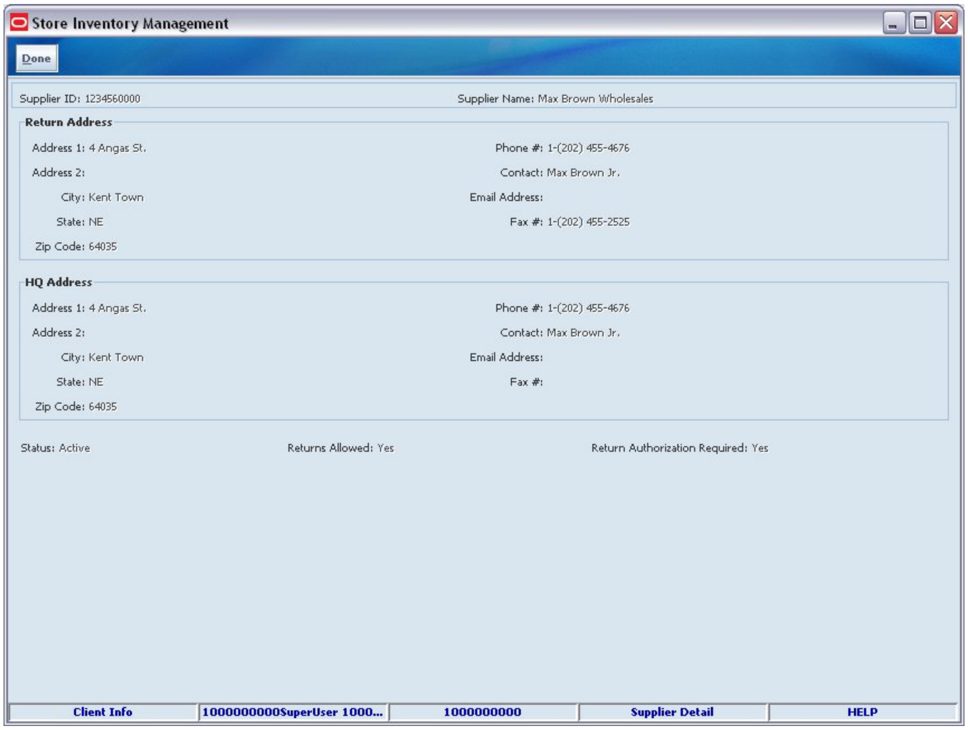
Look Up a Supplier

Navigate: Main Menu > Lookups > Supplier Lookup. The Supplier Lookup window opens.



Supplier Lookup Window

1. Enter information in one of the Supplier fields:
   - Supplier ID – Enter the number that identifies the vendor that supplies the item.
   - Supplier Name – Enter the name of vendor that supplies the item. You can enter a full or partial supplier name.
2. Click **Search**. The results that match your search criteria are displayed:
   - If more than one supplier meets the search criteria, the search results are listed in the Supplier Lookup window. Double-click the line for the supplier you want. The Supplier Detail window opens.



Supplier Detail Window

- If only one supplier meets the search criteria, the Supplier Detail window opens.

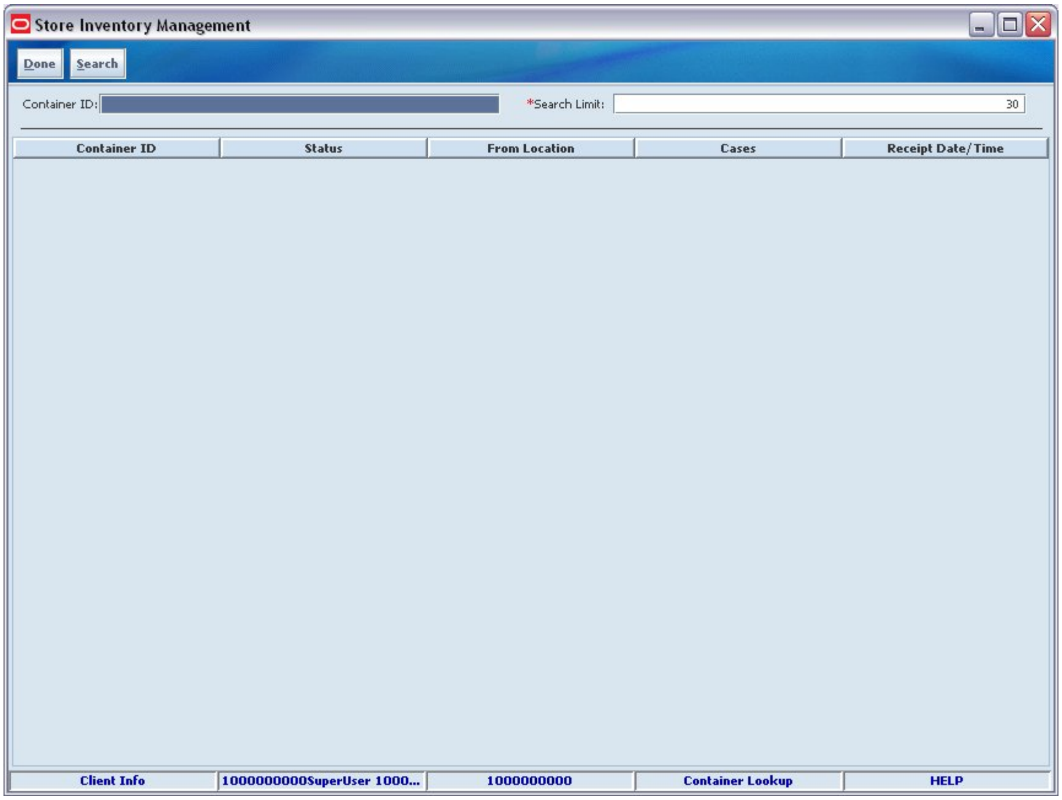
3. Click **Done**. You return to the Supplier Lookup window.

> **Note:** If you have accessed Supplier Lookup through another process, double-click a supplier that you want to use for that process, then click **Use Supplier**.

4. Click **Done** to return to the Lookups menu.

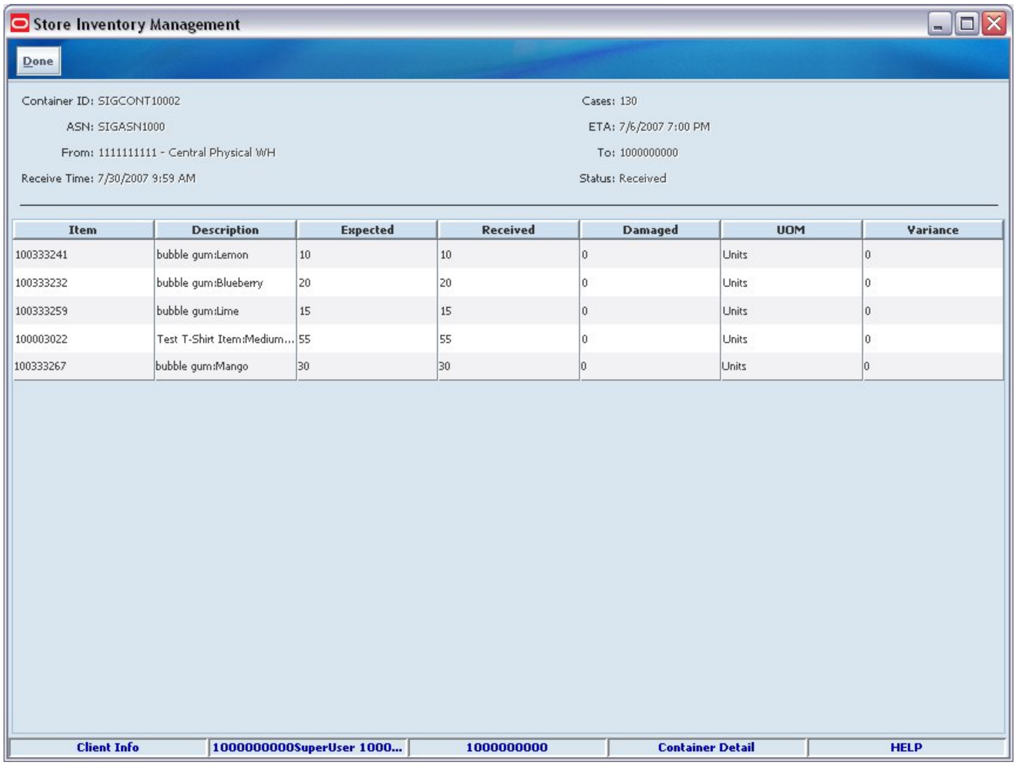
Look Up a Container

Navigate: Main Menu > Lookups > Container Lookup. The Container Lookup window opens.



Container Lookup Window

1. In the Container ID field, enter all or part of the unique number that identifies the container.
2. In the Search Limit field, enter the maximum number of results that you want returned.
3. Click **Search**. The results that match your search criteria are displayed.
4. To view additional information about a container, double-click on the line for that container. The Container Detail window opens.



Container Detail Window

5. Click **Done** to return to the Container Lookup window.
6. Click **Done** to return to the Lookups menu.

6

Reports

SIM uses Oracle BI Publisher as the interface for viewing and printing SIM reports.

Navigate: Main Menu > Reports. Oracle BI Publisher opens in your Web browser.

For information about using Oracle BI Publisher, see the *Oracle Business Intelligence Publisher User's Guide*.

Glossary

A

Activate Date: The date that you can begin using a SKU / location for replenishment.

Adjustment: See Adjustment Number.

Adjustment Number: A unique number generated by SIM when an inventory adjustment is created.

Area: Where in the store the location is sequenced. This can be either the shop floor or back room.

Arrival Date: The date that the shipment arrived at the To location.

ASN Number: Advance shipping notice number.

Authorization Number: A unique number that helps you to track the return.

Authorized Qty: See Authorized Quantity.

Authorized Quantity: Quantity to adjust the stock on hand to.

Available Locations: Locations that can be used in the stock count schedule.

Available SOH: See Available Stock on Hand.

Available Stock on Hand: The number of units currently available for sale.

B

Buddy Store: One of a list of stores set up for quicker access in areas such as Transfers

C

Capacity: The number of items, expressed in UOM, that can fit on the shelf in the designated location.

Cases: The number of cases in the container.

Cases Shipped: The number of cases in the shipment when it left the Warehouse.

Class: The identifying group that a Sub-Class belongs in. See also: Merchandise Hierarchy.

Comments: Additional information about the transaction.

Container ID: See Container Identification Number.

Container Identification Number: A number that uniquely identifies a container.

Container Number: See Container Identification Number.

Containers: Total number of containers on the delivery.

Corporate Server: The central server installation of SIM. In Store Processors communicate with the corporate server.

Count: The number of items counted.

Count Description: A brief explanation of the stock count.

Count Group: The name of the product group assigned to this count.

Count ID: See Count Identification Number.

Count Identification Number: A unique number that is generated for each scheduled count record.

Count Quantity: The number of items counted during the first stock count.

Counting Group: The number and description of the counting group.

Create Date: The date that the transaction was started.

Current Price: See Current Retail.

Current Retail: The retail price of the item at the present time.

D

Damaged: The quantity of delivery units or cases that are damaged for this shipment.

Damaged Units: See Damaged.

Date: The date that the transaction originated.

Deactivate Date: The date that you can no longer use a SKU / location for replenishment.

Department: The highest level in the merchandise hierarchy. See also Merchandise Hierarchy.

Dept: See Department.

Description: A brief explanation of the item or schedule.

Destination: A unique number and name that identifies the Warehouse or Supplier.

Diff 1- Diff 4: Differentiators that list additional item attributes such as color or size. See also Merchandise Hierarchy.

Discrepancy: Occurs when a variance is out of range. A discrepancy requires additional approval from a manager.

E

Effective Date: The date that the price change takes effect.

End Date: The last day of the schedule or price change.

ETA: Estimated time of arrival for the shipment.

Expected Lines: The number of different items received in the shipment.

F

Fixture ID: The position / shelf number / bin / reference number of the item in its location.

From: See From Location.

From Date: The first or beginning date in the date range.

From Location: The number and name of the location that the goods are shipped from.

G

Group: The number and description of the product group.

Group Description: A brief explanation of the product group.

Group ID: See Group Identification Number.

Group Identification Number: A unique number that identifies the product group.

H

Headquarters' Address: The vendor's street and/or mailing address for corporate headquarters. HQ address includes the following information: Address 1 Address 2 City State Zip Code

HQ Address: See Headquarters' Address.

I

ID: A unique identification number.

In Store Processor: The server installation of SIM at the store (ISP).

In Transit: The number of ordered units that were shipped but have not yet arrived.

Inv Selling Days: See Inventory Selling Days

Inventory: Stock-on-hand; items that are available for sale or in the process of being made ready for sale.

Inventory Selling Days: The number of days of supply that the replenishment order should cover. The inventory selling days’ value can also be defined as the length of time that an order quantity should last upon receipt at the store.

Invoice Date: The date that the invoice was created.

Invoice Number: Unique alphanumeric characters that identify the item you are receiving.

Item: A number that uniquely identifies the item.

Item Description: A brief explanation of the item.

Item ID: See Item.

Item Status: The current state of the item.

Item Ticket: A label that is placed on an item. One ticket is printed for each item.

Items to Count: The total number of items to be counted for the stock count.

L

Label Format: The type of shelf label.

Label Qty: See Label Quantity

Label Quantity: The number of labels to be printed.

Label Type: The kind of label. Label types are Shelf Label and Item Ticket.

Last Date: The date that the schedule ends.

Location: A description of the place where the items are sequenced.

Loss Sales %: The percentage of lost sales that are to be included when generating dynamic replenishment recommended order quantities.

M

Max Scale Amt: See Maximum Scale Amount

Max Stock: See Maximum Stock

Max Time Supply: See Maximum Time Supply

Maximum Scale Amount: The greatest amount that a SKU / location can be increased during a scaling operation. For all Time Supply and Dynamic methods, this value represents the maximum number of days of supply that can be added due to scaling. For all other replenishment methods, this value represents the maximum number of units (in standard unit of measure) that can be added to the SKU / location during scaling.

Maximum Stock: The maximum quantity of stock to have on hand, also known as the 'order up to' inventory level. The maximum stock level is reached when a quantity of stock is received that is the maximum stock minus available and on-order inventory.

Merchandise Hierarchy: Defines system relationships so that responsibility can be assigned for product management and reporting. The following list describes the merchandise hierarchy in SIM. Hierarchy level: Department. This is the highest level in the merchandise hierarchy. It is the identifying group that a Class belongs in. Example: Bakery. Hierarchy level: Class. This is the identifying group that a Sub-Class belongs in. Example: Bread. Hierarchy level: Sub-Class. This is the lowest level in the merchandise hierarchy. Example: Whole wheat. Hierarchy level: Diff 1 - Diff 4: Various differentiators that list additional item attributes such as color or size. Example: 2 lb

Method: The kind of replenishment. Options are: Constant, Min/Max, Floating Point, Time Supply, Time Supply - Seasonal, Dynamic, Dynamic - Seasonal, Store Orders, Time Supply - Issues, Dynamic - Issues

Micro Sequence: If Yes is displayed, the item is or can be micro sequenced. If No is displayed, the item is not or cannot be micro sequenced.

Min Stock: See Minimum Stock

Min Time Supply: See Minimum Time Supply

Minimum Stock: The inventory quantity at which you need to place an order to maintain the desired level of stock on hand, also known as order point.

Minimum Time Supply: The minimum number of desired days of supply of on-hand inventory.

Missing: Number of delivery units that are missing for this shipment.

Multiple Locations: If Yes is displayed, the item is sequenced in more than one location in the store. If No is displayed, the item is sequenced in one location in the store.

N

New Price: The new price to be assigned to the item for the labels.

Next Date: The next date for which a stock count is scheduled.

Next Review Day: The date, expressed as mm/dd/yy, that the next review of the item will take place.

O

Offline Mode: The state SIM runs in when the In Store Processor is disconnected from the corporate server. Certain functions are not available in offline mode.

On Store Replen: See On Store Replenishment

On Store Replenishment: The total quantity of the item at the location requested for replenishment for today.

On Transfer: Total number of units of an item that are on worksheet and approved transfers.

Online Mode: The state SIM runs in when the In Store Processor is connected to the corporate server. All functions are available in online mode.

Order Control: The method used for order control. Options are: Automatic, Manual, Semi-Automatic.

Order point: See Minimum Stock

Order up to: See Maximum Stock

Ordered: The number of delivery units or cases that were recorded for the shipment when it left the From location.

Ordered Qty: See Ordered Quantity.

Ordered Quantity: The number of units of the item that were ordered.

Original Count Qty: See Original Count Quantity.

Original Count Quantity: The number of items counted on the first stock count.

Original Count Variance: The difference between the quantity counted and the stock on hand at that time.

Override Ticket Price: The override item price to be printed on the item ticket.

P

Pack Size: The number of items in a pack.

Pending Quantity: The number of items, expressed in UOM, that are unavailable.

Phase: A sub-set of a normal season. Phases are not required to fall within the normal season's start and end dates.

PO: See Purchase Order.

PO #: See Purchase Order.

Price: The retail price of the item at the time of the listed price change.

Price Change Desc: See Price Change Description

Price Change Description: The kind of price change. Price Change types are Clearance, Promotional, and Permanent.

Pricing Status: The current pricing strategy applied to the item.

Primary: If Yes is displayed, this is the primary location. If No is displayed, this is not the primary location. Every item must have a primary location.

Primary Supplier Name: The name of the vendor that usually supplies the item.

Primary Supplier Number: A number that uniquely identifies the vendor that usually supplies the item.

Primary UPC: The universal product code (UPC) that uniquely identifies the item.

Promotional Type: The kind of promotion displays if the item is currently included in a promotion.

Purchase Order: The purchase order number for the delivery, ticketing, or price change.

Q

Qty: See Quantity.

Qty Damaged: See Damaged.

Qty Rec'd: See Quantity Received.

Quantity: The number of items, items in a pack, or the number of labels to be printed.

Quantity Received: The number of items that you received at your location.

R

Re-Count Qty: See Recount Quantity.

Re-Count Variance: See Recount Variance.

Reason: The explanation for the transaction.

Receipt Date/Time: The date and time that the container was received.

Receive Date: The time that the receipt was completed for the shipment.

Receive Time: The time that the receipt was completed for the shipment.

Received: The total number of delivery units or cases received in the shipment.

Received Lines: See Received.

Received Today: The number of units that were received today.

Recount Quantity: The number of items counted on the second stock count.

Recount Variance: The difference between the second quantity counted and the stock on hand at that time.

Reject Past Due Store Orders: System parameter that indicates whether or not to reject a replenishment order after a scheduled date.

Replenishment Supplier Name: See Supplier Name

Replenishment Supplier Number: See Supplier Number

Request To: The location that the transfer request is sent to.

Requested Quantity: The number of items that need to be returned.

Retail: The current selling price for the item.

Return: A unique number that is generated by SIM to identify the return.

Return Address: The vendor's street and/or mailing address where merchandise is returned. Return address includes the following information: Address 1 Address 2 City State Zip Code

Return Authorization Required: Y displays if the supplier requires a return authorization number for return merchandise. N displays if the supplier does not require a return authorization number for return merchandise.

Return Number: A unique number that is generated by SIM to identify the return.

Returns Allowed: Y displays if the supplier allows returns. N displays if the supplier does not allow returns.

Review Cycle: The scheduled time in days between examinations of the inventory by the Oracle Retail replenishment module for reorder opportunities.

S

Search Limit: The maximum number of search results that you want to have returned.

Season: The time period that represents a normal selling period for an item.

Selected Auto-Receive: Identification numbers and names of all Auto-Receive stores.

Selected Buddy Stores: Identification numbers and names of all Buddy Stores.

Selected Locations: Locations that are chosen for the stock count schedule.

Selling UOM: The unit of measure for an item's single-unit retail.

Sender: The user ID of the person who created the shipment.

Sequence ID: A unique number that is assigned to the item to identify its sequencing location.

Service Level %: The percentage of customer demand that is satisfied by an item being in-stock and available for purchase.

Shelf Edge Label: See Shelf Labels.

Shelf Label: A label that is placed on the edge of the shelf to identify a group of items that are the same.

Shipment ID: Shipments that have been received and are associated with the purchase order number that you entered.

SIM Managed Stores: Identification numbers and names of all stores using SIM.

SKUs Received: The number of stock keeping units (SKUs) on the Direct Delivery list that are being received by the store.

SOH: Current stock on hand.

Source Warehouse: The warehouse location that supplies items for replenishing your location.

Start Date: The date that the schedule begins.

Status: The current state of the transaction, item, or group of items.

Stock Category: The type of stock. Options are: C = WH Cross Docked D = Direct to Store W = Warehouse stocked L = WH/Cross Link

Stock Count: An inventory verification procedure performed at intervals for certain product groups.

Stock Count Identification Number: A unique number that identifies the product group or stock count record.

Store: The name and/or number of the location.

Store ID: See Store Identification Number

Store Identification Number: A number that uniquely identifies the location.

Store Name: The name of the location.

Stores: Identification numbers and names of all available locations.

Sub-Class: The lowest level in the merchandise hierarchy. See also Merchandise Hierarchy.

Sub Class: See Sub-Class.

Summary: Includes: Expected Lines, Received Lines, Damaged, and Discrepancies. For more information, see the desired term.

Supplier: The name and/or number of the vendor.

Supplier ID: See Supplier Identification Number.

Supplier Identification Number: A number that uniquely identifies the vendor.

Supplier Name: The name of the vendor.

T

Target Net Cost: The cost that results when deals that are not invoiced are applied to the supplier's unit cost.

Terminal Stock Qty: See Terminal Stock Quantity

Terminal Stock Quantity: The amount of stock that you want to have on hand by the end of the season. This generally represents the end of season safety stock quantity.

Ticket Qty: See Ticket Quantity

Ticket Quantity: The number of item tickets to print.

Ticket Type: The kind of ticket. Ticket types are Shelf Label and Item Ticket.

Time Supply Horizon: The number of days over which forecasted sales are averaged. This average sales rate is used to determine the order point and order up to point.

To: The name and number of the location receiving the shipment or request.

To Date: The last or ending date in the date range.

Total Items: The total number of line items to be counted, or the total number of items that are sequenced at the location.

Total Lines: The total number of different items that are on the shipment.

Total SKUs: The number of stock keeping units (SKUs) that are on the transfer list.

Total Stock On Hand: The sum of the Available and Unavailable Quantities.

Transfer: A unique number that is generated by SIM to identify the transfer.

Transfer ID: See Transfer Identification Number.

Transfer Identification Number: A unique number that is generated by SIM to identify the shipment. If you are creating a transfer and SIM has not yet generated a transfer number, this field may say New.

Transfer To: See To.

Transferred Quantity: The number of items transferred.

TSF Qty: See Transferred Quantity

Type: The kind of stock count, transfer, or price change. Stock Count options are: Stock Count - The first stock count. Re-Count - The second count; resolves a discrepancy. Authorize - The authorized quantity. This number could come from another stock count or from a value based on the original count and the recount, if one exists. Transfer options are: Request and Transfer. Price Change options are: Clearance, Promotional, and Permanent.

U

Unavailable: The number of units that are not available for sale. This includes items that cannotbe sold, returned, transferred, reserved, and layaway quantities.

Unit Cost: The cost for one selling unit of the item.

UOM: Unit of measure, in cases or standard unit of measure (such as kilograms), for items.

UPC: The universal product code (UPC) that uniquely identifies the item.

User: The User ID of the person who is logged in when the transaction is recorded.

Users: The user name of the person who performed the count or authorization. Types of users include: Stock Count User, Re-Count User, and Authorization User

V

Variance: The allowable amount that a stock count can vary from the system stock-on-hand level and not be considered a discrepancy. In SIM, variance is the difference between the Received quantity and the Expected quantity.

Variance %: The allowable percentage of units counted that the count can vary from the system stock on hand level and not be considered a discrepancy.

Variance Units: The total allowable number of units that the count can vary from the system stock on hand level and not be considered a discrepancy.

Variance Value: The amount of total financial value an item can vary from the system value before a stopck count is considered discrepant.

VPN: The vendor product number (VPN) assigned to the item by the supplier.

W

WAC: Weighted average cost

Warehouse: A unique number that identifies the Warehouse.

Wastage: The amount of product that is removed from inventory after a certain time. For Example: Every week the store employee has to throw away 10 potatoes from the shelf because they have spoiled.