WORLDSOFTWARE®

Inventory Management

J.D. Edwards World Source Company
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Denver, CO 80237

Where Do I Look?

Online Help
- Program
- Form
- Field

CD–ROM Guides

Guides

Technical Foundation

System Administration and Environment Fundamentals

- Understanding Your Environment
- Creating and Maintaining Environments
- Setting Up Security
- Upgrading Your System

Common Foundation

Prerequisite J.D. Edwards Software Fundamentals

- Using Menus
- Getting Help
- Customizing Data
- Reporting

Important Note for Students in Training Classes

This guide is a source book for online helps, training classes, and user reference. Training classes may not cover all the topics contained here.

Welcome

About this Guide

This guide provides overviews, illustrations, procedures, and examples for the current release of J.D. Edwards software. Forms (screens and windows) shown are only examples. If your company operates at a different software level, you might find discrepancies between what is shown in this guide and what you see on your screen.

This guide includes examples to help you understand how to use the system. You can access all of the information about a task using either the guide or the online help.

Before using this guide, you should have a fundamental understanding of the system, user defined codes, and category codes. You should also know how to:

- Use the menus
- Enter information in fields
- Add, change, and delete information
- Create and run report versions
- Access online documentation

Audience

This guide is intended primarily for the following audiences:

- Users
- Classroom instructors
- Client Services personnel
- Consultants and implementation team members

Organization

This guide is divided into sections for each major function. Sections contain chapters for each task or group of related tasks. Each chapter contains the information you need to accomplish the task, run the program, or print the

report. Chapters normally include an overview, form or report samples, and procedures.

When it is appropriate, chapters also might explain automatic accounting instructions, processing options, and warnings or error situations. Some chapters include self-tests for your use outside the classroom.

This guide has a detailed table of contents and an index to help you locate information quickly.

Conventions Used in this Guide

The following terms have specific meanings when used in this guide:

- *Form* refers to a screen or a window.

- *Table* generally means "file."

We assume an "implied completion" at the end of a series of steps. That is, to complete the procedure described in the series of steps, either press Enter or click OK, except where noted.

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Inventory Management Overview

System Integration with Distribution/Logistics Systems

J.D. Edwards' Inventory Management system works with the following distribution/logistics and manufacturing systems to ensure that the right item is in the right place, at the right time, to meet customer demand.
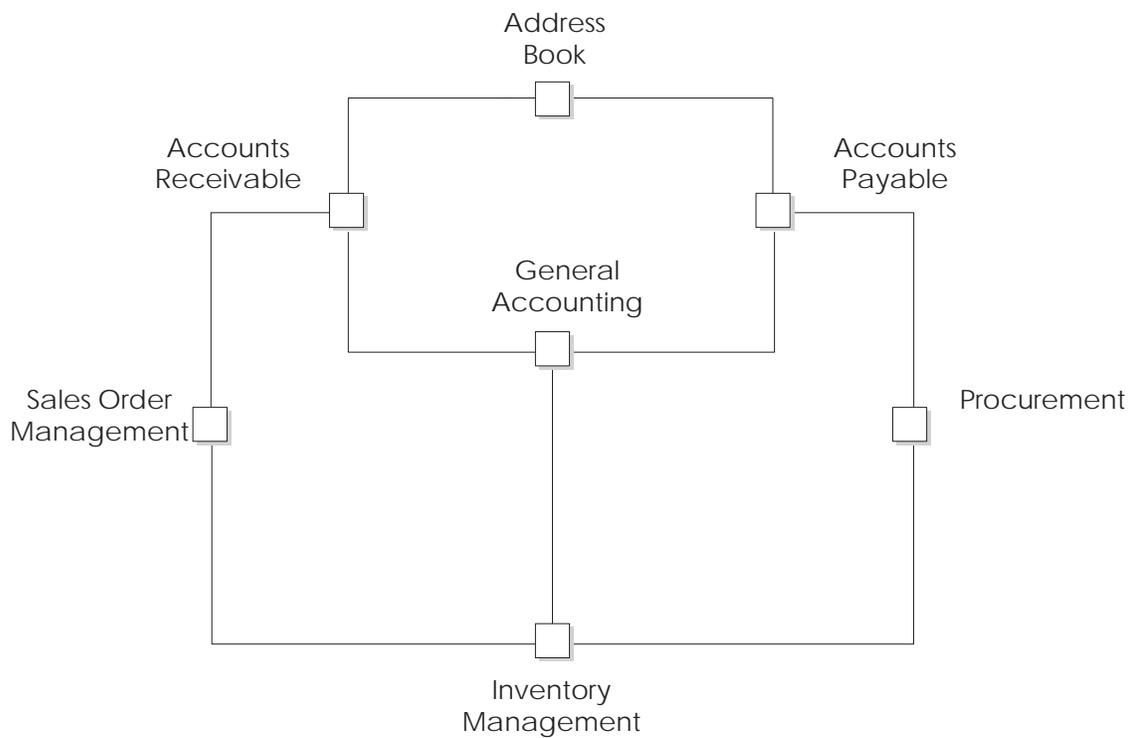
The following provides information about how the Inventory Management system integrates with general accounting and other distribution systems.

- General Accounting

- Inventory Management

- Bulk Stock Control

- Procurement

- Sales Order Management

- Address Book

General Accounting

J.D. Edwards' General Accounting system allows you to track inventory accounting.

Inventory Management

The Inventory Management system stores item information for the Sales Order Management, Procurement, and manufacturing systems. It also stores sales and purchasing costs and quantities available by location and places holds on locations from which you do not sell items.

You update the general ledger inventory account balances with any change in inventory valuation, count variances, or movement.

Bulk Stock Control

This system controls the storage, measurement, and movement of dynamic bulk inventory. You can use it to:

- Control the storage and movement of liquids from one container to another.

- Calculate the volume for each transaction for each product and for each container.

- Provide efficient inventory control, based on volumes at a standard temperature.

- Calculate product gain/loss accurately for each transaction

- Use international standard algorithms to perform volume and density conversions to any base temperature.

- Track inventory balances for each product in various units of measure and show the details of the transactions that created the balance.

- Track a product that has Commingled/Custody Stock in a tank and manage the transactions associated with that product on an owner-by-owner basis.

Procurement

The Procurement system retrieves item costs for purchase orders from the Inventory Management system. After you receive and create vouchers for purchased goods, the system updates the general ledger and creates accounts payable entries for payment.

Sales Order Management

The Sales Order Management system retrieves item prices and costs from the Inventory Management system for sales orders. The system updates the general ledger and creates accounts receivable entries to record inventory, cost of goods sold, revenue, and tax transactions for cash receipts processing.

Address Book

The Inventory Management system works with the Address Book system to retrieve up-to-date customer, supplier, and warehouse address information.

System Integration with Manufacturing Systems

The following information describes how the Inventory Management system integrates with manufacturing functions and systems.

- Bills of Material

- Product Data Management

- Shop Floor Control

- Equipment/Plant Maintenance

- Master Production Schedule (MPS)/Material Requirements Planning (MRP)/Distribution Requirements Planning (DRP) and Enterprise Requirements Planning and Execution (ERPM)

Bills of Material

Both the Inventory Management and the Product Data Management system use bills of material. Bills of material allow you to:

- Define kits and the quantities of components that you need to assemble or manufacture a parent item during sales order entry.

- Select components during purchase order entry.

Inventory Management and Shop Floor Control transactions initiate the issue of bill of material components, create general ledger entries, and update inventory on-hand quantities.

The following allow flexibility for manufacturing planning and costing processes:

- Parent/component structures

- Quantities of components per kit

- Feature planning

- Costing percentages

- Date effectivity

Product Data Management

The Product Data Management (PDM) system provides the foundation on which you define manufacturing data, including:

- Bills of material

- Routing instructions

- Product cost rollups

- Engineering change management

PDM is the repository for data that controls your material and product planning processes, including:

- Distribution Requirements Planning

- Master Production Scheduling

- Material Requirements Planning
- Enterprise Resource Planning

Shop Floor Control

The Shop Floor Control system lets you transact product assembly and manufacturing activities through either work order or rate-based production processes.

Shop floor transactions are the basis for:

- General ledger entries
- Updates to on-hand inventory quantities
- Payroll time entries

These transactions:

- Issue material components
- Record hours of direct or setup labor
- Track machine activity hours
- Allow completion of finished or semi-finished items into inventory

Equipment/Plant Maintenance

The Equipment/Plant Maintenance system lets you transact equipment and plant maintenance activities through work order activity processes.

You use maintenance transactions to:

- Issue material components
- Record hours of direct or setup labor
- Track machine activity hours
- Track and record costs to the Fixed Asset and General Accounting systems

These transactions also update on-hand inventory quantities.

MPS/MRP/DRP and ERP

These systems use information about on-hand inventory quantities, current and forecast demands for:

- Product sales or replacement parts
- Inter-branch inventory needs

- Parts requirements for equipment/plant maintenance

- Incoming item availability from purchase orders or shop floor production

These systems perform planning activities that:

- Recommend internal transfer orders

- Suggest purchase orders or blanket/contract purchase order releases

- Propose the release of shop floor work orders or changes to shop floor production rate schedules to meet inventory demands

Inventory Management System Integration

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Features

This overview provides some of the business considerations related to inventory management. You can use the following features to help you fully utilize your Inventory Management system:

- Stocking considerations
- Item identification
- Location and lot considerations
- Physical and logical warehouses
- Item count and cost computation

Stocking Considerations

Consider the types of inventory that you have, what you use them for, and where and how you store them. Then consider your company's needs based on your business activities and your suppliers' and customers' requirements.

Typically, your company maintains one or both of the following types of inventory:

- Stock items
- Non-stock items

Stock items are stored products or parts that are ready for sale. Non-stock items are typical items that are used by your company, such as office supplies. Non-stock items may also include:

- Kit components
- Consignment items
- Customer supplies
- Standing-order items

If your company stores both stock and non-stock items, you must determine the most efficient method to identify, store, and track them. You must also decide how to use the Inventory Management system to determine:

- How should stock and non-stock items be identified and where should they be stored?
- How should the company account for stock and non-stock items?
- How should items that are priced in multiple currencies be identified and tracked?

- How should items that require special handling, such as refrigeration, be identified and stored?

- How should items that require quality analysis or testing be identified?

- How should obsolete items be identified?

- How should broken or defective parts be identified?

Item Identification

Consider how you want to identify inventory items in the system.

Item Numbering and Description

J.D. Edwards provides multiple methods of identifying items within the software. You can use actual item numbers, numbers that you designate, or a combination of both. By using actual item numbers, you can identify pertinent information about an item such as:

- Material used

- Year produced

- Specific contract

- Special processes of manufacture

- Country of origin

- Tests or quality analyses performed

Identify each item with up to three inventory item numbers:

- Primary number

- Secondary number (for vendor, manufacturing, or industry standards)

- System-assigned number

The Inventory Management system's cross-reference capabilities allow you to have unlimited item identifiers within the system.

Besides identifying items numerically, you also can describe each item with additional information, such as:

- Standard description

- Technical description with specifications

- Warning messages

- Vendor information and availability

You can use any of the item descriptions or numbers interchangeably on forms, reports, or in transaction processing.

Item Cross-Referencing

Typically, customers use several methods of identification when they order inventory. For example, assume that customers order inventory with their own part numbers, or that vendors require that you order items using their part numbers. Using the Inventory Management system, you can establish these numbers as cross-reference numbers that are interchangeable on forms, reports, or transaction processing.

Cross-referencing is also useful if you have contracts that require parts or items from a specific customer. This is true of government contracts, in which items that are used in contracts must be kept separate in the storage, manufacturing, and accounting processes.

Location and Lot Considerations

After you determine how to store your inventory, you must set up physical locations to fully utilize the available storage space. A physical location, also known as an item location, is where you actually store an item.

Lot processing allows you to manage and maintain information about groups of items. Often, a lot consists of a group of items that are components of a final product (for example, parts of a bicycle).

You must also determine how to identify item locations and lots in the system to allow you to locate items quickly and perform daily operations efficiently.

Item Locations

The Inventory Management system allows you to track your items through a vast number of item locations that you create in the system. The branch/plants, which are the actual item locations that you set up, can represent everything from warehouses to stores to trucks.

Each branch/plant can define its own set of rules, which allow you to separate divisions of universal items for which you can implement unique rules, costs, prices, and so forth. Within each branch/plant, you can create locations online that closely resemble the structure of your physical locations (for example, aisles, bins, and shelves) within the branch/plant. For example, you can define locations by classifying them into groups that accommodate:

- Consignment items
- Items requiring rework or repair
- Returned items

- Special items belonging to a particular customer

After you establish item locations, you can use the information to:

- Verify specific locations
- Display item descriptions
- Review available quantities
- Review lot statuses

After you establish a branch/plant, you can further define it by identifying locations, which include zones, aisles, bins, lots, and so on.

Lots

You can identify and segregate inventory by lots within locations for special lot control or layered costing. These features allow you to provide unique descriptions, cost information, and expiration dates. You can:

- Assign a lot number to an item or have the system assign it upon receipt of the item
- Place a lot on hold when there's a problem within the lot
- Assign a status to a lot, such as one in quarantine or inspection
- Review transactions by lot
- Identify perishable lots so that you can sell the oldest goods first
- Track items bought or produced at the same time in case you have to retrieve those goods from your customers

Physical and Logical Warehouses

If you typically receive large shipments of items that take up a lot of space, it will no longer be necessary to transfer or consolidate similar items to open up one large physical space. Instead, you can portion out the item into physical and logical warehouses, and easily track each item using the Inventory Management system.

Physical Warehouses

Using the Inventory Management system, you can maximize the dimensions and layout of your physical warehouse to:

- Use overflow areas more efficiently
- Assign locations
- Track work in process

- Identify and track items in transit

- Identify similar items

Logical Warehouses

A logical warehouse is a location that does not actually exist. You designate a logical warehouse to resemble the actual physical warehouse, and can define your locations in whatever format is required to fit your needs. You can define:

- Pseudo locations, which represent a physical location, for products you sell but do not stock (such as products that are stocked at your supplier's facility and shipped from there)

- Locations for placement of damaged goods

- Locations for demo inventory

- Consigned items

- Customer inventory

- Returns

- Rework

- Expensed inventory

Item Count and Cost Computation

Item Counts

You can use the Inventory Management system to identify discrepancies between your online amounts and cycle and tag counts. You can conduct as many cycle and/or tag counts as you need at any time. You can also:

- Print count sheets

- Enter and verify counts

- Review variances online or by report

- Update correct counts

You also can use the Inventory Management system to print bar codes on certain reports such as the Inventory Count Sheet report. A bar code is a symbol that consists of a series of patterns. A pattern consists of lines and spaces. Each pattern represents data, such as quantities, item numbers, item descriptions, and so on.

Printing a bar code for each item allows you to enter item information and track the items more efficiently through processes such as scanning.

In Inventory Management, you choose whether to print bar codes through processing options for certain reports. The processing options also allow you to specify which type of bar code to print. There are two types of bar codes, both of which represent the alphanumeric information in the Inventory Management system:

- Code 39
- Code 128

The difference between the two codes is the way that the bar code pattern appears. You can choose which code applies to the type of bar codes that your company uses.

You can quickly access the following quantity information for inventory:

- On-hand
- Committed to orders
- On back order
- On purchase orders

The Inventory Management system allows you to use its interactive and batch capabilities to compute reorder points and quantities.

Item Costs

Maintaining accurate and complete records on the value of inventory is one of the major concerns of most businesses today. With automatic unit cost computation, you can maintain an unlimited number of costs by item and location. The Inventory Management system can automatically compute weighted average and last-in costs after goods are received or adjusted.

The Inventory Management system, with its variety of cost bases, can also help you maintain appropriate valuation of your inventory. Various methods of valuation can help you take into account differences in value because of:

- Age
- Changing costs
- Design changes
- Technology changes

With ABC analysis, you can identify the items in greatest demand and most profitable inventory. The ABC report details total sales, gross margin, or on-hand value for each item, for one or all locations.

Menu Overview

Menu Overview – Inventory Management

Inventory Management G41
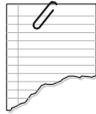
Daily Processing

- Inventory Master/Transactions G4111
- Item Revisions G4112
- Lot Control G4113
- Bulk Stock Control G4150
- Bill of Materials G4114

Periodic Processing

- Inventory Count Alternatives G4121
- As Of Processing G4122
- Inventory Price and Cost Updates
- Item Supplemental Data/CIF G4124
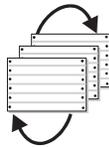
Reports and Inquiries

- Inventory Reports G41111
- Inventory Inquiries G41112

Inventory Advanced and Technical Operations

- Inventory Advanced and Technical Operations G4131
- Global Updates and Purges G41311
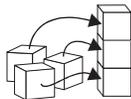
Inventory System Setup

- Inventory System Setup G4141
- Inventory User Defined Codes G41411
- Bulk Stock Control Setup G415041

Daily

Item Entry

Objectives

- To provide the system with details about the stock and non-stock items in inventory

About Item Entry

Prior to working with your inventory, you must provide the system with information about the items you stock. When you enter each inventory item, you provide the system with details such as:

- Item identifiers
- Item descriptions (foreign and domestic)
- Item rules
- Item costs and prices
- Item weights and measures

You must also provide the system with information about the location of each item, including:

- The branch/plant where each item resides
- The locations used within each branch/plant

The system uses this information to help track and process each item through your distribution and manufacturing systems.

Inventory
Management

Purchase
Orders

Sales
Orders

Shipping

Warehousing

Manufacturing

Bulk Products
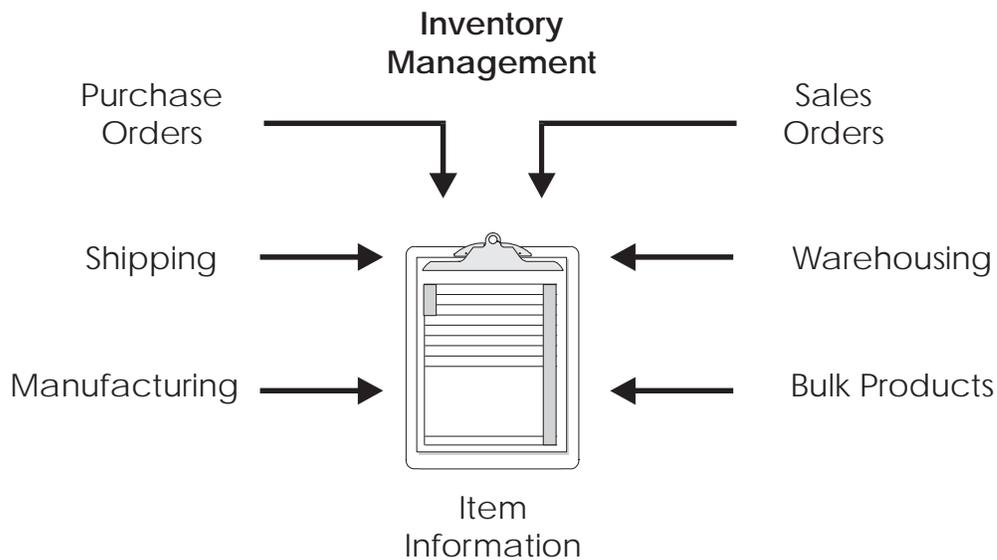
Item
Information

Entering an item includes two steps:

1. Enter item master information, which includes basic information about an
    item.

2. Customize the item master information to suit each branch or plant that
    the item occupies.
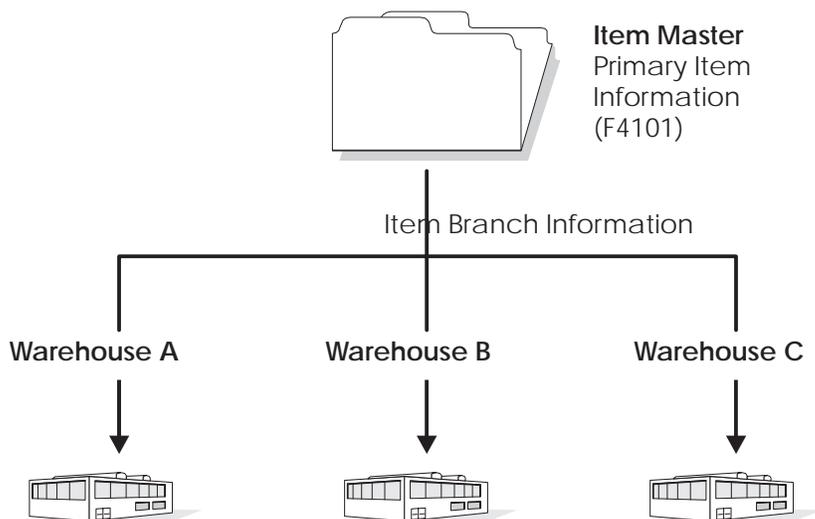
Item Master
Primary Item
Information
(F4101)

Item Branch Information

Warehouse A

Warehouse B

Warehouse C

When you enter item master information, the system creates a record in the Item
Master table (F4101). When you enter branch/plant information for an item, the

system creates records in the Item Branch Master table (F4102) and the Item Location Information table (F41021).
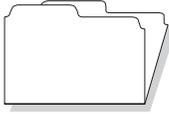
Item Branch Master

Item information that appies throughout the branch, such as:

- Category codes
- Planner/buyer numbers
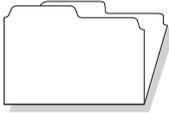
Item Location

Item information specific to certain locations. For example:

- On–hand quantities
- General Ledger class code

To enter item information, complete the following steps:

❏ Enter item master information

❏ Enter branch/plant information

❏ Enter item cost information

❏ Enter sales price information

Before You Begin

❏ Read *System Setup*

❏ Set up G/L class codes

❏ Review and modify branch/plant constants

❏ Set up next numbers

❏ Set up default locations and printers

❏ Set up applicable user defined code tables, including:

- G/L posting categories
- Stocking type codes
- Units of measure

- Classification code categories
- Cost method codes
- Language preference codes

Enter Item Master Information

Entering Item Master Information

You must enter general information for all stock and non-stock items. The system uses this information to identify and process each item in the distribution and manufacturing systems.

To enter item information, complete the following tasks:

- ❏ Enter basic item information

- ❏ Enter item text (optional)

- ❏ Assign item responsibility (optional)

- ❏ Enter item classification codes (optional)

- ❏ Enter item units of measure information (optional)

- ❏ Enter item manufacturing information (optional)

- ❏ Enter item grade and potency information (optional)

When you enter a new item, the system creates an item master record in the Item Master Information table (F4101).

What You Should Know About

Setting up a template
You might want to set up a template that contains common values for fields. Enter an item with the common field values, then locate the item, and enter the new item information as necessary.

Deleting item master information
You cannot delete master information for an item if any of the following exists:
- Item branch records
- Bills of material
- Item cross-reference numbers
- Supplier relationships
- Sales prices

Displaying additional item information
You can set processing options to display additional item information subsequent to item master information (for example, item branch/plant information).

Displaying EDI transaction information
You can either set processing options to display the Item Master Information–UCC (Uniform Code Council) form or access the Exit to Item Master Maintenance UCC128 function from Item Master Information.

For more information on UCC128 processing, see *Setting Up UCC 128 Processing* in the *Sales Order Management* guide.

See Also

- *Entering Item Cost Information (P4105)* for information about entering master information that pertains to item costs

- *Entering Sales Price Information (P4106)* for information about entering master information that pertains to item prices

Entering Basic Item Information

From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Item Master Information

To enter basic item information, complete the following tasks:

- Enter item identifiers

- Enter item descriptions and search text

- Enter item processing information

Each item can have up to three identifiers. You use the identifiers to locate the item. These identifiers can represent universal product codes (UPCs), bar codes, supplier numbers, or a user defined value.

In Branch/Plant Constants, you must specify a primary item identifier. In the item master, you must also enter an item description and the text on which a user is most likely to search when trying to locate the item. You can also translate item descriptions and search text into multiple languages to accommodate those users who must locate items using alternate languages.

Item processing information consists of values that control how the system processes the item. These values pertain to stocking, packaging, accounting transactions, system interfaces, and so on.

What You Should Know About

Locating other identifiers	To locate an item using an identifier other than the primary identifier, you can perform a wildcard search by typing a special symbol, such as an asterisk (*), before the identifier. This only applies for forms that contain the Item Number field.

See Also

- *Defining Branch/Plant Constants (P41204)* for more information about specifying the primary item identifier

▶ **To enter item identifiers**

On Item Master Information

Complete the following fields:

- Item Number–Short
- Product No (Product Number)
- Catalog No (Catalog Number)

▶ **To enter item descriptions and search text**

On Item Master Information

1. To enter descriptions and search text in your native language, complete the following fields:

   - Desc (Description)
   - Srch (Search)

2. To enter descriptions and search text in alternate languages, access Item Alternative Description.

```
[41016W] - Item Alternative Description                    _ □ X
Functions   Tools   Help

 Item Number      M001

 Description      Markette Red Highlighter

 LP |        Description              |        Search Text
 F    Stylo et criterium               Stylo et criterium




 [ ✔ ]  [ ✘ ]                                              ⬆
            F24=More Keys                                  ⬇
```

3. On Item Alternative Description, complete the following fields:

   - LP (Language Preference)
   - Description

- Search Text

▶ **To enter item processing information**

On Item Master Information

Complete the following fields:

- Stocking Type
- G/L Class
- Line Type
- Bulk/Packed Flag
- Backorders Allowed
- Unit of Measure
- Check Availability Y/N
- ABC Codes

Field	Explanation
Item Number – Short	An identifier for an item.
	. . . . *Form-specific information* . . . .
	The first of three identifiers you can assign to an item. The system assigns this number if you activate the Next Number program. This field is numeric only.
	If you leave the other two item identifier fields blank, the system copies this number to those fields.
Product No	An identifier for an item.
	. . . . *Form-specific information* . . . .
	The second of three identifiers that you can assign to an item. This field is alphanumeric.
	If you leave the third identifier field blank, the system copies this number to that field.
Catalog No	An identifier for an item.
	. . . . *Form-specific information* . . . .
	The third of three identifiers you can assign to an item. This field is alphanumeric.
	If you leave the second identifier field blank, the system copies that number to this field.

Field	Explanation
Description:	A brief description of an item, a remark, or an explanation.
Srch:	A field that specifies how the system searches for an item. Your entry should be specific and descriptive of the item. Type the words in the order in which you are likely to enter them.
	In single-byte environments, where computer storage space can contain only Latin-based language character sets, the system inserts the first 30 characters from the item's description if you do not enter search text.
	In double-byte environments where computer storage space can contain more complex language character sets (in languages such as Japanese, Chinese, and Korean), you must complete this field. This is a single-byte field that you complete with single-byte characters to phonetically represent the item description (which can be single-byte, double-byte, or both).
Stocking Type	A user defined code (41/I) that indicates how you stock an item(for example, as finished goods, or as raw materials). The following stocking types are hard-coded and you should not change them: B Bulk floor stock C Configured item F Feature K Kit parent item N Non-stock
G/L Class	A user defined code (system 41/type 9) that controls which general ledger accounts receive the dollar amount of inventory transactions for this item.
Line Type	A code that controls how the system processes lines on a transaction. It controls the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). It also specifies the conditions under which a line prints on reports and is included in calculations. Codes include: S Stock item J Job cost N Non-stock item F Freight T Text information M Miscellaneous charges and credits W Work order

Field	Explanation
Bulk/Packed Flag	A code that indicates if the item is a bulk liquid product. If it is a bulk product, you must perform temperature and density/gravity conversions. To record the movement of bulk products, you must use forms designed specifically for bulk products. If you try to record movement using standard inventory forms, the system prevents the movement. Valid values are: P Packaged B Bulk liquid If you leave this field blank, the system uses P.
Backorders Allowed	A code that indicates whether you allow backorders for this item. You can allow backorders by item (through Item Master or Item Branch/Plant), or by customer (through Billing Instructions). Y Yes, allow backorders for this item. N No, do not allow backorders for this item, regardless of the backorders code assigned to the customer. NOTE: The system does not use this information if you have set the option on Branch/Plant Constants to indicate that you do not allow backorders in your operating environment.
Unit of Measure	A code (table 00/UM) that indicates the primary unit of measure for the item. The primary unit of measure should also be the smallest unit of measure in which you handle the item. . . . . *Form-specific information* . . . . The default for this field is the primary unit of measure you specify in processing options.
Check Availability Y/N	This field controls whether availability checking is performed throughout the Sales Order Management system. You might want to check availability for some items. For other items, you can assume that an adequate supply is available. Valid values are: Y Check availability N Do not check availability

Field	Explanation
ABC Codes	A code that specifies this item's ABC ranking by sales amount.
	Valid values are:
	A Assign this item to the first (largest) amount ranking.
	B Assign this item to the second (intermediate) amount ranking.
	C Assign this item to the third (smallest) amount ranking.
	D Do not include this item when you run ABC Analysis.
	There are three types of ABC analysis, which include sales, margin, and on-hand value. Within each type of analysis, you can have three groups, including A, B, and C.
	The ABC Code fields contain a percentage that defines the A, B, and C groups for categorizing items during ABC analysis. Each group measures a total within the type of analysis.
	For all groups, the system compares the appropriate sales, margin, or on-hand value totals of a single item to the appropriate total for all items and calculates the value of each item. An item's value is its percentage of the appropriate total. The system arranges the values of all items from highest to lowest value and accumulates the percentages. Then, depending on the group, the system processes the information as follows:
	A: If an item's value causes the accumulated total to exceed the A accumulated percentage, the system assigns the item to the B group.
	B: When the accumulated total reaches the percentage you entered for items in the A group, it continues to add values until it reaches the percentage you entered for items in the B group. The system assigns all items whose value falls between the A and B percentages to the B group.
	C: The C group consists of items whose accumulated value exceeds the B percentage. The percentage that you usually enter for the C group is .999.

Entering Item Text
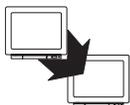
From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Item Master Information

You might want to enter text about an item that others can view or print when working with the item. When you enter item master information, you can use one of two methods to enter item text:

- Attach messages to an item

- Enter notes for an item

Item messages are predefined, so you can attach the same message to multiple items.

Unlike item messages, item notes are not predefined. If notes already exist for an item, the words *See Memo* appear as highlighted text at the top of Item Master Information.

Before You Begin

❏ Before you can attach a predefined message to an item, you must create text for the message. Where you create this text depends on the message type.

▶ To attach messages to an item

On Item Master Information

Complete the following fields:

- Print Message

- Item Flash Message

▶ To enter notes for an item

On Item Master Information

1. Access Text Messages.
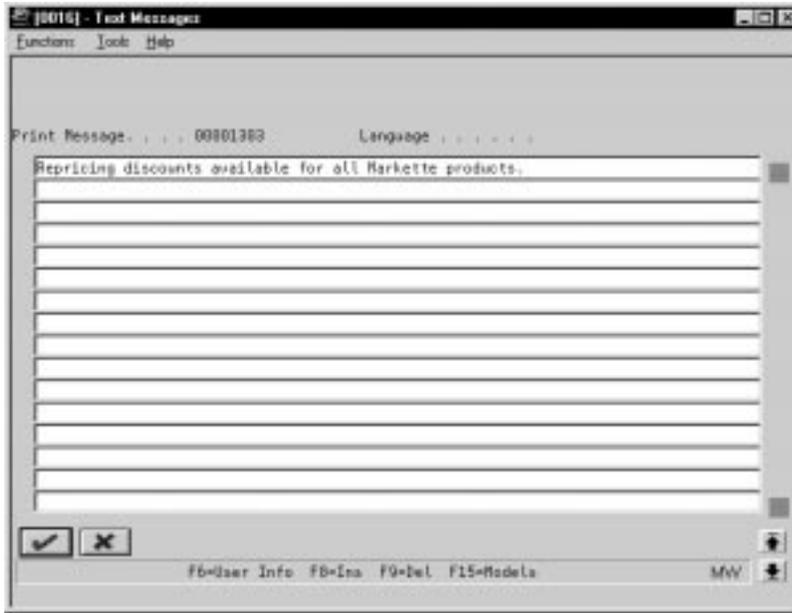
2. On Text Messages, enter the appropriate text.

Field	Explanation
Print Message	A code (table 40/PM) that represents a predefined message set up on Print Message Revisions. You can print the message on sales orders, purchase orders, and so forth.
Item Flash Message	A code (table 40/FL) that directs the system to display a specific message each time someone works with the item. The message is the description for the user defined code.
	If you work with an item that has a flash message, the message displays next to the item number or the system highlights the item number. If the number is highlighted, you can access the message by placing the cursor on the item number and performing the appropriate function for the program.

Assigning Item Responsibility
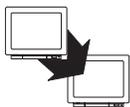
From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Item Master Information

When you enter master information for an item, you can specify those persons or businesses that are responsible for the item, including the buyer, planner, and preferred carriers.

Before you can assign a responsible person or business to an item, each must have an address book number in the Address Book system.

▶ **To assign item responsibility**

On Item Master Information

1. Complete the following fields:

    *   Planner Number

    *   Buyer Number

2. Access Classification Codes from Item Master Information.
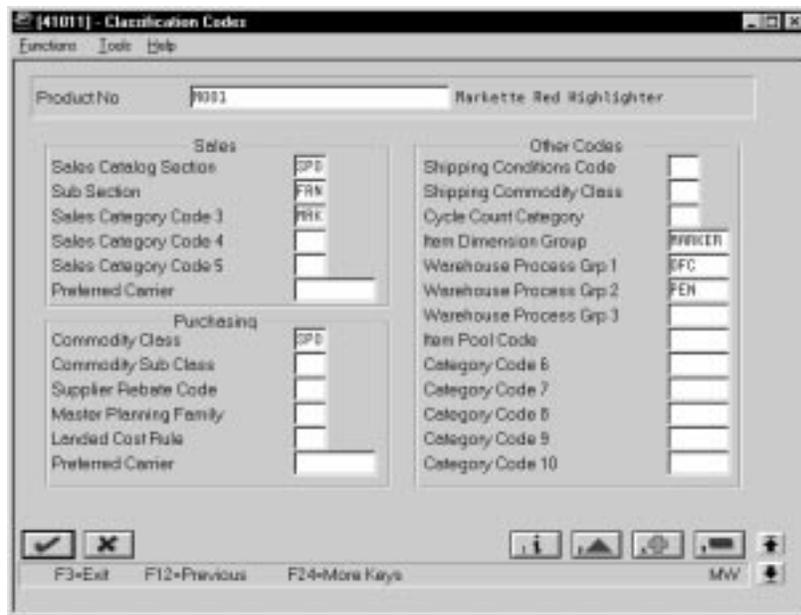
3. On Classification Codes, complete the following fields:

    *   Sales: Preferred Carrier

    *   Purchasing: Preferred Carrier

Field	Explanation
Planner Number	The address number of the material planner for this item.
Buyer Number	The address number of the person responsible for setting up and maintaining the correct stocking levels for the item.

Field	Explanation
Preferred Carrier	The address number for the preferred carrier of the item. The customer or your organization might prefer a certain carrier due to route or special handling requirements.
	This value serves as the carrier default when you enter a sales order for the item.

See Also

- *Entering Basic Address Book Information (P01051)* in the Address Book system for more information about adding address numbers

Entering Item Classification Codes
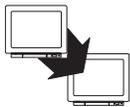
From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Item Master Information

You might want to group items with similar characteristics so that you can work with the entire group at the same time. For example, for sales analysis, you can group items together for reporting purposes.

To group items, you assign classification codes to them. You can assign classification codes to items when you enter item master information or when you enter item branch/plant information.

There are several categories of classification codes. Each category represents a different item classification or property type, such as shipping conditions. From the shipping conditions category, you can select a code that indicates the condition under which you ship an item, such as fragile.

You can assign one of four groups of classification codes. Each group relates to one of the following J.D. Edwards systems:

- Sales Order Management
- Procurement
- Inventory Management
- Advanced Warehouse Management

Complete the following optional tasks:

- Enter sales classification codes
- Enter purchasing classification codes
- Enter inventory classification codes

- Enter warehouse classification codes

▶ **To enter sales classification codes**

On Item Master Information

1. Access Classification Codes.

2. On Classification Codes, complete the following fields:
    - Sales Catalog Section
    - Sub Section
    - Sales Category Code 3
    - Sales Category Code 4
    - Sales Category Code 5
    - Preferred Carrier
    - Category Code 6
    - Category Code 7
    - Category Code 8
    - Category Code 9
    - Category Code 10

► **To enter purchasing classification codes**

On Item Master Information

1. Access Classification Codes.

2. On Classification Codes, enter a classification code for each of the following fields:

   - Commodity Class
   - Commodity Sub Class
   - Supplier Rebate Code
   - Master Planning Family
   - Landed Cost Rule

► **To enter inventory classification codes**

On Item Master Information

1. Access Classification Codes.

2. On Classification Codes, enter a classification code for each of the following fields:

   - Shipping Conditions Code
   - Shipping Commodity Class
   - Cycle Count Category

► **To enter warehouse classification codes**

On Item Master Information

1. Access Classification Codes.

2. On Classification Codes, enter a classification code for each of the following fields:

   - Item Dimension Group
   - Warehouse Process Group 1
   - Warehouse Process Group 2
   - Warehouse Process Group 3

Field	Explanation
Sales Catalog Section	A code (table 41/S1) that represents an item property type or classification, such as color, material content, or so forth. The system uses this code to sort and process like items.
	This field is one of ten classification categories available primarily for sales purposes.
Sub Section	A code (table 41/S2) that represents an item property type or classification, such as color, material content, use, or so forth. The system uses this code to sort and process like items.
	This field is one of ten classification categories available primarily for sales purposes.
Sales Category Code 3	A code (table 41/S3) that represents an item property type or classification, such as color, material content, use, or so forth. The system uses this code to sort and process like items.
	This field is one of ten classification categories available primarily for sales purposes.
Category Code 6	A code (table 41/S6) that represents an item property type or classification, such as color, material content, use, or so forth. The system uses this code to sort and process like items.
	This field is one of ten classification categories available primarily for sales purposes.
Commodity Class	A code (table 41/P1) that represents an item property type or classification, such as commodity type, planning family, or so forth. The system uses this code to sort and process like items.
	This field is one of six classification categories available primarily for purchasing purposes.
Commodity Sub Class	A code (table 41/P2) that represents an item property type or classification, such as commodity type, planning family, or so forth. The system uses this code to sort and process like items.
	This field is one of six classification categories available primarily for purchasing purposes.
Supplier Rebate Code	A code (UDC table 41/P3) that represents an item property type or classification, such as commodity type, planning family, or so forth. The system uses this code to sort and process like items.
	This field is one of six classification categories available primarily for purchasing purposes.

Field	Explanation
Master Planning Family	A code (table 41/P4) that represents an item property type or classification, such as commodity type, planning family, or so forth. The system uses this code to sort and process like items.
	This field is one of six classification categories available primarily for purchasing purposes.
Landed Cost Rule	A user defined code (41/P5) that indicates the landed cost rule for an item. The landed cost rule determines purchasing costs that exceed the actual price of an item, such as broker fees, commissions, and so forth. You set up landed cost rules on Landed Cost Revisions.
	. . . . *Form-specific information* . . . .
	When you enter a purchase order for the item, this is the default landed cost rule. If you enter a landed cost rule for the entire purchase order, it overrides the landed cost rule for the item.
	This is the only purchasing classification category that is hard coded. You can use it for landed cost rules only. This field corresponds to purchasing reporting code 5.
Shipping Conditions Code	A code (table 41/C) that represents an item property type or classification, such as special shipping conditions. The system uses this code to sort and process like items.
	This field is one of three classification categories available primarily for inventory and shipping purposes.
Shipping Commodity Class	A user defined code (system 41/type E) that represents an item property type or classification, such as international shipment handling. The system uses this code to sort and process like items.
	This field is one of three classification categories available primarily for inventory and shipping purposes.
Cycle Count Category	A code (table 41/8) that represents the family or cycle in which an item is counted. Cycle counting means that you count different inventory items at different times. Cycle codes commonly represent item values, item locations, time frames, or product groups.
	. . . . *Form-specific information* . . . .
	This inventory classification category is hard coded. You can use it for cycle count codes only.
Item Dimension Group	A code (system 41/type 01) that identifies a group of items that share the same size specifications, such as height and width. An item dimension group defines the size specifications for all items that belong to the group. After you set up an item dimension group, you can assign items to the group through Classification Codes.

Field	Explanation
Warehouse Process Grp 1	A code (system 41/type 02) that identifies a group of items that you want to move the same way. An item's process group determines the movement instructions the system uses to put away, pick, and replenish the item. You assign items to process groups using Classification Codes.
	. . . . *Form-specific information* . . . .
	You must define at least one process group for each item to have warehouse processes take place.
	You use Process Selection to define putaway, picking, and replenishment instructions for warehouse process groups.

Entering Item Unit of Measure Information
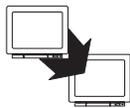
From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Item Master Information

You must provide the system with the item units of measure that are most common to each of your distribution processes, such as sales, purchasing, and so on. For example, you might purchase an item in pallets, stock it in boxes, and ship it in individual containers.

If you work with an item in multiple units of measure, you must specify how to convert one unit of measure to another. For example, if you stock items in boxes and crates, you must specify the number of individual items in a box and the number of boxes in a crate.

1 box = 2 eaches

1 crate = 2 boxes
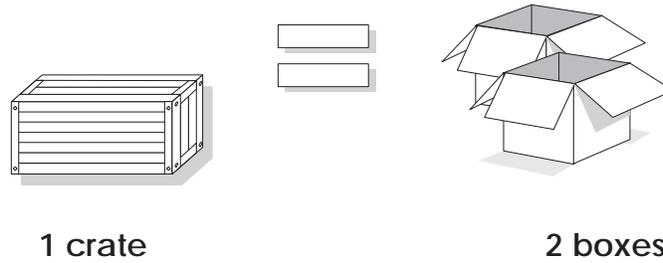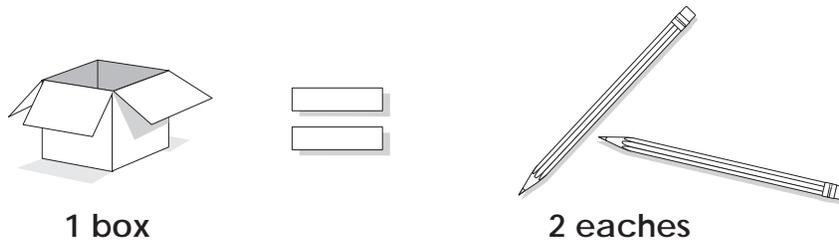
In some instances, the system must work with an item in its smallest (primary) unit of measure. The item conversions you specify must enable the system to trace all units of measure back to the primary unit of measure.

You can set up unit of measure conversions that are specific to an item or to an item and branch/plant combination. You specify whether item conversions are specific to a branch/plant in System Constants. You can also set up units of measure that are standard for all items.

You must set up all units of measure for an item in the Unit of Measure Conversion table (F41002) or the Standard Unit of Measure Conversion table (F41003). The system verifies the item unit of measure conversions before using standard unit of measure conversions.

Complete the following tasks:

- Enter default units of measure for items

- Define item unit of measure conversions

See Also

- *Setting Up Standard Units of Measure (P41003)*

▶   **To enter default units of measure for items**

On Item Master Information

1. Access Default Units of Measure.

2. On Default Units of Measure, complete the following field to locate the item:

   - Item Number

3. Complete the following fields:

   - Primary

   - Secondary

   - Purchasing

   - Pricing

   - Shipping

   - Production

   - Component

   - Weight

   - Volume

▶   **To define item unit of measure conversions**

On Item Master Information

1. Access Default Units of Measure.

2. On Default Units of Measure, access Item Units of Measure.
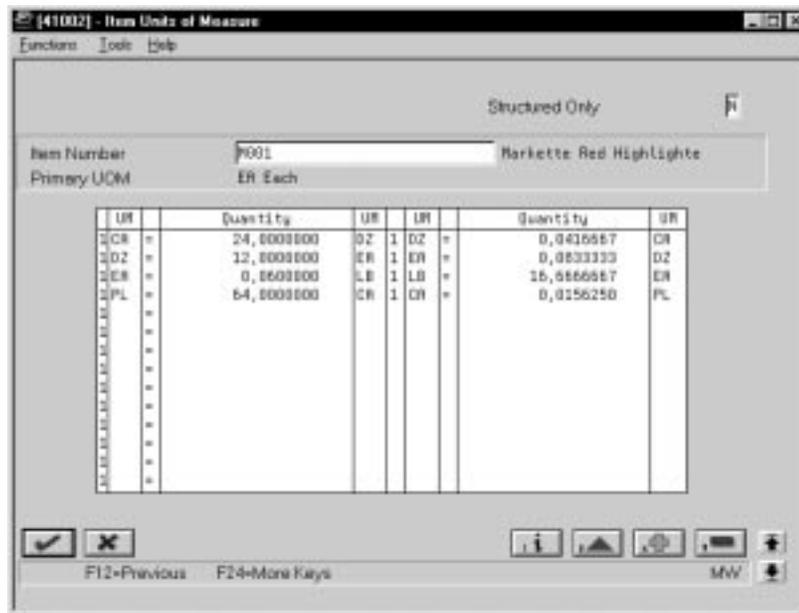
3. On Item Units of Measure, complete the following fields:

   - Structured Only

   - Item Number

   The Branch field displays only if item unit of measure conversions are specific to branch/plants.

4. For each unit of measure that the system must convert for the item, complete the following fields:

   - UM (Unit of Measure To)

   - Quantity

   - UM (Unit of Measure From)

Field	Explanation
Primary	A code (table 00/UM) that indicates the primary unit of measure for the item. The primary unit of measure should also be the smallest unit of measure in which you handle the item.
	. . . . *Form-specific information* . . . .
	This is the primary stock accounting unit (PSAU) of measure that the system uses to store all inventory. If you change the primary unit of measure, the conversion factors in the item-level conversion table will no longer be valid.
	The default for this field is the unit of measure that you specify for the item on Item Master Information.
Secondary	A code that indicates an alternate unit of measure for the item. See the User Defined Code table for system 00, record type UM.
	. . . . *Form-specific information* . . . .
	The default for this field is the primary unit of measure that you specify in processing options for Item Master Information.
Purchasing	A user defined code (00/UM) that identifies the unit of measure in which you usually purchase the item.
	. . . . *Form-specific information* . . . .
	The default for this field is the primary unit of measure that you specify in processing options for Item Master Information.
Pricing	A code (system 00/type UM) that indicates the unit of measure in which you usually price the item.
	. . . . *Form-specific information* . . . .
	The default for this field is the primary unit of measure that you specify in processing options for Item Master Information.
Shipping	A code (table 00/UM) that indicates the unit of measure in which you usually ship the item.
	. . . . *Form-specific information* . . . .
	The default for this field is the primary unit of measure that you specify in processing options for Item Master Information.

Field	Explanation
Production	A code (table 00/UM) that indicates the unit of measure in which you produce the item.
	. . . . *Form-specific information* . . . .
	The default for this field is the primary unit of measure that you specify in processing options for Item Master Information.
	This code serves as the default for:
	• The order quantity when you create a work order
	• The batch quantity when you create a new bill of material or routing
	• The rate schedule quantity in Rate Schedule Revision
Component	A code (table 00/UM) that indicates the unit of measure for an item when it serves as a component.
	. . . . *Form-specific information* . . . .
	The default for this field is the primary unit of measure that you specify in the processing options for Item Master Information.
	This code serves as the default value for:
	• The quantity per parent when you add the component item to a bill of material or work order parts list
	• The quantity in the assembly inclusion rules in Configuration Management
Weight	A user defined code (system 00/type UM) that identifies the unit of measure that the system uses to display weight for this item. You can specify ounces, grams, kilograms, and so on, as weight standards. The system uses this unit of measure for the item or overrides it for an individual item or container.
	. . . . *Form-specific information* . . . .
	The default for this field is the weight unit of measure you specify in processing options for Item Master Information.
Volume	A code (system 00/table UM) that indicates the unit of measure by metric conversion for ambient volume. For example, the unit of measure code for a gallon might be GL, or for a liter might be LT.

Field	Explanation
Structured Only	A code that determines whether the system displays all units of measure for an item and branch/plant or only the structured units of measure that have been set up for the Advanced Warehouse Management system. . . . . *Form-specific information* . . . . If you use the Advanced Warehouse Management system, you must structure conversions from large to small. For example: • 1 Pallet (24 Cases) – Structure Code 1 • 1 Case (36 Boxes) – Structure Code 2 • 1 Box (6 Eaches) – Structure Code 3 You assign structure code 1 to the largest unit of measure and codes 2, 3, and so on, to the smaller units of measure. NOTE: You do not have to define the primary unit of measure within a structure. This value is always the default for the lowest level.
UM	A user defined code (system 00/type UM) that identifies the unit of measure for an item. For example, it can be eaches, cases, boxes, and so on. . . . . *Form-specific information* . . . . This unit of measure to which you are converting.
Quantity	The factor that the system uses to convert one unit of measure to another unit of measure. . . . . *Form-specific information* . . . . The quantity and the unit of measure from which you are converting must equal the unit of measure to which you are converting.

Entering Item Manufacturing Information

From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Item Master Information

You can define manufacturing information about an item when you enter item master information. This information includes:

Requirements planning information You enter requirements planning information to develop a planning forecast for the items that you use to run your distribution and manufacturing operations.

Leadtime information | You enter leadtime information to calculate the time frames that are necessary to assemble or manufacture an item.

Engineering information | You enter reference information about the drawing plans for an item, so that you can refer back to the plans as necessary.

Complete the following tasks:

- Enter requirements planning information
- Enter leadtime information
- Enter engineering information

▶ **To enter requirements planning information**

On Item Master Information

1. Access Manufacturing Values Entry.

2. On Manufacturing Values Entry, complete the following fields:

   - Value Order Policy
   - Planning Code
   - Planning Fence Rule

- Accounting Cost Qty
- Round to Whole Number
- Planning Fence
- Freeze Fence
- Message Display Fence

▶ **To enter leadtime information**

On Item Master Information

1. Access Manufacturing Values Entry.
2. On Manufacturing Values Entry, complete the following fields:
   - MFG Leadtime Quantity
   - Fixed/Variable
   - Leadtime Level
   - Leadtime Manufacturing
   - Leadtime Cumulative
   - Leadtime Per Unit
   - Issue Type Code

▶ **To enter engineering information**

On Item Master Information

1. Access Manufacturing Values Entry.
2. On Manufacturing Values Entry, complete the following fields:
   - Drawing Size
   - Drawing Rev. Level (Drawing Revision Level)
   - Drawing Number

Field	Explanation
Value Order policy	A field that the system uses in conjunction with the order policy code. It can show three types of data: • The value of the fixed order quantity when you select order policy code 2 (fixed order quantity). • The number of additional days of supply after demand is encountered when you select order policy code 4 (periods of supply). • The desired inventory level when you select order policy code 5 (rate scheduled item). If the ending available quantity does not meet or exceed the desired inventory level, then MPS/MRP/DRP generation issues an "increase rate to" or a "decrease rate to" message.
Planning Code	A code that indicates how Master Production Schedule (MPS), Material Requirements Planning (MRP), or Distribution Requirements Planning (DRP) processes this item. Valid codes are: 0 Not Planned by MPS, MRP, or DRP 1 Planned by MPS or DRP 2 Planned by MRP 3 Planned by MRP with additional independent forecast 4 Planned by MPS, Parent in Planning Bill 5 Planned by MPS, Component in Planning Bill These codes are hard-coded.

Field	Explanation
Planning Fence Rule	A code (system 34, table TF) that the system uses in conjunction with the Planning Time Fence Days field to determine how forecast demand or actual customer demand is used.
	For example:
	S Use customer demand before the time fence and forecast after the time fence
	F Use forecast before the time fence and forecast plus customer demand after the time fence
	For example, if you enter 5 in the Planning Time Fence Days field and S in this field, then the system uses only customer demand for the regeneration for the first 5 days. After 5 days, the system uses the forecast for the regeneration.
	Valid codes are:
	C Customer demand before, greater of forecast or customer demand after
	F Forecast before, forecast plus customer demand after
	G Greater of forecast or customer demand before, forecast after
	S Customer demand before, forecast after
	1 Zero before, forecast after
	3 Zero before, forecast plus customer demand after
Accounting Cost Qty	An amount that the system uses in the cost rollup program to determine the allocation of setup costs. The system totals the setup costs and divides the sum by this quantity to determine a unit setup cost. The default is 1.
Round to Whole Number	A code that determines if an item should be rounded to the closest whole number for planning purposes. Valid codes are: R Round to the closest whole number. Blank Do not round.
	For example, if the calculated requirements for an item are 4.6 and this field contains a Round to Whole Number code of R, the system rounds the quantity required to 5. If the calculated requirements are 4.4, the system rounds the quantity required to 4.

Field	Explanation
Planning Fence	The number of days that the system uses in conjunction with the time fence rule to determine how the forecast is used. Enter the number of days from the start date, after which the time fence rule changes from the first rule to the second rule.
	For example, if the time fence rule is S (customer demand before the time fence, forecast after the time fence), and the planning time fence is 5 days, the system plans for the first 5 days using customer demand. After the fifth day, the system plans using the forecast.
Freeze Fence	The number of days from the generation start date within which the system should not generate order messages.
	For example, if the generation start date is 01/01/99, and the freeze time fence is 6 days, the planning system does not issue messages with dates less than or equal to 01/07/99.
Message Display Fence	The number of days after the generation start date that the system should not generate order messages.
	For example, if the generation start date is 01/01/99, and the message time fence is 60 days, the system does not issue messages with dates greater than or equal to 03/01/99. However, the planning horizon for orders continues past this date and is reflected in available to promise totals.
MFG Leadtime Quantity	The quantity that determines the leadtime level for a manufactured item. Each of the routing steps for the item are extended by this quantity. For the system to calculate the leadtime level, the quantity in this field must be a value other than zero.
Fixed/Variable	A code that determines whether the system uses fixed or variable leadtimes. This code works in conjunction with the value from either the Level Leadtime field or the Leadtime Per Unit field. Valid codes are:
	F Fixed leadtime – The system calculates work order start dates using the value from the Leadtime Level field.
	V Variable leadtime – The system calculates work order start dates using the value from the Leadtime Per Unit field.

Field	Explanation
Level Leadtime	A value that represents the leadtime for an item at its assigned level in the production process, as defined on Plant Manufacturing Data. The system uses this value to calculate the start dates for work orders using fixed leadtimes. Level leadtime is different for purchased and manufactured items:
	You can enter level leadtime manually on Manufacturing Values Entry, or you can use the Leadtime Rollup program calculate it. To calculate level leadtime using the Leadtime Rollup program, you must first enter a quantity in the Manufacturing Leadtime Quantity field in the Item Branch table (F4102).
Manufacturing Leadtime	The total number of days required to build an item from its lowest level components to the final assembly. This value is the total of the level leadtimes for all manufactured items, plus the highest manufacturing leadtime for all its components.
	If all components are purchased, the manufacturing leadtime equals the item's level leadtime. Purchased item leadtimes are not included in the calculation of manufacturing leadtimes.
	You can enter the manufacturing leadtime manually or you can have the system calculate it when you run the Leadtime Rollup program.
Cumulative Leadtime	The total number of days required to build an item from its lowest level components to the final assembly. The system calculates the value differently for manufactured and purchased items.
	Manufactured – The total of all level leadtimes for all manufactured items, plus the highest cumulative leadtime of all its components.
	Purchased – The item's level leadtime. Purchased item leadtimes are included in the calculation of cumulative leadtimes.
	You can enter this value manually or you can have the system calculate it when you run the Leadtime Rollup program.
Leadtime Per Unit	The total number of hours required to build one unit as specified on the routing. This value is factored by the time basis code.
	You can enter this value manually, or you can have the system calculate it when you run the Leadtime Rollup program. The system overwrites this value when you run the Leadtime Rollup program.
	The system uses this field to calculate start dates for work orders when you use variable leadtimes.

Field	Explanation
Issue Type Code	A code that defines how the system issues each component in the bill of material from stock. In shop floor control, it indicates how the system issues a part to a work order. Valid codes are: I Manual issue (default) F Floor stock (no issue) B Backflush (when part is reported as complete) P Preflush (when parts list is generated) U Super backflush (at pay-point operation) S Sub-contract item (send to supplier) Blank Shippable end item You can issue a component in more than one way within a specific branch/plant by using a different code on the bill of material and work order parts list. The bill of material code overrides the branch/plant value.
Drawing Size	A code that represents the engineering drawing size. For example: A A-size drawing D D-size drawing
Drawing Rev. Level	This number is a subset to the drawing number. It provides an additional description of the drawing and is useful should the system use an engineering drawing as a reference for this item.
Drawing Number	An engineering drawing number that might be the same as the part or item number.

Entering Item Grade and Potency Information

From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Item Master Information

After you enter item master information or item branch/plant information, you specify whether grade or potency applies to an item. Grades enable you to classify items (for example, grade A eggs and grade B eggs). Potency allows you to specify the active ingredient in a product (for example, the percentage of alcohol in liquor).

When you activate grade or potency control for an item, you can enter a standard grade or potency for the item and a range of acceptable values. If you receive or issue items that are not within the range, the system provides a warning message. You cannot perform sales on items that are not within the range.

Item grade and potency are applicable only to items that are produced in lots. You cannot use both grade control and potency control for the same item.

See Also

- *Entering Information for Lots (P4108)* for information about specifying grade and potency values for lots

▶   **To enter item grade and potency information**

On Item Master Information

1. Access Manufacturing Values Entry.
2. On Manufacturing Values Entry, complete the following fields:
   - Grade/Potency Pricing
   - Potency Control
   - Standard Potency
   - From Potency
   - Thru Potency
   - Grade Control
   - Standard Grade
   - From Grade
   - Thru Grade

Field	Explanation
Grade/Potency Pricing	A code that indicates whether you price the item by grade or potency range. You must control the item by grade to price it by grade, just as you must control the item by potency to price it by potency. Valid values are: 　Blank　No potency or grade pricing 　1　　　Potency pricing 　2　　　Grade pricing
Potency Control	A code that indicates whether you control the item by potency.
Standard Potency	The percentage of active ingredients normally found in an item.
From Potency	A number that indicates the minimum potency, or percentage of active ingredients, acceptable for an item. The system displays a warning message if you try to purchase or issue items that do not meet the minimum acceptable potency. The system does not allow you to sell items that do not meet the minimum acceptable potency.

Field	Explanation
Thru Potency	A number that indicates the maximum potency, or percentage of active ingredients, that is acceptable for an item.
	The system displays a warning message if you try to purchase or issue items that have a potency that exceeds the maximum potency acceptable. The system does not allow you to sell items that have a potency that exceeds the maximum potency acceptable.
Grade Control	A code that indicates whether you control the item by grade.
Standard Grade	A code (table 40/LG) that represents the normal grade for an item.
From Grade	A code (system 40, type LG) that indicates the minimum grade that is acceptable for an item.
	The system displays a warning message if you try to purchase or issue items with grades that do not meet the minimum grade acceptable. The system does not allow you to sell items with grades that do not meet the minimum acceptable level.
Thru Grade	A code (system 40, type LG) that indicates the maximum grade that is acceptable for an item.
	The system displays a warning message if you try to purchase or issue items with grades that exceed the maximum grade acceptable. The system does not allow you to sell items with grades that exceed the maximum grade acceptable.

What You Should Know About

Lots	You can specify the grade or potency of all items in a specific lot on Lot Master Revisions. If you do not specify a grade or potency, the system uses the standard grade or potency from Item Master or Item Branch Information.
Grade and potency ranges for sales purposes	You can specify an acceptable grade or potency range for each of your customers using preference profiles.
	For more information, see *Setting Up Preference Types* in the *Sales Order Management Guide.*

See Also

- *Entering Information for Lots (P4108)* for information about specifying grade and potency values for lots

Processing Options for Item Master Information – Revisions

```
DEFAULT VALUES :
  1. Primary Unit of Measure (Blanks=EA)           _____
  2. Weight Unit of Measure  (Blanks=LB)           _____

PROCESS CONTROL :
  3. Specify the from and thru dates
       to be used for effective dates
       in the Item Notes File :
       – From Date (Blank = System date)           _____
       – Thru Date (Blank = 12/31 with             _____
         the year = to the default
         value for the data dictionary
         item Century Change Year
         (#CYR))

  4. Enter a '1' for each additional
       Item Master information screen to
       display when performing an add or
       change.  If blank, the screen will
       not display.
           Classification Codes. . . . . .         _____
           Cost Revisions (Conditional). .         _____
           Price Revisions (Conditional) .         _____
           Units & Measures. . . . . . . .         _____
           Manufacturing Values. . . . . .         _____
           Bulk Product Information. . . .         _____
           UCC Codes & UOM's . . . . . . .         _____

  5. Enter a '1' to use the window                 _____
       version of the screens selected
       above.  If left blank, the full
       screen versions will be displayed.

  6. Enter a '1' to automatically call             _____
       the Item Branch Program (P41026)
       when adding a new item number
       and return to the Item Master
       Screen.  Enter a '2' to call the
       Item Branch program automatically
       and remain on the Item Branch
       Screen.  If left blank, the Item
       Branch Program will not be called.

GLOBAL UPDATE:
  7. Enter a '1' to transfer changes               _____
       made to the 2nd (LITM) and the
       3rd (AITM) item numbers to the
       Item Branch (F4102) item records.

       (F19 from Item Master Revisions
       allows you to update other files).
    or
       Enter a '2' to transfer changes
       to records in the selected files
       (see User Defined Codes 40/IC).
```

```
        Press F1 to display the selected
        files.

DREAM WRITER VERSIONS:
 Enter the version to be used for each
  program.  If left blank, ZJDE0001
  is used.
  8. Item Availability     (P41202)                    _____
  9. Item Branch           (P41026)                    _____

DRAWING INFORMATION:
 10. Enter a '1' to protect item drawing              _____
     information from update.
```

Enter Branch/Plant Information

Entering Branch/Plant Information

Information about an item might differ from warehouse to warehouse. For example, taxes might be applicable to an item in one warehouse, but not in another. You might also have different quantity requirements for each item based on the warehouse.

After you enter master information for an item, you can assign the item to different warehouses or branch/plants. You can then customize the item information for each branch/plant. You can also specify the locations in the branch/plant in which the item is stored.

Item A
Master Information

Information for Branch 10

Information for Branch 20
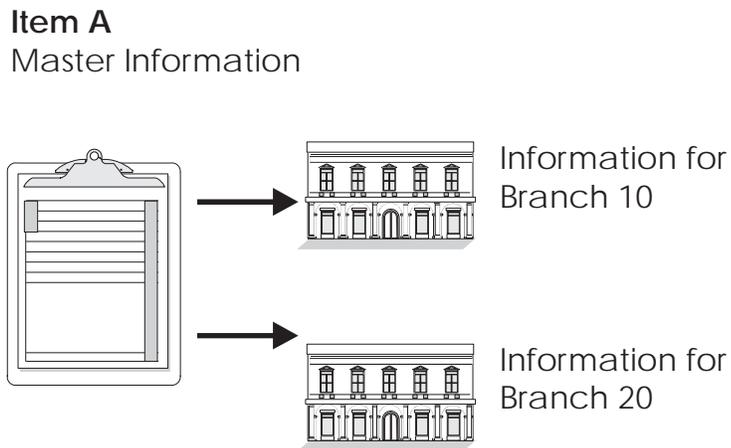
Every J.D. Edwards system that retrieves item information searches for an item's branch/plant information before using an item's master information.

You can enter item information for a single branch/plant or copy existing item information and duplicate it for multiple branch/plants.

Item A
Information

Information for
Branch 10

Copy

Branch 20   Branch 30   Branch 40
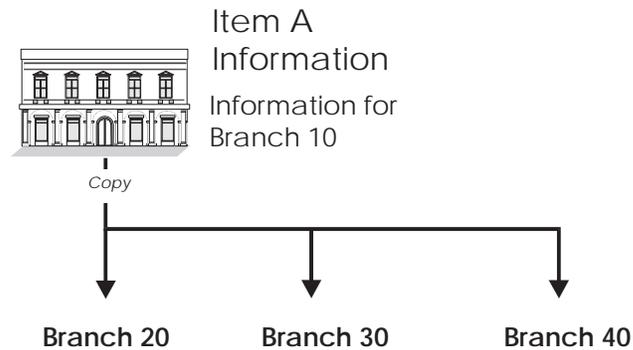
To enter item branch/plant information, complete the following tasks:

❑   Assign an item to a branch/plant

❑   Work with item locations

❑   Enter item tax information (optional)

❑   Locate item sources (optional)

❑   Enter item reorder quantities (optional)

❑   Enter item branch/plant manufacturing information (optional)

❑   Duplicate item information for multiple branch/plants (optional)

After you enter item information for a specific branch/plant, the system creates a
record in the Item Branch table (F4102).

What You Should Know About

Default values	Most fields on Item Branch/Plant Information are identical to those on Item Master Information. The system uses the default values from Item Master Information. The only fields that do not exist on Item Master Information are:

- Branch/Plant
- Sales Taxable
- Purchasing Taxable
- Country of Origin
- Supplier
- Margin Maintenance (%)
- Mix Lots/Serial Numbers

Accessing other branch/plant information	Use processing options to specify that other item information displays subsequent to item branch/plant information, such as item unit of measure defaults.

Assigning an Item to a Branch/Plant

From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Item Branch/Plant Information

After you enter master information for an item, you must assign the item to a specific branch/plant. After assigning the branch/plant, you can locate the item and branch/plant to customize the master information.

▶ **To assign an item to a branch/plant**

On Item Branch/Plant Information

Complete the following fields:

- Branch/Plant

- Item Number

Field	Explanation
Branch/Plant	A code that identifies a separate entity within a business for which you want to track items and costs. This entity might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric.
	. . . . *Form-specific information* . . . .
	This is the branch/plant or warehouse to which this item information is applicable.

Working with Item Locations
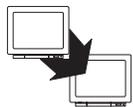
From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Item Branch/Plant Information

After you assign an item to a branch/plant, you can indicate multiple locations in which the item resides. For each branch/plant, you can assign:

- A primary location

- Multiple secondary locations

The system usually processes an item through its primary location. For example, when you receive an item, the system assigns the item to its primary location, unless you specify a secondary location.

The system prompts you for the primary location immediately after you assign an item to a branch/plant. You can assign secondary locations to an item when you enter branch/plant information. The system automatically assigns a

secondary location if you enter a location other than the primary location for an item when you receive it.

If you specify location control on System Constants, you can assign an item to only those locations set up on Branch/Plant Location Master. If you do not specify location control, you can assign an item to any location.

Each time you enter a location for an item, the system creates a record in the Item Location table (F41021).

In addition to assigning locations to an item and branch/plant, you can assign multiple lot numbers to each location. You can enter lot numbers manually when you enter item locations or when you receive the items.

You can prevent the assignment of an item that belongs to multiple lots and has multiple statuses within a lot to a single location. For example, assume that a pharmaceutical company receives a portion of a lot, approves the received portion, and stores it in a warehouse. The remainder of the lot arrives but needs to be approved. The pharmaceutical company stores the unapproved portion of the lot in a staging location, rather than storing the unapproved portion with the approved portion.

Complete the following tasks:

- Assign a primary location to an item

- Assign a secondary location to an item

- Change the primary location for an item

What You Should Know About

Creating a lot   When you assign locations, you might be able to create a lot if you have set the branch/plant constants appropriately.

For more information, see *Setting Up Constants (P41204)*.

See Also

- *Entering Information for Lots (P4108)* for information about defining lot details

- *Working with Lot Statuses (P00051)* for information about putting lots and locations on hold

▶   **To assign a primary location to an item**

On Item Branch/Plant Information

1.   Assign a branch/plant to an item.

```
[41021W] - Primary Location                    _ □ ✕
Functions  Tools  Help


    Location        [                        ]

    Lot             [              ]


  [ ✓ ]  [ ✗ ]                                  ⬆

  F6=Location Master    F24=More Keys           ⬇
```
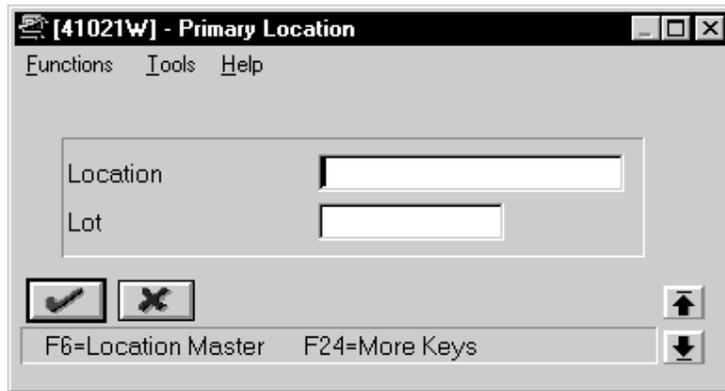
2.   On Primary Location, complete the following fields:

  •   Location

  •   Lot/SN (Lot/Serial Number)

▶   **To assign a secondary location to an item**

On Item Branch/Plant Information

2–44

1. Access Item/Location Information.

2. On Item/Location Information, enter S in the following field to identify the secondary (S) locations for an item:

    - P/S (Primary/Secondary Location)

3. For each secondary location and lot, complete the following fields:

    - Location

    - Lot

    - Lot Status

▶ To change the primary location for an item

On Item Branch/Plant Information

1. Access Item/Location Information.

2. On Item/Location Information, enter P in the following field to identify the primary (P) location for the item:

    - P/S (Primary/Secondary Location)

3. Access Primary Location.

4. On Primary Location, complete the following fields:

    - Location

    - Lot

5. Return to Item/Location Information.

6. On Item/Location Information, complete the following field:

    - P/S (Primary/Secondary Location)

    After you change the primary location for an item, the previous primary location becomes a secondary location.

Field	Explanation
Location	A code that identifies inventory locations in a branch/plant. You define the format of the location identifier by branch/plant.
	. . . . *Form-specific information* . . . .
	If you do not specify a location in this field, the system uses the blank location set up for the branch/plant in Branch/Plant Location Master.
Lot/SN	A number that identifies a lot or a serial number. A lot is a group of items with similar characteristics.
P S	A value that indicates if this is the primary or secondary location for this item within this stocking location. Valid values are: P　　Primary storage location S　　Secondary storage location NOTE: You can only have one storage area within each branch or warehouse marked as primary. In some cases, the system uses the primary storage area as the default.
Lot Status	A user defined code (table 41/L) that indicates the status of the lot. If you leave this field blank, it indicates that the lot is approved. All other codes indicate that the lot is on hold. You can assign a different status code to each location in which a lot resides on Item/Location Information or Location Lot Status Change.
	. . . . *Form-specific information* . . . .
	The default for this field comes from the lot status code (including a blank value) that you assign to the item on Item Master Information or Item Branch/Plant Information.
	The code that you enter here serves as the lot status default when you assign an item to a secondary location.

What You Should Know About

Effects on quantities	If you change an item's primary location and any of the following quantities exist, the quantities transfer to the new primary location:

- Quantity on backorder
- Quantity on purchase order
- Quantity on work order
- Other purchasing 1
- Quantity on soft commit

Deleting a primary location	To delete a primary location, you must first change it to a secondary location. No quantities can exist in the locations that you delete.
Reviewing lot information	To display more specific information about the lot, access the Lot Information form. This form displays the item that belongs to the lot, the branch/plant to which the lot is assigned, the lot expiration date, the lot status, and so on.

For more information, see *Viewing Lot Availability (P41280)*.

Entering Item Tax Information

From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Item Branch/Plant Information

You can specify whether an item is subject to tax when you enter branch/plant information. The system uses the values that you enter as default information in the Sales Order Management and Procurement systems.

- *Working With Detail Information (P42114)* in the *Sales Order Management Guide* and *Entering Tax Information for a Purchase Order Detail Line (P4311)* in the *Procurement Guide*

▶   **To enter tax information**

On Item Branch/Plant Information

Complete the following fields:

- Sales Taxable

- Purchasing Taxable

Field	Explanation
Sales Taxable	A code that indicates whether the item is subject to sales tax when you sell it. The system calculates tax on the item only if the customer is also taxable.
Purchasing Taxable	A code that indicates whether the item is subject to sales tax when you purchase it. The system calculates tax on the item only if the supplier is also taxable.

Locating Item Sources
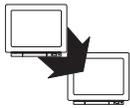
From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Item Branch/Plant Information

You can locate the country in which an item originates and the preferred supplier for an item. Locating these sources allows you to distinguish items based on a country or supplier. You specify this information when you enter branch/plant information for an item.

▶ **To locate item sources**

On Item Branch/Plant Information

Complete the following fields:

- Country of Origin

- Supplier

Field	Explanation
Country of Origin	A code (system 00/type CN) that identifies the country in which the item originates. This is useful for organizations who must periodically separate their inventory by source.

Field	Explanation
Supplier	The address book number of the preferred provider of this item.
	You can enter the number for the supplier or you can have the system enter it each time that you receive the item from a supplier. You specify whether the system enters the supplier using processing options for Enter Receipts.

Entering Item Reorder Quantities

From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Item Branch/Plant Information

You can specify the minimum, maximum, and normal reorder quantities for an item during your entry of branch/plant information. You can also specify the level of stock at which reordering takes place. The system uses these values for the Enterprise Requirements Planning and Execution system.

▶ **To enter item reorder quantities**

On Item Branch/Plant Information

1. Access Item Branch Quantities.

2. On Item Branch Quantities, complete the following fields:

- Reorder Quantity
- Maximum Reorder Qty
- Minimum Reorder Qty
- Reorder Point
- Multiple Order Qty
- Units Per Container
- Safety Stock

Field	Explanation
Reorder Quantity	The estimated reorder quantity for an item. You can enter this quantity if there is not enough sales history available for the system to accurately calculate a reorder quantity.
Maximum Reorder Qty	The maximum order quantity for an item. You can base the quantity on factors other than usage, such as perishability, storage capacity, and so forth.
Minimum Reorder Qty	The minimum order quantity for an item. You can base the quantity on factors other than usage, such as perishability, storage capacity, and so forth.
Reorder Point	A quantity for an item that specifies when replenishment occurs. Typically, this occurs when the total quantity on-hand plus the quantity on order equal or do not meet a specified quantity. You can enter this quantity or the system can calculate it if there is sufficient sales history.
	If there is no safety stock quantity defined, the system first calculates the safety stock by multiplying the square root of the average leadtime quantity. Then, the system adds the calculated safety stock quantity to the average leadtime quantity to determine the reorder point.
	. . . . *Form-specific information* . . . .
	Define the quantity that specifies when replenishment occurs. If you leave this field blank, the system calculates the replenishment quantity by adding the safety stock quantity (defined in the Item Location table (F41021)) to the average leadtime quantity.
Multiple Order Qty	A multiple for rounding up planned order quantities in MPS/MRP. The system rounds up the planned order quantity to the nearest multiple that you enter in this field.

Field	Explanation
Units Per Container	The standard quantity of containers that you use in the manufacturing process (typically, in a repetitive manufacturing environment). The quantity that you enter determines the number of bar code labels that you will need for shipping. It also modifies order release quantities.
Safety Stock	The quantity of stock kept on hand to cover high-side variations in demand.

Entering Item Branch/Plant Manufacturing Information
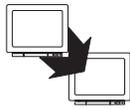
From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Item Branch/Plant Information

You can define manufacturing information for an item that is specific to each branch/plant. This information includes:

Requirements planning information	You enter information about inventory shrinkage for the item to plan for the quantity you need to replace due to shrinkage.
Leadtime information	You enter leadtime information to calculate the time frames that are necessary to assemble or manufacture an item.
Engineering information	You enter reference information about the drawing plans for an item, so that you can refer back to the plans.

Complete the following tasks:

- Enter requirements planning information
- Enter leadtime information
- Enter engineering information

What You Should Know About

Default values   Most of the items on Plant Manufacturing Data are identical to those on Manufacturing Values Entry. The system uses the default values from Manufacturing Values Entry.

▶ To enter requirements planning information

On Item Branch/Plant Information

1. Access Plant Manufacturing Data.

2. On Plant Manufacturing Data, complete the following fields:

    - Shrink Factor
    - Shrink Factor Method

▶ To enter leadtime information

On Item Branch/Plant Information

1. Access Plant Manufacturing Data.

2. On Plant Manufacturing Data, complete the following fields:

- Time Basis
- Queue Hours
- Standard Setup Hours

▶ **To enter engineering information**

On Item Branch/Plant Information

1. Access Plant Manufacturing Data.
2. On Plant Manufacturing Data, complete the following fields:
    - ECO Reason
    - ECO Number
    - ECO Date
    - Item Revision Level

Field	Explanation
Shrink Factor	A fixed quantity or percentage that the system uses to determine inventory shrinkage for an item. The system increases the planned order quantity by this amount in MPS/MRP/DRP generation. The shrink factor method you specify for the item determines whether the shrink factor is a percentage or a fixed quantity.
	If you are entering a percentage, enter 5% as 5.00 and 50% as 50.00.
Shrink Factor Method	A value that determines whether the shrink factor you enter for this item is a percentage or a fixed quantity. Valid values are:
	% Percentage of order or requested quantity
	F Fixed amount to be added to quantity
Time Basis	A user defined code (system 30, type TB) that identifies the time basis or rate for machine or labor hours entered for any routing step. You can set rates per unit, per 10, per 1000, and so on.
	The system uses the values in the Description-2 field on the User Defined Codes form for costing and scheduling calculations. The description is what the code represents, but is not used in calculations.

Field	Explanation
Total Queue/Move Hours	The total time (in hours) that an order is expected to be in queue at work centers and moving between work centers.
	The system stores this value in the Item Branch table (F4102). You can calculate this value using the Leadtime Rollup program or you can enter it manually. When you run the Leadtime Rollup program, the system overrides manual entries with calculated values.
Setup Labor	The standard setup hours you expect to incur in the normal completion of this item.
ECO Reason	A code (table 40/CR) that identifies the reason for the engineering change order.
ECO Number	The number assigned to an engineering change order.
ECO Date	The date of the engineering change order.
Item Revision Level	The revision level for an item. If you enter a revision level, verify that the revision level of the routing for an item matches the revision level on the bill of material for the item.

Duplicating Item Information for Multiple Branch/Plants
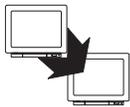
From Inventory Management (G41), enter 27

From Inventory Advanced and Technical Operations menu (G4131), choose Item/Branch Duplication

You might have items for which the same information applies across multiple branch/plants. You can enter item information for one branch/plant and then duplicate that information for up to ten other branch/plants by doing the following:

- Use Item Branch Duplication to select individual items for duplication

- Use the Item Branch Duplication batch program to define criteria for items that you want to duplicate

For both procedures, you use processing options to specify the branches for which you are duplicating information. You can also specify additional information to duplicate, such as costs, prices, units of measure, and so on.

If you use Item Branch Duplication to select individual items for duplication, you can set processing options to display up to four search fields that allow you to locate items for a particular branch/plant.

▶   **To duplicate item information for multiple branch/plants**

On Item/Branch Duplication

1. To specify the branch/plant from which you are duplicating information, complete the following field:

    •   Branch Plant

2. To locate the appropriate items, enter search criteria.

3. Select the appropriate items to duplicate.

4. To activate the batch job, exit the form.

What You Should Know About

Primary locations   The system does not duplicate the primary location for an item. The system uses the blank location that you have set up for the branch/plant to which you are duplicating information.

For information about blank locations for branch/plants, see *Setting Up Warehouse Locations (P4100)*.

Processing Options for Item Branch Information – Revisions

```
PROCESS CONTROL:
 1. Enter a '1' to select the Item
    Location information screens to
    automatically call when performing
    an add or a change. If left blank,
    screen will not display.
         Classification Codes. . . . . .      _____
         Cost Revisions (conditional). .      _____
         Price Revisions (conditional) .      _____
         Unit of Measure . . . . . . . .      _____
         Quantities. . . . . . . . . .        _____
         Manufacturing Values. . . . . .      _____
         Item Profile. . . . . . . . . .      _____
         Bulk Product Information. . . .      _____

 2. Enter '1' to use the window version            _____
    of the screens selected above. If
    left blank, the full screens will
    display.

DREAM WRITER VERSIONS:
 3. Summary Availability (P41202)                  _____
 4. Item/Location Information (P41024)             _____
 5. Test/Specification Revisions (P3710)           _____

REVISION LEVEL CONTROL:
 6. Enter '1' to protect ECO revision              _____
    information from update.
```

Processing Options for Item / Branch Duplication

```
DEFAULT VALUES:
 1. Enter the branch/plants to which you
      want to duplicate the items:
                                    1)              _____
                                    2)              _____
                                    3)              _____
                                    4)              _____
                                    5)              _____
                                    6)              _____
                                    7)              _____
                                    8)              _____
                                    9)              _____
                                   10)              _____

SCREEN DEFAULTS:
 2.  Enter the data selection fields
      you want displayed on the video
      (Enter the data dictionary
      field name.):

                        Data Item One              _____
                        Data Item Two              _____
                        Data Item Three            _____
                        Data Item Four             _____

 3.  Enter a '1' to pre-load all
      selection options with a '1'                 _____
      to duplicate those lines.

FILE UPDATES:
 4.  Enter a '1' next to each file to
      duplicate.  If left blank, the
      file will not be duplicated:

     Cost Ledger File          (F4105)             _____
     Base Price File           (F4106)             _____
     UOM Conversion Factors    (F41002)            _____
     Bulk Depot/Product Info.  (F41022)            _____
     Warehouse Item Profile    (F46010)            _____
     Warehouse Item UOM/Profile (F46011)           _____
```

Processing Options for Item / Branch Duplication – Batch Selection

```
UPDATE OPTIONS:
  1. Enter the branch/plants to which
      you want to duplicate the items:
                                       1)           _____
                                       2)           _____
                                       3)           _____
                                       4)           _____
                                       5)           _____
                                       6)           _____
                                       7)           _____
                                       8)           _____
                                       9)           _____
                                      10)           _____

  2. Enter a '1' next to each file to
      duplicate.  If left blank, the
      file will not be duplicated.

      Cost Ledger File          (F4105)            _____
      Base Price File           (F4106)            _____
      UOM Conversion Factors    (F41002)           _____
      Bulk Depot/Product Info.  (F41022)           _____
      Warehouse Item Profile    (F46010)           _____
      Warehouse Item/UOM Profile (F46011)          _____
```

Enter Item Cost Information

Entering Item Cost Information

You must provide item cost information for the system to track inventory costs. This information determines:

- Whether the system maintains one overall cost for the item or a different cost for each branch/plant
- Which cost method the system uses to track inventory costs
- Which cost method the system uses for purchase orders

You can also add prorated setup costs for manufacturing.

For each cost method you assign to an item, you must also specify a cost. For example, to use the last-in, first-out (LIFO) cost method for an item, you must enter an initial cost for that cost method. The system updates the LIFO cost based on the cost of the item as of the last receipt date.

Complete the following tasks:

❏ Assign a cost level to an item

❏ Assign a cost method to an item

❏ Enter item costs

❏ Enter manufacturing setup cost information

The system stores inventory cost records in the Cost Ledger table (F4105).

See Also

- *Updating Costs for an Item Across Multiple Branch/Plants (P4105)*
- *Updating Costs for Multiple Items Across Multiple Branch/Plants (P41802)*
- *Updating Weighted Average Costs for Items (P41051)*
- *Updating Current Item Costs to Future Costs (P41052)*

Assigning a Cost Level to an Item

From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Item Master Information

You determine whether the system maintains one overall cost for an item or a different cost for each branch/plant. The system can also maintain a different cost for each location and lot within a branch/plant. The cost level that you assign to an item indicates the level at which the system maintains costs.

You can also indicate from which table the system is to retrieve a cost for an item when you enter a purchase order. The purchase price level you specify for an item indicates which of the following costs to use:

- The inventory cost for the item, which the system stores in the Cost Ledger table (F4105)

- The supplier's cost for the item, if supplier costs are set up in the Purchase Price table (F41061)

▶   **To assign a cost level to an item**

On Item Master Information

Complete the following fields:

- Inventory Cost Level

- Purchase Price Level

Field	Explanation
Inventory Cost Level	A code that indicates whether the system maintains one overall inventory cost for the item, a different cost for each branch/plant, or a different cost for each location and lot within a branch/plant. The system maintains inventory costs in the Inventory Cost table (F4105).
	Valid codes are: 1 Item level 2 Item/Branch level 3 Item/Branch/Location level

Field	Explanation
Purchase Price Level	A code that indicates where to retrieve the purchase price for an item when you enter a purchase order. Valid codes are:
	1 Use the supplier/item price from the Purchase Price table (F41061).
	2 Use the supplier/item/branch price from the Purchase Price table (F41061).
	3 Use the inventory cost from the Inventory Cost table (F4105). This cost is based on the inventory cost level and the purchasing cost method you specify for the item.
	The first two codes are applicable only if you set up supplier costs in the Purchase Management system. If you do not set up supplier costs, the system uses the inventory cost as the default for the purchase order.

What You Should Know About

Locating an item to assign cost methods and costs

The cost level you enter for an item determines how you locate the item to assign cost methods and enter item costs. For example, you locate the item based on:

- The item
- The item and branch/plant
- The item, branch/plant, and location

See Also

- *Defining Supplier Prices and Discount Rules* in the *Procurement Guide*

Assigning a Cost Method to an Item
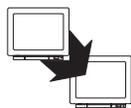
From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Item Master Information

You must specify the cost method that the system uses to determine an item's cost for:

- Sales and costs of goods sold

- Purchase orders

For example, you can use the weighted average cost method to determine the cost of goods sold for an item, and the last-in cost method to determine the item's unit cost for purchase orders.

The system provides eight predefined cost methods. You can define your own cost methods with user defined codes.

You can enter cost methods for items when you enter either item master information or item branch information.

▶ **To assign a cost method to an item**

On Item Master Information

5. Access Cost Revisions.
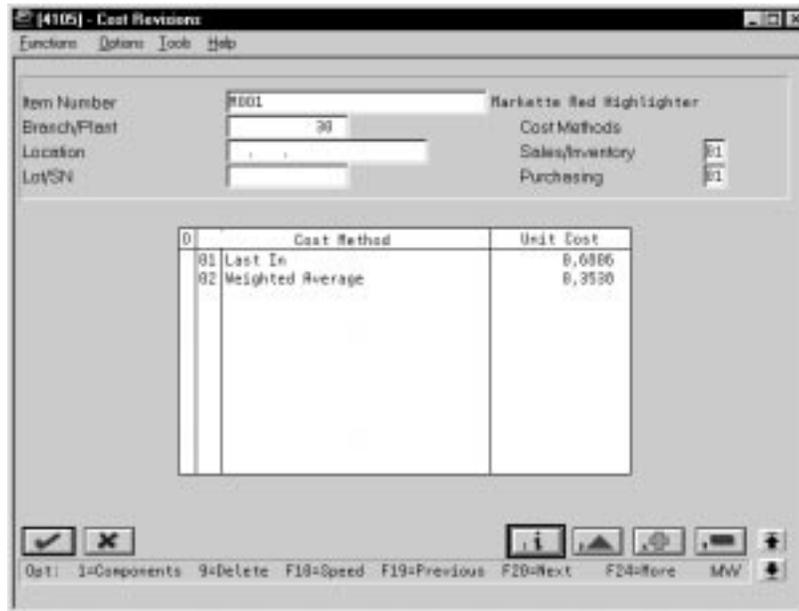
6. On Cost Revisions, complete the following fields:

    • Sales/Inventory

    • Purchasing

Field	Explanation
Sales/Inventory	A code (table 40/CM) that indicates the cost method that the system uses to determine the cost of the item for purchase orders. Cost methods 01-08 are hard-coded. . . . . *Form-specific information* . . . . If you maintain costs at the item level, the system retrieves the default value for this field from the data dictionary. If you maintain costs at the item and branch/plant level, the system retrieves the default value from Branch/Plant Constants.
Purchasing	A code (table 40/CM) that indicates the cost method that the system uses to calculate the cost of goods sold for the item. Cost methods 01-08 are hard-coded. . . . . *Form-specific information* . . . . If you maintain costs at the item level, the system retrieves the default value for this field from the data dictionary. If you maintain costs at the item and branch/plant level, the system retrieves the default value from Branch/Plant Constants.

What You Should Know About

Assigning a cost method without specifying a cost	If you do not enter an item cost for the cost methods you assign to sales, inventory, or purchasing, the system displays a warning message. If you ignore the warning, the system assigns a zero cost for the cost method.
Reserved cost methods	J.D. Edwards reserves cost methods 01 – 19. For more information, see *Setting Up Item Costs (P4105)* in the *Product Costing and Manufacturing Accounting Guide*.

Entering Item Costs

From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Item Master Information

You establish costs for an item by entering an amount for each cost method. When you review costs for the item, the system displays only those methods for which you entered an amount.

▶   **To enter item costs**

On Item Master Information

1. Access Cost Revisions.

2. On Cost Revisions, complete the following field for each applicable cost method:

   • Unit Cost

Field	Explanation
Unit Cost	The amount per unit (the total cost divided by the unit quantity).
	. . . . *Form-specific information* . . . .
	The cost for one unit of this item, based on the corresponding cost method.

What You Should Know About

Changing unit costs   You can change the amount for any cost method at any time. For example, if you change the amount for the cost method that you use to track costs of goods sold, the system applies the new amount to your on-hand quantity of the item. It also creates journal entries to record the difference between the old and the new amounts.

Updating unit costs   Certain programs update the amount for cost methods 01-08. For example, the system updates last-in and weighted average amounts as follows:

• Last-in – The system interactively updates this amount based on the last cost of the item at the time of receipt.
• Weighted Average – The system calculates and updates this amount by adding transaction quantities together, adding transaction costs together, and dividing the total cost by the total quantity.

Also, the system updates the following costs:
• Last-in, Purchasing, and Lot – the Receipts program updates these costs.
• Purchasing – the Voucher Match program updates this cost.

If you create additional cost methods, you must update their amounts manually.

Deleting a cost method   You can delete a cost method for an item if it is no longer applicable. If you try to delete your sales, inventory, or purchasing cost method, the system displays a warning message. The system does not delete the cost method, but updates it to a zero cost.

Entering Manufacturing Setup Cost Information
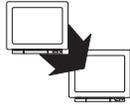
From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Item Master Information

If you use J.D. Edwards Manufacturing systems, you can prorate setup costs for an item based on the quantity of the item that you plan to produce.

▶   **To enter manufacturing setup cost information**

On Item Master Information

1.   Access Manufacturing Values Entry.

2.   On Manufacturing Values Entry, complete the following field:

- Accounting Cost Qty

Field	Explanation
Accounting Cost Qty	An amount that the system uses in the cost rollup program to determine the allocation of setup costs. The system totals the setup costs and divides the sum by this quantity to determine a unit setup cost. The default is 1.

Enter Sales Price Information

Entering Sales Price Information
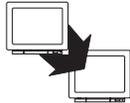
From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Item Master Information

If you use the Sales Order Management system in conjunction with the Inventory Management system, you must provide sales price information for each of your items. You can have a different sales price for each unit of measure and currency in which you sell an item. You can also specify the effective dates for each sales price.

You determine whether the system maintains overall sales prices for an item, or different prices for each branch/plant. The system can also maintain different prices for each location and lot within a branch/plant. The sales price level that you assign to an item indicates the level at which the system maintains prices.

You can also specify how the system calculates the sales price for a kit item. You can have the system add prices for all components that make up the kit, or you can use one price for the entire kit.

During your entry of sales price information, you can specify that the system maintain overall prices for an item or different prices for each branch/plant. You can also assign items with similar characteristics to price groups to which the system applies discounts and markups from the Sales Order Management system.

You can assign price groups to items on Item Master Information or Item Branch/Plant Information.

You enter sales prices for an item by entering an amount for the unit of measure, currency, and effective dates for which the price is applicable. The system stores sales prices in the Price table (F4106).

Complete the following tasks:

- Assign price levels to an item
- Assign price groups to an item
- Enter item prices

See Also

- *Entering a Bill of Material (P3002)* for information about setting up kits

- *Setting Up Item Price Groups (P4271)* in the *Sales Order Management Guide* for more information about item price groups

▶ **To assign price levels to an item**

On Item Master Information

Complete the following fields:

- Sales Price Level
- Kit Pricing Method

Field	Explanation
Sales Price Level	A code that indicates whether the system maintains standard sales prices for an item, different sales prices for each branch/plant, or different sales prices for each location and lot within a branch/plant. The system maintains sales prices in the Base Price table (F4106). Valid codes are: 1 Item level 2 Item/Branch level 3 Item/Branch/Location level
Kit Pricing Method	A code that indicates how the system determines the sales price of a kit or configured item. Valid codes are: 1 The system totals list prices of components to determine the kit or product family price. 2 The list price of the final kit. This is the kit or product family price from the Base Price table (F4106). 3 The price inclusion rules for the product family determine the product family price (for configured items only). 4 The kit or product family price is the sum of the components' discounted prices. There is no discount on the parent.

What You Should Know About

Changing price levels   To change an item's price level after you have entered prices, you must use Sales Price Level Conversion.

For more information, see *Working with Base Pricing (P4106)* in the *Sales Order Management Guide*.

Locating an item to   The sales price level that you enter for an item determines
enter prices   how you locate the item to assign price methods and enter item prices. For example, you locate the item based on:

- The item
- The item and branch/plant
- The item, branch/plant, and location

▶   **To assign price groups to an item**

On Item Master Information

Complete the following fields:

- Item Price Group
- Basket Reprice Group
- Order Reprice Group

Field	Explanation
Item Price Group	A user defined code (40/PI) that identifies an inventory price group for an item.
	Inventory price groups have unique pricing structures that direct the system to incorporate discounts or markups on items on sales and purchase orders. The discounts or markups are based on the quantity, dollar amount, or weight of the item ordered. After you assign a price group to an item, the item uses the same pricing structure that was defined for the inventory price group.
	You must assign an inventory price group to the supplier or customer, as well as to the item, for the system to interactively calculate discounts and markups on sales orders and purchase orders.

Field	Explanation
Basket Reprice Group	A code (table 40/PI) that identifies a price group for an item.
	Basket reprice groups have unique pricing structures that direct the system to incorporate discounts or markups for items on sales orders. The discounts or markups are based on the quantity, dollar amount, or weight of the item ordered. When you run the Standard Order/Basket Reprice program, the system identifies ordered items that belong to a common basket reprice group and implements the appropriate discounts or markups to the cost of each item.
Order Reprice Group	A code (table 40/PI) that identifies a price group for an item.
	Order reprice groups have unique pricing structures that direct the system to incorporate discounts or markups for items on sales orders. The discounts or markups are based on the item quantity, dollar amount, or weight on the sales order as a whole. When you run the Standard Order/Basket Reprice procedure, the system identifies ordered items that belong to a common order reprice group and implements the appropriate discount as a flat dollar amount in a new discount line for the order.

▶   **To enter item prices**

On Item Master Information

1. Access Base Price Revisions.
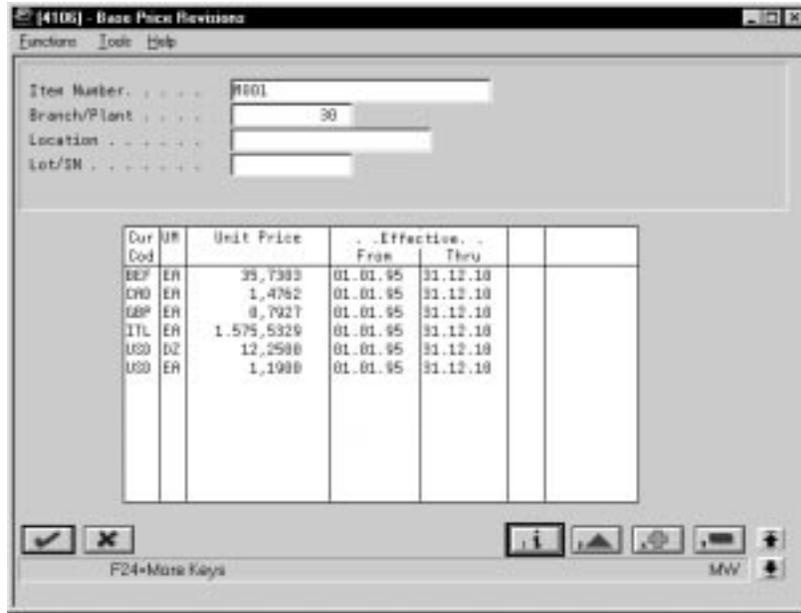
2. On Base Price Revisions, complete the following fields:

- UM
- Unit Price
- Effective From
- Effective Thru

Field	Explanation
Unit Price	The price that the system charges for one unit of this item.
Effective From	The date on which a transaction, text message, contract, obligation, or preference becomes effective.
	. . . . *Form-specific information* . . . .
	The date on which this price becomes effective.
Effective	The date on which a transaction, text message, agreement, obligation, or preference has expired or been completed.
	. . . . *Form-specific information* . . . .
	The date on which this price expires.

What You Should Know About

Specifying prices by currency	You can enter a currency code for a price if you use multi-currency.

Test Yourself: Item Entry

1. What is the number of the Item Master Information table?

   _____

2. How many methods does J.D. Edwards provide to identify a single item?

   _____

3. Identify two methods for setting up unit of measure designations for items.

   _____

   _____

4. In which four locations can you specify whether backorders are allowed?

   _____

   _____

   _____

   _____

5. Identify three methods for setting up your cost and price information.

   _____

   _____

   _____

6. Identify two methods for setting up conversion information for units of measure.

   _____

   _____

Test Yourself: Item Entry (continued)

7. What are the numbers for the following tables?

   - Branch/Plant Information   _____
   - Location Balances   _____
   - Cost table   _____
   - Price table   _____

8. How many cost methods can you set up?

   _____

9. How many secondary locations can you set up for an item?

   _____

10. How can you duplicate the items and locations for a branch/plant to other branch/plants?

   _____

The answers to this Test Yourself exercise are in Appendix B.

Inventory Transactions

Objectives

- To recognize each of the transactions that you use to move and track inventory
- To perform inventory transactions
- To review transaction records

About Inventory Transactions

Inventory transactions help you manage the complex recording and accounting functions that are involved in moving inventory into and out of locations. For example, you can use the issue transaction to remove damaged or obsolete goods from your inventory. Or, you might use the transfer transaction to move inventory from one branch/plant to another.

After you move inventory by issuing, adjusting, or transferring it, the system adjusts the quantity balance for the item and creates the appropriate general ledger entries for the transaction.

You can move inventory using the following programs:

- Issues
- Adjustments
- Transfers

When you issue inventory, you remove it from a location. When you adjust inventory, typically you move it from one location to another to reconcile a discrepancy between the number of items that are recorded at a location and the actual count. Another scenario is adjusting inventory out of a location when there are damages to items. When you transfer inventory, you move it from one location to another.

Issue

Warehouse A   **Warehouse B**
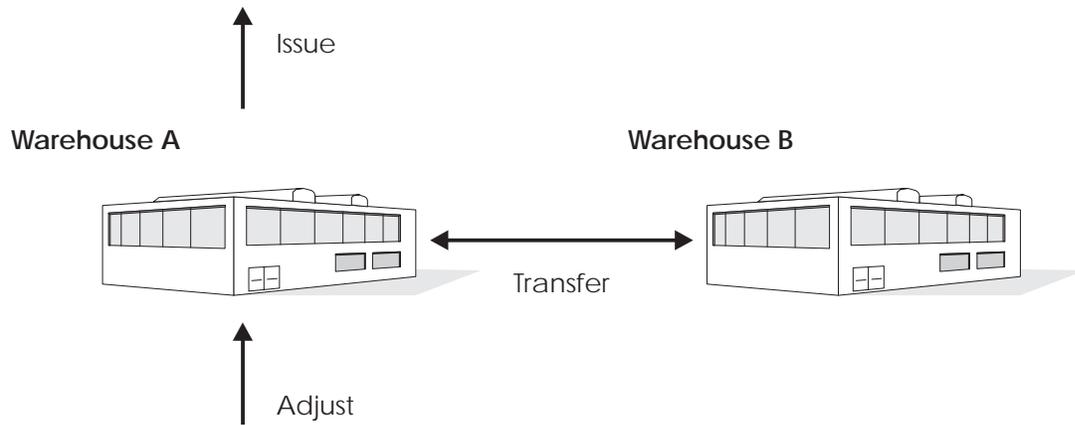
Transfer

Adjust

How you enter transaction information depends on the item and your specific business environment. For example, you can issue, adjust, or transfer items by entering quantity, cost amount, or quantity and cost amount information. Performing transactions by the cost amount helps you accommodate variances that are due to different costing methods that are used in different branch/plants.

Complete the following tasks:

❑ Issue inventory

❑ Adjust inventory

❑ Transfer inventory

Where Does the System Record Transactions?

The system records each transaction in the Item Ledger table (F4111) and updates information in the following tables:

Item Ledger

Updates transaction entries (F4111)

Transaction Information Table Updates

Item Branch and Item Location

Updates quantities at the branch, location, and lot levels (F4102, F41021)

Account Ledger

Updates general ledger accounts (F0911)

Lot Master

Updates potency, grade, expiration dates and status (F4108)
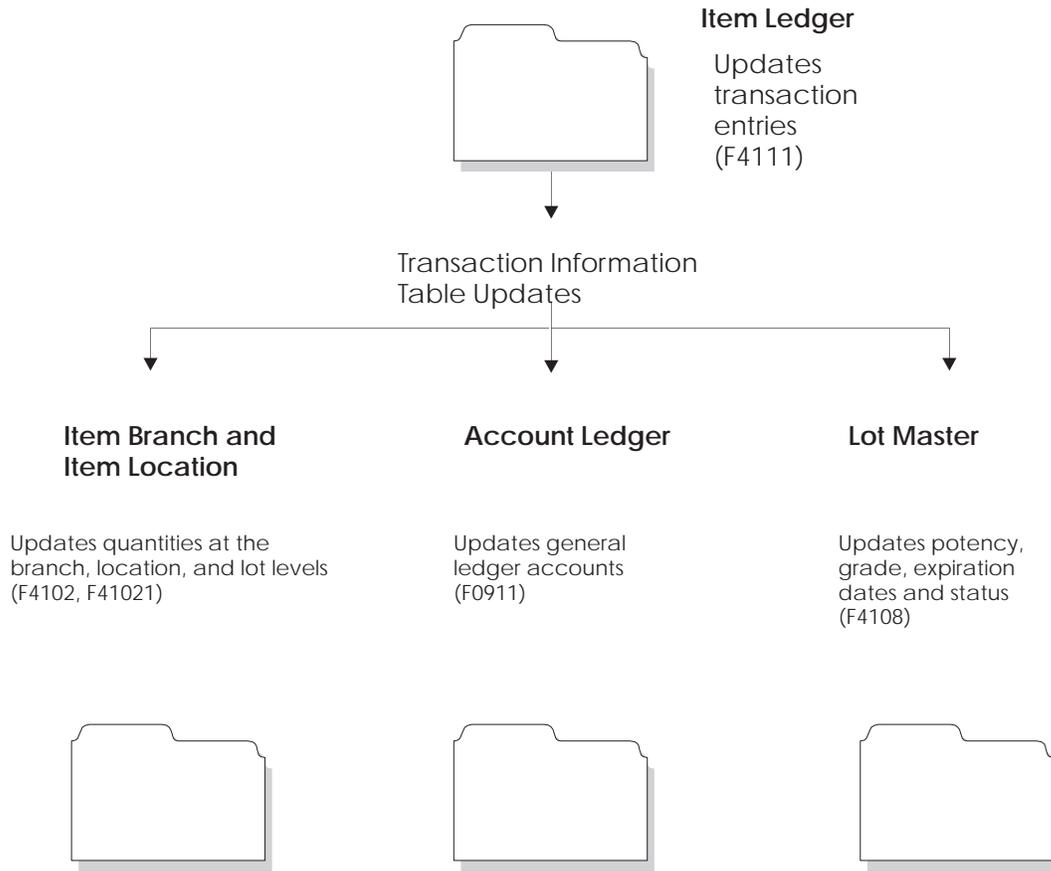
Which Accounting Information Does the System Update?

After you have set the branch/plant constant for the general ledger interface, the system updates the general ledger with all of the accounting information that is related to transactions using automatic accounting instructions (AAIs). AAIs direct inventory transactions to a specific account in the general ledger. AAIs are composed of a combination of values, including document type, company number, and G/L class.

What Types of Accounting Information Can I Review?

From any transaction, you can access three programs:

G/L Journal Review	Provides information on two levels:

- Summary or detailed batch level – The summary level displays batch information by user, status, number, and entry date. The detailed level shows batch information by journal entry, such as the transaction type for the document.
- Individual document level – The individual document level displays information for each journal entry, such as the updated account and the amount posted to the journal entry.

Journal Entries	Displays the general ledger accounts that a transaction is written to before it is posted.
Item Ledger Inquiry	Displays all of the transactions for an item.

Before You Begin

❑ Verify that the following information is set up:

- Item and branch/plant information in the Item Branch table (F4102) and the Item Location table (F41021)

- General ledger accounts in the Account Master table (F0901)

- AAIs for distribution transactions

See Also

- *Setting Up AAIs (P40950)* for more information about the AAIs used in the Inventory Management system

Issue Inventory

Issuing Inventory
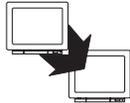
From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Issues

Typically, an inventory issue involves removing items from a branch/plant or location, adjusting the inventory balance, and recording the transaction in the general ledger. Occasionally, an issue involves removing the cost amounts only from an inventory record, which occurs when you devalue items.

You can perform a variety of tasks that relate to issuing inventory items, such as:

- Record the use of inventory items by an operating department in your company
- Remove obsolete or damaged goods
- Issue inventory to a job
- Charge inventory that is used in the repair or maintenance of equipment
- Copy a bill of materials list for an issue

To issue inventory, you must enter transaction, item, and accounting information. You can also enter issue-related information for each branch/plant in which an item is stored.

You can choose from several online formats to record and track different types of issues:

Standard format	Issue inventory items from a branch/plant.
Equipment format	Record inventory that is issued to a specific piece of equipment.
Subledger format	Debit a specific general ledger account for an issue.

**Equipment and
subledger format**

Record the specific piece of equipment that was issued to a job and debit a specific general ledger account for an issue.

You can choose alternate formats and default values in the processing options. Cost, lot, and accounting information might not display, depending on how you have set up the processing options. If lot information displays, the format depends on how you have set up duplicate lot processing in System Constants.

If you work with a kit, you can issue all of the kit components at once by accessing the Copy Bill of Material function from the Issues form. This function allows you to issue components without affecting the parent item quantity. If you do not use this function, the parent item quantity might be affected, but the component quantities will remain the same. However, never enter an issue for a kit that contains a feature.

Depending on how you set the processing options, you may be able to issue a quantity for the parent item in a kit that is greater than the on-hand quantity. The system displays the parent quantity as a negative number.

What You Should Know About

Creating a lot

When you issue inventory, you might be able to create a lot if you have set the branch/plant constants appropriately.

For more information, see *Setting Up Constants (P41204)*.

See Also

- *About Kits* for information on parent and component items

►   **To issue inventory**

On Issues

1. To enter transaction information, complete the following fields:

   - Branch/Plant (Business Unit)

   - Trans. Date (Date–Order Transaction)

   - Document Number (Document)

   - Document Type

   - Explanation (Explanation–Transaction)

2. To enter issue information for each branch/plant in which the item is stored, access the detail area.
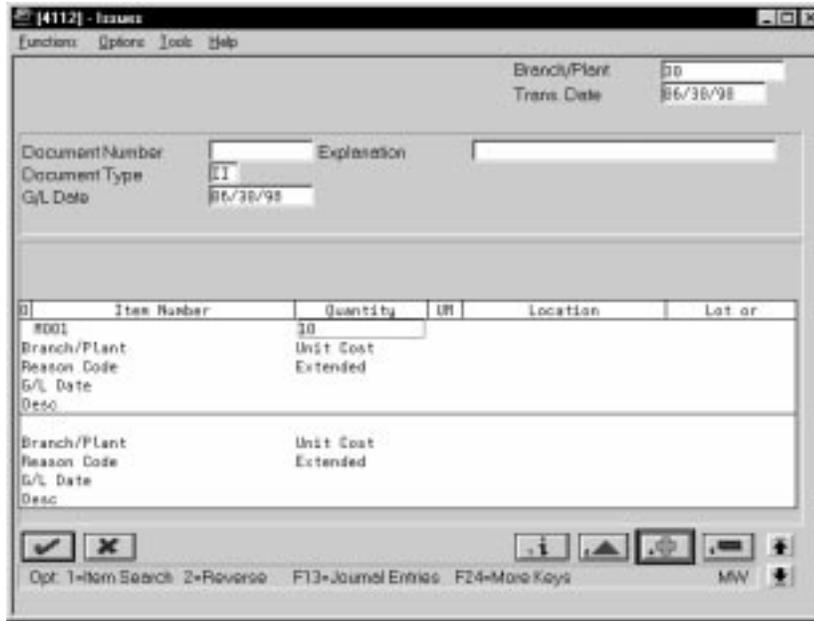
3. Complete the following fields:

    - Item Number

    - Quantity

    - UM

    - Location

    - Lot

    - Reason Code

    - Unit Cost (Amount–Unit Cost)

    - Extended (Amount–Extended Cost)

    - Equipment

4. To enter accounting information, complete the following fields:

    - Account No. (Account Number–Input)

    - G/L Date (Date–For G/L)

    - Subledger (Subledger–G/L)

    - Type (Subledger Type)

    - Phase

    The system processes the transaction and displays a document number, document type, and the batch number for the transaction.

Field	Explanation
Trans. Date	The date that the transaction occurred.
Document Number	A number that identifies a document, such as a purchase order, invoice, or sales order.
Document Type	A user defined code (system 00/type DT) that identifies the origin and purpose of the transaction.
	J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets.
	The reserved document type prefixes for codes are: P Accounts payable documents R Accounts receivable documents T Payroll documents I Inventory documents O Order processing documents J General ledger/joint interest billing documents
	The system creates offsetting entries as appropriate for these document types when you post batches.
Explanation	This text identifies the reason that a transaction occurred.
	. . . . *Form-specific information* . . . .
	A specific explanation for a particular issue. If you leave this field blank, the system automatically supplies this explanation from the descriptions that are associated with the document type that you specified.
Reason Code	A user defined code (system 42/type RC) that explains the purpose for a transaction. For example, you can indicate the reason that you are returning items, such as the goods were damaged in shipment or too many goods were shipped.
Unit Cost	The amount per unit (the total cost divided by the unit quantity).
Extended	For accounts receivable and accounts payable, this is the invoice (gross) amount. For sales orders and purchase orders, this is the unit cost times the number of units.

Field	Explanation
Account No	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: • Standard account number (business unit.object.subsidiary or flexible format) • Third G/L number (maximum of 25 digits) • 8-digit short account ID number • Speed code (not currently available in OneWorld) The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program. . . . . *Form-specific information* . . . . If you leave this field blank, the system uses an account number from automatic accounting instructions for an issue or a reversal transaction. If you enter an account number in this field and perform an issue or reversal, the system uses the account number to override the account information from automatic accounting instructions. For Work Orders speed code entry: To apply charges to a work order using speed code entry, enter a back slash, followed by a work order number, and a period (\WO.YARD). Example: \1919.YARD
Equipment	An identification code for an asset that you can enter in one of the following formats: 1 Item number (a computer-assigned, 8-digit, numeric control number) 2 Unit number (a 12-character alphanumeric field) 3 Serial number (a 25-character alphanumeric field) Every asset has an item number. You can use unit number and serial number to further identify assets as needed. If this is a data entry field, the first character you enter indicates whether you are entering the primary (default) format that is defined for your system, or one of the other two formats. A special character (such as "/" or "*") in the first position of this field indicates which asset number format you are using. You assign special characters to asset number formats on the Fixed Assets system constants form.

Field	Explanation
G/L Date	A date that identifies the financial period to which the transaction is to be posted. The general accounting constants specify the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments.
	The system edits this field for PBCO (posted before cutoff), PYEB (prior year ending balance), and so on.
Subledger	A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number, an address book number, and so forth. If you enter a subledger, you must also specify the subledger type.
Phase	A user defined code (00/W1) that indicates the current stage or phase of development for a work order. You can assign a work order to only one phase code at a time.
	NOTE: Certain forms contain a processing option that allows you to enter a default value for this field. If you enter a default value on a form for which you have set this processing option, the system displays the value in the appropriate fields on any work orders that you create. The system also displays the value on the Project Setup form. You can either accept or override the default value.
	. . . . *Form-specific information* . . . .
	You can charge inventory costs to a particular phase of a project.

What You Should Know About

Issuing a kit through a bill of material	To issue an entire kit at one time, access the Copy Bill of Material function from the Issues form. By entering the parent item in the B.O.M. (Bill of Material) field, you can display all components from the bill of material for the kit. When you use this function, the system automatically issues the kit components.
Reviewing lot information	You can review expiration date and status information for a lot by accessing the detail area of Issues. You also can access the Lot Information form from the Lot field. This form displays item and location information for a lot as well as the lot expiration date, the lot status, and so on.
	For more information, see *Viewing Lot Availability (P41280)*.

Correcting errors

You can correct an issue made in error by creating a reversing entry. Because records of each inventory transaction are kept for accounting purposes, you cannot delete the record. A reversal enters a positive quantity and cost amount back into the item information.

Recording document numbers

In addition to a document type and batch number, the system displays a document number when you enter a transaction. Record this document number so you can locate the transaction later.

See Also

- *Entering a Bill of Material (P3002)* for kit information

Processing Options for Inventory Issues

```
DEFAULT VALUES :
  1. Document Type                              _____
  2. Enter a '1' to default the                 _____
       Location and Lot from the Primary
       Location.

SCREEN CONTROL :
  3. Enter a '1' for Equipment Based            _____
       Issues, a '2' for Subledger Based
       Issues, or a '3' for Equipment
       and Subledger Issues. If left
       blank, the screen will default
       to Standard Issues.

  4. Enter '1' to require an account            _____
       number when Subledger Based issues
       are selected.

DREAM WRITER VERSIONS :
 Enter the version for each program
 to be used.  If left blank, version
 ZJDE0001 will be used.

  5. Journal Entries         (P09101)          _____
  6. G/L Functional Server   (XT0911Z1)        _____
  7. Item Search             (P41200)          _____
  8. Item Ledger             (P4111)           _____
  9. Warehouse Requests      (P46100)          _____

PROCESSING CONTROL :
 10. Enter a '1' to protect costs, or          _____
       a '2' to make costs non-display.
       If left blank, the update of
       costs is allowed.

 11. Enter a '1' to run in summary mode.       _____
       G/L accounts will be summarized
       within each document number.
       If run in detail, G/L accounts
```

will be produced for each line.

PROCESSING CONTROL (Cont) :
12. Enter a '1' to allow over issuing
of an item.   _____

13. Enter a '1' to allow issues from
held lots.   _____

14. Enter a '1' if you want issues to
affect Item Sales History (F4115).   _____

15. Enter a '1' to protect Lot Number.
If left blank Lot Number will
remain input capable.   _____

16. Enter which Item Search Screen
is to be used to return items :   _____

    1 = Item Search window allowing the
        return of multiple items.

    2 = Full Item Search screen with
        query capabilities.

    (If left blank, the Item Search
     window allowing the return of a
     single item will be used.)

Adjust Inventory

Adjusting Inventory
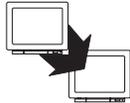
From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Adjustments

You can enter adjustments to increase or decrease the on-hand quantity and the cost of inventory items in a branch/plant without performing a complete physical inventory. For example, you can adjust inventory when there is a discrepancy between the number of items that are recorded for a location and the actual count.

If you are using lot processing, adjustments provide a means for adding lots into inventory and for placing them on hold.

If you are working with a kit, typically you add the entire kit into inventory by entering an adjustment for each component. The Adjustments program does allow you to enter an adjustment for the parent item, although the system will not update quantity information for the components.

To adjust inventory, you must enter transaction, item, and lot information. You can enter adjustment information for each branch/plant in which an item is stored.

You can set up processing options to provide default values and to display cost and lot information. The lot information that displays depends on how you set up duplicate lot processing in System Constants.

What You Should Know About

Assigning lots to a single location through adjustments

You can prevent the system from allowing you to assign lots to a single location if the lots meet the following criteria:

- When the items in the lots are the same
- When a single lot contains items with different statuses

For more information, see *Working with Item Locations (P41026)*.

Creating a lot   When you adjust inventory, you might be able to create a lot if you have set the branch/plant constants appropriately.

For more information, see *Setting Up Constants (P41204)*.

See Also

- *Confirming Shipments (P4205)* and *Updating Customer Sales (P42800)* in the *Sales Order Management Guide*

- *About Kits* for information on components

▶ **To adjust inventory**

On Adjustments

1. To enter transaction information, complete the following fields:

   - Branch/Plant (Business Unit)

   - Trans. Date (Date–Order Transaction)

   - Document Number (Document)

   - Document Type

   - G/L Date (Date–For G/L)

   - Explanation (Explanation–Transaction)

2. To enter adjustment information for each branch/plant in which the item is stored, access the detail area.

3. Complete the following fields:

- Item Number

- Quantity

- UM

- Location

- Reason Code

- Unit Cost (Amount–Unit Cost)

- Extended (Amount–Extended Cost)

4. To enter lot information, complete the following fields:

- Lot

- Grade (Lot Grade)

- Potency (Lot Potency)

- Lot Description (Description–Lot)

- Lot Exp Date (Date–Layer Expiration)

- Lot Status Code

The system processes the transaction and displays a document number, document type, and the batch number for the transaction.

Field	Explanation
Grade	This field contains the grade of a lot expressed as an alphanumeric code. The grade is used to indicate the quality of the lot. For example: A1 Premium grade A2 Secondary grade The grade for a lot is stored in Lot Master table (F4108).
Potency	A code that indicates the potency of the lot, which is expressed as a percentage of active or useful material (for example, the percentage of alcohol in a solution). The actual potency of a lot is defined in the Lot Master table (F4108).
Lot Description	A brief description of a specific lot.
Lot Exp Date	The date on which a lot of items expires. The system automatically enters this date if you have specified the shelf life days for the item on Item Master Information or Item Branch/Plant Information. The system calculates the expiration date by adding the number of shelf life days to the date that you receive the item. You can commit inventory based on the lot expiration date for items. You choose how the system commits inventory for an item on Item Master Information or Item Branch/Plant Information.

What You Should Know About

Reviewing lot information	You can review expiration date and status information for a lot by accessing the detail area of Adjustments. You also can access the Lot Information form from the Lot field. This form displays item and location information for a lot as well as the lot expiration date, the lot status, and so on. For more information, see *Viewing Lot Availability (P41280)*.
Correcting errors	You can correct an adjustment that was made in error by entering a reversing entry. Because the system records each inventory transaction for accounting purposes, you cannot delete the record. A reversal enters a negative quantity and cost amount back into the item information.
Recording document numbers	In addition to a document type and batch number, the system displays a document number when you enter a transaction. Record this document number so that you can locate the transaction later.

Processing Options for Inventory Adjustments

```
DEFAULT VALUES :
  1. Document Type                                      _____
  2. Enter a '1' to default the Location                _____
     and Lot from the Primary Location.
     When using blank secondary
     locations, this processing option
     is invalid.

DREAM WRITER VERSIONS :
 Enter the version for each program to
  be used. If left blank, ZJDE0001
  is used.
  3. Journal Entries         (P09101)
  4. G/L Functional Server   (XT0911Z1)                 _____
  5. Item Search             (P41200)                   _____
  6. Item Ledger             (P4111)                    _____
  7. Warehouse Requests      (P46100)                   _____
                                                        _____
PROCESSING CONTROL :
  8. Enter a '1' to protect costs or                    _____
     a '2' to make costs non-display.
     If left blank, the update of
     costs is allowed.

  9. Enter a '1' to protect the Lot                     _____
     Number, Lot Expiration Date, and
     Lot Status.  If left blank, the
     fields will remain input capable.

 10. Enter a '1' to run in summary mode.                _____
     G/L accounts will be summarized
     within each document number.
     If run in detail, G/L accounts
     will be produced for each line.

 11. Enter a '1' to turn on Lot/Layering                _____
     information.

 12. Enter a '1' to allow adjustments to                _____
     held lots.

 13. Enter a '1' to allow adjustments                   _____
     greater than quantity available.
 14. Enter which Item Search screen
      is to be used to return items :                   _____

     1 = Item Search window allowing the
          return of multiple items.

     2 = Full Item Search screen with
          Query capabilities.

     (If left blank, the Item Search
      window allowing the return of a
      single item will be used.)
```

Transfer Inventory

Transferring Inventory
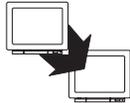
From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Transfers

You can use transfer transactions to record two types of inventory movement:

- Between different locations in the same branch/plant
- Between different branch/plants

An inventory transfer creates two journal entries in the general ledger. The first journal entry decreases inventory at the original location. The second entry increases inventory at the destination location.

To transfer inventory, you must enter transaction and item information for both the original and destination locations. You can set up processing options to provide default values and to display cost information.

If you transfer a kit, you must enter a transfer for each component in the kit. The Transfers program does allow you to transfer the parent item, although the system will not update quantity information for the components.

What You Should Know About

Assigning items with multiple lot or serial numbers to a location

When you transfer inventory, you might be able to assign items with multiple lot or serial numbers to a location.

For more information, see *Assigning an Item to a Branch/Plant (P41026)*.

Assigning lots to a single location through transfers

You can prevent the system from allowing you to assign lots to a single location if the lots meet the following criteria:

- When the items in the lots are the same
- When a single lot contains items with different statuses

For more information, see *Working with Item Locations (P41026)*.

Creating a lot

When you transfer inventory, you might be able to create a lot if you have set the branch/plant constants appropriately.

For more information, see *Setting Up Constants (P41204)*.

Example: Transfer Transaction

If you transfer an item that costs more at one branch/plant than at another, automatic accounting instructions (AAIs) direct the cost variance to a general ledger account. In this example, an item that costs 25.50 is transferred from Branch/Plant A to Branch/Plant B, where it costs 25.00. This creates a credit of 25.50 to Branch/Plant A, a debit of 25.00 to Branch/Plant B, and a standard cost variance of .50. The .50 difference is recorded in a variance account.

From **Branch/Plant A**	*To* **Branch/Plant B**
Credit 25.50 (standard cost)	*Debit* 25.00 (standard cost variance of .50 recorded in variance account)

The Transfers program in the Inventory Management system does not create any sales or purchase order documents. It updates only the costing method for the branch/plant. Also, it does not provide an adequate audit trail for transferring as a result of sales or purchase orders. Use this program for inventory purposes only.

See Also

- *About Kits* for information on parent and component items

▶ **To transfer inventory**

On Transfers

1. To enter transaction information, complete the following fields:

   - From Branch/Plant (Business Unit)

   - To Branch/Plant (BU for Account Duplication)

   - Trans. Date (Date–Order Transaction)

   - Document Number (Document)

   - Document Type

   - Explanation (Explanation–Transaction)

   - G/L Date (Date–For G/L)

2. To enter transfer information for each branch/plant in which the item is stored and to create a new location and lot record at the destination location, access the detail area.

3. Complete the following fields:

- Item Number

- Quantity

- UM (Unit of Measure)

- Location (From)

- Lot (From)

- Location (To)

- Lot (To)

- Reason Code

- Unit Cost (Amount–Unit Cost)

- Extended Cost (Amount–Extended Cost)

The system processes the transaction and displays a document number, document type, and the batch number for the transaction.

What You Should Know About

Reviewing lot information
You can review expiration date and status information for a lot by accessing the detail area of Transfers. You also can access the Lot Information form from the Lot field. This form displays item and location information for a lot as well as the lot expiration date, the lot status, and so on.

For more information, see *Viewing Lot Availability (P41280)*.

Correcting errors
You can correct a transfer that was made in error by entering a reversing entry. Because the system records each inventory transaction for account purposes, you cannot delete the record. A reversal enters a positive quantity and cost back into the item information at the original location and a negative quantity and amount to the item at the destination location.

Balancing for locations with no inventory
If you transfer inventory from a location that results in a quantity of zero, but is still associated with an amount, the system automatically creates journal entries to the appropriate accounts to balance the amount to zero.

Recording document numbers
In addition to a document type and batch number, the system displays a document number when you enter a transaction. Record this document number so that you can locate the transaction later.

Processing Options for Inventory Transfers

```
DEFAULT VALUES :
  1. Document Type                                      _____
  2. Enter a '1' to default the Location               _____
     and Lot from the Primary for the
     FROM location.
  3. Enter a '1' to default the Location               _____
     and Lot from the Primary for the
     TO location.
     NOTE - when using blank secondary
             locations, processing
             options 2 and 3 are
             invalid.

DREAM WRITER VERSIONS :
 Enter the version for each program to
  be used. If left blank, ZJDE0001
  will be used.

  4. Journal Entries        (P09101)                   _____
  5. G/L Functional Server  (XT0911Z1)                 _____
  6. Item Search            (P41200)                   _____
```

```
   7. Item Ledger              (P4111)      _____
   8. Warehouse Requests       (P46100)     _____

  PROCESSING CONTROL :
   9. Enter a '1' to protect costs or       _____
      a '2' to make costs non-display.
      If left blank, the update of
      costs is allowed.

  10. Enter a '1' to run in summary mode.   _____
      G/L accounts will be summarized
      within each document number.
      If run in detail, G/L accounts
      will be produced for each line.

  11. Enter a '1' to allow transfers to     _____
      and from held lots.

  12. Enter a '1' to allow transfers        _____
      greater than quantity available.
      This option will allow your
      inventory balance to go negative.
      NOTE - This option invalid
             for serial number
             processing.

  13. Enter which Item Search screen
      is to be used to return items:        _____

      1 = Item Search window allowing the
          return of multiple items.

      2 = Full Item Search screen with
          Query capabilities.

      (If left blank, the Item Search
       window allowing the return of a
       single item will be used.)

  14. Enter a '1' to protect Lot Number     _____
      and Lot Status.  If left blank,
      the fields will remain input
      capable.
```

Test Yourself: Inventory Transactions

1. If you leave the Cost field blank on transaction forms, which cost does the system use for the default?

   _____

2. What is the difference between the transaction date and the G/L Date on transaction forms?

   _____

   _____

3. Can you delete transactions that were made in error using the delete function?

   _____

4. Which program should you use to remove inventory quantities? Amounts?

   _____

5. When are inventory quantity and amount balances affected when you transfer from one branch to another?

   _____

6. What happens if there is no quantity left in a location but an amount (cost) still exists?

   _____

   _____

The answers to this Test Yourself exercise are in Appendix B.

Item and Quantity Information

Objectives

- To locate master information about an item
- To access both summarized and detailed information about item quantities
- To access information about an item's sales performance
- To access supply and demand information for an item
- To access item ledger information and locate all of the transactions for an item
- To understand how, when, and why you create balance forward records
- To understand the different types of information in each of the general ledger (G/L) reports

About Item and Quantity Information

You can accurately plan for future stocking needs by reviewing information that the system provides about both the item and the quantity. For example, you can:

- Quickly access information about the items that you stock
- Access summary and detailed information about on-hand, committed, and available items
- Access and monitor supply and demand information to help you plan for future stocking needs
- Access item information about previous sales, current inventory quantities, and future receipts
- Review balance forward records for a specific fiscal year
- Reconcile inventory balances with the G/L and access detailed item transaction information
- Compare your inventory balances at the end of one period with the same period end for the G/L

To use quantity information to determine your current and future inventory needs, you must understand the following:

- Available versus on-hand quantities

- The four types of commitments and how the Inventory Management system commits inventory

Complete the following tasks:

❑ Locate item information

❑ Locate quantity information

❑ Review supply and demand information

❑ Review performance information

❑ Work with transaction records

Types of Quantities and Commitments

Available quantity

The number of items that you can use based on user defined calculations. You determine how the system calculates item availability by defining the factors that subtract from, or add to, the available quantity of an item. This calculation can include quantities that do not immediately affect on-hand amounts.

For example, you can set up the availability calculation to subtract any quantities that are committed to sales or work orders and add any quantities that are on purchase orders or in transit.

On-hand quantity

The number of items that are physically in stock in the primary unit of measure. The following affect the on-hand quantity of items:

- Variances that are recorded following a physical inventory
- Daily removals, additions, or transfers of items
- Shipment confirmations or updated sales information
- Locations with lots on hold, such as items requiring inspection or placed in quarantine

Available to promise (ATP)	The number of items that are uncommitted (available for sales or distribution) until the next replenishment orders arrive.

You can choose whether to use the basic method or the cumulative method to determine ATP.

The basic method assumes the following:
- Customer demand only, such as sales orders
- Demand for all periods until the next replenishment order arrives, such as purchase orders
- Complete consumption of existing quantities during the current period, resulting in no carry-over quantities for the next period

The cumulative method is a running total that is based on the following:
- Does not assume consumption within the current period
- Does not allow a negative ATP within a period, however, does allow a negative cumulative ATP

After you enter a sales order, the system commits inventory for it. At the time of order entry, you can choose the type of commitment that you want to use.

Soft commitment	When you use soft commitments, the system:

- Does not specify a location from where to remove inventory
- Uses the primary location as the default location

Hard commitment	When you use hard commitments, the system:

- Specifies a location from where to remove inventory

Note that this occurs most frequently during shipment confirmation, but can occur at any time during the sales order process.

Future commitment	When you use future commitments, the system:

- Uses a future date that you define for completing a sales order

Other Quantity 1 and 2	When you commit inventory for other quantities, the system:

- Assigns inventory to different types of sales and procurement documents, such as quote and blanket orders, that do not affect availability

How the System Commits Inventory

The following diagram shows how the Inventory Management system typically commits inventory. You can use additional commitment methods if you are using lot processing. For example, you can define the commitment method by lot number or lot expiration date.

Primary Location
75 Items

Fill Order for
75 Items

50

Secondary Location
25 Items

Secondary Location
50 Items
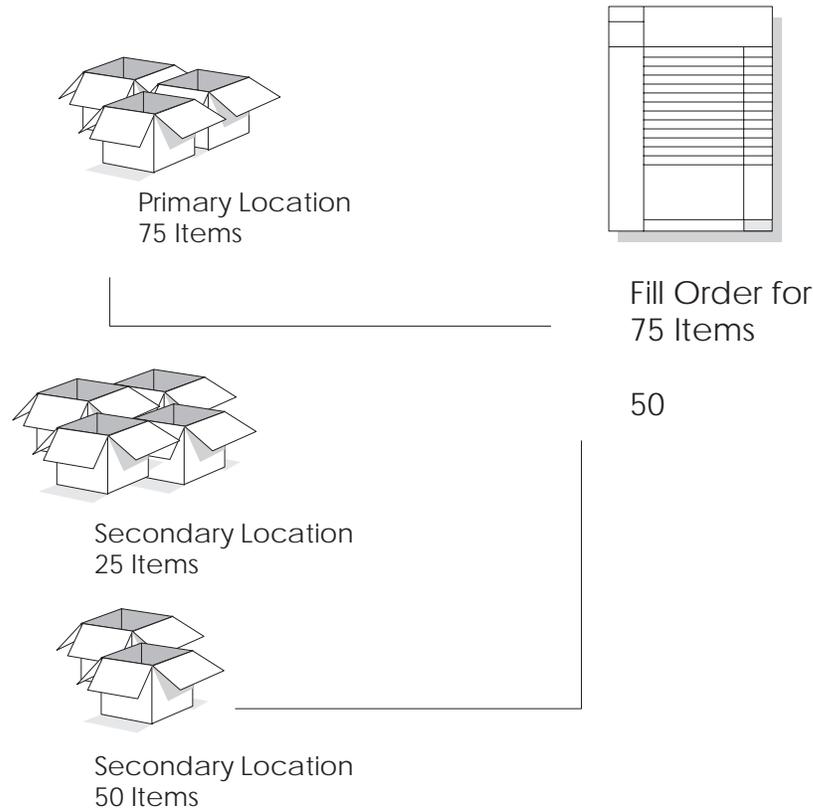
System Calculations for Supply and Demand Quantities

The system uses supply and demand inclusion rules to calculate the supply and demand quantities for an item.

Sources of supply   Starting with the requested date on purchase orders, the system calculates the supply quantity from the following sources:

- On-hand inventory – the quantity on hand less hard commitments and quantities on sales and work orders
- Purchase orders – the quantity entered on purchase orders
- Manufacturing work orders – the quantity entered on a work order less the quantity shipped

Sources of demand Starting with the requested date on sales orders, the system calculates the demand quantity from the following sources:

- Sales orders – the quantity entered on sales orders less the quantity shipped and the quantity canceled
- Safety stock – any quantity reserved as protection against fluctuations in demand and supply
- Work order requirements and parts lists – starting with the requested date on sales orders, the system calculates the demand quantity for sources such as the quantity required less the quantity issued

Reconcile Item Balances with the G/L

You can compare your inventory balances to the G/L at the end of a period. Because inventory transactions continue after G/L periods close, the system provides a method for you to reconcile your inventory balances to the G/L for any fiscal period.

You can use this information to create the following:

- Summary level reports according to the G/L classification code
- Running balance information on Item Ledger (the Cardex)
- Balance forward records
- Integrity reports

See Also

- *Defining Item Availability (P41001)* for information about the factors that define availability calculations
- *Defining Branch/Plant Constants (P41001)* for information about the factors that define availability calculations and defining the commitment method

Locate Item Information

Locating Item Information

You can locate item information using criteria that you define for each branch/plant. After you locate the item information, you can also access quantity information, which includes the available and the on-hand amounts for items.

There are two methods that you can use to locate information:

❑ Define search criteria

❑ Enter search text

You can define specific criteria for an item search. Use this type of search when you know what the item is but you want to limit your search. For example, you can limit the search for an item to a specific branch/plant and supplier.

You can enter a partial name, full name, or a description to display a list of all items that contain the same text. Use this type of search when you don't know the exact name of the item, but you want to try to locate it. For example, if you're looking for paper, you can enter "pa." The system displays all of the items with text that begins with "pa."

The system retrieves information from the following tables:

- Item Master (F4101)
- Item Branch Master (F4102)
- Item Location (F41021)
- Lot Master (F4108)

Before You Begin

❑ Verify that you have run the Item Search Rebuild program before you locate items using search text

❑ Verify that search text is in the master item information records for your inventory items

❑ Verify that you have set up the item cross-reference types for cross-reference numbers in user defined code table 41/DT

❑ Verify that you have set up any external item numbers, such as supplier or substitute numbers, on Item Cross-Reference Revisions

❑ Verify that you have set up any internal item numbers, such as the second or third item numbers, on Item Master Information

Defining Search Criteria

From Inventory Management (G41), choose Inventory Inquiries

From Inventory Inquiries (G41112), choose Item Search

You can also access Item Search from the Inventory Master/Transactions Menu (G4111). Choose Inventory Inquiries followed by Item Search from the Inventory Inquiries menu (G41112).

You can locate item information using criteria that you define for each branch/plant. After you locate the item information, you can also access quantity information.

When you define search criteria, the system searches the following tables for items with matching information.

Item Master (F4101)	The system searches for the following information: • Search text • Description • Drawing number (when using manufacturing systems)
Item Branch (F4102)	The system searches for the following information: • Item number (short, second, or third) • Branch/plant • Supplier • Purchasing or sales category codes 1–5, depending on the processing option that you select
Item Alternative Description (F4101D)	The system searches for the following information: • Language for the description
Item Cross-Reference (F4104)	The system searches for the following information: • Internal and external cross-reference numbers

```
[41200] - Item Search                                               _ □ X
Functions   Options   Tools   Help

                                          Branch/Plant      *
                                          Category Codes    *    *    *
   Search Text      marker                Language
   Item Number                            X-Ref Type             Ext
   Supplier

O        . . Quantities . .    UM     Item Number              Description
P       Available      Order
                               EA  M002              Markette Blue Highlighte
          6837                 EA  M002              Markette Blue Highlighte
                               EA  M002              Markette Blue Highlighte
                               EA  M002              Markette Blue Highlighte
                               EA  M002              Markette Blue Highlighte
          2345                 EA  M002              Markette Blue Highlighte
           192-                EA  M002              Markette Blue Highlighte
                               EA  M002              Markette Blue Highlighte
         18432                 EA  M002              Markette Blue Highlighte
         18432                 EA  M002              Markette Blue Highlighte
         18432                 EA  M002              Markette Blue Highlighte
         18432                 EA  M002              Markette Blue Highlighte
         18432                 EA  M002              Markette Blue Highlighte
         18432                 EA  M002              Markette Blue Highlighte
         18432                 EA  M002              Markette Blue Highlighte

  ✔   ✖                                                                  ⬆
Opt: 1=Detail Avail F4=Fold F5=X-Ref F16=Query F17=Stock/Non-Stock F24=More  ⬇
```

▶ To define search criteria

On Item Search

Complete one or more of the following fields:

- Search Text
- Item Number
- Branch/Plant
- Category Codes
- Language
- Supplier
- X-Ref Type
- Ext (External)

Field	Explanation
Search Text	A field that specifies how the system searches for an item. Your entry should be specific and descriptive of the item. Type the words in the order in which you are likely to enter them.
	In single-byte environments, where computer storage space can contain only Latin-based language character sets, the system inserts the first 30 characters from the item's description if you do not enter search text.
	In double-byte environments where computer storage space can contain more complex language character sets (in languages such as Japanese, Chinese, and Korean), you must complete this field. This is a single-byte field that you complete with single-byte characters to phonetically represent the item description (which can be single-byte, double-byte, or both).
Category Codes	A code (table 41/S1) that represents an item property type or classification, such as color, material content, or so forth. The system uses this code to sort and process like items.
	This field is one of ten classification categories available primarily for sales purposes.
	. . . . *Form-specific information* . . . .
	This code is a sales or purchasing category code, depending on the processing options.
	The asterisk (*) is the default and causes the system to select all sales codes or purchasing category codes for an item.
Language	A user defined code (system 01/type LP) that specifies a language to use in forms and printed reports.
	For World, if you leave the Language field blank, the system uses the language that you specify in your user preferences. If you do not specify a language in your user preferences, the system uses the default language for the system.
	Before any translations can become effective, a language code must exist at either the system level or in your user preferences.
Supplier	The address book number of the preferred provider of this item.
	You can enter the number for the supplier or you can have the system enter it each time that you receive the item from a supplier. You specify whether the system enters the supplier using processing options for Enter Receipts.

Field	Explanation
X–Ref Type	A code (UDC table 41\DT) that identifies the type of cross-reference you have set up for this customer. The system contains examples for: Substitutes Replacements Bar Codes Customer Numbers Supplier Numbers . . . . *Form-specific information* . . . . Use this code in conjunction with the Item Number field and the Ext (External) field. The asterisk (*) is the default and instructs the system to select all cross-reference types for an item.
Ext	A code that indicates whether the cross-reference items are from the customer/supplier (external) or your company (internal). When you enter an item number for an inquiry, the system verifies the code in this field to determine which type of item number to access. Valid codes are: Y Customer/supplier (external) item number N Your company (internal) item number (default)

What You Should Know About

Reviewing lot information	You can review expiration date and status information for a lot by accessing the detail area of Item Search.

Entering Search Text

From Inventory Management (G41), choose Inventory Inquiries

From Inventory Inquiries (G41112), choose Item Search

Search text is descriptive information about an item that has been entered in the item master records. The information in the item master records allows you to locate stock or nonstock items through Item Search. When you search for an item, the system first searches the Word Search tables (F009141 and F00X41) for all words that contain the text that you enter.

The system accesses information from the following tables:

Item Location (F41021)   The system searches for the following information:
- Location
- Lot number
- Lot status code

Lot Master (F4108)   The system searches for the following information:
- Lot
- Lot description
- Serial number
- Expiration date

Location Master (F4100)   The system searches for the following information:
- Picking zone
- Putaway zone
- Replenishment zone

▶ **To enter search text**

On Item Search

7. Access query mode.
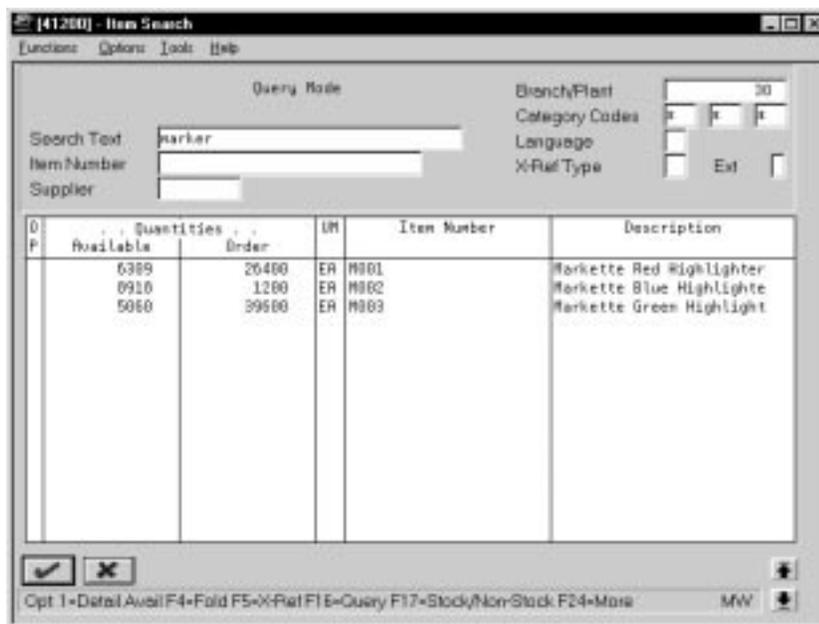
8. To display either stock or nonstock items, access stock or nonstock mode.

When you access nonstock mode, the system displays "Nonstock" on Item Search.

9. For stock or nonstock mode, complete the following fields:

- Branch/Plant
- Search Text
- Item Number

What You Should Know About

Performing a wildcard search

You can perform a wildcard search for both criteria or text searches by entering a partial name or description followed by an asterisk (*). For example, when you enter "pen*," the system finds "pen," "pencil," and "Pennsylvania."

When you use the search criteria method, the system matches up to 12 characters in the text string. When you use the search text method, the system displays any items with text that matches any portion of the text string.

Displaying category codes

You can set up processing options to display sales or purchasing category codes that are applicable to items.

Reviewing lot information

You can review item and location information for a lot by accessing Lot Information. This form also displays the lot expiration date, the lot status, and so on.

For more information, see *Viewing Lot Availability (P41280)*.

Processing Options for Item Search

```
PROCESS CONTROL :
  1. Enter a '1' to omit item location          _____
     records with no quantity
     available.
  2. Enter a '1' to search by Purchasing        _____
     Category Codes.  If left blank
     the search will be by Sales
     Category Codes.
```

Locate Quantity Information

Locating Quantity Information

Quantity information includes the available and the on-hand amounts for items. You use quantity information to determine your current and future inventory needs.

The following table lists the types of quantity calculations that the system can perform:

Days available	This calculation reflects the number of days in the future that an item will be available.
On–hand	This calculation reflects the total number of items in a particular branch/plant.
Commitments	This calculation includes soft commitments, hard commitments, and quantities on work orders.
Available	You can define how the system performs this calculation. Typically, it includes on-hand quantities minus any outstanding commitments, reservations, and backorders.
On receipt	This calculation reflects quantities that are on open purchase orders.
Reorder point	You can specify the minimum item quantity for which replenishment should occur or have the system calculate it.
Economic Order Quantity (EOQ)	This calculation determines a minimum quantity for an item based on an economic analysis of the cost of placing an order and keeping inventory.

Locating quantity information includes the following tasks:

❑ Locate summary quantity information

❏ Locate detailed quantity information

❏ Locate quantity information by lot

❏ Locate on-hand quantity information

Before You Begin

❏ If you are using the Inventory Management system, verify that your system is set up to calculate availability for inventory items. See *Defining Branch/Plant Constants (P41204)*.

❏ If you are using the Product Data Management system, verify that your system is set up to calculate availability for manufacturing processes. See *Working with Bills of Material* in the *Product Data Management Guide*.

Locating Summary Quantity Information
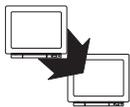
From Inventory Management (G41), choose Inventory Inquiries

From Inventory Inquiries (G41112), choose Summary Availability

You can access summary quantity information about each item that is based on the item number and branch/plant. You can also view the total quantity of items in any of the following categories:

- On-hand
- Held
- Hard- and soft-committed
- Available
- Purchase and work orders
- Backorders

You can locate all of the items in a specific location within a branch/plant and review detailed information for each item in the location.

▶ **To locate summary quantity information**

On Summary Availability

1. Complete the following fields:

    - Branch/Plant

    - Item Number

    - U/M (Unit of Measure)

    - S/D (Summary/Detail)

    - From Grade

    - Thru Grade

    - From Potency

    - Thru Potency

2. To locate quantity information for each location in which an item is stored, access the detail area.
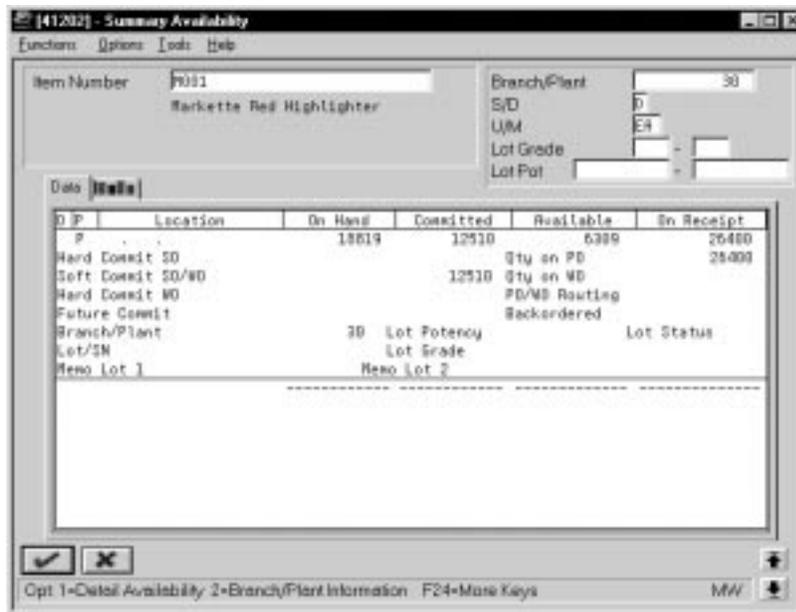
3. Review the following fields:

   - Location

   - On Hand

   - Committed

   - Available

   - On Receipt

   - Hard Commit SO

   - Soft Commit SO/WO

   - Hard Commit WO

   - Future Commit

   - Qty on PO

   - Qty on WO

   - PO/WO Routing

   - Backordered

4. To review additional availability information, such as item availability by location, access the list of available options in the following field:

   - O (Option)

Field	Explanation
U/M	A user defined code (00/UM) that identifies the unit of measure in which you usually purchase the item. . . . . *Form-specific information* . . . . If you leave this field blank, the system uses the primary unit of measure.
Lot Grade	This field contains the grade of a lot expressed as an alphanumeric code. The grade is used to indicate the quality of the lot. For example: A1 Premium grade A2 Secondary grade The grade for a lot is stored in Lot Master table (F4108).
Lot Potency	A code that indicates the potency of the lot, which is expressed as a percentage of active or useful material (for example, the percentage of alcohol in a solution). The actual potency of a lot is defined in the Lot Master table (F4108).
Location	A code that identifies inventory locations in a branch/plant. You define the format of the location identifier by branch/plant.
On Hand	The number of units that are physically in stock. The quantity on-hand displays in the primary unit of measure.
Committed	The number of units that are soft-committed to sales orders or work orders in the primary units of measure.
Available	The quantity available can be the on-hand balance minus commitments, reservations, and backorders. Availability is user defined and can be set up in branch/plant constants.
On Receipt	The total number of items on receipt for a specific location. The total is based on the total number of items entered in the Quantity on Purchase Order Receipts and the Quantity on Work Order Receipt fields.
Hard Commit SO+WO(in WMS)	The number of units committed to a specific location and lot.
Soft Commit SO/WO	The number of units that are soft-committed to sales orders or work orders in the primary units of measure.
Future Commit	The quantity on the sales order whose requested shipment date is beyond the standard commitment period that is specified in the Inventory Management system constants for that branch. As an example, if you typically ship most orders within 90 days, then an order for an item with a requested ship date one year from now would reflect the quantity in this field.
Qty on PO	The number of units specified on the purchase order, in primary units of measure.

Field	Explanation
Qty on WO	The number of units on work orders, in primary units of measure.
PO/WO Routing	The number of units in the purchase order routing process, in the primary unit of measure. This includes the quantity in transit, the quantity in inspection, and the quantities in user defined operations 1 and 2.
Backordered	The number of units backordered, in primary units of measure.

What You Should Know About

Reviewing lot information You can review expiration date and status information for a lot by accessing the detail area of Summary Availability.

Reviewing item quantity by location You can review availability for an item in a specific location by accessing Item Availability.

Processing Options for Item Availability Summary

```
PROCESS CONTROL:
  1. Enter a '1' to omit locations with          _____
     no quantity available.  If left
     blank, all locations will
     display.

DREAM WRITER VERSIONS:
 Enter the version for each program.
  If left blank, ZJDE0001 will be used.

  2.  Item Master             (P4101  )         _____
  3.  Text Message Code Review (P40010 )        _____
  4.  Item Search             (P41200 )         _____
  5.  Purchase Order Inquiry  (P430301)         _____
  6.  Customer Service Inquiry (P42045 )        _____
  7.  Open Work Orders        (P31225 )         _____
  8.  Supply and Demand       (P4021  )         _____
  9.  Bill of Materials       (P30200 )         _____
 10.  Lot Availability        (P41280 )         _____

 Enter the version for each program.
  If left blank, ZJDE0001 will be used.

 11.  Item Ledger             (P4111 )          _____
 12.  Branch/Plant Item Info. (P41026)          _____
 13.  Availability by Location (P4190 )         _____
 14.  Item / Location Information              _____
                              (P41024)

GRADE AND POTENCY:
 15. Enter a '1' to display the grade           _____
     range.  If left blank, no grade
     will display for selection.

 16. Enter a '1' to display the potency         _____
     range.  If left blank, no potency
     will display for selection.
```

Locating Detailed Quantity Information
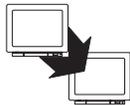
From Inventory Management (G41), choose Inventory Inquiries

From Inventory Inquiries (G41112), choose Detailed Availability

You can view detailed quantity information about an item in a specific storage area and verify the quantity committed compared to the quantity in the storage area.

► **To locate detailed quantity information**

On Detailed Availability

1. Complete the following fields:

   - Branch/Plant

   - Item Number

   - Unit of Measure

2. To view item information for a location other than the primary location, complete the following field:

   - Location

3. Review the following fields:

   - Status

   - Quantity on Soft Commit SO/WO

   - Quantity on Hard Commit SO

   - Quantity on Future Commit SO

   - Quantity on Hard Commit WO

   - Quantity on SO–Other 1

   - Quantity on SO–Other 2

   - Quantity Held

   - Safety Stock

   - Quantity on Purchase Order

   - Quantity on PO–Other 1

   - Quantity on Work Order Receipt

- Quantity in Transit
- Quantity in Inspection
- Quantity in Operation 1
- Quantity in Operation 2

Field	Explanation
Status	A user defined code (table 41/L) that indicates the status of the lot. If you leave this field blank, it indicates that the lot is approved. All other codes indicate that the lot is on hold.
	You can assign a different status code to each location in which a lot resides on Item/Location Information or Location Lot Status Change.
Quantity on SO – Other 1	The first of two quantities that can be specified as additional offsets (subtractions from on-hand) in the determination of quantities available for sale. The system displays the quantity in the primary unit of measure.
Quantity on SO – Other 2	The second of two quantities that can be specified as additional offsets (subtractions from on-hand) in the determination of quantities available for sale. The system displays the quantity in the primary unit of measure.
Quantity Held	The number of units held. The system displays the units in the primary unit of measure for the item.
Safety Stock	The quantity of stock kept on hand to cover high-side variations in demand.
Quantity on Purchase Order	The number of units specified on the purchase order, in primary units of measure.
Quantity on PO – Other 1	The quantity that appears on documents such as bid requests, which do not require your company to buy.
Quantity on Work Order Receipt	The number of units on work orders, in primary units of measure.
Quantity in Transit	The quantity currently in transit from the supplier.
Quantity in Inspection	The quantity currently being inspected. This quantity has been received, but is not considered on hand.
Quantity in Operation 1	The quantity which is currently at a user-defined operation within the dock-to-stock process. The quantity has been received, but may or may not be considered to be on hand.
Quantity in Operation 2	The quantity which is currently at a user-defined operation within the dock-to-stock process. The quantity has been received, but may or may not be considered to be on hand.

What You Should Know About

Displaying availability information

You can display item availability information based on the calculations that are set up for your system:

- Plus (+) and minus (–) appear by fields that add to, or subtract from, the on-hand quantity.
- Fields without a plus (+) or a minus (–) are not included in the availability calculation.
- The on-hand quantity is the current physical amount of the item in the location.

Defining availability calculations

You can define availability calculations to meet your needs.

See *Defining Item Availability (P410011)* and *Defining Branch/Plant Constants (P41204)* for information about the factors that define availability calculations.

Reviewing lot information

You can review item and location information for a lot by accessing Lot Information. This form also displays the lot expiration date, the lot status, and so on.

For more information, see *Viewing Lot Availability (P41280)*.

Processing Options for Item Availability Detail

```
PURCHASE ORDERS:
    1. Enter the version of Open Purchase          _____
       Orders to be used. If left blank,
       ZJDE0001 will be used.

SALES ORDERS:
    2. Enter the version of Customer               _____
       Service Inquiry to be used.  If
       blank, ZJDE0001 will be used.

WORK ORDERS:
    3. Enter the version of Open Work              _____
       Orders to be used. If left blank,
       ZJDE0001 will be used.
```

Locating Quantity Information by Lot
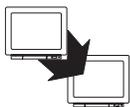
From Inventory Management (G41), choose Lot Control

From Lot Control (G4113), choose Lot Availability

You can review the number of items that are in a specific lot, as well as the activity dates, item quantities, and hold statuses that pertain to the lot. The activity date and quantity information reflect transactions such as issues, receipts, and sales.

▶ **To locate quantity information by lot**

On Lot Availability

1. Complete the following fields:

   - Branch/Plant

   - History (Y/N)

   - From Grade

   - Thru Grade

   - From Potency

   - Thru Potency

   - Lot/SN

   - Item Number

2. Review the following fields:

   - Status

   - Rea

   - Expires

- Quantity on Hand/Held

- Available

- Lot/Serial

Field	Explanation
History (Y/N)	A code that determines whether to display information for all locations and lots or only for those with on-hand balances. Valid codes are: N Display only locations and lots with on-hand balances Y Display all locations and lots
Status	A user defined code (table 41/L) that indicates the status of the lot. If you leave this field blank, it indicates that the lot is approved. All other codes indicate that the lot is on hold. You can assign a different status code to each location in which a lot resides on Item/Location Information or Location Lot Status Change.
Reason Code	A code (system 42, type RC) that indicates the reason for a change in the status of a lot, such as goods that are damaged in shipment or goods that are placed in quarantine.
Expires	The date on which a lot of items expires. The system automatically enters this date if you have specified the shelf life days for the item on Item Master Information or Item Branch/Plant Information. The system calculates the expiration date by adding the number of shelf life days to the date that you receive the item. You can commit inventory based on the lot expiration date for items. You choose how the system commits inventory for an item on Item Master Information or Item Branch/Plant Information.
Hand / Held	The number of units that are physically in stock. The quantity on-hand displays in the primary unit of measure. . . . . *Form-specific information* . . . . The number of items in stock or on hold. If the item is on hold, the system highlights the field.

What You Should Know About

Viewing the same item or lot   If the same item or lot appears more than once, the item exists in multiple locations.

Reviewing lot information

You can review item and location information for a lot by accessing Lot Information. This form also displays the lot expiration date, the lot status, and so on.

For more information, see *Viewing Lot Availability (P41280)*.

See Also

- *Locating Detailed Quantity Information (P41202)* for information on how the Inventory Management system calculates item availability

Processing Options for Lot Availability

```
DREAM WRITER VERSIONS:
  1. Enter the Version of the                       _____
     Trace/Track Inquiry to call.

  2. Enter the Version of Item Master               _____
     Revisions (P4101) to call.

  3. Enter the Version of Work Order                _____
     Entry (P48013) to call.

  4. Enter the Version of Branch/Plant              _____
     Item Information (P41026) to call.

FIELD DISPLAY CONTROL
  5. Enter a '1' to protect Lot Status             _____
     from being updated.

GRADE AND POTENCY:
  6. Enter a '1' to display the grade              _____
     range.  If left blank, no range
     will be displayed for selection.

  7. Enter a '1' to display the potency            _____
     range.  If left blank, no potency
     will be displayed for selection.
```

Locating On-Hand Quantity Information
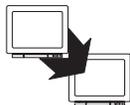
From Inventory Management (G41), choose Inventory Inquiries

From Inventory Inquiries (G41112), choose Item Ledger (The Cardex)

After you conduct a physical inventory of your warehouse, you can review any variances in the on-hand quantity for an item. On-hand quantity is the number of items that are physically in stock.

In addition, you can locate on-hand quantity and accounting information for a specific transaction date and document number in the Item Ledger (The Cardex). The Item Ledger contains transaction history, such as sales, receipts, or transfers for each of the items in your inventory. Each entry represents a transaction that affects the on-hand quantity for an item.

You can review a transaction to determine both item quantities and the related costs in any branch, location, or lot as of a particular date. Also, you can see any transactions for that item that have taken place as of a specific date.

Quantity on Hand
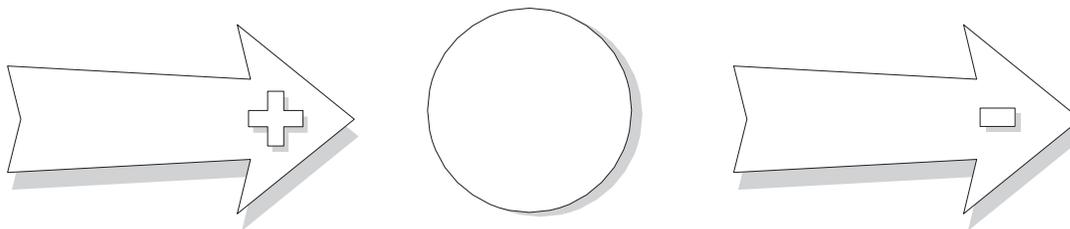
- Adjustments
- Transfers
- Purchase Order Receipts
- Credit Orders

- Issues
- Transfers
- Sales Orders
- Ship Confirm

▶ **To locate on-hand quantity information**

On Item Ledger (The Cardex)

1. To locate the on-hand quantity information for a specific transaction date, complete the following fields:

    - Item Number

    - Dt From/Trans

    - Dt Thru/Trans

2. Review the following fields:

    - Quantity On Hand

    - Value

3. To locate on-hand quantity information for a specific branch/plant, location and lot, complete the following fields:

    - Branch/Plant

    - Location

    - Lot/SN

4. Review the following fields:

    - Quantity On Hand

    - Value

5. To locate transaction information for a specific document number, access the Inquire by Document Number function.

6. Complete the following field and press Enter:

    - Document

7. Review the transactions for the document.

Field	Explanation
Dt From/Trans	The beginning date in the date range. This is the date from which you want the system to display information.
Dt Thru/Trans	The ending date in the date range. This is the date through which you want the system to display information. If you leave this field blank, the system uses the current period.
Value	A number that represents the number of units multiplied by the unit cost.
Document	The original document number for the transaction.

What You Should Know About

Locating running balances	You can set up the processing options to display running balances for quantities during a specific fiscal period or year end.
	See *Reviewing Multiple Transactions and Balances (P4111)* for more information about viewing the running balance format on the Item Ledger (The Cardex).
Locating deductions from on-hand quantities	You can locate information about quantities that are deducted from the on-hand quantity.
	See *Locating Detailed Quantity Information (P41023)* for more information about these deductions.

See Also

- *Working with Transaction Records (P41542)* for more information about locating running balance and transaction-related information using the Item Ledger (The Cardex)

Review Supply and Demand Information

Reviewing Supply and Demand Information
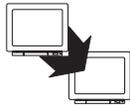
Information about the supply and demand for an item helps you to accurately plan for future needs. You can monitor information about how many items are on demand, available in supply, and available to be promised (ATP). For example:

- Personnel in sales order entry can provide customers with an expected order ship date.

- Purchase agents can evaluate future orders and stocking needs.

- Warehouse resources can be planned around receipts and order picking.

The system calculates ATP to show a company's uncommitted available inventory to sell or distribute within a time period until the next replenishment orders arrive. Depending on how you set the processing options, the system can use one of the following methods to determine ATP:

- Standard ATP, which only accounts for customer demand (such as sales orders) for all periods until the next replenishment supply (such as purchase orders) arrives. Standard ATP assumes that the entire quantity will be sold or distributed within a period.

- Cumulative ATP, which calculates a running total of the ATP and does not assume entire consumption within a period.

You can review general product/item performance for a given branch/plant. You can also review past sales performance, current demand, and other item information. The information is based on inventory, purchasing, and sales history.

The system displays information from the following tables:

- Item Location Information table (F41021)

- Sales Order Detail table (F4211)

- Purchase Order Detail table (F4311)

Before You Begin

❏ Verify that the supply and demand inclusion rules are set up in the Enterprise Resource Planning system if you use them in conjunction with the Inventory Management system. See *Setting Up Supply and Demand Inclusion Rules (P34004)* in the *Manufacturing and Distribution Planning Guide*.

▶ **To review supply and demand information**

On Supply/Demand Inquiry

1. To locate a specific item, complete the following fields:

    • Branch/Plant

    • Item Number

2. To limit the items that display, complete the following fields:

    • Unit of Measure

    • Thru Date

3. Review the following fields:

    • Demand

    • Supply

    • Available

    • Promise Date

- Order No

- Ty (Type)

- Customer/Supplier Name

4. To review item supply and demand information for each location and lot in the branch/plant, access the detail area.

Field	Explanation
Thru Date	A numeric code that identifies either the period number or the date that you want to locate. If you leave this field blank, the system uses the ending date of the current period that is set up for the company. Valid period numbers are 1 through 14.
	. . . . *Form-specific information* . . . .
	Identifies the date through which the system displays records. If you leave this field blank, all records display.
Demand	The quantity subtracted from the available balance as a result of the record processed. Typically, the sources of demand are safety stock, sales orders, or work order parts lists. When using system forecasting, you can set up a processing option to include quantities used for forecast demands.

Field	Explanation
Supply	The quantity added to the available balance as a result of the record processed on each line. Sources of supply are typically on-hand inventory, purchase order receipts, or manufacturing work orders. A processing option allows for the inclusion of planned order receipts when using MPS/MRP/DRP.
Promise Date	The promised shipment date for either a sales order or purchase order. The supply and demand programs use this date to calculate available to promise (ATP) information. This value can be automatically calculated during sales order entry. This date represents the day that the item can be shipped from the warehouse.
	. . . . *Form-specific information* . . . .
	If this line is a work order, this date is the requested date (DRQJ) of the work order. Otherwise, this date is the promised shipment date for either a sales order or purchase order.
Customer/Supplier Name	The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.
	. . . . *Form-specific information* . . . .
	The customer or supplier name on a sales or purchase order.

Processing Options for Supply/Demand Inquiry

```
DISPLAY OPTIONS:
 1. Enter a '1' to deduct Safety Stock        _____
    from Availability.

 2. Enter a '1' by the following Routing
    Quantities to be considered on hand.
    Any quantity not included will be
    displayed on the appropriate date.
       1 - Quantity in Transit                _____
       2 - Quantity in Inspection             _____
       3 - User Defined Quantity 1            _____
       4 - User Defined Quantity 2            _____

 3. Enter a '1' to summarize all In           _____
    Receipt Routing steps into one line.
DISPLAY OPTIONS (cont.):
 4. Enter a '1' to summarize Item             _____
    Location records.

 5. Enter one of the following:               _____
     ' ' = No Available to Promise Line
     '1' = Available to Promise Line
     '2' = Cumulative ATP Line
```

6. Enter the version of Supply/Demand
   Inclusion Rules to be used.   _____

7. Enter a '1' to display the window
   format if called from another
   program.   _____

DREAM WRITER VERSIONS:
  Enter the Dream Writer version to use
  for each program listed. If left
  blank, version ZJDE0001 will be used.

 8. Purchase Order Entry   (P4311)   _____
 9. Purchase Order Inquiry   (P430301)   _____
10. Sales Order Entry   (P4211)   _____
11. Sales Order Inquiry   (P42045)   _____
12. Scheduling Workbench   (P31225)   _____
13. MPS/MRP/DRP Pegging Inq. (P3412)   _____
14. MPS/MRP/DRP Time Series   (P3413)   _____
15. MPS/MRP/DRP Message Detail(P3411)   _____

OPTIONAL RECORDS:
16. Enter a '1' to include Planned
    Orders from MPS/MRP/DRP generations.   _____
    If left blank, Planned Orders will
    not be displayed.

17. Enter the Forecast Type to include
    a. Forecast Type   _____
    b. Forecast Type   _____
    c. Forecast Type   _____
    d. Forecast Type   _____
    e. Forecast Type   _____

OPTIONAL RECORDS (cont.):
18. Enter the number of days (+/-) from   _____
    today's date that you wish to begin
    including Forecast records. A blank
    will use today's date to begin
    including Forecast records.

19. Enter a '1' to omit 'Bulk' Stocking   _____
    Type records from screen. If left
    blank, 'Bulk' items will be
    included.

OPTIONAL RECORDS (cont.):
20. Enter the rate based Schedule Type   _____
    to use. If left blank, no rate
    based schedules will be displayed.

POTENCY:
21. Enter '1' to convert Quantities to   _____
    Standard Potency.

LOT EXPIRATION:
22. Enter '1' to reduce Quantity   _____
    available due to lot expiration.
    (Note: This option will not work
    with ATP. If you use this option,
    option 5 must be set to blank or 2.)

Review Performance Information

Reviewing Performance Information

When you review performance information for an item, you can review the
current quantities for items in your inventory, previous sales activity, and open
purchase orders. This information is useful in helping you to plan for your
inventory needs.

Reviewing performance information includes the following tasks:

❑ Reviewing inventory quantities

❑ Reviewing sales history

❑ Reviewing open purchase orders

See Also

- *Locating Quantity Information* for the types of quantity calculations that
  the system can perform

Reviewing Inventory Quantities

From Inventory Management (G41), choose Inventory Inquiries

From Inventory Inquiries (G41112), choose Buyer's Information

You can also access Buyer's Information from the Inventory Master/Transactions menu (G4111). Select Inventory Inquiries, followed by Buyer's Information from the Inventory Inquiries menu (G41112).

You can review item and quantity information to plan for your current and future inventory needs.

▶ To review inventory quantities

On Buyer's Information

1. Complete the following fields:

   - Item Number
   - Brn/Plt
   - Input U/M

2. Review the following fields:

   - Day/Avail
   - On Hand
   - Comm
   - Avail
   - Avail/Rec (Available on Receipt)
   - On PO (On Purchase Order)
   - Reor Pt
   - EOQ (Quantity–Economic Order)
   - Cumulative Sales–This Yr

Field	Explanation
Input U/M	A user defined code (00/UM) that identifies the unit of measure in which you usually purchase the item.
	. . . . *Form-specific information* . . . .
	If you leave this field blank, the system uses the purchasing unit of measure.

Field	Explanation
Day/Avail	A number that indicates how many days of inventory are available. This number of days is calculated by dividing the total number of units sold during the previous two months by the number of working days in a two-month period (43.5). The system divides the number of days by the current quantity available. Example: Current Period is 11. Period 9 (150 sales) + Period 10 (140 sales) = 290 cumulative sales for two periods. Divide by 43.5 Average working days within two months = 6.6666667 Quantity Available = 610 Divide by 6.6666667 Days Available = 91.5
On Hand	The number of units that are physically in stock. The quantity on-hand displays in the primary unit of measure. . . . . *Form-specific information* . . . . The total number of items (counted in the primary unit of measure) that are stored in both the primary and secondary locations of a particular cost center. This information is stored in the Item Location Information table (F41021). The total number of items (counted in the primary unit of measure) that are stored in both the primary and secondary locations of a particular cost center. This information is stored in the Item Location Information table (F41021).
On PO	The number of units specified on the purchase order, in primary units of measure. . . . . *Form-specific information* . . . . The system retrieves this number from the Item Location table (F41021) for the primary and all secondary locations of the item in the specified branch/plant.
Avail/Rec	The number of units that are currently available (in the primary unit of measure) plus the quantity on purchase or work orders.

Field	Explanation
Reor Pt	A quantity for an item that specifies when replenishment occurs. Typically, this occurs when the total quantity on-hand plus the quantity on order equal or do not meet a specified quantity. You can enter this quantity or the system can calculate it if there is sufficient sales history.
	If there is no safety stock quantity defined, the system first calculates the safety stock by multiplying the square root of the average leadtime quantity. Then, the system adds the calculated safety stock quantity to the average leadtime quantity to determine the reorder point.
EOQ	A fixed order quantity for an item that the system calculates to minimize the combined costs of acquiring and carrying inventory. The system calculates this number based on an ecomonic analysis of the cost of placing an order and carrying the inventory.

Reviewing Sales History
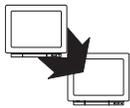
From Inventory Management (G41), choose Inventory Inquiries

From Inventory Inquiries (G41112), choose Buyer's Information

You can also access Buyer's Information from the Inventory Master/Transactions menu (G4111). Select Inventory Inquiries, followed by Buyer's Information from the Inventory Inquiries menu (G41112).

You can use sales history information to determine previous and projected sales. For example, you can review the cumulative sales to date and the projected sales for the remainder of the year. You can also compare item sales for different fiscal periods.

▶ **To review sales history**

On Buyer's Information

1. Complete the following fields:

   - Item Number

   - Brn/Plt

   - Input U/M

2. Review the following fields:

   - ABC RK (ABC Ranking)

   - Per End

- Cumulative Sales–This Yr
- Cumulative Sales–Last Yr
- 12 PD (Quantity Projected–Total)
- Trd (Trend Percent)
- Reor Pt
- Lst Cst
- Avg Cst
- Lst Rec

Field	Explanation
ABC Rk	A grade that indicates the level of sales activity for a customer or inventory item. This code documents the 80/20 principle (80% of the significant results is attributable to 20% of the business effort). The possible grades are A (best) to F (worst).
Cumulative Sales	The number of units, in primary units of measure, that you sold during a prior month. The system maintains the units history for a period of twenty-five months.
12PD>	The total projected sales quantity for the next 12 months, i.e., the current month and the next 11 months.
	Note: the Buyer's Inquiry (V41150) itemizes projections for only the current month and the next nine months. Projections are designated by the symbol > next to the name of the month.
	The total projected sales quantity for the current month and the next 11 months, for a total of 12 months.

Reviewing Open Purchase Orders

From Inventory Management (G41), choose Inventory Inquiries

From Inventory Inquiries (G41112), choose Buyer's Information

You can also access Buyer's Information from the Inventory Master/Transactions menu (G4111). Select Inventory Inquiries, followed by Buyer's Information from the Inventory Inquiries menu (G41112).

If your Inventory Management system is set up to work in conjunction with the Procurement system, you can review all of the open purchase orders that meet the following criteria:

- Do not have an open quantity that is equal to zero

- Do not have a next status that is below 900

▶ **To review open purchase orders**

On Buyer's Information

1. Complete the following fields:

    - Item Number

    - Brn/Plt

    - Input U/M

2. Review the following fields:

    - Type

    - Number

    - Line

    - Supplier Name

    - Quantity

    - Date

Processing Options for Buyer's Information

```
PROCESS CONTROL :
  1. Enter a '1' to calculate            _____
     quantities using the current
     period from Company Constants.
     Otherwise current period from
     Br/Plt Constants will be used.
  2. Enter last 2 digits of Fiscal      _____
     year you wish to see. If
     blank the Current Fiscal Year
     from Company Constants will be
     used.

DREAM WRITER VERSION :
  3. Enter the version of Open Order    _____
     Inquiry to call.  If left blank,
     version ZJDE0001 will be used.
     (See Form ID P430301).
```

Work with Transaction Records

Working with Transaction Records

You can use transaction records for the following purposes:

- Keep accurate balance forward records from year to year
- Compare and reconcile your inventory balances for different fiscal periods
- Access information about an item's quantity and cost in any location

Complete the following tasks:

❏ Create balance forward records

❏ Enter individual transactions

❏ Review multiple transactions and balances

❏ Review transactions on general ledger reports

You can create balance forward records for a fiscal year by running the Item Ledger As Of Generation program. This program summarizes item transactions for each general ledger category code and provides the most accurate and efficient method of updating the records in the As Of table (F41112).

After you run the As Of Generation program, you can compare and reconcile your inventory balances at the end of one period with the same period end for the general ledger. This is helpful because the system continues to record inventory transactions after the general ledger periods close.

Information in the balance forward records allow you to review specific transactions and review how much of an item (both the quantity and cost amount) that you have in any specific branch, location, or lot as of specific date. Also, you can also review any transactions for that item that have taken place after that date.

Before You Begin

❏ Verify that no records have been purged from the Item Ledger table (F4111).

❏ Verify that you allow an adequate amount of time for the As Of Generation program to run. These procedures can be very lengthy, depending on the number of items that you want to convert.

❏ Read *Locating On-Hand Quantity Information (P4111)* for information about reviewing current transaction information on the Item Ledger (The Cardex).

Creating Balance Forward Records
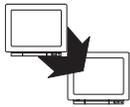
From Inventory Management (G41), choose As Of Processing

From As Of Processing (G4122), choose Item Ledger As Of Generation

You can keep accurate balance forward records from year to year. You create the balance forward records for item transactions by running the Item Ledger As Of Generation program. You can run this program using one of the following methods:

Complete regeneration

Typically, you only run the Item Ledger As Of Generation program the first time that you create the As Of table (F41112). However, if you change the fiscal date patterns on the general ledger, you must completely regenerate this table. During a complete regeneration, the system processes the information as follows:

- Verifies records, including those that were in the previous complete regeneration
- Builds the table based on transactions in the Item Ledger (The Cardex) table (F4111) as of the current date
- Marks all transactions in the table as "summarized" so that they will not be included in any partial regeneration

Partial regeneration

After you create the As Of table (F41112) for the first time, you can run this process at the end of each general ledger period to enter new transactions and keep your balance forward records current.

The system records a transaction for the following information, using the primary unit of measure:

- Data for the entire year, based on your fiscal date pattern
- Cumulative quantity and cost amount totals from the previous years

The system creates a record for each unique combination of the following levels:

- Item number

- Branch/plant

- Location

- Lot

- G/L class

- Fiscal year

After you enter individual transactions to the As Of table (F41112), you create a record for each of the unique combinations of the levels. When one of these records changes, the system creates a new balance forward record at each level. However, the system bypasses the item ledger and G/L transaction accounts.

Use the following data sequence when you run the As of Generation program:

- Item Number–Short

- Branch/Plant

- Location

- Lot

- G/L Class

- G/L Date

What You Should Know About

Loading incomplete records	The system cannot load purged Item Ledger records into the As Of table (F41112). Loading the item ledger records after a purge results in inaccurate totals.
Loading sales orders	The system loads only the records for sales orders that have been processed through sales update during the As Of Generation program.
Deleting information	You can delete information from the As Of table (F41112) with the following results: • Updates the balance forward information but not the Item Ledger (The Cardex) and other general ledger transaction accounts. • Marks any transactions that you delete as "summarized" in the Item Ledger and does not reselect them if you run a partial regeneration of the As Of Generation table.

Processing Options for Item Ledger As Of Record Generation

```
GENERATION OPTIONS:
 1. Enter a '1' to REgenerate the entire        _____
    "As Of" file (F41112). If left
    blank, the "As Of" file will be
    updated with any transactions
    in the Item Ledger file (F4111)
    that have not yet been processed
    by the "As Of" generation.

    NOTE:  The intended use of a
    REgeneration is in the case that
    your fiscal date patterns have
    changed.  In order to REgenerate
    the file correctly, all pertinent

GENERATION (Con't) :
    Item Ledger records must exist.
    If you have at any time purged
    your Item Ledger records the
    REgeneration will not create
    accurate information in the "As
    Of" records.
```

Entering Individual Transactions

From Inventory Management (G41), choose As Of Processing

From As Of Processing (G4122), choose Direct As Of Entry

You might find that you need to enter individual transactions if the Item Ledger table (F41112) has been purged or if some records were damaged. You can use the Item Ledger As Of Generation program to enter these transactions.

Enter only those item quantities that actually exist in the Item Ledger table. Any entries that do not match the Item Ledger table will cause errors in the Item Balance/Item Ledger Integrity report. In addition, there might not be an adequate audit trail for you to reconcile any differences.

▶ **To enter individual transactions**

On Direct As Of Entry

1. Complete the following fields:

   - Item Number

   - Fiscal year

   - Branch/Plant

   - Location

   The system displays the total item transaction quantity and amount information for each fiscal period.

2. Complete the following fields next to the applicable G/L period:

   - Quantity

   - Amount

3. To enter cumulative transaction information for an item if the system does not display it, complete the following fields:

   - Quantity

   - Amount

Field	Explanation
Fiscal Year	A number that identifies the fiscal year. Generally, you can either enter a number in this field or leave it blank to indicate the current fiscal year (as defined on the Company Numbers and Names form).
	Specify the year at the end of the first period rather than the year at the end of the fiscal period. For example, a fiscal year begins October 1, 1998 and ends September 30, 1999. The end of the first period is October 31, 1998. Specify the year 98 rather than 99.
Quantity	The net transaction quantity from all transactions for an Item for Period 01.
Amount	A number that represents the net amount posted during the accounting period. The system uses the accounting periods from the Company Constants table (F0010). The net amount posted is the total of all debits and credits beginning with the first day of the period through the last day of the period.

What You Should Know About

Reviewing information for a fiscal period

You can review item transaction and balance information for a specific fiscal period on Direct As Of Entry after the As Of table (F41112) has been generated.

Entering cumulative quantities and amounts

If cumulative amounts and quantities for the previous year are in the system, the system displays them after you enter the fiscal year, branch/plant, and item number on Direct As Of Entry. If the system does not display this information because there are no balance forward records for the previous year, you can enter them manually. However, any amounts that you enter must match the previous year's totals.

Reviewing Multiple Transactions and Balances
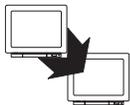
From Inventory Management (G41), choose Inventory Inquiries

From Inventory Inquiries (G41112), choose Item Ledger (The Cardex)

You can review transaction history, such as sales, receipts, or transfers for each item in your inventory. This is helpful when you are preparing to reconcile your inventory and need to review a number of transactions. It is also helpful when you are tracking the original versus the G/L document type for a transaction.

Also, you can reconcile your inventory quantities by reviewing running balances for items on Item Ledger (Running Balance).

▶   **To review multiple transactions and balances**

On Item Ledger (The Cardex)
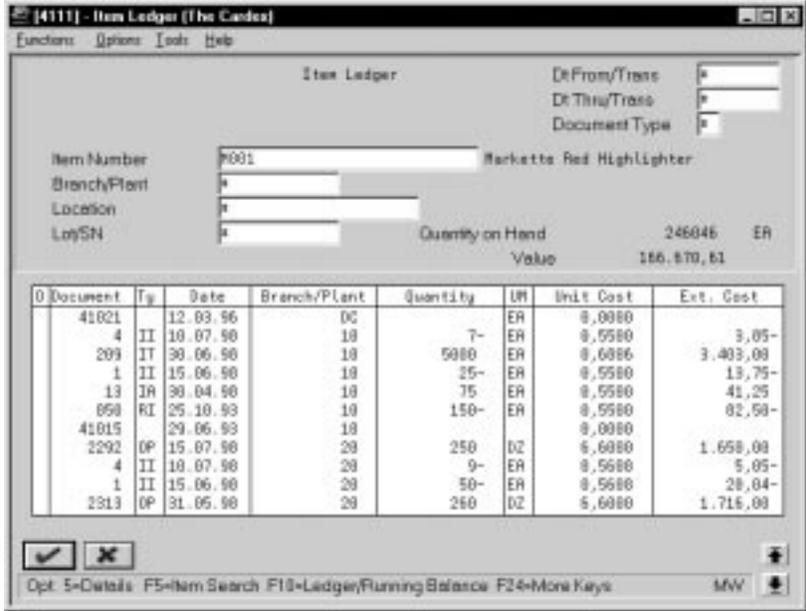
1.   Complete the following fields:

   ●   Item Number

   ●   Branch/Plant

   ●   Location

   ●   Lot/SN

2. To locate the specific period and document type, complete the following fields:

- Dt From/Trans

- Dt Thru/Trans

- Document Type

3. Review the following fields:

- Quantity On Hand

- Value (Extended Cost)

4. Select the specific document.

5. Access Item Ledger Information.

6. On Item Ledger Information, review the following fields:

- J/E Line Number

- G/L Date

- Batch Number

- User ID

- Work Station ID

- Reference

- Program ID

- Document Number

- Reason Code

- Explanation
- Supplier

Field	Explanation
J/E Line Number	A number that designates a line within a journal entry. The system uses this field to sequence the journal entry for review purposes.
G/L Date	Determines the date used for the journal entry. If you leave this field blank, the system uses the current period date. If the Current Period Date field is blank, the system uses the financial reporting date.
Batch Number	A number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number.
User ID	For World, The IBM-defined user profile. For OneWorld, the creator of the version.
Work Station ID	The workstation ID number.
Reference	A general purpose reference number that provides an audit trail for specific transactions.

Program ID	For World, the RPG program name defined in the Software Versions Repository Master table. See also J.D. Edwards Standards.
	
	T SS XXX
	  T Specific member ID number
	  SS System number (for example, 01 for Address Book)
	  XXX Member type (for example, P for Program, R for Report, and so on)
	
	For OneWorld, the name of the OneWorld batch or interactive application (APPL or UBE object).

Reason Code	A user defined code (system 42/type RC) that explains the purpose for a transaction. For example, you can indicate the reason that you are returning items, such as the goods were damaged in shipment or too many goods were shipped.

Processing Options for Item Ledger Inquiry

```
DISPLAY OPTIONS:
  1. Enter the format to be displayed:           _____
     1 = Running Quantity Balance
         format.
     2 = Running Dollar Balance
         format.
     3 = Cost Item Ledger format.
     4 = Location Item Ledger format.
     5 = Lot Status/Grade/Potency
         Item Ledger format.
     If left blank, the Cost Item
     Ledger format will be displayed.

DEFAULT VALUES:                                  _____
  2. Enter the default document type
     upon entering the video.  If
     left blank, a '*' will default
     for all document types.

  3. Enter a '1' to display Item Ledger          _____
     entries in ascending date and
     time order.  If left blank, the
     entries will be displayed in
     descending date and time order.
     (This option does NOT apply to
     Running Balance formats.)

  4. Enter a '1' to search by Original           _____
     Document Type.  If left blank,
     the search will be done by G/L
     Document Type.

DREAM WRITER VERSIONS:
Enter a DREAM Writer Version for the
following programs. (ZJDE0001) is the
default.
  5. Load & Delivery Ledger Inq  P49511          _____
```

Reviewing Transactions on General Ledger Reports

You can review inventory transactions on four general ledger reports.

Complete the following tasks:

- Review the Item Ledger Detail Print report

- Review the Item Ledger by G/L Class Code Print report

- Review the General Ledger by Object Account report

- Review the Trial Balance by Object Account report

Reviewing the Item Ledger Detail Print Report

From Inventory Management (G41), choose Inventory Reports

From Inventory Reports (G41111), choose Item Ledger

Item Ledger Detail Print is a report that lists the cumulative transactions from balance forward records prior to the G/L date that you select in the processing options. It is based on the user defined G/L dates that you set up in the processing options.

```
  41540                              J.D. Edwards & Company                    Page   -          3
                                    Item Ledger Detail Print                   Date   -    07/04/98
                                                                               Branch -         30

  From - 06/30/98   To  06/30/98

    Item No / Description   Cls    G/L                      . . . . . . . . . . . .Transaction. . . . . . . . . .
        Location/Lot        Code   Date    Explanation     Document Ty     Quantity          Cost        Extended Amount
  ----------------------- ----  -------- ------------------ -------- --  --------------- -- ------------------ -----------------

  M001                    IN30 06/30/98 Balance Forward            BF         43060 EA                        128776041.79
  Markette Red Highlighter
    .  .                        Grade      Potency
                          IN30 06/30/98 Inventory Receipt    2364 OP           200 DZ           8.1672            1,633.44

                                Grade      Potency
                          IN30 06/30/98 Inventory Receipt    2410 OP            50 DZ           8.1672              408.36

                                Grade      Potency
                          IN30 06/30/98 Office Systems Serv   774 SO          1000- EA            .6806              680.60-

                                Grade      Potency
                          IN30 06/30/98 Clark Office System   780 SO           100- EA            .6806               68.06-

                                Grade      Potency
                          IN30 06/30/98 Transfer STock        209 IT          5000- EA            .6806            3,403.00-

                                Grade      Potency
                          IN30 06/30/98 Inventory Issue         1 II            15- EA            .6806               10.21-

                                Grade      Potency
                                                                                              --------------------
                                                          Location. . . . .          -         128,773,921.72
                                                                                              --------------------
                                                          Components                 -         128,773,921.72
                                                                                              --------------------
                                                          Item Number (Short). . . . . .   -   128,773,921.72
                                                                                              --------------------
                                                          Location. . . . .          -
                                                                                              --------------------
                                                          Inventory                  -

  P002                    IN30 06/30/98 Balance Forward            BF          1445 CR                          43953.15
  Green Bar - Continuous Fo
    .  .                        Grade      Potency
                          IN30 06/30/98 Inventory Receipt    2364 OP            10 CR          30.1049              301.05

                                Grade      Potency
                          IN30 06/30/98 Office Systems Serv   774 SO           700- CR         30.1049           21,073.43-

                                Grade      Potency
                                                                                              --------------------
                                                          Location. . . . .          -          23,180.77
  P002                    IN30 06/30/98 Balance Forward            BF            50 CR                           1512.50
  Green Bar - Continuous Fo
  1 .B  .1                      Grade      Potency
```

Reviewing the Item Ledger by G/L Class Print Report
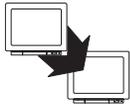
From Inventory Management (G41), choose As Of Processing

From As Of Processing (G4122), choose Item Ledger by G/L Class Rpt

Item Ledger by G/L Class Code Print is a report that you use to review the high level totals of transactions for specific G/L class and category codes. Each line of the report displays a G/L classification code total for the fiscal year and period that you specify in the processing options.

The As Of Generation program creates the quantity and amounts for the fiscal periods that this program uses.

Do not change the sequence order of this report:

- Branch/Plant
- G/L Class

```
41541                                    J.D. Edwards & Company              Page – . . .     2
                                    Item Ledger By G/L Class Code Print      Date – . . . 06/30/98

                                                                            Branch/Plant          30


             G/L                          Fiscal    . . . . . .Balance . . . . . . .
             Class    Description         Yea Per      Quantity         Amount
             ----- ------------------------------ ---- ------ --------------- ---------------
             IN30  Components               98   06            10924      702,696.60
```

Processing Options for Item Ledger "As Of" by G/L Class Code

```
REPORT OPTIONS:
  1.  Enter the fiscal year and period
        for which the Item Ledger by G/L
        Class Code Report is to be
        prepared.  If left blank, the
        financial reporting year and
        period will be used.
                                   Year:              _____
                                 Period:              _____
```

Reviewing the General Ledger by Object Account Report
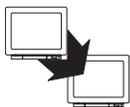
From Inventory Management (G41), choose As Of Processing

From As Of Processing (G4122), choose G/L by Object Account

General Ledger by Object Account is a report that prints your general ledger in object account sequence. You can select specific transaction documents or all transaction documents. The system accesses information for this report from the Financial Report Master table (F1011). The report format includes:

- Balance forward summaries
- Account mode selection
- Subledger selection
- Object account summaries

```
 09421                                        J.D. Edwards & Company                              Page    -     3
                                       Period General Ledger by Object Account                    Date    - 07/01/98
                                                                                                  From Date - 06/01/98
                                                                                                  Thru Date - 06/30/98

        G/L Account           Account Description  Do Document   G/L    Co.     . . . . . Amounts . . . . .       Current
 LT P
                              Explanation          Ty    Date          Debit             Credit                  Balance
  C
-------------------------- --------------------- -- -------- -------- ----- ----------------- ----------------- -----------------
-- -
         1.1105                 Petty Cash                                   00001
                                Balance Forward                                             2,272.48
                                6/98 Balances-Co 001 JA    1553 06/30/98                      185.44
 AA P
                                6/98 Assets
                                                                               ----------------- -----------------
                                Period Totals                                                 185.44
                                                                               ----------------- ----------------- -----------------
                                Account Totals                                              2,457.92                       2,457.92
       MD.1105                  Petty Cash                                   00001
                                                                               ----------------- ----------------- -----------------
                                Object 1105    Total                                        2,457.92                       2,457.92

       1.1110.BEAR              Bear Creek Nation                            00001
                                6/98 Balances-Co 001 JA    1553 06/30/98    16,758.26
 AA P
                                6/98 Assets
                                6/98 Balances-Co 001 JA    1553 06/30/98                             2,575.50-
 AA P
                                6/98 Assets
                                6/98 Balances-Co 001 JA    1553 06/30/98                                70.70-
 AA P
                                6/98 Assets
                                6/98 Balances-Co 001 JA    1553 06/30/98                               555.50-
 AA P
                                6/98 Assets
                                6/98 Balances-Co 001 JA    1553 06/30/98                               252.50-
 AA P
                                6/98 Assets
                                6/98 Balances-Co 001 JA    1553 06/30/98                               353.50-
 AA P
                                6/98 Assets
                                6/98 Balances-Co 001 JA    1553 06/30/98                               151.50-
 AA P
                                6/98 Assets
                                Bank Deposit         RK    2049 06/15/98       500.00
 AA P
                                Edwards & Edwards   PN    1950 06/10/98                               300.00-
 AA P
                                Office Warehouse, In PN    1018 06/07/98                              100.00-
 AA P
                                Centrum Incorporated RK     123 06/01/98     2,540.00
 AA P
                                Bank Deposit         RK    1913 06/01/98     1,015.72
 AA P
                                Bank Deposit         RK    1914 06/01/98     6,970.00
 AA P
                                Fashion Malls, Ltd  PV     671 06/01/98
 AA
                                                                               ----------------- -----------------
                                Period Totals                               27,783.98             4,359.20-
                                                                               ----------------- ----------------- -----------------
                                Account Totals                              27,783.98             4,359.20-           23,424.78
       MD.1110.BEAR             Bear Creek Nation                            00001
       1.1110.FIB               First Interstate                            00001
                                6/98 Balances-Co 001 JA    1553 06/30/98    11,229.18
 AA P
                                6/98 Assets
                                                                               ----------------- -----------------
                                Period Totals                               11,229.18
                                                                               ----------------- ----------------- -----------------
                                Account Totals                              11,229.18                                 11,229.18
       1.1110.FRANCE            First Bank of Par                            00001
       1.1110.LONDON            First Bank of Lon                            00001
```

Reviewing the Trial Balance by Object Account Report
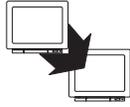
From Inventory Management (G41), choose As Of Processing

From As Of Processing (G4122), choose T/B by Object Account

Trial Balance by Object Account is a report that prints trial balances with total postings and account balances by object account sequence. The system selects information for this report from the Financial Reporting table (F1011). The report format includes:

- Trial balance by object account
- Account mode selection
- Subledger selection
- Object account summaries

```
094121                                J.D. Edwards & Company                    Page     -     4
                                  Trial Balance By Object Account                Date    - 07/01/98
                                                                                As Of   - 06/30/98

 Co.        Account Codes       L     Description     Prior Year-End    . . . .Postings. . . .      Current
                                D                        Balance       This Period   Year-To-Date   Balance
 -----  ------------------------ -  ----------------- ----------------- ----------------- ----------------- -----------------
 00001      MD.1200             5 Accounts Receivable
                                                      ----------------
                                                      ---------------- ----------------- ----------------- -----------------
                                   Object Account . . . . .

 00001      1.1210              6 Trade Accounts Receiv   2,441,853.76     258,230.94      697,085.59    3,138,939.35
 00001      MD.1210             6 Trade Accounts Receiv
                                                      ----------------
                                                      ---------------- ----------------- ----------------- -----------------
                                   Object Account . . . . .  2,441,853.76    258,230.94      697,085.59    3,138,939.35

 00001      MD.1211             6 Tenant Receivables
                                                      ----------------
                                                      ---------------- ----------------- ----------------- -----------------
                                   Object Account . . . . .

 00001      MD.1212             6 Deferred Tenant A/R
                                                      ----------------
                                                      ---------------- ----------------- ----------------- -----------------
                                   Object Account . . . . .

 00001      1.1215              6 Allow for Doubtful Ac      183,870.50      14,040.99       41,572.34      225,442.84
 00001      MD.1215             6 Allow for Doubtful Ac
                                                      ----------------
                                                      ---------------- ----------------- ----------------- -----------------
                                   Object Account . . . . .    183,870.50      14,040.99       41,572.34      225,442.84

 00001      MD.1218             6 Finance Charges Recei
                                                      ----------------
                                                      ---------------- ----------------- ----------------- -----------------
                                   Object Account . . . . .

 00001      MD.1220             6 Notes Receivable
                                                      ----------------
                                                      ---------------- ----------------- ----------------- -----------------
                                   Object Account . . . . .

 00001      1.1222              6 Drafts Receivable          88,167.50       8,600.61       25,464.56      113,632.06
 00001      MD.1222             6 Drafts Receivable
                                                      ----------------
                                                      ---------------- ----------------- ----------------- -----------------
                                   Object Account . . . . .     88,167.50       8,600.61       25,464.56      113,632.06

 00001      1.1224              6 Remittances Receivabl      90,686.00       6,622.65       19,608.24      110,294.24
 00001      MD.1224             6 Remittances Receivabl
                                                      ----------------
                                                      ---------------- ----------------- ----------------- -----------------
                                   Object Account . . . . .     90,686.00       6,622.65       19,608.24      110,294.24

 00001      MD.1225             6 Retainages Receivable
                                                      ----------------
                                                      ---------------- ----------------- ----------------- -----------------
                                   Object Account . . . . .

 00001      1.1230              6 Employee Receivables      100,840.50       8,477.80       25,100.93      125,941.43
 00001      MD.1230             6 Employee Receivables
                                                      ----------------
                                                      ---------------- ----------------- ----------------- -----------------
                                   Object Account . . . . .    100,840.50       8,477.80       25,100.93      125,941.43

 00001      1.1240              6 VAT Recoverable
 00001      MD.1240             6 VAT Recoverable
                                                      ----------------
                                                      ---------------- ----------------- ----------------- -----------------
                                   Object Account . . . . .

 00001      1.1290              6 Other Accounts Receiv    1,007,420.00      72,267.84      213,969.49    1,221,389.49
```

Test Yourself: Item and Quantity Information

1. How does J.D. Edwards software calculate availability?

   _____

2. Name four quantity fields that are available in the Branch/Plant Location table (F41021).

   _____

   _____

3. What is the default method that J.D. Edwards uses for inventory commitment processing?

   _____

   _____

4. What information is displayed on Item Ledger (The Cardex)?

   _____

   _____

5. What affects an item's on-hand quantity?

   _____

   _____

6. What is the significance of the running balance format for Item Ledger Inquiry?

   _____

7. Which form would you use for direct access to other forms when you are researching transaction or item information?

   _____

8. Which form would you use to review past sales, current demand, and open purchases for an item?

   _____

Test Yourself: Item and Quantity Information (continued)

9. Which form would you use to analyze current inventory statuses or to provide a customer with a ship date?

    _____

10. What is the benefit of building the As Of table?

    _____

    _____

11. What is the number of the As Of table?

    _____

12. Besides the Item Ledger (The Cardex), which programs access the As Of table?

    _____

    _____

13. How often should you refresh the As Of table?

    _____

14. Why doesn't the refresh program duplicate transactions in the As Of table but instead adds any new records?

    _____

    _____

The answers to this Test Yourself exercise are in Appendix B.

Reports

Objectives

- To understand which reports provide information about the status of your inventory
- To understand which reports provide analytical information
- To understand which reports identify discrepancies among inventory and accounting tables
- To understand which reports track changes to item information in the Inventory Management system

About Reports

You can generate inventory reports to review and analyze information about your inventory.

Complete the following tasks:

❏ Review inventory status reports

❏ Review inventory analysis reports

❏ Review inventory integrity reports

- Review inventory audit reports

Use inventory status reports to review the status of your inventory by location, time period, and so forth.

Use inventory analysis reports to review the profitability, turnover, demand, and so forth, for your inventory.

Use inventory integrity reports to review discrepancies between item information and accounting information.

Use inventory audit reports to review the results of the audit process and monitor changes to item information in the Inventory Management system.

Review Inventory Status Reports

Reviewing Inventory Status Reports

Inventory status reports provide you with the following information:

- Status by location
- Item master records
- Product/item performance by location
- Transactions during a specific time period
- Pricing of your inventory

Complete the following tasks:

- Review the Stock Status report
- Review the Item Master Directory report
- Review the Buyers Guide report
- Review the Inventory Journal report
- Review the Price Book report

Reviewing the Stock Status Report
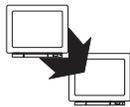
From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Inventory Reports

From Inventory Reports (G41111), choose Stock Status

Stock Status is a DREAM Writer report that lists the location and status of your inventory items in a specific branch, plant, or warehouse, including:

- Inventory on hold by location
- Commitments by location
- Cost information by location

```
41530                              J.D. Edwards & Company              Page    –         4
                                      Stock Status                     Date    –   4/04/98
                                   Specific Warehouse(s)               Branch  –        30


FDB .

Food & Beverages            Blank – Sales Rpt Code 2 41/S2
                                                              Committed/
                                                               Selected/            On P.O./
    Item Number
    Description          Location/Lot    UM   On Hand   Held  Work Order  Available            Unit Cost
------------------------ ------------- --  ------------ ------------ ------------ ------------ ------------ ------------
MIN001                       .  .          BT     24020                    500      23520                     0.7500
Mineral Water                        Grade    Potency

S001                         .  .          EA       775                     50        725          25         6.7500
Front Loading Stapler                Grade    Potency

S002                         .  .          EA      3500                   1850       1650         130         0.2000
Stanley Staple Remover               Grade    Potency

S003                         .  .          BX      2000                             2000                      0.0000
1/2 inch Tackmaster Staple           Grade    Potency
for Front Loading Staplers

V001                         .  .          EA     18050                   5000      13050        2544        16.1500
Natureway High Energy Vita           Grade    Potency
100 Capsules
V001                      1 .A  .1         EA         1–                               1–                     16.1500
Natureway High Energy Vita 00000004  Grade    Potency
100 Capsules
V001                      1 .A  .1         EA                                                                 16.0000
Natureway High Energy Vita 00000006  Grade    Potency
100 Capsules
V001                      1 .A  .2         EA        10                               10                     16.0000
Natureway High Energy Vita 00000005  Grade    Potency
100 Capsules
V002                         .  .          EA      5245                   1000       4245                    35.1200
Natureway High Energy Vita           Grade    Potency

250 Capsules

P001                         .  .          RM     16188                   5500      10688                     2.6829
Premium Xerographic Paper            Grade    Potency

TS001                        .  .          PR      1469                    275       1144         150        82.0000
Issel Pump Court Shoes               Grade    Potency           50

TS002                        .  .          PR      1467                    275       1142         180        66.0000
Air–Shaq Children's X–Trai           Grade    Potency           50

TS002                     1 .C  .1         PR       350                              350                     43.9573
Air–Shaq Children's X–Trai           Grade    Potency

1001                         .  .          EA      3870                    251       3619          96         5.2500
Pen & Pencil Set                     Grade    Potency

1001                      1 .B  .1         EA        16                               16                      5.2500
Pen & Pencil Set                     Grade    Potency

1001                      1 .B  .2         EA        16                               16                      5.2500
Pen & Pencil Set                     Grade    Potency

P002                         .  .          CR       305                    100        205         200        30.1049
Green Bar – Continuous For           Grade    Potency
```

Processing Options for Stock Status

```
UNIT OF MEASURE OPTIONS:
  1. Enter the Unit of Measure (BX, DZ,            _____
     CS, CA, etc.) to appear on the
     report. If the chosen Unit of
     Measure is not defined for an
     item, the Primary Unit of Measure
     will be used.  If left blank, the
     Primary Unit of Measure will be
     displayed.
```

Reviewing the Item Master Directory Report

From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Inventory Reports

From Inventory Reports (G41111), choose Item Master Directory

Item Master Directory is a DREAM Writer report that lists the item master records.

```
41560                              J.D. Edwards & Company                    Page    -    4
                                   Item Master Directory by                  Date    -  4/04/98
                                     Sales Catalog Section                                .

  Blank -Sales Rpt Code 1 41/S1   Blank - Sales Rpt Code 2 41/S2


                                                   Stk Bck
          2nd Item                 Description      Typ Ord UM
  ----------------------- ---------------------------- --- --- --
  12731                   Vitamin B1                    P   Y  GM

  12749                   Vitamin B2                    P   Y  GM
  12757                   Vitamin B6                    P   Y  GM
  12765                   Vitamin B12                   P   Y  GM
  12773                   Vitamin C                     P   Y  GM
  12781                   Minerals, complex             M   Y  GM
  12790                   Magnesium                     P   Y  GM
  12802                   Iron                          P   Y  GM
  12811                   Selenium                      M   Y  GM
  12829                   Parselenium                   P   Y  MG
  12837                   Zinc                          P   Y  GM
  12845                   Buffer, inert                 P   Y  GM
  PRIMARY VALVE           Gate Valve, Primary           K   Y  EA
  VS001                   Primary Valve Stem            P   Y  EA
  GB001                   Gland Bushing, Primary Valve  P   Y  EA
  GBP001                  Gland Bushing Packing         P   Y  EA
  SBB002                  Stuffing Box Bushing          P   Y  EA
  PVG003                  Primary Valve Gasket          P   Y  EA
  BSB004                  Back Seat Bushing             P   Y  EA
  SR005                   Seat Ring                     P   Y  EA
  GATE PUMP PM            Gate Pump Preventive Maint.   K   Y  EA
  GFP001                  Gate Fuel Pump                K   Y  EA
  GFPM006                 Gate Fuel Pump Motor          P   Y  EA
  GFPF009                 Gate Fuel Pump Filter         P   Y  EA
  GFPC001                 Gate Fuel Pump Connector      P   Y  EA
  GC0001                  Grease Cartridge              P   Y  EA
```

Processing Options for Item Master Directory

```
1. Select Short, Long, or 3rd Item                    _____
   (Enter 1, 2 or 3)
2. Enter a '1' to include Item Notes on               _____
   report.
3. Enter a '1' to include Print Messages              _____
   on report.
```

Reviewing the Buyers Guide Report

From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Inventory Reports

From Inventory Reports (G41111), choose Buyer's Guide

The Buyers Guide is a DREAM Writer report that lists product and item performance information.

```
4152                                    J.D. Edwards & Company              Page    -      2
                                           Buyers Guide                     Date    -  4/04/98


       Item Number/                           Last Cost  Receipt  Margin Ann Sale  Avail  Lt Days  ROP   SOQ
         Supplier          Description / Branch  UM Average Cost  Order  A-B-C  Avg Mth   On  L Times  EOQ   Safety
    ------------------------  ------------------------  --  ------------  --------  ------  ---------  --------  -------  ------  ------
    1001                      Pen & Pencil Set             EA     5.2500  06/08/98    0%             3,651    6.52
        4345 Value Worldwide                      30           5.2568  07/25/98 C-C-C            96

                                                                                    ---------  --------                   ------
                                              Memphis Distribution Center                        3,651
                                                                                                   96

                                                                                    ---------  --------                   ------
                                              Item Number (Short). . . . . .                     3,651
                                                                                                   96


    STEREO                    JDE STEREO SYSTEM            EA   675.0000              0%                     0.00
                                                      30         0.0000  07/25/98 C-C-C            60

    High quality performance system for the music enthusiast.

                                                                                    ---------  --------                   ------
                                              Memphis Distribution Center                          60

                                                                                    ---------  --------                   ------
                                              Item Number (Short). . . . . .                       60


    RECEIVER                  350 Channel Mega Watt        EA   200.0000  06/30/98    0%             950    0.00
                                                      30       200.0000  07/25/98 C-C-B            60

    Component for the JDE Stereo System package.

                                                                                    ---------  --------                   ------
                                              Memphis Distribution Center                          950
                                                                                                   60

                                                                                    ---------  --------                   ------
                                              Item Number (Short). . . . . .                       950
                                                                                                   60
```

Processing Options for Buyers Guide

```
Enter a '1' to print all items or                    _____
   enter a '2' to print only those items
   at/or below reorder point

Enter a '1' to print item notes.                     _____
```

Reviewing the Inventory Journal Report
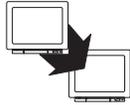
From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Inventory Reports

From Inventory Reports (G41111), choose Inventory Journal

The Inventory Journal is a DREAM Writer report that you use to review the transactions against your inventory. The information is grouped by the source of the transactions over a specific period of time. This report lists all the basic information about the items in a specific branch, plant, or warehouse. You can also use this report to verify the amount of your inventory against the general ledger.

The Inventory Journal retrieves records from the Item Ledger table (F4111).

```
41550                                    J.D. Edwards & Company              Page  -        58
                                      Inventory Journal - All Branches       Date  -    4/04/98
                                                                             Branch -        30
   From - 01/01/98  To - 12/31/99
   Source Code - IA - Inventory Adjustments

      Item Number                                                           Exten   Quantity In  Pr
         Description        Document  Date      Reference       Quantity      Cost            Prim UM  UM
   ----------------------- --------  -------  -------------------- -------------- -- -------------- -------------- -------------- --
      1001
   Pen & Pencil Set             13 04/30/98 Inventory Adjustment        75  EA      525.00        393.75          75  EA
                                                                                            --------------
                                                                       Item Number Total. . . . . .     393.75

      P001
   Premium Xerographic Paper    13 04/30/98 Inventory Adjustment        50  RM      268.29        134.15          50  RM
                                                                                            --------------
                                                                       Item Number Total. . . . . .     134.15

      M001
   Markette Red Highlighter     13 04/30/98 Inventory Adjustment       100  EA       68.06         68.06         100  EA
                                                                                            --------------
                                                                       Item Number Total. . . . . .      68.06

      P002
   Green Bar - Continuous For    13 04/30/98 Inventory Adjustment       30  CR    3,010.49        903.15          30  CR
                                                                                            --------------
                                                                       Item Number Total. . . . . .     903.15

      M002
   Markette Blue Highlighter    13 04/30/98 Inventory Adjustment       100  EA       68.06         68.06         100  EA
                                                                                            --------------
                                                                       Item Number Total. . . . . .      68.06

      E001
   Commercial Business Envelo   13 04/30/98 Inventory Adjustment        50  BX      663.78        331.89          50  BX
                                                                                            --------------
                                                                       Item Number Total. . . . . .     331.89

      M003
   Markette Green Highlighter   13 04/30/98 Inventory Adjustment       100  EA       68.06         68.06         100  EA
                                                                                            --------------
                                                                       Item Number Total. . . . . .      68.06

      TS001
   Issel Pump Court Shoes       13 04/30/98 Inventory Adjustment        60  EA    5,122.57      3,073.54          30  PR
                                                                                            --------------
                                                                       Item Number Total. . . . . .   3,073.54

      TS002
   Air-Shaq Children's X-Trai   13 04/30/98 Inventory Adjustment        65  EA    4,395.73      2,857.22          33  PR
                                                                                            --------------
                                                                       Item Number Total. . . . . .   2,857.22

      MIN001
   Mineral Water                13 04/30/98 Inventory Adjustment        20  BT       75.00         15.00          20  BT
                                                                                            --------------
                                                                       Item Number Total. . . . . .      15.00

                                                                                            --------------
                                                                       Document Type Total. . . . . .  7,912.88
```

Processing Options for Inventory Journal

```
     1.  Enter the beginning date to print.                  _____
     2.  Enter the ending date to print.                     _____
         If the beginning or ending date is
         left blank, the system date will
         default in.
```

Reviewing the Price Book Report

From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Inventory Reports

From Inventory Reports (G41111), choose Price Book

The Price Book is a DREAM Writer report that lists the current prices for your inventory.

The system retrieves this information from the following tables:

- Item Branch Location (F4106)

- Price by Item (F4207)

- Price by Customer (F4208)

```
41510                              J.D. Edwards & Company                              Page     –          31
                                        Price Book                                     Date     –      4/4/98
                                                                                       Branch   –          30
                                                                                       Inv  Rule–     SPO
                                                                                       Cust Rule–
SPO.Supplies, Office
   .Blank – Sales Rpt Code 2 41/S2

    Item Number          Description         Lvl   Effect   Expire    Qty   Ovr Ride Pr Fc Dsc     Price    Um
M001                Markette Red Highlighter           **  List Price **                          13.9900  DZ
                                              1  01/01/93 12/31/99      12           NO DISC       13.9900
                                              2  01/01/93 12/31/99      24           5% OFF        13.2905
                                              3  01/01/93 12/31/98      36           8% OFF        12.8708
                                              4  01/01/93 12/31/99      48           10% OFF       12.5910
M002                Markette Blue Highlighter          **  List Price **                          13.9900  DZ
                                              1  01/01/93 12/31/99      12           NO DISC       13.9900
                                              2  01/01/93 12/31/99      24           5% OFF        13.2905
                                              3  01/01/93 12/31/98      36           8% OFF        12.8708
                                              4  01/01/93 12/31/99      48           10% OFF       12.5910
M003                Markette Green Highlighter         **  List Price **                          13.9900  DZ
                                              1  01/01/93 12/31/99      12           NO DISC       13.9900
                                              2  01/01/93 12/31/99      24           5% OFF        13.2905
                                              3  01/01/93 12/31/98      36           8% OFF        12.8708
                                              4  01/01/93 12/31/99      48           10% OFF       12.5910
```

Review Inventory Analysis Reports

Reviewing Inventory Analysis Reports

Inventory analysis reports provide the following information about items in your inventory:

- Which items are in the greatest demand
- Differences in transaction costs versus current costs
- Profitability
- Value
- Turnover
- Supply and demand
- Tag information for each item

Complete the following tasks:

- Review the ABC Analysis report
- Review the Cost Analysis report
- Review the Margin Analysis report
- Review the Valuation Analysis report
- Review the Inventory Turn report
- Review the Supply and Demand report
- Print Stock Tags

Reviewing the ABC Analysis Report

From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Inventory Reports

From Inventory Reports (G41111), choose ABC Analysis

The ABC Analysis report is based on the principle that a small number of items will account for the largest part of a company's business. A slightly larger

number of items will account for a smaller, but significant amount of business. The remaining large number of items, taken together, will account for only a small amount of business.

You can generate an ABC Analysis report based on an item's total sales, gross margin, or on-hand value. The ABC analysis report ranks inventory items with a letter grade of A, B, or C (where A represents the items with highest total sales, largest gross margin, or largest on-hand value). You can also use different ranking percentages in each category. For example, the system could rank Item A based on percentage of sales and Item C based on gross margin. The information that the ABC Analysis report provides helps you to determine which items control your inventory costs and profits.

You can use the ABC Analysis as the basis for inventory cycle counts (in which A items are counted more often than C items).

You can run this report in proof or final mode, based on how you set up the processing options. The first time you run the ABC Analysis report, you should run it in proof mode. Proof mode allows you to review the information without updating the item master and branch/plant records with the new ABC ratings.

Determine the natural breaks in your inventory item listing to determine where to set the percentage breaks in the branch/plant constants.

Before You Begin

❏ Set up the ABC code percentage breaks on Branch/Plant Constants.

❏ If you plan to run the sales version or the gross margin version of the ABC Analysis report, verify that you have set the processing options for the Sales Update program so that the system updates the Item History table (F4115).

❏ If you decide to include forecasted records in the ABC calculations, you must first run DRP (Distribution Requirements Planning).

❏ Determine which inventory items to exclude from the ABC analysis rankings. To exclude an item when you run this report, you must set the code on Branch/Plant Information to bypass the item. See *Entering Basic Item Information (P4101)* for information on the ABC codes.

```
4164                                     J.D. Edwards & Company                      Page    -        2
                                         ABC Analysis - Sales                        Date    -   04.04.98
                                              By Sales                               Brn/Plt -       10


                                                                         Item      Cumulative   ABC
                    Item Number              Description        Sales   % of Total  % of Total  Code
             ------------------------  ------------------------------  ----------------  ----------  ----------  ----
             MPDRPST02                Napa Valley Soft Side CD Case                     100,0000
             MPDRPST01                Napa Valley Soft Side CD Case                     100,0000
             MPDRP                    Napa Valley Soft Side CD Case                     100,0000
             MIN001                   Mineral Water                                     100,0000
             LOCK CRT                 CRT Lock Option                                   100,0000
             KEYBOARD 3180            CRT 3180 Style Keyboard                           100,0000
             KEYBOARD FEATURE         CRT Keyboard Feature                              100,0000
             KEYBOARD AT              CRT AT Style Keyboard                             100,0000
             GOLD 24K                 24 Carat Gold                                     100,0000
             E001                     Commercial Business Envelope                      100,0000
             D1091                    Desk Set                                          100,0000
             DRP4                     Napa Valley Soft Side CD Case                     100,0000
             DRP3                     Napa Valley VCR Box                               100,0000
             DRP2                     Napa Valley CD Box                                100,0000
             DRP1                     Napa Valley Cassette Box                          100,0000
             CRT CRATE                CRT Packing Crate                                 100,0000
             CRT CHASSIS              CRT Chassis, Final Assembly                       100,0000
             CRT                      CRT-AS/400 Compatible Kit                         100,0000
             CD-5 DISK TRAY           Compact Disk - 5 Disk Tray                        100,0000
             CD-SINGLE LOAD           Compact Disk - single load                        100,0000
             CD FEATURE               CD Options for Stereo system                      100,0000
             CABLE CONNECTORS         CRT Cable Connector                               100,0000
             BIKE15G                  15 Speed Bike-Green                               100,0000
             BIKE15B                  15 Speed Bike-Blue                                100,0000
             BIKE15                   15 Speed Bike                                     100,0000
             BIKE10G                  10 Speed Bike-Green                               100,0000
             BIKE10B                  10 Speed Bike-Blue                                100,0000
             BIKE10                   10 Speed Bike                                     100,0000
             BIKE                     Bike Parent                                       100,0000
                                                               ----------------  ----------
                                              10   Total        257806,50      100,0000
```

Processing Options for ABC Analysis

```
REPORT DISPLAY:
 1. Enter a '1' to rank and display the          _____
     items by Sales Amount.  Enter a '2'
     to rank and display the items by
     Gross Margin.  Enter a '3' to rank
     and display the items by On Hand
     Value.  If left blank, the items
     will be ranked and displayed by
     Sales Amount.

 2. If displaying the items by Sales or          _____
     Gross Margin, enter a '1' to
     retrieve forecasted quantities from
     the MPS Summary file.  If left
     blank, the Item History file will
     be used for past quantities.
 3. If displaying the items by Sales
     or Gross Margin, enter the Date
     Range for Periods to be selected
     for processing.  If left blank,
     the System Date will be used.
        From Date                                 _____
        Thru Date                                 _____

COST CENTER PROCESSING:
 4. Enter a '1' to consolidate the               _____
     amount totals of multiple Cost
     Centers.  The ABC Codes will be
     based on the ABC Percentages for
     Cost Center 'ALL'.  To display
     amount totals by individual Cost
     Centers, the Cost Center selection
     must be first in the Data Sequence
     and must level break for each
     Cost Center.

FILE UPDATE OPTION:
 5. Enter a '1' to update files with             _____
     the new ABC Codes.  If left blank,
     no files will be updated.
```

Reviewing the Cost Analysis Report

From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Inventory Reports

From Inventory Reports (G41111), choose Cost Analysis

Cost Analysis is a DREAM Writer report that lists items with a transaction cost that is different from the current average cost that you specified in the processing options.

J.D. Edwards recommends that you print this report at least once a month so that you are aware of transactions that vary significantly in costs from the average cost per item.

The Cost Analysis report retrieves records from the Item Ledger (F4111) and Item Cost Information (F4105) tables.

```
41580                                  J.D. Edwards & Company                Page    -        4
                                        Unit Cost Warnings                    Date    -   4/04/98
Memphis Distribution Center          Variance from Average Cost ñ5%           Brn/Plt. .      30


. . . . . . . . . . . . .Item . . . . . . . . . . . . .  . . Document. . .  . . . . Unit Cost. . . . .  . . . . Variance. . . .
    Item Number             Description                  Number  Date       This Trans    Wtd Avg       Amount      Percent
------------------------ ------------------------------  ------- --------    -----------  ------------   ----------- ----------
P001                     Premium Xerographic Paper          2284 06/30/98       27.5000        2.6829      24.8171   925.0102
                                                            2364 07/15/98       26.8290        2.6829      24.1461   900.0000
                                                            2321 04/30/98       26.8293        2.6829      24.1464   900.0111
                                                            2313 05/31/98       27.5000        2.6829      24.8171   925.0102
                                                            2292 07/15/98       27.5000        2.6829      24.8171   925.0102
                                                            2292 07/15/98       27.5000        2.6829      24.8171   925.0102
M001                     Markette Red Highlighter           2364 07/15/98        8.1672    6,806.0000   6,797.8328-   99.8800-
                                                            2410 07/15/98        8.1672    6,806.0000   6,797.8328-   99.8800-
                                                             851 10/25/98        0.6806    6,806.0000   6,805.3194-   99.9900-
                                                             853 10/25/98        0.6806    6,806.0000   6,805.3194-   99.9900-
                                                            2321 04/30/98        8.1675    6,806.0000   6,797.8325-   99.8799-
                                                              13 04/30/98        0.6806    6,806.0000   6,805.3194-   99.9900-
                                                            2313 05/31/98        6.6000    6,806.0000   6,799.4000-   99.9030-
                                                               1 06/15/98        0.6806    6,806.0000   6,805.3194-   99.9900-
                                                             774 06/30/98        0.6806    6,806.0000   6,805.3194-   99.9900-
                                                             780 06/30/98        0.6806    6,806.0000   6,805.3194-   99.9900-
                                                             209 06/30/98        0.6806    6,806.0000   6,805.3194-   99.9900-
                                                               4 07/10/98        0.6806    6,806.0000   6,805.3194-   99.9900-
                                                            2292 07/15/98        6.6000    6,806.0000   6,799.4000-   99.9030-
M002                     Markette Blue Highlighter          2364 07/15/98        8.1672        0.6806       7.4866  ,100.0000
                                                            2410 07/15/98        8.1672        0.6806       7.4866  ,100.0000
                                                            2321 04/30/98        8.1675        0.6806       7.4869  ,100.0440
                                                            2313 05/31/98        6.6000        0.6806       5.9194   869.7325
                                                            2292 07/15/98        6.6000        0.6806       5.9194   869.7325
                                                            2292 07/15/98        6.6000        0.6806       5.9194   869.7325
E001                     Commercial Business Envelope       2364 07/15/98       66.3780        6.6378      59.7402   900.0000
                                                            2321 04/30/98       66.3777        6.6378      59.7399   899.9954
                                                            2313 05/31/98       64.1000        6.6378      57.4622   865.6814
                                                            2292 07/15/98       64.1000        6.6378      57.4622   865.6814
                                                            2292 07/15/98       64.1000        6.6378      57.4622   865.6814
M003                     Markette Green Highlighter         2364 07/15/98        8.1672        0.6806       7.4866  ,100.0000
                                                            2410 07/15/98        8.1672        0.6806       7.4866  ,100.0000
                                                            2321 04/30/98        8.1675        0.6806       7.4869  ,100.0440
                                                            2313 05/31/98        6.6000        0.6806       5.9194   869.7325
                                                            2292 07/15/98        6.6000        0.6806       5.9194   869.7325
                                                            2292 07/15/98        6.6000        0.6806       5.9194   869.7325
```

Processing Options for Cost Analysis

```
Enter the variance percent                                  _____
   (i.e. '5' will select any transaction
   where the transaction cost was 5%
   greater or 5% less than the
   current average cost for the item.)
```

Reviewing the Margin Analysis Report

From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Inventory Reports

From Inventory Reports (G41111), choose Margin Analysis

Margin Analysis is a DREAM Writer report that you use to identify profit margin based on current information. This report allows you to periodically analyze your cost and price values. It also identifies margin exception items.

The Margin Analysis report retrieves records from the Item Cost Information (F4105) and the Item Pricing Information (F4106) tables.

The two asterisks (**) next to the unit of measure indicate that the margin percentage does not meet the minimum margin that you specified in the processing options.

```
41700                                    J.D. Edwards & Company                        Page    -        2
                                    Inventory Cost/Price Comparison                     Date    - 04.04.98
                                             50% Margin
                                        Based on Last In Cost

       Item Number/
       Description             Branch       Location          Lot      Selling Price      Cost      % Mrgn  UM
------------------------   -----------  -------------------- -----------  ----------------- ---------------- -------- --
DISPLAY
Plastic Display Unit          DC R. .                                                                         EA **

DIS001
End Aisle Display             DC R. .                                                                         EA **

POSTER
Promotional Poster           DC  . .                                                                         EA **

S001
Front Loading Stapler        DC R. .                                                                         EA **

S002
Stanley Staple Remover       DC R. .                                                                         EA **

P001
Premium Xerographic Paper    DC R. .                                                                         RM **

E001
Commercial Business Envel    DC R. .                                                                         BX **

M002
Markette Blue Highlighter    DC R. .                                                                         EA **

M003
Markette Green Highlighte    DC R. .                                                                         EA **

1001
Pen & Pencil Set             DC R. .                                                                         EA **

M001
Markette Red Highlighter     DC R. .                                                                         EA **
```

5–17

Processing Options for Margin Analysis

1) Enter an override sales costing
   code. (Mandatory for costing)   _____

2) Enter a warning minimum margin
   percent. Items below this percent   _____
   will be denoted with "**".)

3) Enter a '1' to only print those
   items that fall below the warning   _____
   minimum margin percent (Default of
   blanks will print all items).

Reviewing the Valuation Analysis Report

From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Inventory Reports

From Inventory Reports (G41111), choose Valuation Analysis

Valuation Analysis is a DREAM Writer report that you use to review the extended value of on-hand inventory, based on the following cost bases:

- Weighted average unit cost

- Last-in unit cost

- Lot cost (associated with each storage area for an item)

You can compare these costs to your inventory account or the inventory accounts in your general ledger.

You can create a version of this report using the G/L class code to produce totals that correspond directly to the accounts in your general ledger.

You must use the following data sequence:

- Warehouse

- Sales reporting code 1

- Sales reporting code 2

```
41590                                J.D. Edwards & Company            Branch   -        DC
                                   Inventory Valuation Analysis        Page     -         2
                                Last In - Weighted Average - Standard  Date     -  21.05.96
                                                                                          .
Blank -Sales Rpt Code 1 41/S1
   Blank - Sales Rpt Code 2 41/S2
                                                       . . . Unit Cost . . .   . . Extended Dollars . .
                                                                    Last In                    Last In
        Item Number                                  Quantity Weighted Aver Lot  Weighted Aver Lot
        Location/Lot              Description     UM
------------------------  ------------------------  --  ------------  ------------  ------------  ------------
 CD                       Compact Disk-Various Artists EA               5,0000      0,0000
 . .                                                                                0,0000
                                                    EA               5,0000      5,0000
 R. .                                                                               0,0000
                                                    EA      144       5,0000      5,0000       720,00        720,00
 1.B.2                                                                              0,0000
                                                    EA       32       5,0000      5,0000       160,00        160,00
 1.G.1                                                                              0,0000
                                                    EA        6       5,0000      5,0000        30,00         30,00
 1.H.1                                                                              0,0000
                                                    EA       10       5,0000      5,0000        50,00         50,00
 2.D.2                                                                              0,0000
                                                    EA      120       5,0000      5,0000       600,00        600,00
 3.B.1                                                                              0,0000
                                                    EA       96       5,0000      5,0000       480,00        480,00
 4.C.2

 HP                       Headphones              EA               8,0000      0,0000
 . .                                                                                0,0000

 PS                       Portable CD Player      EA              50,0000      0,0000
 . .                                                                                0,0000

 POSTER                   Promotional Poster      EA               1,0000      0,0000
 . .                                                                                0,0000

 CASSETTE                 Cassette Tape-Popular Melodies EA         3,0000      0,0000
 . .                                                                                0,0000

 DIS001                   End Aisle Display       EA               0,0000      0,0000
 R. .                                                                               0,0000

 DISPLAY                  Plastic Display Unit    EA             119,3400      0,0000
 R. .                                                                               0,0000




                                                                            ------------  ------------
                                                                              2.040,00      2.040,00
```

Processing Options for Inventory Valuation Analysis

```
DEFAULT VALUES
   1. Enter the Costing Method you wish            _____
      to print for cost number 1.
      (Default is Weighted Average - 2)

   2. Enter the Costing Method you wish            _____
      to print for cost number 2.
      (Default is Last In - 1)

   3. Enter the Costing Method you wish            _____
      to print for cost number 3.
      (Default is Layer - 6)

 NOTE: Use F1 for a list of valid values.
```

Reviewing the Inventory Turn Report

Inventory Turn is a report that you use to analyze the following:

- Trends in your inventory environment
- Inventory turnover in amount

To review Inventory Turn, you must complete the following tasks:

❏ Group transaction types

❏ Run the Inventory Turn report

Before You Begin

❏ Set up document type codes

Grouping Transaction Types
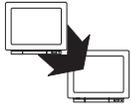
From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Inventory Reports

From Inventory Reports (G41111), choose Transaction Family Documents

Before you run the Inventory Turn report, you must group your transaction types by document codes.

For example, you can group the transaction codes for inventory adjustments (IA), inventory issues (II), and inventory transfers (IT) into a transaction type for inventory transactions (I). You can then run the Inventory Turn report using "I" as a transaction family document type in the processing options.

▶ **To group transaction types**

On Transaction Family Documents

Complete the following fields:

- Transaction Type
- Document Type

Field	Explanation
Transaction Type	This field is used to locate different document transaction types such as I for Inventory Tranasaction documents, O for Purchase Order documents, and S for Sales Order documents.
Document Type	A user defined code (system 00/type DT) that identifies the origin and purpose of the transaction. J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets. The reserved document type prefixes for codes are: P Accounts payable documents R Accounts receivable documents T Payroll documents I Inventory documents O Order processing documents J General ledger/joint interest billing documents The system creates offsetting entries as appropriate for these document types when you post batches.

Running the Inventory Turn Report

From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Inventory Reports

From Inventory Reports (G41111), choose Inventory Turn Report

You can print this report for a cost center, an item, and a date range combination that you specify.

The Inventory Turn report:

- Retrieves records from the Item Ledger table (F4111)
- Clears the existing workfile, rebuilds it, and accesses records to produce the report

You must use the following data sequence:

- Transaction date
- Branch/plant
- Item number–short

```
41116                                       J.D. Edwards & Company                    Page     -          4
                                            Inventory Turn Report                      Date     -   08.08.98
                                            01/01/98 - 04/04/98                         Branch   -        M30
                                                                                       From     -   01.01.98
                                                                                       Thru     -   04.04.98

. . . . . . . . . . . . Item. . . . . . . . . . . .   Beginning      Ending       Average              Turns
          Number
                        Description                                                                    
                                                     Inventory
                                                                   Inventory
                                                                                 Inventory
                                                                                             Usage
                                                                                                       Factor

5666              CHAIR, 5 LEG, W/TILT          135.000,00      631.650,00     383.325,00
333               OAK SHELF UNIT              7.901.430,78-   1.545.418,15   3.178.006,31-
212               OAK SHELF SIDES                15.322,28       15.322,28      15.322,28
121               OAK SHELF TOP/BOTTOM        2.093.636,58    2.093.636,58   2.093.636,58
111               1x10x6' OAK S4S                 9.542,00        9.087,00       9.314,50
424               OAK SHELVES                    28.898,24       28.898,24      28.898,24
444               OAK SHELF CABINET INSERT ASSY
443               CABINET SIDES, DOOR, BACK      265.014,42                     132.507,21
123               HARDWARE KIT                       780,00          600,00         690,00
122               BULK HARDWARE                   13.917,12       41.813,52      27.865,32
1261              Multivitamin Tablets          740.051,80-      35.205,20     352.423,30-
1008A             Drawer Labels                   1.165,17-       1.165,17-      1.165,17-
12706             Vitamin A                        3.540,55        3.268,19       3.404,37
12714             Retinyl Palmitate                 539,00-         970,20-        754,60-
12722             Beta Carotene                      625,50-      1.125,90-        875,70-
12731             Vitamin B1                         599,80          599,79         599,79
12749             Vitamin B2                         900,30          900,29         900,29
12757             Vitamin B6                       1.510,80        1.510,80       1.510,80
12765             Vitamin B12                       3.077,85        3.077,85       3.077,85
12773             Vitamin C                          246,30          246,30         246,30
12781             Minerals, complex                  110,81          110,81         110,81
12790             Magnesium                           16,90-          21,13-         19,01-
12802             Iron                             1.486,08-       1.857,60-      1.671,84-
12811             Selenium
12837             Zinc                               685,00-         856,25-        770,62-
12845             Buffer, inert                    1.495,99        1.495,98       1.495,98
```

What You Should Know About

Columnar information The system calculates beginning, ending, and average inventory as follows:

- Beginning inventory is the amount for all transactions prior to the first date that you specified in data selection.
- Ending inventory is the amount of the beginning inventory plus or minus the amount of the item ledger transactions for the period that you specified in the processing options.
- Usage is the amount of all the item ledger records that match the transaction family document types that you specify in the processing options for the report.

Processing Options for Inventory Turn Report

```
Enter the Transaction Family Document
  Types to include:                       _____
  (Based on user defined code table        _____
   41/TT and setup in P43115).             _____
  .                                        _____
  .                                        _____
  .                                        _____
```

Reviewing the Supply and Demand Report

From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Inventory Reports

From Inventory Reports (G41111), choose Supply/Demand

Supply and Demand is a DREAM Writer report that provides information about an item's demand, supply, and available quantities. The report lists the following information:

- Quantities on hand
- Safety stock
- Sales orders
- Purchase orders
- Forecasts
- Work orders

You can print a report for supply and demand information using the following criteria:

- Branch/plant
- Item number
- Date

Before You Begin

❑ Ensure that you have correctly identified all sources of supply and demand and have specified all sources in the supply and demand inclusion rules.

❑ Review the formulas for determining supply and demand and available to promise. See *Reviewing Supply and Demand Information (P4021)* and *Reviewing Performance Information (P4115)*.

```
4051                                 J.D. Edwards & Company                    Page     -      10
                                       Supply and Demand                       Date     - 04/04/98


    Item Number. . . M001                 Markette Red Highlighter              Unit of Measure. .  EA

                                                                   Request
      Branch        Location         Lot       Dema      Supply  Available   Date   Order No Ty Description / Vendor Name
    ------------ -------------------- ------------ ----------- ---------- ---------- -------- -------- -- ------------------------
           30                                               18,919      18,919                          On Hand Balance
           30                                                           17,919                          Available to Promise
           30                                   1,000                   17,919  01/04/98     801 ST Sales Order
           30                                            1,200          19,119  06/01/98    2410 OP Value Worldwide Paper Sup
           30                                                             300- 06/01/98                 Available to Promise
           30                                   1,500                   17,619  06/18/98   19254 SO Sales Order
           30                                              600          18,219  06/30/98    2007 OP Vector Manufacturing Co
           30                                              600          18,819  06/30/98    2008 OP Vector Manufacturing Co
           30                                                          9,800- 06/30/98                 Available to Promise
           30                                   1,000                   17,819  07/10/98   18972 SO Sales Order
           30                                  10,000                    7,819  08/05/98    1883 SO Sales Order
```

Processing Options for Supply/Demand Report

```
        INVENTORY OPTIONS:
         1. Enter a '1' to deduct Safety Stock                 _____
            from Availability.

         2. Enter a '1' by the following Routing
            Quantities to be considered on hand.
            Any quantity not included will be
            displayed on the appropriate date.
              1 - Quantity in Transit                          _____
              2 - Quantity in Inspection                       _____
              3 - User Defined Quantity 1                      _____
              4 - User Defined Quantity 2                      _____

         3. Enter a '1' to summarize all In                    _____
            Receipt Routing Steps into one line.
        INVENTORY OPTIONS (cont.):
         4. Enter a '1' to summarize the Item                  _____
            Balance Quantity records.

         5. Enter the thru date for the period                 _____
            of transactions to appear on the
            report.  If left blank, all
            transactions will be printed.

         6. Enter the version of Supply/Demand                 _____
            Inclusion Rules to be used for
            processing.

        PRINT OPTIONS:
         7. Enter one of the following:                        _____
             ' ' = No ATP Line
             '1' = ATP Line
             '2' = Cumulative ATP Line

        OPTIONAL RECORDS:
         8. Enter a '1' to print Planned Orders                _____
            from the MRP/MPS/DRP generations.
            If left blank, Planned Orders
            will not print.
```

9. Enter the Forecast Type to include
   a. Forecast Type
   b. Forecast Type   _____
   c. Forecast Type   _____
   d. Forecast Type   _____
   e. Forecast Type   _____

10. Enter the number of days (+/-) from   _____
    today's date that you wish to begin
    including Forecast records.
    A blank will use today's date to
    begin including Forecast records.

11. Enter the Rate Base Schedule Type to   _____
    be included on the Supply/Demand
    report. If left blank, Rate Based
    Items will not appear.

12. Enter a '1' to omit 'Bulk' Stocking   _____
    Type records from report. Blank is
    the default and 'Bulk' record types
    will be printed.

13. Enter the Unit of Measure you would   _____
    like to appear on the report. If
    left blank, Primary units will be
    used.

POTENCY:
14. Enter '1' to display all quantities   _____
    at Standard Potency

LOT EXPIRATION:
15. Enter '1' to reduce quantity   _____
    available due to lot expiration.
    (Note: This option will not work
    with ATP. If this option has to work
    Option 7 must be set to blank or 2).

Printing Stock Tags
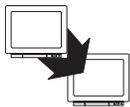
From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Inventory Reports

From Inventory Reports (G41111), choose Stock Tags

You can print generic DREAM Writer stock tags for inventory in the warehouse. The stock tags include bar codes for the item, location, and lot.

Before You Begin

❑ To print bar code information, verify that you have a printer capable of printing from an Intelligent Printer Data Stream (IPDS) device file.

❏ Set the Intelligent Printer Y/N field on DREAM Writer Printer File Overrides to Y.

❏ Ensure that you have not changed any printer file override information. Any changes to information such as report length or width might affect the appearance of the report.

```
     S T O C K   T A G                12/9/98   12:15:42
Item Number. . P002                    Branch/Plant .      40
Description. . Green Bar – Continuous Form      Lot. . . . . .

Location . . . 3 .C  .

Qty On-Hand. .         150  CR
```

```
                    P002
```

```
        3  .C   .
```

Processing Options for Stock Tags

```
REPORT DISPLAY:
  1. Enter the item/location quantity          _____
      to be printed on the tags:
      '1' = On-hand quantity
      '2' = On-hand + inbound – outbound
                  – committed.
          (Warehouse Management users)

      If left blank, only the on-hand
      quantity will print.

BARCODE OPTIONS:
  2.  Enter the barcode symbology to           _____
      print:
      '1' = Code 39 (3 of 9)
      '2' = Code 128
      If left blank, bar codes will not
      print.
```

Review Inventory Integrity Reports

Reviewing Inventory Integrity Reports

Inventory integrity reports provide information about discrepancies between item and accounting information.

Complete the following tasks:

- Review the Item Ledger/Account Integrity report
- Review the Item Balance/Ledger Integrity report

Reviewing the Item Ledger/Account Integrity Report

From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Inventory Reports

From Inventory Reports (G41111), choose Item Ledger/Account Integrity

Item Ledger/Account Integrity is a DREAM Writer report that displays discrepancies between the Item Ledger (F4111) and Account Ledger (F0911) tables.

The report displays the following types of discrepancies:

- Item ledger detail exists with no corresponding general ledger detail.
- Item ledger does not balance with the corresponding general ledger detail.

The report displays summary lines that represent specific totals:

- Document type
- Document number
- Key company

The report also displays the solution to the discrepancies. A blank report indicates that there are no discrepancies.

You must use the following data sequence:

- Document type

- Document

- Document company

Before You Begin

❑ Verify that exception rules are set up.

```
41543                                    J.D. Edwards & Company                       Page - . . .    2
                                        Item Ledger/Account Integrity                 Date - . . .  4/05/98


From - 06/01/98  To - 06/30/98

  Document    Key   . . . . . . Amount . . . . . .              G/L    Error
Type/Number   Co    Item Ledger     Account Ledger   Variance   Date   Number        Error Message
-----------  -----  ---------------  ---------------  ---------------  --------  ------  ---------------------------------------
IA    1500   100        3,535.00        11,200.00        7,665.00- 06/30/98  3038  Item Ledger and G/L do not balance
II       1   100           10.21-          52.00-          41.79  06/30/98  3038  Item Ledger and G/L do not balance
II       3   100            5.37-          30.47-          25.10  06/30/98  3038  Item Ledger and G/L do not balance
IT     127   100          143.85                          143.85  06/30/98  3038  Item Ledger and G/L do not balance
JE    1504   100      415,340.00-     2,088,705.00-   1,673,365.00  06/01/98  3038  Item Ledger and G/L do not balance
OP    2284            13,750.00                       13,750.00  06/30/98  3036  No existing General Ledger records
OP    2292           722,000.00                      722,000.00  06/30/98  3036  No existing General Ledger records
OP    2364            11,880.84                       11,880.84  06/30/98  3036  No existing General Ledger records
OP    2401             6,950.00                        6,950.00  06/01/98  3036  No existing General Ledger records
OP    2410             1,225.08                        1,225.08  06/30/98  3036  No existing General Ledger records
OP    2444               168.75                          168.75  06/30/98  3036  No existing General Ledger records
OP    2516   100         4,395.73                        4,395.73  06/14/98  3036  No existing General Ledger records
OP    2559   100        17,442.00-                     17,442.00- 06/15/98  3036  No existing General Ledger records
OP    2591   100        17,280.00-                     17,280.00- 06/15/98  3036  No existing General Ledger records
OP    2604   100           840.25                         840.25  06/03/98  3036  No existing General Ledger records
OP    2621   100                                                 06/15/98  3036  No existing General Ledger records
```

Processing Options for Item Ledger/Account Integrity

```
REPORT DISPLAY:
  1. Enter the beginning Item Ledger              _____
     date.

  2. Enter the ending Item Ledger date.           _____

SUMMARIZED MANUFACTURING J/E's:
  3. Enter a '1' to indicate that                 _____
     Manufacturing J/E's are summarized
     by account.
Enter Document Types associated with:
  4. Inventory Issues                             _____
  5. Inventory Completions                        _____
  6. Parent Scrap                                 _____
```

Reviewing the Item Balance/Ledger Integrity Report

From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Inventory Reports

From Inventory Reports (G41111), choose Item Balance/Ledger Integrity

Item Balance/Ledger Integrity is a DREAM Writer report that displays discrepancies for both quantity and amount between the Item Balance (F41021) and Item Ledger (F4111) tables, in combination with the Item As Of table (F41112).

The report displays summary lines that represent specific totals:

- Branch/plant
- Item number
- Location
- Lot number

A blank report indicates that there are no discrepancies, unless you have set the processing option to print all records.

41544

J.D. Edwards & Company
Item Variance

Branch/Plant . .   10 Modesto Distribution Center

| Item | Location | Lot or | . . . . Quantity . . . . | | | . . . . . Amount . . . . | | | Percent |
			Item Balance	Item Ledger	Variance	Item Balance	Item Ledger	Variance	Variance
M001	.		4893	4893		2.691,15	3.344,15	653,00-	19,52
E001	.		5000	10000	5000-	32.050,00	32.050,00		
TS001	.		250	125	125	12.562,50	12.562,50		
TS002	.		346	173	173	14.919,52	14.919,52		
TS002	1 .C .1		240	264	24-	10.440,00	10.440,00		
V001	1 .A .1	9310140004	100	100		1.600,00	1.615,00	15,00-	0,92
DRP1	.		22	500-	522	110,00	2.500,00-	2.610,00	104,40
DRP2	.		57	1000-	1057	342,00	6.000,00-	6.342,00	105,70
DRP3	.		1	100-	101	7,00	700,00-	707,00	101,00
D1091	.		27		27	271,59		271,59	
372-OAK	.		36		36	3.254,26		3.254,26	
CRT CHASSIS	.		43		43	5.009,50		5.009,50	
AMBER SCREEN	.		23		23	1.380,00		1.380,00	
GREEN SCREEN	.		28		28	1.680,00		1.680,00	
CRT LOCK	.		53		53	1.166,00		1.166,00	
KEYBOARD 3180	.		25		25	1.050,00		1.050,00	
KEYBOARD AT	.		23		23	966,00		966,00	
CABLE CONNECTORS	.		44		44	792,00		792,00	
CRT CRATE	.		52		52	1.508,00		1.508,00	
MIN001	.		24360	12180	12180	21.315,00	18.315,00	3.000,00	16,38

Processing Options for Item Ledger to Item Balance Integrity Report

```
REPORT DISPLAY:
1.  Enter a 'Y' to print all items on            _____
      the report.  Enter an 'N' to print
      only those items with a variance.
      If left blank, an 'N' will default.

2.  Enter the variance percent which             _____
      will cause only items above this
      percent to print.  If left blank,
      all variance items will print.

PROCESSING:
3.  Enter the costing method you want            _____
      used to calculate the unit cost
      for each item.  If left blank, the
      costing method for each item will
      be retrieved from the Cost Ledger
      (F4105).
```

What You Should Know About Processing Options

Processing (3)   Do not specify the average costing method (costing method 2). The system cannot accurately calculate the unit cost for each item if you specify average costing.

Review Inventory Audit Reports

Reviewing Inventory Audit Reports

Inventory audit reports contain the results of the audit process. The audit process monitors and records changes to item master and item/branch information. For example, if you enter or change an item in the Item Master table (F4101), the system stores both the old and new information in the Item Master Audit table (F41019). If you change an item's location in the Item/Branch table (F4102), the system stores both the old and new information in the Item Branch Audit table (F41029).

It is important to understand the meaning of "change" in the audit process. For example, a change could represent any of the following actions:

- Addition of a record or field

- Change to a record or field

- Deletion of a record or field

The audit reports display these changes. In addition, the reports provide information such as who made the change, when the change took place, and from where.

You cannot change the data sequencing for the audit reports. The system sequences records by item number. However, based on your data selection, you can display records by:

- Cost center

- Item

- Date

- Time

Complete the following tasks:

❑ Review the Item Master Audit report

❑ Review the Item Branch Audit report

What You Should Know About

Purging records	You must purge records to control the size of the reports.
	See *Purging Data* for information on purging the audit tables.
Entering new information	After you enter new information to the item master or item branch, the system records the information and prints it on the report. However, the report does not list information in the "from" column because the information did not previously exist.

Reviewing the Item Master Audit Report
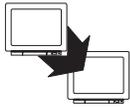
From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Inventory Reports

From Inventory Reports (G41111), choose Item Master Audit Report

Item Master Audit is a DREAM Writer report that lists the changes that personnel have made to item master information.

```
410199                          A Model Financial Co (Trng)                    Page - . . .    2
                                   Item Master Audit Report                    Date - . . .  4/29/98

         Item                                                          Stn ID
      Item Number            Job No.  A  Date     Time    User     Program    Work
------------------------  -------- - ------- ------- ---------- ---------- ----------

333                         701552  C 04/29/98 13:43:20 SL288278  P4101     V3197JI53

                          Description                    From                        To
                          ----------------------------  ----------------------------  ----------------------------
                          Item Number (Short). . . . .           00000000                   00007165
                          2nd Item Number. . . . . . .                     333
                          3rd Item Number. . . . . . .                     SHELF UNIT
                          Description. . . . . . . . .           OAK SHELF UNIT
                          Search Text. . . . . . . . .           SHELF
                          Search Text - Compressed . . .         SHELF
                          Sales Catalog Section. . . . .                                        OFS
                          Sub Section. . . . . . . . .                                          FRN
                          Commodity Class. . . . . . . .                                        OFS
                          Master Planning Family . . . .                                        999
                          Buyer Number . . . . . . . .           00000000                   00008200
                          Drawing Number . . . . . . . .                   12287
                          Unit of Measure. . . . . . .                                          EA
                          Secondary UOM. . . . . . . .                                          EA
                          Purchasing UOM . . . . . . .                                          EA
                          Pricing UOM. . . . . . . . .                                          EA
                          Shipping UOM . . . . . . . .                                          EA
                          Production UOM . . . . . . .                                          EA
                          Component UOM. . . . . . . .                                          EA
                          Unit of Measure - Weight . . .                                        LB
                          Cycle Count Category . . . . .                                        VOL
                          G/L Category . . . . . . . .                                          IN20
                          Sales Price Level. . . . . .                                          3
                          Purchase Price Level . . . . .                                        3
                          Inventory Cost Level . . . . .                                        3
                          Grade/Potency Pricing. . . . .                                        N
                          Check Availability Y/N . . . .                                        Y
                          Bulk/Packed Flag . . . . . . .                                        P
                          Potency Control. . . . . . . .                                        N
                          Grade Control. . . . . . . .                                          N
                          Stocking Type. . . . . . . .                                          M
                          Line Type. . . . . . . . . .                                          S
                          Backorders Allowed (Y/N) . . .                                        Y
                          Item Flash Message . . . . . .                                        EC
                          Print Message. . . . . . . .                                          ENG455
                          ABC Code 1 - Sales . . . . . .                                        A
                          ABC Code 2 - Margin. . . . . .                                        A
                          ABC Code 3 - Investment. . . .                                        A
                          Serial No. Required. . . . . .                                        N
                          Planner Number . . . . . . . .         00000000                   00009200
                          Planning Code. . . . . . . .                                          1
                          Round to Whole Number. . . . .                                        R
                          Leadtime Level . . . . . . . .         00000                     00003
                          Order Policy Code. . . . . .                                          1
                          Accounting Cost Quantity . . .  000000000000000          000000000000100
                          Planning Fence Rule. . . . . .                                        G
                          Fixed/Variable Leadtime. . . .                                        F
                          Issue Type Code. . . . . . . .                                        I
                          Order With (Y/N) . . . . . . .                                        N
                          Low Level Code . . . . . . . .         000                       001
```

Reviewing the Item Branch Audit Report

From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Inventory Reports

From Inventory Reports (G41111), choose Item Branch Audit Report

Item Branch Audit is a DREAM Writer report that lists the changes that personnel have made to item branch information.

```
410299                          A Model Financial Co (Trng)                      Page - . . .   2
                                 Item Branch Audit Report                        Date - . . .  4/29/98


        Item                Branch                                                      Stn ID
     Item Number            Plant     Job No.  A  Date      Time    User    Program     Work
------------------------  ----------- -------- - -------- -------- --------- ---------  ----------

 1001                            30  701552  C 04/29/98 13:41:58 SL288278  P41026     V3197JI53

                          Description                    From                      To
                          -----------------------------  -----------------------------  -----------------------------
                          Item Number (Short). . . . . .            00000000                    00001001
                          2nd Item Number. . . . . . . .                             1001
                          3rd Item Number. . . . . . . .                             P100-PPS-41
                          Business Unit. . . . . . . . .                                               30
                          Sales Catalog Section. . . . .                                              SPO
                          Landed Cost Rule . . . . . . .                                              IMP
                          Warehouse Process Grp 1. . . .                                              OFC
                          Warehouse Process Grp 2. . . .                                              PEN
                          Primary / Last Supplier Number           00000000                    00004345
                          G/L Category . . . . . . . . .                                             IN30
                          Check Availability Y/N . . . .                                                Y
                          Potency Control. . . . . . . .                                                N
                          Grade Control. . . . . . . . .                                                N
                          Backorders Allowed (Y/N) . . .                                                Y
                          ABC Code 1 - Sales . . . . . .                                                C
                          ABC Code 2 - Margin. . . . . .                                                C
                          ABC Code 3 - Investment. . . .                                                C
                          Stocking Type. . . . . . . . .                                                S
                          Serial No. Required. . . . . .                                                N
                          Purchasing Taxable (Y/N) . . .                                                Y
                          Sales Taxable. . . . . . . . .                                                Y
                          Net Change Flag. . . . . . . .                                                1
                          Order With (Y/N) . . . . . . .                                                N
                          Commitment Method. . . . . . .                                                1
```

Test Yourself: Reports

1. Which report provides a list of items with list prices and discount prices?

   _____

2. Which report lists variances of current transaction costs as they compare to the current cost?

   _____

3. Which report lets you review your current costs as they compare to the sales price of current transactions?

   _____

4. Which report lets you analyze trends in your environment and inventory costs?

   _____

5. Which reports list discrepancies between the item ledger (F4111) amounts and the G/L ledger (F0911) amounts?

   _____

The answers to this Test Yourself exercise are in Appendix B.

Periodic

Physical Inventories

Objectives

- To understand the methods for keeping accurate inventory

About Physical Inventories

Accurate inventories help you:

- Reduce backorders
- Reduce dollars invested in inventory
- Reduce downtime attributed to stock outages
- Increase on-time deliveries

Complete the following tasks:

- ❑ Process a cycle count
- ❑ Process a tag count

You can use both cycle and tag counts to satisfy a variety of needs. Both help you to reconcile your online inventory records and physical inventory.

A cycle count is the item-based method of counting. Using the cycle count process, you select items to be counted at various intervals throughout the year.

A tag count is the location-based method of counting. It is designed for an end-of-year, wall-to-wall physical inventory.

Process a Cycle Count

Processing a Cycle Count

A cycle count is the item-based method of counting inventory. You record data such as item numbers, descriptions, and locations on printed inventory count sheets, which you later use to update the online inventory records.

The cycle count method allows you to:

- Group items to be counted at specific intervals throughout the year
- Track variances
- Reduce costs and backorders

Consider using a cycle count in conjunction with a tag count to ensure accuracy.

Complete the following tasks:

❑ Run the Select Items for Count program

❑ Review the cycle count status

❑ Print cycle count sheets

❑ Canceling the cycle count

❑ Enter the cycle count results

❑ Review the cycle count variances

❑ Revise the cycle count quantity

❑ Print the variance report

❑ Update the cycle count status

Before You Begin

❑ Read *Locating Detailed On-Hand Quantity Information (P41023)* and *Entering Branch/Plant Information (P41026)* for setup information.

❑ Verify that the following AAIs are set up:

- AAI table 4152, which provides the inventory account to offset against any count variance.

- AAI table 4154, which provides the cost of goods sold account to update.

❑ Define the selection criteria with the cycle count category code or ABC Analysis code.

❑ Identify which items to count by reviewing the fields in the Item Branch (F4102) or Item Location (F41021) tables.

❑ Specify status codes in the processing options to further specify the information that displays.

Running the Select Items for Count Program
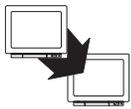
From Inventory Management (G41), choose Inventory Count Alternatives

From Inventory Count Alternatives (G4121), choose Select Items for Count (Cycle)

Before you start the cycle count process, you must run the Select Items for Count program. Select Items for Count is a DREAM Writer program that builds a record for each inventory item to be counted and records the current on-hand quantity and cost for each item. Next, the system generates the Items Selected for Count report, which lets you compare your actual on-hand quantity with the online records.

The system processes the information as follows:

- Selects items to be counted based on your data selection

- Copies the current on-hand balance to the Quantity On-hand at Count field in the Cycle Count Transaction table (F4141)

- Creates a cycle count header in the Cycle Count Header table (F4140) that contains the status codes for the processes that have been completed for Cycle Count items

- Updates the following data in the Cycle Count Detail table for each item in the selected locations:

  - Item information

  - Quantity on–hand

  - Amount on–hand

- Produces a report, Items Selected for Count, that lists the selected items for each location and the item quantity on–hand at the time of the count

You can group items by:

- Cycle count categories (for example, monthly and semi–annually)
- ABC codes (for example, count "A" items monthly)

You cannot change the following sequence for the Items Selected for Count report:

- Item number–(short)
- Lot
- Location

```
41411                                    J.D. Edwards & Company                     Page - . . .    2
                                         Items Selected for Count                   Date - . . .  7.05.98

Cycle Count Number . . .     226
Cycle Count Description. ALL ITEMS

            Item            Description                     Branch       Location        Lot or      On Hand
------------------------  ------------------------------  -----------  ------------------  ------------  -------------
1001                      Pen & Pencil Set                    30   .  .                                        3870
1001                      Pen & Pencil Set                    30 1 .B  .1                                         16
1001                      Pen & Pencil Set                    30 1 .B  .2                                         16
P001                      Premium Xerographic Paper           30   .  .                                       16188
M001                      Markette Red Highlighter            30   .  .                                       18819
P002                      Green Bar - Continuous Form          30   .  .                                         305
P002                      Green Bar - Continuous Form          30 1 .B  .1                                         50
M002                      Markette Blue Highlighter            30   .  .                                       21918
E001                      Commercial Business Envelope         30   .  .                                       13445
E001                      Commercial Business Envelope         30 DA.MAG.ED                                       10
M003                      Markette Green Highlighter           30   .  .                                       17560
S001                      Front Loading Stapler                30   .  .                                         775
S002                      Stanley Staple Remover               30   .  .                                        2900
TS001                     Issel Pump Court Shoes               30   .  .                                        1469
STEREO                    JDE STEREO SYSTEM                    30   .  .
TS002                     Air-Shaq Children's X-Trainer        30   .  .                                        1467
TS002                     Air-Shaq Children's X-Trainer        30 1 .C  .1                                        350
RECEIVER                  350 Channel Mega Watt                30   .  .                                         950
SPEAKERS                  Dual Tower Speakers - Black          30   .  .                                        1900
V001                      Natureway High Energy Vitamins       30   .  .                                       18050
V001                      Natureway High Energy Vitamins       30 1 .A  .1       00000004                        1-
V001                      Natureway High Energy Vitamins       30 1 .A  .2       00000005                        10
V001                      Natureway High Energy Vitamins       30 1 .A  .1       00000006
CD FEATURE                CD Options for Stereo system         30   .  .
V002                      Natureway High Energy Vitamins       30   .  .                                        5245
CD-SINGLE LOAD            Compact Disk - single load           30   .  .                                         930
CD-5 DISK TRAY            Compact Disk - 5 Disk Tray           30   .  .                                        1870
TAPE DECK                 High Density - Dual Head Deck        30   .  .                                         950
WIRING KIT                Wiring package for Stereo            30   .  .                                         950
DRP1                      Napa Valley Cassette Box             30   .  .                                          22
DRP2                      Napa Valley CD Box                   30   .  .                                        2957
DRP3                      Napa Valley VCR Box                  30   .  .                                        1254
1200                      Model 1200 Security System           30   .  .
3106-000                  1200 Base Unit                       30   .  .
23-12                     12 Volt Battery Back-up              30   .  .
23-09                     9 Volt Battery Back-up               30   .  .
18163-000-J3              In-line Breakers                     30   .  .
20010-000                 Magnetic Breakers                    30   .  .
56089-000                 No Service Key Pad                   30   .  .
70089-010                 Three Service Key Pad                30   .  .
23/1200                   1200 Baud Monitor Modem              30   .  .
99000-000                 Wire                                 30   .  .
1122                      CRT AS/400 Compatible                30   .  .
2434                      CRT Chassis Subassembly              30   .  .
2556                      Printed Circuit Board 12227          30   .  .
2556                      Printed Circuit Board 12227          30   .  .       CB980001                           1
2556                      Printed Circuit Board 12227          30   .  .       CB980002                           1
2556                      Printed Circuit Board 12227          30   .  .       CB980003                           1
2556                      Printed Circuit Board 12227          30   .  .       CB980004                           1
2556                      Printed Circuit Board 12227          30   .  .       CB980005                           1
2556                      Printed Circuit Board 12227          30   .  .       CB980006                           1
2556                      Printed Circuit Board 12227          30   .  .       CB980007                           1
2556                      Printed Circuit Board 12227          30   .  .       CB980008                           1
2556                      Printed Circuit Board 12227          30   .  .       CB980009                           1
```

Processing Options for Select Items for Cycle Count

```
        DEFAULT VALUES:
          1.  Enter the Cycle Count Description          _____
```

## Reviewing the Cycle Count Status

From Inventory Management (G41), choose Inventory Count Alternatives

From Inventory Count Alternatives (G4121), choose Cycle Count Review

Before you perform the cycle count, review the online status of each cycle count and access detailed information, such as descriptions of each item in the count.

▶   **To review the cycle count status**

On Cycle Count Review

1. To select the cycle count information that you want to review, complete the following fields:

    - Date From

    - Date Through

2. For each cycle count number, enter 1 in the O (Option) field to access Cycle Count Detail Review.
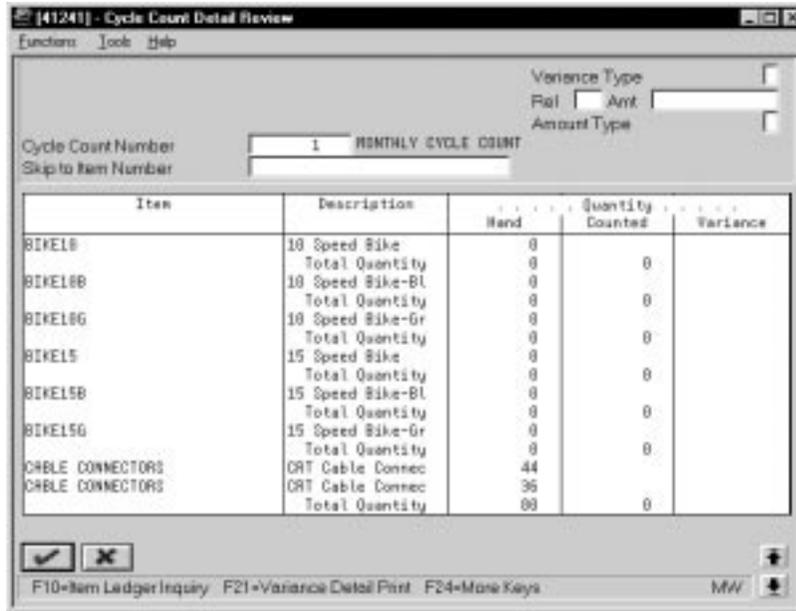
Field	Explanation
Date From	The beginning date in the date range. This is the date from which you want the system to display information.
Date Thru	The ending date in the date range. This is the date through which you want the system to display information. If you leave this field blank, the system uses the current period.

What You Should Know About

Resetting the cycle count quantity	You can reset the cycle count quantity on hand that was located in the Item Location table before you began the cycle count. Use the Reset Count option in the O (Option) field.
Cycle status	The status codes that appear in the Cycle Status field default from the processing options. You can change the status code entries at any time for reviewing the cycle status.

Processing Options for Cycle Count Review

```
DEFAULT VALUES:
  1. 'From' Status Code
  2. 'Thru' Status Code                           _____

CYCLE COUNT PRINT (P41410):
  3. Enter the DREAM Writer Version              _____
     of Cycle Count Print to execute.
     (Default is Version ZJDE0001.)

CYCLE COUNT DETAIL PRINT (P41403P):
  4. Enter the DREAM Writer Version of           _____
     Cycle Count Detail Print to execute
     from the Cycle Count Detail Inquiry
     (Default is Version ZJDE0001.)

CYCLE COUNT UPDATE (P41413):
  5. Enter the DREAM Writer Version of           _____
     Cycle Count Update to Execute.
     (Default is Version ZJDE0001.)

CYCLE COUNT ENTRY (P4141):
  6. Enter the DREAM Writer Version of           _____
     Cycle Count Entry to Execute for
     Sequencing.
      001- By Item, Brn, Location, Lot
      002- By Brn, Location, Lot
      003- By Sales Reporting Codes
     (Default is Version ZJDE0001.)
```

Printing Cycle Count Sheets

From Inventory Management (G41), choose Inventory Count Alternatives

From Inventory Count Alternatives (G4121), choose Print Cycle Count Sheets

After you choose the items to include in the cycle count and have reviewed them online, you can print the cycle count sheets that you will use to perform the actual count.

Run the Print Cycle Count Sheets DREAM Writer program to print information from the Cycle Count table (F4141) on the count sheets. You must specify the count number that you want to print. The system uses the DREAM Writer version that you specified in the processing options.

J. D. Edwards recommends that you use the following sequence on the Print Cycle Count Sheet report:

- Cycle Count Number

- Item Number

- Branch/Plant

Before You Begin

❑ To print bar code information, verify that you have a printer capable of printing from an Intelligent Printer Data Stream (IPDS) device file.

❑ Ensure that you have not changed any printer file override information. Any changes to information such as report length or width might affect the appearance of the report.

What You Should Know About

Status   After you print the count sheets, the Status field displays *Canceled*.

Processing Options for Inventory Count Sheet

```
PRINT OPTIONS:
    1. Enter a '1' to print non-cancelled          _____
       cycle sheets.  If left blank, all
       cycle sheets will be printed.

    2. Enter which symbology to use when           _____
       using bar codes.
       '1' = Code 3 of 9 (Code39)
       '2' = Code 128
       If left blank, bar codes will not
       print.
```

Canceling the Cycle Count
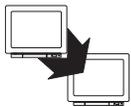
From Inventory Management (G41), choose Inventory Count Alternatives

From Inventory Count Alternatives (G4121), choose Cycle Count Review

You can cancel a cycle count at any time before you update it. For example, if there are several days between the time that you print cycle count sheets and actually perform the cycle count, you can cancel the cycle count and reprint it later.

What You Should Know About

Status   After you cancel the cycle count number, the Status field displays *Canceled*.

Entering the Cycle Count Results

From Inventory Management (G41), choose Inventory Count Alternatives

From Inventory Count Alternatives (G4121), choose Cycle Count Entry

After you have performed the cycle count and recorded the information on the cycle count sheets, transfer the results to your online inventory records.

▶ **To enter the cycle count results**

On Cycle Count Review

1. Access Cycle Count Entry.

2. Locate a cycle count.

3. Complete the following field to update the quantity on-hand for a particular item after you run the Cycle Count Update:

   • Quantity

Field	Explanation
Quantity	The number of units that the system counts in the primary unit of measure.

What You Should Know About

Entering a new location   When you enter a new location, the system creates a new branch/plant record and a variance for the entire quantity/amount.

Assigning lots to a single location through cycle count entry   You can prevent the system from allowing you to assign lots to a single location if the lots meet the following criteria:

- When the items in the lots are the same
- When a single lot contains items with different statuses

For more information, see *Working with Item Locations (P41026)*.

Creating a lot   When you enter the cycle count results, you might be able to create a lot if you have set the branch/plant constants appropriately.

For more information, see *Setting Up Constants (P41204)*.

Reviewing lot information   You can review expiration date and status information for a lot by accessing the detail area of Cycle Count Entry. You also can access the Lot Information form from the Lot field. This form displays item and location information for a lot as well as the lot expiration date, the lot status, and so on.

For more information, see *Viewing Lot Availability (P41280)*.

Processing Options for Inventory Count Entry and Additions

```
SINGLE CYCLE COUNT SEQUENCING:
  1. Enter one of the following for            _____
     sequencing :
     1 - Sequence by Item Number,
        Branch, Location and Lot.
     2 - Sequence by Branch, Location,
        and Lot.
     3 - Sequence by Sales Reporting
        Codes 1-5.

WAREHOUSE PROCESSING:
  2. Enter a '1' to use the Location           _____
     Detail Selection Window (P4605) to
     enter counts for specific Location
     Detail records (F4602).  If left
     blank, the Location Detail records
     will be selected by the system.

PROCESS CONTROL
  3. Enter a '1' to protect Lot Number,        _____
     Lot Expiration Date, and Lot
     Status.  If left blank, the fields
     will remain input capable.
```

Reviewing the Cycle Count Variances

From Inventory Management (G41), choose Inventory Count Alternatives

From Inventory Count Alternatives (G4121), choose Cycle Count Review

After you enter the results of the cycle count, the system automatically calculates variances. A variance is the difference between the on-hand quantity and the counted quantity. Use the information to help you resolve discrepancies online.

You can review the following information for each item:

- On-hand quantity

- Counted quantity

- Variance

The system records variances to the Item Ledger (F4111), Account Ledger (F0911), and Location Balance (F4102) tables.

▶ **To review the cycle count variances**

On Cycle Count Detail Review

1. Use the Replace Count function to access Cycle Count Detail Review.

2. To select the variances that you want to review, complete the following fields:

- Variance Type

- Rel (Relationship)

- Amt (Amount)

- Amount Type

Field	Explanation
Variance Type	A code that indicates whether the system displays a quantity variance or an amount variance.
Relationship	A code that indicates the relationship between the range of variances that you display. Valid codes are: EQ — Equal to LT — Less than LE — Less than or equal to GT — Greater than GE — Greater than or equal to NE — Not equal to NL — Not less than NG — Not greater than CT — Contains (only allowed in selection for Open Query File function) CU — Same as "CT" but converts all input data to uppercase letters . . . . *Form-specific information* . . . . You can only use codes EQ, LT, LE, GT, and GE on this form.
Variance	The calculated difference between the quantity on hand at count contained in the Item Location file (F41021) and the Item Ledger records.
Amount Type	A code that determines whether the variance is an amount or a percentage variance from the expected quantity or amount.

Revising the Cycle Count Quantity

From Inventory Management (G41), choose Inventory Count Alternatives

From Inventory Count Alternatives (G4121), choose Cycle Count Entry

After you enter and review your cycle variance information, you might decide to recount some items and subsequently revise the cycle count quantity. After you

recount and revise, you can review variances again, both online and through the Detail Variance Print report (P41403P).

You can revise the cycle count quantity using one of the following methods:

- Replace the count
- Add and subtract quantities

If you are counting by item location, replacing the count is the preferable method.

▶ **To replace the count**

On Cycle Count Entry

Complete the following field with the Replace Count option:

- O (Option)

Field	Explanation
O	Selection exit codes are options and function keys that are used to perform a specific function for a selected line or form of data. The most commonly used selection exits for each program are displayed in highlighted text at the bottom of the form. To display all available selection exits, press F24. Press F1 in the Option field to display all available Options for the program.

▶ **To add and subtract quantities**

On Cycle Count Entry

Complete the following field:

- Quantity

Field	Explanation
Quantity	The number of units that the system counts in the primary unit of measure.

See Also

- *Entering the Cycle Count Results (P4141)*

Printing the Variance Report
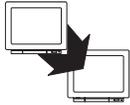
From Inventory Management (G41), choose Inventory Count Alternatives

From Inventory Count Alternatives (G4121), choose Variance Detail Print

You can print a report of the variances between the results of the cycle count and the inventory records to resolve discrepancies.

```
41403P                              J.D. Edwards & Company                    Page    -      2
                                    Detail Variance Print                     Date    -  4/12/98


                                                    Variance Type. . . . . . Q
Cycle Count Number . . .    190 ALL ITEMS           Relationship . . . . . . GE
                                                    Variance Amount. . . . . 5
                                                    Amount Type. . . . . . . %

                                        Physical   Physical   Perpetual   Perpetual    Variance    Variance
    Item Number         Description  UM  Quantity    Amount    Quantity     Amount      Quantity     Amount
------------------- ------------------- -- ---------- ---------- ---------- ---------- ---------- ----------
DRP1                Napa Valley Cassette EA      25    125.00         22     110.00          3     1500.00
Branch/Plant        30 Location . . .   .  .              Lot
                                                                                     ---------- ----------
                                                    2nd Item Number. . . . . . . .          3       15.00


                                                                                     ---------- ----------
                                                    Cycle Count Number . . . . . .          3       15.00


                                                                                     ---------- ----------
                                                                                            3       15.00
```

Processing Options for Print Variance Detail

```
VARIANCE SELECTION INFORMATION:
  1. Enter one of the following                      _____
     'Q' to select on Quantity Variance
     'A' to select on Amount Variance

  2. Enter the Relation to use for                   _____
     the Variance selection. ie 'GT'

  3. Enter the Quantity or Amount to                 _____
     used to compare the variance to
     for selection.

  4. Enter one of the following:                     _____
     '%' to compare the Percent Variance
     'A' to compare the unit variance
```

Updating the Cycle Count Status

From Inventory Management (G41), choose Inventory Count Alternatives

From Inventory Count Alternatives (G4121), choose Cycle Count Review

After you enter and review your cycle count and have it approved by the appropriate person, you must update the cycle count status, which the system stores in the Location Balance table (F4102).

▶ **To update the cycle count status**

On Cycle Count Review

Complete the following field with the Update option:

- O (option)

Processing Options for Update Cycle Count

```
GENERAL LEDGER DATE:
  1. Enter the General Ledger Date for          _____
     processing the Update. If blank
     Today's Date will default.

NEXT COUNT DATE CALCULATION:
  2. Enter a '1' to calculate the 'Next         _____
     Count Date' based on the Cycle
     Count Category. If blank the
     ABC Codes will be used.

FILE UPDATE:
  3. Enter a '1' if you wish to delete          _____
     the Detail Records from the
     Cycle Count files (F4141/F4142).
     If blank the records will not be
     deleted.

  4. Enter a '1' if you wish to write           _____
     Item Ledger records (F4111) when
     the variance is zero.
```

Process a Tag Count

Processing a Tag Count

A tag count is the method for counting all items in a location. When you perform a tag count, you physically tag and count all items twice by location, typically at the end of the year. That is, two teams independently perform the same physical inventory and record their data on two different parts of the tag. Later, you use each team's data to compare results and resolve variances.

Consider using a tag count in conjunction with a cycle count to ensure accuracy.

Complete the following tasks:

❏ Run the Select Items for Count program

❏ Print inventory tags

❏ Record tag distribution information

❏ Record tag receipt information

❏ Enter the tag count results

❏ Review the tag status

❏ Review the tag count variances

❏ Run the Quantity Count Comparison

❏ Run tag count updates

See Also

- *Processing a Cycle Count (P41411)* if you are considering processing both cycle and tag counts

Running the Select Items for Count Program

From Inventory Management (G41), choose Inventory Count Alternatives

From Inventory Count Alternatives (G4121), choose Select Items for Count (Tag)

Before you start the tag count process, you must run the Select Items for Count program. Select Items for Count is a DREAM Writer program that builds a record for each inventory item to be counted and records the current on-hand quantity and cost for each item.

What You Should Know About

Excluding stock from a tag count

Exclude the following stocking types because they represent non-stock items:

- K (kits)
- F (features)
- Any other user defined stocking types

Printing Inventory Tags

From Inventory Management (G41), choose Inventory Count Alternatives

From Inventory Count Alternatives (G4121), choose Print Inventory Tags

Although you can print tags at any time, you typically print tags at the beginning of the tag count process and distribute them to the teams who are counting items.

Run the Print Inventory Tags DREAM Writer program to print inventory tags for each location. The tag is a two-part form that includes the following information:

- Branch/plant
- Date printed
- Tag number

You can vary the tag's format to accommodate your business needs. The system stores the tag number and tag status in the Tag Inventory table (F4160).

```
41607              J.D. Edwards & Company        Number  -       21
                   Print Inventory Tags          Date    -  7.05.98
                                                 Brn     -       30

Item :  _____    Counted Qty:  _____

Desc :  _____    Counted UOM:  _____

Location : _____              Lot       :  _____

Remarks : _____

          _____

Count Date : _____    Counted By : _____

=====================================================================
                                                 Number  -       21
                                                 Date    -  7.05.98
                                                 Brn     -       30

Item :  _____    Counted Qty:  _____

Desc :  _____    Counted UOM:  _____

Location : _____              Lot       :  _____

Remarks : _____

          _____

   Date        Order          Person           In            Out
 _____  _____  _____  _____  _____

 _____  _____  _____  _____  _____

 _____  _____  _____  _____  _____

 _____  _____  _____  _____  _____

 _____  _____  _____  _____  _____
```

Processing Options for Tag Print

```
1.Enter the number of Tags you wish                       _____
  to print.

2.Enter the Branch/Plant to print on the                  _____
  Tags.
```

Recording Tag Distribution Information
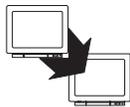
From Inventory Management (G41), choose Inventory Count Alternatives

From Inventory Count Alternatives (G4121), choose Tag Issues and Receipts

Before you distribute tags to the teams, you must record who is responsible for each tag number. You use this information to track:

- Who tagged each item

- Who returned the parts of each tag

► **To record tag distribution information**

On Tag Issues and Receipts

Complete the following fields:

- Brn/Plt (Branch/Plant)
- From Tag
- To Tag
- Status
- New Status
- Tag Team ID–Is (Tag Team Identification–Issued)
- Tag Team ID–Re (Tag Team Identification–Received)

Field	Explanation
From Tag	(Future Use) In anticipation of the future creation of a Physical Count facility within the inventory system which allows for the use of pre-numbered multi-part tags.

Field	Explanation
To Tag	A number that the system assigns to a specific location that contains inventory. You can use prenumbered, multi-part tags. . . . . *Form-specific information* . . . . The ending tag number. If you enter a number in this field, the system displays the tags that are equal to or after the beginning tag number and equal to or before the ending tag number.
Status	The code (UDC table 41/TS) for the status of a tag in the tag inventory count process.
New Status	Use this field to change the maintenance status of selected records.
Tag Team ID – Issued	The address book number of the individual or team to whom you issued the tags. . . . . *Form-specific information* . . . . You use the Update: Issued to field in conjunction with the Update: New Status field. This is the address book number of the person to whom you issued tags.

What You Should Know About

Entering additional tags	You cannot enter additional tags to an existing group. Print a new group of sequentially-numbered tags using the Print Inventory Tags program. See *Printing Inventory Tags (P41607)* for more information.
Deleting tags	You cannot delete tags on Tag Issues and Receipts because all tag numbers must be accounted for. You can, however, change the status of a tag to DS (destroyed) to indicate that the tag should not be used.
Additions to and movement of inventory	Inform personnel of receipts, shipments, and item breakage that occur during the count. Counters must record by location all items that are added and moved during the count.

Recording Tag Receipt Information

From Inventory Management (G41), choose Inventory Count Alternatives

From Inventory Count Alternatives (G4121), choose Tag Issues and Receipts

After you receive the tags back from the counters, you need to record the following information:

- The team who returned the tag
- The tag number from the team

▶ **To record tag receipt information**

On Tag Issues and Receipts

Complete the following fields:

- New Status
- Tag Team ID–Re (Tag Team Identification–Received)

Field	Explanation
Tag Team ID – Received	The address book number of the individual or team that you received tags from. . . . . *Form-specific information* . . . . You use this field in conjunction with the Update: New Status field.

Entering the Tag Count Results
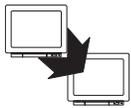
From Inventory Management (G41), choose Inventory Count Alternatives

From Inventory Count Alternatives (G4121), choose Tag Count Entry

After the count is complete, you must enter the information from each tag into the system.

▶ **To enter the tag count results**

On Tag Count Entry

Complete the following fields:

- Brn/Plt (Branch/Plant)

- Skip to Tag

- Tag No. (Tag Number)

- Item Number

- Quantity

- UM (Unit of Measure)

- Location

- Remark

- Lot

- Location

Field	Explanation
Skip to Tag	A number that the system assigns to a specific location that contains inventory. You can use prenumbered, multi-part tags.
	. . . . *Form-specific information* . . . .
	In the Skip to Tag field, this is the tag number you want the system to display. For example, if you enter 5, the system displays only the tags numbered 5 and after.

Field	Explanation
Tag No	A number that the system assigns to the tag using the Print Tag program, based on the next available tag number. . . . . *Form-specific information* . . . . This is the tag number printed on the tag.
UM	A user defined code (00/UM) that indicates the quantity in which to express an inventory item, for example, CS (case) or BX (box).
Remark	A generic field that you use for a remark, description, name, or address.
Lot/SN	A number that identifies a lot or a serial number. A lot is a group of items with similar characteristics.

What You Should Know About

Assigning lots to a single location through tag count entry
You can prevent the system from allowing you to assign lots to a single location if the lots meet the following criteria:

- When the items in the lots are the same
- When a single lot contains items with different statuses

For more information, see *Working with Item Locations (P41026)*.

Creating a lot
When you enter the tag count results, you might be able to create a lot if you have set the branch/plant constants appropriately.

For more information, see *Setting Up Constants (P41204)*.

Reviewing lot information
You can review expiration date and status information for a lot by accessing the detail area of Tag Count Entry. You also can access the Lot Information form from the Lot field. This form displays item and location information for a lot as well as the lot expiration date, the lot status, and so on.

For more information, see *Viewing Lot Availability (P41280)*.

Processing Options for Tag Inventory Count Entry

```
1. Enter the Statuses that a Tag can be
   at to be valid for change.
         Status One                          _____
         Status Two                          _____
         Status Three                        _____
         Status Four                         _____

2. Enter a '1' to default the Location      _____
   and Lot from the Primary Location.
   If you are using blank secondary
   locations then this processing
   option is invalid.

3. Enter a '1' to allow for the addition    _____
   of secondary location records.

WAREHOUSE PROCESSING:
4. Enter a '1' to use the Location          _____
   Detail Selection Window (P4605) to
   enter counts for specific Location
   Detail Records (F4602). If left
   blank, the Location Detail records
   will be selected by the system.

PROCESS CONTROL
  3. Enter a '1' to protect Lot Number,     _____
     Lot Expiration Date, and Lot
     Status.  If left blank, the fields
     will remain input capable.
```

Reviewing the Tag Status

From Inventory Management (G41), choose Inventory Count Alternatives

From Inventory Count Alternatives (G4121), choose Tag Status Review

You can review the current status of any tag to check for lost or incomplete tags.

Complete the following tasks:

- Review the tag status

- Review the tag status summary
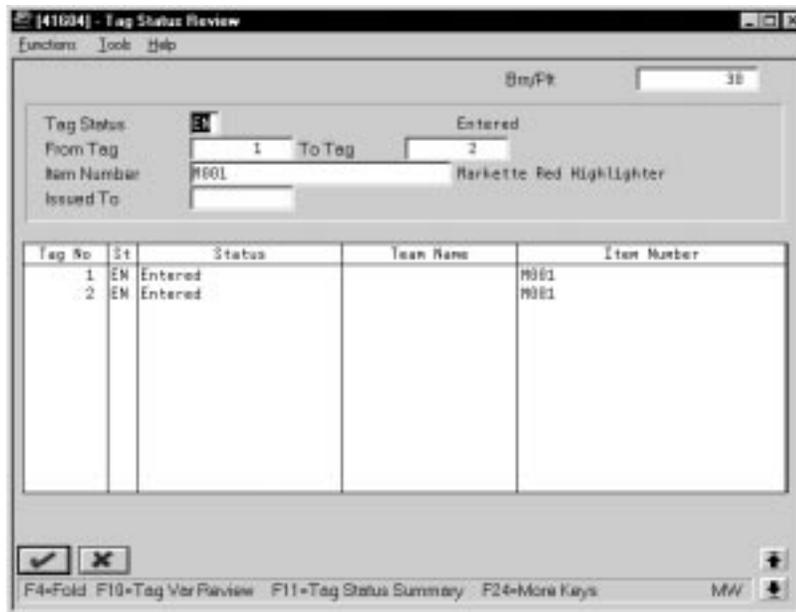
▶ To review the tag status

On Tag Status Review

Complete the following fields:

- Brn/Plt (Branch/Plant)
- Tag Status
- From Tag
- To Tag
- Item Number
- Issued to

Field	Explanation
Issued To	The address book number of the individual or team to whom you issued the tags.

▶ To review the tag status summary

On Tag Status Review

1. Access Tag Status Summary.

```
┌─────────────────────────────────────────────────────────────┐
│ ▨ [41603] - Tag Status Summary                    _ □ ☒ │
│ Functions  Options  Tools  Help                             │
│ ─────────────────────────────────────────────────────────── │
│                                                             │
│                    Brn/Plt        ┌───── 30 ┐               │
│                                   └──────────┘               │
│                                                             │
│              ┌─┬──────────────┬───────────────┐             │
│              │D│  Tag Status   │ Number of Tags│             │
│              │ │Closed         │               │             │
│              │ │               │               │             │
│              │ │Destroyed      │               │             │
│              │ │               │               │             │
│              │ │Entered        │            1  │             │
│              │ │               │               │             │
│              │ │Held           │               │             │
│              │ │               │               │             │
│              │ │Issued         │               │             │
│              │ │               │               │             │
│              │ │Error - No Item Bala│          │             │
│              │ │               │               │             │
│              │ │Printed        │           39  │             │
│              │ │               │               │             │
│              │ │Ready for Entry│               │             │
│              └─┴──────────────┴───────────────┘             │
│                                                             │
│ ┌──┐┌──┐                                              ▲     │
│ │✓ ││✗ │                                                    │
│ └──┘└──┘                                                    │
│ Opt  4=Return with Status  F6=Print Detail for Status  F24=More Keys   MW  ▼ │
└─────────────────────────────────────────────────────────────┘
```

2. Complete the following field:

   * Brn/Plt (Branch/Plant)

Reviewing the Tag Count Variances
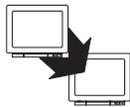
From Inventory Management (G41), choose Inventory Count Alternatives

From Inventory Count Alternatives (G4121), choose Tag Status Review

After you enter the results of the tag count, you can review the variance between the amount and cost of inventory online and the amount of inventory that the teams counted.

▶   **To review the tag count variances**

On Tag Variance Review
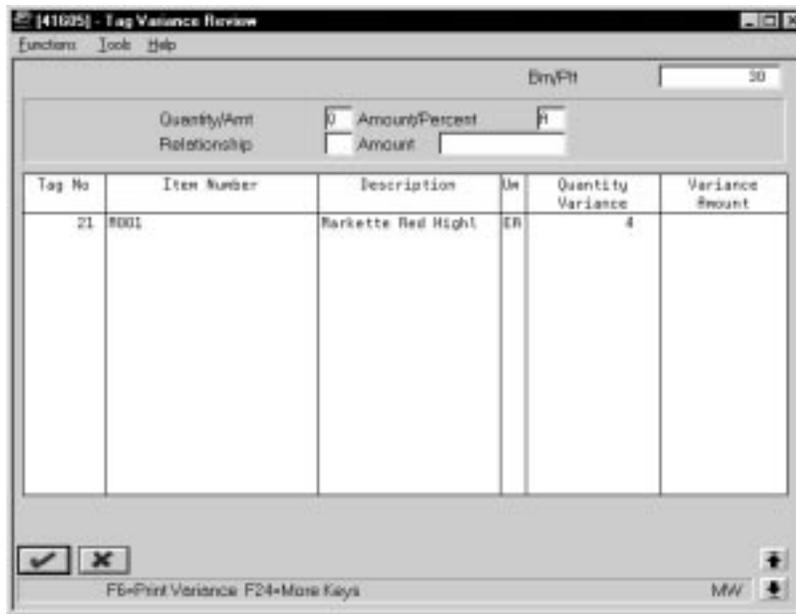
Complete the following fields:

- Brn/Plt (Branch/Plant)
- Quantity/Amt (Quantity/Amount)
- Amount/Percent
- Relationship
- Amount

Field	Explanation
Quantity/Amt	A code that indicates whether the system displays a quantity variance or an amount variance.
Amount/Percent	A code that determines whether the variance is an amount or a percentage variance from the expected quantity or amount.

Field	Explanation
Relationship	A code that indicates the relationship between the range of variances that you display. Valid codes are: EQ Equal to LT Less than LE Less than or equal to GT Greater than GE Greater than or equal to NE Not equal to NL Not less than NG Not greater than CT Contains (only allowed in selection for Open Query File function) CU Same as "CT" but converts all input data to uppercase letters
Variance Amount	The calculated difference between the amount on hand at count contained in the Item Location file (F41021) and the Item Ledger records.

Running a Quantity Count Comparison
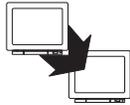
From Inventory Management (G41), choose Inventory Count Alternatives

From Inventory Count Alternatives (G4121), choose Quantity Count Comparison

After you process the tag count, you can run the Quantity Count Comparison program to reconcile the inventory with the online records. Quantity Count Comparison is a World Writer report that shows items that were entered in the system, but not counted.

```
                              Quantity Count Comparison                    Page     -    1
                                Validation Against F4141                   Date   - 07.05.98


Business           2nd Item               Location                         Total Prim        Unit
 Unit              Number                           Lot Number             Qty on Hand        Cost
------------  -------------------------  --------------------  ----------------------------  ---------------
       10 CABLE CONNECTORS                                                          44         18,0000
       10 CD-5 DISK TRAY                                                           275        225,0000
       10 CRT CHASSIS                                                               43        116,5000
       10 CRT CRATE                                                                 52         29,0000
       10 DRP1                                                                      22          5,0000
       10 DRP2                                                                      57          6,0000
       10 DRP3                                                                       1          7,0000
       10 D1091                                                                     27         10,0592
       10 E001                                                                   5.000          6,4100
       10 KEYBOARD AT                                                              23         42,0000
       10 KEYBOARD 3180                                                            25         42,0000
       10 LOCK CRT                                                                 53         22,0000
       10 MIN001                                                                24.240          0,8750
       10 M001                                                                  4.850          0,5500
       10 M002                                                                  7.050          0,5500
       10 M003                                                                  7.050          0,5500
       10 P001                                                                  6.500          2,7500
       10 P002                                                                    650         30,7500
       10 P002                       1 B  1                                       100         30,3750
       10 RECEIVER                                                               275        200,0000
       10 SCREEN AMBER                                                            23         60,0000
       10 SCREEN GREEN                                                            28         60,0000
       10 SPEAKERS                                                               550         65,0000
       10 S001                                                                   650          6,7500
       10 TAPE DECK                                                              275        160,0000
       10 TS001                                                                  250         50,2500
       10 TS002                                                                  346         43,1200
       10 TS002                       1 C  1                                      240         43,5000
       10 TV001                                                                   15        475,0000
       10 V001                                                                  1.525         16,1500
       10 V002                                                                  1.525         35,1200
       10 WIRING KIT                                                             275         45,0000
       10 1001                                                                   685          5,2500
       10 1001                       1 B  2                                        64          5,2500
       10 372-OAK                                                                 36         90,3963
       20 CABLE CONNECTORS                                                        36         18,0000
       20 CRT CHASSIS                                                             35        116,5000
       20 CRT CRATE                                                               44         29,0000
       20 D1091                                                                  178          9,7757
       20 E001                                                                 4.750          6,5663
       20 KEYBOARD AT                                                            15         42,0000
       20 KEYBOARD 3180                                                          15         42,0000
       20 LOCK CRT                                                               45         22,0000
       20 MIN001                                                              24.000          0,7500
       20 M001                                                                 1.280          0,5608
       20 M002                                                                 2.360          0,5608
       20 M003                                                                   780          0,5608
       20 P001                                                                 9.400          2,8373
       20 P002                                                                   705         31,4333
       20 P002                       1 B  1                                       50         30,8417
       20 SCREEN AMBER                                                           15         60,0000
       20 SCREEN GREEN                                                           18         60,0000
       20 S001                                                                   650          6,7500
       20 TS001                                                                  225         50,2500
       20 TS002                                                                  271         43,1200
```

Running Tag Count Updates

From Inventory Management (G41), choose Inventory Count Alternatives

From Inventory Count Alternatives (G4121), choose Tag Count Update

After you have entered the tag count results and reviewed variances, run the Tag Count Update program to perform the following functions:

- Compare the online on–hand count to the physical count

- Calculate the quantity and amount of variances

- Update the new quantity information in the item location record and item ledger

- Create entries to the general ledger based on automatic accounting instructions

The system does not accept any additional count entries for the group of tags that were used for the update.

The system updates the status in the Tag Inventory table to CL (Closed) or deletes the record, depending on how you set the processing options.

Verify the results of the update on Item Ledger Inquiry and General Journal Review.

Data Sequence

J.D. Edwards recommends that you use the following sequence for the Tag Count Update program:

- Item Number–Short

- Branch/Plant

- Location

- Lot

Processing Options for Tag Inventory Update

```
1. Enter a '1' if you wish to delete tags          _____
   from the file after update.  (Default
   of blanks will not delete the tags.)

2. Enter the transaction date to be used           _____
   on the G/L records written.
   Blanks will default todays date.
```

Cost Updates

Objectives

- To update item costs

About Updating Costs

Cost updates allow you to update costs for items simultaneously, rather than on a cost-by-cost basis. For example, you can implement a percentage increase in the standard cost for a group of items. If you use the average cost method to determine inventory costs, you can update the average cost for all items.

Cost maintenance procedures allow you to update costs for individual items or for multiple items in the branch/plants, locations, and lots that you choose. You select the cost method to use for updating costs.

The system stores item costs in the Cost Ledger table (F4105). After you update item costs, the system updates the Cost Ledger table. After you update costs for an item's sales/inventory cost method, the system creates general ledger and item ledger records.

Before You Begin

- ❑ Verify the current cost information for items

- ❑ Verify that you have set up automatic accounting instructions for changes to inventory costs

See Also

- *Assigning Cost Methods to Items (P4105)* for information about assigning an item's sales/inventory cost method
- *Setting Up AAIs (P40950)* for information about specifying the general ledger accounts for changes to inventory costs

Update Item Costs

Updating Item Costs

You can update costs for items in the branch/plants, locations, and lots that you choose. You can increase or decrease costs by a percentage or dollar amount, or you can specify a new dollar amount. You specify the cost method for which you want to update costs.

You can also have the system update average costs or future costs for all items that you select.

Complete the following tasks:

❑ Update costs for an item across multiple branch/plants

❑ Update costs for multiple items across multiple branch/plants

❑ Update average costs for items

❑ Update current item costs with future costs

What You Should Know About

Deleting item costs	If you delete costs for an item's sales/inventory cost method, the system displays a warning message. Deleting costs will force the inventory value to zero, but leave a record in the Cost Ledger table (F4105).

See Also

- *Assigning a Cost Method to an Item (P4105)* for information about assigning an item's sales/inventory cost method

Updating Costs for an Item across Multiple Branch/Plants

From Inventory Management (G41), choose Inventory Price/Cost Updates

From Inventory Price and Cost Updates (G4123), choose Speed Cost Maintenance

You can update costs for a single item across multiple branch/plants, locations, and lots. You select the cost method for which you want to update item costs. For example, you can update an item's last-in costs, average costs, and so on. Changes you make to costs take place immediately.

You can increase or decrease costs by:

- A specified amount
- A specified percentage

You can also enter a new dollar amount to override the previous cost.

▶ **To update costs for an item across multiple branch/plants**

On Speed Cost Maintenance

1. To locate current cost information for an item, complete the following fields:

   - Item Number

- Branch/Plant (if applicable)
- Cost Method to Update

2. Complete the following fields and click OK:

- Increase/Decrease Amount
- Amount Type (A % *)
- Unit Cost

Field	Explanation
Cost Method	A user defined code (system 40, type CM) that identifies a cost method. Cost methods 01 through 08 are hard-coded.
Increase / Decrease Amount:	The dollar amount or percentage by which you want to increase or decrease unit costs for items. You can also indicate a different amount to override current unit costs. The value you specify in the Amount Type field determines whether you enter an amount or a percentage. Note: Enter percentages as whole numbers. For example, enter 10 to increase costs by 10%. To decrease costs, enter a negative sign before the number. For example, enter −10 to decrease costs by 10%. . . . . *Form-specific information* . . . . The system changes all costs for all locations.
Amount Type (A % *)	A code that indicates whether the number in the Increase/Decrease Amount field is an actual amount or a percentage value. Valid codes are: A Amount % Percentage * Cost Override Amount
Unit Cost	The amount per unit (the total cost divided by the unit quantity). . . . . *Form-specific information* . . . . The cost for one unit of this item, based on the corresponding cost method.

What You Should Know About

Information that displays

The information that displays on Speed Cost Maintenance depends on the cost level for the item. For example, if an item has a cost level of 2, the system displays costs for all branch/plants. If an item has a cost level of 3, the system displays costs for all locations at the branch/plant you specify.

See *Assigning a Cost Level to an Item (P4101)* for information about cost levels for items.

Processing Options for Speed Cost Maintenance

```
DISPLAY CONTROL:
   1. Enter a '1' for Speed Cost Update.          _____
      If left blank, the screen will
      default to Item Cost Revisions.

DEFAULT VALUES:
   2. Enter the default cost method to            _____
      display when the Speed Cost Update
      format is selected.

PROCESS CONTROL:
   3.  Enter a '1' to prevent the                 _____
       standard cost from being changed.
```

Updating Costs for Multiple Items across Multiple Branch/Plants
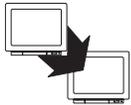
From Inventory Management (G41), choose Inventory Price/Cost Updates

From Inventory Price and Cost Updates (G4123), choose Batch Cost Maintenance

You can update costs for numerous items across multiple branch/plants, locations, and lots using the Batch Cost Maintenance DREAM Writer program. You can increase or decrease item costs by a specific amount or percentage, or, you can indicate a new cost.

You can update item costs for the cost methods you select. For example, you can update last-in costs, weighted average costs, and so forth.

You can preview your changes by running this program in proof mode and reviewing the report. After you are satisfied with the results, you can run the program in final mode.

```
41802                                    J. D. Edwards & Co                      Page       -      2
                                        Cost Revisions Update                   Run Date   -  8/15/98


                                                         On-Hand
        Item Number      Branch/Plant      Location      Lot Number   Quantity  Um   Old Cost    New Cost    Cost Method
------------------------ ------------ -------------------- ------------ ------------ -- ------------ ------------ ---------------
1001                          10      *    *              41000533983           EA    10.0000      11.0000  01 Last In
1001                          10      *    *              41000533983           EA      .1771       1.1771  02 Weighted Ave
1001                          10      *    *              41000533983           EA    20.0000      21.0000  03 Memo
1001                          10      *    *              41000533983           EA    10.0000      11.0000  06 Lot
1001                          10      *    *              41000533983           EA     7.0000       8.0000  07 Standard
1001                          10      *    *              41000533983           EA   250.0000     251.0000  99 Standard
1001                          10      *    *                                    EA    12.0000-     11.0000- 01 Last In
1001                          10      *    *                                    EA    12.0000-     11.0000- 01 Last In
1001                          10      *    *              L1L1                   EA    77.0000      78.0000  02 Weighted Ave
1001                          10      *    *              L1L1                   EA    10.0000      11.0000  06 Lot
1001                          10      *    *              L1L1                   EA    75.0000      76.0000  20 Historical A
1001                          10      *    *              L11L11                 EA    66.0000      67.0000  02 Weighted Ave
1001                          10      *    *              L11L11                 EA    10.0000      11.0000  06 Lot
1001                          10      *    *              L11L11                 EA    75.0000      76.0000  20 Historical A
1001                          10      *    *              W1              21     EA      .0000       1.0000  02 Weighted Ave
1001                          10      *    *              010199         101     EA    45.0000      46.0000  02 Weighted Ave
1001                          10      *    *              46522                  EA    14.0000      15.0000  03 Memo
1001                          10      *    *              46522                  EA    10.0000      11.0000  07 Standard
1001                          10 A    *    *                            30030   EA      .0000       1.0000  01 Last In
1001                          10 A    *    *                            30030   EA    69.9825      70.9825  02 Weighted Ave
1001                          10 A    *    *              11                     EA    40.0000      41.0000  08 Purchasing-B
```

Processing Options for Batch Cost Maintenance

```
COST CHANGE OPTIONS:
   1. Enter the cost change to use for          _____
      update. (When entering a
      percentage, enter it as a whole
      number.)

   2. Enter the cost change type.               _____
      (A=Amount, %=Percent, *=Actual)

DEFAULT VALUES:
   3. Reason code.                              _____
   4. Document Type.                            _____
   5. General Ledger Date                       _____

REPORT CONTROL:
   6. Enter a '1' to generate a                 _____
      report.  If blank, no report
      will be generated.

UPDATE OPTION:
   7. Enter a '1' to run this program           _____
      in final update mode.  If blank,
      this program will perform no
      file updates.
```

Updating Average Costs for Items

From Inventory Management (G41), choose Inventory Price/Cost Updates

From Inventory Price and Cost Updates (G4123), choose Update Average Cost

There are two methods you can use to update average costs for items:

- Interactive
- Batch

To specify that the system updates average costs interactively, you use System Constants. To update average costs in batch mode, you use the Average Cost Update program. You specify the items, branch/plants, locations, and lots for which to update average costs.

Each time a transaction affects the current cost of an item, the system updates the Average Cost Workfile. When you run the Average Cost Update program, the system:

- Accesses current cost information from the Average Cost Workfile table (F41051)
- Calculates the average cost for each item
- Updates the Cost Ledger table (F4105)
- Deletes transactions from the workfile

What You Should Know About

Cost levels

Before you run the Update Average Cost program, you should be familiar with the cost level of the items you want to update.

- For all items with a cost level 1, you must specify ALL for the branch/plant and locations.
- For all items with a cost level of 2, you specify ALL for the locations only.
- If you choose to run the update over items from all three cost levels, you should only select by item number.

See *Assigning a Cost Level to an Item (P4101)* for information about cost levels for items.

Updating the workfile

You can specify the programs that update the workfile by using Define Average Cost, which contains user defined code table 40/AV.

See Also

- *Defining System Constants (P4009W)* for information about updating average costs interactively

Updating Current Item Costs with Future Costs
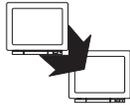
From Inventory Management (G41), choose Inventory Price/Cost Updates

From Inventory Price and Cost Updates (G4123), choose Future Cost Update

You can replace current costs with future costs using the Future Cost Update program. You choose the cost level of the items for which to update future costs.

After you run this program, the system prints a report that lists the new costs and the old costs. The report also lists any errors that detail invalid cost methods.

41052

J.D. Edwards & Company
Future Cost Update
Cost Level Three Items Only

Page - . . . 3
Date - . . . 4/04/98

Branch Plant	Item	Description	Location	Lot	New Unit Cost	Cost Method	Previous Unit Cost
30	1001	Pen & Pencil Set	.		6.0000	01	5.2500
30	1001	Pen & Pencil Set	1 .B .1		6.2500	01	5.2500
30	1001	Pen & Pencil Set	1 .B .2		6.5000	02	5.2500
S	44557	Calloway 4557	.		1.2500	07	1.0000
30	1001	Pen & Pencil Set	1 .B .2		5.2500	02	6.5000
40	1001	Pen & Pencil Set	.		5.2500	02	5.2569
10	P002	Green Bar – Continuous Form	1 .B .1		30.2500	02	30.3750
20	P002	Green Bar – Continuous Form	1 .B .1		30.2500	02	30.8417
40	P002	Green Bar – Continuous Form	.		30.1049	02	30.5610
40	P002	Green Bar – Continuous Form	D .		30.1049	02	30.2500
40	TS002	Air-Shaq Children's X-Trainer	.		43.9573	02	43.7336
40	V001	Natureway High Energy Vitamins	.	00000009	16.1500	02	16.1455
40	V001	Natureway High Energy Vitamins	.	00000007	16.1500	02	16.1455
40	V001	Natureway High Energy Vitamins	D .		16.1500	02	16.0000
10	372-OAK	Oak Filing Cabinet	.		110.5000	02	90.3963
DEN							
10	1001	Pen & Pencil Set	.		3.5000	02	2.2700
27	1001	Pen & Pencil Set	.		5.4127	01	10.0000
30	1001	Pen & Pencil Set	.		5.2568	01	5.2500
30	1001	Pen & Pencil Set	1 .B .1		5.2500	01	6.0000
20	P001	Premium Xerographic Paper	.		2.7794	01	2.8373
27	P001	Premium Xerographic Paper	.		2.7860	01	2.6829
30	P001	Premium Xerographic Paper	.		2.7860	01	2.6829
40	P001	Premium Xerographic Paper	.		2.7860	01	2.6829
M10	P001	Premium Xerographic Paper	.		2.7793	01	2.8373
M20	P001	Premium Xerographic Paper	.		2.7793	01	2.8373
M30	P001	Premium Xerographic Paper	.		2.7793	01	2.8373
M40	P001	Premium Xerographic Paper	.		2.7793	01	2.8373
10	M001	Markette Red Highlighter	.		.6834	01	.5500
10	M001	Markette Red Highlighter	1 .A .		.5500		.0000
10	M001	Markette Red Highlighter	2 .A .		.5500		.0000
10	M001	Markette Red Highlighter	3 .A .1		.5500		.0000
20	M001	Markette Red Highlighter	.		.5077	01	.5608
27	M001	Markette Red Highlighter	.		.3556	01	.6806
30	M001	Markette Red Highlighter	.		.3556	01	.6806
40	M001	Markette Red Highlighter	.		.3556	01	.6806
M10	M001	Markette Red Highlighter	.		.5091	01	.5608
M20	M001	Markette Red Highlighter	.		.5091	01	.5608
M30	M001	Markette Red Highlighter	.		.5091	01	.5608
M40	M001	Markette Red Highlighter	.		.5091	01	.5608
20	P002	Green Bar – Continuous Form	.		30.9778	01	31.4333
27	P002	Green Bar – Continuous Form	.		32.7591	01	30.1049
30	P002	Green Bar – Continuous Form	.		32.7591	01	30.1049
M10	P002	Green Bar – Continuous Form			30.9681	01	31.4333
M20	P002	Green Bar – Continuous Form			30.9681	01	31.4333
M30	P002	Green Bar – Continuous Form			30.9681	01	31.4333
M40	P002	Green Bar – Continuous Form			30.9681	01	31.4333

Processing Options for Future Cost Update

```
PROCESS CONTROL:
 1. Enter the Costing Method you wish          _____
    to be updated with a future cost.
    If left blank, the cost to be
    updated is the one associated
    with your current Inventory/Sales
    costing method.
    (The cost associated with the
    Cost Method specified in your
    DATA SELECTION will be the
    'future cost' used.)

 2. Enter the document type to be             _____
    used when writing General Ledger
    and Item Ledger records.  If left
    blank, document type 'WD' will
    be used.

 3. Enter the General Ledger date to          _____
    be used when writing General
    Ledger and Item Ledger records.
    If left blank, the system date
    will be used.
```

Test Yourself: Cost Updates

1. Which three methods can you use to increase or decrease costs?

   _____

   _____

2. What happens in the system when you change a cost?

   _____

   _____

3. How could you prevent someone from updating costs?

   _____

4. Which method do you use to produce a report of current costs and how the costs will change?

   _____

   _____

5. Which two methods can you use to calculate a true average cost based on the average costs of all locations?

   _____

   _____

The answers to this Test Yourself exercise are in Appendix B.

Supplemental Database

Objectives

- To enter, review, and report on additional user defined inventory information
- To classify supplemental data by using codes, free-form text, or links to other programs

About the Supplemental Database

The Supplemental Database is an optional feature that allows you to store information about an item that you do not include in the standard master tables.

For example, perhaps you need to track detailed information for your engineering change specifications. Using the supplemental database, you could enter information such as the departments and people who are responsible for specific duties.

In another example, you could use the supplemental database to track costs for an advertising campaign. For each end item, you could enter campaign information such as dates, costs, the type of campaign, and so forth.

Supplemental data can include:

- Quality performance information
- Legal descriptions
- Repair and replacement records
- Government procurement information
- Hazardous material regulations

What You Should Know About

Updating the supplemental database

You might need to run the following programs to update your supplemental database:

- Profile Data Copy/Move, after you have changed data types and you need to transfer information from one data type to another.
- Build the Word Search File, to update supplemental data information for online searches.
- Purge Supplemental Data, to purge information from supplemental data files.
- CIF (Central Information File) Sequence Revisions, to define security for supplemental database users. You can customize the supplemental database display for each user, user group, and data type.

You can access these programs from Item Supplemental Data/CIF.

Define Data Types

Defining Data Types
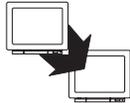
From Inventory Management (G41), choose Item Supplemental Data/CIF

From Item Supplemental Data/CIF (G4124), choose Profile Data Types

Data types are user defined codes that classify supplemental data. When you define data types, you specify the mode for entering supplemental data. You can specify three different modes:

Code (C)	Use this mode to enter dates, amounts, and so forth. Codes also allow you to specify the format in which the data types appear in the system, and whether the system verifies that the user defined codes exist in a code table.
Narrative (N)	Use this mode to enter the supplemental data as free-form text. For example, you could use data type EN to record detailed text information about an engineering specification for an item.
Program (P)	Use this mode to directly exit to the program that you specify for the data type.
Message (M)	Use this mode to directly exit to the form for entering information about the data type code.

Although your security clearance may allow you to work with the supplemental database, you might not be able to access other programs through the database.

Before You Begin

❑ Before you define data types, decide whether to track information at the item level or the item and branch/plant level.

- To track information at the item and branch/plant level, set the system constants (which are located in branch/plant constants) appropriately. For more information, see *Defining System Constants*.

- To track by item only, set the field to N (no).

❑ Set up data type classification codes in user defined code table 41/CL.

❑ Set up data types in user defined code table 41/RT.

⚠️ After you have set the Supplemental Database by Branch field and entered data in the Supplemental Database, do not change the field value. If you change the value, you lose the ability to view data for the item/branch.

▶ **To define data types**

On Profile Data Types

Complete the following fields:

- Ty Dt (Type Data)
- Description
- Mde (Mode)
- CLS (Class)
- Code Title
- Amt Title (Amount Title)

Field	Explanation
Ty Dt	A code that distinguishes the type of data that you can enter in the Supplemental Database. This user defined code is often an abbreviation for the data it represents. For example, you could define "AT" to represent "Advertising Types" and "SP" to represent "Special Promotions."
Description	A user defined name or remark.
Data Type Class	A code that groups similar data types within the Supplemental Database.
Mde	The format of a data type. This code determines the display mode for supplemental data. Valid codes are: C Code format, which displays the form for entering code-specific information. These codes are associated with User Defined Codes table (F0005). N Narrative format, which displays the form for entering narrative text. P Program exit, which allows you to exit to the program you specified in the Pgm ID field. M Message format, which displays the form for entering code-specific information. However, the system can edit the code values you enter against values in the Generic Rates and Messages table (F00191). This code is not used by the Human Resources or Financials systems.
Code Title	The heading for a column on Supplemental Data Entry that relates to user defined codes. Enter the user defined codes for the supplemental data type in this column. For example, if the supplemental data type relates to the educational degrees of employees (BA, MBA, PHD, and so on), the heading could be Degree. . . . . *Form-specific information* . . . . The heading for a column on Profile Data Entry.
Amt Title	The heading for a column on Supplemental Data Entry that relates to an amount. This column contains statistical or measurable information. For example, if the data type relates to bid submittals, the heading could be Bid Amounts. . . . . *Form-specific information* . . . . The heading for a column on Profile Data Entry.

What You Should Know About

Deleting data types   You cannot delete a data type that is associated with supplemental data.

Kits

Objective

- To understand kits and how to set them up in Inventory Management

About Kits

A kit is a collection of inventory items that are associated with a parent item. Kits provide a way to:

- Package items together to be sold under a parent name

- Assemble a parent item from multiple inventory items

For example, you might store together several computer components, such as a monitor, hard drive, keyboard, and mouse. When you sell the items, you might sell them collectively as a computer system. In another example, you might store the same computer components in different locations within a warehouse. By entering the components in the system as kit components, you can easily locate each item and assemble the final product. You do not stock the parent item as an inventory item.

The bill of material defines which items form the kit. If the kit has features or options, such as an optional glare-resistant screen, you can specify these. If the kit has required components, the system orders them automatically.

You can view kit components on Sales Order Entry and Purchase Order Entry detail if you have set up the processing options.

Complete the following tasks:

- ❏ Enter kit information

- ❏ Enter a bill of material

Kit Components

A kit is typically made up of several types of inventory items.

Parent item	A parent item represents the assembled item. Generally, the system does not carry inventory for a parent item. You must set up a parent item in the Item Master and designate it with a stocking type of K (for kit). The Item Master determines how the system calculates the price.
Components	Components are the actual inventory items that are contained in the kit. You set up components in the Item Master as regular stock items.
Features and options	Features and options are additional items for the kit. Feature items have a stocking type of F (for feature). The system recognizes feature items as second-level parent items, because the system does not carry inventory for the feature items. You set up the actual inventory items in the bill of material.

Example: Kit

Receiver
(Component)

Speakers
(Component)

Cassette Deck
(Option)

Stereo
(Parent Item)

5–Platter
Compact
Disk Player
(Option)

Single
Compact
Disk Player
(Option)

Wiring Jacks
(Component)
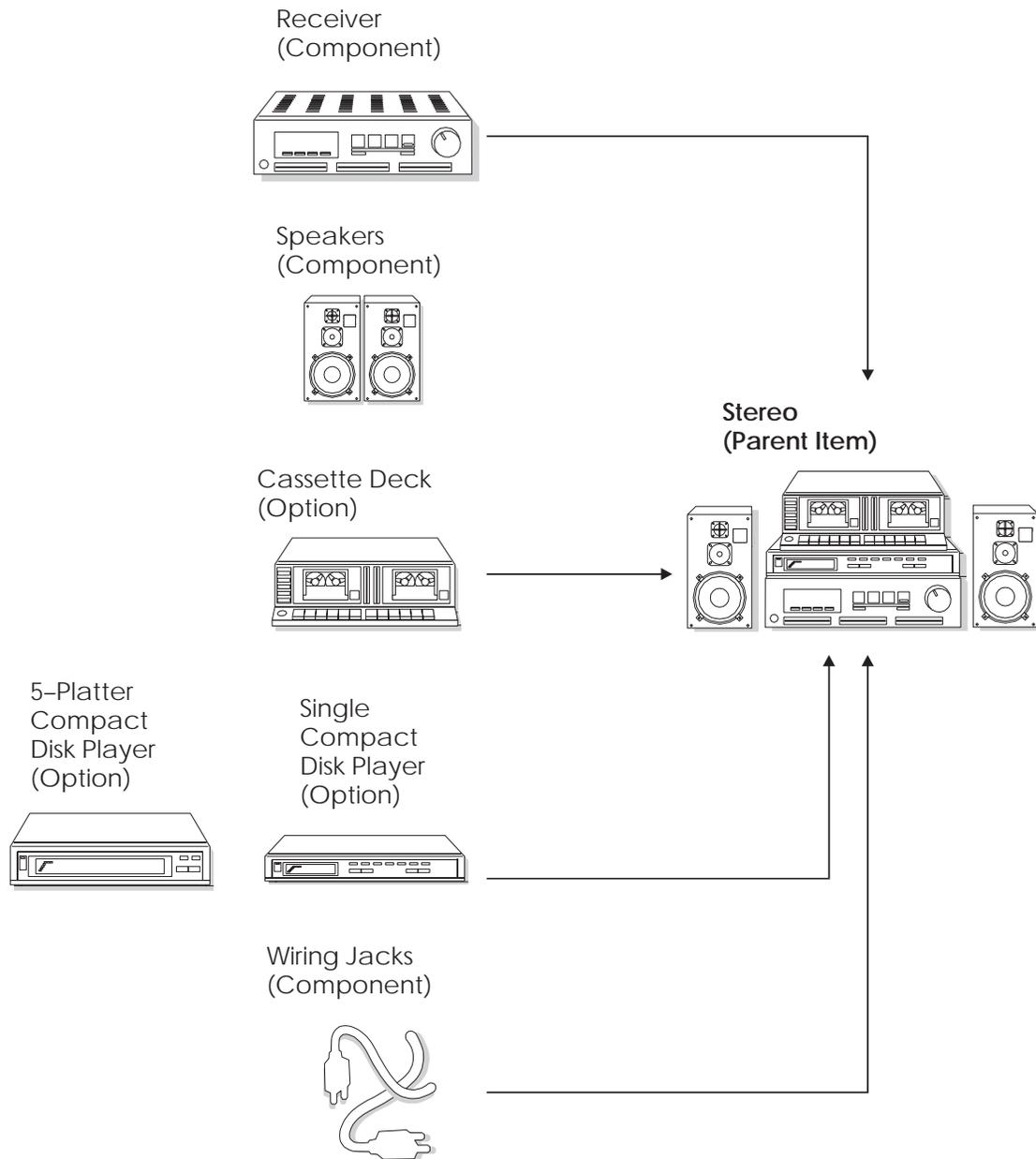
Example: Feature

Assume that a compact disk (CD) player is a feature in the kit, and there are two versions of the feature:

- 5–platter CD player

- Single CD player

5–Platter
Compact
Disk Player
(Option)

Single
Compact
Disk Player
(Option)

Kits in Distribution Systems

It is important to remember that in distribution systems, the word "kit" has a different meaning than in the manufacturing environment:

- Distribution systems use the bill of material to locate and assemble a group of items.

- Manufacturing systems use the bill of material to create a parts list for a work order. When you create a work order, you are preparing to produce a product. The parts list indicates the material and quantity that you will need.

Enter Kit Information

Entering Kit Information

Kits and bills of material can have up to 999 levels. A level consists of components, features, and options. Each can consist of various parts. For example, you define a feature in a parent kit's component and then enter the feature as a parent. Thus, the feature becomes a second level.

Complete the following tasks:

- Enter item master records for kits
- Set up locations for kits
- Enter kit pricing information

Entering Item Master Records for Kits
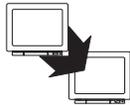
From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Item Master Information

After you have decided which kits you need and what each kit will contain, enter the items on Item Master Information.

▶ **To enter item master records for kits**

On Item Master Information
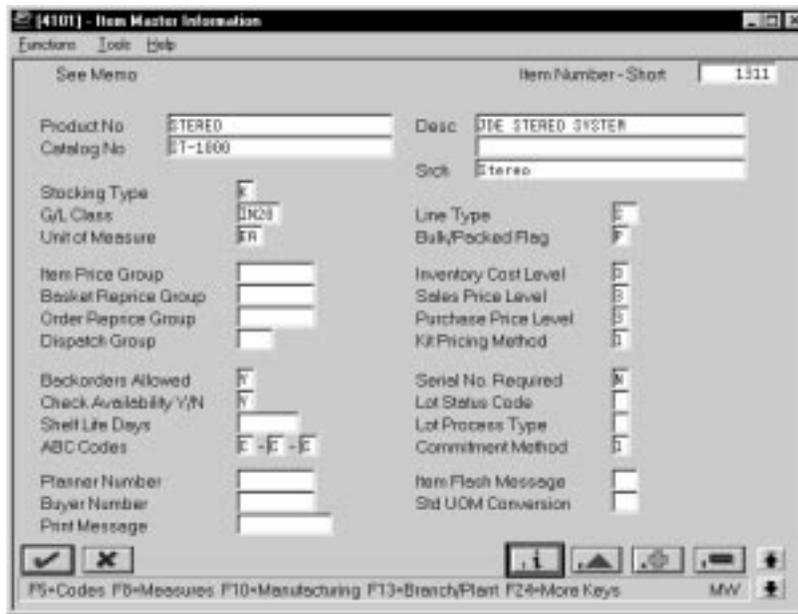
Complete the following fields:

- Stocking Type
- Kit Pricing Method

Field	Explanation
Stocking Type	A user defined code (41/I) that indicates how you stock an item(for example, as finished goods, or as raw materials). The following stocking types are hard-coded and you should not change them: B Bulk floor stock C Configured item F Feature K Kit parent item N Non-stock
Kit Pricing Method	A code that indicates how the system determines the sales price of a kit or configured item. Valid codes are: 1 The system totals list prices of components to determine the kit or product family price. 2 The list price of the final kit. This is the kit or product family price from the Base Price table (F4106). 3 The price inclusion rules for the product family determine the product family price (for configured items only). 4 The kit or product family price is the sum of the components' discounted prices. There is no discount on the parent.

What You Should Know About

Item Master validation   The system checks component item numbers against the Item Master table if you assign a line type to the component, feature, or option. Kits can also contain non-stock components. In this case, the system does not validate the item numbers against the Item Master table. An example of a non-stock component is a flyer or catalog.

See Also

- *Entering Item Master Information (P4101)* for more information on entering item master records

Setting Up Locations for Kits
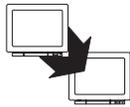
From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Item Branch/Plant Information

After you enter the kit's components, you must identify the location where the kit is stored.

▶   To set up locations for kits

On Item Branch/Plant Information

Complete the following field:

- Branch/Plant

See Also

- *Entering Branch/Plant Information (P41026)*

Entering Kit Pricing Information

From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Item Master Information

You must specify how to price kits in the item master. If you decide to price the kit at the parent level, you enter only pricing information for the parent item. To price the kit by the sum of the component prices, you must enter pricing information for each component.

▶ **To enter kit pricing information**

On Item Master Information

Complete the following fields:

- Sales Price Level

- Purchase Price Level

- Kit Pricing Method

Field	Explanation
Sales Price Level	A code that indicates whether the system maintains standard sales prices for an item, different sales prices for each branch/plant, or different sales prices for each location and lot within a branch/plant. The system maintains sales prices in the Base Price table (F4106). Valid codes are: 1 Item level 2 Item/Branch level 3 Item/Branch/Location level
Purchase Price Level	A code that indicates where to retrieve the purchase price for an item when you enter a purchase order. Valid codes are: 1 Use the supplier/item price from the Purchase Price table (F41061). 2 Use the supplier/item/branch price from the Purchase Price table (F41061). 3 Use the inventory cost from the Inventory Cost table (F4105). This cost is based on the inventory cost level and the purchasing cost method you specify for the item. The first two codes are applicable only if you set up supplier costs in the Purchase Management system. If you do not set up supplier costs, the system uses the inventory cost as the default for the purchase order.

What You Should Know About

Feature parent items	Do not enter pricing information for a feature parent item.

Enter a Bill of Material

Entering a Bill of Material
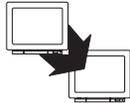
From Inventory Management (G41), choose Bill of Material Processing

From Bill of Material Processing (G4114), choose Enter/Change Bill of Material

You must enter a bill of material to specify how to assemble kit components to create the parent item. By entering a bill of material, you also provide the system with information such as:

- Whether there are feature items and options that are included with the kit
- Whether the feature items are optional
- The number of items that you need to assemble the kit

To enter a bill of material, you must set up your inventory kit.

Before You Begin

❏ Verify that the parent, components, features, and options for the kit are set up in Item Master Information

❏ Verify that a valid parent item number exists in the Item Master table

❏ Determine whether you need to enter branch/plant information for kits

▶ **To enter a bill of material**

On Enter/Change Bill of Material

1. Complete the following fields:

   - Parent Item

   - Component Item

   - Quantity Per

   - UM (Unit of Measure)

2. To establish multiple levels, choose Next Level.

3. Access the detail area.

   The bill of material can have several levels.

4. Complete the following fields:

   - Standard/Optional/Feature

   - Required

Field	Explanation
Quantity Per	The number of units to which the system applies the transaction.
	. . . . *Form-specific information* . . . .
	A number that indicates how many components you use to manufacture the parent item. A quantity of zero is valid. The default value is 1.

Field	Explanation
UM	A user defined code (system 00/type UM) that identifies the unit of measure for an item. For example, it can be eaches, cases, boxes, and so on.

What You Should Know About

Levels	Enter each level in the kit separately.
Component records	If you have set a processing option so that the system does not validate the existence of an item/branch record, you do not have to set up the location of a component in the branch/plant where the kit is created. However, the item information must exist in the item master.

See Also

- *Working with Bills of Material (P3002)* in the *Product Data Management Guide*

Processing Options for Bill of Material Revisions

```
INVENTORY VALIDATION:
  1. Enter a '1' to validate for an          _____
     existing Branch/Item record.

VERSIONS TO EXECUTE:
 Enter the DREAM Writer version to use
 for each program listed. If left blank,
 version 'ZJDE0001' will be used.
 NOTE: Processing options 2a - 2b are
       ONLY used to set Printer Overrides.
       No Data Selection or Sequencing is
       possible.

  2a. Single Level BOM Print    (P30410)   _____
  2b. -or- Multi-Level BOM Print(P30415)   _____
  3. ECO Workbench              (P30225)   _____
  4. Component Maintenance      (P3015)    _____

VERSION TO EXECUTE FROM REVISIONS

WINDOW:
  5. Enter the version of the ECO          _____
     header to call from the Revisions
     Window (P30BREV). If left blank
     version ZJDE0001 will be used.

COMPONENT BRANCH:
  6. Enter a '1' to change the Component    _____
     Branch (ADDITIONS ONLY) to that
     which is displayed at the top of
     the screen.

FIELD DISPLAY:
  7. Enter a '1' by the following fields
     to activate them:
          a. Bill Type                      _____
          b. Batch Quantity                 _____

SCREEN DEFAULTS:
  8.  Enter the default Bill Type:          _____
  8b. Enter a '1' to default the as of      _____
      date to the current date. If left
      blank, all dates will be shown.

COMPONENT SEQUENCING:
  9. Enter a                                _____
     '1' to sequence components by
         component line number
     '2' to sequence components by
         operation sequence number
     (If left blank, components will be
     sequenced by component line number)

REVISION LEVEL CONTROL:
  10. Enter a '1' to protect Component      _____
      Revision Level from update.
```

Setup

System Setup

Objectives

- To understand the basic setup requirements of the Inventory Management system

About System Setup

Before you use Inventory Management, there are certain setup procedures that you must perform:

- ❏ Set up constants

- ❏ Set up warehouse locations

- ❏ Set up automatic accounting instructions

- ❏ Set up messages

- ❏ Set up default location information

- ❏ Set up standard units of measure

- ❏ Set up item cross-reference

- ❏ Set up audit information

- ❏ Work with speed location maintenance

What Types of Information Do I Need to Set Up?

The following describes the features that you must set up and each feature's purpose.

Constants   Constants provide the system with the following types of default information:

- System constants determine which functions to perform.
- Batch control constants determine whether an application requires management approval and batch control.
- Branch/plant constants define the day-to-day transactions within a branch/plant.
- Location format determines how you identify item storage areas in a branch/plant.
- Item availability defines how the system calculates the quantity of items that are available in each branch/plant.

Warehouse locations   Warehouse locations define the locations that are available in branch/plants.

Automatic accounting instructions (AAIs)   AAIs provide the Inventory Management system with accounting information and general ledger relationships for interacting with the General Accounting system.

Messages   Messages display depending on which programs you specify and which messages you determine should print.

Default location and printers   Default location and printer settings provide the system with branch/plant, printer output queue, and approval route code information to use as default settings.

Item cross-references   Item cross-reference numbers allow the system to associate internal and external items.

Set Up Constants

Setting Up Constants

A constant is a piece of information that you associate with either the entire system or a specific branch/plant. The system uses constants as default information in many J.D. Edwards systems.

After you determine the information that you want to use throughout your system, you can enter the appropriate values or change any predefined values.

Complete the following tasks:

❏ Define branch/plant constants (required)

❏ Define item availability (required)

❏ Define system constants

❏ Define batch control constants

❏ Define the location format

See Also

- *Setup for Advanced Pricing (P40091W)* in *Advanced Pricing* for more information on additional system constants that you can define

Before You Begin

❏ Create an address book record for the branch/plant

❏ Set up a branch/plant named *ALL*

❏ Set up the branch/plant as a business unit

Defining Branch/Plant Constants

From Inventory Management (G41), enter 29

From Inventory System Setup (G4141), choose Branch/Plant Constants

Branch/plant constants allow you to customize the processing of daily transactions for each branch/plant in your distribution and manufacturing systems.

▶ **To define branch/plant constants**

On Branch/Plant Constants

1. Select a branch/plant using the constants option.

2. On Branch/Plant Constants – Page 1, complete the following fields:

   - Branch/Plant

   - Brch/Plt Address Number (Branch/Plant Address Number)

3. To enter identification symbols for items in the branch/plant, complete the following fields:

   - Symbol to Identify Short No. (Symbol to Identify Short Number)

   - Symbol to Identify 2nd No. (Symbol to Identify Second Number)

   - Symbol to Identify 3rd No. (Symbol to Identify Third Number)

   - Symbol for Customer/Supplier

4. To enter cross-reference information for items in the branch/plant, complete the following fields:

   - Customer Cross Ref. Code (Customer Cross-Reference Code)

   - Supplier Cross Ref. Code (Supplier Cross-Reference Code)

5. To enter accounting information for items in the branch/plant, complete the following fields:

   - Current Inventory Period

   - Interface G/L (Y/N) (Interface General Ledger (Y/N))

   - General Ledger Explanation

   - Update Units to G/L (Update Units to General Ledger)

6. To enter cost information for items in the branch/plant, complete the following fields:

   - Purchase Order Issue Cost

- Inventory Carrying Cost
- Sales/Inventory Cost Method
- Purchasing Costing Method

7. To enter commitment and sales information for items in the branch/plant, complete the following fields:

- Commitment Method
- Specific Commitment (Days)
- Number of Days in Year
- Approval Route Code
- ABC Codes Sales
- ABC Codes Margin
- ABC Codes Average Investment % (ABC Codes Average Investment Percentage)

8. To finish defining the branch/plant constants, complete the following fields:

- Location Control (Y/N)
- Warehouse Control (Y/N)
- Foreign Depot
- Quality Management (Y/N)
- Branch/Plant Type
- Inventory Lot Creation (Y/N)

Field	Explanation
Branch/Plant	A code that identifies a separate entity within a business for which you want to track items and costs. This entity might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric.
Brch/Plt Address Number	The address number of the customer or supplier.

Field	Explanation
Symbol to Identify Short No	A blank here indicates that the 8-character item number will be the one used most often during entry and inquiry. Otherwise a special symbol should be entered to indicate that this number is not primary; this symbol must then be the first character entered if inquiry or entry using this number is desired.
	NOTE: Only one symbol may be left blank. The other two must have a symbol, so that all three item numbers are unique. Be sure that this symbol is not significant for any other purposes of entry (such as a period or a comma). Suggested symbols would be /, *, &, and so forth.
Symbol to Identify 2nd No	A blank here indicates that the 25-character second item number will be the one used most often during entry and inquiry. Otherwise a special symbol should be entered to indicate that this number is not primary; this symbol must then be the first character entered if inquiry or entry using this number is desired.
	NOTE: Only one symbol may be left blank. The other two must have a symbol, so that all three item numbers are unique. Be sure that this symbol is not significant for any other purposes of entry (such as a period or a comma). Suggested symbols would be /, *, &, and so forth.
Symbol to Identify 3rd No	A blank here indicates that the 25-character third item number will be the one used most often during entry and inquiry. Otherwise a special symbol should be entered to indicate that this number is not primary; this symbol must then be the first character entered if inquiry or entry using this number is desired.
	NOTE: Only one symbol may be left blank. The other two must have a symbol, so that all three item numbers are unique. Be sure that this symbol is not significant for any other purposes of entry (such as a period or a comma). Suggested symbols would be /, *, &, and so forth.
Symbol for Customer/Supplier	A character that you use to identify the customer's or supplier's number in your system. When you enter a number preceded by this character, the system recognizes the number as the customer's or supplier's number. The system then goes to the cross-reference table to match the number to your item number. You cannot leave this field blank if you want the system to perform cross-referencing.

Field	Explanation
Customer Cross Ref. Code	A code (UDC table 41\DT) that identifies the type of cross-reference you have set up for this customer. The system contains examples for: Substitutes Replacements Bar Codes Customer Numbers Supplier Numbers
Supplier Cross Ref. Code	User defined code (system 41, type DT) identifying the type of cross-reference you have set up for this supplier. Example cross-references have been set up for: 1. Substitutes 2. Replacements 3. Bar Codes 4. Customer Numbers 5. Supplier Numbers
Current Inventory Period	A number that identifies the current accounting period (from 1 to 14). The system uses this number to generate error messages, such as PBCO (Posted Before Cut Off) and PACO (Posted After Cut Off). . . . . *Form-specific information* . . . . The current inventory period for a branch/plant should equal the accounting period for its parent company.
Interface G/L (Y/N)	A code that indicates whether inventory transactions that are processed through this branch/plant create general ledger entries. Valid codes are: Y Yes N No
General Ledger Explanation	A code that the Inventory Management system uses to select the default description that appears on the second line of a general ledger journal entry. Valid codes are: 1 item master description (the default) 2 primary item number.

Field	Explanation

Update Units to G/L	A code that indicates whether the system should move units to the general ledger after the system records a journal entry for the following programs:
	      P4114 (Inventory Adjustments)
	      P41413 (Cycle Count Update)
	      P4113 (Inventory Transfers)
	      P41610 (Tag Update)
	      P4112 (Inventory Issues)
	      P4116 (Item Re-Classification)
	      P4312 (Receipts)
	      P42800 (Sales Update)
	      P4314 (Voucher Match)
	      P31111 (Work Order Inventory Issues)
	      P31112 (Work Order Completions)
	      P31802 (Work Order Journal Entries)
	      P31842 (Rate Base Journal Entries)

Purchase Order Issue Cost	The amount that the Purchase Management system uses to calculate the Economic Order Quantity (EOQ). This cost should be the estimate of the cost of materials, labor, and overhead that you incur when you issue a single purchase order. The default value is .00. For example:
	  S Purchase Order Issue Cost = 15.0
	  I Inventory Carrying Cost = .09 (9%)
	  Y Annual Sales in Units = 3,000
	  C Unit cost of Item = 10.0
	
	Economic Order Quantity = Square root of ((2S/I) x (Y/C))
	      Square root of [(2)(15) divided by 0.09] x 3,000 divided by 10.0 = 316.23

Inventory Carrying Cost (%)	The percentage of inventory investment that the Purchase Management system uses to calculate Economic Order Quantity (EOQ). The default is .00. Enter a percentage as a decimal value.
	
	The following example shows how EOQ is determined using the Inventory Carrying Cost Percentage:
	  S Purchase Order Issue Cost = 15.0
	  I Inventory Carrying Cost = .09 (9%)
	  Y Annual Sales in Units = 3,000
	  C Unit Cost of Item = 10.0
	
	EOQ = Square root of ((2S/I) x (Y/C)) = the square root of (2(15) divided by .09)) * (3000 divided by 10) = 316.23
	
	NOTE: Access field help for the Economic Order Quantity field for information on the EOQ formula.

Sales/Inventory Cost Method	A code (table 40/CM) that indicates the cost method that the system uses to calculate the cost of goods sold for the item. Cost methods 01-08 are hard-coded.

Field	Explanation
Purchasing Costing Method	A code (table 40/CM) that indicates the cost method that the system uses to determine the cost of the item for purchase orders. Cost methods 01-08 are hard-coded.
Commitment Method	A code that indicates the method that the system uses to commit lot items from inventory. Valid codes are: 1 The normal commitment method for inventory (default). The system commits inventory from the primary location and then from secondary locations. The system commits inventory from the locations with the most inventory before committing inventory from locations with the least. The system commits backorders to the primary location. 2 The inventory commitment method by lot number. The system commits inventory by lot number, starting with the lowest lot number and committing orders to available lots. 3 The inventory commitment method by lot expiration date. The system commits inventory from the locations with the earliest expiration date first. The system considers only locations with expiration dates greater than or equal to the sales order or parts list requested date.
Specific Commitment (Days)	Number used to determine when to commit inventory to an order in sales order processing. This value in days is added to today's date and compared with the Promised Ship Date for the order line. If the Promised Date is greater than the calculated date, then the order line will be future committed in the Item Location record (F41021). Entering '999' eliminates future commits.
Number of Days in Year	The number of days that you are open for business in a year. This number must be between 252 and 365. The Purchase Management system uses this number to calculate economic order quantity (EOQ). This is a required field.
Approval Route Code	A code that determines to whom an order is routed for approval.

Field	Explanation
ABC Codes Sales %	Percentage that tells the system how to define the A group during ABC analysis. This number is the total of the A percentage added to the percentage you want the system to use when it assigns items to the B group. For example, you want items that make up the top 75% of your selling items in the A group and items that make up the next 20% in the B group. You would enter 95% in this field, which is the total of 75% and 20%. You enter each percentage as a decimal amount. For example, enter 75% as .75.
	During ABC analysis, the system compares the total sales of a single item to the total sales of all items to calculate the "value" of each item. An item's value is its percentage of the total sales. The system then arranges the values of all items from those of highest value to those of lowest value and adds the values together beginning with the highest. After it reaches the limit for A items, it continues to add values until it reaches the limit for B items. All items whose value is included in the total betwen the A limit and the B limit are B items. If an item's value causes the total to go over the B limit, the system assigns that item to the C group.
Gross Margin %	Percentage that tells the system how to define the A group during ABC analysis. This number is the total of the A percentage added to the percentage you want the system to use when it assigns items to the B group. For example, you want items that make up the top 75% of your selling items in the A group and items that make up the next 20% in the B group. You would enter 95% in this field, which is the total of 75% and 20%. You enter each percentage as a decimal amount. For example, enter 75% as .75.
	During ABC analysis, the system compares the total sales of a single item to the total sales of all items to calculate the "value" of each item. An item's value is its percentage of the total sales. The system then arranges the values of all items from those of highest value to those of lowest value and adds the values together beginning with the highest. After it reaches the limit for A items, it continues to add values until it reaches the limit for B items. All items whose value is included in the total betwen the A limit and the B limit are B items. If an item's value causes the total to go over the B limit, the system assigns that item to the C group.

Field	Explanation
Average Invest %	Percentage that tells the system how to define the A group during ABC analysis. This number is the total of the A percentage added to the percentage you want the system to use when it assigns items to the B group. For example, you want items that make up the top 75% of your selling items in the A group and items that make up the next 20% in the B group. You would enter 95% in this field, which is the total of 75% and 20%. You enter each percentage as a decimal amount. For example, enter 75% as .75.
	During ABC analysis, the system compares the total sales of a single item to the total sales of all items to calculate the "value" of each item. An item's value is its percentage of the total sales. The system then arranges the values of all items from those of highest value to those of lowest value and adds the values together beginning with the highest. After it reaches the limit for A items, it continues to add values until it reaches the limit for B items. All items whose value is included in the total betwen the A limit and the B limit are B items. If an item's value causes the total to go over the B limit, the system assigns that item to the C group.
Location Control (Y/N)	A code that indicates what type of location control the system requires. You should use location control if you want to use only locations that are in the Location Master table.
	Valid codes are: Y Yes, use only locations in Location Master (F4100). N No, do not restrict locations to those in Location Master. Use all locations, as long as they conform to the location format defined on Branch/Plant Constants – Page 2.
	If Warehouse Control is set to Yes, Location Control also must be set to Yes.
Warehouse Control (Y/N)	A code that determines whether the system creates warehouse transactions for the branch/plant.
Foreign Depot	This flag indicates whether or not this branch/plant is owned by another company. This field is checked by the Bulk and Packed Load Confirmation programs to determine if the depot from which product is being loaded is a foreign depot. If it is a foreign depot, a valid borrow agreement is required to be entered during load confirmation.
Quality Management (Y/N)	This flag indicates whether to activate the Quality Management system (System 37) for your branch/plant.

What You Should Know About

Defining warehouse control specifications	If you use the Advanced Warehouse Management system, you must define the warehouse information on Branch/Plant Constants – Page 2.

Defining Item Availability
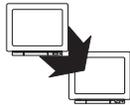
From Inventory Management (G41), enter 29

From Inventory System Setup (G4141), choose Branch/Plant Constants

You must define how you want the system to calculate item availability for each branch/plant. This calculation impacts how the system calculates backorders, cancellations, and customer delivery time.

▶ **To define item availability**

On Branch/Plant Constants

1. Choose Availability to select a branch/plant.

2. On Item Availability Definition, enter a minus (–) or plus (+) sign in fields with quantities that you want to subtract or add, respectively, from the quantity on hand.

What You Should Know About

Availability calculations   You must use the Sales Order Management system to
for configured items   calculate availability for configured items.

See Also

- *Reviewing Performance Information (P4115)* for more information about quantities

Defining System Constants

From Inventory Management (G41), enter 29

From Inventory System Setup (G4141), choose Branch/Plant Constants

Set up system constants to determine which functions to perform. For example, assume that you have several branch/plants and you use different units of measure for the items in each branch/plant. You can set a system constant to automatically convert units of measure by branch.

System constants apply to all branch/plants. You cannot customize the settings for each branch/plant.

▶ To define system constants

On Branch/Plant Constants

1. Access System Constants.


```
[4009W] - System Constants
Functions   Tools   Help
                      Constant
Unit Of Measure Conversions by Branch     N
Supplemental Data Base by Branch          N
Allow Duplicate Lots                      2
Update Average Cost On-Line               Y
Sales Price Retrieval UOM                 2
Purchase Price Retrieval UOM
Sales Price Based On Date
Purchase Rebate Category Code
ECS Control (Y/N)                         N

F10=Pricing Constants   F24=More Keys
```
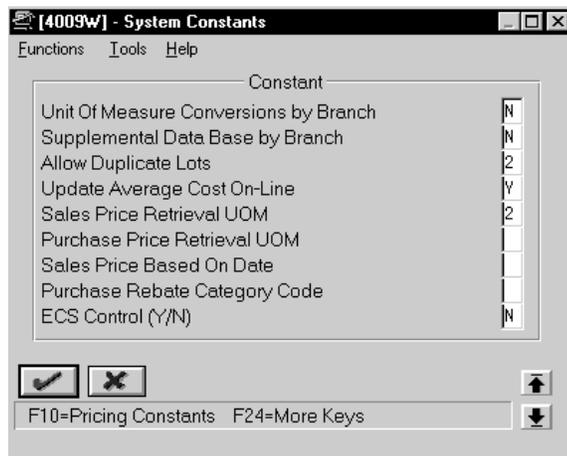
2. On System Constants, complete the following fields:

    - Unit of Measure Conversions by Branch
    - Supplemental Data Base by Branch
    - Allow Duplicate Lots
    - Update Average Cost On-Line
    - Sales Price Retrieval Unit of Measure
    - Purchase Price Retrieval Unit of Measure
    - Sales Price Based On Date
    - Purchase Rebate Category Code
    - ECS Control (Y/N)

Field	Explanation
Unit Of Measure Conversions by Branch	A code that indicates how the system uses the branch/plant within the Item Specific Unit of Measure Conversion tables. Valid values are: Y The system displays the item specific conversion table when you add an item to a specific branch/plant. N The system displays the item specific conversion table for all branch/plants from the Item Master table.
Supplemental Data Base by Branch	A code that indicates how the system uses the branch/plant within the Inventory Management Supplemental Database. Valid values are: Y The supplemental data is unique by item and branch. N The supplemental data is unique by item only.
Allow Duplicate Lots	A flag that determines whether the system can assign the same lot to multiple items. Valid values are: 1 Do not allow duplicate lots. The lot is restricted to one item and one branch/plant. 2 Allow duplicate lots. You can create a lot that contains multiple items and branch/plants. 3 Do not allow duplicate lots. The lot is restricted to one item, but can contain quantities in multiple branch/plants.

Field	Explanation
Update Average Cost On–Line	A code that indicates when the system calculates the new average cost for an item.
	Valid values are: Y The system calculates a new average cost online immediately after any transaction that affects the average cost of an item. N All processes that affect average cost create transactions to an Average Cost Work table (F41051). The system calculates a new average cost when you run the Average Cost Update program.
Sales Price Retrieval UOM	A value that specifies the unit of measure that the system uses for retrieving base prices and price adjustments during sales order processing. The system allows you to define your base prices in the Base Price table (F4106) and price adjustments in the Adjustment Detail table (F4072) in various unit of measures.
	If you specify the Transaction or Pricing UOM and the system does not find a record in that unit of measure, the system repeats the process using the primary UOM of the item.
Purchase Price Retrieval UOM	A value that represents the unit of measure that the system retrieves for the purchase base price (F41061) during purchase order processing.
	If you specify the Transaction or Purchasing UOM and the system does not find a record in that unit of measure, the system repeats the process using the primary UOM of the item.
Sales Price Based On Date	A value that determines how the system updates the Price Effective Date in the Sales Order Header (F4201) and Detail (F4211) tables. In the Sales Order Management system, the system uses the Price Effective Date to retrieve the base price from F4106 and price adjustments from F4072.
Purchase Rebate Category Code	A number in the system constants that determines which category code the system uses in the criteria for inclusion comparison.
ECS Control (Y/N)	The Energy and Chemical System Control code that you use to indicate whether to use the ECS application.

Defining Batch Control Constants
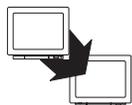
From Inventory Management (G41), enter 29

From Inventory System Setup (G4141), choose Branch/Plant Constants

Defining batch control constants prevents the system from applying changes that unauthorized personnel make to the general ledger. Also, you can define a constant that requires you to enter batch control information before the system runs a batch processing job. You might enter batch control information to compare the anticipated size of the job to the end result.

You must define management approval and batch control separately for each distribution and manufacturing system that you use.

▶ **To define batch control constants**

On Branch/Plant Constants

1. Access Application Constants.

```
[41001S] - Application Constants                    _ □ ×
Functions  Tools  Help

         Application            Mgmt    Batch
                                Apprv   Ctrl

Manufacturing                   Y
Inventory                       Y       N
Sales Order Processing          Y
Purchasing                      Y       N


  ✔    ✖                                      ⬆
      F24=More Keys                           ⬇
```
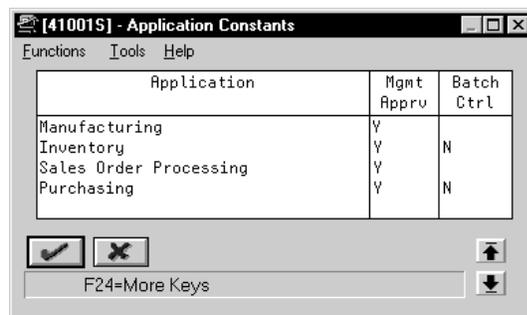
2. On Application Constants, complete the following fields:

   • Mgmt Apprv (Management Approval)

   • Batch Ctrl (Batch Control)

Field	Explanation
Mgmt Apprv	A code that indicates whether you want to require approval of batches before they can be posted to the general ledger. Valid values are: Y Yes, assign a status of Pending to each batch that you create within the listed systems. N No, assign a status of Approved to each batch.

Field	Explanation
Batch Ctrl	A code that indicates whether to require entry of batch control information. For each batch, the system displays a batch control form where you must enter information about the number of documents and the total amount of the transactions that you expect in the batch. The system uses these totals to edit and display differences from the actual transactions you entered. This field applies only to the Inventory Management and the Purchase Order Management systems. Valid values are:

    Y   Yes. In Inventory Management, Y displays a batch control form before you issue, adjust, or transfer inventory. In Purchase Order Management, Y displays a batch control form before you enter receipts.

    N   No, do not require entry of batch control information.

Defining the Location Format
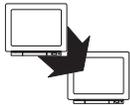
From Inventory Management (G41), enter 29

From Inventory System Setup (G4141), choose Branch/Plant Constants

Defining the location format allows you to determine how to set up item locations. For example, assume that you store pencils in branch/plant A. You can define elements that contain more specific information about the actual location. For example, an element can represent an aisle, bin, shelf, or any other location that you use in a branch/plant.

You can define a location's format using up to 10 different elements, such as aisle, shelf, and bin. For each element, you can define the following:

- Length

- Justification

- Separator character

If you are using the Advanced Warehouse Management system, you must also define default units of measure for volumes, dimensions, and weights.

▶   **To define the location format**

On Branch/Plant Constants

1. Select a branch/plant.

On Branch/Plant Constants – Page 2

2. To define the location format, complete the following fields for each element:

- Length (of Aisle, of Bin, of Code 3 – 10)
- L/R (Left/Right)
- Separator Character

Field	Explanation
Length of Aisle	Identifies the number of characters to represent the tank (or aisle for packaged stock). Valid values are numbers 1 through 8.
L/R	Left or Right justification for Code 6 in the location format specification.

Field	Explanation
Separator Character	A character that divides the elements of the location when you display them on forms or reports. For example, you might use a slash (/) as a separator character to divide elements such as aisle, bin, and shelf in a location code.
	Separators are not stored in the tables, but are used to edit a location on a form or report. If you do not want to use separators, leave this field blank. However, you must enter characters and spaces to equal the correct length of each element in the location code. The system then displays the location as one string of characters.
	. . . . *Form-specific information* . . . .
	The system uses the character you enter in this field to separate the combination of tank/owner and aisle/bin as it appears on forms or reports. Companies commonly use a period (.) as the separator character.

What You Should Know About

Location length	The total length of all elements, including separators, cannot exceed 20 characters. The system does not store separators in the tables, but uses separators to edit a location on a form or report. If you do not want to use separators, leave the separator field blank. The system displays the location as one string of characters.

See Also

- *Setting Up Locations (P41204)* in the *Warehouse Management Guide*

Set Up Warehouse Locations

Setting Up Warehouse Locations
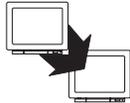
From Inventory Management (G41), enter 29

From Inventory System Setup (G4141), choose Define Warehouse Locations

After you have defined the format for your locations, you must define all of the locations in a warehouse. To locate items more easily, you can create a hierarchy of locations within the warehouse and enter information about zones.

You can also define a primary location to store basic information about items in a warehouse. A primary location is not an actual physical location. For example, you could designate a primary location as "Location A," and then assign every item in the warehouse to a location that begins with "A."

You can also define a blank location as the primary location for inventory items. How the system displays the primary location depends on the location format specifications that you defined for the branch/plant.

Before You Begin

❑ Define the location format in Branch/Plant Constants

❑ Verify that location control is activated in Branch/Plant Constants

See Also

- *Setting Up Locations (P41204)* in the *Warehouse Management Guide*

▶ **To set up warehouse locations**

On Define Warehouse Locations
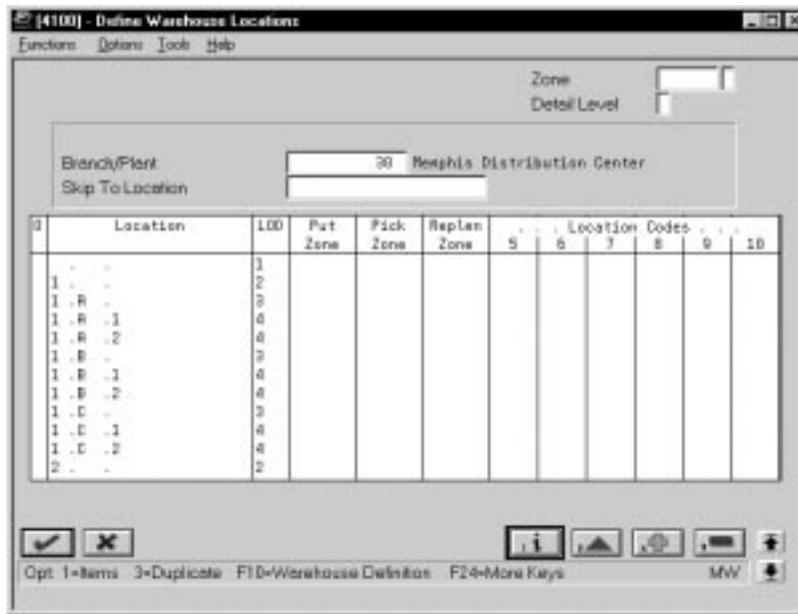
1. Complete the following fields:

   - Branch/Plant

   - Location

2. To create a hierarchy of locations within a warehouse, complete the following field:

   - LOD (Level of Detail)

3. To define a primary location, complete the following field, but do not use a separator character:

   - Location

   The system displays an asterisk (*) to indicate the primary location.

Field	Explanation
Location	A code that identifies inventory locations in a branch/plant. You define the format of the location identifier by branch/plant.
	. . . . *Form-specific information* . . . .
	A location format is comprised of elements and, optionally, a separator character. Elements represent more specific locations in a branch/plant. If the tank contains commingled stock, include the separator character defined on Branch/Plant Constants – Page 2 and identify the owner.
	The total length of all elements in this field, including separators, cannot exceed 20 characters. The location for a single tank can contain up to the number of characters identified in the Length of Tank/Aisle field on Branch/Plant Constants – Page 2.
	The owner ID can contain up to the number of characters identified in the Length of Owner/Bin field on Branch/Plant Constants – Page 2.
	If you leave this field blank and do not use a separator character, the system displays the location as an asterisk. If you use a separator character, the system displays the location with the correct number of spaces for each element, followed by the separator character.
Detail Level	A code that summarizes or classifies locations and provides a hierarchy of locations for review purposes. For instance, you can assign aisles to level 3, and individual racks within the aisle as level 4.
	. . . . *Form-specific information* . . . .
	Use the Detail Level field to specify the beginning level of detail that you want the system to display.
	Use the Level of Detail field in the lower portion of the form to identify the level of detail for the location.

See Also

- *Setting Up Locations (P41204)* in the *Warehouse Management Guide*

- *Setting Up Constants (P41204)* for information on defining location format for each branch/plant

Set Up Automatic Accounting Instructions

Setting Up Automatic Accounting Instructions
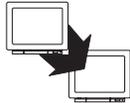
From Inventory Management (G41), enter 29

From Inventory System Setup (G4141), choose Automatic Accounting Instructions

Automatic accounting instructions (AAIs) define your day-to-day functions, chart of accounts, and financial reports. The system uses AAIs to determine how to distribute G/L entries that the system generates. For example, in the Inventory Management system, AAIs indicate how to record the transaction after you issue inventory from a location.

For distribution systems, you must create AAIs for each unique combination of company, transaction, document type, and G/L class that you anticipate using. Each AAI is associated with a specific G/L account that consists of a business unit, an object, and a subsidiary (optional).

The system stores AAIs in the Automatic Accounting Instructions Master table (F4095).

After you review and revise the existing AAIs for your business needs, you might need to set up additional AAI items.

AAIs for the Inventory Management System

The following table shows the predefined AAI items available in the Inventory Management system.

4122	An inventory AAI that provides the balance sheet inventory valuation account
4124	An inventory AAI that provides the expense or cost of goods sold account.
4126	A zero balance adjustment AAI that provides the inventory offset account.

4128	A zero balance adjustment AAI that provides the expense or cost of goods offset account.
4134	An item balance cost change AAI that determines the inventory offset account.
4136	An item balance cost change AAI that determines the expense or cost of goods offset account.
4141	A standard cost variance AAI that determines the cost of goods offset account.
4152	A physical inventory update AAI that determines the inventory offset account.
4154	A physical inventory update AAI that determines the cost of goods offset account.
4172	A batch cost maintenance AAI that determines the inventory offset account.
4174	A batch cost maintenance AAI that determines the expense or cost of goods offset account.
4182	A bulk product gain/loss AAI that determines the bulk inventory offset account.
4184	A bulk product gain/loss AAI that determines the expense or cost of goods offset account.

Before You Begin

❑ Set up companies

❑ Determine transaction types

❑ Set up document types

❑ Set up G/L class codes

❑ Determine the account numbers for recording transactions

❑ Set up account master information

▶ **To set up automatic accounting instructions**

On Automatic Accounting Instructions

1. Select an AAI using the AAI revisions option.
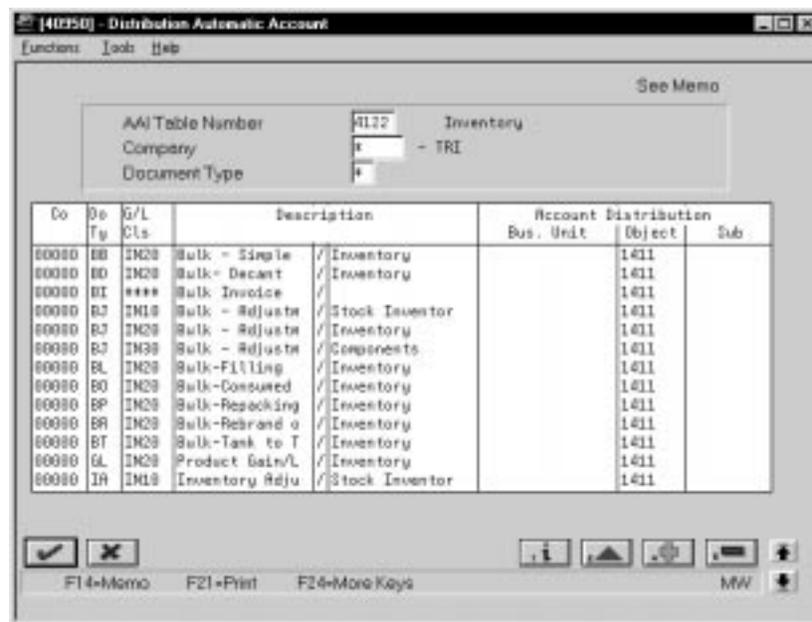
2. On Distribution Automatic Account, complete the following fields:

   • Co. (Company)

- Do Ty (Document Type)
- G/L Cls (General Ledger Class)
- Object
- Sub (Subsidiary)

Field	Explanation
Company	A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.
	NOTE: You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries.
	. . . . *Form-specific information* . . . .
	In the inquiry field at the top of the form, the asterisk (*) is the default value. It causes the system to display AAIs for all companies.
Document Type	A user defined code (system 00/type DT) that identifies the origin and purpose of the transaction.
	J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets.
	The reserved document type prefixes for codes are: P Accounts payable documents R Accounts receivable documents T Payroll documents I Inventory documents O Order processing documents J General ledger/joint interest billing documents
	The system creates offsetting entries as appropriate for these document types when you post batches.
	. . . . *Form-specific information* . . . .
	In the inquiry field at the top of the form, the asterisk (*) is the default and causes the system to display all document types.
G/L	A user defined code (system 41/type 9) that controls which general ledger accounts receive the dollar amount of inventory transactions for this item.

Field	Explanation
Object Account	The object account portion of a general ledger account. The term "object account" refers to the breakdown of the Cost Code (for example, labor, materials, and equipment) into subcategories (for example, dividing labor into regular time, premium time, and burden). If you are using a flexible chart of accounts and the object is set to 6 digits, J.D. Edwards recommends that you use all 6 digits. For example, entering 000456 is not the same as entering 456, because the system enters three blank spaces to fill a 6-digit object.
Sub	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account. . . . . *Form-specific information* . . . . If you leave this field blank, the system uses the value you entered on the work order in the Cost Code field.

What You Should Know About

Entering memo text	You can enter memo text for each AAI table on the generic text form. See the *Technical Foundation Guide*.

Set Up Messages

Setting Up Messages

You can define two types of messages throughout J.D. Edwards systems:

- Print messages, which are messages that you attach to different document types, customers, or suppliers

- Item notes, which are messages that you attach to items

You set up print messages and item notes in the same way. An easy and efficient method is to choose an existing message as a base and modify the description and text. Using a base message is also helpful when you need to define the same message or note in multiple languages.

Complete the following tasks:

❑ Define a message

❑ Define print information for messages and item notes

What You Should Know About

Displaying messages	You can display:

- Print messages or item notes
- Current messages
- All messages, including those that have expired
- Messages for a specific language

Printing messages	To print a message, you can select an existing version from the versions list or create your own version.

Deleting messages	Before you delete a message, consider the following:

- If you delete a message in a specific language, the system deletes only that message. No other languages are affected.
- If you delete the base message, the system deletes all messages that are related to the base message.
- The system removes the message code, detail information, and text lines from the text tables.

Defining a Message
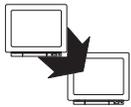
From Inventory Management (G41), enter 29

From Inventory System Setup (G4141), choose Print Message Revisions

Complete the following tasks:

- Define a message using a base message

- Define a base message in another language

▶   To define a message using a base message

On Print Message Revisions

1. Select a message code.

2. On Text Detail Revisions, complete the following fields:

- Print Message
- Description
- Effective From
- Effective Thru
- Print Before

3. Access Text Messages.

4. On Text Messages, enter the text for the message.

Field	Explanation
Print Message	A code (table 40/PM) that represents a predefined message set up on Print Message Revisions. You can print the message on sales orders, purchase orders, and so forth.
Description	A user defined name or remark.
Effective From	The date on which a transaction, text message, contract, obligation, or preference becomes effective.
Effective Thru	The date on which a transaction, text message, agreement, obligation, or preference has expired or been completed.
Print Before	A one-character code that indicates whether the print message/item note text prints before or after the detail line on the order. The default is to print after the detail line.

▶ **To define a base message in another language**

On Print Message Revisions:

1. Select a message code.

2. Complete the following field:

   - Language

3. Access Text Messages.

4. Enter the text.

Field	Explanation
Language	A user defined code (system 01/type LP) that specifies a language to use in forms and printed reports.
	For World, if you leave the Language field blank, the system uses the language that you specify in your user preferences. If you do not specify a language in your user preferences, the system uses the default language for the system.
	Before any translations can become effective, a language code must exist at either the system level or in your user preferences.

What You Should Know About

Messages in other languages You can use any base message that you create as a "template" for the same message in other languages. Also, you can use the same message code for all languages.

See Also

- *Working with User Defined Text Models* in the *Technical Foundations Guide* for more information about defining messages

Defining Print Information for Messages and Item Notes
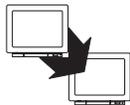
From Inventory Management (G41), enter 29

From Inventory System Setup (G4141), choose Print Message Revisions

To define print information, complete the following tasks:

- Define documents on which to print messages
- Define document type exceptions

Defining Documents on Which to Print Messages

From Inventory Management (G41), enter 29

From Inventory System Setup (G4141), choose Print Message Revisions

You must define the documents on which to print messages. For example, you might print special delivery instructions on every work order.

You can specify a program for each type of print message.

▶ **To define documents on which to print messages**

On Print Message Revisions

1. Access Document Selection.
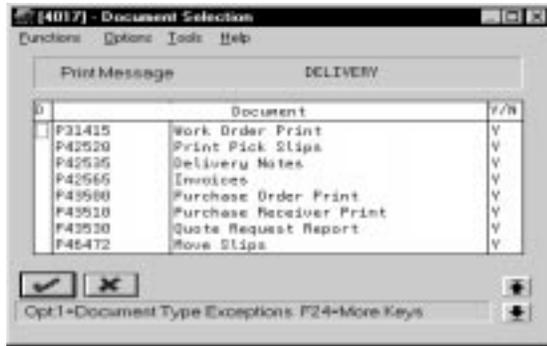
2. Complete the following field:

   ● Y/N

Field	Explanation
Y/N	This flag indicates whether or not the print message/item note text should print on a specific report. Valid values are: Y Yes, the text will print on the report N No, the text will not print on the report

What You Should Know About

New print programs	To display new print programs on Document Selection, you must set them up in the user defined code table 40/OR. Additionally, you must customize these programs to recognize the Y/N field in Document Selection.
Printing item notes	You cannot define individual print programs for item notes. All item notes print on all documents.

Defining Document Type Exceptions

From Inventory Management (G41), enter 29

From Inventory System Setup (G4141), choose Print Message Revisions

Sometimes a print program generates a document that is used for multiple purposes. For example, you can use the Purchase Order Print program to print both purchase orders and other documents such as blanket orders and sales bids. In this example, you might have a message that you only print on blanket orders. For each print program, you can define the document types that exclude messages.

▶   **To define document type exceptions**

On Document Selection

1. Select the document for which you do not want to print messages.

    Document Type Exceptions appears.

```
┌─────────────────────────────────────────────────────┐
│ ⛶ [4017W] - Document Type Exceptions        _ □ ✕    │
│ Functions  Tools  Help                               │
│        ┌──────────────────────────────────────────┐  │
│        Print Message          DELIVERY              │
│        Program ID             P42535                │
│        ┌─ Document Types To Be Omitted ─────────┐   │
│        │ OR  │ Purchase Requisition          │   │   │
│        │                                          │   │
│        │                                          │   │
│        │                                          │   │
│        │                                          │   │
│        └──────────────────────────────────────┘   │
│                                                      │
│   ┌───┐ ┌───┐                                  ┌─┐  │
│   │ ✔ │ │ ✕ │                                  │↑│  │
│   └───┘ └───┘                                  └─┘  │
│     F24=More Keys                              ┌─┐  │
│                                                │↓│  │
│                                                └─┘  │
└─────────────────────────────────────────────────────┘
```
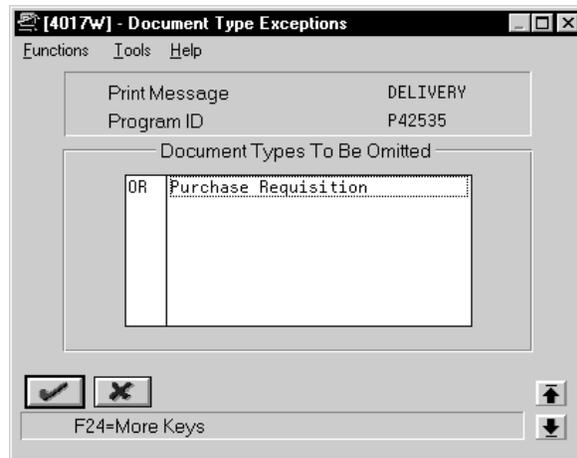
2. On Document Type Exceptions, enter document type codes in the fields next to the document types.

Processing Options for Text Messages Review

```
PROCESSING CONTROL:
  1. Enter a '1' to display Item Notes.          _____
      If left blank, Print Messages
      will be displayed.
  2. Enter a '1' to display only the             _____
      messages that have not yet
      reached the expiration date.
      If left blank, all messages will
      be displayed.
```

Set Up Default Location Information

Setting Up Default Location Information

By setting up default location information, you assign a branch/plant and print queue to a terminal that the system uses every time that you sign on.

Complete the following tasks:

- Define a default location and approval route code
- Assign default print queues

Before You Begin

❏ Verify that you have set up branch/plants

❏ Verify that you have set up print queue codes in the user defined code table (system 40, type PP)

Defining a Default Location and Approval Route Code

From Inventory Management (G41), enter 29

From Inventory System Setup (G4141), choose Default Location and Printers

A default location is the branch/plant that is assigned to your user ID or terminal ID. If the system uses a default location, it automatically displays the branch/plant. If there is no branch/plant assigned to your user ID or terminal ID, you must enter a branch/plant manually.

You can define an approval route code if you use approval routing for purchase orders.

▶   To define a default location and approval route code

On Default Location & Printers

Complete the following fields:

- Terminal/User ID
- Branch/Plant
- Approval Route Code

Field	Explanation
Terminal/ User ID	The workstation ID number.
	. . . . *Form-specific information* . . . .
	Header Field: Use the Skip to Terminal/User ID field in the upper portion of the form as an inquiry field in which you can enter the number of a terminal or the IBM user ID of a specific person whose profile you want the system to display at the top of the list. When you first access this form, the system automatically enters the user ID of the person signed on to the system.
	Detail Field: The Terminal/User ID field in the lower portion of the form contains the user ID of the person whose profile appears on the same line.

Field	Explanation
Approval Route Code	A code that determines to whom an order is routed for approval.
	. . . . *Form-specific information* . . . .
	A code that identifies the approval route through which an order entered by you or at this terminal is routed for approval. The system uses this code for approval processing if you specified it in the processing options for purchase order entry.

Assigning Default Print Queues
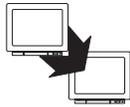
From Inventory Management (G41), enter 29

From Inventory System Setup (G4141), choose Default Location and Printers

Default print queues represent the location where the system sends certain types of documents. You can assign a default print queue so that each time you print, the system sends the document to the default print queue. If you have not assigned a default print queue, the system first accesses the print queues that were assigned in the DREAM Writer version, and then accesses the print queue that is assigned to your user profile.

▶ **To assign default print queues**

On Default Location & Printers

3. Complete the following fields:

    • Terminal/User ID

    • Branch/Plant

4. Access Default Print Queues.
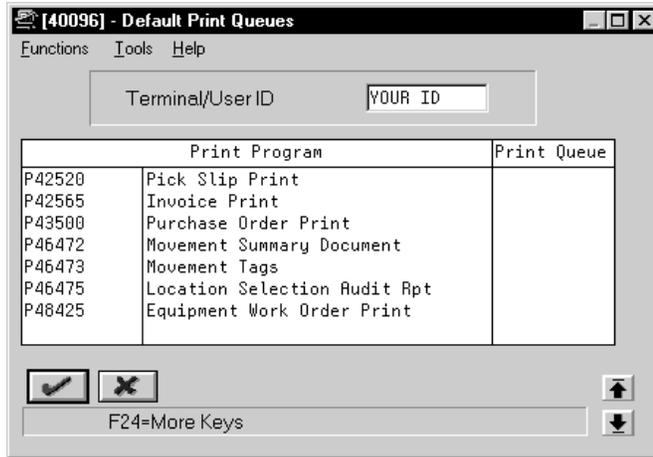
5. Complete the following field:

- Print Queue

Field	Explanation
Print Queue	The waiting area a job goes to after it has processed. Output Queues are sometimes attached to printers. If an OUTQ is not specified, it defaults from the user's job description. . . . . *Form-specific information* . . . . The name of the print queue that you want the system to use for the adjacent document.

What You Should Know About

Print programs   Print programs that you have defined automatically access the print queue table (F40096). To display other print programs, modify them to access the print queue table and then set them up as user defined codes.

See Also

- *Working with the Subsystem (P40420)* in the *Sales Order Management Guide* for information about the subsystem

Set Up Standard Units of Measure

Setting Up Standard Units of Measure
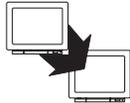
From Inventory Management (G41), enter 29

From Inventory System Setup (G4141), choose Standard Units of Measure

You must define units of measure for each inventory item. Use the standard unit of measure information as a template for customizing your unit of measure information. You specify the primary unit of measure and unit of measure conversions for each item. You can do this:

- For each item or item/branch combination

- For all items using standard units of measure

Specify the primary unit of measure information for individual items or item/branch combinations when you set up item or branch information. The system stores unit of measure information in the Unit of Measure Conversion table (F41002).

When you specify the primary unit of measure information for all items, the system stores the information in the Standard Unit of Measure Conversion table (F41003). You can also use unit of measure conversion information that you set up here for non-stock items in other distribution systems.

After you enter a transaction, the system uses the following hierarchy to determine the unit of measure for an item:

1. The system first searches for the item or item/branch combination in the Unit of Measure Conversion table (F41002).

2. If none are found in the Unit of Measure Conversion table, the system checks for system-wide standard units of measure for the item or item/branch in the Standard Unit of Measure Conversion table (F41003).

3. If none are found in either the Unit of Measure Conversion table or the Standard Unit of Measure Conversion table, the system displays an error message.

When you define standard units of measure, you can create any number of conversion factors for any number of units of measure. You can also set up conversion factors that associate each unit of measure with the primary unit of measure.

Example: Conversion Factors for Units of Measure

1 box = 2 eaches

1 crate = 2 boxes
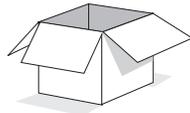
1 pallet = 2 crates

1 box   =   2 eaches
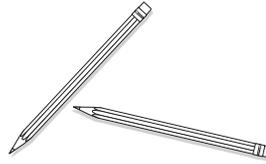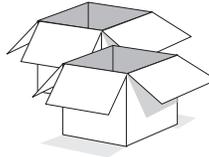
1 crate   =   2 boxes
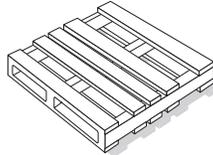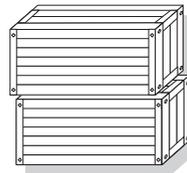
1 pallet   =   2 crates

To determine the primary unit of measure, the system performs the following calculation:

1 box = **2 eaches**

1 crate = **4 eaches**

1 pallet = **8 eaches**
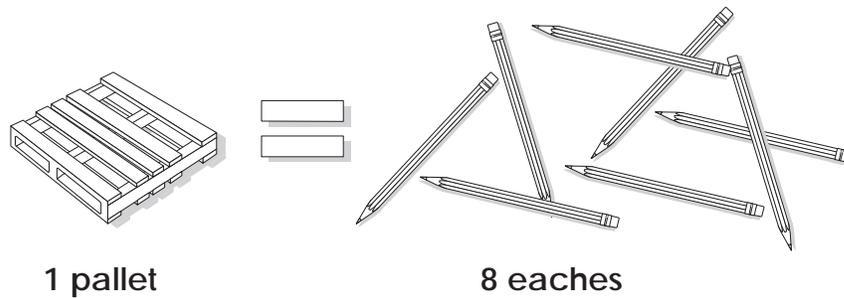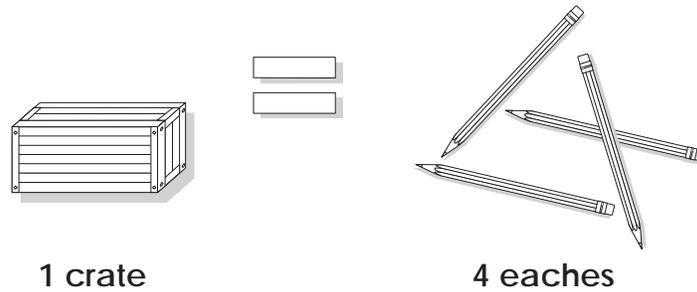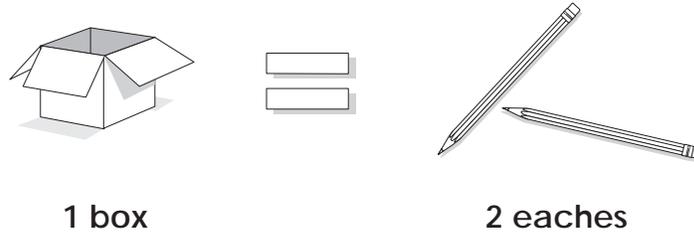
Before You Begin

❏ Review the setup information for units of measure in Entering Basic Item Information

❏ Verify that you have set up units of measure in the user defined code table 00/UM

▶   **To set up standard units of measure**

On Standard Units of Measure
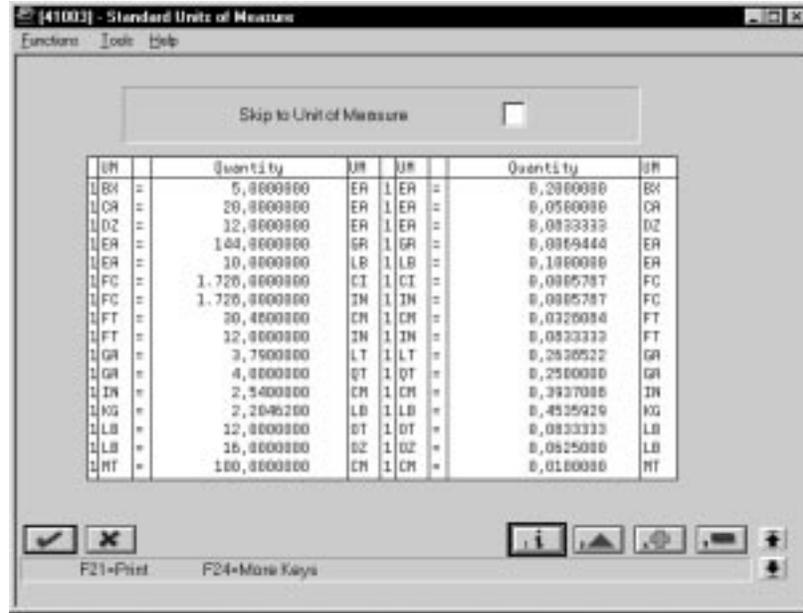
Complete the following fields:

- UM (Unit of Measure)

- Quantity

Field	Explanation
UM	A code (UDC table 00/UM) that indicates a secondary unit of measure.
Quantity	The factor that the system uses to convert one unit of measure to another unit of measure.
	. . . . *Form-specific information* . . . .
	Enter the conversion factor, or numeric quantity. The system uses the conversion factor during various inventory transactions to convert the previous unit of measure to another unit of measure. The system stores all conversion factors in a table for automatic conversion under program control.

What You Should Know About

Deleting unnecessary lines   Enter revised information or clear fields to delete unnecessary lines.

Set Up Item Cross-Reference

Setting Up Item Cross-References
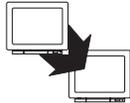
From Inventory Management (G41), enter 29

From Inventory System Setup (G4141), choose Item Cross-Reference Inquiry

Cross-references associate your internal item numbers with those from other entities. Examples of cross-item numbers are:

Vendor item numbers	Use when vendors require their part numbers for orders or communications
Customer item numbers	Use when customers prefer to order with their part number
Substitute items	Use when the item ordered has no quantity on hand
Replacement items	Use when you or your vendors discontinue an item and replace it with a new item
Bar codes	Use to associate bar code input with a specific item
Associated items	Use to recommend it as part of the sale

Complete the following tasks:

- Enter cross-references
- Review cross-references

Before You Begin

❑ Set up the user defined code table 41/DT for the cross-reference types you define
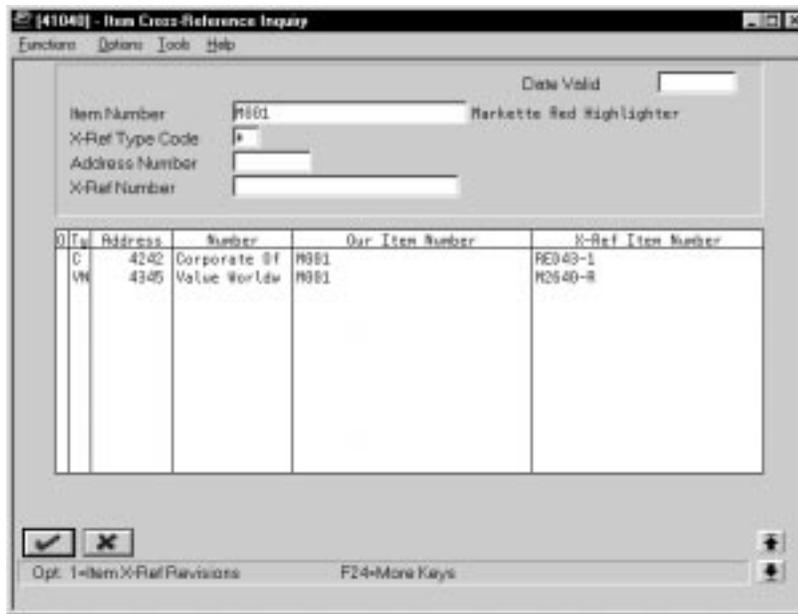
▶ **To enter cross-references**

You can choose an existing cross-reference number and change the information. Use the same process to change cross-reference information.

Depending on how you set the processing options, the Item Cross Reference Revisions form displays information by either address or item number.

On Item Cross-Reference Inquiry

1. To access Item Cross-Reference Revisions, enter 1 in the following field next to an item cross-reference number:

   ● O (Option)

2. On Item Cross-Reference Revisions, complete the following fields:

    - Ty (Type)

    - Address Number

    - X–Ref Item Number (Cross–Reference Item Number)

    - X–Ref Description (Cross–Reference Description)

3. Access the detail area.

4. Complete the following fields:

- Effective Date
- Expired Date

Field	Explanation
Type	A code (UDC table 41\DT) that identifies the type of cross-reference you have set up for this customer. The system contains examples for: Substitutes Replacements Bar Codes Customer Numbers Supplier Numbers
Address Number	The address number of the customer or supplier.
X–Ref Item Number	The cross-reference item number that the system assigns to an item number. A cross-reference number allows you to use a supplier's item number if it is different from your own item number when you are processing or printing an order.
X–Ref Description	A brief description of an item, a remark, or an explanation.
Effective Date	The date on which a transaction, text message, contract, obligation, or preference becomes effective.
Expired Date	The date on which a transaction, text message, agreement, obligation, or preference has expired or been completed.

What You Should Know About

Deleting cross-references To delete cross-references, you must clear all existing fields.

Cross-references for kits You cannot create cross-references for parent or component items.

▶ **To review cross-references**

You can review all the cross-references that you have set up for an item in the Cross-Reference table.

On Item Cross-Reference Inquiry

To limit your inquiry, complete the following fields:

- Item Number

- X–Ref Type Code (Cross–Reference Type Code)

- Address Number

- X–Ref Number (Cross–Reference Number)

What You Should Know About

Displaying data   Cost center security does not function on Item Cross-Reference Revisions. If you review an item, the system displays all items in all cost centers.

Set Up Audit Information

Setting Up Audit Information

You must set up the audit process to track changes that personnel have made to the Item Master (F4101) and Item Branch (F4102) tables. The audit process provides you with information about who made a change, the type of change, when the change took place, and so forth.

After you activate the audit process, the programs run continuously in a subsystem. The audit process copies all information contained in the Item Master (F4101) and Item Branch (F4102) tables into two audit tables, the Item Master Audit (F41019) and Item Branch Audit (F41029). These tables contain fields that monitor and record any changes to the Item Master and Item Branch tables. To review the changes, you must run audit reports.

To set up audit information, you must provide the system with information about how to run the audit process in your environment.

Complete the following tasks:

❑ Set up IBM information for the audit process

❑ Set up the audit process

❑ Activate the audit process

What You Should Know About

Purging audit tables   It is very important to note that after you activate the audit process, the size of the audit tables and the journal can increase dramatically, based on use. First, consider how much data you need to purge. If you purge all audit information, you will lose historical information that the system may need to use in the future to compare old versus new (changed) information.

See *Purging Data*.

See Also

- *Reviewing Inventory Audit Reports (P410199 and P410299)*

Setting Up IBM Information for the Audit Process

Complete the following IBM journaling (DDP) tasks:

❑ Create a journal receiver

❑ Create a journal

❑ Activate the journal physical file

❑ Create a data queue

❑ Create a job description

❑ Create a user profile

Creating a Journal Receiver

A journal receiver contains the journal entries that the system writes after you add, change, or delete a record. You must create one journal receiver for the files for which the system will record journal entries.

▶ **To create a journal receiver**

On the command line

1. Enter CRTJRNRCV to access Create Journal Receiver.
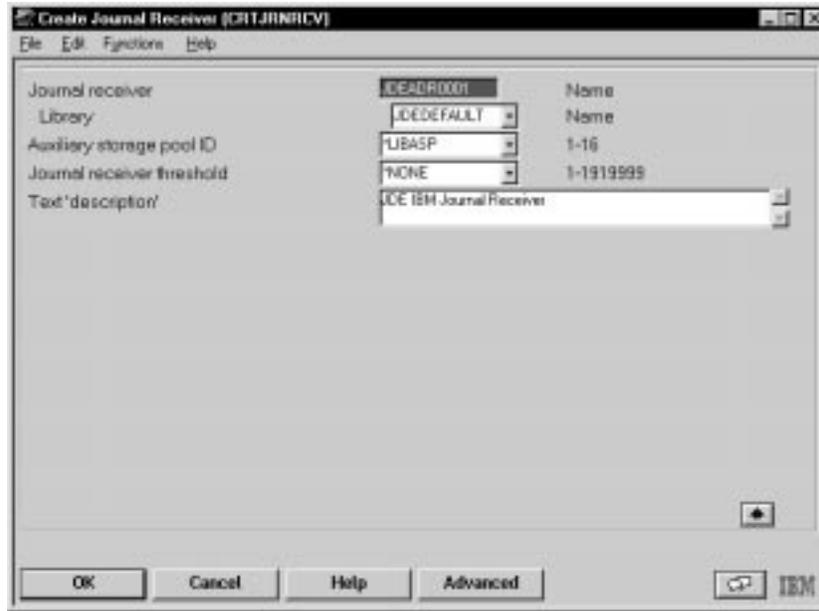
2. On Create Journal Receiver, enter JDEADR0001 in the following field:

    *   Journal Receiver

3. Enter the name of your library where the journal receiver will reside in the following field:

    *   Library

4. Complete the following field with your own narrative text:

    *   Text 'Description'

Creating a Journal

A journal is a file that contains the compilation of the journal entries to which the IBM operating system writes information.

▶   **To create a journal**

On the command line

1. Enter CRTJRN to access Create Journal.

2. On Create Journal, enter JDEAD in the following field:

   - Journal

3. Enter the name of the library in which the journal will reside in the following field:

   - Library

4. Enter JDEADR0001 in the following field:

   - Journal Receiver

Activating the Journal Physical File

when you activate the journal physical file, you enable the system to write the journal entries to the journal file. Because you are preparing to audit two tables, the Item Master and Item Branch, you must perform this procedure for each table.

⚠ Before you activate the journal physical file, make sure that no users are working with or running batch programs for the Item Master and Item Branch tables.

▶ To activate the journal physical file

On the command line

1. Enter STRJRNPF to access Start Journal Physical File.

2. On Start Journal Physical File, enter F4101 or F4102 in the following field:

   - Physical File to be Journaled

3. Complete the following field with the name of the production library where the Item Master (F4101) or Item Branch (F4102) tables reside:

   - Library

4. Enter JDEAD in the following field:

   - Journal

5. In the Journal section of the form, complete the following field with the name of the library in which the journal resides:

   - Library

   See *Creating a Journal*.

6. Change the default from *AFTER to *BOTH in the following field:

   - Record Images

7. Change the default from *NONE to *OPNCLO in the following field:

   - Journal Entries to be Omitted

   Complete the above steps for both the Item Master (F4101) and Item Branch (F4102) files.

Creating a Data Queue

A data queue temporarily holds and sequences the journal entries until the system is ready to continue processing. Consider the size of your largest journal

and account for the increase in file size to create sufficient space in the data queue.

▶ To create a data queue

On the command line

1. Enter CRTDTAQ to access Create Data Queue.

2. On Create Data Queue, enter DTAQAUDIT in the following field:

   • Data Queue

3. Enter the name of the library in which the journal resides in the following field:

   • Library

4. Complete the following field with a number that equals twice the size of your largest table's record length, plus 350 characters:

   • Maximum Entry Length

Creating a Job Description

The job description provides the system with information about the library in which you are working.

▶ **To create a job description**

On the command line

1. Enter CRTJOBD to access Create Job Description.
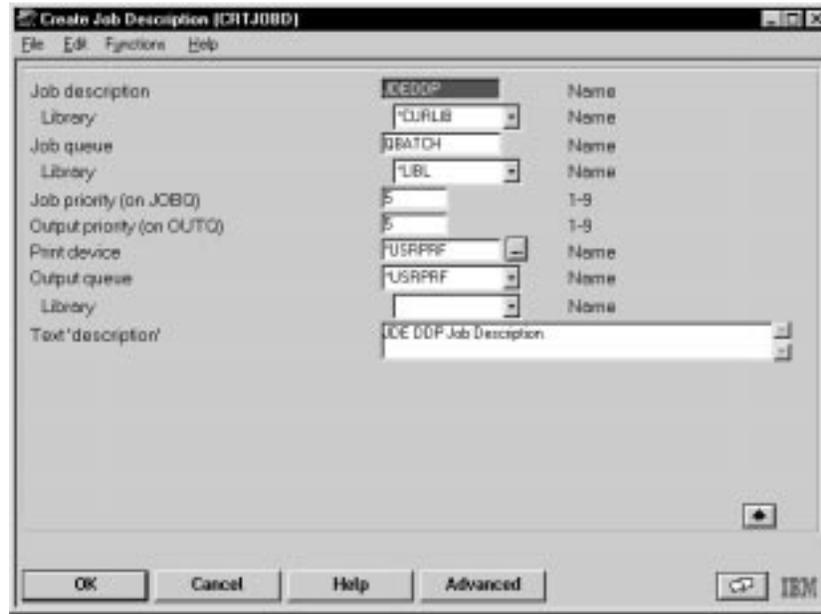
2. On Create Job Description, enter JDEDDP in the following field:
    *   Job Description

Creating a User Profile

A user profile allows multiple computers to transmit data and ensures that the system places the data in the correct data queue.

▶ **To create a user profile**

On the command line

1. Enter CRTUSRPRF to access Create User Profile.
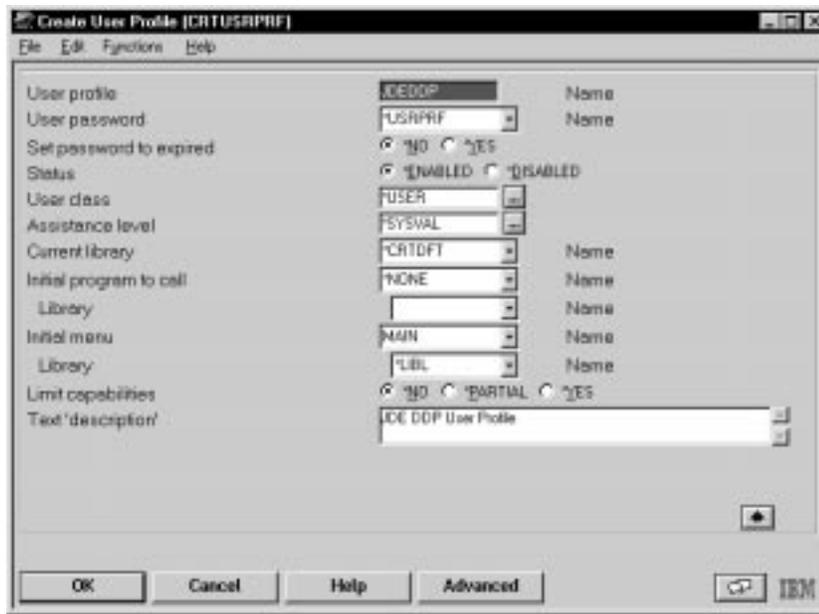
2. On Create User Profile, enter JDEDDP in the following field:

- User Profile

Setting Up the Audit Process
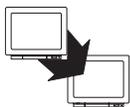
From Inventory Management (G41), enter 29

From Inventory System Setup (G4141), choose an audit option

After you have set up IBM information, you must set up the audit process. Complete the following tasks:

❑ Create an audit job

❑ Create audit locations

Creating an Audit Job
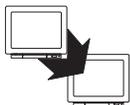
From Inventory Management (G41), enter 29

From Inventory System Setup (G4141), choose Create Inventory Audit Jobs

You must create an audit job to identify the location of the library that receives the audit information.

▶ To create an audit job

On Create Inv. Audit Jobs
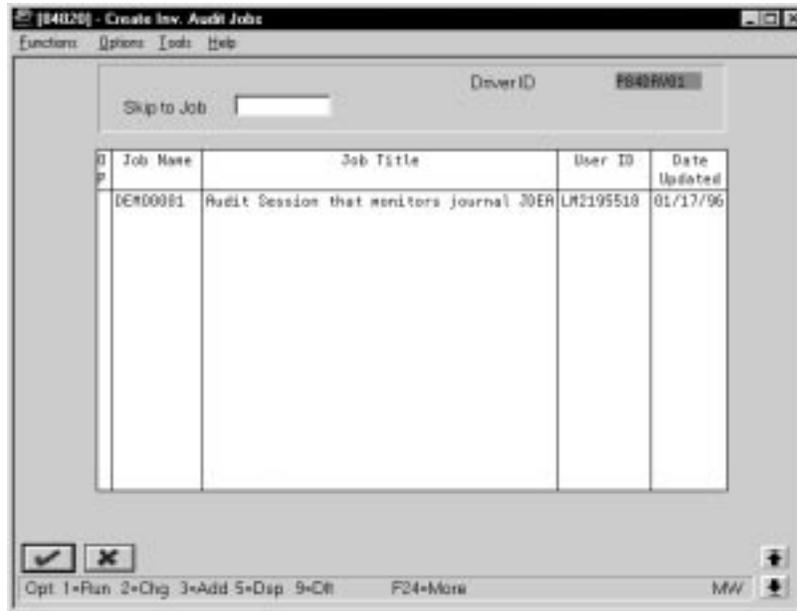
1. Change the demonstration version of the audit process that J.D. Edwards provides (DEMO0001).

   The system displays Create Audit Jobs.
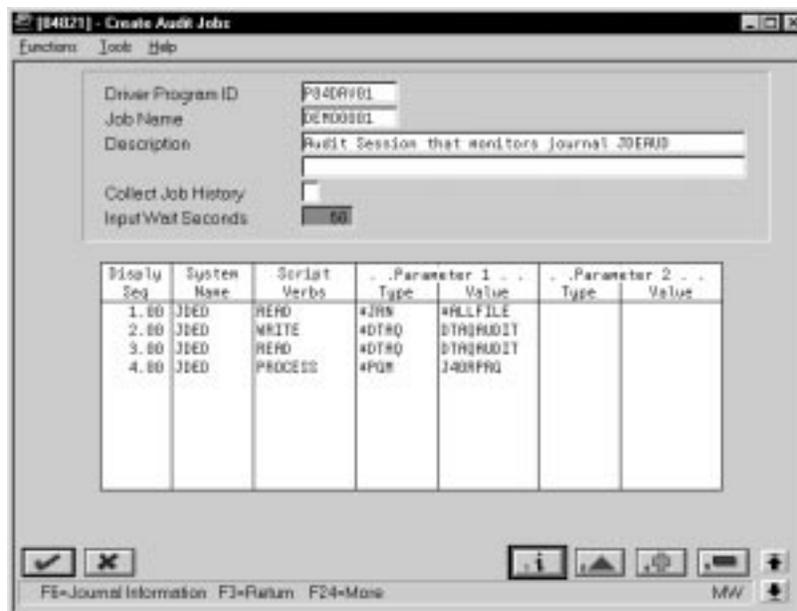
2. On Create Audit Jobs, replace the default system name with your system name in the following field:

- System Name

3. Access Audit Journal Information.

4. On Audit Journal Information, replace the J.D. Edwards default in the following field:

- Receiver Library

5. Exit Audit Journal Information when you are finished.

Field	Explanation
Receiver Library	This is the library containing the IBM journal and journal receivers used to capture record changes that are to be updated at remote locations.

Creating Audit Locations

From Inventory Management (G41), enter 29

From Inventory System Setup (G4141), choose Create Audit Locations

After you have created an audit job, you must define the source and target systems by creating audit locations. That is, you must define from where the audit information is accessed and to where it will eventually reside.

J.D. Edwards provides most of the audit location information, which defaults into the fields on Create Audit Locations.

► **To create audit locations**

On Create Audit Locations

1. Enter JDED in the following fields:

   - Source System

   - Target System

2. Change the default entries with your own entries in the following fields:

   - Source System

   - Target System

   - Description

   - Jobq

   - Jobq Library

Field	Explanation
Source System	The machine that originates a network file transfer or a remote location record update.

Field	Explanation
Target System	The IBM network name for a computer in your network. This field is used as follows: - Each remote location in your network will have its own Journal Entry Receiver job which processes independently from the other remote locations in your network. This is done so that in the event a communication line fails to one remote location, the other remote locations can continue processing. - This field is used in the RMTLOCNAME parameter of the CHGDDMF command to establish a DDM conversation with the remote location.
Description	A description, remark, name, or address.
Jobq	The job queue that the Distributed Data Processing (DDP) jobs will be submitted to.
Jobq Library	The subsystem that the Distributed Data Processing (DDP) jobs will run. This subsystem is retrieved to display the active DDP jobs.

What You Should Know About

User ID	J.D. Edwards provides the user ID for the audit process. Do not confuse this code with your own personal user ID. You cannot change the default entry on Create Audit Locations.

Activating the Audit Process

From Inventory Management (G41), enter 29

From Inventory System Setup (G4141), choose Work With Inventory Audit Jobs

After you have set up both the IBM audit process and the Inventory Management audit process, you must activate the Inventory Management audit process. When you activate the audit process, the system runs a series of programs in a subsystem. In the event of a system failure, you might have to reactivate the audit process.

To activate the audit process, run the demonstration version of the audit subsystem.

What You Should Know About

Stopping the audit process

The only time you must stop the audit process is when you want to purge the journal and audit tables.

See *Purging Data*.

Processing Options for DDP/Audit Information

```
Enter Default Driver Program ID
  to be display or leave blank
  to not have a Default Driver          _____
```

Work with Speed Location Maintenance

Working with Speed Location Maintenance
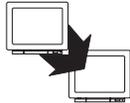
From Inventory Management (G41), enter 29

From Inventory System Setup (G4141), choose Speed Location Maintenance

Working with speed location maintenance in Inventory Management allows you to enter multiple locations simultaneously, rather than setting up each location individually through the Branch/Plant Location Master.

Working with speed location maintenance in Advanced Warehouse Management allows you to use a location that exists in the Location Master table (F4100) as a model for entering new locations.

You can use speed location maintenance to enter new location information. New location information consists of:

- Elements, which represent specific locations in the warehouse such as an aisle or bin

- Steps that numerically increment the locations that you are creating

- Limits for defining the minimum and maximum values for each element in the location code

Elements

Elements are parts of a location code that represent specific locations in the warehouse. You can define up to ten elements for a location code.

Steps

A step is a number that the system uses to create locations from a specified range of locations. After the system creates each new location, it increments each location by the step number that you enter. Therefore, by entering a range of locations in combination with a step, you can enter many locations at once.

For example, assume that you want to enter new locations for a flow zone in Warehouse A. The flow zone consists of aisles and bins. There are two aisles marked A and B, and six bins marked 1 through 6. By entering a step number of 1, you are telling the system to create locations that increment by one, such as

A1, A2, A3, A4, A5, A6, B1, B2, and so on. If you enter a step number of 2, the system increments the locations as A1, A3, A5, B1, B3, and so on.

Limits

A limit is a code that specifies where the system must begin, finish, and continue creating the locations during the stepping process, which is the automatic incrementing that the system performs to create the new locations.

During the stepping process, the system considers the minimum and maximum values for location elements.

The minimum and maximum values that you can have for an alphabetic location element are blank or A, and Z, respectively.

The minimum and maximum values that you can have for a numeric location element are 0 or 1, and 9, respectively.

You can enter four types of step limits:

- A blank limit. The system creates the first location with a "from" value up to a "to" value, and then continue creating locations by starting again with the "from" value.

- The upper limit. The system creates the first location with a "from" value up to a "to" value, and then continues creating locations by starting again with the lowest value in that element of the location code.

- The lower limit. The system creates the first location with a "from" value up to the highest value in that element for the location code, and then continues creating locations by starting again with that same "from" value.

- No limit. The system creates the first location with a "from" value up to the highest value in that element for the location code, and continues creating locations by starting again with the lowest value.

Examples: Working with Speed Location Maintenance

Assume that Warehouse A consists of:

- 6 aisles, A through F
- 9 bins, 1 through 9

The following examples demonstrate how the system creates new locations when you enter from and to information, steps, and limits.

Example 1: Speed Location Maintenance Using Blank Limit Method

Assume the following values on Speed Location Maintenance:

- From aisle A, bin 06

- To aisle B, bin 09

- Step by 01

  (The LM field is blank)
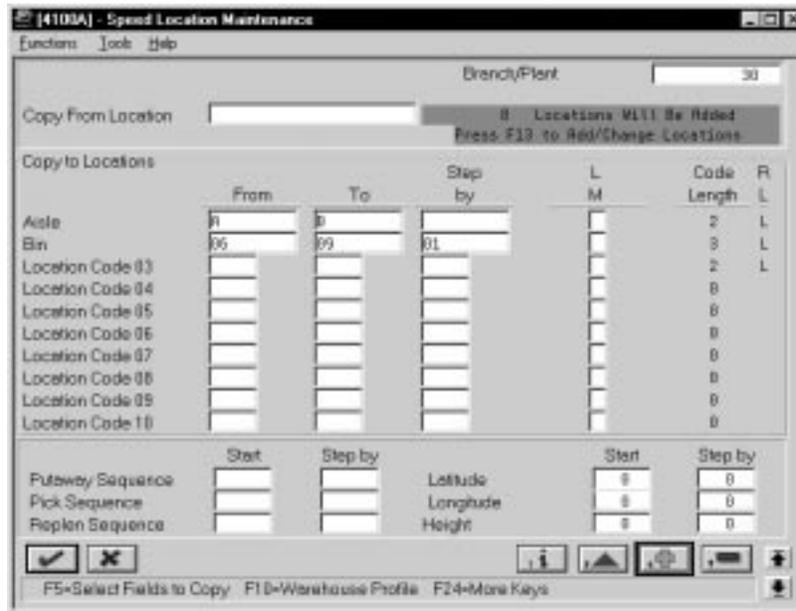
The system creates the following new locations:

- A06

- A07

- A08

- A09

- B06

- B07

- B08

- B09

Example 2: Speed Location Maintenance Using Upper Limit Method

Assume the following values on Speed Location Maintenance:

- From aisle A, bin 1

- To aisle B, bin 3

- Step by 1

- Limit of 1
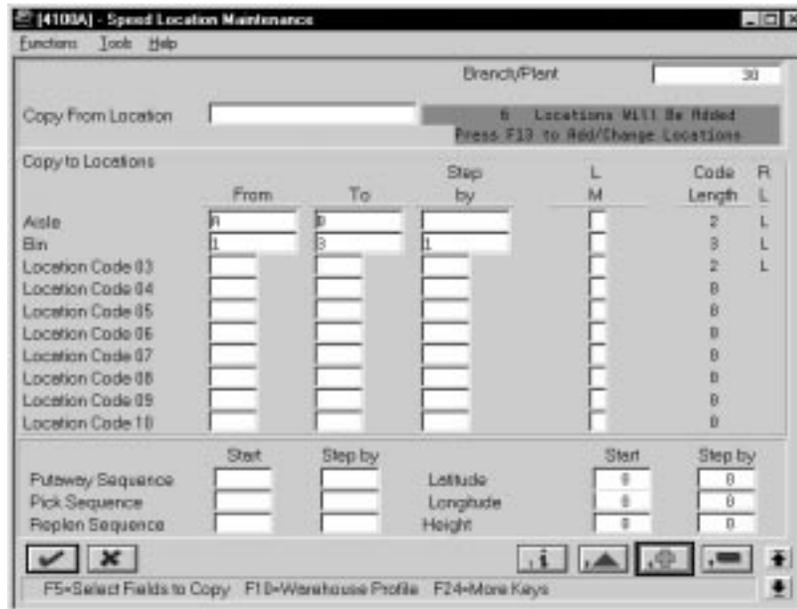
The system creates the following new locations:

- A1
- A2
- A3
- B1
- B2
- B3

Example 3: Speed Location Maintenance Using Lower Limit Method

Assume the following values on Speed Location Maintenance:

- From aisle A, bin 2
- To aisle B, bin 4
- Step by 1
- Limit of 2
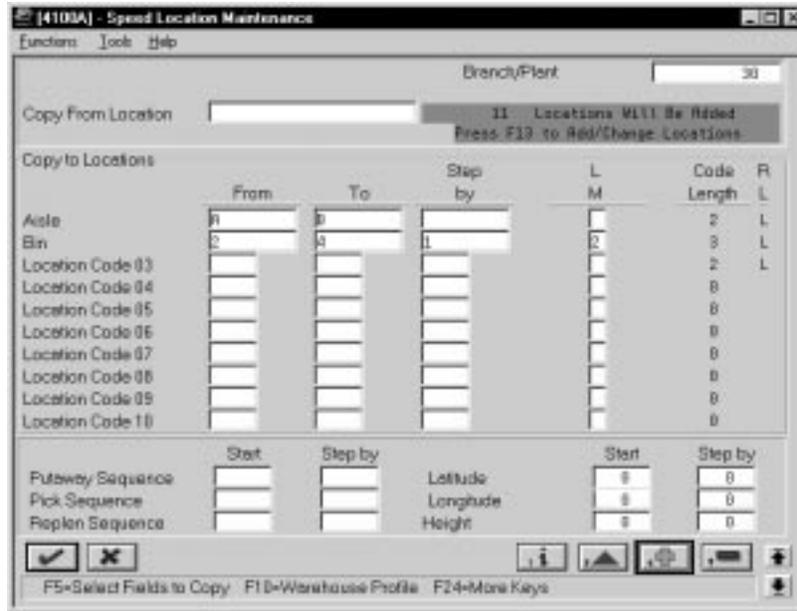
The system creates the following new locations:

- A2
- A3
- A4
- A5
- A6
- A7
- A8
- A9
- B2
- B3
- B4

Example 4: Speed Location Maintenance Using No Limit Method

Assume the following values on Speed Location Maintenance:

- From aisle B, bin 6
- To aisle D, bin 8
- Step by 1
- Limit of 3
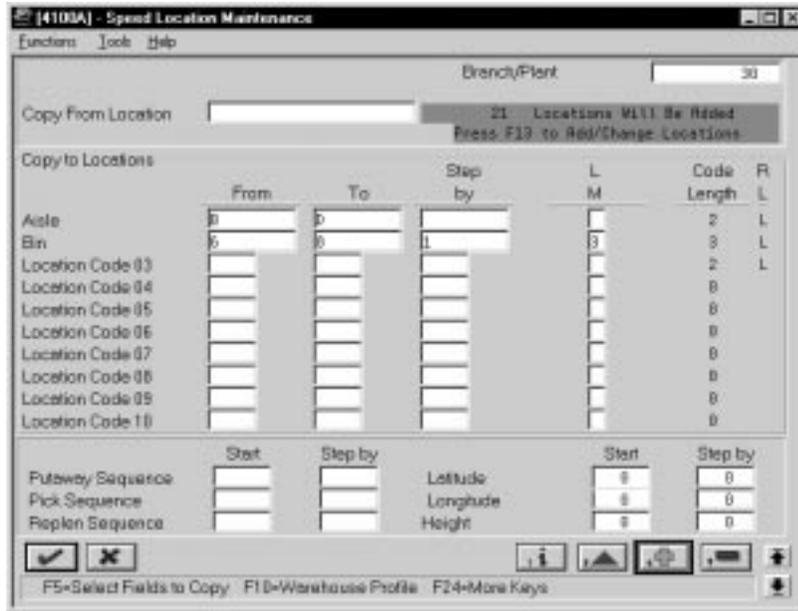
The system creates the following new locations:

- B6 through B9
- C1 through C9
- D1 through D8

Before You Begin

❑ Verify that you have defined the format of locations in Branch/Plant Constants

See Also

- *Setting Up Constants (P41204)* and *Defining the Location Format* to set up location information
- *Defining the Location Format (P410012)*
- *Working with Speed Location Maintenance* in the *Advanced Warehouse Management Guide*

▶ **To work with speed location maintenance**

On Speed Location Maintenance
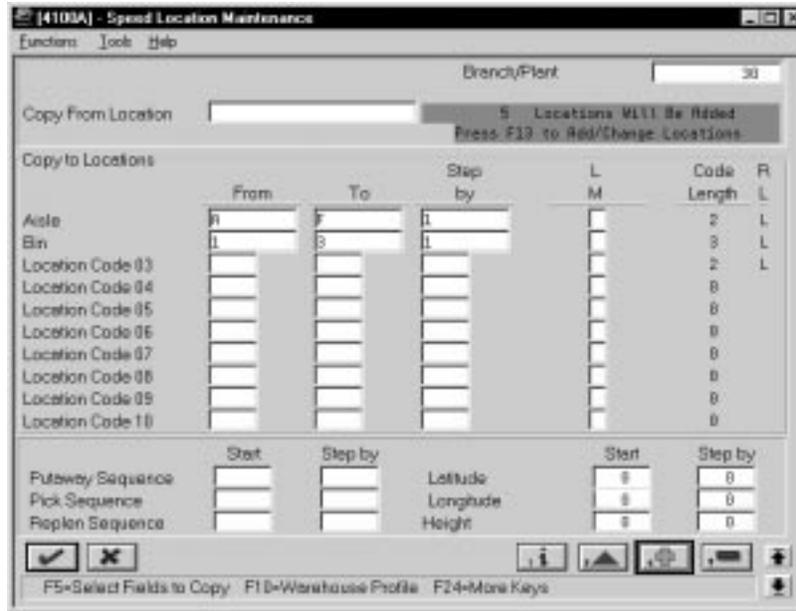
3. To locate the branch/plant for which you are entering locations, complete the following field:

   - Branch/Plant

4. Verify that location control is on for the branch/plant by reviewing the message in the upper right corner of Speed Location Maintenance.

5. For each element in the new location, complete the following fields:

   - From

   - To

   - Step By

   - LM (Limit)

6. Press F13 to enter the new locations in the Location Master (F4100).

Field	Explanation
Aisle	A code that identifies a location in a warehouse. This code is used in conjunction with a bin and lot identifier, to indicate a specific, tangible storage area within a warehouse or yard.

Field	Explanation

Step by	A number (alphabetic or numeric) that the system uses to create locations within a range of locations that you specify in Speed Location Maintenance. When the system creates each new location, it increments the next new location by the step number that you entered.separates locations within a specified range of locations.
	
	For example:
	
	To create new locations:
	    From Location: 1
	    To Location: 7
	    Step by: 2
	
	The new locations are: 1, 3, 5, and 7.

L M	A code that indicates what limits are used in the stepping process: blank Upper & Lower Limit. You create location codes beginning with the From value, ending with the To value, then starting again at the From value. 1 Upper Limit. You create location codes beginning with the From value, ending with the To value, then starting again at the lowest value for that location code. 2 Lower Limit. You create location codes beginning with the From value, ending with the highest value for that location code, then starting again at the From value. 3 No Limit. You create location codes beginning with the From value, ending with the highest value for that location code, then starting again at the lowest value for that location code.

What You Should Know About

Numeric format	Be consistent with the numeric format of your entries for both location elements as well as steps. If you use 0 (zero) to precede the location element numbers 1 through 9 (01 – 09), use 0 (zero) to precede the step number so that the stepping process works correctly.
Number of locations	When you are entering locations, the message in the upper right corner of the form indicates the number of locations that the system will create, based on the location range information that you have entered. Ensure that this is the number of locations that you want the system to create before you enter them.

Additional function keys   Do not use the function keys at the bottom of the Speed
Location Maintenance form. These function keys are used
only in the Warehouse Management system.

Deleting mistakes   If you set up an incorrect location through Speed Location
Maintenance, you can either:

- Delete your mistakes through Location Master
  Revisions, provided that you have few mistakes.
- Purge a range of locations if you have a large quantity
  of mistakes. If you purge files, you must use extreme
  caution.

You cannot delete locations using Speed Location
Maintenance.

See *Purging Data*.

Test Yourself: Inventory System Setup

7. Name two reasons for setting up branch/plant ALL.

   _____

   _____

8. What must you set up before you can add a branch/plant record on Branch/Plant Constants?

   _____

   _____

9. If you do not want to use future commitment processing, how could you set up the branch/plant to bypass future commitment routines?

   _____

10. Where do you set up the segments of your location identifier?

    _____

11. What is the main benefit of activating Location Control?

    _____

12. Can you define availability for different branch/plants?

    _____

13. Where do you define whether the system will update the average cost interactively or by batch, and whether you allow duplicate lots?

    _____

Test Yourself: Inventory System Setup (continued)

14. To use a location identifier of blank for default processing, to which item location should you assign it?

   _____

15. How can you specify that different product lines should affect different G/L accounts?

   _____

   _____

16. If a default location is defined for a user ID, but the user is logged on to a terminal that also has a default location, which would take precedence?

   _____

17. How can you set up items that are used for substitutions, associated items, or customer/vendor item numbers in Sales and Procurement?

   _____

The answers to this Test Yourself exercise are in Appendix B.

Lot Processing

Objectives

- To create lots
- To define information for lots and lot items
- To review lot activity and availability

About Lot Processing

Lot processing allows you to manage and maintain information about groups of items. For example, you can have the system assign lot numbers to groups of perishable items based on receipt dates to identify the items that you must sell first. You can view current information about each lot, such as the quantity of available items and the transactions that have affected the lot.

Lot control is beneficial for identifying groups of items that are components of a final product. For example, if you assign lot numbers to both bicycle tires and bicycles assembled from the tires, you can:

- Identify the lot number for the tires that were used to build a specific bicycle
- Identify all bicycles that were assembled from a specific lot of tires

If you later find that a particular lot of tires is defective, you can immediately identify and recall all bicycles that were assembled with the defective tires.

A lot usually contains one type of item, but you can set up system constants to allow different types of items in the same lot. If a lot contains different items, the system maintains lot information for each lot number and item. You can also set up system constants to restrict a lot to one type of item and still allow that lot to exist in multiple warehouses.

There are several methods you can use to assign lot number to items. You can:

- Have the system assign lot numbers
- Assign your own lot numbers
- Assign supplier lot numbers

After you create a lot, the system adds a record to the Lot Master table (F4108).

Complete the following tasks:

❑ Enter lot information

❑ Work with lot availability

❑ View lot transactions

❑ Reclassify lots

See Also

- *Defining System Constants (P4009W)* for more information about allowing different types of items in the same lot

Enter Lot Information

Entering Lot Information

You can group items and monitor them through your inventory system by assigning them to lots. To work with lots, you must define:

- Lot information for items

- Information for lots

When you enter lot information for an item, you specify whether a lot number is mandatory, how the system assigns the number, and so forth. When you enter information for a lot, you specify the type of item that is contained in the lot, the expiration date for the lot, and so on.

Complete the following tasks:

- ❑ Enter lot information for items

- ❑ Enter information for lots

Entering Lot Information for Items
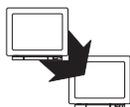
From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Item Master Information

When you enter master information or branch/plant information for an item, you can specify:

- Whether the item requires a lot number at the time of receipt

- Whether the system commits the item's inventory based on lot numbers

You can also specify:

- The method by which lot numbers are assigned to the item

- The number of days that the item can remain in inventory before expiring

You can further specify lots by assigning serial numbers to items within the lots.

▶ **To enter lot information for items**

On Item Master Information

Complete the following fields:

- Lot Status Code
- Lot Process Type
- Commitment Method
- Shelf Life Days
- Serial No. Required

Field	Explanation
Lot Status Code	A user defined code (table 41/L) that indicates the status of the lot. If you leave this field blank, it indicates that the lot is approved. All other codes indicate that the lot is on hold.
	You can assign a different status code to each location in which a lot resides on Item/Location Information or Location Lot Status Change.
	. . . . *Form-specific information* . . . .
	The default value for the lots to which you assign this item.

Field	Explanation
Lot Process Type	A code that indicates whether lot or serial number is assigned. Lot and serial number processes use the Lot Master table (F4108).

Valid codes are:

0	Lot assignment is optional. You can manually assign numbers. Quantity can be greater than one (default).
1	Lot assignment is required. The system assigns numbers using the system date in YYMMDD format. Quantity can be greater than one.
2	Lot assignment is required. The system assigns numbers in ascending order using Next Numbers. Quantity can be greater than one.
3	Lot assignment is required. You must manually assign numbers. Quantity can be greater than one.
4	Serial number assignment is optional except during shipment confirmation. Quantity must not exceed one.
5	Serial number assignment is required. The system assigns numbers using the system date in YYMMDD format. Quantity must not exceed one.
6	Serial number assignment is required. The system assigns numbers in ascending order using Next Numbers. Quantity must not exceed one.
7	Serial number assignment is required. You must manually assign numbers. Quantity must not exceed one.

. . . . *Form-specific information* . . . .

Use codes 4 through 7 for advanced serial number processing. In Purchase Management, you add serial numbers using the Lot field on Purchase Order Detail. Each item must have a unique serial number.

For items requiring serial numbers as well as lot assignments, use the Lot Process Type field in conjunction with the Serial No Required field. Codes 3 through 5 for the Serial No Required field indicate the setup requirements necessary for these items.

Field	Explanation
Commitment Method	A code that indicates the method that the system uses to commit lot items from inventory. Valid codes are:
	1 The normal commitment method for inventory (default). The system commits inventory from the primary location and then from secondary locations. The system commits inventory from the locations with the most inventory before committing inventory from locations with the least. The system commits backorders to the primary location.
	2 The inventory commitment method by lot number. The system commits inventory by lot number, starting with the lowest lot number and committing orders to available lots.
	3 The inventory commitment method by lot expiration date. The system commits inventory from the locations with the earliest expiration date first. The system considers only locations with expiration dates greater than or equal to the sales order or parts list requested date.
Shelf Life Days	The number of days that an item can remain in inventory before it expires. The system adds this number to the date that the item is received to determine the expiration date for the item. If you do not enter a value here, you must enter an expiration date each time you receive the lot item.

Field	Explanation
Serial No. Required	A code that indicates whether you must attach a serial number to this item at the time of receipt or sale for basic serial number processing, or if memo lot information is required for advanced serial number processing.
	You can use basic serial number processing for informational purposes only. For example, you can add a serial number for an item, and review the number later.

For basic serial number processing, valid values are:

    Y   Yes, the system requires a serial number for all transactions pertaining to this item in related inventory, sales, and purchase order programs

    N   No, the system does not require a serial number

The system does not use this information if you use advanced serial number processing. Advanced serial number processing allows you to track an item through purchasing and sales based on a serial number. To specify serial number requirements, you must use the Lot Process Type field on Item Master Information.

Values 3 through 5 indicate whether lot assignment is required for items with serial numbers. You can require assignment of up to three lot numbers, including Supplier Lot, Memo Lot 1, and Memo Lot 2. To specify lots for items with serial numbers, you must use the following values:

    3   Supplier lot number required (purchasing only)

    4   Supplier lot number required (purchasing only), and Memo Lot 1 required

    5   Supplier lot number required (purchasing only), Memo Lot 1 required, and Memo Lot 2 required

Entering Information for Lots
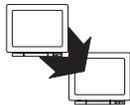
From Inventory Management (G41), choose Lot Control

From Lot Control (G4113), choose Lot Master Revisions

After you assign a new lot number to an item, the system creates a lot. You can enter information for the new lot on Lot Master Revisions.

You might create a lot for items that you expect to receive in the future. You can create a lot manually by entering the lot number and specifying lot information on Lot Master Revisions.

Lot information can include the expiration date, grade and potency values, supplier information, and so forth. You can also assign up to ten category codes to each lot for reporting purposes.

The system maintains separate lot information for each type of item in a lot. For example, if Lot 1 contains Item A and Item B, you can enter separate lot information for each item. A lot can contain multiple items only if you set up system constants to allow more than one type of item in a lot.

Also, you can set up system constants to process a lot that contains only one item, yet those quantities are located in multiple warehouses. For example, Lot 234 consists of one item, bicycle tires. In addition, Warehouse A represents the bulk warehouse, where the majority of the tires are stored. However, Warehouses B and C receive partial quantities of the same item so that Warehouse A has adequate space. When you receive the tires at Warehouses B and C, you can assign them to Lot 234 and track them through the unique lot number.

Complete the following tasks:

- Create lots

- Enter lot control information

- Enter supplier information

What You Should Know About

Assigning new lot numbers to items   You can assign new lot numbers to items when you receive purchase order receipts, adjust inventory, and complete work orders.

Assigning grades or potencies to lots   If you do not specify a grade or potency for items that require this information, the system uses the standard grade or potency from Item Master Information or Item Branch Information.

Item/Lot Ledger   You can track changes to lot status, grade, and potency on the Item/Lot Ledger form.

See Also

- *Working with Item Locations (P41024)* for information about adding new lots to item locations
- *Entering Item Grade and Potency Information (P41013)* for information about item grades and potencies
- *Locating On Hand Quantity Information (P4111)* for information about viewing the Item/Lot Ledger
- *Defining System Constants (P4009W)* for information about allowing duplicate lots

▶   **To create a lot**

On Lot Master Revisions

Complete the following fields:

- Branch/Plant
- Lot/SN
- Item Number
- Lot Expiration

Lot Dates and Quantities appears, where you can enter availability information.

Field	Explanation
Lot/SN	A number that identifies a lot or a serial number. A lot is a group of items with similar characteristics.
	. . . . *Form-specific information* . . . .
	If a lot number has leading zeros, you must type them as part of the lot number.

Field	Explanation
Lot Expiration	The date on which a lot of items expires.
	The system automatically enters this date if you have specified the shelf life days for the item on Item Master Information or Item Branch/Plant Information. The system calculates the expiration date by adding the number of shelf life days to the date that you receive the item.
	You can commit inventory based on the lot expiration date for items. You choose how the system commits inventory for an item on Item Master Information or Item Branch/Plant Information.
	. . . . *Form-specific information* . . . .
	Although you can change this date, the system automatically updates this field based on how you set up the user defined code (system 40, table LD).

▶ **To enter lot control information**

On Lot Master Revisions

Complete the following fields:

- Lot Description
- Lot Status Code
- Lot Potency
- Lot Grade
- Status Change Reason
- Potency Change Reason
- Grade Change Reason

Field	Explanation
Lot Description	A brief description of a specific lot.

Field	Explanation
Lot Status Code	A user defined code (table 41/L) that indicates the status of the lot. If you leave this field blank, it indicates that the lot is approved. All other codes indicate that the lot is on hold. You can assign a different status code to each location in which a lot resides on Item/Location Information or Location Lot Status Change. . . . . *Form-specific information* . . . . The default for this field comes from the lot status code (including a blank value) that you assign to the item on Item Master Information or Item Branch/Plant Information. This code serves as the lot status default when you create a new item location for the lot.
Lot Potency	A code that indicates the potency of the lot, which is expressed as a percentage of active or useful material (for example, the percentage of alcohol in a solution). The actual potency of a lot is defined in the Lot Master table (F4108).
Lot Grade	This field contains the grade of a lot expressed as an alphanumeric code. The grade is used to indicate the quality of the lot. For example: A1 Premium grade A2 Secondary grade The grade for a lot is stored in Lot Master table (F4108).
Status Change Reason	A code (system 42, type RC) that indicates the reason for a change in the status of a lot, such as goods that are damaged in shipment or goods that are placed in quarantine.
Potency Change Reason	A code (system 42, type RC) that indicates the reason for a potency change to a lot. For example, you might change the lot potency because the actual potency of the items was lower than expected or because the potency was affected by evaporation.
Grade Change Reason	A code (system 42, type RC) that indicates the reason for a grade change to a lot. For example, you might change the grade because either the actual grade was lower than expected or the lot was downgraded because of aging.

▶   **To enter supplier information**

On Lot Master Revisions

Complete the following fields:

- Supplier
- Supplier Lot
- Order Number

Field	Explanation
Supplier	The address book number of the preferred provider of this item.
	You can enter the number for the supplier or you can have the system enter it each time that you receive the item from a supplier. You specify whether the system enters the supplier using processing options for Enter Receipts.
Supplier Lot	The supplier's lot number for the item.
Order Number	A number that identifies a document, such as a purchase order, invoice, or sales order.
	. . . . *Form-specific information* . . . .
	The purchase order number for the lot item. The system enters the purchase order number when you enter a receipt for the item in Purchase Order Management.

Processing Options for Lot Master Revisions

```
Process Control:
  1. Enter a '1' to update the lot        _____
     status for all lot locations when
     updating the lot status or a '2'
     to display all lot locations
     and indicate for which locations
     the lot status needs to be
     updated.  If left blank, only
     the lot master lot status will
     be updated.

  2. Enter a '1' to protect the lot       _____
     status from being updated.

  3. Enter a '1' to protect the lot       _____
     grade from being updated.

  4. Enter a '1' to protect the lot       _____
     potency from being updated.

Default Processing:
  5. Enter the document type to be used   _____
     when updating the lot grade.
     If left blank, the default
     document type 'CG' will be used.

  6. Enter the document type to be used   _____
```

```
when updating the lot potency.
If left blank, the default
document type 'CP' will be used.
```

Work with Lot Availability

Working with Lot Availability

You can view the availability of items in a lot, as well as the activity dates, item quantities, and hold statuses that pertain to the lot. Activity dates and item quantities reflect receipts, issues, sales, and so forth for items in a lot.

To work with lot availability, you can:

❑ View lot availability

❑ Work with lot quantities

❑ Work with lot activity dates

❑ Work with lot statuses

Viewing Lot Availability
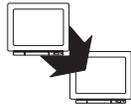
From Inventory Management (G41), choose Lot Control

From Lot Control (G4113), choose Lot Availability

You can view availability for:

- All items in a lot
- All lots that contain the item you specify

You can choose to display only those items or lots for which there are on-hand balances.

▶   **To view lot availability**

On Lot Availability

1. Complete the following fields for the item or lot that you want to view:

    - Branch/Plant

    - History (Y/N)

    - Grade (from)

    - Grade (thru)

    - Potency (From)

    - Potency (Thru)

    - Lot/SN

    - Item Number

2. Review the following fields:

    - Status (Lot Status Code)

    - Rea (Status Change Reason)

    - Expires (Expiration Date)

    - Quantity on Hand/Held

    - Available

3. Press F1 in the Lot/SN (Lot/Serial Number) field to access Lot Information.

```
.....................................................
: 41LOT       Lot Information Window        LOTN :
: Item . . . [                            ]      :
: Branch . . [████████████]                      :
: Lot/SN . . [                            ]      :
: Location . [                       ]           :
:                                                :
: Lot Description.                               :
: Lot Exp. Date. .                               :
: Lot Status Code.                               :
: Lot Potency. . .                               :
: Lot Grade. . . .                               :
: Supplier Lot . .                               :
: Memo Lot 1 . . .                               :
: Memo Lot 2 . . .                               :
:                                                :
:    F3=Exit  F9=Glossary  F24=More              :
:                                                :
.....................................................
```

4. Review the following fields:

- Lot Description

- Lot Expiration Date

- Lot Status Code

- Lot Potency

- Lot Grade

Field	Explanation
History (Y/N)	A code that determines whether to display information for all locations and lots or only for those with on-hand balances. Valid codes are: N Display only locations and lots with on-hand balances Y Display all locations and lots
Expires	The date on which a lot of items expires. The system automatically enters this date if you have specified the shelf life days for the item on Item Master Information or Item Branch/Plant Information. The system calculates the expiration date by adding the number of shelf life days to the date that you receive the item. You can commit inventory based on the lot expiration date for items. You choose how the system commits inventory for an item on Item Master Information or Item Branch/Plant Information.

Field	Explanation
Status	A user defined code (table 41/L) that indicates the status of the lot. If you leave this field blank, it indicates that the lot is approved. All other codes indicate that the lot is on hold.
	You can assign a different status code to each location in which a lot resides on Item/Location Information or Location Lot Status Change.
Potency	A number that indicates the minimum potency, or percentage of active ingredients, acceptable for an item.
	The system displays a warning message if you try to purchase or issue items that do not meet the minimum acceptable potency. The system does not allow you to sell items that do not meet the minimum acceptable potency.
	. . . . *Form-specific information* . . . .
	This is the minimum potency acceptable for items in this lot.
Grade	A code (system 40, type LG) that indicates the minimum grade that is acceptable for an item.
	The system displays a warning message if you try to purchase or issue items with grades that do not meet the minimum grade acceptable. The system does not allow you to sell items with grades that do not meet the minimum acceptable level.
Quantity on Hand	The number of units that are physically in stock. The quantity on-hand displays in the primary unit of measure.
	. . . . *Form-specific information* . . . .
	The number of items in stock or on hold. If the item is on hold, the system highlights the field.
Available	The quantity available can be the on-hand balance minus commitments, reservations, and backorders. Availability is user defined and can be set up in branch/plant constants.

What You Should Know About

Viewing the same item or lot multiple times	If the same item or lot appears more than once, each item or lot exists in a different location.

See Also

- *Locating Summary Quantity Information (P41202)* for information on viewing detailed item availability by location and lot

Processing Options for Lot Availability

```
DREAM WRITER VERSIONS:
  1. Enter the Version of the                        _____
      Trace/Track Inquiry to call.

  2. Enter the Version of Item Master                _____
      Revisions (P4101) to call.

  3. Enter the Version of Work Order                 _____
      Entry (P48013) to call.

  4. Enter the Version of Branch/Plant               _____
      Item Information (P41026) to call.

FIELD DISPLAY CONTROL
  5. Enter a '1' to protect Lot Status              _____
      from being updated.

GRADE AND POTENCY:
  6. Enter a '1' to display the grade               _____
      range.  If left blank, no range
      will be displayed for selection.

  7. Enter a '1' to display the potency             _____
      range.  If left blank, no potency
      will be displayed for selection.
```

Working with Lot Quantities

You can view the on-hand quantity, the available quantity, and the quantity held for each lot. You can also view up to six other quantity types, which you set up on user defined code table 40/LQ. These quantity types might reflect the quantity of items:

- Received

- Issued

- Adjusted

- Completed

- Approved

- Sold

You set up user defined code table 40/LQ to indicate for which document types the system tracks lot quantities. You must associate each document type with one of the quantity type categories that appear on Lot Master Revisions.

For example, you specify the Received category for the document type OP (purchase orders). Then, each time you receive items on a purchase order, the system records the quantity to the Received category for the lot.

Complete the following tasks:

- Reviewing lot quantities
- Setting up the system to track lot quantities

▶ **To review lot quantities**

From the Lot Control menu (G4113), choose Lot Master Revisions.

On Lot Master Revisions

1. To view quantities for a particular lot, complete the following fields:

- Branch/Plant
- Lot/SN
- Item Number

2. Review the following fields:

- Quantity on Hand
- Available
- Quantity Held
- Quantities Received

- Quantities Issued

- Quantities Adjusted

- Quantities Completed

- Quantities Approved

- Quantities Sold

▶ **To set up the system to track lot quantities**

From the Lot Control menu (G4113), choose Lot Quantities.

On Lot Quantities

1. Complete the following fields for each document type:

   - 02 Character Code

   - Description

2. Assign one of the following categories to each document type by entering the number in parentheses in the Description-2 field:

   - Received (1)

   - Issued (2)

   - Adjusted (3)

   - Completed (4)

   - Approved (5)

- Sold (6)

What You Should Know About

Assigning grades or potencies to lots   If you do not specify a grade or potency for items that require this information, the system uses the standard grade or potency from Item Master Information or Item Branch Information.

Working with Lot Activity Dates

You can view up to six activity dates for a lot. You determine the activity dates that display by setting up user defined code table 40/LD. These activity dates might reflect the last time that an item was:

- Received/Created
- Issued
- Recalibrated
- Completed
- Approved
- Sold

You set up user defined code table 40/LD to indicate for which document types the system tracks lot activity dates. You must associate each document type with one of the date categories above.

For example, you specify the Sold category for the document type SO (sales orders). Then, each time you confirm shipments for a sales order, the system records the date to the Sold category for the lot.

You can also enter lot activity dates manually instead of having the system track them for you.

Complete the following tasks:

- Change activity dates for a single lot
- Change activity dates for multiple lots
- Set up the system to track lot dates

▶   **To change activity dates for a single lot**

From the Lot Control menu (G4113), choose Lot Master Revisions.

On Lot Master Revisions

1. To view dates for a specific lot, complete the following fields:
   - Branch/Plant
   - Lot/SN
   - Item Number

2. Change the following dates for the appropriate lots, if necessary:
   - Date Received/Created
   - Date Issued
   - Date Recalibrated
   - Date Completed
   - Date Approved

• Date Sold

▶ **To change activity dates for multiple lots**

From the Lot Control menu (G4113), choose Speed Lot Update.

On Speed Lot Update

1. Complete the following fields:

   • Branch/Plant

   • History (Y/N)

   • Item Number

   • Supplier Lot

2. Change the following dates for the appropriate lots, if necessary:

   • Date Received

   • Date Issued

   • Date Tested (or recalibrated)

   • Date Complete

Field	Explanation
Date Received	The last date that a particular activity occurred. You determine the type of activity that the category represents (for example, receipts).
	This field represents date category 1. You specify the document types that update this category in user defined codes (system 40, type LD).
	. . . . *Form-specific information* . . . .
	You can add or change this date on the screen.
Date Issued	The last date that a particular activity occurred. You determine the type of activity that the category represents (for example, issues to work orders).
	This field represents date category 2. You specify the document types that update this category in user defined codes (system 40, type LD).
	. . . . *Form-specific information* . . . .
	You can add or change this date on the screen.
Date Tested	The last date that a particular activity occurred. You determine the type of activity that the category represents (for example, recalibration dates).
	This field represents date category 3. You specify the document types that update this category in user defined codes (system 40, type LD).
	. . . . *Form-specific information* . . . .
	You can add or change this date on the screen.
Date Completed	The last date that a particular activity occurred. You determine the type of activity that the category represents (for example, inventory completions).
	This field represents date category 4. You specify the document types that update this category in user defined codes (system 40, type LD).
	. . . . *Form-specific information* . . . .
	You can add or change this date on the screen.

Processing Options for Speed Lot Update

```
PROCESS CONTROL:
  1. Enter a '1' to protect the lot              _____
       grade from being updated.

  2. Enter a '1' to protect the lot              _____
       potency from being updated.

DEFAULT PROCESSING:
  3. Enter the document type to be used          _____
       when updating the lot grade.
       If left blank, the default
       document type 'CG' will be used.

  4. Enter the document type to be used          _____
       when updating the lot potency.
       If left blank, the default
       document type 'CP' will be used.
```

► **To set up the system to track lot dates**

From the Lot Control menu (G4113), choose Lot Dates.

On Lot Dates

1. Complete the following fields for each document type:

    *   02 Character Code

    *   Description

2. Assign one of the following categories to each document type by entering the number in parentheses in the Description-2 field:

- Date Received/Created (1)

- Date Issued (2)

- Date Recalibrated (3)

- Date Completed (4)

- Date Approved (5)

- Date Sold (6)

Working with Lot Statuses

You set up lot status codes to identify the reasons that a lot is on hold. After you set up the codes, you can assign them to items and lots on Item Master Information, Branch/Plant Information, Lot Master Revisions, Enter Receipts, and so forth. You cannot process items from lots on hold.

You can assign different status codes to a single lot based on the different locations in which the lot resides. Complete the following tasks:

- Set up lot status codes

- Assign status codes to different lots

You can run the Lot Status Update DREAM Writer program to place expired lots on hold. You can preview a list of all lots that will be placed on hold by running the program in proof mode.

```
41082                          J.D. Edwards & Company       Page No. . . . . . . .    3
                                 Hold Expired Lots          Date . . . . . . . .   9/10/98


                                                            Branch/Plant . . . .          30
                                                            Lot Expiration Date.  08/30/98
                                                            Mode - Processing. .  Proof
                                                            Lot Status Code. . .  Q


     Item Number                  Description                Location           Lot Number  Date Expires
-------------------------  ----------------------------  --------------------  --------------  ------------

V001                       Natureway High Energy Vitamins   .   .              00000004       05/16/98

V001                       Natureway High Energy Vitamins   .   .              00000005       08/26/98

12829                      Parselenium                                         9309150009     08/14/98

V001                       Natureway High Energy Vitamins   .   .              9310140000     08/15/98

V001                       Natureway High Energy Vitamins   .   .              9310140001     08/16/98

V001                       Natureway High Energy Vitamins   .   .              9310140002     08/26/98

V001                       Natureway High Energy Vitamins   .   .              9310140003     08/26/98

I0006-I                    Spray Dry Powder 1200 Grams                         9503120000     02/19/98

12845                      Buffer, inert                                       9601050000     01/04/98

12845                      Buffer, inert                                       9601110000     01/10/98
```

► **To set up lot status codes**

From the Lot Control menu (G4113), choose Lot Status Codes.

On Lot Status Codes

Complete the following fields for each status code:

- 01 Character Code
- Description

▶ **To assign status codes to different lots**

From the Lot Control menu (G4113), choose Lot Master Revisions.

On Lot Master Revisions

1. Locate the appropriate lot and item.

   Location Lot Status Change appears.

2. On Lot Status Change, complete the following fields for each location for which you want to change the status code:

    - New (New Lot Status)

    - Rsn (Reason for Changing Lot Status)

Field	Explanation
Rsn	A code (system 42, type RC) that indicates the reason for a change in the status of a lot, such as goods that are damaged in shipment or goods that are placed in quarantine.

What You Should Know About

Assigning status codes to locations

You can assign status codes to locations as well as lots. The system verifies that a lot is on hold before verifying that the location is on hold.

The system might process items out of locations on hold depending on the program in which you are working and the way that processing options are set.

View Lot Transactions

Viewing Lot Transactions

You might want to view the transactions that have affected a lot, such as:

- The receipts, inventory issues, and so on, that were generated as a result of assigning items to the lot

- The inventory issues, work order completions, sales, and so on, that were generated as a result of removing items from the lot

Use Lot Tracing to view the transactions in which items were assigned to the lot. If the lot contains kit or assembled items, you can identify the parts that were used to assemble items in the lot and the lots from which the parts came.
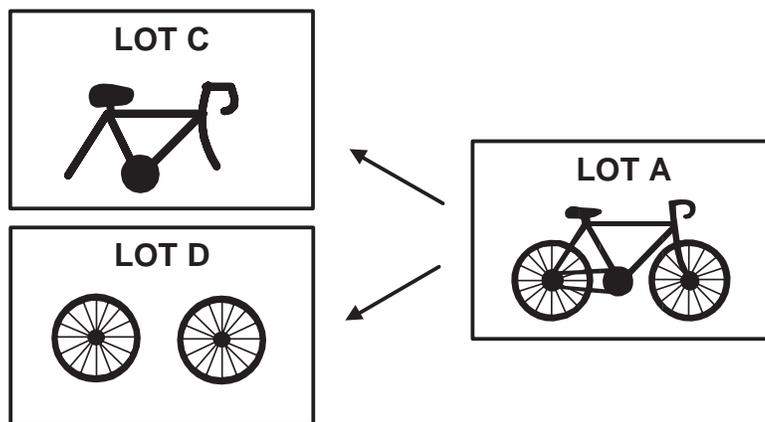
You use lot tracking to view the transactions in which items were removed from the lot. You can identify items that have been assembled using parts from the lot, and the lots to which the assembled items were assigned.
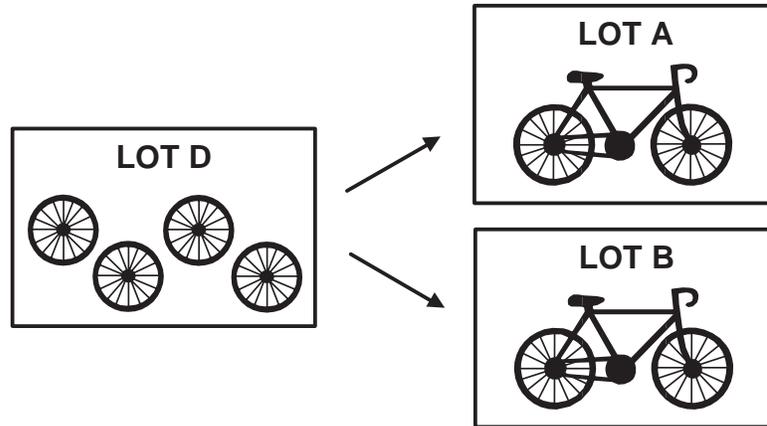
You provide information about how you want the system to trace and track lots. For example, you specify the document types that the system monitors to trace and track lots. You also specify whether you want to view transactions for assembled items or non-assembled items by specifying a trace/track mode.

Complete the following tasks:

❑ Print trace and track reports

❑ Review trace and track information

❑ Set up trace and track inclusion rules

❑ Define a trace and track mode

Print Trace and Track Reports

From Inventory Management (G41), choose Lot Control

From Lot Control (G4113), choose Trace/Track Print

You can print a DREAM Writer report that provides trace and track information, such as the level by which the system traces or tracks lots.

```
41505                                          Idaho Power                              Page     -    2
                                            Lot Tracing Report                         Date     -  8/08/98


Parent Lot
  Lot Number            Item Number        Branch       Level  Trans Qty   Date     Trans Description Order No Ty   Customer/Vendor
-------------  ----------------------------  --------------  -----  ----------  --------  -----------------  --------  --  ------------------
13363          TELEPHONE                          10  Lot Grade      Lot Potency
  51013827     TELEPHONE UNIT                     10  1            10- 03/08/98 Inventory Issue    13363 IM
                                                     Lot Grade      Lot Potency
  51013827     TELEPHONE UNIT                     10  .2           100  03/08/98 Inventory Receipt       34 OV Edwards, J.D. & Co
                                                     Lot Grade      Lot Potency
  51013828     TELEPHONE CORD                     10  1            10- 03/08/98 Inventory Issue    13363 IM
                                                     Lot Grade      Lot Potency
  51013828     TELEPHONE CORD                     10  .2           100  03/08/98 Inventory Receipt       34 OV Edwards, J.D. & Co
                                                     Lot Grade      Lot Potency
  51013829     TELEPHONE RECEIVER                 10  1            10- 03/08/98 Inventory Issue    13363 IM
                                                     Lot Grade      Lot Potency
  51013829     TELEPHONE RECEIVER                 10  .2           100  03/08/98 Inventory Receipt       34 OV Edwards, J.D. & Co
                                                     Lot Grade      Lot Potency
```

```
41505                                          Idaho Power                              Page     -    2
                                            Lot Tracking Report                        Date     -  8/08/98


Lot Number
  Parent Lot            Item Number        Branch       Level  Trans Qty   Date     Trans Description Order No Ty   Customer/Vendor
-------------  ----------------------------  --------------  -----  ----------  --------  -----------------  --------  --  ------------------
13363          TELEPHONE                          10  Lot Grade      Lot Potency
  13363        TELEPHONE                          10  1            10  03/08/98 Inventory Complet  13363 IC
                                                     Lot Grade      Lot Potency
```

Reviewing Trace and Track Information
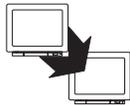
From Inventory Management (G41), choose Lot Control

From Lot Control (G4113), choose Trace/Track Inquiry

You can review trace and track information online. You determine whether the system displays tracing or tracking information by using processing options for the Trace/Track Inquiry program.

▶ **To review trace and track information**

On Lot Tracing or Lot Tracking
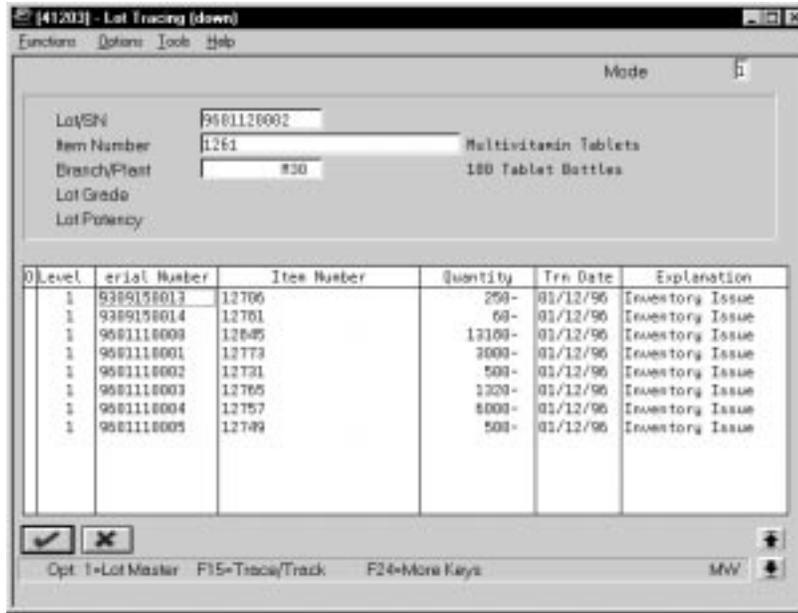
1. Complete the following fields for the lot that you want to trace or track:

    - Mode

    - Lot/SN

    Depending on how you have set the Allow Duplicate Lots field in system constants, you might have to enter an item number and branch/plant.

2. Review the following fields, as necessary:

    - Level

    - Serial Number

    - Item Number

    - Quantity

    - Trn Date (Transaction Date)

    - Explanation (Transaction Explanation)

3. Access the detail area.

4. Review the following fields, as necessary:

- Order
- Branch/Plant
- Lot Grade
- Lot Potency
- Sup Lot (Supplier Lot)
- Cust/Supp. (Supplier)

Field	Explanation
Mode	A code that indicates how you want the system to display lot trace and track information. Valid codes are: 1 Single level trace/track 2 No intermediate levels (displays only top or bottom levels) 3 Multi-level trace/track 4 Multi-level indented trace/track
Level	The number indicating the level of the component item relative to its parent. Components are direct components of the parent item at level 1 and sub-assemblies at level 2, level 3, and so on.
Trn Date	The date that the transaction occurred.
Explanation	This text identifies the reason that a transaction occurred.

What You Should Know About

Reviewing lot information   You can review expiration date and status information for a lot by accessing the Lot Information form from the Lot/SN field on Lot Tracing and Lot Tracking. The Lot Information form displays item and location information for a lot as well as the lot expiration date, the lot status, and so on.

For more information, see *Viewing Lot Availability (P41280)*.

Processing Options for Lot Tracing Inquiry

```
Enter a '1' to track lot usage.  Default         _____
   is to trace lot usage.
```

Setting up Trace and Track Inclusion Rules

Before you use lot tracing and lot tracking, you must set up trace and track inclusion rules. These rules let you specify the document types that the system monitors to trace and track lots. You must specify whether each document type applies to lot tracing, lot tracking, or both.

For example, if you use the Procurement system, you would specify that document type OP (purchase orders) applies to lot tracing. Then, each time you receive a lot item, the receipt transaction displays on Lot Tracing.

▶ To set up trace/track inclusion rules

Enter UDC on the command line from any J.D. Edwards menu.

On General User Defined Codes

1. Access user defined code table 40/DC.

2. For each document type, complete the following fields:

   - 02 Character Code

   - Description

3. Assign one of the following values to each document type in the Description-2 field:

   - B (for bottom level, or tracing transactions)

- C (for completion level, or tracking transactions)

- Blank (for intermediate level transactions, which apply to both tracing and tracking)

- I (for issue transactions)

- M (for work order completions)

What You Should Know About

Issue transactions	You must include the issues document type (IM) in inclusion rules if you perform multi-level tracing and tracking. You must also assign the issues document type a value of I (issue transactions).
Receipt, adjustment, and sales transactions	Receipt and adjustment transactions cannot have a value of C (completion) but should have a value of B (bottom level) on Trace/Track Inclusion rules. Sales transactions cannot have a value of B, and should have a value of C. A sale is the last transaction that can occur for lot tracking.
How the system traces and tracks lot transactions	The system traces and tracks a lot by associating together corresponding transactions, such as a receipt, an issue, a completion, and a sales order. If the association is terminated, the system stops tracing and tracking. For example, if you do not include the completion document type in inclusion rules, the system stops tracking at the completion transaction.

Defining a Trace and Track Mode

From Inventory Management (G41), choose Lot Control

From Lot Control (G4113), choose Trace/Track Inquiry

You determine the types of lot transactions that display on Lot Tracing and Lot Tracking by defining a mode:

- Mode 1–Single level transactions

- Mode 2–Only origination and completion transactions

- Mode 3–Multi-level transactions for kit, parent, or manufacturing assembly items

- Mode 4–Multi-level transactions for kit, parent, or manufacturing assembly items that are displayed in a hierarchical format

You use mode 1 and mode 2 for non-assembled items. For tracing, you can review the transactions that resulted in items that were assigned to the lot, such as receipts. For tracking, you can see the transactions that resulted in items that were distributed, such as sales. Mode 2 does not display intermediate level transactions, which are transactions that apply to both tracing and tracking.

You use modes 3 and 4 for items that are made up of several components. You can see all transactions that affect the lot, including receipts, issues, completions, and sales.

▶ **To define a trace and track mode**

On Lot Tracing or Lot Tracking

Complete the following field:

- Mode

Reclassify Lots

Reclassifying Lots
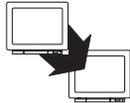
From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Reclassifications

You can reclassify an item and any associated lot when the item's properties change. When you reclassify, you create new item numbers and and combine or split existing lots within locations.

You also may be able to create new lots if you have set the Inventory Lot Creation (Y/N) field in branch/plant constants to allow you to do so.

For example, property changes that occur over time in technical grade sulphuric acid can result in a less potent grade of acid. You can create a new lot from this acid by specifying a different potency and grade.

In a similar example, if you blend several lots of sulphuric acid together and dilute them with water, you can create a new lot with a new potency and grade.

You can change a lot and any of the associated items as follows:

- Change the item number, location, lot, and lot status
- Create a new lot from an existing lot
- Combine several lots into a single lot
- Split one lot into several lots
- Combine several lots and create several new lots

Example: Types of Reclassifications

The following graphic illustrates how you can combine, blend, and split lots.

Combining Lots

Lot A → Lot 1

Lot B → Lot 2

Lot Blending

Lot A
Lot B → Lot C

Lot Splitting

Lot C → Lot A
Lot C → Lot B

Unleaded   Super Unleaded
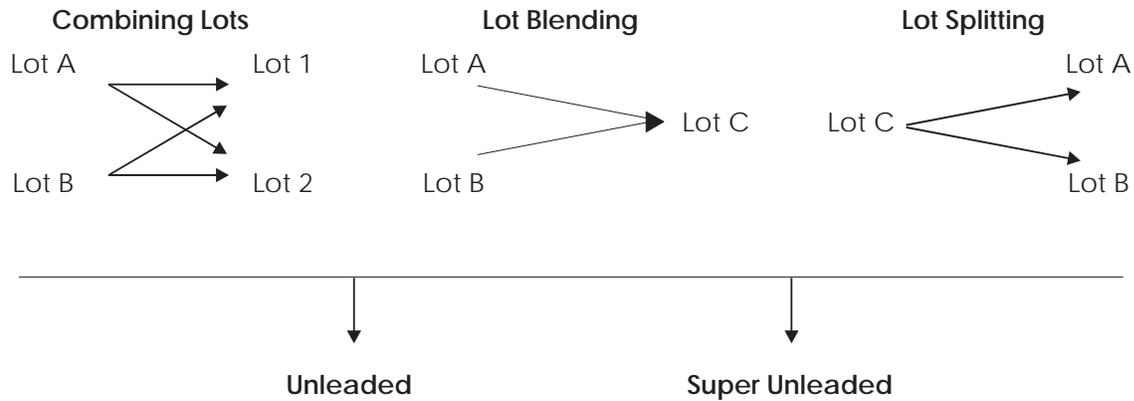
After you reclassify an item and lot, the system adjusts inventory balances and performs related tracking and accounting tasks.

The system updates the following tables with item and lot change information:

- Item Ledger (F4111)

- Account Ledger (F0911)

- Item Location (F41021)

- Warehouse Location (F4602, only if you are using the Advanced Warehouse Management system with the Inventory Management system)

You can view detailed or summarized journal entries for these transactions on the Journal Entries and the Item Ledger Inquiry forms.

What You Should Know About

Assigning lots to a single location through reclassifications	You can prevent the system from allowing you to assign lots to a single location if the lots meet the following criteria:

- When the items in the lots are the same
- When a single lot contains items with different statuses

For more information, see *Working with Item Locations (P41026)*.

Creating a lot   When you reclassify inventory, you might be able to create a lot if you have set the branch/plant constants appropriately.

For more information, see *Setting Up Constants (P41204)*.

Before You Begin

❑ Verify that you have set up the general ledger accounts in the Account Master table (F0901)

❑ Verify that you have set up the automatic accounting instructions (AAIs) for distribution

❑ Review uncommitted quantity information for the item and related lot that you are reclassifying on Item Availability

⚠ Use the Item/Lot Change Transactions program *only* for reclassifying items and lots. Using any of these programs to reclassify items or lots can adversely affect information throughout the Sales Order Management and Procurement systems.

▶ **To reclassify items and lots**

On Reclassifications

1. To enter reclassification information, complete the following fields:

- From Branch/Plant

- To Branch/Plant (BU for Account Duplication)

- Trans. Date (Date–Order Transaction)

- Document Number (Document)

- Document Type

- Explanation

- G/L Date

2. Access the detail area.

3. Complete the following fields for each branch/plant in which the item is stored:

- F/T (From/To)

- Item Number

- Quantity

- UM

- Location

- Reason Code

- Unit Cost

- Extended Cost

- Trans. Line (Transaction Line Number)

11–44

4. To create a new location and record for the lot, complete the following fields:

- Lot
- Grade
- Potency
- Lot Desc
- Lot Expires
- Lot Status

The system processes the transaction and displays a document number, document type, and the batch number for the transaction.

Field	Explanation
To Branch/Plant	The destination business unit that you want to copy accounts to. . . . . *Form-specific information* . . . . The destination branch/plant that you want to move inventory to.
From/To	Indicates whether this line in the transaction is a From line or a To line. This field allows you to combine multiple existing products/locations into a single product/location, for example, three From lines and one To line. You can also split one existing product/location into several new products/locations, for example, one From line and two To lines. The information in a From transaction line is always existing item location information.
Trans. Line	The transaction line number keeps the different From and To lines for one transaction (for example, combining multiple lots into one or splitting one lot into several new ones) together by giving them the same transaction line number.
Prev Voucher:	The number of the last voucher that was entered.

What You Should Know About

Reviewing lot information

You can review expiration date and status information for a lot by accessing the detail area of Reclassifications. You also can access the Lot Information form from the Lot field. This form displays item and location information for a lot as well as the lot expiration date, the lot status, and so on.

For more information, see *Viewing Lot Availability (P41280)*.

Correcting errors

You can correct a reclassification made in error by entering a reversing entry. Because the system stores records of each reclassification for accounting purposes, you cannot delete the record. The system reverses the item in the same document number and batch as the original reclassification.

Recording document numbers

After you enter a reclassification, the system displays the document type, batch number, and document number for the transaction. Record the document number for locating the transaction.

Grouping reclassifications

After you enter several reclassifications, you can group them together for processing.

After you group transactions, the system assigns the same number to each transaction in the group and processes all of the From and To lines with the same transaction number.

Depending on how the processing options are set, the system validates that the From and To quantities balance.

Reclassifying uncommitted quantities of items

You can reclassify only uncommitted quantities of items and lots.

See *About Item and Quantity Information* for information about how to determine uncommitted quantities for an item.

Reclassifying bulk inventory

You cannot use the Item/Lot Change Transactions program to reclassify bulk inventory. Instead, use the Bulk Stock Movement program to reclassify bulk inventory.

Processing Options for Reclassifications

```
DEFAULT VALUES :
  1. Document type for item change.          _____

PROCESS CONTROL :
  2. Method for assigning expiration         _____
     date to newly created lots.
     (If left blank, method 1 will be
      used.)

     1 = Assign manually.
     2 = Newest From Expiration Date.
     3 = Oldest From Expiration Date.
     4 = Transaction date + shelf life.

DREAM WRITER VERSIONS
 Enter the version of each program to
 be used.  If left blank, ZJDE0001
 will be used.

  3. Journal Entries        (P09101)        _____
  4. G/L Functional Server  (XT0911Z1)      _____
  5. Item Search            (P41200)        _____
  6. Item Ledger            (P4111)         _____
  7. Warehouse Requests     (P46100)        _____

PROCESSING CONTROL :
  8. Enter a '1' to protect costs or        _____
     a '2' to make costs non-display.
     If left blank, the update of costs
     is allowed.

  9. Enter a '1' to protect Lot Number,     _____
     Lot Expiration Date, and Lot
     Status.  If left blank, the fields
     will remain input capable.

 10. Enter a '1' to run in summary mode.    _____
     G/L accounts will be summarized
     within each document number.
     If run in detail, G/L accounts
     will be produced for each line.

 11. Enter a '1' to allow transfers from    _____
      held lots.

 12. Enter a '1' to allow transfers         _____
      greater than quantity available.

 13. Method of quantity validation for      _____
     from and to quantities within a
     transaction.
     ' ' - No validation performed.
     '1' - Warning if out of balance.
     '2' - Error if out of balance.

 14. Enter which item search screen         _____
      is to be used to return items.

      1 = Item Search Window allowing the
           return of multiple items.

      2 = Full item search screen with
```

```
              query capability.

    (If left blank the item search
     screen allowing the return of
     multiple items will be used.)
```

Advanced & Technical

System Updates

Objectives

- To perform updates that are effective system-wide

About System Updates

Ideally, your system would never change after the initial system setup. However, to customize the system to meet your company's changing needs, updates are often necessary. For example, your company might change the format that you have been using to set up locations in your branch/plants. Rather than making these changes on an individual basis, J.D. Edwards provides updates that you can use to make system-wide changes.

For most updates, you enter changes through processing options and then run an update for the entire system.

Complete the following tasks:

❏ Update item search information

❏ Update item information

❏ Revise location format

Before You Begin

❏ Verify that only the users who have been designated to perform system updates have security access to system update programs.

Update Item Search Information

Updating Item Search Information
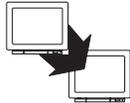
From Inventory Management (G41), enter 27

From Inventory Advanced and Technical Operations (G4131), choose Global Updates and Purges

From Global Updates and Purges (G41311), choose Rebuild Item Search

Run the Rebuild Item Search program to update the Item Search table. When you run a query search by item in Inventory Management, the system accesses the Item Search table (F41200) for item information. When you change item information through item master, item branch/plant, or item cross-reference information, those changes do not update the Item Search table.

After you enter or change item master information, you must update the item search information. However, you can access items that have been entered or changed using other search modes. You can run the Rebuild Item Search program as often as necessary.

Update Item Information

Updating Master Item Information

Changes to item or branch/plant information often require you to make global updates to your system. Complete the following tasks:

- Update item master and item branch information
- Update category codes and item numbers

Updating Item Master and Branch/Plant Information
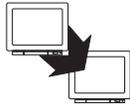
From Inventory Management (G41), enter 27

From Inventory Advanced and Technical Operations (G4131), choose Global Updates and Purges

From Global Updates and Purges (G41311), choose Update Item Master Fields or Update Item Branch Fields

Update Item Master Fields and Update Item Branch Fields are programs that you use to update fields in the Item Master (F4101) and Item Branch (F4102) tables.

You can select a version of either program from the version list. Modify the selection criteria by specifying which fields you want to update in the processing options. You also can change the value for the field.

Processing Options for Item Master Global Update

```
Enter a "Y" to run proof mode:                    _____
  (A "Y" will NOT update the Item
   Master File)

Enter the new value for the following
  fields.  If left blank, the field
  will retain the current value.  If
  a "*" is placed by a field then it
  will be blanked out.
Sales Catalog Section                             _____
Sub Section                                       _____
Sales Category Code 3                             _____
Sales Category Code 4                             _____
Sales Category Code 5                             _____

Commodity Class                                   _____
Commodity Sub Class                               _____
Vendor Rebate Code                                _____
Master Planning Family                            _____
Purchasing Category Code 5                        _____
Buyer Number                                      _____
Level Leadtime                                    _____
Planner Number                                    _____
Order Policy Code                                 _____
Issue Type Code                                   _____
```

Processing Options for Item Branch Global Update

```
Enter a "Y" to run proof mode:                    _____
  (A "Y" will NOT update the Item
   Branch File)

Enter the new value for the following
  fields.  If left blank, the field
  will retain the current value.  If
  a "*" is placed by a field then it
  will be blanked out.
Sales Catalog Section                             _____
Sub Section                                       _____
Sales Category Code 3                             _____
Sales Category Code 4                             _____
Sales Category Code 5                             _____

Commodity Class                                   _____
Commodity Sub Class                               _____
Vendor Rebate Code                                _____
Master Planning Family                            _____
Purchasing Category Code 5                        _____
Buyer Number                                      _____
Level Leadtime                                    _____
Planner Number                                    _____
Order Policy Code                                 _____
Issue Type Code                                   _____
```

Updating Category Codes and Item Numbers

From Inventory Management (G41), enter 27

From Inventory Advanced and Technical Operations (G4131), choose Global Updates and Purges

From Global Updates and Purges (G41311), choose Global Category Code Update

You can run the Global Category Code Update program to update:

- Category codes from the Item Master table (F4101) to the Item Branch table (F4102)

- Second (product number) and third (catalog number) item numbers from the Item Master table (F4101) to the following tables:

    - Item Branch (F4102)

    - Bill of Materials Master (F3002)

    - Routing Master (F3003)

    - Lot Master (F4108)

    - Cost Ledger (F4105)

Through the processing options, you can specify the scope of the update:

- A single warehouse only

- A combination of warehouses

- All except one warehouse

Verify your changes on Item/Branch Revisions.

Use caution when using this update. You are changing values that may affect processing and history.

Processing Options for Global Reporting Code Update

```
Enter a 'Y' to duplicate the following
into the Item Balance Record.
  Update Sales Report Code 1                        _____
  Update Sales Report Code 2                        _____
  Update Sales Report Code 3                        _____
  Update Sales Report Code 4                        _____
  Update Sales Report Code 5                        _____

  Update Inventory Pricing Rule                     _____
  Update Reprice Rule                               _____
  Update Order Reprice Rule                         _____

  Update Purchase Report Code 1                     _____
  Update Purchase Report Code 2                     _____
  Update Purchase Report Code 3                     _____
  MPS Planning Family                               _____
  Update Purchase Report Code 5                     _____

  Update Buyer Number                               _____
  Update Shipping Condition Code                    _____
  Update Shipping Commodity Class                   _____
  Update Lifo Pool Category                         _____
  Update Cycle Count Category                       _____
  Update General Ledger Class Code                  _____
  Update Backorders Allowed                         _____
  Update Print Message                              _____
  Update Stocking Type                              _____

  Update ABC Code 1                                 _____
  Update ABC Code 2                                 _____
  Update ABC Code 3                                 _____
  Update ABC Override Indicator                     _____
```

Revise Location Format

Revising Location Format

You can change the location formats that are set up in branch/plant constants. Using the Location Field Update program, you can globally update the location format for multiple locations, rather than having to update each location's format on an individual basis.

Complete the following tasks:

❑ Set up a model branch

❑ Update the location format

Before You Begin

❑ Back up all of your files.

❑ Do not allow any other users on the system until the batch job is complete.
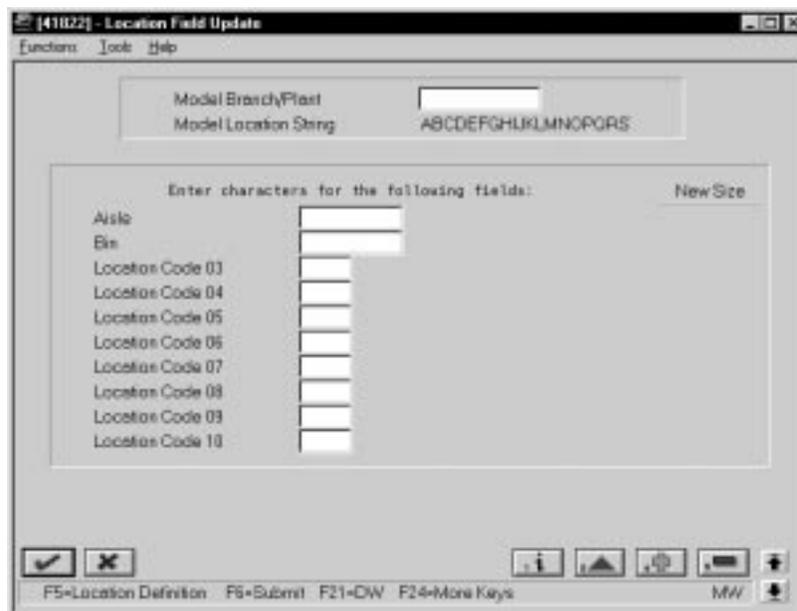
What You Should Know About

Time allotment	Be sure to allow enough time for the batch job to complete.
Correcting errors	When you update the Location field, the system prints a report listing errors. The procedure that you use to correct errors depends on the table where the error occurred. Generally, the procedure is:

- Restore all files.
- Correct the problem.
- Rerun the conversion for all files.

Setting Up a Model Branch
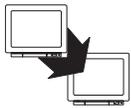
From Inventory Management (G41), enter 27

From Inventory Advanced and Technical Operations (G4131), choose Global Updates and Purges

From Global Updates and Purges (G41311), choose Location Field Update

You must set up a model branch with your new location format before you can change the location format in other branch/plants.

▶ **To set up a model branch**

On Location Field Update

1. Locate a branch with the location format you want to use as your model.

2. Complete the following fields:

   - Aisle

   - Bin

   - Location Code 3 (location codes 3–10)

Field	Explanation
Aisle	A code that identifies a location in a warehouse. This code is used in conjunction with a bin and lot identifier, to indicate a specific, tangible storage area within a warehouse or yard.

Field	Explanation
Bin	A specific storage location within a warehouse or store. The system uses the bin with an aisle location to identify a storage area whose width, depth, and height can be readily measured.
Location Code 03	A code that the system uses for one of two purposes: • To identify a specific location within a Branch/Plant as part of the location identifier. • To use as a general reporting code for location information.

What You Should Know About

Length of location elements	The New Size column indicates the number of characters you should enter in the adjacent location code field. You define the number of characters for each element in the location format through branch/plant constants.

Updating the Location Format
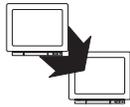
From Inventory Management (G41), enter 27

From Inventory Advanced and Technical Operations (G4131), choose Global Updates and Purges

From Global Updates and Purges (G41311), choose Location Field Update

You run the Location Field Update program after you set up the model branch. You can run the update in proof or final mode.

Specify the following in the processing options for the Location Field Update:

- Whether you want to run the update in proof or final mode

- Which tables you want to update

Always submit the job from Location Field Update. Never submit the job for processing through the DREAM Writer versions list because the system may not include the tables you want to update.

What You Should Know About

Update the location format	You can update the location format on Branch/Plant Constants – Page 2, if necessary.

Processing Options for Location Redefinition

```
BATCH RE-FORMAT VERSION:
1.  Enter the version of the Batch            _____
    Re-format program to be submited
    (P41821).  If left blank, version
    ZJDE0001 will be used.
```

Purges

Objectives

- To understand the different types of purges

About Purges

After data becomes obsolete or you need more disk space, you can use purge programs to remove data from files.

Purging data consists of:

- Specifying the information to delete
- Running the purge program
- Running the file reorganization program to rebuild file structure

You must know the proper procedures and consequences of purging data to avoid serious damage to your system and data.

Before You Begin

❑ Back up the files that will be affected prior to running the purge program

❑ Determine the data that you want to purge

What You Should Know About

Customizing a purge	You can create a customized purge by changing the data selection to meet your needs. For example, you could use a range of fiscal years rather than all dates. Custom purges are not available in the Item Deletion program, which has no processing options.
Processing options	You can set processing options that save tables in a special library and allow you to reorganize the purged tables. These options are very similar in all purge programs except Item Deletion and Supplemental Data.

Purge Data

Purging Data

There are two types of purges within the distribution systems:

- General purges
- Special purges

General purges include the Item History purge, which is a version of the general purge program. The general purge program removes data from the Item History file (F4115). You can create versions of the general purge program to purge data from any J.D. Edwards file, although J.D. Edwards recommends that you do not use general purges for files that have their own special purge programs. General purges are not designed for files that are associated with data in other files. Running a general purge for such files could cause you to lose important data.

J.D Edwards provides special purges for removing data from files. Special purges are programs that allow you to provide more specific information. Special purges have built-in criteria that the system checks before removing any data. For example, you might want to purge an Item Master record that has an associated record in the Item Location file (F41021). The built-in selection criteria prevents the system from purging the Item Location record.

Each distribution system comes with special purge programs. In Inventory Management, the special purge programs include the following:

- Item Deletion (all files associated with items–F4101, F4102, F4111, F4211, and F4311)
- Item Master (F4101)
- Item Balance (F4102)

Complete the following tasks:

❏ Run the general purge

❏ Run the special purge

Before You Begin

❑ Verify that no users are working with the data that you want to purge and reorganize

What You Should Know About

Technical considerations

The following technical considerations apply to both general and special purges:

- If File Output Type on the DREAM Writer Additional Parameters form for the DREAM Writer version you are using is set to 1 (for OPNQRYF), you must also set the Open for Delete (Y/N) field to Y. Also, you must specify at least one field in Data Sequencing.
- If File Output Type on the DREAM Writer Additional Parameters form for the DREAM Writer version you are using is set to 2 (for logical file), the purge will reorganize the purged file based on the logical file that the system builds. This might increase the time the system takes to perform the file reorganization.

Running the General Purge
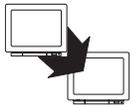
From Inventory Management (G41), enter 27

From Inventory Advanced and Technical Operations (G4131), choose Global Updates and Purges

From Global Updates and Purges (G41311), choose Item History

To perform a general purge, run the Item History Purge. The Item History Purge is a program that you run when you want to remove a large amount of data and do not need to be concerned with implications for other files. You can use this program to perform either a global or specific purge. To perform a specific purge, specify selection criteria.

Processing Options for Generic Purge Program

```
SAVE PURGED RECORDS:
1. Enter a '1' to save the purged                    _____
   records to a special purge library.
   (Default of blanks will NOT save
   any purged records.)

REORGANIZE FILE:
2. Enter a '1' to reorganize the purged             _____
   file.  (Default of blanks will NOT
   reorganize the file.)
```

Running the Special Purge

Running special purges includes the following tasks:

- Running the Item Deletion purge

- Running the Item Master purge

- Running the Item Balance purge

Running the Item Deletion Purge
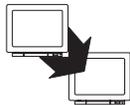
From Inventory Management (G41), enter 27

From Inventory Advanced and Technical Operations (G4131), choose Global Updates and Purges

From Global Updates and Purges (G41311), choose Item Deletion (All Files)

Run the Item Deletion Purge to permanently remove an item's records from all files in the system except the sales order files (F4211 and F4201). The system deletes any existing sales order detail lines and adjusts the total order amount on the sales order header to account for the deletion. The system also adjusts the "on order" amount in the Billing Instructions file (F4205).

Item Deletion is an RPGSQL program. Therefore, you must run it in an AS/400 environment.

The system deletes the item that you specify from the following files:

Field	Explanation
F0018	Sales/Use/V.A.T. Tax
F3002	Bill of Materials Master
F30026	Item Cost Component Information

Field	Explanation
F3011	Bill of Materials Change
F3411	MPS/MRP/DRP Message
F3412	MPS/MRP/DRP Lower Level Requirements
F3413	MPS/MRP/DRP Summary
F3460	Forecast
F4008	Tax Areas
F41002	Unit of Measure Conversion Factors
F4101	Item Master
F4102	Item Branch Master
F41021	Item Location
F4104	Item Cross-Reference
F4105	Item Cost Ledger
F4106	Item Price
F4111	Item Ledger
F4115	Item History
F4116	WF – Inventory Turn Report
F41291	Item Cost Components
F4141	Cycle Count Transactions
F4160	Tag Inventory
F42005	Sales Commission
F4201	Sales Order Header
F4209	Held Orders
F4211	Sales Order Detail
F4213	Sales Order Reprice
F4220	Serial Number – Warranty
F4229	Sales Summary – History
F4301	Purchase Order Header
F4311	Purchase Order Detail
F43121	Purchase Order Receiver
F4801	Work Order Master

▶   **To run the Item Deletion purge**

On Item Deletion

1. Complete the following field:

    • Item No

2. Delete the item.

    The system displays a caution message and indicates the amount by which you will need to adjust the general ledger records if you confirm the deletion.

3. Confirm the deletion or return to the first form in Item Deletion.

Field	Explanation
Item No	An identifier for an item.

Running the Item Master Purge

From Inventory Management (G41), enter 27

From Inventory Advanced and Technical Operations (G4131), choose Global Updates and Purges

From Global Updates and Purges (G41311), choose Item Master (F4101)

The Item Master purge allows you to select and purge specific information from the Item Master file (F4101).

Before purging the records you specify from the Item Master file, the system verifies that the records are not associated with other files. The system will not purge any item information that exists in the following files:

- Item Location (F41021)

- Item Branch (F4102)

- Cost Ledger (F4105)

- Lot Master (F4108)

- Item Bill of Material (F3002)

- Item Routing (F3003)

Processing Options for Item Master (F4101) – Purge

```
Enter a '1' to save the purged records          _____
  to a special purge library.  (Default
  of blanks will NOT save any purged
  records.)

Enter a '1' to reorganize the purged            _____
  file.  (Default of blanks will NOT
  reorganize the file.)
```

Running the Item Balance Purge

From Inventory Management (G41), enter 27

From Inventory Advanced and Technical Operations (G4131), choose Global Updates and Purges

From Global Updates and Purges (G41311), choose Item Balance (F4102)

The Item Balance purge allows you to select and purge records that you specify from the Item Branch file (F4102).

Before purging the specified records from the Item Branch file, the system verifies the records using the following criteria. The system will not purge the records if:

- Work orders exist in the Work Order Master file (F4801)

- A parts list exists in the Work Order Parts List file (F3111)

- A bill of materials exists in the the Bill of Materials Master file (F3002)

- Any secondary locations exist in the Item Location file

- There are deleted records from files

- There is information in any of the following fields for the item location record:

  - On-hand

  - Hard Commitments

  - Soft Commitments

  - Back Order Quantity

  - On Order Quantity

  - Quantity Outbound (EDI)

  - Quantity Inbound (EDI)

    The system also checks all quantity fields for primary and secondary locations.

After the system determines which Item Balance records are to be purged, the following occurs:

- The system verifies the records in the Item Branch file.

- The system verifies that all records in the Item Location file (F41021) with the same item and branch have zero quantities.

- Next, the system checks the Item Bill of Material, Work Order Parts List, and the Work Order Master files. If it does not use this item and business unit combination in any of these files, the system continues.

- The system then starts the purge process.

- The system first purges the Item Branch record. If the cost level for this item is 2, the system purges the cost records for this item and branch.

- The system then purges the Unit of Measure Conversion records for this item and branch.

- Finally, the system purges the Item Location records. If the cost level for this item is 3, the system purges the cost records for this item, branch, location, and lot.

If you have set the processing option to delete all Item Branch information, the following occurs:

- The system checks the Item Branch file.

- The system starts the purge process.

- The system verifies the Item Location file (F41021) to ensure that records with the same item and branch have zero quantities and are not primary bins. If these conditions exist, the system purges these records.

- If the cost level for this item is 3, the system purges the cost records for item, branch, location, and lot.

What You Should Know About

Saved purged records processing option   If you set this processing option to save, purges performed on the same file and on the same day will be added to the existing library and file.

Reorganize file processing option   If you do not set this processing option to automatically submit the Reorganize Files program, you can run it manually at a later time.

Processing Options for Item Location (F4102) – Purge

```
1.  Enter a '1' to save the purged            _____
     records to a special purge library.
    (Default of blanks will NOT save
     any purged records.)

2.  Enter a '1' to reorganize the purged      _____
     files.  (Default of blanks will NOT
     reorganize the files.)

3.  Enter a '1' to delete ALL Item            _____
     Branch information eligible for
     purging.
     (If this option is blank only the
     Item Location records with all
     quantities zero will be purged).
**  See Helps for additional detail on
     level of detail for purge **.
```

Data Conversions

Objectives

- To change decimal positions for fields
- To change cost levels for items

About Converting Data in Inventory Management

You might need to convert certain data on the system to reflect your current business situation. Data item conversion procedures enable you to:

❏ Convert display decimals

❏ Convert item cost levels

You convert display decimals to change the number of decimal positions for fields. For example, you can change all quantity fields to have four decimal positions instead of two decimal positions.

You convert item cost levels to change the level at which you maintain costs for an item. For example, if you maintain costs for an item at the branch/plant level, you can change the item's cost level to maintain costs at the branch/plant and location level.

! Data item conversion processes are highly technical and change data throughout the Inventory Management system.

Before You Begin

❏ Do a complete backup of your data files before you begin the data conversion process. If the results of the conversion are unsatisfactory, you can use the backup files to restore data files to their original format.

❏ Verify that you are allowing an adequate amount of time for the programs to run. These procedures can be very lengthy depending on the number of items that you want to convert.

Convert Display Decimals

Converting Display Decimals

You can change the number of decimal positions for quantity data items in your system. For example, you can change the Quantity Available field to display four decimal positions instead of two decimal positions.

Quantity Available		Quantity Available
43.25	═══	43.2500

You determine the data items to convert by specifying the data dictionary library in which the data items reside. The quantity data items are precoded in the data dictionary. You specify the data items to convert by selecting all quantity data items with the same value in the data dictionary.

Complete the following tasks:

❑ Review data items

❑ Convert data items

Before You Begin

❑ Verify that the cross-reference relationship tables F98001, F98001LA, and F98002LA already exist in your system before you change decimal positions for data items

❑ Verify that you have QSECOFR authority, which is required for changing decimal positions for data items

❑ Verify that no users are signed on to the J.D. Edwards system while you run the batch job

What You Should Know About

Converting display decimals	The decimal conversion process is currently set up to work with quantitative fields only. You must convert all quantity fields (as opposed to selecting certain data items to convert).
Upgrading display decimals	If you are working in a decimal environment, you might need to follow special instructions when you convert new quantity fields. Please call the J.D. Edwards response line.

Reviewing Data Items
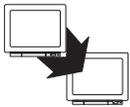
From Inventory Management (G41), enter 27

From Inventory Advanced and Technical Operations (G4131), choose Review Data Item Fields

Before running the Data Item Conversion procedure, you can review the data items to convert. The system displays the data items that are available to convert based on the information you specify, including:

- The data dictionary library in which the data items reside

- The data item category for the data items

- The number of decimal positions from which to convert

The system displays only those data items that currently have decimal positions other than the number of decimal positions to which you are converting.

▶ **To review data items**

On Data Item Conversion

1. Complete the following fields:

    - Data Dictionary Library

    - Data Item Class

    - To Data Display Decimals

Field	Explanation
Data Dictionary Library	The name of a library defined on the AS/400.
Data Item Class	Data item class. A class defines the essential attributes and characteristics of a data item. Informational only.
Display Decimals	Use this parameter to designate the number of decimals in the currency, amount, or quantity fields the system displays. For example, U.S. Dollars would be 2 decimals, Japanese Yen would be no decimals, and Cameroon Francs would be 3 decimals.

Converting Data Items

From Inventory Management (G41), enter 27

From Inventory Advanced and Technical Operations (G4131), choose Data Item Conversions

After you have reviewed the data items, you need to convert display decimals. When you run the data item conversion process, the system:

- Updates decimal positions for all data in the data file libraries that you specify in processing options

- Updates the Display Decimals field in the data dictionary for each data item

- Builds the cross-reference for each data file in each library that you specify in processing options

After you convert data items, you can view those files that are affected by a data item by accessing the Cross-Reference form. The list of cross-reference files is updated when you run the conversion procedure.

▶ **To convert data items**

On Data Item Conversion

1. Confirm that all data items for which you want to change decimal positions appear in the list.

2. Activate the conversion process.

   The job that you submit will have the same name as the data item category specified.

Processing Options for Data Item Conversion

```
Enter ALL data file libraries to have
   their data items converted.  All of
   the libraries related to the data
   dictionary library MUST be entered.

Library 01 . . . . . . . . . . . . . . .          _____
Library 02 . . . . . . . . . . . . . . .          _____
Library 03 . . . . . . . . . . . . . . .          _____
Library 04 . . . . . . . . . . . . . . .          _____
Library 05 . . . . . . . . . . . . . . .          _____
Library 06 . . . . . . . . . . . . . . .          _____
Library 07 . . . . . . . . . . . . . . .          _____
Library 08 . . . . . . . . . . . . . . .          _____
Library 09 . . . . . . . . . . . . . . .          _____
Library 10 . . . . . . . . . . . . . . .          _____
```

Convert Cost Levels

Converting Cost Levels
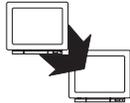
From Inventory Management (G41), enter 27

From Inventory Advanced and Technical Operations (G4131), choose Item Cost Level Conversion

To change the level at which you maintain costs for an item, you must run the Item Cost Level Conversion program. For example, if you maintain costs for an item at the branch/plant level and you want to maintain costs at the branch/plant and location level, you must change the item's cost level.

About Item Cost Level Conversion

When you change an item's cost level, the system deletes all existing cost records for the item in the Item Cost Ledger table (F4105) and creates new cost records that correspond to the level. The system uses the Sales/Inventory cost method for the item to create the new cost records.

This procedure does not change the cost valuation of items and does not create journal entries. For example if you change an item's cost level from branch/plant and location to branch/plant, all existing cost records for the branch/plant and location must contain the same Sales/Inventory cost method and cost.

You can run the Item Cost Level Conversion is a program in proof or final mode. When you run the procedure in proof mode, the system provides you a with a report showing errors that need correction. You should always run the procedure in proof mode first to clear any discrepancies.

```
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                                   Item Cost Level Conversion                   Date    -  4/10/95

                                       ***  Proof Mode  ***

   Item Number            Branch        Location          Lot  L CM    Unit Cost      Remark
----------------------  ------------  --------------------  ------------  - --  ---------------  ------------------------------
E001                        30                                          3 01         6.6378   Basing comparison on this record
E001                        30 DAMAGED                                  3 01         6.4100   Cost not the same
P002                        10                                          3 01        30.7500   Basing comparison on this record
P002                        10 1 B  1                                   3 02        30.3750   Costing Method/Cost not the same
P002                        20                                          3 01        31.4333   Basing comparison on this record
P002                        20 1 B  1                                   3 02        30.8417   Costing Method/Cost not the same
P002                        30                                          3 01        30.1049   Basing comparison on this record
P002                        30 1 B  1                                   3 02        30.2500   Costing Method/Cost not the same
P002                        40                                          3 02        30.5610   Basing comparison on this record
P002                        40 D                                        3 02        30.2500   Cost not the same
P002                        40 R                                        3 02        30.2500   Cost not the same
P002                        40 1 B  1                                   3 02        30.2500   Cost not the same
P002                        40 3 E                                      3 02        30.2500   Cost not the same
TS002                       10                                          3 01        43.1200   Basing comparison on this record
TS002                       10 1 C  1                                   3 02        43.5000   Costing Method/Cost not the same
TS002                       20                                          3 01        43.1200   Basing comparison on this record
TS002                       20 1 C  1                                   3 02        43.5000   Costing Method/Cost not the same
TS002                       30                                          3 01        66.0000   Basing comparison on this record
TS002                       30 1 C  1                                   3 01        43.9573   Cost not the same
TS002                       40                                          3 02        43.7336   Basing comparison on this record
TS002                       40 R                                        3 02        43.5000   Cost not the same
TS002                       40 1 C  1                                   3 02        43.5000   Cost not the same
TS002                       40 2 C  1                                   3 02        43.5000   Cost not the same
V001                        10                                          3 01        16.1500   Basing comparison on this record
V001                        10 1 A  1           9310140004             3 01        16.0000   Cost not the same
V001                        10 1 A  2           9310140002             3 01        16.0000   Cost not the same
V001                        20                                          3 01        16.1500   Basing comparison on this record
V001                        20 1 A  1           9310140005             3 01        16.0000   Cost not the same
V001                        20 1 A  2           9310140003             3 01        16.0000   Cost not the same
V001                        30                                          3 01        16.1500   Basing comparison on this record
V001                        30 1 A  1           00000006               3 01        16.0000   Cost not the same
V001                        30 1 A  2           00000005               3 01        16.0000   Cost not the same
V001                        40                                          3 02        16.1455   Basing comparison on this record
V001                        40 D                 00000007               3 02        16.0000   Cost not the same
V001                        40 R                 00000007               3 02        16.0000   Cost not the same
V001                        40 1 A  1           00000007               3 02        16.0000   Cost not the same
V001                        40 1 A  2           00000007               3 02        16.0000   Cost not the same
V001                        40 3 F               00000007               3 02        16.0000   Cost not the same
```

The report includes the following information:

- Whether errors occurred or if the update process was successful

- The number of items successfully updated

- The number of items in error

If an error occurred, the report indicates:

- The record used for the comparison, if appropriate

- The specific error, which prints after the comparison line

If the cost level changed from a 3 to 2, 3 to 1, or 2 to 1, the report identifies:

- Cost level

- Costing method

- Cost columns

When you run the procedure in final mode, the system:

- Updates the Item Master table (F4101) Inventory Cost Level value (CLEV)
- Updates the Cost Ledger table (F4105)

Before You Begin

❏ Verify that no users access the Item Master or Cost tables when you run this program in final mode

See Also

- *Assigning a Cost Level to an Item (P4101)* for information about the applicable cost levels for items and what each cost level represents.

Processing Options for Item Cost Level Conversion

```
PROCESS CONTROL:
1. Enter the cost level to update to.              _____

2. If updating to cost level '1', enter            _____
     the branch to default the costs
     from.  If updating from a cost level
     '3', the costs will default from
     the primary location.

3. Enter a '1' to run in final mode and            _____
     update files.  If blank, no file
     updates will occur.

PROCESS CONTROL (cont.):

4. Enter a '1' to print only exceptions            _____
     on the edit report.  A blank will
     print all items.
```

Appendices

Appendix A–Data Model

Item Master F4101

Item Number

Branch/Plant Constants F41001

Branch

Item Branch F4102

Item Number
Branch

Item Location F41021

Item
Branch
Lot
Location
Primary Bin

Base Price F4106

Item Number
Branch
Location
Lot

Price Adjustment Detail F4072

Adjustment Type
Item Number
Address No.

Item Cost Component F30026

Item Number
Branch
Location
Lot Ledger Type
Cost Method

Cost Ledger F4105

Item Number
Branch
Location
Lot
Ledger Type

Lot Master F4108

Item Number
Branch
Lot

Location Master F4100

Branch
Location

Location Detail F4602

Item
Branch
Location
Lot
Sequence No.

Appendix B–Answers to Test Yourself

Item Entry

1. F4101

2. There are three ways to identify an item:
   - Short item number
   - Product number
   - Catalog number

3. There are two ways to set up units of measure for an item:
   - Across all branch/plants
   - By item/branch/plant combination

4. To allow backorders, you can specify the following locations:
   - Item Master
   - Branch/Plant Information
   - Branch/Plant Constants
   - Customer Billing Instructions

5. There are three ways to set up cost/price information:
   - By item, for all branches and locations
   - By item and branch/plant combination
   - By each item, branch/plant, and location(lot)

6. There are two ways to set up conversion information for units of measure:
   - Specific conversions by item through Item Master Information
   - Standard conversions for units of measure, if applicable to the item

7. Table numbers are:
   - F4102
   - F41021
   - F4105
   - F4106

8. You can set up an unlimited number of cost methods.

9. You can set up an unlimited number of secondary locations.

10. Use the Branch/Plant Duplication and Branch/Plant Duplication–Batch programs.

Inventory Transactions

1. The selected inventory costing method.

2. The transaction date is used for item ledger records (F4111) created, and the G/L date is used for the general ledger transaction records (F0911) created.

3. No, they can only be reversed.

4. Issues program.

5. Immediately.

6. The system automatically creates journal entries to remove the cost, using AAIs.

Item and Quantity Information

1. You define availability in the branch/plant constants. The system begins with the on–hand quantity and adds or subtracts those quantities that you select.

2. Four quantity fields (buckets) are:

    • Current (includes soft and hard commitments)

    • Future

    • Other Quantity 1

    • Other Quantity 2

3. Allocate inventory from the primary location first until it is depleted, then allocate inventory from the secondary locations, in order of most quantity available.

4. The Item Ledger (The Cardex) displays any transaction or entry that affects a location's quantity information or cost information.

5. An item's on-hand quantity is affected by the following:

    • Adjustments

    • Issues

    • Transfers

    • Reclassifications

- Sales update
- Purchase order receipts
- Positive or negative variances during inventory counts

6. The Running Balance format on Item Ledger Inquiry shows inventory transactions that are based on the G/L date for reconciliation purposes.

7. Use the Summary Availability form.

8. Use the Buyer's Information form.

9. Use the Supply/Demand Inquiry form.

10. The benefits of building the As Of file are that:

- You improve processing time when reviewing the Running Balance format of the Item Ledger screen
- You can purge the Item Ledger and still have balance forward (BF) records to represent old transactions

11. The number of the As Of table is F41112.

12. Besides the Item Ledger, other programs using the As Of table are:

- Item Ledger by G/L Class report
- Both inventory integrity reports
- Item Ledger Detail report

13. Refresh the As Of table at the end of each accounting period (for example, monthly).

14. Once a transaction has been included in a balance forward (BF) record, it is marked as already summarized.

Reports

1. The Price Book report provides a list of items with list prices and discount prices.

2. The Cost Analysis report lists variances of current transaction costs as they compare to the current cost.

3. The Margin Analysis report lets you review your current costs as they compare to the sales price of current transactions.

4. The Inventory Turn report lets you analyze trends in your environment and inventory costs.

5. The Item Ledger/Account Integrity report lists discrepancies between the item ledger amounts and G/L ledger amounts.

Cost Updates

1. The three ways to increase or decrease costs through the Speed Cost Maintenance program (P4105) include:

   - * (override cost)
   - A (increase/decrease by amount)
   - % (increase/decrease by percentage)

2. When you change a cost:

   - The system records it in the Cost table (F4105).

   If the cost that you change reflects the selected inventory costing method:

   - The system records an Item Ledger record (F4111) for the cost change (it revalues existing inventory)
   - The system records General Ledger record (F0911) for the cost change (to account for inventory revaluation)

3. Set the processing option to not allow changes to the standard cost method.

4. Run the Batch Cost Maintenance program with cost information in Proof mode first. The system creates a report as history information or to selectively update costs using the Speed Cost Maintenance program.

5. Calculate a true average cost based on the average costs of all locations by:

   - Automatically calculating the average cost each time a receipt occurs
   - Recording each transaction in the Average Cost Workfile (F41059) that affects an item's average cost and running the Average Cost Update program later in a batch mode based on the transactions in the workfile.

Inventory System Setup

1. Use branch/plant ALL to:

   - Copy and add other branch/plant constants using the ALL branch/plant record as a default
   - Act as a default for reports and inquiries for multiple branch/plants

2. Before you can set up a branch/plant record in the Branch/Plant Constants program, you must:

   - Add an address book record
   - Add a business unit record

3. Set up Specific Commitment Days with 999.

4. Set up the segments of your location identifier on Branch/Plant Constants, Page 2.

5. Activate location control to determine which locations can be entered on transaction forms and to prevent miskeying location information.

6. You can define availability for different branch/plants.

7. You use system constants to define whether the system will update the average cost interactively or by batch, and whether you allow duplicate lots.

8. You must assign it to the primary location.

9. Set up G/L class codes to represent product lines and assign them in the Item Master and/or Branch Plant Information programs. Set up AAIs so that G/L class codes offset different accounts.

10. The Default Location that has been set up for the terminal ID would take precedence.

11. Use the Item Cross-Reference program.

Appendix C — Container Management

Objectives

- To extract container transaction information from other systems
- To generate invoices for container deposits or rentals
- To review deposit layers and container transactions
- To set up container management

About Container Management Processing

Because containers are of high value and your company maintains ownership of them even when they are in the possession of your customers, it is essential that you carefully track container transactions. Container Management extracts information about container transactions from other systems and stores this information in tables specific to Container Management.

Complete the following tasks:

❑ Understand container management

❑ Process container transactions

❑ Set up container management

Container Management integrates with the Procurement and Sales Order Management systems to:

- Extract all information concerning container transactions from the other systems and maintain this information in tables specific to Container Management
- Track the movement of both empty and full containers
- Track customer deposit or rental charges for containers
- Determine when customers need to be invoiced for deposits and credited for the return of containers
- Print invoices for deposit and rental fees and credit memos for refunds
- Allow you to review container balance and customer deposit information and print the necessary reports

Before You Begin

❏ Verify that container information and container transactions have been entered and processed through the Procurement, Inventory Management, and Sales Order Management systems

See Also

- *Entering Item Master Information (P4101)*

- *Procurement Guide* for more information about processing purchase orders

- *Sales Order Management Guide* for more information about processing sales orders

Understand Container Management

About Container Management

The sale of products in containers involves a unique inventory process. Container Management extracts information about container transactions from other systems and stores this information in tables specific to Container Management. This allows you to closely track all transactions that involve containers.

You "loan" containers to your customers to store the product that they purchase until the product is depleted. Your customers then return the containers to you, usually in exchange for full containers. You maintain ownership of the containers while they are in the possession of your customer. These outgoing and incoming transactions, in which containers are not sold, present two main issues for your company:

- The containers are of high value. You retain responsibility for them while they are in your customer's possession. It is imperative that you are always able to track and account for these containers.

- Your customer pays a deposit fee or rental fee for each container. These fees must be tracked separately from the invoicing for the product.

Container Management allows you to address these issues and manage the regular exchange of containers and payment of deposit and rental fees and refunds.

The Container Life Cycle

Purchase
Container

Fill/Test
Container

Deliver to
Customer

Send to
Distributor

Send to
Storage

Return
Empty
Container
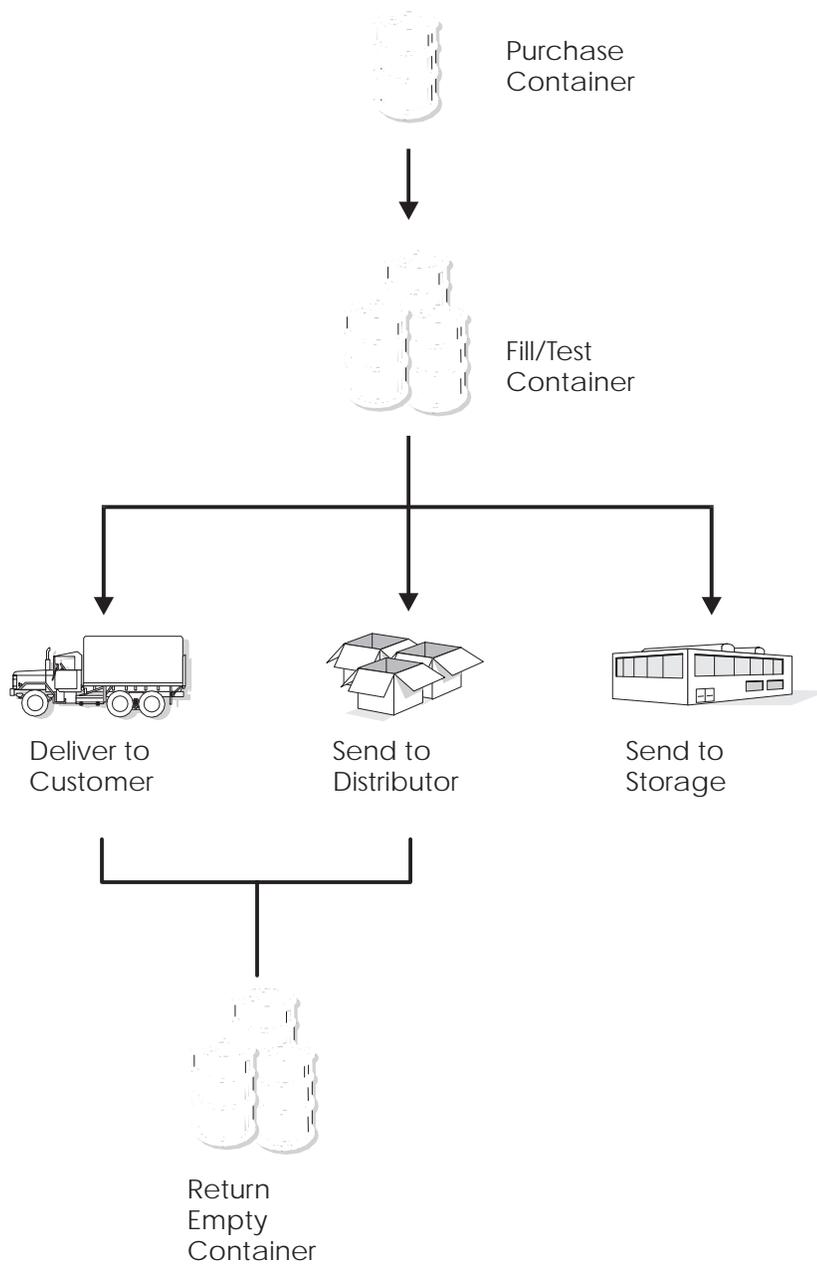
Normally, the supplying company purchases the container and introduces it into the cycle at the filling plant. After you fill and test the container, you either deliver it to the customer or send it to storage for future delivery. You can also send the full container to a distributor who, in turn, delivers it to the customer. The customer and distributor return the empty container to you after the product it contains has been used up.

As the container repeats this cycle for a period of time, it eventually requires maintenance. Maintenance is critical for storing the product safely in the container. You need to inspect the container after every cycle through the filling plant. After a number of cycles, you can no longer use the container because it is damaged beyond repair, and you must scrap it.

You use Container Management to track the container through the cycles and manage the deposits and refunds that must be generated for these exchanges.

System Flow

You use Container Management only after you have processed the container through the Procurement and Sales Order Management systems. The following graphic demonstrates how Container Management fits into the overall system flow.

Inventory
Bulk Product

Purchase Receipts
and Vouchering

General Stock Movements
Filling Transactions

Inventory
Empty
Containers

Inventory
Full
Containers

Sales Order Processing

Load Confirmation

Delivery/Ship
Confirmation

if there is a
return of
undelivered
product

Container
Management

if confirm of a
credit order

▭ Decrease Inventory

✚ Increase Inventory

Container Management

```
                          Container Management

     ┌──────────────┐                              ┌──────────────┐
     │  Container   │   Record transactions        │  Container   │
     │  Management  │──based on line type─────────▶│  Transaction │
     │  Extraction  │                              │    F41181    │
     └──────────────┘                              └──────────────┘
                                                          │
                                               Read transaction
                                             processed for the period
                                                          │
     ┌──────────────┐      Create deposit/rental  ┌──────────────┐       │
     │    Sales     │◀─────sales order lines───────│  Container   │◀──────┘
     │    Update    │                              │   Deposit    │
     └──────────────┘                              │   Billing    │       ┌──────────────┐
            │                                      └──────────────┘       │  Container   │
            │                                             │               │Reconciliations│
            │                                             ▼               │    P41185    │
            │                                      ┌──────────────┐       └──────────────┘
            │                                      │  Container   │              │
            │                                      │   Deposit    │              ▼
            │                                      │    F4118     │       ┌──────────────┐
            │           Generate invoices ┌──────────────┐               │  Container   │
            └──────────for product and───▶│  Accounts    │               │Reconciliations│
                        deposits/refunds   │  Receivable  │               │    F41185    │
                                           └──────────────┘               └──────────────┘
```

You must perform a number of tasks before you can use Container Management, including:

- Recording the receipt of the container

- Filling the container

- Processing sales orders

Recording the Receipt of the Container

You only purchase empty containers in limited quantity as they are needed to replace scrapped containers or to meet increased demand. You enter purchase orders in the Procurement system to record the ordering of new containers.

When the containers arrive, you record the receipt of the new containers to write a record to the Item Ledger (F4111) table (the Cardex), and to update the general ledger accounts. The Item Ledger table is the central repository of all inventory and cost movements. Each program from all other J.D. Edwards systems that handles inventory writes records to this table whenever inventory and cost are affected. You then compare the receipt for the containers to the purchase order. If the Procurement system detects a variance, it writes a new record to the Item Ledger table and updates the general ledger accounts.

Usually, you enter the empty container into the Procurement system with no cost so that when it is filled with the bulk product, the cost of the full container will equal the cost of the bulk product. You can process the empty container as either an expenditure or a fixed asset. If you choose the latter, you can use the Fixed Asset system to track the empty container.

Filling the Container

You record the filling of containers in the Inventory Management system and, optionally, the Bulk Stock Control system. When you fill an empty container with a bulk product, you create a new packaged item, which is the full container. The Inventory Management system does the following when you fill a container:

- Reduces the inventory of empty containers

- Reduces the inventory of bulk product

- Increases the inventory of full containers

Processing Sales Orders

You enter a sales order when you receive the request of a purchase by a customer. You enter the full container on the sales order as the item that is sold to the customer. If the customer is returning empty containers at the same time as taking delivery of full ones, you also enter a credit for the number of empty containers on the sales order.

You record the shipping of items to confirm the reduction in inventory or to confirm the return of empty or full, undelivered containers to inventory. You perform this additional task within the Sales Order Management system. If you use the ECS Sales Order Management system, you also need the Load and Delivery Management system to perform this task.

When you perform a load and delivery confirmation, the system writes a record to the Item Ledger table to reduce the inventory of full containers. If you have undelivered containers, the system writes a record to the Item Ledger table to increase the inventory of full containers.

You must enter a credit order and perform a confirmation on the order to record empty containers that your customers return. The Sales Order Management system processes these credit orders and increases the number of empty containers in the Item Ledger table.

At this point Container Management interfaces with the other systems to extract container transaction information and maintain it in tables specific to Container Management.

Business Considerations

The J.D. Edwards integrated systems provide the flexibility to accommodate the full range of business considerations in distribution industries. Additional features support the unique considerations of the energy and chemical industry. In addition the the inventory management of containers, Container Management addresses the following business considerations:

- Types of containers
- Deposit and rental fee accounts
- Deposit layers
- Billing methods

Types of Containers

Container Management can be used to track any type of container, such as pallets, metal cylinders, or railroad cars.

In the energy and chemical industry, the most common type of container is the metal cylinder. The following two types of products are usually sold in metal cylinders:

- Liquid Propane Gas (LPG) — In some countries, and some remote locations, where there is no "piped" natural gas to houses, LPG stored in metal cylinder containers is the main source for cooking and heating. LPG also has common industrial applications, such as for cutting torches or as a propellant for packaged spray products.

- Environmental Gases — The environmental gases supplied in metal cylinder containers can be oxygen, argon, helium, nitrogen, hydrogen, and carbon dioxide. Because the Environmental Protection Agency (EPA) requires specific storage and transportation procedures for these gases, there is an even greater need to track them carefully.

These metal cylinder containers do not have significant structural differences. They vary primarily in size and capacity but are typically of the same design. They are built to be portable for the specialized uses required by each customer.

Companies usually carry an extremely large inventory of containers, most of which are in constant circulation with customers.

Deposit and Rental Fee Accounts

Your company should set up a separate account to record customer deposit and rental fees. You draw against this account only for container refunds. Deposit, rental fee, and refund invoices should not impact a customer's normal revenue and cash accounts. In the case of a bad risk customer who returns containers but does not pay for the product, you can use the refunds issued for the returned containers to pay outstanding invoices.

Deposit Layers

The initial payment by the customer, the deposit, limits the customer in the number of containers that you will allow for exchange without charging additional deposits. Container Management stores each deposit received from a customer as a layer. Container Management creates additional deposit layers

when the customer takes delivery of containers exceeding the number allowed by the initial deposit.

For example, if a customer initially deposits $100,000.00 for 10,000 containers at a rate of $10.00 each and then takes delivery of 11,000 containers, you charge the customer for the 1,000 extra containers at the current deposit rate. When you receive the additional payment for the 1,000 containers, Container Management creates a new layer for the deposit.

Container Management uses the First In/First Out (FIFO) method of accounting to calculate refunds. With this method, Container Management depletes the oldest deposit layer first when issuing refunds. If the deposit rate for a customer changes, the rate used to calculate the refund is the rate used in the oldest, undepleted layer.

The following example demonstrates how the system depletes deposit layers using the FIFO method. In this case, you refund the deposit for the 3,000 containers from the earliest layer, which is the layer created on 01/01/90. This reduces the balance for that layer's deposit to 2,000 containers at $20.00 each.

FIFO Refund Processing — Period Ending 02/28/98			
Description	**Quantity**	**Rate**	**Amount**
1–Jan–93	*5,000*	*20.00*	*100,000.00*
15–Dec–96	3,000	30.00	90,000.00
10–Feb–98	1,000	40.00	40,000.00
Opening Balance	**9,000**		**230,000.00**
Quantity Delivered	5,000		
Quantity Returned	8,000		
Net Delivered/Returned	**−3,000**		
Closing Balance	**6,000**		
Net Adjusted Deposit	**−3,000**	**20.00**	**(60,000.00)**
Adjusted Deposit Balance			
1–Jan–93	*2,000*	*20.00*	*40,000.00*
15–Dec–96	3,000	30.00	90,000.00
10–Feb–98	1,000	40.00	40,000.00
Closing Balance	**6,000**		**170,000.00**

Billing Methods

To determine how a customer is billed for deposits and rentals, Container Management uses the following two methods:

- Summary method

- Transaction method

Summary Method

With the summary method, Container Management calculates the net quantity and amount for the transactions that occur in a period and issues an invoice or refund based on the total outcome. In the example below, the first return and delivery is an even exchange for the customer. The second exchange on 01/15/95 is not. The summary method allows the customer to make these exchanges without being charged. The only criteria for being charged an additional deposit is if the delivered quantity nets more than 5,000 containers.

Customer Transaction Record				
Description	**Date**	**Quantity**	**Rate**	**Amount**
Initial Deposit	01/01/98	5,000	20.00	100,000.00
Returned	01/10/95	(500)		
Delivered	01/10/95	500		
Returned	01/15/95	(1,000)		
Delivered	01/15/95	800		
Returned	01/25/95	(800)		
Delivered	01/25/95	1,000		
Balance		5,000		100,000.00

Transaction Method

With the transaction method, Container Management processes each transaction recorded for the customer. You refund for each return and charge for each delivery. This method varies significantly from the summary method when the deposit rate changes. The example below demonstrates the results when the system uses the transaction method in conjunction with the FIFO accounting method. In this case, you charge the customer even though the customer does not surpass the initial number of containers on deposit.

Customer Transaction Record				
Description	**Date**	**Quantity**	**Rate**	**Amount**
Initial Deposit	01/01/95	5,000	20.00	100,000.00
Returned	01/10/95	(500)	20.00	(10,000.00)
Delivered	01/10/95	500	20.00	10,000.00
Returned	01/15/95	(1,000)	20.00	(20,000.00)
Delivered	01/15/95	800	30.00	24,000.00
Returned	01/25/95	(800)	20.00	(16,000.00)
Delivered	01/25/95	1,000	30.00	30,000.00
Balance		5,000		118,000.00

Process Container Transactions

Processing Container Transactions

You process container transactions to record information about containers and container deposits and rental fees in the Container Transaction (F41181), Container Reconciliation (F41185), and the Container Deposit (F4118) tables. Complete the following tasks to process container transactions:

- ❏ Run container management extraction

- ❏ Process deposits, rental fees, and refunds

- ❏ Generate reports (optional)

- ❏ Review container information (optional)

You run the Container Management Extraction Server usually at the end of the day to extract container transaction information from the Sales Order Detail (F4211) table. You then run the Container Deposit Billing batch program to create sales order lines for rental fees or deposits on containers that your company has delivered to customers and to create credits for refunds on containers that your customers have returned.

You can generate reports to review the container transaction activity for each customer and the number of containers you have on hand. You can also use the inquiry programs in Container Management to review the deposit layers for each customer and analyze container transactions.

Running Container Management Extraction

From Distribution/Logistics Systems (G4), choose Container Management

From Container Management (G4118), choose Container Extraction Server

You run the Container Management Extraction Server usually at the end of the day to extract container transaction information from the Sales Order Detail (F4211) table. The program copies this information to the Container Transaction (F41181) table.

The Container Management Extraction Server extracts information for full and empty containers. You set up Container Management to track full containers as empty containers. You do this by creating a cross-reference from the full container item type to the empty container item type. You then set the appropriate processing option for the Container Management Extraction Server to instruct the system to verify any cross-referenced item numbers.

In updating the Container Transaction table, the program does the following:

- Extracts information for items with line types you have set up for full and empty containers

- Verifies item cross-references

- Retrieves preferences by customer and item to determine whether the customer pays a deposit or rental fee for containers and whether a customer is invoiced by the summary or transaction method

- Calculates the scheduled invoice dates of orders

- Updates the status of orders involving container transactions based on the processing options or the order activity rules

The program stores container transaction information in the Container Transaction table so that the system can track container movements and invoicing separately from other systems. For example, when the Sales Order Management system moves sales order lines to the Sales Order History (F42119) table, the container transaction information remains intact in the Container Transaction table.

Before You Begin

❑ Verify that the order line types and order activity rules have been set up. See *Setting Up Order Line Types (P40205)* and *Setting Up Order Activity Rules (P40204)* in the *Sales Order Management Guide*.

❑ Verify that item cross-references have been set up for full and empty containers. See *Setting Up Container Item Cross-References.*

❑ Verify that the Container Deposit/Rental and Invoice Cycle preferences have been set up. See *Setting Up Container Preferences (P40300)*.

Generating the Container Management Extraction Server Report

When you set the appropriate processing option for the Container Management Extraction Server, the program produces a report showing each of the records added to the Container Transaction table.

```
41189                                J.D. Edwards & Company                      Page – . . .    2
                                Container Management Extraction Server            Date – . . . 14.05.96



The following records were added/updated in the Container Transaction File:

                                                   Ln Do                    Trans                    Scheduled
Cust. No Item No.  Branch/Plt  Co.   Order #  Line # Ty Ty Key Co X-Ref It   Date      Quantity    UM Invoice Dt
-------- -------- ------------ ----- -------- ------ -- -- ------ -------- -------- --------------- -- ----------

     500  515653       DEPOT1  249    10526  1,000 CT SO    249     515696 14.05.96               1 EA 31.05.96
```

What You Should Know About

Tracking container invoices

When the Container Management Extraction Server reads a record that already exists in the Container Transaction table, it checks the status codes of the record in the Sales Order Detail table to determine if you have processed the record through the Container Billing program. The Container Management Extraction Server updates the record only if you have not already processed it through Container Billing.

Data Selection

You must set the data selection to include user defined line types for both full and empty containers.

Processing Options for Container Management Extraction Server

```
NEXT STATUS:
1. Enter the override next status for
   lines processed.  If left blank,
   the Order Activity Rules will be
   used.                                                            _____

CROSS-REFERENCE TYPE:
2. Enter the Cross-Reference Type for
   Item Cross-References.  If left
   blank, the cross reference will not
   be checked.                                                      _____

PRINT REPORT:
3. Enter a '1' if you want a report of
   each of the records added to the
   file.                                                            _____

DEFAULT VALUES:
4. Enter the value of the default
   invoice cycle to be used for those
   lines for which a preference is not
   found.                                                           _____
```

What You Should Know About Processing Options

Invoice cycle	If there is no Invoice Cycle preference, you must set the default invoice cycle. See *Creating an Invoice Cycle Preference* in the *Sales Order Management Guide*.
Order activity rules and data selection	You must be careful to set the data selection for this program to reflect the information you have set up for order line types and order activity rules. You should identify the line types for full and empty containers. For each line type, you need to select the correct next status for container extraction. For example, if you set up line type A to perform container extraction at Next Status equal to 620, then these must be your settings in the data selection for this program. See *Setting Up Order Line Types* and *Setting Up Order Activity Rules* in the *Sales Order Management Guide*.

Processing Deposits, Rental Fees, and Refunds

You run the Container Billing batch program to create sales order lines for rental fees or deposits on containers that your company has delivered to customers and to create credits for refunds on containers that your customers have returned.

The Container Billing program creates sales order lines based on the scheduled invoice date calculated by the Container Management Extraction Server. If the scheduled invoice date is less than or equal to today's date, the Container Billing program will create sales order lines. You then process these sales order lines through the normal flow of invoicing and customer sales update.

Complete the following tasks:

- ❑ Create deposit, rental fee, and refund sales order lines

- ❑ Process deposit, rental fee, and refund sales order lines

Depending on how you set up the customer's preferences, this program performs either transaction billing or summary billing.

With the transaction method, the program creates a deposit, rental fee, or refund detail line on the sales order for each container transaction recorded for the customer. If the customer has received containers in addition to those covered by the present deposit or rental fee, the system generates a new sales order

detail line for the additional deposit or rental fee required. If the customer has returned containers, the system generates a credit order.

With the summary method, the program summarizes all transactions for a single combination of branch/plant, customer, and item that occurred over a specified period. The program creates a single sales order detail line to record this summary. During invoicing, the system issues an invoice or credit memo based on this summary of transactions.

When the transaction or summary quantity is greater than zero, the system records it as a deposit charge. Each time you invoice your customer for a new deposit charge, the system creates a new deposit layer record in the Container Deposit (F4118) table.

When the transaction or summary quantity is less than zero, the system records it as a deposit refund. Each time you issue a credit order for a refund, the system depletes the deposit layers based on the First In/First Out (FIFO) accounting method. The system depletes the oldest deposit layer first. The unit price of the refund equals the deposit rate from the layer currently being depleted.

For example, if the deposit rate for the first deposit layer is $20.00, the deposit rate for the second deposit layer is $30.00, and you have not fully depleted the first deposit layer, the refund rate on returned containers is $20.00. When you have depleted the first deposit layer, the refund rate is $30.00. If there is an insufficient quantity in the deposit layers to satisfy the entire refund quantity, the system prices the remaining refund quantity using the standard pricing methods.

Before You Begin

❏ Verify that the Container Deposit/Rental and Invoice Cycle preferences have been set up. See *Setting Up Container Preferences (P40300)*.

❏ Verify that the processing options for the Container Billing program have been set up to use either the base or ECS preferences, depending on which ones you have created for your company

❏ Verify that a sales order line type for container deposits and rentals has been set up. See *Setting Up Order Line Types (P40205)* in the *Sales Order Management Guide*.

❏ Verify that a separate document type for container deposits and rentals has been set up. See *Setting Up User Defined Codes (P00051)* in *Technical Foundations*.

Creating Deposit, Rental Fee, and Refund Sales Order Lines

From Distribution/Logistics Systems (G4), choose Container Management

From Container Management (G4118), choose Container Billing

The Container Billing program reads the Container Transaction table and, for customers who are scheduled to be invoiced, creates sales order detail lines for deposit charges, rental fees, or refunds. This program creates records in the Container Deposit (F4118) table that correspond to each deposit charge, rental fee, and refund. The program also creates records in the Sales Order Tag (F49211) table.

Generating the Container Billing Report

When you set the appropriate processing option, the Container Billing program prints a report of the records it has created and updated.

```
41180                                    J.D. Edwards & Company                        Page - . . .    3
                                   Container Management - Deposits/Rentals              Date - . . . 14.05.96


 Item Number. . . E100                  100kg Empty Container LPG
 Branch/Plant . .      DEPOT1           Depot 1

                                                                                        Document
 Customer          Name                   Deposits        Refunds   UM   Rate        Amount      Number  Ty
 --------  ----------------------------------  ---------------  ---------------  --  ------------  -------------------  --------  --
    500 Gas Station                                  1               EA   39,0000          39,00       207 CD
```

Processing Options for Container Deposit/Refund/Rental Billing

```
DOCUMENT CREATION OPTIONS:
   1.  Enter the document type for
       deposits, refunds, and rentals
       (required):                                    _____

   2.  Enter the line type used for
       deposits, refunds and rentals:                 _____

   3.  Enter the last status code for
       deposit, refund and rental lines:              _____

   4.  Enter the override next status
       code for deposit, refund and
       rental lines:                                  _____

DREAM WRITER VERSION:
 Enter the version for the appropriate
 program.  If left blank, 'ZJDE0001'
 will be used.

   5. Preference Profiles      (P40400)               _____

PRINT REPORT:
   6. Enter '1' to print a report of the
      created/updated records.                        _____

RENTALS:
   7. Enter the rent through date.  If
      left blank the current system date
      will be used.                                   _____

ADDRESS BOOK DEFAULT VALUE:
   8. Enter a '1' to default the branch
      from the Address Book.  If left
      blank, it will default from the
      container transaction.                          _____
```

What You Should Know About Processing Options

Line type	You must identify the line type you have set up for deposit and refund sales order lines in the processing options for this program. This line type must be a non-stock line type, that is, it should not interface with the Inventory Management system.

Processing Deposit, Rental Fee, and Refund Sales Order Lines

From Distribution/Logistics Systems (G4), choose Container Management

From Container Management (G4118), choose Container Billing

After you have created container deposit charge, rental fee, and refund sales order lines, you can print invoices for customers who are due to be billed and update all applicable records. Sales order lines for deposit charges, rental fees, and refunds flow through the normal invoicing process and customer sales updates in the Sales Order Management system.

The customer sales update posts entries to the general ledger and updates the following tables with container transaction information:

- Sales Order Header (F4201)
- Sales Order Detail (F4211)
- Item Location (F41021)
- Account Ledger (F0911)
- Accounts Receivable Ledger (F0311)
- Item Ledger (F4111)

When you process deposit charges, rental fees, or refunds through invoicing, the system will generate either a transaction or summary invoice, depending on whether the Container Billing program created transaction or summary sales order detail lines. The transaction invoice contains separate lines for each container transaction recorded for the customer. The summary invoice summarizes all transactions over a specified period for a single combination of branch/plant, customer, and item.

The following is an example of a transaction invoice.

```
                                 J.D. Edwards & Company           Page Number-           1
                                   I N V O I C E                  Date      -     05/08/96
                                                                  Customer  -         500
                                                                  Brn/Plt   -      DEPOT1
                                                                  Related PO -
                                                                  Order Nbr -      196 CD
                                                                  Invoice   -

            Sold To:  Gas station                     Ship To:  Gas station
                      8700 Busy Road                            8700 Busy Road
                      Houston TX 77401                          Houston TX 77401



            Tax ID:
            Tax Cert:
 --------------------------------------------------------------------------------------------------------
  Request Date        Customer P.O.              F.O.B.          Ship :
    04/30/98                                              .      Inst :
 --------------------------------------------------------------------------------------------------------
 Ln/Rq Dt     Description        Item Number    UM Ship/Back/Cance    Price      Extended Price  Tax   Extended Cost    Pct
 -------- ------------------------ -------------------- -- --------------- --------------- --------------- ----------------
    .100
      100 LT Empty Container       EC100           EA S       25    40.0000    1,000.00                                  100
 04/30/98
                                                                     Per    EA

          * Not Eligible for Discount *
    .200
      100 LT Empty Container       EC100           EA S        3-   30.0000      90.00-                                  100
 04/30/98
                                                                     Per    EA

          * Not Eligible for Discount *
    .300
      100 LT Empty Container       EC100           EA S       12-   35.0000     420.00-                                  100
 04/30/98
                                                                     Per    EA

          * Not Eligible for Discount *
    .400
      100 LT Empty Container       EC100           EA S        4    45.0000     180.00                                   100
 04/30/98
                                                                     Per    EA

          * Not Eligible for Discount *
    .500
      200 LT Empty Container       EC200           EA S       40    80.0000    3,200.00                                  100
 04/30/98
                                                                     Per    EA

          * Not Eligible for Discount *




                                                                  Sales Tax     Total Order
 --------------------------------------------------------------------------------------------------------
 Terms  Net 30 Days          Net Due Date 06/07/96         Tax Rt                        3,870.00
```

See Also

- *Printing Invoices (P42565)* in the *Sales Order Management Guide* for more information about processing order lines through invoicing

- *Update Customer Sales (P42800)* in the *Sales Order Management Guide* for more information about customer sales updates

Generating Reports

To review the container transaction activity for each customer and the number of containers you have on hand, you can do the following:

❑ Generate the Customer/Distributor Balance Statement

❑ Generate the Container Reconciliations Report

❑ Generate the Container Location Report

Generating the Customer/Distributor Balance Statement
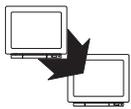
From Distribution/Logistics Systems (G4), choose Container Management

From Container Management (G4118), choose Customer/Distributor Balance

The Customer/Distributor Balance program reads the Container Deposit and Container Transaction tables and prints a report of the customer's or distributor's deposits and container transactions for a given period. The report includes the deposit balance for the customer or distributor and the deposit and refund amounts by layer. You can use the Customer/Distributor Balance report as a statement of account activity to send to your customer or distributor.

You can run this program in proof or final mode. When you run it in final mode, the program updates the Container Deposit and Container Transaction tables.

The program prints transaction level or summary level invoice statements, depending on how you set up the preferences for the customer. The transaction level invoice statement displays the deposit charge or refund sales order lines for each container transaction recorded for the customer. The summary level invoice statement summarizes all transactions over a specified period for a single combination of branch/plant, customer, and item.

The following is an example of a transaction level invoice statement.

```
41182                              J.D. Edwards & Company                    Page - . . .        1
                                   Customer/Distributor Balance              Date - . . .  5/15/96


                                    Statement for Period Ending
                                            05/15/96

Customer:  Gas station                          Supplier:  Model Energy & Chemical Company
           8700 Busy Road                                  5600 Fuels Road
           Houston TX 77401                                New Jersey NJ 40228


Item Number. . . . .  E50                      50 kg Empty Container LPG
Branch/Plant . . . .        DEPOT1 Depot 1

                       . . . . . Deposit Balance . . . . .      . . . Current Period Activity . . . .
Invoice Date/Desc    Quantity       Rate         Amount        Deposits    Refunds          Amount
------------------   ---------   -----------  ---------------  ----------  ---------  ----------------
11/21/95                  379      1.0000          379.00                      3-               3.00-
11/21/95                  200      1.0000          200.00
11/21/95                  100      1.0000          100.00
11/21/95                   56      1.0000           56.00
11/21/95                   50      1.0000           50.00
11/21/95                   10      1.0000           10.00
11/22/95                   63      1.0000           63.00
11/22/95                   39      1.0000           39.00
11/22/95                    1      1.0000            1.00
11/22/95                    1      1.0000            1.00
12/06/95                  350      1.0000          350.00
12/06/95                  250      1.0000          250.00
12/11/95                   10      1.0000           10.00
                     ===============           ================  ===============  ===============  ================
Total . . .              1509                    1,509.00                      3-               3.00-

Quantity Delivered:
Quantity Returned:          3-
                     ===============
Net Delivery/Returns:       3-
```

Processing Options for Customer/Distributor Balance

```
PROOF OR FINAL MODE:
1. Enter '1' to run the program in FINAL
   mode updating the records as
   processed.  Default of blank will
   execute in PROOF mode (no update).              _____

STATEMENT DATE:
2. Enter the statement through date.
   Default = current date.                         _____

LINE TYPES:
3. Enter the line type for deliveries:             _____

4. Enter the line type for returns:                _____
```

Generating the Container Reconciliations Report

From Distribution/Logistics Systems (G4), choose Container Management

From Container Management (G4118), choose Container Reconciliations

The Container Reconciliations program analyzes the transactions for each item with a line type for full containers, finds the cross-referenced empty containers

for each of the full containers, and calculates the ending balance of containers in each branch. This report includes the following information:

- Quantity delivered and returned for each container

- Quantity on hand by branch for each container

- Total quantity in the company for each container

- Grand total of all containers in the company

You can also set the appropriate processing option to print the totals for the company only.

You can run the Container Reconciliations program in proof or update mode. If you run the program in update mode, it creates records by item and branch/plant in the Container Reconciliation table. It also places a 1 in the reconciliation flag field in the Container Transaction table. The next time you run the Container Reconciliations program, it will not read these transactions.

Before You Begin

❑ Verify that the correct item cross-references have been set up for full and empty containers. See *Setting Up Container Item Cross-References (P40300)*.

```
    41185                       J.D. Edwards & Company          Page – . . .    5
                               Container Reconcilations        Date – . . .  5/15/96



Last Reconciliation Date .  02/02/96
Reconciliation 'As Of' Date 05/15/96
Branch . . . . .        DEPOT1 Depot 1

             Item              Description/Location      Quantity
    ---------------------------  -------------------------  ---------------
    Item Number (Short)    515637  Opening Balance . . . .           500
    50 kg Empty Container LPG      Quantity Acquired . . .             0
                                   Quantity Disposed . . .             0
                                                              ---------------
                                   Total Opening . . . . . .         500

                                   Opening Qty Delivered . .        1,670
    Cross Reference Item   515670  Quantity Delivered . . .            11
    50 kg Full Container LPG       Quantity Returned . . .             45
                                                              ---------------
                                     Net Del/Retd . . . . . .          34–
                                   Closing Qty Delivered . .        1,636

                                   Quantity in Stock:
    F50                            ANJF                               25
    E50                            ANJE                              464
    E50                            MAINTENANCE                         0
    E50                            SCRAP                               0
                                                              ---------------
                                   Total On Hand . . . . . .         489

                                   ------------------------  ---------------
                                   Total Inventory . . . . .       2,125
                                   ------------------------  ---------------

             Item              Description/Location      Quantity
    ---------------------------  -------------------------  ---------------
    Item Number (Short)    515653  Opening Balance . . . .           600
    100kg Empty Container LPG      Quantity Acquired . . .             0
                                   Quantity Disposed . . .             0
                                                              ---------------
                                   Total Opening . . . . . .         600

                                   Opening Qty Delivered . .          367
    Cross Reference Item   515696  Quantity Delivered . . .    50,000,427
    100kg Full Container LPG       Quantity Returned . . .            614
                                                              ---------------
                                     Net Del/Retd . . . . . .   49,999,813
                                   Closing Qty Delivered . .    50,000,180

                                   Quantity in Stock:
    F100                           ANJF                           10,242
    E100                           ANJE                              414
    E100                           MAINTENANCE                         0
    E100                           SCRAP                               0
                                                              ---------------
                                   Total On Hand . . . . . .      10,656

                                   ------------------------  ---------------
                                   Total Inventory . . . . .   50,010,836
                                   ------------------------  ---------------
```

Data Selection

The line type must equal the line type for full containers only.

Processing Options for Container Reconcilations Report

```
1. Enter a '1' to run the program in
   update mode.  If left blank, only the
   report will print (file will not be
   updated).                                        _____

2. List the User Defined Code containing
   the document types for the following:
      Acquisitions:
            System Code . . . . . . . .            _____
            Record Type . . . . . . . .            _____
      Dispositions:
            System Code . . . . . . . .            _____
            Record Type . . . . . . . .            _____

3. Enter a '1' to print company totals
   only.  A blank option will print both
   branch details as well as company
   summaries.                                       _____

4. Enter the Cross-Reference Type for
   Item Cross-References.
   (Required)                                       _____
```

Generating the Container Location Report
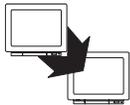
From Distribution/Logistics Systems (G4), choose Container Management

From Container Management (G4118), choose Container Location Report

The Container Location program reads the Container Deposit (F4118) and
Container Transaction (F4118LC) tables and prints a report of the container
transactions for a given period. Typically, you run this report at the end of each
period.

You can monitor the location of the containers with this program. The report
includes the quantity of containers that each customer possesses by container
and customer, and displays totals by branch/plant and one grand total.

Before You Begin

❑ Verify that you have run the Container Reconciliations Report in final
mode.

The following is an example of the Container Location Report.

Processing Options for Container Location Report

1. Enter the Cross-Reference Type for
   Item Cross-References.
   (Required)   _____

2. Enter the date from which to process
   records (date this report was last
   run).   _____

Reviewing Container Information

You can use the inquiry programs in the Container Management system to review the deposit layers for each customer and analyze container transactions.

Complete the following tasks:

❑ Review customer container deposits

❑ Review container transactions

Reviewing Customer Container Deposits
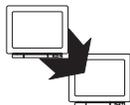
From Distribution/Logistics Systems (G4), choose Container Management

From Container Management (G4118), choose Container Deposit Inquiry

Use the Container Deposit Inquiry program to display the container deposit balances for a customer. You can view the deposit layers and the deposit balance as each transaction was processed.

▶ **To review customer container deposits**

On Container Deposit Inquiry
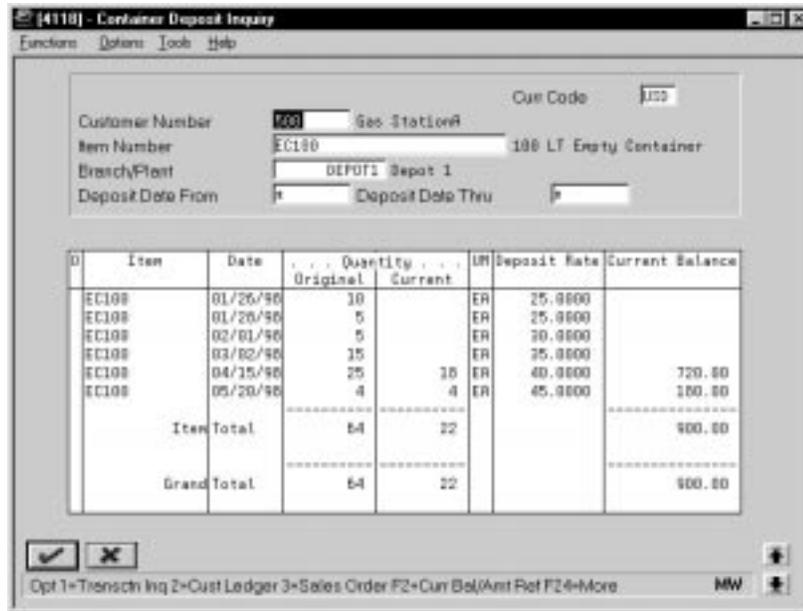
1. Complete the following fields:

   • Customer Number

2. To limit the search, complete one or more of the following fields:

   • Item Number

   • Branch/Plant

   • Deposit Date From

   • Deposit Date Thru

3. Review the following fields:

   • Item

   • Original Quantity

   • Current Quantity

   • Unit of Measure

   • Deposit Rate

   • Current Balance

4. Access the detail area.
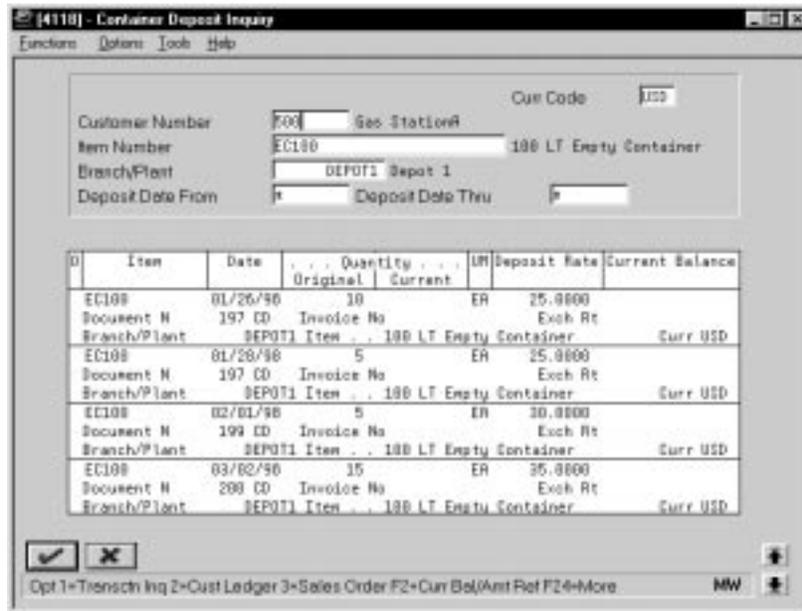
5. Review the following fields:

- Document Name
- Invoice Number
- Item

Field	Explanation
Customer Number	The address number you want to retrieve. You can use the short format, the long format, or the tax ID (preceded by the indicators listed in the Address Book constants).
Item Number	A number that the system assigns to an item. It can be in short, long, or 3rd item number format.
Deposit Date From	The beginning date for which the transaction or code is applicable.
Deposit Date Thru	The ending date for which the transaction or code is applicable.
Quantity	The quantity of units affected by this transaction.
Current	The current quantity of containers owned by the supplying company the customer possesses.
UM	A code (table 00/UM) that indicates the primary unit of measure for the item. The primary unit of measure should also be the smallest unit of measure in which you handle the item.

Field	Explanation
Deposit Rate	This is the current rate for the deposits that must be paid by the customer for a container in their possession.
Current Balance	The amount the customer needs to pay for the containers in this transaction, determined by multiplying the current quantity by the deposit rate.

What You Should Know About

Viewing different formats

You can toggle between refund amount and current balance information on this form.

Reviewing totals for branch/plants

If you complete the Branch/Plant field with an asterisk (*), the Container Deposit Inquiry will also display total deposit amounts for each branch/plant.

Reviewing Container Transactions

From Distribution/Logistics Systems (G4), choose Container Management

From Container Management (G4118), choose Container Transaction Inquiry

Use the Container Transaction Inquiry program to review the container transactions and container balances for each customer. You can choose to view only the container transactions that the system has not reconciled or all container transactions.

▶ To review container transactions

On Container Transaction Inquiry

1. Complete the following fields:

   • Customer Number

2. To limit the search, complete one or more of the following fields:

   • Date From

   • Date Thru

   • Unreconciled

   • Item Number

   • Branch/Plant

   • Invoice Number

   • Invoice Type

3. Review the following fields:

   • Date

   • Document Number

   • Document Type

   • Quantity

   • Unit of Measure

   • Invoice

- Type
- Item

4. Access the detail area.

5. Review the following fields:

- Line Number
- Invoice Date
- Scheduled Invoice Date
- Branch

Field	Explanation
Reconciled	A flag that determines whether the system displays only the container transactions that have not been reconciled, or all container transactions. Valid values are: 1 Only transactions that have not been reconciled blank All transactions

Set Up Container Management

Setting Up Container Management

Before you can use Container Management, you must set up a number of features to define the information that the system uses to process container transactions. Setting up Container Management includes the following tasks:

- ❑ Setting up container item cross-references

- ❑ Setting up container preferences

- ❑ Setting up container pricing

In addition to these tasks, you need to set up the following features:

- Order line types
- Order activity rules
- Item types
- Document types
- User defined codes
- Print messages
- Automatic accounting instructions
- Invoice cycle calculation

How Do I Set Up Container Order Line Types?

You set up order line types to define how the system will process a sales order detail line. The Container Management Extraction Server extracts information from the sales order by line types that identify containers. For example, the following line types allow for the correct processing of container transactions:

- CT (Container Transactions) for full containers
- A (Asset Movements) for empty containers
- EC (Container Deposit/Refund) for deposit/refund sales order lines

In addition, J.D. Edwards recommends that you set up each line type in the following ways to interface accurately with other systems:

Full container line type	You should set up full containers like basic stock items, to interface with the G/L and the Inventory Management, Accounts Receivable, and Accounts Payable systems.
Empty container line type	You should set up empty containers to interface only with the Inventory Management system, without writing to the G/L, the Accounts Receivable system, or the Accounts Payable system. You should also enter a Y in the Reverse Sign field, since all sales order entries containing empty containers will be credit entries for returns.
Deposit/refund sales order line type	You should set up the line type for container deposit sales order lines to interface only with the G/L and the Accounts Receivable system.

See Also

- *Setting Up Order Line Types (P40205)* in the *Sales Order Management Guide*

How Do I Set Up Container Order Activity Rules?

You set up order activity rules to define a series of status codes that tells the system which processes each type of order must go through. You must create order activity rules for each order type and line type combination you use.

If you set up line types and order types for empty and full containers, you must set up order activity rules for the combination of each line type and order type. If you set up a different order type for container deposit sales orders, you use this order type. Otherwise, you use the regular order type for sales orders, such as SO.

J.D. Edwards recommends that you set up order activity rules for each line type to be processed in the following ways:

Empty containers	Empty containers should be processed through the following steps:

- Enter a return order
- Ship confirm the return order
- Run extraction
- Sales journal update

Full containers	Full containers should be processed through the following steps:

* The normal steps for processing a sales order
* An additional step for container extraction following ship confirmation

Container deposit/refund sales order lines	Container deposit/refund sales order lines should be processed through the following steps:

* Create deposit/refund order
* Print invoices
* Sales journal update

See Also

* *Setting Up Order Activity Rules (P40204)* in the *Sales Order Management Guide*

How Do I Set Up Container Item Types?

You perform standard item entry to define the following three items for Container Management:

* Empty containers

* Full containers

* Product, which can be a packaged item or, if you have installed the Bulk Stock Control system, a bulk item

You use the Item Master Information program to enter item information, such as the item number and description, price and costing methods, and availability and commitment rules. You also enter the line types for full and empty containers that you set up on the Order Line Type form.

When you define container units of measure, you should set up empty containers with a weight close to zero (for example, 1 EA = 0.00002 LT or 0.00002 KG) so the system will not factor in the weight of the container during unit of measure conversion to determine the price of the full container.

If you are an Energy and Chemical Solutions customer and have installed the Bulk Stock Control system, you can set up the following:

* Bulk item

* Tank

* Default tank information

You follow the normal procedures for setting up a tank using the Tank Master Maintenance and Default Tank Information forms. You do this to specify structural information about the tanks that are used to store the bulk product. The system retrieves this information when processing transactions to calculate volume.

See Also

- *Entering Item Master Information (P4101)*

- For ECS customers only, *Setting Up a Tank (P415001)* and *Defining Default Temperature and Density by Tank (P415108)* in the *Bulk Stock Control Guide*

How Do I Set Up Container User Defined Codes?

You can optionally set up user defined codes (UDCs) to customize several features of Container Management, such as the following:

- Document types

- Status codes

- Line types

- Item cross-reference types

Each system has its own UDC types. UDCs are referenced by the system number and type. For example, Container Management is coded to system 41, and the UDC type for document types is DT.

J.D. Edwards has already set up some codes in the UDC table. When a UDC is referred to as hard-coded, you should not change it. Programming has been defined to work with hard-coded UDCs. If you change the UDC, the programming will not work correctly. You can, however, add UDCs to meet your own specific business needs.

You can define the following document types to simplify the tracking of container transactions:

- Deposit, rental, and refund invoice types

- Deposit, rental, and refund sales order types

You must enter the document types for deposit, rental, and refund sales orders in the 40/IU UDC table so that these orders update inventory when you confirm shipments.

- *Setting Up User Defined Codes (P00051)* in the *Technical Foundation Guide*

How Do I Set Up Container Print Messages?

You set up print messages to produce customized messages on any documents that you print. For example, you might want to customize your invoice for container deposits and refunds. You can set up a print message to give this invoice a *Container Deposit Invoice* title. You might also want to set up different print messages for deposit and rental invoices.

To set up print messages, you must first add a code for the print message in UDC table 40/PM. You then create the print message and add it to the document on which you want it to appear.

If you have both deposit and rental customers and use different print messages for them, the best place to specify the appropriate print message to use is in the Print Message preference. This preference will give you the flexibility of printing different messages for different customers.

See Also

- *Defining a Message (P4016)* and *Defining Print Information for Messages and Item Notes*
- *Setting Up Container Preferences (P40300)*

How Do I Set Up Container Automatic Accounting Instructions?

Automatic accounting instructions (AAIs) are the user defined bridge between your day-to-day functions, chart of accounts, and financial reports. The system uses AAIs to determine how to distribute G/L entries that it generates.

For distribution systems, you must create AAIs for each unique combination of company, document type, and G/L class that you anticipate using. Each AAI points to a specific G/L account consisting of a business unit, an object, and a subsidiary.

Once you define AAIs, the system knows how to record the transactions. When you run the Update Customer Sales program, the system creates entries in the appropriate accounts.

You should set up the document type you defined for container deposit/refund sales orders in combination with AAI number 4230 (Revenue). You should set up this AAI to create records in a separate liability account for customer deposits and rentals, rather than the revenue account. You draw against this account only for container refunds.

See Also

- *Setting Up Automatic Accounting Instructions (P40901)*

How Do I Set Up Container Invoice Cycle Calculation?

You set up invoice cycles to control how the Cycle Billing program calculates scheduled invoice dates. When you set up invoice cycles, you apply different invoice rules and schedules to different customer and item combinations. For example, one customer might prefer an invoice at the end of the month for all shipments made during that month, and another customer might want a weekly invoice for specific items.

You set up an invoice cycle calculation rule to define the type of calculation that the system uses to compute an invoice date. You can then enter test dates to review the calculated invoice dates and ensure that you have set up the calculation correctly. If the calculation rules are bi-weekly, semi-monthly, or at the end of each month, you must also set up scheduled invoice date ranges.

Once you set up invoice cycles, you can assign them to customer and item combinations with the Invoice Cycle preference. You can later revise scheduled invoice dates, if necessary.

See Also

- *Setting Up Container Preferences (P40300)*
- *Setting Up Invoice Cycles (P49080)* in the *Sales Order Management Guide*

Setting Up Container Item Cross-References

Container Management tracks only empty container types. You set up item cross-references so the system can track full containers in the same way as empty containers. This allows the Container Management Extraction Server to extract full container transactions along with empty container transactions and write this information to the Container Transaction table.

Complete the following tasks:

- Define item cross-reference types
- Set up item cross-reference relationships

You must first define the item cross-reference types in UDC table 41/DT. You set up the container type with a special handling code. You then use the Item Cross-Reference program to set up item cross-reference relationships. You first locate the item number of a full container, and then you create the cross-reference relationship to the item number of the empty container.

The special handling code in the UDC table instructs the system to validate the cross-referenced items against the Item Master (F4101) table. This allows the system to verify that the cross-referenced items exist as valid item numbers.

See Also

- *Setting Up Item Cross-Reference (P41040)*

▶ **To define item cross-reference types**

From the Container Management Setup menu (G41184), choose Item Cross-Reference Types.

On Item Cross Reference Types

1. Complete the following fields:

   - Character Code
   - Description
   - Description – 2

2. Access the detail area.

3. Enter 1 in the following field:

   • Special Handling Code

Field	Explanation
Code	This column contains a list of valid codes for a specific user defined code list. The number of characters that a code can contain appears in the column title.
Special Handling Code	A code that indicates special processing requirements for certain user defined code values. The particular value you enter in this field is unique for each user defined code record type.
	The system uses the special handling code in many ways. For example, special handling codes defined for Language Preference specify if the language is double-byte or if the language does not have uppercase characters. Programming is required to activate this field.
	. . . . *Form-specific information* . . . .
	If a "P" is in the second position, the system identifies that unit of measure as a potent unit of measure.

Processing Options for Cross-Reference Type Code

```
DEFAULT CODE/TYPE:
1. Enter the desired Install System          _____
   Code.

2. Enter the desired Record Type.            _____
```

▶ **To set up item cross-reference relationships**

From the Container Management Setup menu (G41184), choose Item
Cross-Reference.

On Item Cross-Reference

1. Complete the following field:

   - Item Number

2. Access Item X-Reference Revisions.
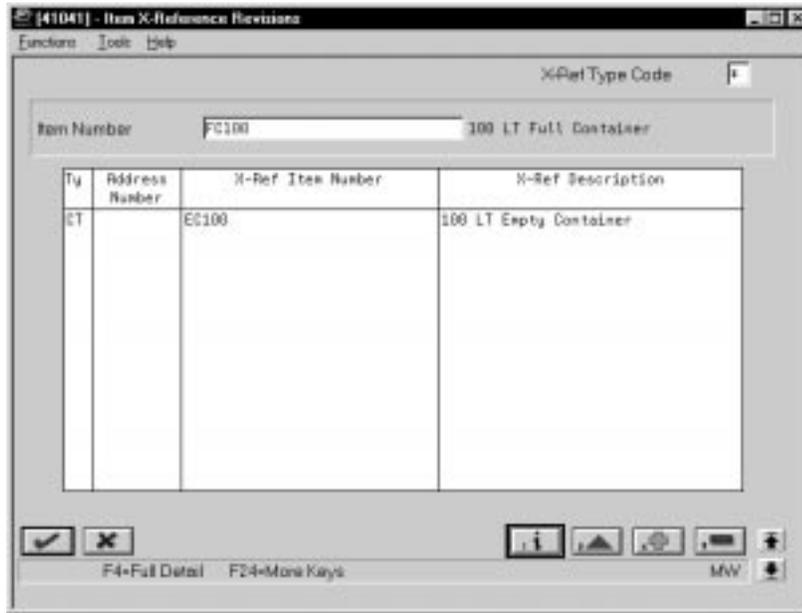
3. Complete the following fields:

- Cross-Reference Type
- X–Ref Item Number
- X–Ref Description

Field	Explanation
X–Ref Type Code	A code (UDC table 41\DT) that identifies the type of cross-reference you have set up for this customer. The system contains examples for: Substitutes Replacements Bar Codes Customer Numbers Supplier Numbers
X–Ref Item Number	The cross-reference item number that the system assigns to an item number. A cross-reference number allows you to use a supplier's item number if it is different from your own item number when you are processing or printing an order.

What You Should Know About

Empty container cross-references You should ensure that only full containers have cross-references. Do not set up empty containers with cross-reference relationships.

Setting Up Container Preferences
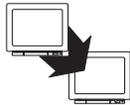
From Container Management (G4118), enter 29

From Container Management Setup (G41184), choose Preference Profiles

You use preferences to customize the way sales orders are processed. For Container Management, you set up preferences for customers and customer and item combinations to define the following:

- The type of container transactions, deposits or rentals, for which you will bill your customer

- The type of invoice, summary or transaction, you will send your customer for container transactions

- The billing cycle for the customer and container item combination

- The pricing unit of measure

You must do the following to create preferences:

- Activate preferences

- Define the preference hierarchy

- Create the specific preferences

Before you can create a preference, you must make sure it exists on the preference master. If it does not exist, you must add it to the preference master. Once the preferences exist in the preference master, you activate all of the preferences you need to use in Container Management. You then define the preference hierarchy to indicate the order in which you want the system to apply the preferences. You must also set the appropriate processing options for specific programs, such as Sales Order Entry, to use preference information.

Complete the following tasks to set up container preferences:

❏ Create a Container Deposit/Rental preference

❏ Create an Invoice Cycle preference

❏ Create a Pricing Unit of Measure preference

❏ Create a Print Messages preference

See Also

- *Setting Up Preferences* and *Creating Preferences* in the *Sales Order Management Guide*

Creating a Container Deposit/Rental Preference
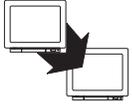
From Container Management (G4118), enter 29

From Container Management Setup (G41184), choose Preference Profiles

In the Container Deposit/Rental preference, you define the following three options for customer and item combinations:

- Specify whether the customer should be charged deposit or rental fees for the use of containers
- Specify whether the customer will be sent a summary or transaction type invoice for container deposits or rentals
- Instruct the system to use the G/L offset defined in the preference rather than the one defined in the Item Master table, so that you can separate potential sales of empty containers from the actual deposits

On the Preference Master form, you must instruct the system not to enable the effective quantities fields for the Container Deposit/Rental preferences. If the effective quantities fields are enabled, the system to does not process credit orders.

Before You Begin

❏ Verify that the G/L Offset account for container deposits or rentals has been created

▶ To create a Container Deposit/Rental preference

On Preference Profiles

1. Access the preference inquiry for the Container Deposit/Rental preference.
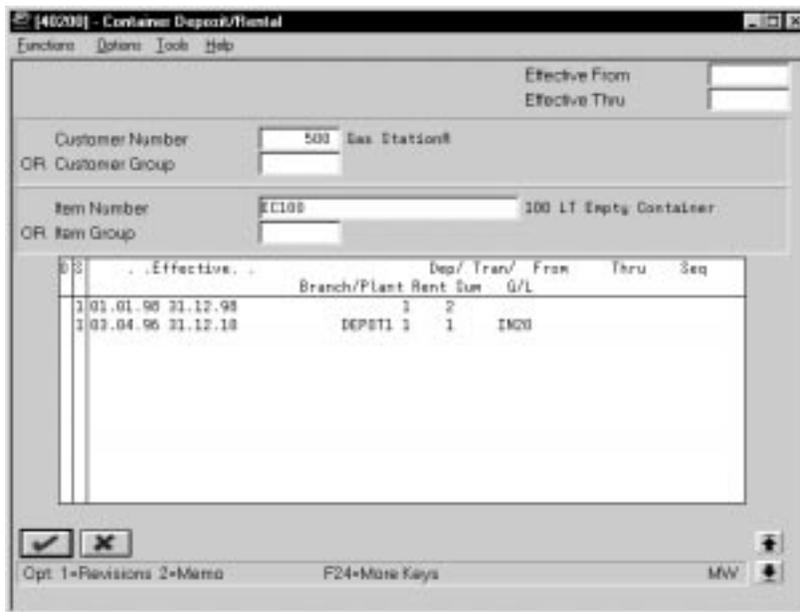
2. On the Container Deposit/Rental preference inquiry form, access the Preference Revisions form.
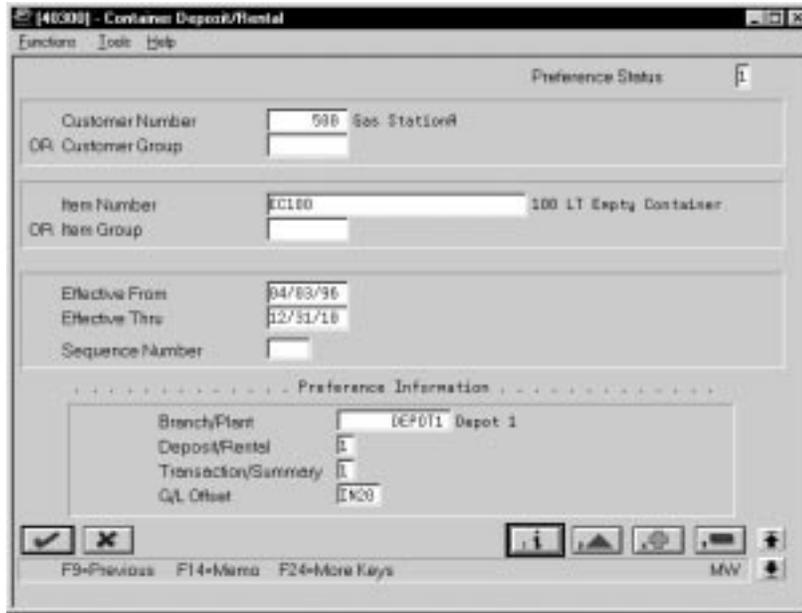
3. On the Container Deposit/Rental preference revisions form, complete one or more of the following fields to define customer and item combinations:

    -   Customer Number

    -   Customer Group

    -   Item Number

    -   Item Group

4. To define specific preference information, complete the following fields:

    -   Effective From

    -   Effective Thru

    -   Sequence Number

    -   Branch/Plant

    -   Deposit/Rental

    -   Transaction/Summary

    -   G/L Offset

Field	Explanation
Customer Group	Customer types that a customer can be grouped into for each of the different preference types.

Field	Explanation
Item Group	Item types that a item can be grouped into for each of the different preference types.
Seq	For World, a sequence or sort number that the system uses to process records in a user defined order.
	For OneWorld, The sequence by which users can set up the order in which their valid environments are displayed.
	. . . . *Form-specific information* . . . .
	The system uses sequence numbers to determine in what order it should search for preferences that have the same customer/item combination, effective period, and quantity range.
Dep/ Rent	A code that indicates whether a customer pays a deposit fee or a rental charge for empty containers. Valid values are: 1 Deposit Fee 2 Rental Charge
Tran/ Sum	A code that indicates whether container deposits are charged/refunded for each transaction or summarized over a billing period. Valid values are: 1 Transaction 2 Summarized
	When you set this code, you do not affect rental transactions.
G/L	The table of Automatic Accounting Instruction accounts that allows you to predefine classes of automatic offset accounts for Accounts Payable, Accounts Receivable, and other systems.
	G/L offsets might be assigned as follows: • blank or 1210– Trade Accounts Receivable • RETN or 1220 – Retainages Receivable • EMP or 1230 – Employee Accounts Receivable • JIB or 1240 – JIB Receivable (See A/R Class Code – ARC) • blank or 4110 – Trade Accounts Payable • RETN or 4120 – Retainage Payable • OTHR or 4230 – Other Accounts Payable (See A/R Class code – APC)
	If you leave this field blank during data entry, the system uses the default value from the Customer Master Information table (F0301) or the Supplier Master Information table (F0401). The post program uses the G/L Offset class to create automatic offset entries.
	NOTE: Do not use code 9999. It is reserved for the post program and indicates that offsets should not be created.

Creating an Invoice Cycle Preference
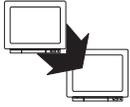
From Container Management (G4118), enter 29

From Container Management Setup (G41184), choose Preference Profiles

You create an Invoice Cycle preference for the customer and container item combination to define when invoices for deposit or rental fees are sent to the customer. For example, one customer might prefer a monthly invoice at the end of the month for all shipments made during that month. Another customer might want a daily invoice.

After orders are confirmed for delivery, they are processed by the Cycle Billing program. The program accesses the Invoice Cycle preference and calculates the scheduled invoice date based on the invoice cycle calculation rules and scheduled invoice date ranges. Generally, you set up invoice cycle calculation rules and scheduled invoice date ranges during the install process. At a minimum, you should revise scheduled invoice dates on an annual basis.

You can access the Invoice Cycle Calculation Rule program from the Invoice Cycle preference form. You do not have to set up invoice cycle calculation rules each time you add a preference.

Before You Begin

❑ Verify that the invoice cycle calculation rule has been set up

See Also

- *Setting Up Invoice Cycles (P49080)* in the *Sales Order Management Guide*

▶ **To create an Invoice Cycle preference**

On Preference Profiles

1. For the Invoice Cycle preference, access the preference inquiry.

2. On the Invoice Cycle preference inquiry form, access the Preference Revisions form.

3. On the Invoice Cycle preference revisions form, complete one or more of the following fields to define customer and item combinations:

   - Customer Number
   - Customer Group

- Item Number

- Item Group

4. To define specific preference information, complete the following fields:

- Effective From

- Effective Thru

- Quantity From

- Quantity Thru

- Sequence Number

- Branch/Plant

- Invoice Cycle

Field	Explanation
Invoice Cycle	A code that defines the method of invoicing used by the Cycle Billing program. For example, the invoice cycle could be daily, weekly, monthly, and so on. This is a user defined code field.
	. . . . *Form-specific information* . . . .
	For Invoice Cycle Preference:
	The system uses the value you enter in this field to load the Sales Order Detail Tag table (F49211).
	Do not use the Invoice Cycle preference if you want an invoice to accompany the delivery documents for a sales order.

Creating a Pricing Unit of Measure Preference
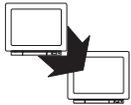
From Container Management (G4118), enter 29

From Container Management Setup (G41184), choose Preference Profiles

You use the Pricing Unit of Measure preference to override the pricing unit of measure on the sales order. The system determines the pricing unit of measure for a sales order detail line based on the information you have entered on the Item Master and in the Sales Price Retrieval Unit of Measure field on the System Constants. You can use this preference to assign a different pricing unit of measure for customer and item combinations based on the branch/plant.

The Pricing Unit of Measure preference also overrides the Sales Price Based On Date in the System Constants. The Sales Price Based On Date determines how

the Price Effective Date in the Sales Order Header and Sales Order Detail tables will be updated.

You can use the Pricing Unit of Measure preference to determine the daily rental rate for a specific customer and container combination. This allows the system to calculate either a deposit rate or a rental rate for a container. If you create a unit of measure UDC for a rental rate per day in the UDC table 00/UM, you can use this code in the Pricing Unit of Measure preference for a customer and container combination.

For example, you can set up an empty container with a deposit price of $30. If customer 502 pays a rental fee for this container, you can set up a unit of measure UDC for a rental rate of $2.00 per day and enter this code in the Pricing Unit of Measure preference for this customer and container combination. The preference will override the pricing unit of measure in the sales order for this customer. Customer 502 is charged $2.00 per day for the use of this container, while another customer is charged the usual deposit rate of $30.

Before You Begin

❑ Set up the sales price retrieval unit of measure in System Constants. See *Defining System Constants.*

❑ Verify that a base price record exists for the pricing unit of measure to be entered in this preference.

See Also

- *Working with Base Pricing (P4106)* in the *Sales Order Management Guide*

▶ **To create a Pricing Unit of Measure preference**

On Preference Profiles

1. For the Pricing Unit of Measure preference, access the preference inquiry.

2. On the Pricing Unit of Measure inquiry form, access the Preference Revisions form.

3. On the Pricing Unit of Measure preference revisions form, complete one or more of the following fields to define customer and item combinations:

    • Customer Number

    • Customer Group

- Item Number

- Item Group

4. To define specific preference information, complete the following fields:

- Effective From

- Effective Thru

- Quantity From

- Quantity Thru

- Unit of Measure

Field	Explanation
Pricing U/M	A code (system 00/type UM) that indicates the unit of measure in which you usually price the item.
	. . . . *Form-specific information* . . . .
	For Pricing Unit of Measure Preference:
	When you specify a unit of measure on the Pricing Unit of Measure preference, the system fills or overrides the pricing unit of measure attached to the item through the item master for the customers/items to which this preference applies. If you leave this field blank on the Pricing Unit of Measure (ECS) preference, the system does not override the default value supplied by the item master.
	This preference is applied in order entry.

Creating a Print Messages Preference
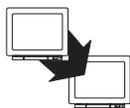
From Container Management (G4118), enter 29

From Container Management Setup (G41184), choose Preference Profiles

Use the Print Messages preference to choose the messages you want to automatically print on documents for a particular customer and item combination.

The system applies this preference when a document is printed, not during order entry. The Print Messages preference does not override any other messages you set up in Customer Billing Instructions and Item Branch/Plant information.

Leaving any of the key fields blank indicates you want to specify all valid values for that field. For example, a blank in the Business Unit field causes the system to apply the Print Messages (ECS) preference to all business units.

Before You Begin

❏ Verify that print messages have been created

See Also

- *Defining a Message (P4016)*

▶ **To create a Print Messages preference**

On Preference Profiles

1. For the Print Messages preference, access the preference inquiry.

2. On the Print Messages preference inquiry form, access the Preference Revisions form.

3. On the Print Messages preference revisions form, complete one or more of the following fields to define customer and item combinations:

- Customer Number
- Customer Group
- Item Number
- Item Group

4. To define specific preference information, complete the following fields:

- Effective From
- Effective Thru
- Quantity From
- Quantity Thru
- Branch/Plant
- Print Message

Field	Explanation
Print Message	A code (table 40/PM) that represents a predefined message set up on Print Message Revisions. You can print the message on sales orders, purchase orders, and so forth.
. . . . *Form-specific information* . . . .
Unlike other preferences, the system does not use the Print Message preference to override fields. The system adds the print message you enter here to any other print messages you have selected.

Setting Up Pricing Schedules

You normally set up the deposit and rental rates a customer will pay for the use of containers before the start of business with that customer. You can use the standard method of setting up base pricing in the Sales Order Management system to define the deposit or rental rates for any combination of customers, customer groups, items (containers), or item groups.

If it is installed, you can also use the Advanced Pricing system to set up pricing schedules for deposits and rentals.

You can set up the base price of the empty container to equal the deposit or rental rate (if you are not using the Advanced Pricing system). The only time the system uses this price is when it processes deposit/refund sales order lines. You can set up the base price of the full container to equal the price of the product. This is the amount for which you invoice the customer for the sale of the product.

See Also

- *Working with Base Pricing (P4106)* in the *Sales Order Management Guide*
- *Building an Adjustment Schedule (P4070)* in the *Advanced Pricing Guide*

Glossary

Glossary

This glossary defines terms in the context of your use of J. D. Edwards systems and the accompanying user guide.

access. To get to the information or functions provided by the system through menus, forms, and reports.

alphabetic character. A letter or other symbol (such as *&#) from the keyboard that represents data. Contrast with *numeric character*.

alphanumeric character. A combination of letters, numbers, and other symbols (such as *&#) that represent data.

audit trail. The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records, and usually concludes with a report.

automatic accounting instruction (AAI). A code that points to an account in the chart of accounts. AAIs define rules for programs that automatically generate journal entries. This includes interfaces between Accounts Payable, Accounts Receivable, and the General Accounting system. Each system that interfaces with the General Accounting system has AAIs. For example, AAIs can direct the Post to General Ledger program to post a debit to a certain expense account and an automatic credit to a certain accounts payable account.

backup copy. A copy of original data preserved on a magnetic tape or diskette as protection against destruction or loss.

batch. A group of similar records or transactions that the computer treats as a single unit during processing. For identification purposes, the system usually assigns to each batch a unique identifier, known as a "batch number."

batch header. Information that the computer uses as identification and control for a group of transactions or records in a batch.

batch job. A task or group of tasks that you submit for processing. The system treats a batch job as a single unit during processing, for example, printing reports and purging tables. The computer performs these tasks with little or no user interaction.

batch processing. A method by which the computer selects jobs from the job queue, processes them, and writes output. Contrast with *interactive processing*.

batch type. A code that designates which J. D. Edwards system the associated transactions pertain to, thus controlling what records the system selects for processing. For example, in the Post General Journal process, the system only selects unposted transaction batches with a batch type of G for General Accounting for posting.

Boolean logic operand. In J. D. Edwards' DREAM Writer, the parameter of the Relationship field. The Boolean logic operand tells the system to perform a comparison between certain records or parameters. Available operands are:

   EQ = Equal To
   LT   = Less Than
   LE   = Less Than or Equal To
   GT = Greater Than
   GE = Greater Than or Equal To
   NE = Not Equal To
   NL = Not Less Than
   NG = Not Greater Than

CAD/CAP. Computer Assisted Design/ Computer Assisted Programming. A set of automated programming tools for designing and developing systems. These tools automate system design, generate source

code and documentation, enforce design standards, and help to ensure consistency throughout all J.D. Edwards systems.

category code.   In user defined codes, a temporary title for an undefined category. For example, if you are entering a code that designates different sales regions, you could change *category code 4* to *Sales Region*, and define E (East), W (West), N (North), and S (South) as the valid codes. Category codes were formerly known as *reporting codes*.

character.   Any letter, number, or other symbol that the system can read, write, and store.

command.   A character, word, phrase, or combination of keys you use to tell the system to perform a defined activity.

constants.   Parameters or codes that rarely change, unless you change them. The system uses constants to standardize information processing by an associated system. Some examples of constants are allowing or disallowing out-of-balance postings and having the system perform currency conversions on all amounts.

Core.   The central and foundational systems of J.D. Edwards software, including General Accounting, Accounts Payable, Accounts Receivable, and Address Book.

cursor.   The blinking underscore or rectangle on a form that indicates where the next keystroke will appear.

cursor sensitive help.   J.D. Edwards' online help function, which allows you to view a description of a field, an explanation of its purpose, and, when applicable, a list of the valid codes that you can enter. To access this information, move the cursor to the field and press F1.

data.   Numbers, letters, or symbols that represent facts, definitions, conditions, and situations, that the system can read, write, and store.

database.   A continuously updated collection of all information that a system uses and stores. Databases make it possible to create, store, index, and cross-reference information online.

data dictionary.   A database table that consists of the definitions, structures, and guidelines for the use of fields, messages, and help text. The data dictionary table does not contain the actual data itself.

default.   A code, number, or parameter that the system supplies when you do not enter one. For example, if an input field's default is N and you do not enter something in that field, the system completes the field with N.

descriptive title.   See *user defined code*.

detail.   The individual pieces of information and data that make up a record or transaction. Contrast with *summary*.

display.   (1) To cause the computer to show information on a form. (2) A specific set of fields and information that a J.D. Edwards system might show on a form. Some forms can show more than one display when you access certain functions.

display field.   A field of information on a form that contains a system-provided code or parameter that you cannot change. Contrast with *input field*.

DREAM Writer.   Data Record Extraction And Management Writer. A flexible data manipulator and cataloging tool. You use this tool to select and sequence the data that is to appear on a programmed report.

edit.   (1) To make changes to a table by adding, changing, or removing information. (2) The program function of highlighting fields into which you have entered inadequate or incorrect data.

execute.   See *run*.

exit. (1) To interrupt or leave a computer program.
(2) An option that the system displays on a form that allows you to access another form.

facility. A collection of computer language statements or programs that provides a specialized function throughout a system or throughout all integrated systems. Some examples are the DREAM Writer and FASTR facilities.

FASTR. Financial Analysis Spreadsheet Tool and Report Writer. A report writer that allows you to design your own report specifications using the general ledger database.

field. (1) An area on a form that represents a particular type of information, such as a name, document type, or amount. See *input field* and *display field.* (2) A defined area within a record that contains a specific piece of information. For example, a vendor record consists of the fields Vendor Name, Address, and Telephone Number. The Vendor Name field contains just the name of the vendor.

fold area. An area of a form, accessed by pressing F4, that displays additional information associated with the records or data items displayed on the form.

function. A separate feature within a facility that allows you to perform a specific task, for example, the field help function.

function key. A key you press to perform a system operation or action.

hard copy. A presentation of the information in the system printed on paper. Synonymous with *printout*.

header. Information at the beginning of a table. This information is used to identify or provide control information for the group of records that follows.

help instructions. Online documentation or explanations of fields that you access by pressing the Help key or by pressing F1 with your cursor in a particular field.

helps. See *help instructions*.

hidden selections. Menu selections that you cannot see until you enter HS in a menu's Selection field. Although you cannot see these selections, they are available from any menu. They include such items as Display Submitted Jobs (33), Display User Job Queue (42), and Display User Print Queue (43). The Hidden Selections form displays three categories of selections: user tools, operator tools, and programmer tools.

input. Information that you enter in the input fields on a form or that the computer enters from other programs, then edits and stores in tables.

input field. An area on a form where you type data, values, or characters. A field represents a specific type of information such as a name, document type, or amount. Contrast with *display field*.

install system code. The code that identifies a J.D. Edwards system. Examples are 01 for the Address Book system, 04 for the Accounts Payable system, and 09 for the General Accounting system.

interactive processing. A job that the computer performs in response to commands that you enter from a terminal. During interactive processing, you are in direct communication with the computer, and it might prompt you for additional information during the processing of your request. See *online*. Contrast with *batch processing*.

interface. A link between two or more J.D. Edwards systems that allows these systems to send and receive information from one another.

jargon. A J.D. Edwards term for system-specific help text. You base your help text on a specific reporting code that you designate in the Data Dictionary Glossary. You can display this text as part of online help.

job. A single identifiable set of processing actions that you tell the computer to perform. You start jobs by choosing menu selections, entering commands, or pressing designated keys. An example of a computer job is check printing in the Accounts Payable system.

job queue. A form that lists the batch jobs that you and others have told the computer to process. When the computer completes a job, the system removes the job's identifier from the list.

justify. To shift information that you enter in an input field to the right or left side of the field. Many of the facilities within J.D. Edwards systems automatically justify information. The system does this only after you press Enter.

key field. A field common to each record in a table. The system uses the key field designated by the program to organize and retrieve information from the table.

Key General Ledger Account (Key G/L). See *automatic accounting instructions.*

leading zeros. A series of zeros that certain facilities in J.D. Edwards systems place in front of a value that you enter. This normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the facility places four zeros in front of the four numbers that you enter. The result would look like this: 00004567.

level of detail. (1) The degree of difficulty of a menu in J.D. Edwards software. The levels of detail for menus are as follows:

    A=Major Product Directories
    B=Product Groups
    1=Basic Operations
    2=Intermediate Operations
    3=Advanced Operations
    4=Computer Operations
    5=Programmers
    6=Advanced Programmers

Also known as *menu levels.* (2) The degree to which the system summarizes account information in the General Accounting system. The highest level of detail is 1 (least detailed) and the lowest level of detail is 9 (most detailed).

master file. A computer table that a system uses to store data and information which is permanent and necessary to the system's operation. Master files might contain data or information such as paid tax amounts and vendor names and addresses.

menu. A form that displays numbered selections. Each of these selections represents a program. To access a selection from a menu, enter the selection number.

menu levels. See *level of detail.*

menu masking. A security feature of J.D. Edwards systems that lets you prevent individual users from accessing specified menus or menu selections. The system does not display the menus or menu selections to unauthorized users.

menu message. Text that appears on a form after you select an option from a menu. It displays a warning, caution, or information about the requested selection.

next number facility. A J.D. Edwards software facility that you use to control the automatic numbering of such items as new G/L accounts, vouchers, and addresses. It allows you to specify your desired numbering system and provides a method to increment numbers to reduce transposition and typing errors.

numeric character. Represents data that ranges from 0 to 9. Contrast with *alphabetic character* and *alphanumeric character.*

offline. Computer functions that are not under the continuous control of the system. For example, if you were to run a certain job on a personal computer and then transfer the results to a host computer, that job would be considered an offline function. Contrast with *online.*

online. Computer functions over which the system has continuous control. Each time you work with a J.D. Edwards system-provided form, you are online with the system. Contrast with *offline*. See *interactive processing*.

online information. Information that the system retrieves, usually at your request, and immediately displays on the form. This information includes items such as database information, documentation, and messages.

operand. See *Boolean logic operand.*

option. A numbered selection from a J.D. Edwards form that performs a particular function or task. To select an option, you enter its number in the Option field next to the item upon which you want the function performed. When available, for example, option 4 allows you to return to a prior form with a value from the current form.

output. Information that the computer transfers from internal storage to an external device, such as a printer or a computer form.

output queue. A form that lists the spooled files (reports) that you have told the computer to write to an output device, such as a printer. After the computer writes a file, the system removes that file's identifier from the online list.

override. The process of entering a code or parameter other than the one provided by the system. Many J.D. Edwards systems offer forms that provide default field values when they appear. By typing a new value over the default code, you can *override* the default. See *default*.

parameter. A number, code, or character string that you specify in association with a command or program. The computer uses parameters as additional input or to control the actions of the command or program.

password. A unique group of characters that you enter when you sign on to the system that the computer uses to identify you as a valid user.

printout. A presentation of information in the system printed on paper. Synonymous with *hard copy*.

print queue. An online list (form) of written tables that you have told the system to print. After the system prints the table, the system removes the file's identifier from the online list. See *output queue*.

processing options. A feature of the J.D. Edwards DREAM Writer that allows you to supply parameters to direct the functions of a program. For example, processing options allow you to specify defaults for certain form displays, control the format in which information prints on reports, change the way a form displays information, and enter "as of" dates.

program. A collection of computer statements that tells the computer to perform a specific task or group of tasks.

program specific help text. Glossary text that describes the function of a field within the context of the program.

prompt. (1) A reminder or request for information displayed by the system. When a prompt appears, you must respond in order to proceed. (2) A list of codes or parameters or a request for information provided by the system as a reminder of the type of information you should enter or action you should take.

PTF. Program Temporary Fix. A representation of changes to J.D. Edwards software, which your organization receives on magnetic tapes or diskettes.

purge. The process of removing records or data from a system file.

record. A collection of related, consecutive fields of data that the system treats as a single unit of information. For example, a vendor record consists of information such as the vendor's name, address, and telephone number.

reporting code. See *category code.*

reverse image. Form text that displays in the opposite color combination of characters and background from what the form typically displays.

run. To cause the computer to perform a routine, process a batch of transactions, or carry out computer program instructions.

scroll. To use the roll keys to move form information up or down a form at a time. For example, when you press the Rollup key, the system replaces the currently displayed text with the next form of text if more text is available.

selection. Found on J.D. Edwards menus, selections represent functions that you can access from a given menu. To make a selection, you enter its associated number in the Selection field.

softcoding. A J.D. Edwards term that describes an entire family of features that allows you to customize and adapt J.D. Edwards software to your business environment. These features lessen the need for you to use computer programmers to customize your system.

software. The operating system and application programs that tell the computer how and what tasks to perform.

special character. Representation of data in symbols that are neither letters nor numbers. Some examples are * & # /.

spool. The function by which the system stores output data to be printed and processed.

spooled file. A holding table for output data to be printed or input data to be processed.

subfile. An area on the form where the system displays detailed information related to the header information at the top of the form. Subfiles might contain more information than the form can display in the subfile area, in which case you use the roll keys to display the next form of information. See *scroll*.

submit. See *run*.

summary. The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many of the J.D. Edwards systems offer forms and reports that are summaries of the information stored in certain tables.

system. A collection of computer programs that allows you to perform specific business tasks. Some examples of applications are Accounts Payable and Inventory Management. Synonymous with *application*.

table. A collection of related data records that the system organizes for a specific use and electronically stored by the computer.

user defined code. The individual codes that you create and define within a user defined code type. Programs use code types to edit data and allow only defined codes. These codes might consist of a single character or a set of characters that represents a word, phrase, or definition. These characters can be alphabetic, alphanumeric, or numeric. For example, the user defined code type table ST (Search Type) contains such codes as C for Customers, E for Employees, and V for Vendors.

user defined code (type). The identifier for a table of codes with a meaning that you define for the system (for example, ST for the Search Type codes table in the Address Book). J.D. Edwards systems provide many of these tables and allow you to create and define tables of your own. User defined codes were formerly known as *descriptive titles*.

user identification (user ID). The unique name that you enter when you sign on to a J.D. Edwards system to identify yourself. This ID can be up to 10 characters long and can consist of alphabetic, alphanumeric, and numeric characters.

valid codes. The allowed codes, amounts, or types of data that you can enter in a specific input field. The system checks, or edits, user defined code fields for accuracy against the list of valid codes.

video. The display of information on your monitor form. Normally referred to as the *form*.

vocabulary overrides. A J.D. Edwards facility that allows you to override field, row, or column title text on a form-by-form or report-by-report basis.

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