PeopleSoft.

EnterpriseOne 8.10
Inventory Management
PeopleBook

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Inventory Management PeopleBook
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About These EnterpriseOne PeopleBooks Preface

EnterpriseOne PeopleBooks provide you with the information that you need to implement and use PeopleSoft EnterpriseOne applications.

This preface discusses:

- EnterpriseOne application prerequisites
- Obtaining documentation updates
- Typographical elements and visual cues
- Comments and suggestions

Note

EnterpriseOne PeopleBooks document only fields that require additional explanation. If a field is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line.

EnterpriseOne Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use EnterpriseOne applications.

See the Foundation Guide.

You might also want to complete at least one EnterpriseOne introductory training course.

You should be familiar with navigating the system and adding, updating, and deleting information by using EnterpriseOne menus and forms. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your EnterpriseOne applications most effectively.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection Website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You can find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Note

Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection Website, http://www.peoplesoft.com/corp/en/login.jsp

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions
- Visual cues

Typographical Conventions

The following table contains the typographical conventions that are used in EnterpriseOne PeopleBooks:

Typographical Convention or Visual Cue	Description
Italics	Indicates emphasis, topic titles, and titles of PeopleSoft or other book-length publications. Also used in code to indicate variable values.
Key+Key	A plus sign (+) between keys means that you must hold down the first key while you press the second key. For example, Alt+W means hold down the Alt key while you press W.
Monospace font	Indicates a PeopleCode program or other code example.
" " (quotation marks)	Indicates an adjective that is used in a way that might not be readily understood without the quotation marks, for example "as of" date, "as if" currency, "from" date, and "thru" date.
Cross-references	EnterpriseOne PeopleBooks provide cross-references either below the heading "See Also" or preceded by the word See. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Visual Cues

EnterpriseOne PeopleBooks contain the following visual cues:

- Notes
- Cautions

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

Note

Example of a note.

Cautions

Text that is preceded by Caution is crucial and includes information that concerns what you must do for the system to function properly.

Caution

Example of a caution.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager, PeopleSoft Inc., 4460 Hacienda Drive, Pleasanton CA 94588

Or you can send e-mail comments to doc@peoplesoft.com.

While we cannot guarantee an answer to every e-mail message, we will pay careful attention to your comments and suggestions.

Overviews

Inventory Management is the basis of your supply chain. You must understand how to set up and manage your inventory to effectively work with all the other applications in your PeopleSoft systems.

Industry Overview

Inventory is the basis of the entire supply chain. Although inventory is a very broad term, the PeopleSoft Inventory Management system defines discrete inventory items, which allows you to manipulate inventory throughout the supply chain. This overview provides industry examples and describes the advantages of using the Inventory Management system.

Industry Environment and Concepts for Inventory Management

Item identification and processing characteristics are the basic information elements that are specific to individual items across an entire company. This information can be further defined by facility, to provide geographic or market flexibility.

Classification of Items

Items can be classified into groups. The PeopleSoft Inventory Management system provides for numerous purchasing, sales, and distribution classifications. Using these classifications, you can report on purchasing or sales activity using many different facets of item characteristics. These classifications can also be used to determine how product will move through or reside within the warehouse.

Unit of Measure Conversions

Items can be purchased and sold in many different package sizes. The system allows you to define package size and the relationships among packages. For example, a pallet can be expressed as "each" or as "cases" based on user-defined conversion tables. The system performs standard conversions, such as pounds to ounces or eaches to dozens.

Dual Units of Measure

A unit of measure that does not have a fixed conversion is called a dual unit of measure. You can maintain inventory and perform transactions for items in two units of measure. For example, you specify a dual unit of measure for an item that is sold by quantity but purchased by cost or priced by weight. Similarly, a transaction can use a dual unit of measure where a standard conversion exists. For example, if an item's unit of measure is weight, you can consider a transaction in tons or pounds to be a dual unit of measure. In this case, the dual unit of measure is the unit of measure used on item ledger records and item balance records for the dual quantity.

The following order entry applications allow you to enter either the transaction quantity related to primary unit of measure, or the transaction quantity related to secondary, dual unit of measure:

- Purchase Orders (P4310)
- Sales Order Entry (P4210)
- Manufacturing Work Order Processing (P48013)

A standard conversion is used to determine the other quantity. You can set tolerance limits and use a picking option to specify whether the picking process is based on the primary unit of measure or the dual unit of measure. You can also use the picking option for inventory commitments to specify which unit of measure to use fore commitment when inventory for a sales order is hard-committed.

Manufacturing Information

You can define the elements of items to assist in the manufacturing process. This information can enhance inventory planning and leadtime forecasting. As companies move toward leaner inventories, such forecasting is critical to successful operations. For example, in just-in-time systems a stock-out can cripple a manufacturing process. Accurately forecasting completion leadtimes and material requirements is essential to optimizing such a process.

Item Grade and Potency Information

Grade and potency are closely monitored qualities in industries such as the food and drug manufacturing. These qualities must be recorded and tracked as components are received. In many cases, recording and tracking processes are strictly regulated, and noncompliance can result in stiff penalties. Furthermore, regulatory agencies require extensive documentation. The Inventory Management system allows you to track and document quality requirements.

Inventory Transactions

Companies use inventory transactions to move items within and among their facilities. The Inventory Management system defines inventory transactions as:

- Issues
- Adjustments
- Transfers

Issues

Issues are typically used to remove inventory from a location. An issue can be used in each of the following situations:

- Damaged goods. Product can be damaged. You can issue this product to a loss location or account.
- Marketing demonstration. A sales representative may require an inventory item for demonstration purposes during the sales cycle. To maintain accountability, this item can be issued to the sales representative.

- Internal use. Some businesses need to remove product from inventory for internal use. For example, an oil company might use product for its delivery fleet. You can use an issue to move an item from inventory to internal disposition.

Adjustments

Adjustments are used to reconcile discrepancies between physical inventory counts and on-hand system quantities. You can use an adjustment the following situations:

- Shrinkage. Items occasionally disappear from inventory through theft or loss. Adjustments can be used to document these losses.

- Unrecorded gain. Sometimes a missing item reappears. Adjustments can be used to document the gain in inventory.

- Initial balances. When creating records for a new warehouse, adjustments can be used to record initial inventory levels.

Transfers

A transfer documents the movement of an item from place to place. You can use a transfer in the following situations:

- Movement from location to location. When it is necessary to move an inventory item between locations in a warehouse or on the shop floor, you can make a transfer to document this type of movement.

- Movement from vehicle to location. Product movements from vehicles to locations in a warehouse are common. You can use a transfer to track this type of movement.

- Movement from plant to plant. Inventory movements among facilities must be recorded to accurately maintain inventory records. You can use a transfer for this type of movement.

Physical Inventories

To be competitive on a global scale, company must keep inventory accurate. Companies that fail in this challenge can lose:

- Customers due to backorders and untimely deliveries
- Working capital that is tied up in unnecessary stock
- Profits due to costly interruptions in production runs

The Inventory Management system provides the following two methods for conducting periodic physical inventory reconciliations:

- Cycle count
- Tag count

Cycle Count

Use a cycle count to periodically count individual items. Items are selected, counted, and reconciled with system records. Use a cycle count for costly or fast moving items that require frequent accountability.

Tag Count

A tag count is more complicated than a cycle count. During a tag count, every item in a facility is counted by its location. The tag count is appropriate for a full-scale, end-of-the-year physical inventory.

Kits and Components

A kit is not a discrete inventory item. A kit consists of a number of discrete items that are sold together as a unit. A computer system is a good example of a kit: the entire system is not an inventory item but the components of the system are inventory items. You can group these components as one kit for a specific time or purpose, and then regroup them as a different kit as necessary. The kit is never an inventory item; rather it is based on a relationship among other inventory items.

To better understand kits, consider the trend toward mass customization in industry. Mass customization is a practice that allows consumers to configure anything-from electronic systems to automobiles-from a vast list of component parts. Each kit that is sold can be very unique, even though all its component parts are standard. Mass customization offers consumers flexibility in their purchases.

Lot Control

Lot numbers are unique identification codes. Lot numbers are frequently used to track inventory items such as food products, manufacturing components, chemical compounds, and ammunition from the source to the consumer. Tracking by lot numbers allows a company to manage inventory in situations such as a manufacturer's recall or to rotate perishable product.

When a car manufacturer must recall a model for repairs to a component, it is typically due to a defect in one individual component of the car. With lot control, the company can identify the specific lots affected by the defect, the cars containing the lots, and the consumers who own the cars. Lot control allows a company to precisely identify which manufactured items contain any discrete component by lot number.

Inventory Containers

Companies frequently sell product in containers that must be returned. A propane tank is an example of such a container. When a company sells propane in a returnable container, the consumer buys only the fuel and not the container.

When companies conduct this type of transaction with other companies, the buying company generally does not provide the initial tanks or containers. The selling company provides the containers and charges a deposit for them. As containers move back and forth as full and then empty, the deposits are tracked and increased or decreased as necessary. Over time, additional deposits and varying deposit prices contribute to the complexity of the transactions. The Inventory Management system addresses the challenges of managing containers.

Idea to Action: The Competitive Advantage

The following table provides examples of typical problems, a way to resolve each problem, and the return on a company's investment.

Multiple item masters

The system uses an integrated Item Master. Each item can be further customized at the branch/plant level for local flexibility. Item information is entered once and then integrated with other applications in the system. This integrated approach simplifies maintenance, which occurs in only one place. Consistency is maintained in all functional areas of the company. The system allows you to view integrated information through a central entry and maintenance point.

Benefits include reduced information maintenance, costs, and costs with increased accuracy and reliability.

Inaccurate inventory transaction reports

The system uses three types of inventory transactions: issues, adjustments, and transfers. These transaction types allow users to clearly define the nature of a given transaction while ensuring accurate inventory records. When inventory transaction reports are generated, transactions are categorized by type. These transactions help maintain inventory integrity and customer service. Reason codes provide business visibility and financial accuracy.

Infrequent physical inventories

To ensure accurate inventory records, physical inventory counts should be conducted periodically. Cycle counts allow targeted counts of selected items based on inventory value, rotation, or time. Tag counts assist in end-of-the-year, wall-to-wall counts while tracking accountability for each tag. Variance analysis allows you to investigate count variances before reconciling the system count. Inventory accuracy contributes to reduced inventory costs and higher levels of customer service.

Mandatory tracking of components and finished product

Lot control and serial numbers allow you to track items received, items stored, items manufactured, and items shipped. Lot numbers can be generated by the system or you can assign them manually. You can quickly locate specific lot or serial numbers and you can manage your inventory using receipt dates or product expiration dates. By automating the critical function of tracking inventory by lot, regulatory compliance is streamlined and quality and safety are improved.

The right product at the wrong place

Inventory is visible at the company, branch/plant, and location levels. Interbranch transfers allow you to relocate stock and record financial variances. Inventory visibility at multiple sites and the ease of transferring inventory results in better customer service and reduced inventory carrying costs.

Out-of-date inventory reports

As an integrated solution, the system updates inventory as soon as you execute a transaction. This allows real-time visibility of available inventory, lowers the carrying costs, and improves customer service.

Item histories require special reports	The system's integrated item ledger provides an online transaction history for every item. This labor saving tool improves customer service.
Cannot work in multiple units of measure for an individual item.	The system uses a unit of measure conversion table that allows you to define an item in various units of measure. The system provides flexibility by converting thee units from one to the other so that the user can work with the most relevant unit.
Multiple item codes for a single item	The Item Cross References program gives you numerous possibilities for identifying an item. For example, you can cross-reference several internal codes, a supplier's code, a bar code, and several customers' codes. Cross-referenced items can flow seamlessly throughout the supply chain which helps avoid costly errors while conducting supplier and client transactions. Cross-referencing also saves time spent on maintaining the item file and ensures information accuracy.
Analyzing activity, turnover and margins	ABC analysis lets you rank items by sales, turns, and margins. This information provides performance feedback for sales, marketing, finance, planning, and logistics departments, and it supports strategic and tactical decision making.
Extracting relevant information from the system	Classification codes allow you to group items in many different ways and to generate activity-based reports on numerous groupings. The analysis of this available information allows you to increase business visibility and contributes to good decision making.

Inventory Management Overview

The Inventory Management system works with logistics and manufacturing.

The following graphic illustrates how the Inventory Management system integrates with other systems:

IM Integration with Other Systems

Procurement (43)
Purchase orders
Supplier information/performance
Supplier/item relationships
Approval
Receiving
Authorization

Accounts Payable (04)
Voucher payments
Reports

Supply

Warehouse Management (46)
Putaway – fixed and random
Replenishments
Picking – fixed and random
Utilization analysis
Location specification

Inventory Management (41)
Items
Branch/plants
Stocking locations
Costs
Prices
Characteristics
Lot and serial information
Prices

Manufacturing (30. 31. 32 and 34)
Items
Branch/plants
Stocking locations
Costs
Prices
Characteristics
Lot and serial information
Prices

Bulk Inventory (4050)
Grade and Potency

General Ledger (09)
Inventory movement
Variances
Sales
Returns
Breakage
Taxes

Demand

Sales Order Management (42)
Sales orders
Returns
Customer information/instructions
Shipment confirmation
Invoicing
Pricing

Accounts Receivable (03)
Invoices
Cash receipts
Credit/Collection Management
Statements

Advanced Price and Adjustments (42)

System Integration with Logistics Systems

The Inventory Management system integrates with general accounting and other logistics systems.

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. The following topics contain information about how the Inventory Management system integrates with other PeopleSoft software systems:

- General Accounting
- Procurement
- Sales Order Management
- Address Book
- Warehouse Management

General Accounting

The General Accounting system allows you to track inventory accounting.

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 for sales orders from the Inventory Management system. 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.

Warehouse Management

The Warehouse Management system integrates with the Inventory Management system to:

- Use information from the Location Master, Item Master, Item Branch File, Branch/Plant Constants, Item Location File, and Item Units of Measure Conversion Factors tables
- Suggest locations for Putaway, Picking, and Replenishment operations
- Record warehouse transactions in the Item Ledger File table

System Integration with Manufacturing Systems

The Inventory Management system integrates with manufacturing functions.

The following topics describe how the Inventory Management system integrates with manufacturing functions:

- Bills of material
- Product Data Management
- Shop Floor Management
- Equipment and Plant Maintenance
- Resource and capacity planning, material planning, and forecasting

The following graphic illustrates the system integration:

Inventory Management and Manufacturing
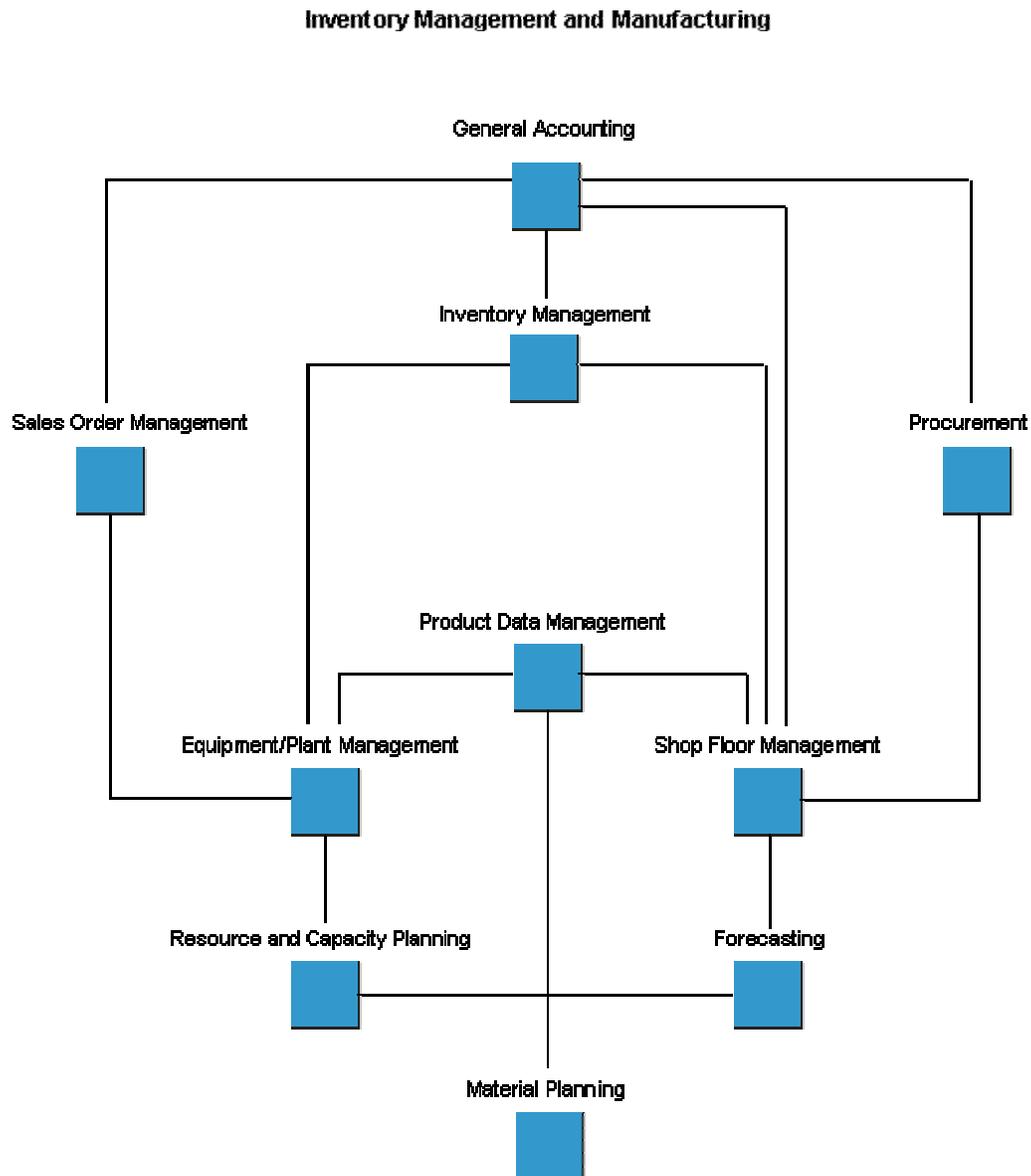
Bills of Material

Both the Inventory Management and the Product Data Management systems use bills of material 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 Management transactions initiate the issue of bill of material components, create general ledger entries, and update inventory on-hand quantities.

The following features provide 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:

- Resource and Capacity Planning
- Material Planning

Shop Floor Management

The Shop Floor Management 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 the following entries and updates:

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

Shop floor transactions perform the following functions:

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

Equipment and Plant Management

The Equipment/Plant Management 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.

Resource and Capacity Planning, Material Planning, and Forecasting

These systems use information about on-hand inventory quantities and demand that is current and forecast for:

- Product sales or replacement parts

- Interbranch 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

Electronic Data Interchange

Electronic Data Interchange (EDI) is the computer-to-computer exchange of business transactions such as purchase orders, invoices, and shipping notices in a standard format.

The Data Interface for Electronic Data Interchange system consists of PeopleSoft System 47, which is an application interface containing interface files, tables, and programs. System 47 works with third-party translation software that translates EDI standard data into a PeopleSoft flat file format so that the PeopleSoft application software can manage the data.

When you receive documents, your third-party translation software:

- Retrieves the data via network communications

- Translates the data from EDI standard format to PeopleSoft application table format

- Moves the translated data into the PeopleSoft EDI flat files

The inbound conversion program moves the translated data into the PeopleSoft EDI interface tables. The PeopleSoft Electronic Commerce system then moves the data into the appropriate application tables. When you send documents, the system performs the above procedures in reverse order.

Inventory Management Features

The following features help you maximize your Inventory Management system:

- Stocking features
- Item identification
- Location and lot features
- Physical and logical warehouses
- Item count and cost computation
- Supplemental data
- Container management
- Inventory interoperability

Stocking Features

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 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 to:

- Identify and store stock and non-stock items
- Account for stock and non-stock items
- Identify and track prices in multiple currencies
- Identify and store items that require special handling such as refrigeration

- Identify items that require quality analysis or testing

- Determine obsolete items

- Identify and account for broken or defective parts

Item Identification

The following topics assist you determining how you want to identify inventory items in the system.

Item Numbering and Description

PeopleSoft provides multiple methods of identifying items within the software. You can use actual item numbers, numbers that you designate, or a combination of both. Actual item numbers are numbers that 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

Each item can have 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 unlimited item identifiers within the system.

In addition to identifying items numerically, you can describe each item with information, such as:

- Standard description

- Technical description with specifications

- Warning message

- 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 and reports or during transaction processing.

Cross referencing is also useful if you have contracts that require parts or items from a specific customer. For example, sometimes items used for government contracts must be kept separate in the storage, manufacturing, and accounting processes.

Location and Lot Features

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 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 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. This feature allows 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 is a problem within the lot

- Assign a status, such as one in quarantine or inspection, to a lot

- 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, you can distribute the item into physical and logical warehouses and use the Inventory Management system to track each item. The following topics define physical and logical warehouses:

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 physically exist. You designate a logical warehouse to resemble an actual physical warehouse, and define its locations in a format that fits your needs. You can define locations for:

- Damaged goods

- Demo inventory

- Consigned items

- Customer inventory

- Returns

- Rework

- Expensed inventory

Additionally, 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.

Item Count and Cost Computation

Item Counts

You can use the Inventory Management system to identify discrepancies between your online amounts and your cycle and tag counts. You can conduct as many cycle and 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 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 Analysis report details total sales, gross margin, or on-hand value for each item for one or all locations.

Supplemental Data

You might need to store item information that is not included in the standard master tables. PeopleSoft refers to this additional information as supplemental data.

You can use supplemental data at either the item master level or the branch/plant level. You define types of supplemental data for inventory items to specify categories of additional information and the specific information that you want to track for each category.

Examples of supplemental data include:

- Quality performance information
- Legal descriptions
- Repair and replacement records
- Government procurement information
- Hazardous material regulations
- General remarks

Container Management

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 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

Inventory Interoperability

Interoperability among different products is key to successfully implementing the enterprise solution. Full interoperability results in a flow of data among the systems that is seamless to the user. The PeopleSoft EnterpriseOne Interoperability function provides an interface that facilitates exchanging transactions with external systems. Inventory Interoperability includes functions for inbound and outbound transactions.

Tables and Descriptions

The Inventory Management system uses the following primary tables:

Location Master (F4100)
Contains basic information about each warehouse location, such as zones and level of detail.

Inventory Constants (F41001)
Contains information for day-to-day transactions, including:

- Location number definition
- Warehouse control data
- Default units of measure
- Inclusion rule, which determines the document types and status codes to process through the system

Item Master (F4101)
Contains basic information about each item, including:

- Item number
- Description
- Search keys
- Category codes
- Default units of measure
- Process groups for the Warehouse Management system
- Item dimension group

Item Branch File (F4102)
Contains default item information, including each item's process and dimension groups, and other parameters that are common to every unit of that item in your warehouse.

Item Location File (F41021)
Contains each item's quantity information, general ledger class, and lot status in each location.

Item Ledger File (F4111)
Contains a history of all inventory movements.

The Inventory Management system also uses the following tables:

Item Units of Measure Conversion Factors (F41002)	Contains the unit of measure conversion equations that are unique to the warehouse item and its default unit of measure structure information.
Unit of Measure Standard Conversion (F41003)	Contains the unit of measure conversion equations that are common to all warehouse items.
Item File (F4101A)	Contains pending transactions and history.
Item Master Bulk Data (F4101B)	Contains pending transactions and history for bulk data.
Item Category Codes (F4101C)	Contains pending transactions and history related to category codes.
Item Master - Alternative Description (F4101D)	Contains item descriptions and search text in a different language.
Item Customer Service Data (F4101F)	Contains pending transactions and history for the Customer Service Management system.
Item Manufacturing Data (F4101M)	Contains pending transactions and history for manufacturing data.
Item Master Packaging (F4101P)	Contains pending transactions and history for packaging data.
Item Master Shipping Data (F4101S)	Contains pending transactions and history for shipping data.
Item Profile Data (F4101W)	Contains pending transactions and history about item profiles.
Item Location Definition Table (F41023)	Contains definitions for item locations.
Item Cross Reference File (F4104)	Contains item descriptions that the Item Search program (P41200) uses.
Item Cost File (F4105)	Contains inventory cost records.

Item Base Price File (F4106)

Contains inventory price records.

Lot Master (F4108)

Contains information used in lot processing

Item Supplemental Data Types (F41090) and Item Supplemental Data Base User Defined Codes (F41092)

Contains information that is required for supplemental data if PeopleSoft EnterpriseOne coexists with PeopleSoft World.

Item ASOF File (F41112)

Contains information summarized from the Item Ledger File table (F4111), which the Item Ledger - Running Balance program (P41112) creates and updates.

Item History (F4115)

Contains item master history.

Cycle Count Header File (F4140) and Cycle Count Transaction File (F4141)

Contain information about physical inventories using the cycle count method.

Tag Inventory File (F4160)

Contains information about physical inventories using the tag count method.

Item Word Search Table (F41829)

Contains information that the Item Word Build program extracted from the Item Master (F4101), Item Branch File (F4102), Location Master (F4100), Lot Master (F4108), Item Master - Alternative Descriptions (F4101D), and Item Cross Reference File (F4104) tables.

Demand/Supply Inclusion Rules (F34004)

Contains the order types (sales, procurement, and so on) and the order statuses at which the system will create a request.

Supplemental Database Setup (F00090), Supplemental Database Language Preferences (F00090D), and Supplemental Database Data Types (F00091)

Contain information used by the Supplemental Data Setup program (P00091).

Supplemental Data (F00092)

Contains information used by the Supplemental Data by Item or by Item/Branch program (P00092).

Order Address Information (F4006)

Contains information required to print the Inventory Turn Report application (R41116).

Distribution/Manufacturing Constants (F4009)

Contains information that specifies whether the item unit of measure conversions are unique for each item or applicable to each item in the warehouse.

Default Location/Printers (F40095)

Contains the default warehouse code (branch/plant) and the default printer output queue for transactions that you process through the subsystem.

Print Messages (F4016) and Print Message Report Defaults (F4017)

Contain predefined messages that print on documents such as sales orders and purchase orders.

Distribution/Manufacturing - AAI Values (F4095)

Contains the automatic accounting instructions (AAIs) used by PeopleSoft Logistics and Manufacturing systems.

Document Type Master (F40039)

Contains information about document types for Inventory Management, Sales Order Management, Procurement, and Customer Service Management System.

System Setup

The following list describes the features that you must set up before using the Inventory Management system and the purpose of each feature.

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 the general ledger relationships for interacting with the General Accounting system.

Messages

Messages appear 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.

Document type information

Document type information is typically set up in user defined code lists. You can use the Document Type Maintenance program to set up and maintain this information for Distribution.

See Also

- ❑ Supplemental Data for Inventory Management in the Inventory Management Guide
- ❑ Setting Up Container Management in the Inventory Management Guide

Setting Up Inventory Constants

Constants provide a basic framework for how your Inventory Management system works. Based on your business needs, you associate specific constants with either the entire system or a specific branch/plant. The Inventory Management system uses constants as default information in other PeopleSoft 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.

Note

The Inventory Management system includes branch/plant ALL, which is required for default information.

Prerequisite

❑ Create an address book record for the branch/plant.

❑ Set up the branch/plant as a business unit.

Defining 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.

Note

If you use the Warehouse Management system, you must define the warehouse information on the Branch Location Definition form of the Branch/Plant Constants program (P41001). Otherwise, you should at least define location length information.

► **To define branch/plant constants**

From the Inventory Setup menu (G4141), choose Branch/Plant Constants.

1. On Work With Branch/Plant Constants, click Add.
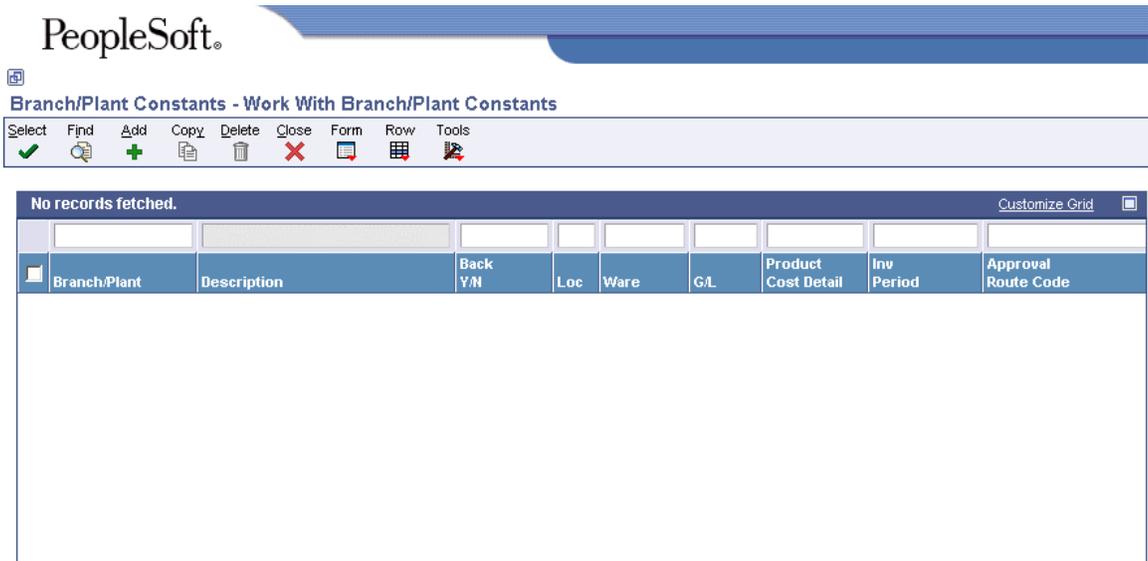
2. On Branch/Plant Constants, complete the following fields to enter identification symbols for items in the branch/plant:

- Address Number
- Short Item Number Identifier

- Second Item Number Identifier
- Third Item Number Identifier
- Symbol to Identify Segmented Item

3. To allow cross-reference information with customers or suppliers for items in the branch/plant, complete the following fields:

- Symbol Customer/Supplier
- Customer Cross Ref. Code
- Supplier Cross Ref. Code

4. To separate items into segments of their characteristics and attributes, complete the following field:

- Segment Separator Character

5. To enter accounting information for items in the branch/plant, complete the following fields:

- Current Inventory Period
- General Ledger Explanation

6. To enter accounting information for items in the branch/plant, choose the following options:

- Interface G/L (Y/N)
- Write Units to Journal Entries

7. To enter cost information for items in the branch/plant, complete the following fields:

- Purchasing Costing Method
- Sales/Inventory Costing Method
- Purchase Order Issue Cost
- Inventory Carrying Cost (%)

8. 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

9. To use the Quality Management system, choose the following option:

- Quality Control (Y/N)

In addition to activating quality control for each branch/plant that you want to include in quality tests, you need to activate the Quality Management system on the Quality Management Setup menu (G3741).

10. To specify the depot of a partner for use in Agreement Management, choose the following option:

- Foreign Depot

11. To specify whether the system can create new lots through transaction applications, choose the following option:

- Inventory Lot Creation (Y/N)

12. To enable the Location Segment Specification tab on the Branch Location Definition form and allow locations to be set up by segments, choose the following option:

- Location Segment Control (Y/N)

13. To specify any of the following options for items at this branch/plant, choose the following options:

- Backorders Allowed (Y/N)
- Location Control (Y/N)
- Warehouse Control (Y/N)
- Use Product Cost Detail (Y/N)

14. When you have assigned all the constants that you want for items in this branch/plant, click OK.

Setting Up ABC Analysis Codes

ABC Analysis is based on the principle that a small number of items (A) typically accounts for the largest part of a company's business. A slightly larger number of items (B) accounts for a smaller yet significant amount of business. The remaining large number of items (C), taken together, accounts for only a small amount of business.

You can use the ABC Analysis as the basis for inventory cycle counts (in which A items are counted more often than C items). Determine the natural breaks in your inventory item listing to determine where to define the percentage breaks in the branch/plant constants.

▶ **To set up ABC analysis codes**

From the Inventory Setup menu (G4141), choose Branch/Plant Constants.

1. On Work With Branch/Plant Constants, complete the following field for which you want to set up ABC analysis codes and click Find.

- Branch/Plant

2. Choose the row that contains the branch/plant for which you want to set up ABC analysis codes and click Select.

3. On Branch/Plant Constants, choose ABC Codes from the Form menu.

4. On ABC Codes, complete the A, B, And C columns for the following fields, and then click OK:

- Sales %
- Gross Margin %
- Average Investment %

Reviewing Branch/Plant ALL

The branch/plant ALL is a generic branch plant provided as part of the Inventory Management system. The system uses branch/plant ALL as a source of default information against which to validate certain types of entries.

You can copy branch/plant ALL to create a new branch/plant. Under some circumstances, you might need to change the settings in branch/plant ALL.

► **To review branch/plant ALL**

From the Inventory Setup menu (G4141), choose Branch/Plant Constants.

1. On Work With Branch/Plant Constants, type ALL in the following field in the Query By Example row and then click Find:

   - Branch/Plant

2. Choose the row that contains the default branch/plant (ALL) and click Select.

3. Review the information and change the fields as necessary.
4. When you are done, click OK.

Defining Item Availability

You must define how you want the system to calculate item availability for each branch/plant. Item availability affects how the system calculates back orders, cancellations, and customer delivery times.

Note

If you are using the Configuration Management system, you must set the Check Availability field in Configurator Constants (P3209) to check availability during sales order entry. If the system finds the exact item and string match, a window displays all locations containing the specific configuration.

► **To define item availability**

From the Inventory Setup menu (G4141), the Procurement System Setup menu (G43A41), or the Sales Order Management Setup menu (G4241), choose Branch/Plant Constants.

1. On Work With Branch/Plant Constants, complete the following field and click Find:

   • Branch/Plant

2. Choose the row that contains the branch/plant for which you want to define item availability.

3. From the Row menu, choose Availability.

4. On Item Availability Definition, to specify items that you want to exclude from the item availability calculation, click any of the following options under the Subtract heading:

   • Quantity Soft Committed to SO & WO
   • Quantity Hard Committed to SO
   • Quantity Future Committed to SO
   • Quantity Hard Committed to WO
   • Other Quantity 1 SO
   • Other Quantity 2 SO
   • Quantity on Hold
   • Safety Stock

5. To specify items that you want to include in the item availability calculation, click any of the following options under the Add heading and click OK:

   • Quantity on Purchase Order Receipts
   • Quantity on PO - Other 1
   • Quantity on Work Order Receipts
   • Quantity in Transit
   • Quantity in Inspection
   • Quantity in Operation 1
   • Quantity in Operation 2

- ❑ Reviewing Supplier Performance Information in the Procurement Guide for more information about items and suppliers

- ❑ Reviewing Performance Information in the Inventory Management Guide

- ❑ Setting Up Constants in the Sales Configurator Guide for more information about setting up configured items

Defining System 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/plant.

System constants apply to all branch/plants. You cannot customize system constants for individual branch/plants. You must restart the system before your changes to system constants take effect.

Prerequisite

- ❑ Activate Location Segment Control on the Branch/Plant Constants form.

- ❑ Set up the information on the Location Format Specification tab.

See Also

- ❑ Defining Branch/Plant Constants in the Inventory Management Guide

- ❑ Defining the Location Format in the Inventory Management Guide

► **To define system constants**

From the Inventory Setup menu (G4141), choose Branch/Plant Constants.

1. On Work With Branch/Plant Constants, choose Sys. Constants from the Form menu.

Branch/Plant Constants - System Constants

2. On System Constants, click any of the following options:

- Unit of Measure Conversion by Branch
- Update Average Cost On-Line
- ECS Control
- Internet Enable PPAT Messages
- Scientific Rounding
- Use Customer Set
- Ship Ascending Date Rule

3. Complete any of the following fields, and then click OK:

- Allow Duplicate Lots
- Sales Price Retrieval UOM
- Purchase Price Retrieval UOM
- Sales Price Based On Date
- Purchase Rebate Category Code

The system displays the Update Warning window.

4. Click OK.

You must restart PeopleSoft EnterpriseOne before your changes take effect.

Defining Batch Control Constants

You define batch control constants to prevent 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**

From the Inventory Setup menu (G4141) or the Sales Order Management Setup menu (G4241), choose Branch/Plant Constants.

1. On Work With Branch/Plant Constants, complete the following field and click Find:

- Branch/Plant

2. Choose App. Constants from the Form menu.

3. On Application Constants, complete the following fields for each system, if available, and then click OK:

- System Code
- Mgmt Apprv
- Batch Ctrl

Defining the Location Format

Defining the location format allows you to determine how to set up item locations. You can define elements that contain more specific information about the actual location. An element can represent an aisle, bin, shelf, or any other location that you use in a branch/plant. You can use up to 10 different elements to define a location's format. For each element, you can define the following:

- Length
- Justification
- Separator character

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. When you do so, the system displays the location as one string of characters.

Note

If you use the Warehouse Management system, you must also define default units of measure for volumes, dimensions, and weights.

► **To define the location format**

From the Inventory Setup menu (G4141), choose Branch/Plant Constants.

1. On Work With Branch/Plant Constants, complete the following field for which you want to define the location format and click Find:

- Branch/Plant

2. Choose the row that contains the branch/plant and then choose Location Def from the Row menu.

3. On Branch Location Definition, on the Location Format Specification tab, complete as many the following fields as needed to format your locations:

- Location Separator Character
- Aisle
- Bin
- Code 3
- Code 4
- Code 5
- Code 6
- Code 7
- Code 8
- Code 9
- Code 10
- For each element, click either the Left or Right justification options.

4. Click OK.

See Also

❑ Defining Segments for Locations in the Inventory Management Guide if the Location Segment Specification tab is accessible and you want segmented locations in this branch/plant

Defining Segments for Locations

You can separate locations into segments. When you define segments for locations, you set up a template for all the locations throughout the branch/plant. If you use segments across branch/plants, you must define all segments the same for all branch/plants. Locations with segments are useful if your company handles co-mingled product in the same locations or works with consigned inventory for a customer or vendor.

You cannot add segment information to an existing location. You must either define the segments when you add a new record or manually add the segment information to every existing location.

A location can have up to 10 segments. Each segment is an attribute that you can use for inquiry purposes. Each segment is assigned a rule number that designates that segment as one of the following:

- Address book number
- User defined code
- Range of numbers
- Alphanumeric value

You can assign an address book number to the first two segments only. Each segment is limited to a specific length.

► **To define segments for locations**

From the Inventory Setup menu (G4141), choose Branch/Plant Constants.

1. On Work With Branch/Plant Constants, click Find.

2. Choose the row that contains the branch/plant and then choose Location Def from the Row menu.

3. On Branch Location Definition, choose the Location Segment Specification tab.

4. To allow a blank location for this branch/plant, click the following option:

   - Blank Location Allowed

5. To enter edit rules and values for a location segment, complete the following fields:

   - Aisle
   - Bin

     If you want to assign location ownership, either the Aisle or Bin field must contain edit rule 1 to allow an address book number for that segment.

   - Code 3

     Depending on the code you enter in any of these fields, enter a valid code or number in the Values fields.

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6. To assign additional segments, complete a line for one or more of the following codes:

- Code 4
- Code 5
- Code 6
- Code 7
- Code 8
- Code 9
- Code 10

7. On Work With Branch/Plant Constants, click Find.

Setting Up Warehouse Locations

Your warehouse consists of locations, such as bins, spaces on a rack, pallet spaces on the floor, and so on. To locate items more easily, you can create a hierarchy of locations within the warehouse and enter information about zones.

After you have defined the format for your locations, you must define all of the locations in a warehouse. Use the format that you specified on the Branch/Plant Constants form to enter each location where you store inventory in your warehouse.

You can 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.

Location control is a feature that you activate through the branch/plant constants. Location control is required for the Warehouse Management system but optional for all other distribution systems.

The system stores location information in the Location Master table (F4100).

Prerequisite

❑ Define the location format specifications in Branch/Plant Constants.

❑ Verify that location control is activated in Branch/Plant Constants (optional).

Entering Locations Individually

You can enter locations one at a time. Enter locations individually if you have only a few locations to create, or if you do not want to use the speed location process. You choose the naming convention (a combination of numbers, letters, or both, such as A/3/4, 6/B/2/A, and so on), and use the format and separator character that you specified in Branch/Plant Constants. A separator character is a character such as / or . that you use to name locations such as A/3/4 or 3.C.9).

► **To enter locations individually**

From the Inventory Setup menu (G4141), choose Define Warehouse Locations.

1. On Work With Location Master, complete the following field and click Find.

   - Branch/Plant

2. To create a hierarchy of locations within a warehouse, complete the following field with level of detail (LOD) information:

   - LOD

3. Click Add.

4. On Enter Location Information, complete the following field to define a primary location but do not use a separator character:

   - Location

   If you enter the location identifier without the separator character, you must enter characters and spaces to equal the correct length of each element. The system displays the location with the correct separator and spaces.

5. To prohibit the system from combining different items into one location or combining different lot or serial numbers of the same item into one location, complete the following field:

   - Mix Item/Lot

6. Click OK.

Processing Options for Location Master (P4100)

Display
1. Enter a '1' to omit item location records with no quantity available and no quantity inbound/outbound when calling Availability by Location.

Entering Multiple Locations

You can add or revise multiple locations simultaneously instead of one at a time. You specify the range of locations to create (starting and ending at locations that you define) and the incremental value that separates each location.

The Speed Location Setup program (P4100A) allows you to set up your warehouse quickly by copying an existing location to create new locations. Using this program is much faster than entering locations individually. However, if you copy an existing location that contains errors, you will duplicate the errors for each new location.

You can use an existing location as the model for creating new locations without having the Warehouse Management system installed. However, the fields that the program copies such as the putaway, pick, and replenishment sequences are specific to Warehouse Management.

For information, review the following:

- Elements
- Steps
- The speed location process

To enter multiple locations, follow this procedure:

- Enter multiple locations

Elements

You can use up to 10 elements to define the location. These elements consist of aisle, bin, and location codes 03 to 10. Each element can consist of either alphabetic characters or numbers. You cannot combine numbers and letters in a single element. You can, however, use multiple elements, some consisting of numbers (such as aisles) and some consisting of letters (such as bins).

The system completes the spaces that precede the elements with either blank spaces or zeros, depending on your business requirements. Some bar code readers do not correctly process blank spaces. To precede elements with zeros, you must specify on the Speed Location Maintenance Revisions form that the system complete the leading spaces with zeros. Note that if you have activated location segment control in the Branch/Plant Constants program (P41001) and are using the address book numbers for validation of the new locations, then the system creates locations that do not contain zeros.

Steps

A step is a number that the program uses to create locations from a specified range of locations. After the program creates each new location, it increments the location, either by the step number that you enter for locations that are numeric, or by 1 for locations that are alphabetic. 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 three aisles marked A, B, and C and six bins marked 1 through 6.

- For aisles, the range is A through C. The program creates aisles A, B, and C because it always uses a step of 1 for alphabetic locations.

- For bins, the range is 1 through 6 and the step number is 1. The program creates bins 1 through 6 for each aisle, resulting in aisle and bin locations A1, A2, A3, A4, A5, A6, B1, B2, and so on.

  In this example, if you enter a step number of 2, the program creates the bin locations of 1, 3, and 5 for each aisle, resulting in aisle and bin locations A1, A3, A5, B1, B3, B5, C1, C3, and C5.

The Speed Location Process

Using the Speed Location Setup program (P4100A) consists of three parts:

- Specifying the location information
- Choosing the operation to be performed (Add Locations or Revisions)
- Updating the Location Master table

After you choose the operation, the program displays the number of locations that your specification will create. Be sure to review this number for correctness before you update. You can change your specification and choose the operation again as often as needed to obtain the desired results before you update the table.

If you make a mistake in setting up your locations with the Speed Location Setup program, you cannot delete locations using Speed Location Setup. Using the Work With Location Master form, you can:

- Delete your mistakes on a location-by-location basis if only a few errors exist

- Delete an entire range of locations and create them again if many errors exist

▶ **To enter multiple locations**

From the Inventory Setup menu (G4141), choose Speed Location Maintenance.

1. On Speed Location Maintenance Revisions, complete the following optional field to identify a location to use as a model for new locations:

   - Copy From Location

2. Complete the following field:

   - Branch/Plant

3. To specify that the system populates leading spaces with zeroes instead of blank spaces, choose the following option:

   - Leading Zeroes

4. Specify the range for the new locations by completing the From, To, and Step By fields for the following:

   - Aisle
   - Bin

   The Code Length and R/L fields display the number of characters and right or left justification defined for the Aisle, Bin, and levels of detail fields in the branch/plant constants.

5. To specify one or more levels of detail, such as Location Code 03, complete the From, To, and Step By fields associated with the location:

   - Location Code 03

6. To specify sequence information for the new locations, complete the Start and Step By fields for the following:

   - Putaway Sequence
   - Pick Sequence
   - Replen Sequence

   The Latitude, Longitude, and Height fields are reserved for future use in the Warehouse Management system.

7. If you are copying an existing location, choose Fields To Copy from the Form menu.

8. On Work With User Defined Codes, review the following field for each field you want to copy from the model location:

- Description 02

The system copies only those fields with 1 in the first position of the Description 02 field.

9. To copy one or more fields that do not contain 1 in the Description 02 field, click Add.

10. On User Defined Codes, enter 1 in the first position of the following field for each field you want to copy and click OK:

- Description 2

If the copied field is blank, the program uses the default value for the field. If a default value does not exist, the program leaves the field blank for an alphabetic value or uses a zero for a numeric value.

11. On Work With User Defined Codes, click Close to return to Speed Location Maintenance Revisions.

12. On the Speed Location Maintenance Revisions form, choose one of the following from the Form menu:

- Add Locations to add locations or to copy from a model for the specified range of locations

- Revisions to revise the specified range of locations

A line in the upper left corner of the form indicates the number of locations that the program will create, based on the location information that you entered. Ensure that this is the number of locations that you want to create before proceeding to the next step.

13. To start the copy, add, or revision operation, choose Update 4100 from the Form menu.

Setting Up AAIs in Distribution Systems

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). You also can enter memo text on the generic text form for each AAI table.

After you review and revise the existing AAIs for your business needs, you might need to set up additional AAI items. The system stores AAIs in the Distribution/Manufacturing – AAI Values table (F4095).

AAIs for the Inventory Management System

The following list identifies 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.

Prerequisite

- ❑ Set up companies.
- ❑ Determine transaction types as set up in user defined code table (00/DT).
- ❑ Set up document types in the user defined code table (00/DT).
- ❑ Set up G/L Class codes in user defined code table (41/9).
- ❑ Set up account master information.
- ❑ Determine the account numbers for recording transactions.

See Also

- ❑ Setting Up Companies in the General Accounting Guide
- ❑ Business Units in the General Accounting Guide
- ❑ Customizing User Defined Codes in the Foundation Guide for information on how to set up UDCs
- ❑ Creating and Updating Your Chart of Accounts in the General Accounting Guide
- ❑ Reviewing Your Chart of Accounts in the General Accounting Guide

► **To set up automatic accounting instructions**

From the Inventory Setup menu (G4141), choose Automatic Accounting Instr.

1. On Work With AAIs, click Find.
2. Choose the row that contains the AAI that you want to set up.
3. From the Row menu, choose Details.

4. On Account Revisions, scroll down to the first empty row, complete the following fields and click OK:

- Co
- Do Ty
- G/L Cat
- Branch Plant
- Obj Acct
- Sub

Processing Options for Distribution AAIs (P40950)

Defaults

AAI Table Number

Enter a '1' if the cost type field should be available to Distribution AAI tables listed below: 4122, 4124, 4134, 4136, 4220, 4240 and 4310.

Setting Up Messages

You can define two types of messages throughout PeopleSoft 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.

You can display:

- Print messages or item notes

- Current messages

- All messages, including those that have expired

To print a message, you can select an existing version from the versions list or create your own version.

You also can delete a message, although you should 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.

► **To set up messages**

Setting up messages involves attaching text to different document types, customers, or suppliers.

From the Inventory Setup menu (G4141), choose Print Message Revisions.

PeopleSoft®

Print Message Revisions - Work With Print Message

Select   Find   Add   Delete   Close   Row   Tools

Print Message   *

Language   ☐ Omit Expired Messages

		Print Message	Description	Effect From	Expired Date
☐		CONTAINER	Container Invoice	01-01-99	12-31-10
☐		DELIVER	Delivery Instructions	04-17-97	12-31-10
☐		DIFFPROD	Different Product Ship Notice	04-17-97	12-31-10
☐		ENG455	Engineering Changes #455	04-17-97	12-31-10
☐		FC 5 761	FC 1002003005 Item 761	02-09-99	12-31-10
☐		FISCAL1	Fiscal Class 1002003001	02-09-99	12-31-10
☐		FISCAL2	Fiscal Class 1002003002	02-09-99	12-31-10
☐		FISCAL3	Fiscal Class 1002003003	02-09-99	12-31-10
☐		FISCAL4	Fiscal Class 1002003004	02-09-99	12-31-10
☐		FISCAL5	Fiscal Class 1002003005	02-09-99	12-31-10
☐		INVENTORY	Closed for Inventory Notice	04-17-97	12-31-10

Records 1 - 11   Customize Grid

1. On Work With Print Message, click the visual assist in the Print Message field.

   The Select User Defined Code form appears, where you must choose a predefined message to use as your base message. After you select the message, the system displays the Work With Print Message form.

2. On Work With Print Message, click Find.

3. Choose the row that contains the base message that you have selected.

4. From the Row menu, choose Revisions.

PeopleSoft.

Print Message Revisions - Print Message Revisions

| Work With Print Message | Print Message Revisions |

OK   Cancel   Form   Previous   Next   Tools

Print Message	DIFFPROD	Language	
Description	Different Product Ship Notice	Attachments	
Effective From	04-17-97		
Effective Thru	12-31-10		
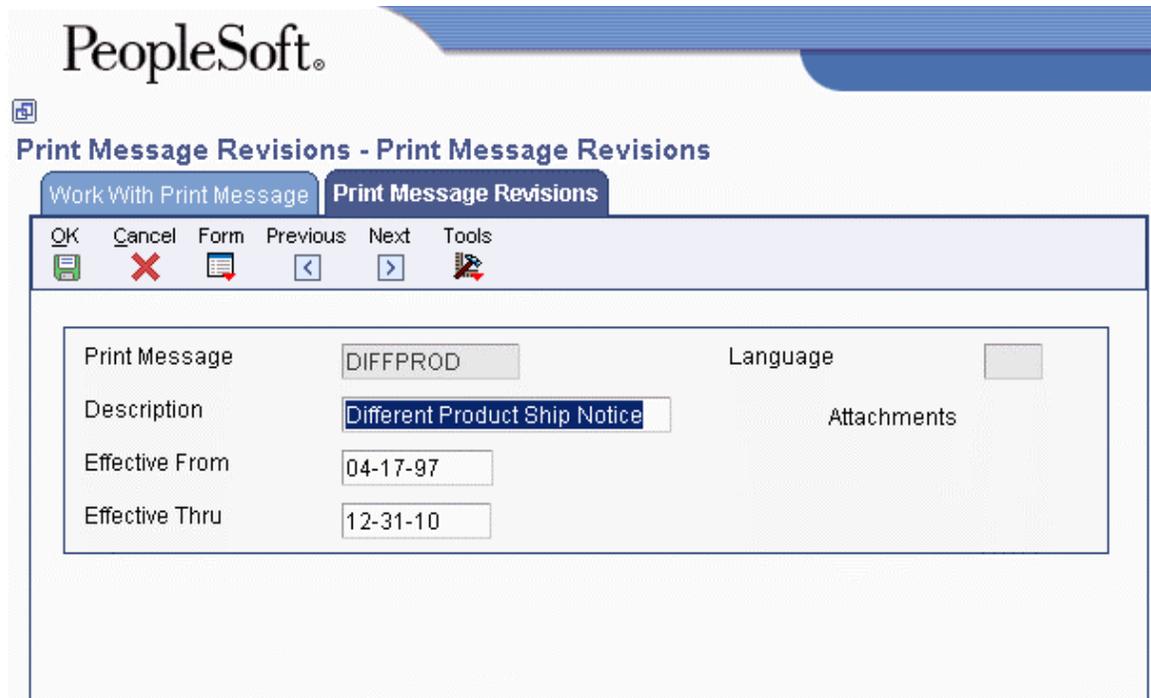
5. On Print Message Revisions, complete the following fields:

- Description
- Effective From
- Effective Thru

6. To attach a media object, choose Attachments from the Form menu.

7. On Media Objects, enter the note in the right section of the form.

8. When you are done, choose Save.

Defining Print Information for Messages and Item Notes

You must define the documents on which to print messages. For example, you might print special delivery instructions on every work order. You cannot define individual print programs for item notes. All item notes print on all documents.

Sometimes a print program generates a document that is used for multiple purposes. For example, you can use the Purchase Order Print program (R43500) 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 documents on which to print messages**

From the Inventory Setup menu (G4141), choose Print Message Revisions.

1. On Work With Print Message, click the visual assist for the Print Message field.

   On the Select User Defined Code form you must choose a predefined message to display on selected documents. After you select the message, the system displays the Work With Print Message form.

2. On Work With Print Message, click Find.

3. Choose the row that contains the message.

4. From the Row menu, choose Documents.

5. On Document Selection, choose the row that contains the document upon which you want the print message to display.

6. Complete the following field and click OK:

   - Print on Report

► **To define document type exceptions**

From the Inventory Setup menu (G4141), choose Print Message Revisions.

1. On Work With Print Message, click the visual assist in the Print Message field.

    On the Select User Defined Code form appears you choose the print message that you want to exclude from printing on selected documents.

2. On the Work With Print Message form, click Find.

3. Choose the row that contains the message.

4. From the Row menu, choose Documents.

5. On Document Selection, choose Doc Typ Exception (Document Type Exception) from the Row menu.

6. On Document Type Exceptions, do one of the following:

    *   If documents appear, choose the row that contains the document upon which you do not want the print message to display. Click Delete and then click OK.

    *   If no documents appear, click the flashlight button in the Document Type field and select a document from Select User Defined Code.

Setting Up Default Location Information

When you set up default location information, you assign a branch/plant and print queue to a terminal that the system uses every time you sign on.

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. In addition to setting up a default branch/plant for each user who works for your organization, you can also set up a default branch/plant for each supplier and customer who uses your self-service web site to enter and review information about orders, quotes, inventory, and so on. If no branch/plant is assigned to a user ID or terminal ID, then the user must enter a branch/plant manually. When you set up a default branch/plant, you also can define an approval route code if you use approval routing for purchase orders.

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 version list, and then accesses the print queue that is assigned to your user profile.

Print programs that you have automatically defined access the Default Print Queues table (F40096). To display other print programs, modify them to access the Default Print Queues table (F40096) and set them up as user defined codes.

Prerequisite

❑   Verify that you have set up branch/plants.

❑   Verify that you have set up print queue codes in user defined code table 40/PP.

► **To define a default location and approval route code**

From the Inventory Setup menu (G4141), choose Default Location & Printers.

1. On Work With Default Location & Printers, click Add.

2. On Default Location & Approval, complete the following fields and click OK:

    - Terminal/User ID
    - Branch/Plant
    - Approval Route Code

► **To assign default print queues**

From the Inventory Setup menu (G4141), choose Default Location & Printers.

1. On Work With Default Location & Printers, click Find.

2. Choose the branch/plant where you want to assign the print queue and click Select.

3. From the Form menu, choose Print Queues.

4. On Default Print Queues, complete the following field on each row that contains a document for which you want to assign a default print queue.

    - Output Queue

5. When all appropriate documents are assigned a print queue, click OK:

Note

You must log off and restart the system to see the new and changed assignments.

Setting Up 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 Item Units of Measure Conversion Factors table (F41002).

When you specify the primary unit of measure information for all items, the system stores the information in the Unit of Measure Standard 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:

- The system first searches for the item or item/branch combination in the Item Units of Measure Conversion Factors table (F41002).

- If none are found in the Item Units of Measure Conversion Factors table (F41002), the system checks for system-wide standard units of measure for the item or item/branch in the Unit of Measure Standard Conversion table (F41003).

- If none are found in either the Item Units of Measure Conversion Factors table (F41002) or the Unit of Measure Standard Conversion table (F41003), 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

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

Prerequisite

- ❑ Review the setup information for units of measure.
- ❑ Verify that you have set up units of measure in user defined code table 00/UM.

► **To set up standard units of measure**

From the Inventory Setup menu (G4141), choose Standard Units of Measure.

1. On Work With Standard Units of Measure, click Add.
2. On Standard Units of Measure Revisions, complete the following fields and click OK:

- • From Unit of Measure
- • Conversion Factor
- • To Unit of Measure

Setting Up Item Cross-References

As part of inventory management, you might define relationships between your company's item information and the item information of your suppliers and customers. Additionally, you might set up substitute items, replacement items, and bar codes that are associated with an item. Cross-references associate your internal item numbers with those from other trading partners. You can manage these cross-references in your Inventory Management system. For example, customers can order items using their item numbers. If you have set up item cross-references for a customer, you can easily convert the customer's item numbers into your company's equivalent.

Examples of cross-referenced items 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 numbers.
Item revision level	Use for demand scheduling when customers order new parts for older items. In some industries, such as the automotive industry, a supplier manufactures new parts for current models and replacement parts for older models, while receiving a variety of orders for different parts. In this situation, you can use a combination of the values for Customer item number and the customer item revision level.

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 an item as part of the sale.

When setting up cross-references for electronic data interchange, you should cross-reference each possible number that your trading partners might transmit.

Prerequisite

❑ Specify (in the processing option) whether you want to enter cross-references by item number or by address book number.

❑ Set up user defined code table 41/DT for the cross-reference types that you define.

▶ To enter cross-references

From the Inventory Inquiries menu (G41112), choose Item Cross-Reference.

Alternatively, from the EDI Advanced & Technical Operations menu (G4731), choose Item Cross-Reference.

1. On Work With Item Cross Reference, click Add.

   Depending on how you set the processing option, the system displays either Item Cross Reference Revisions By Address or Item Cross Reference Revisions By Item.

2. On Item Cross Reference Revisions By Address or Item Cross Reference Revisions By Item, complete the following fields:

   - Cross Reference Type
   - Address Number
   - Item Number
   - Cross Reference Item Number

3. Complete the following optional fields.

   - Eff Date Date
   - Expired Date
   - Cross Reference Description
   - Customer Supplier Item Revision Level

4. Click OK.

▶ **To review cross-references**

From the Inventory Inquires menu (G41112), choose Item Cross Reference

Alternatively, from the EDI Advanced & Technical Operations menu (G4731), choose Item Cross Reference.

After you enter item cross-references, you can use the Work With Item Cross Reference form to review them. You can review all items in all cost centers, not just those that are set up for your EDI trading partner. Note that branch plant security does not function on Work With Item Cross Reference. When you review an item, the system shows all items in all branch plants.

On Work With Item Cross Reference, complete any of the following fields and click Find:

- Item Number
- Date Valid
- X-Ref Type
- Address Number

Processing Options for Item Cross Reference (P4104)

Processing

Enter '1' if you wish to use the revisions form by Item. Leave blank to use the revisions form by Address. Note that this option does NOT affect the display of the Browse Form.

1. Revise by Item or Address

Setting up Cross-References for Promotional Items

During sales and purchase order entry, the system can automatically replace an item with a promotional item. Examples of promotional items include:

- A regular item with a coupon

- A larger item, such as 10% additional quantity for free

- An item with an additional item in the same package

You specify prices for new items according to the price indicators that you assign using cross-reference information. You can establish only one promotional item for an item at a time.

You set up promotional item information for at the customer or supplier level. For supplier promotions, you can order a regular item and replace it with the promotional item, or order the promotional item itself.

The following table describes how the system handles promotional line items for sales orders and purchase orders:

Sales Order Entry (P4210)	For sales orders, the system cancels the original line item and adds a new promotional line item. If you specify the cross-reference type SP (Sales Promotional Item) in the Promotional Items processing option on the Cross Ref tab, the system searches the Item Cross Reference File table (F4104) for sales promotional items. If a promotional item exists, the system cancels the original order line and adds the promotional item to the order.
Purchase Orders (P4310)	For purchase orders, the system replaces the original line item with the values for the promotional line item and issues a warning. If you specify the cross-reference type PP (Purchasing Promotional Item) in the Promotional Items processing option on the Cross Ref tab, the system searches the Item Cross Reference File table (F4104) for promotional items and replaces the original item with the promotional item.

The system uses the Item Cross Reference File table (F4104) to process promotional items, as well as the following activity status codes (UDC 40/AT) for promotional purposes:

- 917 Added Promotional Item
- 990 Cancelled by Promotional Item

Prerequisite

❑ Set up the user defined code table (41/DT) with the cross-reference types for Purchasing Promotional Items (PP) and Sales Promotional Items (SP). Use special handling codes to prevent multiple promotional items within the same time frame.

❑ Ensure that you activate the Advanced Procurement Pricing option and the Advanced Sales Pricing option in the Pricing Constants if you need to apply adjustments. You can access the Pricing Constants form from the Branch/Plant Constants program (P41001) by choosing Price Constants from the Form menu.

► **To set up cross-references for promotional items**

From the Inventory Inquiries menu (G41112), choose Item Cross-Reference.

1. On Work With Item Cross Reference, click Add.

2. On Item Cross Reference Revisions By Item, complete the following fields:

- Cross Reference Type
- Item Number
- Address Number
- Cross Reference Item Number
- Base Price Indicator

If you leave the Base Price Indicator field blank, the Adjustment Indicator field must also be blank. Likewise, if you specify a value in this field, you must also specify a value in the Adjustment Indicator field.

- Adjustment Indicator

3. Complete the following optional fields:

- Eff Date Date
- Expired Date
- Cross Reference Description

4. Click OK.

See Also

❑ Processing Options for Sales Order Entry (P4210) in the Sales Order Management Guide

❑ Processing Options for Order Entry (P4310) in the Procurement Guide

Setting Up Price Cross-References for Related Items

When an item is out of stock and you offer a substitute or related item, you can specify that the system should offer the best or lowest price. For example, a promotion of ten percent is given for a particular item. If the item is out of stock when ordered, and you offer the customer a substitute item, you can offer the promotional price for the substitute. This price is the lowest price after applicable promotions or discounts. It also can be the original item's price or the substitute item's price.

When you specify substitutes for items using the Item Cross Reference (P4104) program, you must specify the type of base price and adjustments used for the substitute item. If you do not specify values for the base price and adjustments indicators, the system uses the value specified in the Substitute Items processing option on the Cross Ref tab of the Sales Order Entry program (P4210).

▶ **To set up price cross-references for related items**

From the Inventory Inquiries menu (G41112), choose Item Cross-Reference.

1. On Work With Item Cross Reference, click Add.

   Depending on how you set the processing option, the system displays either Item Cross Reference Revisions By Address or Item Cross Reference Revisions By Item.

2. On Item Cross Reference Revisions by Item or on Item Cross Reference Revisions by Address, complete the following fields:

- Cross Reference Type
- Item Number
- Address Number
- Cross Reference Item Number
- Base Price Indicator

If you leave the Base Price Indicator field blank, the Adjustment Indicator field must also be blank. Likewise, if you specify a value in this field, you must also specify a value in the Adjustment Indicator field.

- Adjustment Indicator

3. Complete the following optional fields:

- Eff Date Date
- Expired Date
- Cross Reference Description

4. Click OK.

See Also

- ❑ Entering Substitute, Associated or Promotional Items in the Sales Order Management Guide
- ❑ Setting Up Cross-References for Promotional Items in the Inventory Management Guide for information about promotions

Setting Up Document Type Information

Document types can have various characteristics associated with them. The system stores this type of information in a user defined code table that is specific to the type of information.

You can set up and maintain information about document types by using the Document Type Maintenance program. This program updates the Document Type Master table (F40039), a single repository for information that is currently stored in various user defined code lists. This program also updates the User Defined Codes table (F0005).

The Document Type Maintenance program currently maintains information for document types in the following user defined code lists:

- Trace/Track Document Types (40/DC)
- Commitment Document Types (40/CT)
- Blanket Order Types (40/BT)
- Inventory Update Types (40/IU)
- Transaction Type (39/TT)
- Nature of Transaction (40/NT)
- Category of Order (40/OC)
- Other Quantity (40/OQ)
- Interbranch Orders (40/IB)
- Service Contract Type (17/CM)
- Work Order Type (48/OT)
- Carton Status (46/RS)

Note

If you add information directly into the listed user defined code tables, this action updates only the User Defined Codes table. It does not update the Document Type Master table.

You can use the Document Type Maintenance program to add document types. Using this program is an advantage if you specify some or all of the other information included in the Document Type Maintenance program.

► **To set up document type information**

From the Inventory Setup menu (G4141), choose Document Type Maintenance.

1. On Work With Document Type, click Add.

2. On Document Type Revisions, complete the following field:

   - Document Type

3. On the Inventory tab, click one of the following options for Transaction Type:

   - Ignore

     Specifies no transactions

   - Incoming
   - Outgoing
   - Both

Specifies incoming and outgoing transactions

4. To include the document type in the integrity report, choose the following option:

   - Include in Integrity Report

5. Choose the following options under the Lot Trace/Track heading:

   - Display Lot Trace/Track
   - Consolidate Lot Trace/Track

6. Complete the following field under the Lot Trace/Track heading:

   - Nature of Transaction

7. To set up document type information for Sales Order Management, Procurement, Service Management, Work Orders, or Shipping, click the appropriate tab.

8. On the Sales tab, complete the following fields:

   - Order Category
   - Interbranch Orders
   - Other Quantity
   - Next Number System Code
   - Document Type Next Number

9. Choose the following option:

   - Relieve On Hand Inventory at Ship Confirm

10. On the Procurement tab, complete the following fields:

    - Order Category
    - Other Quantity
    - Next Number System Code
    - Document Type Next Number

11. Choose the following option:

    - Commit Procurement Orders

12. On the S/WM tab, complete the following field:

    - Contract Type

13. On the Work Order Definition tab, complete the following field:

    - Order Type

14. On the Shipping tab, complete the following fields:

    - Carton Creation Status
    - Carton Change Status

15. Choose the following option:

    - Recommend Standard Packs

16. Click OK.

Record Reservations

After you have entered Item Master and Item Branch/Plant records, you may want to limit users' access to the programs to preserve data integrity. Having multiple users updating data at the same time can result in inaccuracies.

PeopleSoft EnterpriseOne provides you with a record reservation capability, which when activated, allows only one user at a time to update information that is contained in the Item Master table (F4101) and Item Branch File table (F4102). After one user finishes updating information, another user will then be able to access the appropriate program to continue updating information.

By accessing the user defined code table (00/RR) for record reservations, you can specify that record reservation be activated for a particular program by entering a value of 1 in the Special Handling field.

You can activate record reservations for the following programs:

- Item Master (P4101)
- Matrix Items (P4101E)
- Non Stock Item Master (P4101N)
- Item Branch (P41026)
- Item Master Unedited Transactions Inbound Processor (R4101Z1I)
- Item Balance Purge F4102 (R4102P)
- ABC Analysis (R4164)
- Global Reporting Code Update (R41803)
- Item Master Global Update (R41804)
- Item Balance Global Update (R41805)

When a user reserves a record, other users will receive an error message for the record. You can view all reserved records from the Remove Business Object Reservation program (P00095).

Item Entry

Before you can work 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 also must 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.

Entering an item includes two steps:

1. Entering item master information, which includes basic information about an item.
2. Customizing the item master information to suit each branch or plant that the item occupies.

When you enter item master information, the system creates a record in the Item Master table (F4101). This table includes item information that applies throughout the branch, such as category codes and planner/buyer numbers. When you enter branch/plant information for an item, the system creates records in the Item Branch File table (F4102) and the Item Location File table (F41021), which includes item information specific to certain locations, such as on-hand quantities and General Ledger G/L class codes.

Prerequisite

- ❑ 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

Entering Item Master Information

You must enter master information for all stock and non-stock items. Master information includes the item number, item name, description, and general information about the item. The system uses this information to identify and process each item in the distribution and manufacturing systems.

You may want to enter one item that you use as a template when you enter additional items. By creating an item to use as a template, you can enter field values that are common to many items that you will add in the future. When you add the new items, you first locate the item that you entered as the template and modify field values as necessary for the new item.

When you enter a new item, the system creates an item master record in the Item Master table (F4101). After the system creates the item master record, you cannot delete master information for the item if any of the following information exists:

- Item branch records

- Bills of material

- Item cross-reference numbers

- Supplier relationships

- Sales prices

Prerequisite

❑   Because the system uses branch/plant ALL as a source for default information, you must have ALL available in your system when you enter item information.

See Also

❑   Entering Item Cost Information in the Inventory Management Guide for information about entering master information that pertains to item costs

❑   Entering Sales Price Information in the Inventory Management Guide for information about entering master information that pertains to item prices

❑   Setting Up Non-Stock Items in the Procurement Guide for information about items not accounted for as part of inventory

❑   Setting Up Basic Item Information by Depot in the Bulk Stock Management Guide

❑   Setting Up A Bulk Item in the Bulk Stock Management Guide

❑   Setting Up Item Shipping Information in the Transportation Management Guide for shipping information

❑   Bulk Item Setup in the Bulk Stock Management Guide for information about setting up a bulk item

❑   Setting Up UCC 128 Processing in the Sales Order Management Guide for UCC 128 information

Entering Basic Item 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.

On the Branch/Plant Constants form, 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. Descriptions in other languages are available based on the user profiles set up by the system administrator.

If you revise the second and third item identifiers, the program can transfer these changes to other selected files, depending on how you activate the related processing option.

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.

See Also

❑ Defining Branch/Plant Constants in the Inventory Management Guide for more information about specifying the primary item identifier

❑ Setting Up User Profiles in the System Administration Guide for information about language preferences

▶ **To enter item identification and processing information**

From the Inventory Master/Transactions menu (G4111), choose Item Master.

Each item can have up to three identifiers that you use to locate the item.

When you enter a new item, first you must enter information that identifies the item. Next, you must enter an item description and the text. The item description and text represent the information upon which a user is most likely to search when trying to locate the item.

1. On Work With Item Master Browse, click Add.

2. On the Basic Item Data tab on Item Master Revisions, complete the following fields to enter an item identifier, description, and search text:

- Item Number
- Catalog Number
- Description
- Description
- Search Text

The Description field is required.

3. To enter item processing information, complete the following fields:

- Stocking Type
- G/L Class
- Unit of Measure
- Line Type

4. Choose one or both of the following options:

- Backorders Allowed
- Check Availability

5. Click the Additional Info. tab.

6. Click the appropriate box to rank the item as A, B, C, or D under each of the following headings:

- Sales – Inventory

- Margin – Inventory

- Investment – Inventory

7. Some companies set up the unit of measure information when they enter the basic item information.

8. Click OK.

► **To enter alternate descriptions**

From the Inventory Master/Transactions menu (G4111), choose Item Master.

After you enter item identification and processing information, you can locate the item and enter a description and search text in one or more languages. This alternate text is available in the language set up at the system level or in your user profile.

1. On Work With Item Master Browse, complete the following field and click Find:

- Item Number

2. Choose the row that contains the item for which you want to enter an alternate description.

3. From the Row menu, choose Item Alt Desc (Item Alternative Description).

4. On Item Master Alternative Description, complete the following fields and click OK:

- Language Preference
- Description
- Description 2
- Search Text

Working with Segmented Items

Many industries have base products that differ from another base product because of packaging components, packaging processes, other attributes, or other differences that can cause costing structures to differ. Each variation of the product is usually a unit that is used for order entry, and it may have the following:

- Manufacturing data

- Inventory management

- Forecasts

- Pricing rules

- Preferences

You can use segments to accommodate these types of items. A segmented item can have up to 10 characteristics or attributes that identify it. Examples include:

- Polo shirts with segments of size and color

- Fruit drinks with segments of flavor, packaging, and type

Prerequisite

❑ Optionally, set up the symbol to identify segmented items and the separator character.

See Also

❑ Defining Branch/Plant Constants in the Inventory Management Guide

❑ Entering Basic Item Information in the Inventory Management Guide

► **To create a template for segmented items**

You create one or more templates for entering segmented items. If the same template will not be applicable for all your segmented items, create a template for each type and name each template appropriately.

From the Inventory Master/Transactions menu (G4111), choose Template Master.

1. On Work With Templates, click Add.

2. On Template Master Revisions, complete the following field:

- Template

  This field is case-sensitive. If you type a letter in capital letters when you add the template, you must always use a capital letter when searching for or applying the template.

3. If you want to use the maximum 25 characters for this template and eliminate the separators between each segment, choose the following option:

- No Separators

Note that you must also set the Segment Separator Character field in the Branch/Plant Constants program (P41001) to blank.

4. If you want to use a UDC for the segment, complete the first two fields for that segment:

- Segment 1
- UDC Edit

5. If you want to define the segment by length, complete the following field for that segment:

- Length

6. If you have additional segments, complete a line for each segment as needed.

   The Length Used field keeps a running total of the number of spaces, including separators, used in all the segments.

7. Click OK when you have completed the template information.

   Once you have created a template, you can attach it to Item Master Revisions if the processing option has been set to use templates.

Prerequisite

❑ Create the template that you want to use for this type of segmented item.

❑ Set the Item Master program (P4101) processing options to use templates. You will find these options on both the Defaults and Process tabs.

► **To enter a segmented item**

From the Inventory Master/Transactions menu (G4111), choose Item Master.

1. On Work With Item Master Browse, click Add.

2. On Item Master Revisions, to attach a template and display the segments, complete the following field:

   • Template

     This field is case sensitive. If you want the template and segment information to default, you can enter the template name in the appropriate processing option under the Default tab. You can override the default template from this field.

3. Choose the following option:

   • Show Segments

4. Complete the steps to set up the item.

Entering Item Text

You might want to enter text about an item that others can view or print when working with the 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, a paper clip icon appears next to the item number on Work With Item Notes. The system stores item notes by the language in which they are entered so that you can print the notes on documents (such as invoices and purchase orders) in multiple languages.

Unlike item notes, attachments can be viewed and printed regardless of the language in which you are working. Typically, you enter an attachment to provide others within your organization with a picture or diagram of an item. You cannot print attachments on documents such as invoices and purchase orders.

Prerequisite

❑ Before you can attach a predefined message to an item, you must create text for the message.

See Also

❑ Working with Media Objects in the Foundation Guide for more information about adding notes and attachments

► **To attach messages to an item**

From the Inventory Master/Transactions menu (G4111), choose Item Master.

After you have entered basic item information, you can attach predefined messages to an item.

1. On Work With Item Master Browse, enter the item and click Find.
2. Choose the row that contains the item to which you want to attach messages.
3. From the Row menu, choose Item Revisions.
4. On Item Master Revisions, complete the following fields and click OK:

   - Print Message
   - Item Flash Message

   To enter information for an item that is not predefined, follow the steps for entering item notes.

► **To enter notes for an item**

From the Inventory Master/Transactions menu (G4111), choose Item Master.

Enter item notes to provide additional information about an item, such as information about discounts or deliveries. Unlike item messages, item notes are not predefined.

1. On Work With Item Master Browse, to display all items, click Find.
2. Choose the row that contains the item for which you want to enter item notes.
3. From the Row menu, choose Item Notes.
4. On Work With Item Notes, click Add.
5. On Item Notes Revisions, complete the following fields.

   - Item Number
   - Effective From
   - Expired Date

6. From the Form menu, choose Attachments.
7. On Media Objects, click Text.
8. In the right section of the form, enter the note and click Save.
9. On Item Notes Revisions, click Cancel.

   On Work With Item Notes, the system displays a paper clip next to the item for which you entered a note.

►   **To enter attachments for an item**

From the Inventory Master/Transactions menu (G4111), choose Item Master.

Typically, you enter attachments for an item to provide graphical information such as a picture or diagram. Unlike item notes, you can view and print attachments regardless of the language in which they were entered. Therefore, if you attach a diagram that contains text to an item, the system displays the text only in the language in which the text was entered.

1. On Work With Item Master Browse, enter the item for which you want to enter an attachment and click Find.

2. Choose the row that contains the item.

3. From the Row menu, choose Internal Attachmen (Attachments).

4. On Media Objects, choose New from the File menu, and then choose Image.

5. On Select an Image, choose an option from the following field:

   • Queue Name

6. Choose an image and click OK.

7. From the File menu, choose Save & Exit.

Assigning Item Responsibility

When you enter master information for an item, you can specify the persons or businesses that are responsible for the item, including the buyer, planner, and preferred carriers. Before you can assign responsible persons or businesses to an item, each person and business must have an address book number in the Address Book system.

►   **To assign item responsibility**

From the Inventory Master/Transactions menu (G4111), choose Item Master.

After you have entered basic item information, you can specify who is responsible for the item.

1. On Work With Item Master Browse, enter the item and click Find.

2. Choose the row that contains the item to which you want to assign responsibility.

3. From the Row menu, choose Item Revisions.

4. On the Basic Item Data tab on Item Master Revisions, complete the following fields:

   • Planner Number
   • Buyer Number

5. Enter the remaining item information as necessary and click OK.

6. On Work With Item Master Browse, enter the item for which you want to add preferred carriers and click Find.

7. Choose the row that contains the item number and description.

8. From the Row menu, choose Category Codes.

PeopleSoft

Item Master - Category Codes

| Work With Item Master Browse | **Category Codes** |

OK Cancel Previous Next Tools

| Item Number | 1001 | Bike Rack - Trunk Mount |

Sales Catalog Section		Major classific
Sub Section		Minor classific
Sales Category Code 3		Add sales cat
Sales Category Code 4	444	Accessories
Sales Category Code 5	158	Bike Accesso
Preferred Sales Carrier		

Shipping Conditions Code		Blank -Shipp
Shipping Commodity Class		Blank-Shippi
Cycle Count Category		.
Item Dimension Group		.
Warehouse Process Grp 1		Blank
Warehouse Process Grp 2		Blank
Warehouse Process Grp 3		Blank

Commodity Class		Add purchase
Commodity Sub Class		Add purchase
Supplier Rebate Code		Add supplier r
Master Planning Family	240	Bike Accesso
Landed Cost Rule		Add landed c
Preferred Purchasing Carrier		

Item Pool Code		.
Category Code 6		.
Category Code 7		.
Category Code 8		.
Category Code 9		.
Category Code 10		.

9. On Category Codes, complete the following field in the sales and commodity sections:

- Preferred Purchasing Carrier

10. Click OK.

Entering Item Classification Codes

You might want to group items with similar characteristics so that you can work with the entire group at the same time. For example, grouping items provides good sales analysis information.

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. In either case, you assign classification codes on Category Codes. The fields are the same.

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, such as fragile, under which you ship an item.

There are four types of classification codes available. Each type relates to one or more of the following PeopleSoft systems:

- Sales Order Management

- Procurement

- Inventory Management

- Warehouse Management

- Transportation Management

► **To enter sales classification codes**

From the Inventory Master/Transactions menu (G4111), choose Item Master.

Enter sales classification codes to provide information about what sales codes represent (the type of item).

1. On Work With Item Master Browse, enter the item for which you want to add category code information and click Find.

2. Choose the row that contains the item number and description.

3. From the Row menu, choose Category Codes.

4. On Category Codes, complete the following fields and click OK:

   - Sales Catalog Section
   - Sub Section
   - Sales Category Code 3
   - Sales Category Code 4
   - Sales Category Code 5
   - Preferred Purchasing Carrier
   - Item Pool Code
   - Category Code 6
   - Category Code 7
   - Category Code 8
   - Category Code 9
   - Category Code 10

   After you complete these steps, follow the steps for entering purchasing, inventory, and warehouse classification codes.

► **To enter purchasing classification codes**

Enter purchasing classification codes to provide information that the system uses to sort and group items for purchase order processing.

1. On Work With Item Master Browse, enter the item for which you want to add classification code information and click Find.

2. Choose the row that contains the item number and description.

3. From the Row menu, choose Category Codes.

4. On Category Codes, complete the following fields and click OK:

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

After you complete these steps, follow the steps for entering sales, inventory, and warehouse classification codes.

► **To enter inventory and transportation classification codes**

Enter inventory and transportation classification codes to provide information that the system uses to group similar items for shipping, and to count items.

1. On Work With Item Master Browse, enter the item for which you want to add classification code information and click Find.

2. Choose the row that contains the item number and description.

3. From the Row menu, choose Category Codes.

4. On Category Codes, complete the following fields and click OK:

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

The Transportation Management system uses the Shipping Conditions Code and Shipping Commodity Class fields.

After you complete these steps, follow the steps for entering sales, purchasing, and warehouse classification codes.

► **To enter warehouse classification codes**

Enter warehouse classification codes to provide information that the system uses to group items with similar dimensions, and to move groups of items.

1. On Work With Item Master Browse, enter the item for which you want to add classification code information and click Find.

2. Choose the row that contains the item number and description.

3. From the Row menu, choose Category Codes.

4. On Category Codes, complete the following fields and click OK:

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

After you complete these steps, follow the steps for entering sales, purchasing, and inventory classification codes.

Entering Item Units of Measure 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.

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 Item Unit of Measure Conversion Factors table (F41002) or the Unit of Measure Standard Conversion table (F41003). The system verifies the item unit of measure conversions before using standard unit of measure conversions.

See Also

❑ Setting Up Standard Units of Measure in the Inventory Management Guide

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

From the Inventory Master/Transactions menu (G4111), choose Item Master.

After you enter basic item information, such as the item identifier and the item's primary unit of measure, you must provide the system with more specific unit of measure information for the different distribution processes.

1. On Work With Item Master Browse, enter the item number and click Find.
2. Choose the row that contains the item for which you want to enter default unit of measure information.
3. From the Row menu, choose Item Revisions.
4. On Item Master Revisions, click the Weights and Measures tab.
5. Complete the following fields and click OK:

   - Unit of Measure
   - Secondary
   - Purchasing
   - Pricing
   - Shipping
   - Production
   - Component
   - Weight
   - Volume

For bulk items, gallons (GA) defaults unless you enter a different value.

After you complete these steps, follow the steps to define item unit of measure conversions.

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

After you enter the default unit of measure information, you must provide the system with unit of measure conversion information if the item has multiple units of measure (for example, an item that you stock in boxes and in crates).

1. On Work With Item Master Browse, enter the item number and click Find.

2. Choose the row that contains the item for which you want to define item unit of measure conversions.

3. From the Row menu, choose Item Revisions.

4. On Item Master Revisions, choose Conversions from the Form menu.

   You can only update conversion information for items that already exist in the system. For new items, you must click OK to save the item, and then select the item on Work With Item Master Browse, and returned to Item Master Revisions.

5. On Work With Item Unit of Measure Conversions, click Add.

PeopleSoft.

Item Master - Item Unit Of Measure Conversions

OK Find Delete Cancel Tools

Item Number 1001   Bike Rack - Trunk Mount

Primary UOM EA   *Each*   ☐ DisplayStructuredUoM

Records 1 - 5   Customize Grid ☐

	1	From UoM	=	Quantity	To UoM	Structure Code	Exclude from SO	Exclude from PO	Sales UOM Seq.	Procurement UOM Seq.
⦿	1	EA	=	2,2500000	FC				0	0
○	1	EA	=	5,0000000	LB				0	0
○	1	LB	=	0,4536000	KG				0	0
○	1	LB	=	16,0000000	OZ				0	0
○										

6. On Item Unit Of Measure Conversions, complete the following fields and click OK:

- Item Number
- From UoM
- Quantity
- To UoM

7. Click Cancel to return to Work With Item Unit of Measure Conversions.

Specifying a Dual Unit of Measure for an Item

You can maintain inventory and perform transactions for items in two units of measure. For example, you specify a dual unit of measure for an item that is sold by quantity but purchased by cost or priced by weight. Similarly, a transaction can use a dual unit of measure where a standard conversion exists. For example, if an item's unit of measure is weight, you can consider a transaction in tons or pounds to be a dual unit of measure. In this case, the dual unit of measure is the unit of measure used on item ledger records and item balance records for the dual quantity.

When you specify a dual unit of measure, the system determines if the item has a variable conversion between the primary unit of measure and secondary unit of measure for all inventory transactions. You must set up the item with the primary unit of measure as the costing unit of measure and the secondary unit of measure as the other unit of measure to track inventory.

The system allows a dual unit of measure only for packaged, manufactured end items. The system does not track a secondary unit of measure for bulk items.

The following programs allow you to enter either the transaction quantity related to primary unit of measure, or the transaction quantity related to secondary, dual unit of measure. A standard conversion is used to determine the other quantity.

- Purchase Orders (P4310)
- Sales Order Entry (P4210)
- Manufacturing Work Order Processing (P48013)

You can also enable picking options and set tolerance amounts as described in the following table:

Picking	Picking is the movement of inventory from a warehouse location to satisfy an order. You can specify at the item level whether warehouse suggestions display the primary unit of measure or the dual unit of measure. Picking with dual units of measure also specifies whether the entire quantity has been shipped for a sales order line or if the line requires splitting.
	For example, if a sales order for 100 pounds (lb.) and 10 cases is hard-committed, the picking option allows ten cases that weigh ninety-eight pounds to satisfy the order without creating a line for two pounds. Assuming that the tolerances are met and that you are using the picking option, the system would not split the sales order.
	Picking with dual units of measure impacts other areas of the system in the following ways:
	• The Warehouse Management system uses the secondary quantity for picking a sales order rather than the transaction quantity.
	• The system uses the picking process for a sales order line during availability checking and inventory commitments.
	• The Sales Order Management and Transportation Management systems use the picking process to split a dual unit of measure item based upon the transaction quantity or the secondary quantity. The system uses the Dual Picking Process option on the Additional Info. tab on the Item Master (P4101) to determine which quantity to use.
Tolerance	After you specify a dual unit of measure for an item, you can specify whether the system must check for tolerance amounts during any inventory transaction. Tolerances ensure that when you enter secondary quantities on a transaction, the primary and secondary quantities are within a certain percentage of the standard conversion. For example, if a case of an item weighs approximately 100 pounds and you set the tolerance to three percent, the weight must bet between 97 and 103 pounds in order to fall within the tolerance level.
	The system does not check tolerances when using the Inventory Adjustments (P4114) or the Inventory Issues (P4112) programs.

The system converts the dual unit of measure using the special handling code. For a dual unit of measure item, the special handling code of the primary and secondary units of measure is different. For similar units of measure, such as ounces, pounds, and tons, the special handling code is the same. For example weight might have pounds as the dual unit of measure. A dual transaction quantity could be entered for tons. In this case, pounds and tons must have the same special handling code.

The system uses the following tables when processing information for dual units of measure:

- Item Master (F4101)
- Item Ledger File (F4111)
- Item Location File (F41021)
- Location Detail Information (F4602)

Prerequisite

❑   Set up the special handling code in the UDC table (00/UM).

► **To specify a dual unit of measure for an item**

From the Inventory Master/Transactions menu (G4111), choose Item Master.

1. On Work With Item Master Browse, click Find.

2. Choose the row that contains the item for which you want to specify dual unit of measure and click Select.

3. On Item Master Revisions, click the Weights and Measures tab.

4. To specify the secondary unit of measure, complete the following field:

   • Secondary

5. Click the Additional Info. tab.

6. To specify that an item is maintained in a secondary unit of measure, turn on the following option:

   • Dual Unit of Measure Item

7. To specify that the primary or secondary unit of measure should be used for the picking process, turn on the following option:

   • Dual Picking Process

     The system also uses this option to determine if a sales order line should be split based upon the primary quantity or the secondary quantity.

8. To specify that a tolerance check is required for an item, turn on the following option:

   • Dual Unit of Measure Tolerance

9. If you require tolerance checking for dual units of measure, complete the following field to specify a tolerance percentage:

   • Dual Tolerance Percentage

10. Click OK.

Setting Up Search Sequences using Price Units of Measure

You can specify multiple units of measure to locate base prices and adjustments. For example, you can specify that pallets are the first unit of measure for the system to use when searching. If the system finds nothing, you can specify cases as the second unit of measure, and then boxes. You can set up as many as eight sequences for a specific item, and the search sequences do not have to follow a certain progression.

The system uses the conversion factors to convert adjustments into the other unit of measure. For example if the system locates an adjustment using the transaction unit of measure, the system also displays the pricing unit of measure. The system uses the unit of measure conversion factors to recalculate the adjustment in the pricing unit of measure

You set up the price unit of measure sequence for items on the Item Unit of Measure Conversions form. You can specify one for sales and another for procurement.

The system uses the following tables for processing search sequences using units of measure:

- Inventory Constants (F41001)

- Item Unit of Measure Conversion Factors (F41002)

- Price Adjustment Detail (F4072)

- Item Base Price File (F4106)

Prerequisite

❑ Specify the values for unit of measure in the Sales Retrieval Unit of Measure (UDC 40/SU) and the Purchase Price Retrieval Unit of Measure (UDC 40/PU) fields on the System Constants form of the Branch/Plant Constants program (P41001).

See Also

❑ Defining System Constants in the Sales Order Management Guide for information about define the search units of measure

▶ **To set up search sequence using price units of measure**

From the Item Revisions menu (G4112), choose Item Master U/M Conversion.

1. On Work With Item Unit of Measure Conversions, complete the following field and click Find:

   - Item Number

2. Choose the record and click Select.

3. On Item Unit Of Measure Conversions, complete the following fields and click OK:

- Sales UOM Seq.
- Procurement UOM Seq.

Note

You can specify up to eight levels in these fields.

Entering Item Manufacturing Information

When you enter item master information, you define manufacturing information about an item including:

Requirements planning information	You enter requirements planning information to develop an inventory planning forecast 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 items.
Engineering information	You enter reference information about the drawing plans for an item.

► **To enter requirements planning information**

From the Inventory Master/Transactions menu (G4111), choose Item Master.

Enter requirements planning information to develop an inventory planning forecast that you use to run your distribution and manufacturing operations.

1. Enter the item for which you want to enter manufacturing information and click Find.

2. Choose the row that contains the item number and description.

3. From the Row menu, choose Addl System Info.

4. On the Manufacturing Data tab on Additional System Information, complete the following fields and click OK:

- Order Policy Code
- Value Order Policy
- Planning Code
- Planning Fence Rule
- Planning Fence
- Freeze Fence
- Message Display Fence

After you complete these steps, follow the steps to enter leadtime information.

After you enter requirements planning information, you can enter leadtime information to calculate the time frames that are necessary to assemble or manufacture an item.

1. On Work With Item Master Browse, enter the item for which you want to enter leadtime information and click Find.

2. Choose the row that contains the item number and description.

3. From the Row menu, choose Addl System Info.

4. On the Manufacturing Data tab on Additional System Information, complete the following fields and click OK:

    - Issue and Receipt
    - Replenishment Hours
    - MFG Leadtime Quantity
    - Leadtime Level
    - Leadtime Manufacturing
    - Leadtime Per Unit
    - Leadtime Cumulative
    - Fixed/Variable

    After you complete these steps, follow the steps to enter engineering information.

► **To enter engineering information**

After you enter leadtime information, you can enter engineering information about the item.

1. On Work With Item Master Browse, enter the item for which you want to enter engineering information and click Find.

2. Choose the row that contains the item number and description.

3. From the Row menu, choose Addl System Info.

4. On the Manufacturing Data tab on Additional System Information, complete the following fields and click OK:

    - Drawing Size
    - Last Revision No
    - Drawing Number

    To choose Drawing from the Form menu, you must complete the Last Revision Number and Drawing Number fields.

Entering Item Grade and Potency 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 an active ingredient in a product (for example, the percentage of alcohol in cough syrup).

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 complete sales transactions on items that are not within the range.

You can specify an acceptable grade or potency range for each of your customers using preference profiles. 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. You can specify the grade or potency of all items in a lot on Work With Lot Master. If you do not specify a grade or potency, the system uses the standard grade or potency entered on the Additional System Information form.

See Also

❑ Entering Information for Lots in the Inventory Management Guide for information about specifying grade and potency values for lots

❑ Working with Preferences in the Sales Order Management Guide

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

From the Inventory Master/Transactions menu (G4111), choose Item Master.

1. On Work With Item Master Browse, enter the item for which you want to enter grade or potency information and click Find.

2. Choose the row that contains the item number and description.

3. From the Row menu, choose Addl System Info.

4. On Additional System Information, click the Grade and Potency tab.

5. To indicate whether you price the item by potency or by grade, complete the following field:

- Grade/Potency Pricing

6. If you chose pricing by potency, complete the following fields:

- Potency Control
- Standard Potency
- From Potency
- Thru Potency

7. If you chose pricing by grade, complete the following fields:

- Grade Control
- Standard Grade
- From Grade
- Thru Grade

8. Click OK.

Processing Options for Item Master (P4101)

Defaults Tab

These processing options define the default information that the system uses, such as unit of measure.

1. Primary Unit of Measure

Blank = EA

Use this processing option to identify the primary unit of measure that the system uses. If you leave this processing option blank, the system uses EA (each).

2. Weight Unit of Measure

Blank = LB

Use this processing option to identify the unit of measure for weight that the system uses. If you leave this processing option blank, the system uses LB (pounds).

3. Volume Unit of Measure

Blank = GA

4. Template

Blank = None

Process Tab

These processing options allow you to specify the effective from and thru dates that the system uses in the Item Notes table and whether the system displays certain forms when you add or change information on the Item Master Revisions form.

1. Notes From Date

Blank = System Date

Use this processing option to specify the "effective from" date that the system uses in the Print Messages table (F4016). If you leave this processing option blank, the system uses the system date.

2. Notes Thru Date

Blank = Last day of default century

Use this processing option to specify the "effective through" date that the system uses in

the Print Messages table (F4016). If you leave this processing option blank, the system uses the last day of the default century.

3. Category Codes

Blank = Do not display screen
1 = Display screen

Use this processing option to specify whether the system displays the Category Codes form when you add or change information on the Item Master Revisions form. Valid values are:

Blank
Do not display the form.

1
Display the form.

4. Additional System Information

Blank = Do not display screen
1 = Display screen

Use this processing option to indicate whether the system displays the Additional System Information form when you add or change information on the Item Master Revisions form. Valid values are:

Blank
Do not display the form.

1
Display the form.

5. Storage/Shipping

Blank = Do not display screen
1 = Display screen

Use this processing option to specify whether the system displays the Storage/Shipping form when you add or change information on the Item Master Revisions form. Valid values are:

Blank
Do not display the form.

1

Display the form.

6. Cost Revisions (Conditional)

Blank = Do not display screen

1 = Display screen

Use this processing option to specify whether the system displays the Cost Revisions form when you add or change information on the Item Master Revisions form. Valid values are:

Blank

Do not display the form.

1

Display the form.

Note that in order for the system to display the Cost Revisions form, you must also set the value for the Inventory Cost Level field to 1 on the Item Master Revisions form.

7. Price Revisions (Conditional)

Blank = Do not display screen

1 = Display screen

Use this processing option to specify whether the system displays the Price Revisions form when you add or change information on the Item Master Revisions form. Valid values are:

Blank

Do not display the form.

1

Display the form.

Note that in order for the system to display the Price Revisions form, you must also set the value for the Sales Price Level field to one on the Item Master Revisions form.

8. Unit Of Measure Conversions (Conditional)

Blank = Do not display screen

1 = Display screen

Use this processing option to specify whether the system displays the Unit of Measure form when you add or change information, and when the system performs the unit of measure conversations at the item level. Valid values are:

Blank

The system does not display the Unit of Measure form.

1

The system displays the Unit of Measure form.

9. Item Branch

Blank = Do not display Item Branch screens
1 = Display Item Branch and return to Item Master
2 = Display and remain on Item Branch

Use this processing option to specify whether the system displays the Item Branch form when you add or change information on the Item Master Revisions form. Valid values are:

Blank

Do not display the Item Branch form.

1

Display the Item Branch form, but return to the Item Master form.

2

Display and remain on the Item Branch form.

10. Attachments

Blank = Display the Internal Attachments
1 = Display Item Notes

Use this processing option to specify whether the system displays the Item Notes form when you select a media object on the Work With Item Master Browse form. Valid values are:

Blank

Display only the internal attachments.

1

Display the Item Notes form.

11. Use Templates

Blank = Do not use Templates
1 = Use Templates

Use this processing option to specify whether you want to use templates for segmented items. Valid values are:

Blank
Do not use templates.

1
Use templates.

Workflow Tab

This processing option allows you to specify whether to activate workflow and whether users are allowed to add or change information.

1. Workflow (OBSOLETE)

Blank = Do not activate Workflow
1 = Adds
2 = Changes
3 = Adds and Changes

For future use.

Please refer to Electronic Signatures in the Auditing Administration Guide, including 21 CFR Part 11 Administration, for more information.

2. Allow Changes (Restart Workflow) (OBSOLETE)

Blank = Do not allow additional changes
1 = Allow a record change and restart Workflow

For future use.

Please refer to Electronic Signatures in the Auditing Administration Guide, including 21 CFR Part 11 Administration, for more information.

3. Log as History Record (OBSOLETE)

Blank = Do not log item as a history record
1 = Log all additions and changes as history records

For future use.

Please refer to Electronic Signatures in the Auditing Administration Guide, including 21 CFR Part 11 Administration, for more information.

Global Update Tab

This processing option allows you to update changes made to the second or third item numbers to records in selected tables.

1. Transfer Changes

1 = Transfer changes to 2nd and 3rd item numbers
2 = Transfer changes to 2nd and 3rd item numbers in selected files

Use this processing option to specify which tables that the system updates when you have made changes to item numbers in the item branch records. You use the UDC 40/IC to compile the list of tables. Valid values are:

Blank
The system does not update any tables.

1
The system updates only those tables that contain item branch information with changes to the second and third item numbers.

2
The system updates only selected tables that contain item branch information with changes to the second and third item numbers.

Versions Tab

These processing options allow you to specify the versions for various programs that you access from the Item Master program. Versions control how the system processes and displays information. Therefore, you might need to set the processing options to meet your specific needs.

1. Item Availability (P41202)

Blank = ZJDE0001

Use this processing option to specify the version that the system uses for the Item Availability program (P41202). If you leave this processing option blank, the system uses version ZJDE0001.

2. Item Branch (P41026)

Blank = ZJDE0001

Use this processing option to specify the version that the system uses for the Item Branch program (P41026). If you leave this option blank, the system uses version ZJDE0001.

3. Cost Revisions (P4105)

Blank = ZJDE0001

Use this processing option to specify which version that the system uses when you access the Cost Revisions program (P4105). If you leave this processing option blank, the system uses version ZJDE0001.

4. Segmented Item Availability (P41206)

Blank = ZJDE0001

Use this processing option to specify which version that the system uses when you access the Segmented Item Availability program (P41206). If you leave this processing option blank, the system uses version ZJDE0001.

Interop Tab

These processing options allow you to specify whether the system performs outbound interoperability processing and whether the system creates a record of a transaction prior to changes to the transaction.

1. Transaction Type

Blank = No outbound interoperability processing

Use this processing option to define the type of document for which you want the system to search.

The transaction type is a user defined code (00/TT) that identifies the type of transaction, such as an invoice or a sales order. You can either enter the transaction type or choose it from the Select User Define Code form. The system uses the transaction type as the default.

Note that if you leave this processing option blank, the system does not perform export processing.

2. Before/After Image Processing

Blank = Write only the after image

1 = Write the before and after image

Use this processing option to specify whether the system creates a record of a transaction after the transaction is changed, or whether the system creates records of a transaction before and after a transaction is changed. Valid values are:

Blank
Create a record of a transaction after changes.

1
Create two records: one record before changes and one record after changes.

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 items depending on the warehouse.

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

Every PeopleSoft system that retrieves item information searches for the item branch/plant information before searching the item master information.

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

You begin entering item information for a branch/plant on Item/Branch Plant Info.(Information). Most fields on Item/Branch Plant Info. are identical to those on the Item Master Revisions form. The system uses the default values from Item Master Revisions.

Besides location information, you can enter item processing information. Use processing options to specify that other forms, such as Category Codes, appear so that you can add or change the information.

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

See Also

❑ Setting Up Item Profiles in the Warehouse Management Guide for Warehouse Profile information

❑ Setting Up Basic Item Information by Depot and Setting Up A Bulk Item in the Bulk Stock Management Guide

❑ Setting Up Base Warranty Defaults in the Service Management Guide for Customer Service information

❑ Entering Basic Item Information in the Inventory Management Guide for descriptions of fields on Item/Branch Plant Info

Assigning an Item to a Branch/Plant

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

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

From the Inventory Master/Transactions menu (G4111), choose Item Branch/Plant.

1. On Work With Item Branch, and click Add.

2. On Item/Branch Plant Info., complete the following fields:

   • Branch/Plant

   • Item Number

3. On the Basic Branch/Plant Data tab, complete any of the fields that you want unique for this branch/plant.

4. Click the Additional Info. tab and complete any of the fields that you want unique for this branch/plant.

5. Click OK when the information is accurate.

The Inventory Constants table (F41001) must contain a record for the branch/plant you enter.

After you complete these steps, you can follow the steps to assign a primary location in the branch/plant for the item.

Working with Item Locations

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 prompts you for the primary location immediately after you assign an item to a branch/plant. 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.

You can also 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.

Each time that you enter a location for an item, the system creates a record in the Item Location File table (F41021). To delete a primary location, you must first change it to a secondary location. Locations that you delete cannot contain quantities.

If you specify location control on System Constants, you can assign an item to only those locations set up using the Branch/Plant Location Master menu selection on the Inventory Master/Transactions menu (G4111). If you do not specify location control, you can assign an item to any location.

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 also can change the primary location for an item. However, 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 back order
- Quantity on purchase order
- Quantity on work order
- Other purchasing 1
- Quantity on soft commit

See Also

- ❑ Entering Information for Lots in the Inventory Management Guide for information about defining lot details
- ❑ Assigning Lot Status Codes in the Inventory Management Guide for information about putting lots and locations on hold

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

After you assign an item to a branch/plant on Item/Branch Plant Info., Primary Location appears automatically. You must enter a primary location that indicates a specific location in the branch/plant where you will store the item.

On Primary Location, complete the following fields and click OK:

- Location
- Lot/Serial

After you complete these steps, follow the steps to assign a secondary location to an item.

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

After you assign a primary location to an item, you can assign a secondary location so the item can be stored in multiple locations.

1. On Work With Item Branch, enter the item for which you want to assign a secondary location and click Find.
2. Choose the row of the item that you want to assign to a secondary location.
3. From the Row menu, choose Location Revisions.
4. On the Work With Item Locations form, click Add.

   The Primary/Secondary field defaults to S (Secondary).

5. On the Location Revisions form, complete the following fields and click OK:

- Location
- Lot/Serial

Repeat these steps to assign more secondary locations.

► **To change the primary location for an item**

After you have assigned a primary and secondary location to an item, you can choose a secondary location that you have already assigned to the item and change it to the primary location.

1. On Work With Item Branch, enter the item you want to change and click Find.

2. Choose the row that contains the branch/plant, item, and description.

3. From the Row menu, choose Location Revisions.

4. On Work With Item Locations, choose the row that contains the location that you want to change to the primary location.

5. From the Row menu, choose Change Primary.

The system changes the location that was the primary location to a secondary location and changes the location that you chose to the primary location.

Entering Item Branch Classification Codes

You might want to group items with similar characteristics so that you can work with the entire group at the same time for branch/plants. For example, grouping items together provides good sales analysis information.

There are four types of classification codes available. Each type relates to one or more of the following PeopleSoft systems:

- Sales Order Management
- Procurement
- Inventory Management
- Warehouse Management
- Transportation Management

► **To enter sales classification codes**

From the Inventory Master/Transactions menu (G4111), choose Item Branch/Plant.

Enter sales classification codes to provide information about the type of item that the sales codes represent.

1. On Work With Item Branch, enter the item for which you want to add category code information and click Find.

2. Choose the row that contains the item number and description.

3. From the Row menu, choose Category Codes.

4. On Category Codes, complete the following fields and click OK:

- 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

After you complete these steps, follow the steps for entering purchasing, inventory, and warehouse classification codes.

► **To enter purchasing classification codes**

Enter purchasing classification codes to provide information that the system uses to sort and group items for purchase order processing.

1. On Work With Item Branch, enter the item for which you want to add classification code information and click Find.

2. Choose the row that contains the item number and description.

3. From the Row menu, choose Category Codes.

4. On Category Codes, complete the following fields and click OK:

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

After you complete these steps, follow the steps for entering sales, inventory, and warehouse classification codes.

► **To enter inventory and transportation classification codes**

Enter inventory and transportation classification codes to provide information that the system uses to group similar items for shipping and to count items.

1. On Work With Item Branch, enter the item for which you want to add classification code information and click Find.

2. Choose the row that contains the item number and description.

3. From the Row menu, choose Category Codes.

4. On Category Codes, complete the following fields and click OK:

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

The Transportation Management system uses the Shipping Conditions Code and Shipping Commodity Class fields.

After you complete these steps, follow the steps for entering sales, purchasing, and warehouse classification codes.

► **To enter warehouse classification codes**

Enter warehouse classification codes to provide information that the system uses to group items with similar dimensions, and to move groups of items.

1. On Work With Item Branch, enter the item for which you want to add classification code information and click Find.
2. Choose the row that contains the item number and description.
3. From the Row menu, choose Category Codes.
4. On Category Codes, complete the following fields and click OK:

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

After you complete these steps, follow the steps for entering sales, purchasing, and inventory classification codes.

Entering Item Tax 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.

► **To enter tax information**

From the Inventory Master/Transactions menu (G4111), choose Item Branch/Plant.

1. On Work With Item Branch, enter the item for which you want to enter tax information and click Find.
2. Choose the row that contains the branch/plant, item, and description.
3. From the Row Menu, choose Item/Branch Info.

4. On the Basic Branch/Plant Data tab on Item/Branch Plant Info., complete the following fields and click OK:

- Sales Taxable
- Purchasing Taxable

See Also

❑ Working with Detail Information in the Sales Order Management Guide

❑ Entering Tax Information for a Detail Line in the Procurement Guide

Locating Item Sources

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**

From the Inventory Master/Transactions menu (G4111), choose Item Branch/Plant.

1. On Work With Item Branch, enter the item for which you want to enter item source information and click Find.

2. Choose the row that contains the branch/plant, item, and description.

3. From the Row Menu, choose Item/Branch Info.

4. On the Basic Branch/Plant Data tab on Item/Branch Plant Info., complete the following fields and click OK:

- Supplier Number
- Country of Origin

Entering Item Reorder Quantities

You can specify the minimum, maximum, and normal reorder quantities for an item. 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**

From the Inventory Master/Transactions menu (G4111), choose Item Branch/Plant.

1. On Work With Item Branch, enter the item for which you want to enter reorder quantities and click Find.

2. Choose the row that contains the branch/plant, item, and description.

3. From the Row Menu, choose Quantities.

4. On Quantities, complete the following fields and click OK:

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

Entering Item Branch/Plant Manufacturing Information

For each item, you can define manufacturing information that is specific to each branch/plant, including:

Requirements planning information	You enter information about inventory shrinkage for items 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 items.

Most of the items on Plant Manufacturing Data are identical to those on Manufacturing Data. The system uses the default values that you specified on Manufacturing Data.

► **To enter requirements planning information for item branch/plants**

From the Inventory Master/Transactions menu (G4111), choose Item Branch/Plant.

Enter this information to plan for the quantity of an item that you will need to replace due to inventory shrinkage.

1. On Work With Item Branch, enter the item for which you want to enter requirements planning information and click Find.
2. Choose the row that contains the branch/plant, item, and description.
3. From the Row menu, choose Addl System Info.

4. On the Plant Manufacturing tab on Additional System Info, complete the following fields and click OK:

- Shrink Factor
- Shrink Factor Method

After you complete these steps, follow the steps to enter leadtime information.

► **To enter leadtime information for item branch/plants**

Enter leadtime information to calculate the time frames that are necessary to assemble or manufacture an item.

1. On Work With Item Branch, enter the item for which you want to enter leadtime information and click Find.

2. Choose the row that contains the branch/plant, item, and description.

3. From the Row menu, choose Additional System Info.

4. On the Plant Manufacturing tab on Addl System Info, complete the following fields and click OK:

- Setup Labor
- Move / Queue Hours
- Time Basis
- Issue and Receipt
- Replenishment Hours

Note

You might need to use the scroll bars to locate all the fields.

After you complete these steps, follow the steps to enter engineering information.

► **To enter engineering information for item branch/plants**

Enter engineering information to specify the drawing plans for an item.

1. On Work With Item Branch, enter the item for which you want to enter engineering information and click Find.

2. Choose the row that contains the branch/plant, item, and description.

3. From the Row menu, choose Additional System Info.

4. On the Plant Manufacturing tab on Addl System Info, complete the following fields and click OK:

- ECO Number
- ECO Reason
- ECO Date
- Item Revision Level

Duplicating Item Information for Multiple Branch/Plants

You might have item information that applies to items in multiple branch/plants. You can enter item information for one branch/plant and then duplicate the information for as many as 10 other branch/plants by doing either of the following:

- Use Item Branch Duplication program (P41015) to select individual items for duplication

- Use the Item Branch Duplication batch program (R41826) to define criteria for items that you want to duplicate

These programs use the Item Duplication Work File table (F41015) during processing.

For both procedures, you use processing options to specify the branch/plants for which you are duplicating information. You can also specify additional information to duplicate, such as costs, prices, units of measure, and so on. For either procedure, the system sends a message to the Employee Work Center when the duplication process is completed.

When you duplicate item information, 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.

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

For matrix-controlled items, use the Item Branch Duplication batch program to copy information about the matrix parent item to all children that you have chosen for the system to generate in the matrix. The system creates records in the following tables for the children in the matrix:

- Item Master (F4101)
- Item Branch File (F4102)
- Item Location File (F41021)
- Item Cost File (F4105)
- Item Base Price File (F4106)
- Item Units of Measure Conversion Factors (F41002)

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

From the Inventory Advanced -- Technical Ops menu (G4131), choose Item / Branch Duplication.

1. On Work With Item Branch Duplication, enter the branch/plant from which you are duplicating information and click Find.
2. Choose the rows for the items to be duplicated and click Select.

See Also

❑ Setting Up Warehouse Locations in the Inventory Management Guide for information about blank locations for branch/plants

❑ Working with Segmented Items in the Inventory Management Guide for information about defining and associating a template with a matrix parent item and choosing the segment combinations

Processing Options for Item Branch (P41026)

Process Tab

These processing options allow you to specify whether the system displays additional Item Branch forms when you perform an add or change on the Item Branch/Plant Info. form.

1. Category Codes

Blank = Do not display screen
1 = Display screen

Use this processing option to specify whether the Category Codes form appears when you are adding or changing information. Valid values are:

Blank
Do not display the form.

1
Display the form.

2. Quantities

Blank = Do not display screen
1 = Display screen

Use this processing option to specify whether the system displays the Quantities form when you add or change information. Valid values are:

Blank
Do not display the form.

1
Display the form.

3. Additional System Information

Blank = Do not display screen
1 = Display screen

Use this processing option to specify whether the system displays the Additional System Information form when you add or change information. Valid values are:

Blank
Do not display the form.

1

Display the form.

4. Item Profile Revisions

Blank = Do not display screen

1 = Display screen

Use this processing option to specify whether the system displays the Item Profile Revisions form when you add or change information. Valid values are:

Blank

Do not display the form.

1

Display the form.

5. Cost Revisions

Blank = Do not display screen

1 = Display screen

Use this processing option to indicate whether the system displays the Cost Revisions form when you add or change information. Valid values are:

Blank

Do not display the form.

1

Display the form.

6. Price Revisions

Blank = Do not display screen

1 = Display screen

Use this processing option to specify whether the system displays the Price Revisions form when you add or change information. Valid values are:

Blank

Do not display the form.

1

Display the form.

7. Unit of Measure

Blank = Do not display screen
1 = Display Unit of Measure screen

Use this processing option to specify whether the system displays the Unit of Measure
form when the Unit of Measure conversions are at the branch level and you are adding or
changing information. Valid values are:

Blank
Do not display the form.

1
Display the form.

Versions Tab

These processing options allow you to specify the versions for various programs that you access from
the Item Branch program. Versions control how the system processes and displays information.
Therefore, you might need to set the processing options to meet your specific needs.

1. Summary Availability (P41202)

Blank = ZJDE0001

Use this processing option to specify the version that the system uses when you access the
Item Availability program (P41202). If you leave this processing option blank, the system
uses version ZJDE0001.

2. Item/Location Information (P41024)

Blank = ZJDE0001

Use this processing option to specify the version that the system uses when you access the
Location Revisions program (P41024). If you leave this processing option blank, the
system uses version ZJDE0001.

Interop Tab

These processing options control whether the system performs outbound interoperability processing and whether the system creates a record of a transaction prior to changes to the transaction.

1. Transaction Type

Blank = No outbound interoperability processing

Use this processing option to define the type of document for which you want the system to search.

The transaction type is a user defined code (00/TT) that identifies the type of transaction, such as an invoice or a sales order. You can enter a transaction type or choose one from the Select User Define Code form. The system uses the transaction type as the default.

Note that if you leave this processing option blank, the system does not perform export processing.

2. Before/After Image Processing

Blank = Write only the after image
1 = Write the before and after image

Use this processing option to specify the point at which the system creates a record of a transaction. Valid values are:

Blank
Create a record of a transaction after changes.

1
Create two records: one record before changes and one record after changes.

Processing Options for Item Branch Duplication (P41015)

Defaults 1
Enter the branch/plants to which you want to duplicate the items:
Branch One
Branch Two
Branch Three
Branch Four
Branch Five
Branch Six
Default 2

Branch Seven

Branch Eight

Branch Nine

Branch Ten

Process

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 Factor (F41002)

Bulk Depot/Product Information (F41022)

Item Profile (F46010)

Item Unit of Measure Definition (F46011)

Item Branch Master-Service/Warranty Extension (F41171)

Entering Item Cost Information

You must provide cost information for items in order to track inventory costs. Cost information determines:

- Whether the system maintains one overall cost for the item or a different cost based on 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 cost method for an item, you must enter an initial cost for that cost method. The system updates the last-in cost based on the cost of the item as of the last receipt date.

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

Assigning a Cost Level to an Item

You determine whether the system maintains one overall cost for an item or a different item cost for each branch/plant. You can also define a different cost for each location and lot within a branch/plant. The level where you assign a cost to an item determines whether the system maintains costs at the lot, location, branch/plant, or master level. The cost level also determines how you locate the item to assign cost methods and enter item costs. For example, you can locate the item based on the:

- Item
- Item and branch/plant
- Item, branch/plant, and location

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 is stored in the Item Cost File table (F4105)

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

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

From the Inventory Master/Transactions menu (G4111), choose Item Master.

1. On Work With Item Master Browse, enter the item for which you want to assign cost levels and click Find.
2. Choose the row that contains the item and description.
3. From the Row menu, choose Item Revisions.
4. On Item Master Revisions, complete the following fields and click OK:

   - Inventory Cost Level
   - Purchase Price Level

See Also

❑ Defining Supplier Prices and Discount Rules in the Procurement Guide

Assigning a Cost Method to an Item

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

The system provides eight predefined cost methods. You can define your own cost methods with user defined codes, although PeopleSoft reserves cost methods 01 through 19.

If you do not enter an item cost for the cost methods that 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.

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

From the Inventory Master/Transactions menu (G4111), choose Item Master.

1. On Work With Item Master Browse, enter the item for which you want to assign cost methods and click Find.
2. Choose the row that contains the item and description.

3. From the Row menu, choose Cost Revisions.

4. On Work With Item Cost, choose the row that contains the branch/plant where the item is located.

5. From the Row menu, choose Cost Revisions.

6. On Cost Revisions, complete the following fields under the Costing Methods heading and click OK:

- Sales/Inventory
- Purchasing

Entering Item Costs

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.

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 the on-hand quantity of the item. It also creates journal entries to record the difference between the old and the new amounts.

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

- For last-in, or cost method 01, the system interactively updates this amount based on the last cost of the item at the time of receipt.

- For weighted average, or cost method 02, 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. You cannot use the weighted average cost method (02) for the sales/inventory cost method with stocking types C or R.

- For actual cost, or cost method 09, the system calculates the cost of the product built on a work order or rate schedule based on the actual hours used and the actual quantity of parts issued. The system updates the cost based on the most current information. You cannot use actual cost method (09) for the sales/inventory cost method with stocking types C or R.

The system also updates the following costs:

- Last-in, purchasing, and lot costs are updated by the PO Receipts program (P4312).

- Purchasing cost is updated by the Voucher Match program (P4314).

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

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 assigns a zero cost for the cost method.

► **To enter item costs**

From the Inventory Master/Transactions menu (G4111), choose Item Master.

1. On Work With Item Master Browse, enter the item for which you want to enter item costs and click Find.

2. Choose the row that contains the item and description.

3. From the Row menu, choose Cost Revisions.

4. On Work With Item Cost, click Add to enter the item cost.

5. On Cost Revisions, complete the following fields and click OK:

   - Item Number
   - Branch/Plant
   - Cost Method

Entering Manufacturing Setup Cost Information

If you use PeopleSoft 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**

From the Inventory Master/Transactions menu (G4111), choose Item Master.

1. On Work With Item Master Browse, enter the item for which you want to enter manufacturing setup cost information and click Find.

2. Choose the row that contains the item and description.

3. From the Row menu, choose Addl System Info.

4. On the Manufacturing Data tab on Additional System Information, complete the following field and click OK:

- Accounting Cost Qty

Processing Options for Cost Revisions (P4105)

Process
1. Enter a '1' to prevent the standard cost from being changed.
Interop
1. Enter the transaction type for the interoperability transaction. If left blank, outbound interoperability processing will not be performed.
Flex Acct
1. Flex Accounting

   Blank = Do not activate flexible accounting
   1 = Activate flexible accounting

Entering Sales Price Information

If you use the Sales Order Management system with the Inventory Management system, you must provide sales price information for each item. 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. You can also define different prices for each location and lot within a branch/plant. The level where you assign a sales price to an item indicates the level at which the system maintains prices. The sales price level also determines how you locate the item to assign price methods and enter item prices. For example, you can locate the item based on the:

- Item

- Item and branch/plant

- Item, branch/plant, and location

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

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 Revisions or Item Branch/Plant Revisions.

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. You also can enter a currency code for a price if you use multiple currencies. The system stores sales prices in the Item Base Price File table (F4106).

See Also

- ❑ Entering a Bill of Material in the Inventory Management Guide for information about setting up kits

- ❑ Setting Up Item Price Groups in the Sales Order Management Guide for more information about item price groups

- ❑ Setting Up a Base Pricing Structure in the Sales Order Management Guide for information about using Sales Price Level Conversion

► To assign price levels to an item

From the Inventory Master/Transactions menu (G4111), choose Item Master.

1. On Work With Item Master Browse, enter the item to which you want to assign price levels and click Find.

2. Choose the row that contains the item and description.

3. From the Row menu, choose Item Revisions.

4. On Item Master Revisions, complete the following fields and click OK:

- Sales Price Level
- Kit/Configurator Pricing Method

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

From the Inventory Master/Transactions menu (G4111), choose Item Master.

1. On Work With Item Master Browse, enter the item to which you want to assign price groups and click Find.

2. Choose the row that contains the item and description.

3. From the Row menu, choose Item Revisions.

4. On Item Master Revisions, click the Additional Info. tab.

5. Complete the following fields and click OK:

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

► **To enter item prices**

From the Inventory Master/Transactions menu (G4111), choose Item Master.

1. On Work With Item Master Browse, enter the item to which you want to assign prices and click Find.

2. Choose the row that contains the item and description.

3. From the Row menu, choose Price Revisions.

4. On Work With Preference Base Price, limit the search by completing any of the fields (all are optional).

5. Click Add.

6. On Preference Hierarchy Selection, choose the item, customer group, or both to which you want to enter an item price and click Select.

7. On Base Price Revisions, click one of the following options under the Adjust Prices By heading:

- Unit Price
- Credit Price

8. Click one of the following options under the Adjust Prices By heading:

- Percentage
- Amount

9. Complete the following fields and click OK:

- UM
- Unit Price

Inventory Transactions

To help you manage the complex recording and accounting functions that are involved in maintaining an up-to-date inventory, you might need to record inventory movement between branch/plants and between locations in a branch/plant. For example, you can use the issue transaction to remove damaged or obsolete goods from your inventory. Occasionally you might need to adjust inventory for damaged items or discrepancies. Alternatively, you might use the transfer transaction to move inventory from one branch/plant to another. After you move inventory, the system adjusts the quantity balance for the item and creates the appropriate general ledger (G/L) entries for the transaction.

You can move inventory using the following programs:

- Inventory Issues (P4112)
- Inventory Adjustments (P4114)
- Inventory Transfers (P4113)

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. You might also adjust inventory out of a location when it is damaged. When you transfer inventory, you move it from one location to another.

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 or cost amount, or quantity and cost amount information. Entering transactions by the cost amount helps you accommodate variances that are due to different costing methods that are used in different branch/plants.

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

- Item Branch (F4102)
- Item Location (F41021)
- Account Ledger (F0911)
- Lot Master (F4108)

Every transaction affects accounting information in your system if you have set the branch/plant constant for the general ledger interface. The system uses automatic accounting instructions (AAIs) to update the general ledger with all of the accounting information that is related to transactions. AAIs direct inventory transactions to a specific account in the general ledger.

You can use the following programs to review the updated accounting information when you are working with a transaction:

General Journal Review (P0911B)	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 account balance.
Journal Entries (P0911)	Displays the G/L accounts that a transaction is written to before it is posted.
Item Ledger Inquiry (P4111)	Displays all transactions for an item.

See Also

❑ AAIs for the Inventory Management System in the Inventory Management Guide for more information about the AAIs used in the Inventory Management system

Issuing Inventory

Issuing inventory typically involves removing items from a branch/plant or location, adjusting the inventory balance, and recording the transaction in the general ledger (G/L). Occasionally, when you remove only the cost amounts for an inventory record. You do this to devalue items.

A variety of tasks relate to issuing inventory items, such as:

• Recording the use of inventory items by an operating department in your company

• Removing obsolete or damaged goods

• Issuing inventory to a job

• Charging inventory that is used for the repair or maintenance of equipment

• Copying 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.

When you enter a transaction, the system displays a document type, batch number, and document number. Record the document number so you can locate the transaction later.

You can choose from several online formats to record and track different types of issues by setting the related processing option:

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.

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 Inventory 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 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 that is greater than the on-hand quantity for the parent item in a kit. The system displays the parent quantity as a negative number.

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 reversing entry enters a positive quantity and cost amount back into the item information.

Prerequisite

❑ Verify that the following information is set up:

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

- General ledger accounts in the Account Master table (F0901). See Creating and Updating Your Chart of Accounts and Revising Accounts in the General Accounting Guide.

- AAIs for distribution transactions.

- Processing option is set to allow for subledger information.

► **To issue inventory**

From the Inventory Master/Transactions menu (G4111), choose Issues.

1. On Work With Inventory Issues, click Add.

2. On Inventory Issues, complete the following fields:

- Document Number
- Document Type
- G/L Date
- Explanation
- Branch/Plant
- Transaction Date

3. To enter issue information for each branch/plant in which the item is stored, complete the following fields:

- Item Number
- Quantity
- UM
- Secondary Quantity
- Sec UoM
- Location
- Lot/Serial
- Unit Cost

- Extended Amount
- Branch/Plant

4. To enter accounting information, choose Subledger Info from the Form menu.

5. On Account Information, complete the following fields and click OK:

- Account Number
- Subledger
- Type
- Phase

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

6. To use a zero unit cost, choose the row and choose Zero Cost from the Row menu.

The system changes the Unit Cost field to zero and the Extended Amount field to blank. The fields are not available for entry.

7. To turn off zero cost, choose the row and choose Cancel Zero Cost from the Row menu.

When you move the cursor to the next row, the program uses the default in the Item Cost File table (F4105) to complete the Unit Cost and Extended Amount fields.

Processing Options for Inventory Issues (P4112)

Defaults Tab

These processing options determine the document type and location/lot that the Inventory Issues program (P4112) uses when other values are not entered for the transaction. If you leave these processing options blank, the system does not supply default values during transaction entry.

1. Document Type

   A specific document type
   Blank = No default

Use this processing option to specify the document type that the system uses as the default in the Inventory Issues program (P4112) when the user enters an issue. The default document type is typically II (inventory issues). You can enter the document type or choose it from the Select User Define Code form.

If you leave this processing option blank, the system does not provide a default value in the Document Type field.

2. Location/Lot

   1 = Default from primary location
   Blank = No default

Use this processing option to specify whether the system supplies default values for location and lot fields when the user enters an issue. Valid values are:

1
Supply the primary location and lot as the default.

Blank
Do not supply default values for the location and lot fields.

Note that you can use the primary location as the default only if all secondary locations have a physical location (for example, aisle and bin). If any of the secondary locations has a blank location and lot, you cannot set the primary location as the default.

Versions Tab

These processing options determine the version that the system uses when you choose the associated row or form exit on Inventory Issues forms. You can specify versions for the Journal Entries (P0911), Item Ledger Inquiry (CARDEX) (P4111), and Manual Replenishments (P46100) programs. If you leave a processing option blank, the system uses the ZJDE0001 version.

Versions control how programs display information. Therefore, for the version to meet your needs, you might need to set the processing options for specific versions.

1. Journal Entries   (P0911)

Use this processing option to specify the version that the system uses when you choose the row exit from the Work With Inventory Issues form or, in some cases, the form exit from the Inventory Issues form to the Journal Entries program (P0911).

If you leave this processing option blank, the Journal Entries program uses version ZJDE0001, which determines how the Journal Entries program displays information. Therefore, for the version to meet your needs, you might need to set this processing option for a specific version.

2. Item Ledger   (P4111)

Use this processing option to specify the version that the system uses when you access the Item Ledger Inquiry (CARDEX) program (P4111) from the Row menu on the Work With Inventory Issues form or from the Form menu on the Inventory Issues form. If you leave this processing option blank, the system uses version ZJDE0001.

3. Warehouse Request   (P46100)

Use this processing option to specify the version that the system uses when you access the Manual Replenishments program (P46100) from the Form menu on the Inventory Issues form. If you leave this processing option blank, the system uses version ZJDE0001. You might need to set this processing option for a specific version.

Process Tab

These processing options control whether the Inventory Issues program performs as follows:

- Displays the standard issue fields or includes equipment information, subledger information, or both equipment and subledger information

- Requires account numbers to be entered if subledger information is displayed

- Displays and allows changes to the costs fields on the Inventory Issues form

- Produces journal entries for each line on the issue or summarized by account number

- Allows issues to result in a negative quantity on-hand

- Allows issues to lots that are on hold

- Updates the Item History table (F4115)

The choice you make for the Inventory Issues (P4112), Process tab, Issue Type processing option determines whether you can require account number entry in the Inventory Issues, Process tab, Account Number processing option.

---

1. Issue Type

   1 = Equipment information only
   2 = Subledger information only
   3 = Equipment and Subledger   information
   Blank = Neither (Standard issues)

Use this processing option to specify whether equipment and subledger information appears in the detail area of the Inventory Issues form. Valid values are:

1

Display the Equipment field and hide the Account Number, Subledger, and Subledger Type fields in the detail area. When you choose Subledger Information from the Form menu, the Account Information form displays the Equipment field but does not display fields for account number and subledger information.

2

Display the Account Number, Subledger, and Subledger Type fields and hide the Equipment field in the detail area. When you choose Subledger Information from the Form menu, the Account Information form displays the fields for account number and subledger information, but does not display the Equipment field.

3

Display the Equipment, Account Number, Subledger, and Subledger Type fields in the detail area.

When you choose Subledger Information from the Form menu, the Account Information form displays fields for equipment, account number, and subledger information.

Blank

Display the standard issue format, without equipment and subledger information fields. The Inventory Issues program disables the Subledger Information exit from the Form menu.

Note: If you enter 2 or 3 for this processing option, you can set the Inventory Issues program's (P4112) Account Number processing option, which is located on the Process 1 tab, to require entry in the Account Number field.

2. Account Number

1 = Required
Blank = Not required

Use this processing option to specify whether the system requires entry of account numbers (for example, business unit.object.subsidiary) in the detail area of the Inventory Issues form. Valid values are:

1

Require an entry in the Account Number field in the detail area. This field is available only when you enter 2 or 3 in Inventory Issues program (P4112), Process 1 tab, Issue Type processing option.

Blank

Allow transactions that use the expense account from the inventory default AAI item 4124.

3. Cost Entry

1 = Display but disallow entry
2 = Do not display
Blank = Allow entry

Use this processing option to specify whether the Unit Cost and Extended Amount fields appear or are disabled on the Inventory Issues form. Valid values are:

1

Display the fields with default values from the Item Cost table (F4105), but do not allow them to be updated.

2

Do not display the fields.

Blank

Display the fields.

4. Journal Entries

1 = Summarized by account number
Blank = Detailed (each line)

Use this processing option to specify whether the Inventory Issues program (P4112) creates detailed or summarized journal entries in the general ledger.

If the Inventory Issues program creates detailed journal entries, the system creates one journal entry (debit and credit) for each detail line in an issue, using a batch type of N. Note that this processing option affects journal entries in the Account Ledger table (F0911) only. The AAIs that are most commonly used are 4122 (Inventory) and 4124 (Expense or COGS). If you use standard costs, the system might create journal entries for the variance based on AAI item 4141 (Inventory or Expense COGS). The Item Ledger File table (F4111) contains information for each detail line in each issue regardless of the value of this processing option.

If the Inventory Issues program creates summarized journal entries by account number, the system creates a summarized debit total and a summarized credit total per account number for all lines in an issue.

Valid values are:

1
Create journal entries that are summarized by account number.

Blank
Create one journal entry for each detail line in an issue.
5. Issue Quantity

   Blank = Disallow negative quantity available
   1 = Allow negative quantity available
   2 = Disallow negative quantity on-hand

Use this processing option to specify whether to allow an issue quantity that is greater than the available quantity, which could result in a negative on-hand quantity.

Note: Allowing a negative on-hand quantity is not compatible when using weighted average costs.

Valid values are:

1
Allow an issue quantity that results in a negative on-hand quantity.

Blank

Do not allow an issue quantity that results in a negative on-hand quantity.

6. Lots on Hold

   1 = Allow if lot on hold
   Blank = Disallow if lot on hold

Use this processing option to specify whether the system allows issues to lots that are on hold. If the Lot Status Code field on the Item/Branch Plant Information form is blank, the lot is not on hold. Valid values are:

1

Allow issues to lots that are on hold.

Blank

Do not allow issues to lots that are on hold.

7. Item Sales History

   1 = Update table
   Blank = Do not update table

Use this processing option to update the Item History table (F4115) if you use the Inventory Management system and do not use the Sales Order Management system. For example, a company that operates a consignment warehouse might use only the Inventory Issues program to reduce inventory. However, the company might want to review historical information about issues by reviewing buyer's information, which you can access from the Inventory Inquiries menu (G41112).

If you are using the Sales Order Management system, the system can update the Item History table as a result of sales transactions that are part of the sales updating process. Valid values are:

1

Update the Item Number, Branch, Fiscal Year, and Period fields in the Item History table with information from an issue transaction.

Blank

Do not update the fields.

Interop Tab

This processing option determines whether the system creates outbound interoperability transactions for inventory issues and, if so, the transaction type used.

1. Transaction Type

    A specific transaction type
    Blank = No outbound interoperability processing

Use this processing option to define the transaction type, user defined code (00/TT), that the system uses when creating outbound interoperability transactions. If you leave this processing option blank, the system does not perform outbound interoperability processing.

Adjusting Inventory

You can enter adjustments to increase or decrease the on-hand quantity and the cost of inventory items in a branch/plant without conducting 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, you can use adjustments to add lots into inventory and to place them on hold, or to override the effective date or expiration date. If you are working with a kit, you typically add the entire kit into inventory by entering an adjustment for each component. The Inventory Adjustments program (P4114) allows you to enter an adjustment for the parent item, although the system does 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. When you enter a transaction, the system displays a document type, batch number, and document number. Record the document number so that you can locate the transaction later.

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 reversing entry enters a negative quantity and cost amount back into the item information.

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

Prerequisite

❑ Verify that the following information is set up:

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

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

- AAIs for distribution transactions

► **To adjust inventory**

From the Inventory Master/Transactions menu (G4111), choose Adjustments.

1. On Work With Inventory Adjustments, click Add.

2. On Inventory Adjustments, complete the following fields and click OK:

    *   Branch/Plant
    *   Transaction Date
    *   G/L Date
    *   Explanation
    *   Item Number
    *   Quantity
    *   UM
    *   Secondary Quantity
    *   Sec UoM
    *   Location

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

3. To override the default lot effective date and expiration date, complete the following fields:

    *   Lot Effectivity Date
    *   Lot Expiration Date

4. To use a zero unit cost, choose the row and choose Zero Cost from the Row menu.

    The system changes the Unit Cost field to zero and the Extended Amount field to blank. The fields are not available for entry.

5. To turn off zero cost, choose the row and choose Cancel Zero Cost from the Row menu.

    When you move the cursor to the next row, the program uses the default in the Item Cost File table (F4105) to complete the Unit Cost and Extended Amount fields.

Processing Options for Inventory Adjustments (P4114)

Defaults Tab

These processing options determine the document type and location/lot that the Inventory Adjustments program (P4114) uses when other values are not entered for the transaction. If you leave these processing options blank, the system does not supply default values during transaction entry.

1. Document Type

    A specific document type
    Blank = No default

    Use this processing option to define the default document type for inventory adjustments.

Typically, the default is document type IA (inventory adjustments). If you leave this processing option blank, the system does not provide a default document type.

2. Location/Lot

1 = To default the Location and Lot from the Primary Location.When using blank secondary locations, this processing option is invalid.

Use this processing option to define the primary location as the default location when entering adjustments. Note that you can use the primary location as the default only if all secondary locations have a physical location (for example, aisle and bin). If any of the secondary locations have blank location or lot, you cannot set the primary location as the default. Valid values are:

1
Use the primary location and lot as the default.

Blank
Do not provide default values for the location and lot fields.

Versions Tab

These processing options determine the version that the system uses when you choose the associated row or form exit on Inventory Adjustments forms. You can specify versions for the Journal Entries (P0911), Item Ledger Inquiry (CARDEX) (P4111), and Manual Replenishments (P46100) programs. If you leave a processing option blank, the system uses the ZJDE0001 version.

Versions control how programs display information. Therefore, for the version to meet your needs, you might need to set the processing options for specific versions.

1. Journal Entries   (P0911)

Use this processing option to determine which version of the Journal Entries program (P0911) the system uses when you access it from the Row menu on the Work With Inventory Adjustments form or, in some cases, from the Form menu on the Inventory Adjustments form. If you leave this processing option blank, the system uses version ZJDE0001. You might need to set this processing option for a specific version.

2. Item Ledger   (P4111)

Use this processing option to determine which version of the Item Ledger Inquiry (CARDEX) program (P4111) the system uses when you access it from the Row menu on the Work With Inventory Adjustments form or from the Form menu on the Inventory Adjustments form. If you leave this processing option blank, the system uses version ZJDE0001. You might need to set this processing option for a specific version.

3. Warehouse Request   (P46100)

Use this processing option to determine which version of the Manual Replenishments

program (P46100) the system uses when you access it from the Form menu on the Inventory Adjustments form. If you leave this processing option blank, the system uses version ZJDE0001. You might need to set this processing option for a specific version.

Process Tab

These processing options control whether the Inventory Adjustments program performs as follows:

- Displays and allows changes to the cost fields on the Inventory Adjustments form
- Produces journal entries for each line on the adjustment or summarized by account number
- Activates lot and layering information
- Allows adjustments that result in a negative on-hand quantity
- Allows adjustments to lots that are on hold

1. Cost Entry

   1 = Display but disallow entry
   2 = Do not display
   Blank = Allow entry

Use this processing option to determine whether the Unit Cost and Extended Amount fields appear on the Inventory Adjustments form and can be updated. Valid values are:

1
Display the fields with default values from the Item Cost table (F4105) but do not allow them to be updated.

2
Do not display the fields.

Blank
Display the fields.

2. Journal Entries

   1 = Summarized by account number
   Blank = Detailed (each line)

Use this processing option to control whether the Inventory Adjustments program (P4114) creates detailed or summarized journal entries for the general ledger. For summarized journal entries, the system creates a summarized debit total and a summarized credit total by account number for each line in an adjustment. For detailed journal entries, the system creates one journal entry (debit and credit) for each line in an adjustment.

The batch type that the Inventory Adjustments program (P4114) creates is N. This

processing option affects journal entries for the Account Ledger table (F0911) only. The AAIs that are most commonly used are 4122 (inventory valuation account) and 4124 (expense or cost of goods sold account). If you use standard costs, the system might create journal entries for the variance, based on AAI 4141.The Item Ledger File table (F4111) contains entries for each detail line in each adjustment regardless of how you set this processing option.

Valid values are:

1

Create journal entries that are summarized by account number.

Blank

Create one journal entry (debit and credit) for each detail line in an adjustment.

3. Lot and Layering Fields

Blank = Do not Display
1   = Display and Allow Entry
2   = Display and Protect

Use this processing option to determine whether the lot information fields appear on the forms and can be updated. Valid values are:

Blank

Do not display the lot information fields.

1

Display all lot information fields and allow changes.

2

Display all lot information fields but do not allow them to be updated.

4. Adjustment Quantity

Blank = Disallow negative quantity
          available
1 = Allow negative quantity available
2 = Disallow negative quantity on-hand

Use this processing option to specify the way the system validates a transaction that results in a negative quantity. Valid values are:

Blank

Do not allow negative quantity available.

1

Allow negative quantity available.

2

Do not allow negative quantity on-hand.

Caution: Allowing a negative available quantity is not compatible with using the weighted average cost function.

5. Lots on Hold

1 = Allow if lot on hold
Blank = Disallow if lot on hold

Use this processing option to allow adjustments to lots that are on hold. If the Lot Status Code field on the Item/Branch Plant Information form is blank, the lot is not on hold. Valid values are:

1

Allow adjustments to lots on hold.

Blank

Do not allow adjustments to lots on hold.

Interop Tab

This processing option determines whether the system creates outbound interoperability transactions for inventory adjustments and, if so, the transaction type used.

1. Transaction Type

A specific transaction type
Blank = No outbound interoperability processing

Use this processing option to define the transaction type, user defined code (00/TT), that the system uses when creating outbound interoperability transactions. You can either enter the transaction type or choose a transaction type from the Select User Define Code form. If you leave this processing option blank, the system will not perform outbound interoperability processing.

Transferring Inventory

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

- Movement between different locations in the same branch/plant
- Movement between different branch/plants

An inventory transfer creates two journal entries in the general ledger (G/L). 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 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.

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 reversing entry 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.

If you transfer a kit, you must enter a transfer for each component in the kit. The Inventory Transfers program (P4113) allows you to transfer the parent item, although the system does not update quantity information for the components.

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 G/L account. For example, an item that costs 25.50 is transferred from Branch/Plant A to Branch/Plant B, where it costs 25.00. This transfer 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)

Caution

The Inventory Transfers program (P4113) 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.

► **To transfer inventory**

From the Inventory Master/Transactions menu (G4111), choose Transfers.

1. On Work With Inventory Transfers, click Add.

2. On Inventory Transfers, complete the following fields:

   - Document Type
   - G/L Date
   - Explanation
   - Transaction Date
   - From Branch/Plant
   - To Branch/Plant

3. To enter transfer information and create a new location and lot record at the destination, complete the following fields and click OK:

   - Item Number
   - Quantity
   - UM
   - Secondary Quantity
   - Sec UoM
   - From Location
   - From Lot/Serial
   - To Location
   - To Lot Number

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

4. To use zero unit costs, choose the row and then choose Zero Cost from the Row menu.

   The system changes the Unit Cost fields to zero and the Extended Amount fields to blank. The fields are not available for entry.

5. To turn off zero cost, choose the row and then choose Cancel Zero Cost from the Row menu.

   When you move the cursor to the next row, the program uses the default in the Item Cost File table (F4105) to complete the Unit Cost and Extended Amount fields.

Processing Options for Inventory Transfers (P4113)

Defaults Tab

These processing options determine the document type and location/lot that the Inventory Transfers program (P4113) uses when other values are not entered for the transaction. If you leave these processing options blank, the system does not supply default values during transaction entry.

1. Document Type

    A specific document type
    Blank = No default

Use this processing option to specify the default document type for transfters in the Inventory Transfers program (P4113). The default document type is typically IT (inventory transfers).

If you leave this processing option blank, the Inventory Transfers program does not supply a default document type.

2.   FROM Location/Lot

    1 = Default from primary location
    Blank = No default

Use this processing option to define the primary location and lot as the default location that the Inventory Transfers program uses for the From Location field and From Lot/Serial field when you are entering a transfer. Valid values are:

1
Use the primary location and lot as the default value for the From Location field.

Blank
Do not supply default values for the From Location and From Lot/Serial fields.

Note: You can use the primary location as the default only if all secondary locations have a physical location (for example, aisle and bin). If any of the secondary locations have blank location or lot, you cannot set the primary location as the default.

3. TO Location/Lot

    1 = Default from primary location
    Blank = No default

Use this processing option to define the primary location and lot as the default location that is provided by the Inventory Transfers program (P4113) in the To Location and To Lot Number fields when entering a transfer. Note that you can use the primary location as

the default location only if all secondary locations have a physical location (for example, aisle and bin). If any of the secondary locations has a blank location and lot, you cannot set the primary location as the default. Valid values are:

1

Use the primary location and lot as the default for the To Location.

Blank

Do not provide default values for the To Location and To Lot Number fields.

Versions Tab

These processing options determine the version that the system uses when you choose the associated row or form exit on Inventory Transfers forms. You can specify versions for the Journal Entries (P0911) and Item Ledger Inquiry (CARDEX) (P4111) programs. If you leave a processing option blank, the system uses the ZJDE0001 version.

Versions control how programs display information. Therefore, for the version to meet your needs, you might need to set the processing options for specific versions.

1. Journal Entries   (P0911)

Use this processing option to determine which version of the Journal Entries program (P0911) the system uses when you access it from the Row menu on the Work With Inventory Transfers form or, in some cases, from the Form menu on the Inventory Transfers form. If you leave this processing option blank, the system uses version ZJDE0001. You might need to set this processing option for a specific version.

2. Item Ledger   (P4111)

Use this processing option to determine which version of the Item Ledger Inquiry (CARDEX) program (P4111) the system uses when you access it from the Row menu on the Work With Inventory Transfers form or from the Form menu on the Inventory Transfers form. If you leave this processing option blank, the system uses version ZJDE0001. You might need to set this processing option for a specific version.

Process Tab

These processing options control whether the Inventory Transfers program performs as follows:

- Displays and allows changes to the cost fields on the Inventory Transfers form

- Produces journal entries for each line on the transfer or summarized by account number

- Allows transfers to lots that are on hold

- Allows transfers that result in a negative on-hand quantity

1. Cost Entry

  1 = Display but disallow entry
  2 = Do not display
  Blank = Allow entry

Use this processing option to specify the To Unit Cost and To Extended Amount fields appear or are disabled on the Inventory Transfers form. Valid values are:

1
Display the fields with default values from the Item Cost table (F4105), but do not allow them to be updated.

2
Do not display the fields.

Blank
Display the fields.

2. Journal Entries

  1 = Summarized by account number
  Blank = Detailed (each line)

Use this processing option to specify whether the Inventory Transfers program (P4113) creates detailed or summarized journal entries in the general ledger. For summarized journal entries, the system creates a summarized debit total and credit total per account number for all lines in a transfer. For detailed journal entries, the system creates one journal entry (debit and credit) for each detail line in a transfer.

The batch type that the Inventory Transfers program creates is N. This processing option affects journal entries for the Account Ledger table (F0911) only. The AAIs that are most commonly used are 4122 (Inventory) and 4124 (Expense or COGS). If you use standard costs, the system might create journal entries for the variance, based on AAI 4141 (Inventory or Expense/COGS). The Item Ledger File table (F4111) contains entries for each detail line in each transfer regardless of the way that you set this processing option.

Valid values are:

1
Create journal entries that are summarized by account number.

Blank
Create one journal entry (debit and credit) for each detail line.

3. Lots on Hold

1 = Allow if lot on hold

Blank = Disallow if lot on hold

Use this processing option to specify whether to allow transfers from and to lots that are on hold. If the Lot Status Code field on the Item/Branch Plant Information form is blank, the lot is not on hold. Valid values are:

1

Allow transfers from lots on hold and to lots on hold.

Blank

Do not allow transfers from lots on hold and to lots on hold.

4. Transfer Quantity

Blank = Disallow negative quantity available

1 = Allow negative quantity available

2 = Disallow negative quantity on hand

Use this processing option to specify whether to allow the transfer of quantities that results in a negative on-hand quantity. In this case, the quantity of the transfer is greater than the on-hand quantity.

Caution: Allowing a negative on-hand quantity is not compatible with using weighted average costs.

Valid values are:

1

Allow a transfer quantity that results in a negative on-hand quantity.

Blank

Do not allow a transfer quantity that results in a negative on-hand quantity.

5. Lot Staus Default

1 = Do not Default the lot Status from the
   "From" location to the "To" location
Blank = Default the lot Status from the
   "From" location to the "To" location

Interop Tab

This processing option determines whether the system creates outbound interoperability transactions for inventory transfers and, if so, the transaction type used.

1. Transaction Type

   A specific transaction type
   Blank = No outbound interoperability processing

Use this processing option to define the transaction type, which is a user defined code (00/TT) that the system uses when creating outbound interoperability transactions. If you leave this processing option blank, the system will not perform outbound interoperability processing.

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 do the following:

- 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 general ledger (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

Types of Quantities

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 (expressed in the primary unit of measure) that are physically in stock. The on-hand quantity of items is affected by:

- 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 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

When you use the cumulative method, which provides a running total, the system:

- Does not assume consumption within the current period
- Does not allow a negative ATP within a period but does allow a negative cumulative ATP

| 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

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.

The following diagram shows how the Inventory Management system typically commits inventory:

How Orders Are Filled
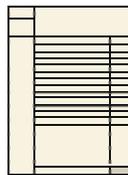
Fill order for a quantity of 125 of item number XYZ

Soft Commitment

Item XYZ	Loc	Available
Primary Location	1.A.1	75
Secondary Location	2.A.1	20
Secondary Location	3.A.1	40
		135

Allocations of Item XYZ

125 of Item XYZ to the primary location 1.A.1

Hard Commitment

Item XYZ	Loc	Available
Primary Location	1.A.1	75
Secondary Location	2.A.1	20
Secondary Location	3.A.1	40

Allocations of Item XYZ

Qty		
75	Primary Location	1.A.1
40	Secondary Location	3.A.1
10	Secondary Location	2.A.1

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. A manufacturing environment uses work orders to create a supply of parts or materials, whereas work orders in a maintenance environment create a demand for parts.

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

- On-hand inventory, where the supply quantity is the quantity on hand less hard commitments and quantities on sales and work orders
- Purchase orders, where the supply quantity is the quantity entered on purchase orders
- Manufacturing work orders, where the supply quantity is 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, where the demand quantity is the quantity entered on sales orders less the quantity shipped and the quantity canceled
- Safety stock, where the demand quantity is 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 Inquiry (CARDEX)
- Balance forward records
- Integrity reports

See Also

- ❑ Defining Item Availability in the Inventory Management Guide for information about the factors that define availability calculations
- ❑ Defining Branch/Plant Constants in the Inventory Management Guide for information about the factors that define availability calculations and defining the commitment method

Locating Item Information

You might want to locate item information for a variety of reasons, such as entering changes to inventory, revising the information associated with inventory items, or reviewing available quantities.

The method to choose depends on the type of search criteria to use and where the method is available, as follows:

Locating items with word search	Allows you to locate items based on text stored in any of 31 fields in six tables. This search is available when you are using Item Master or any transaction entry form (Issues, Transfers, Adjustments, and Reclassifications).
Locating and returning item information	Allows you to locate items by item number, to see the available quantities, and then to return to the transaction entry form many fields of information for multiple items. If necessary, you can access the word search function to find the item number. This search is available when you are using any transaction entry form (Issues, Transfers, Adjustments, and Reclassifications).
Locating item information with item search	Allows you to locate items by defined search text. This search is available as a visual assist from Item Number field and from the Inventory Inquiries menu (G41112).

Locating Items with Word Search

You can locate items by searching for a term that describes an entire category of objects or other descriptive term. For example, to see all the types of bicycle equipment in inventory, you can locate all items that contain "bike" in any of 31 fields, such as the item name, description, or search text.

Updating Item Word Search Information

From the Periodic Processing menu (G4120), choose Item Word Build.

When you search for an item using item word search, the system accesses the Item Word Search Table (F41829) for item information. You must run the Item Word Search Build program (R41829) to create and update the Item Word Search Table. You may run the program for the entire item master or by branch/plant. When you change any of the descriptive (text) information, the system does not update the Item Word Search Table. The program extracts information from the following tables:

- Item Master (F4101)
- Item Branch File (F4102)
- Location Master (F4100)
- Lot Master (F4108)
- Item Master - Alternative Descriptions (F4101D)
- Item Cross Reference File (F4104)

You can run the Item Word Search Build program as often as necessary. For example, you might run the program monthly, depending on the number of changes to descriptions. You can set the processing option to clear and completely rebuild the Item Word Search Table, if appropriate. If you do not clear the table, use data selection to specify the items to update.

When you run the report by branch/plant the processing time is significantly reduced.

Processing Options: Item Word Search Build (R41829)

Build Options Tab

This processing option controls whether the system clears Item Word Search tables prior to a build.

1. Clear Item Word Search Tables

Blank = Do not clear tables before the build
1 = Clear tables before the build

A code that specifies whether the system clears the Item Word Search tables before the build. Valid values are:

Blank
Do not clear the tables before the build.

1
Clear the tables before the build.

Locating Items by Entering Search Text

After you create the Item Word Search Table, you can use the Item Word Search Build program (R41829) from several forms:

- Work With Item Master Browse form
- Transaction entry forms (Issues, Transfers, Adjustments, or Reclassifications)

The search procedure varies, depending on the form from which you initiate the search.

Prerequisite

❑ Run the Item Word Search Build program to create or update the Item Word Search Table. See Updating Item Word Search Information in the Inventory Management Guide.

▶ **To locate items for Item Master**

From the Inventory Master/Transactions menu (G4111), choose Item Master.

If you need to update item information using the Item Master program and you do not know the item number, use Work with Item Word Search to locate the item number.

1. On Work With Item Master Browse, choose Item Word Search from the Form menu.

2. On Work with Item Word Search, complete the following field and click Find:

   • Item Search Text

   If a graphic such as a picture is attached to an item, it appears in the right side of the form when the item is highlighted.

3. To return the item number to the Work With Item Master Browse form, choose the item and click Select.

   The item number appears in the Query By Example row on Work With Item Master Browse.

4. Click Find to display the item in the detail area.

▶ **To locate items for transactions**

From the Inventory Master/Transactions menu (G4111), choose Issues, Transfers, Adjustments, or Reclassifications.

If you do not know the item number when you are entering transactions, use Item Word Search Build to locate the item number. Using the Item Search Returning Quantity form to return information to the transaction form is a fast way to create a transaction with multiple lines.

1. From any browse forms for transactions, such as Work With Inventory Adjustments, click Add.

2. On the transaction entry forms, such as Inventory Adjustments, complete the fields in the header area.

3. Choose Item Search from the Form menu.

4. On Item Search Returning Quantity, complete the following field with either the actual number or with text related to the item or group of items to be located:

   • Item Number

5. From the Form menu, choose Word Search.

PeopleSoft.

Issues - Work with Item Word Search

Select Find Close Tools

Item Search Text

Text1 ▼

Records 1 - 10 ▼			Customize Grid ◾
Description	**Description Line 2**	**Item Number**	**Short Item No**
⦿ Unidentified Object		UNIDENTIFIED	700550
○ Helmet		2410	60441
○ Tire Repair Kit		2440	60492
○ Cyclometer		3000	60505
○ Mountain Bike, Red		210	60011
○ Seat		2017	60222
○ Tire Pump	Mounting hardware included	2200	60290
○ Helmet		2410	60441
○ Cyclometer		3000	60505
○ Multivitamin Tablets		4200	700023

If you entered text in the Item Number field on Item Search Returning Quantity, the Item Word Search Build program locates all items with matching attributes.

6. On Work with Item Word Search, if necessary complete or change the following field and click Find:

   • Item Search Text

   If a graphic such as a picture is attached to an item, it appears in the right side of the form when the item is highlighted.

7. To return item information to the transaction entry form, choose the item and click Select.

8. On Item Search Returning Quantity, click Find.

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9. To return less than the entire quantity, complete the following fields in the detail area:

- Quantity On Hand

10. Double-click the row or rows that you want to return so that a checkmark appears on each row, and click OK.

The item with the entered quantity, amount, and other associated information appears on the transaction entry form, such as Inventory Adjustments.

See Also

❑ Locating and Returning Item Information in the Inventory Management Guide for more information about completing the Item Search Returning Quantity form

Locating and Returning Item Information

When you create transactions such as issues, transfers, and adjustments, you can locate item information and return it to the transaction that you are creating. Locating and returning information such as location, lot number, grade, potency, expiration date, and lot status code can save you entry time and reduce errors. Use the Item Search Returns Quantity program (P40ITM2) to locate and return the information for items to the transaction entry form.

If you use quality mode, only branch/plants and grade and potency information specified in the customer preferences are available.

► **To locate and return item information**

From the Inventory Master/Transactions menu (G4111), choose Issues, Transfers, Adjustments, or Reclassifications.

1. On a browse form for transactions, such as Work With Inventory Adjustments, click Add.

2. On a transaction entry form, such as Inventory Adjustments, complete the fields in the header area.

3. From the Form menu, choose Item Search.

4. On Item Search Returning Quantity, complete the following optional field:

   • Branch/Plant

5. Complete the following field and click Find:

   • Item Number

   If you do not know the item number, use the item word search function.

6. To narrow your search for items by lots, click the Additional Selections tab, complete the following fields, and click Find:

   • Location
   • Memo Lot/Serial 1
   • Memo Lot/Serial 2
   • From Lot/Serial
   • To Lot/Serial
   • Lot/Serial Status Code

7. On Item Search Returning Quantity, complete the following optional fields for one or more rows:

   • Quantity On Hand
   • UM

8. Double-click the rows from which to return information to the transaction entry form so that a checkmark appears on each row.

   The system temporarily stores the information in memory. You can search for other items, enter quantity and unit of measure for as many items as needed, and select the rows to copy.

9. To see the selected rows, turn on the following option and click Find:

   • Show All The Selected Items

10. To return information for the selected items to the transaction entry form, click OK.

    The program returns information from the selected rows to the detail area of the transaction entry form.

11. On the transaction entry form, change or complete the information in the detail area as needed and click OK.

Locating Item Information with Item Search

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 about the item.

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.

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 File (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

You can use search text only to locate items that have search text information in the item master records. You can set up processing options to display sales or purchasing category codes that are applicable to items.

The system accesses information from the following tables:

Item Location File (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

Prerequisite

❑ 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. See Customizing User Defined Codes in the Foundation Guide.

❑ Verify that you have set up any external item numbers, such as supplier or substitute numbers, in the Item Cross-Reference program (P4104).

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

► **To define search criteria**

From the Inventory Inquiries menu (G41112), choose Item Search.

1. On Work With Item Search, complete the following fields and click Find:

   - Branch/Plant
   - Item Number

2. Choose the row that contains the item for which you want to define search criteria.

3. From the Row menu, choose Cross Reference.
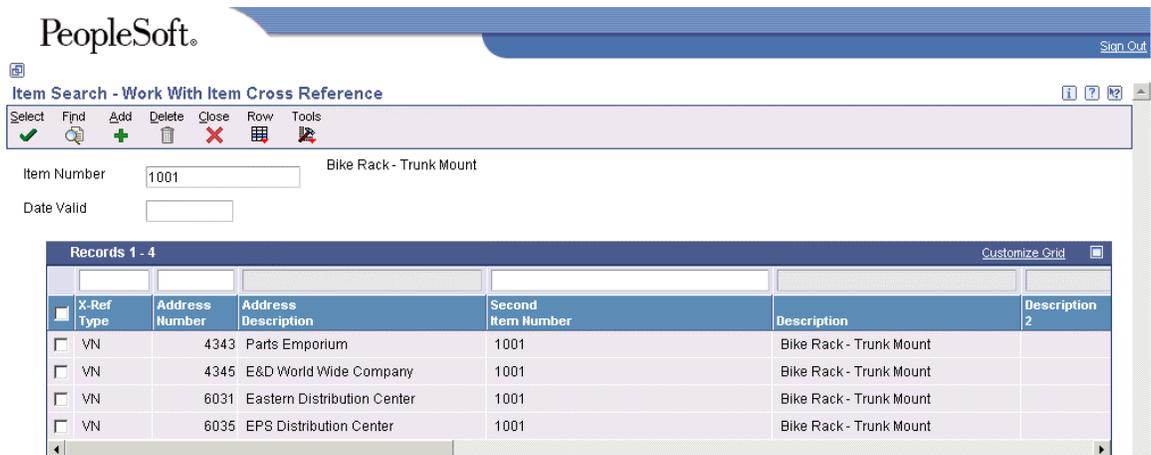
4. On Work With Item Cross Reference, complete the following fields in the Query By Example row and click Find:

   - X-Ref Type
   - Address Number
   - Second Item Number

► **To enter search text**

From the Inventory Inquiries menu (G41112), choose Item Search.

1. On Work With Item Search, complete the following fields and click Find:

   - Branch/Plant

- Item Number

2. Choose the row that contains the item for which you want to enter search text.

3. From the Row menu, choose Cross Reference.

4. On Work With Item Cross Reference, complete one or both of the following fields in the Query By Example row and click Find:

- Cross Reference Item Number
- Cross Reference Description

Locating Quantity Information

Quantity information includes the available and on-hand quantities 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 you can 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 Summary Quantity Information

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. You can review availability for an item in a specific location by accessing Detail Availability.

You can set a processing option to specify the rounding method to use in calculations. The program rounds the calculation result to the number of decimal places specified in the data item Quantity On Hand - Primary Quantity (PQOH). The default in the Display Decimals field is no decimals. When this data item has no display decimals, you do not see decimals in the resulting quantity on hand.

The three rounding methods are as follows:

- Round: normal mathematical rounding (the default value). For example, with no display decimals specified, 2.3 is 2 and 2.6 is rounded up to 3.

- Round up: always round to the next higher number. For example, with no display decimals specified, 2.3 and 2.6 are both rounded up to 3.

- Truncate: always remove additional positions. For example, with no display decimals specified, 2.3 and 2.6 are both truncated to 2.

As another example, assume that you have an item with eaches as a primary unit of measure. This item has a unit of measure conversion of 10 eaches to one box. Currently, you have six eaches in stock. If you change the UOM (unit of measure) field in the heading area of the Work With Item Availability form from EA (eaches) to BX (boxes), you might expect to see .6 (6 eaches) displayed as the quantity on hand. However, with no display decimals specified, the system does not display decimal quantities. The quantity displayed depends on the rounding method you choose, as follows:

- Round or round up method: .6 boxes (6 eaches) displays as 1 box

- Truncate method: .6 boxes (6 eaches) displays as 0 (zero) boxes

You can change the rounding method on the Work With Item Availability form (Additional Selections 1 tab). In that case, the system interactively recalculates and displays the quantity.

You can review availability information in quality mode if the following setup operations are complete:

- Activate the Quality Management system on the Quality Management Setup menu (G3741).

- Turn on the Quality Control constant in the Branch/Plant Constants for each branch plant to include in quality tests.

To review only the records that passed quality testing, set the related processing option for Summary Availability. In quality mode, you can enter an address book number. The system does not allow changes to the Branch/Plant field or the Grade Range and Potency Range fields, even if set in the processing options. Only the branches set up in the user preferences appear.

You can set processing options that allow you to:

- Show the available quantity in both primary and requested units of measure when the requested unit of measure is not the primary unit of measure.

- Review available information in Shopping Cart mode. In this mode, your address book number is displayed. Not all fields usually displayed in the detail area are available in this mode.

Prerequisite

❑ 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 in the Product Data Management Guide.

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

► **To locate summary quantity information**

From the Inventory Inquiries menu (G41112), choose Summary Availability.

1. On Work With Item Availability, complete the following fields:

   • Item Number
   • Branch/ Plant
   • U/M

2. To access other selection criteria, click the Additional Selections 1 tab.

3. To review availability only for selected business units, complete one or more of the category code fields.

4. To review availability for ranges of grade and potency, complete the following fields:

   • Grade Range
   • Potency Range

   Grade and potency fields appear only when the related processing options are turned on.

5. To change the rounding method, click one of the rounding options.

   Note that the system does not display decimal quantities if the Display Decimals field in the Quantity On Hand-Primary Quantity (PQOH) data item has no display decimals specified (the default setting).

6. To access other selection criteria, click the Additional Selections 2 tab.

7. Complete one or more of the following fields and click Find:

   • Location
   • Memo Lot /Serial 1
   • Memo Lot /Serial 2
   • From Lot/Serial
   • Lot/Serial Status Code

8. To locate quantity information for each location in which an item is stored, review the following fields:

   • Location
   • On Hand
   • Secondary On Hand
   • Committed

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- Available
- On Receipt
- SO/WO Soft Commit
- Future Commit
- Backorder
- WO Hard Commit
- On WO
- On SO Other 1
- On SO Other 2
- On PO
- On PO Other 1

Processing Options for Item Availability (P41202)

Versions Tab

These processing options allow you to specify the versions for various programs that you access from the Item Availability program (P41202). Versions control how the system processes and displays information. Therefore, you might need to set the processing option to meet your specific needs.

1. Item Master

Use this processing option to specify which version the system uses when you access the Item Master program (P4101). If you leave this processing option blank, the system uses version ZJDE0001.

2. Item Notes

Use this processing option to specify which version the system uses when you access the Item Notes program (P40163). If you leave this processing option blank, the system uses version ZJDE0001.

3. Item Search

Use this processing option to specify which version the system uses when you access the Item Search program (P41200). If you leave this processing option blank, the system uses version ZJDE0001.

4. Purchase Order Inquiry

Use this processing option to specify which version the system uses when you access the Purchase Order Inquiry program (P430301). If you leave this processing option blank, the system uses version ZJDE0001.

5. Customer Service Inquiry

Use this processing option to specify which version the system uses when you access the Customer Service Inquiry (Misc. Windows) program (P42045). If you leave this

processing option blank, the system uses version ZJDE0001.

6. Open Work Orders

Use this processing option to determine which version the system uses when you access the Open Work Orders program (R31400). If you leave this processing option blank, the system uses version ZJDE0001.

7. Supply and Demand

Use this processing option to specify which version the system uses when you access the Supply and Demand Inquiry program (P4021). If you leave this processing option blank, the system uses version ZJDE0001.

8. Bill of Material

Use this processing option to specify which version the system uses when you access the Bill of Material Inquiry program (P30200). If you leave this processing option blank, the system uses version ZJDE0001.

9. Lot Availability

Use this processing option to specify which version the system uses when you access the Lot Master Availability program (P41280). If you leave this processing option blank, the system uses version ZJDE0001.

10. Item Ledger

Use this processing option to specify which version the system uses when you access the Item Ledger Inquiry (CARDEX) program (P4111). If you leave this processing option blank, the system uses version ZJDE0001.

11. Branch/Plant Item Information

Use this processing option to specify which version the system uses when you access the Branch/Plant Constants program (P41001). If you leave this processing option blank, the system uses version ZJDE0001.

12. Location Master

Use this processing option to specify which version the system uses when you access the Location Master program (P4100). If you leave this processing option blank, the system uses version ZJDE0001.

13. Item Location Information

Use this processing option to specify which version the system uses when you access the Item Location Type program (P41023). If you leave this processing option blank, the system uses version ZJDE0001.

Display Tab

These processing options allow you to specify whether the system displays certain types of information and how the system calculates certain information.

1. Grade Information

Blank = No information is displayed
1 = Display grade information

Use this processing option to determine whether the system displays grade information. Valid values are:

Blank
Do not display grade information.

1
Display grade information.

2. Potency Information

Blank = No information is displayed
1 = Display potency information

Use this processing option to specify whether the system displays potency information. Valid values are:

Blank
Do not display potency information.

1
Display potency information.

3. Quality Management

Blank = No information is displayed
1 = Use Quality Management.

Use this processing option to specify whether the system displays information from the Quality Management system. Valid values are:

Blank
Do not display quality management information.

1
Display quality management information.

4. Quantity - Primary Units of Measure

Blank = No information is displayed
1 = Also display primary units

Use this processing option to specify whether the system displays quantity information in primary units of measure. Valid values are:

Blank
Do not display quantities in primary units of measure.

1
Display quantities in primary units of measure.

5. Truncate/Round

Blank = Default to round
1 = Truncate information in the grid
2 = Round up

Use this processing option to specify the manner in which the system truncates or rounds the information in the detail area. Valid values are:

Blank
Round the information in the detail area. The system uses normal mathematical rounding. For example, with no display decimals specified, 2.3 remains 2 and 2.6 is rounded up to 3.

1
Truncate the information in the grid. The system always removes additional positions. For example, with no display decimals specified, 2.3 and 2.6 are both truncated to 2.

2
Round up the information in the grid. The system always rounds to the next higher number. For example, with no display decimals specified, 2.3 and 2.6 are both rounded up to 3.

6. Customer Self-Service

Blank = Bypass Customer Self-Service functionality
1 = Activate Shopping Cart mode

Use this processing option to specify whether the system uses the standard mode or customer self-service functionality. Valid values are:

Blank

Bypass customer self-service functionality and use the standard mode.

1

Activate customer self-service functionality.

Lot Options Tab

These processing options allow you to specify whether the system displays fields for advanced lot processing, and to specify the default date for calculating the number of days until a lot expires.

1. Display Percent of Life Remaining

An option that determines whether the system displays the Percent of Life Remaining field. If you do not choose this option, the system does not display the Percent of Life Remaining field.

2. Display Number of Days Remaining

A code that determines whether the system displays the Number of Days Remaining field. If you do not choose this option, the system does not display the Number of Days Remaining field.

3. Calculation Date

A date that the system uses to calculate the remaining number of days until a lot expires. If you leave this field blank, the system uses today's date.

Locating Detailed Quantity Information

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.

In the branch/plant constants, you define availability calculations to meet your needs. Availability calculations can include:

- Quantities that subtract from availability, such as soft commits, hard commits, and future commits
- Quantities that add to availability, such as purchase order receipts and quantities

The on-hand quantity is the current physical amount of the item in the location

Prerequisite

❑ 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.

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

► **To locate detailed quantity information**

From the Inventory Inquiries menu (G41112), choose Detailed Availability.

1. On Work With Item Availability, complete the following fields:

   • Item Number
   • Branch/Plant
   • U/M

2. Click the Additional Selections 1 and 2 tabs to enter other selection criteria and values as needed.

3. Click Find.

4. Choose the row that contains the location for which you want to locate detailed quantity information.

5. From the Row Menu, choose Detail Avail (Availability).

6. On Detail Availability, review the following fields under the Quantity to Subtract heading:

   • Soft Committed - SO, WO
   • Hard Committed - SO
   • Future Committed
   • Word Order Hard Commit
   • On Sales Order - Other 1
   • On Sales Order - Other 2
   • On Hold
   • Safety Stock

7. Under the Quantity to Add heading, review the following fields:

   • On Purchase Order
   • On PO - Other 1
   • On WO Receipts
   • In Transit
   • In Inspection
   • In Operation 1
   • In Operation 2

Locating Segmented Item Availability

If you have set up items with segments, you can view item availability such as:

Availability by segments Displays the item availability by segment with access to Item Availability.

Shipping availability Displays the unit of measure structure for your warehouse and the quantity you have available to ship for each unit of measure.

If you have many different segmented items with different templates, you might want to set up different versions of the Segmented Item Availability program (P41206) with a different template identified in each version.

See Also

❑ Working with Segmented Items in the Inventory Management Guide for information on how to set up and enter segmented items

► **To locate segmented item availability**

From the Inventory Inquiries menu (G41112), choose Segmented Item Availability.

1. On Work With Segmented Item Availability, complete the following fields:

   • Template

   Set the template in the processing option if you want a template to default. You can override the default template.

   • On Hand Primary U/M

   If you leave this field blank, the system selects the primary unit of measure for the first item found.

2. To limit the display to specific segments, type valid values in any of the segment fields and click Find.

3. Select the row for which you want to check availability, and choose Item Availability from the Row menu.

4. On Work With Item Availability, review the item information and then click Close.

5. On Work With Segmented Item Availability, select the row for which you want to check shipping availability, and choose Shipping Avail from the Row menu.

6. On Work With Shipping Availability, review the shipping information and then click Close.

Processing Options for Segmented Item Availability (P41206)

Defaults
1. Template
Versions
1. Summary Availability (P41202)

Blank = ZJDE0001

Locating Quantities in Locations with Segments

Use the Location Segment Inquiry program to review the inventory balances for items that are assigned to locations with segments. The system can retrieve inventory in the following ways:

Product	You can view the balance for the current product in any or all of the segments in the location.
Segment	You can select specific segments and view the balance for all owners within that segment of the location.
Address book number	If you have set one of the segments as an address book record, you can view all balances for all locations and products by the specified owner or address book number.

Note

To access Location Segment Inquiry via the Web, set the appropriate processing option. The system displays only the item and location information that is related to you based on your user ID and address book number. If you are signed on to the system via the Web, Item Availability is disabled.

Prerequisite

❑ You must set up location segments for this information to be available.

► **To locate quantities in locations with segments**

From the Inventory Inquiries menu (G41112), choose Location Segment Inquiry.

1. On Location Segment Inquiry, complete the following fields and click Find:

   - Branch/Plant
   - Item Number

2. To limit the information displayed, choose the following options and click Find:

   - Summary Only
   - Omit Zero Quantities

3. To review the information by location segments, chose the Segment Information tab.

4. To limit the information to specific segments, complete any of the following fields and click Find.

- Aisle
- Bin
- Code 03
- Code 04
- Code 05
- Code 06
- Code 07
- Code 08
- Code 09
- Code 10

Processing Options for Location Segment Inquiry (P4100142)

Mode

Mode

Blank = Client Mode

1   = Web Mode

Locating Quantity Information by Lot

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

Prerequisite

- ❑ Verify that your system is set up to calculate availability for inventory items. See Defining Branch/Plant Constants in the Inventory Management Guide.

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

► **To locate quantity information by lot**

From the Lot Control menu (G4113), choose Lot Availability.

1. On Work With Lot Availability, complete the following fields and click Find:

- Branch/ Plant
- Item Number

- Lot Grade
- Lot Potency
- Display Lots with Qty on Hand

2. Review the following fields:

- Lot Status
- Expiration Date
- Quantity On Hand
- Quantity Available

Processing Options for Lot Master Availability (P41280)

Versions

1. Enter the Version of the Trace/Track Inquiry to call.

2. Enter the Versions of Item Master Revisions to call.

3. Enter the Versions of Work Order Entry to call.

4. Enter the Version of Branch/Plant Item Information to call.

Display

1. Enter a '1' to protect Lot Status from being updated.

2. Enter a '1' to display the grade range. If left blank, no range will be displayed for selection.

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

Locating On-Hand Quantity Information

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 Inquiry (CARDEX) (P4111). The Item Ledger Inquiry (CARDEX) contains transaction history such as sales, receipts, or transfers for each item in your inventory. Each entry represents a transaction that affects the on-hand quantity of 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. You can also see any transactions for that item that have taken place as of a specific date and locate information about quantities that are deducted from the on-hand quantity.

Prerequisite

❑ 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 in the Inventory Management Guide.

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

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

From the Inventory Inquiries menu (G41112), choose Item Ledger (CARDEX).

1. On Work With Item Ledger, complete the following fields and click Find:

   • Item Number
   • Branch/ Plant
   • Transaction Date

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

   • Location
   • Lot/Serial

3. Review the following field:

   • Quantity

See Also

❑ Working with Transaction Records in the Inventory Management Guide for more information about locating running balance and transaction-related information using the Item Ledger Inquiry (CARDEX) (P4111)

❑ Locating Detailed Quantity Information in the Inventory Management Guide for more information about quantities that are deducted from the on-hand quantity

Processing Options for Item Ledger Inquiry (CARDEX) (P4111)

Default

Enter a Document Type. If left blank, '*' will be the default value and all document types will be shown.

1. Document Type

Versions

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

1. Load and Delivery Ledger Inquiry (FUTURE)

Display

1. Enter a '1' to display Quantity in Primary Units of Measure along with Quantity in Transaction Units of Measure.

Reviewing Current Inventory Levels on the Web

Your suppliers can use the Web to inquire on the items that they supply. They can check the availability and on-hand quantity of those items so that they can determine whether to use other applications in Supplier Self-Service to create purchase orders or to issue quotes.

Reviewing inventory levels from the web provides your supplier with the ability to maintain a predictable delivery of goods and services, which allows for better communication and a better working relationship. It also allows your supplier to prepare for future activity, gather information on particular trends, and prepare for surpluses and shortages.

Using their item number, your suppliers can review information such as branch/plant, quantity on-hand, quantity on purchase order, location, lot/serial number, and short item number. Your supplier can also have the system display the information in summary to detail mode.

► **To review current inventory levels on the Web**

From the Inventory Inquiries menu (G41112), choose Supplier Self-Service Inventory.

1. On Work With Inventory Quantities, complete one or more of the following fields:

   - Supplier Number
   - Item Number

2. Complete one or more of the following options and click Find:

   - Omit Zero Quantities
   - Detail
   - Summary

3. Review the inventory levels.

Reviewing Supply and Demand Information

Use the Supply/Demand Inquiry form to review demand, supply, and available quantities for a specific item. You can review general product/item performance for a given branch/plant, as well as past sales performance, current demand, and other item information. The information is based on inventory, purchasing, and sales history.

The highlighted available-to-promise (ATP) lines on the Supply/Demand Inquiry form indicate your company's uncommitted available inventory. Available-to-promise inventory is available for sale or distribution within a specified period.

The system displays information from the following tables:

- Item Location File table (F41021)

- Sales Order Detail File table (F4211)

- Purchase Order Detail File table (F4311)

The demand quantities are shown by date and can include safety stock, quantities on sales orders, work order parts lists, planned order demand for lower levels, and interplant and forecasted demand.

The supply quantities are shown by date and can include on-hand inventory and quantities on purchase orders, manufacturing work orders, planned orders, and rate schedules. Supply quantities shown without a date or order information represent current availability by branch/plant storage location.

You can also access the following forms to confirm detail information:

- Work With Order Scheduling
- Parts Availability
- Work With Detail Messages
- Work With Time Series
- Work With Pegging Inquiry
- Work With Item Availability
- Customer Service Inquiry
- Plant Manufacturing Data

► **To review supply and demand information**

Use one of the following navigations:

From the Inventory Inquiries menu (G41112), choose Supply and Demand.

From the Sales Order Inquiries menu (G42112), choose Supply/Demand.

From the Daily Order Preparation - Discrete menu (G3111), choose Supply/Demand Inquiry.

1. On Work With Supply and Demand, to locate a specific item complete the following fields and click Find:

   - Branch/Plant
   - Item Number

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

   - Thru Date
   - UOM

3. Review the following fields:

   - Demand
   - Supply
   - Quantity Available
   - Order No
   - Type
   - Branch/ Plant
   - Customer/Supplier Name
   - Location
   - Lot/Serial

Reviewing Performance Information

When you review performance information for an item, you can review buyer information related to the item, previous sales activity, and open purchase orders. This information, when used in conjunction with item availability information, is useful in helping you to plan for your inventory needs.

► **To review performance information**

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

1. On Work With Buyer's Item Information, complete the following fields and click Find:

   - Branch/Plant
   - Buyer Number
   - Item Number

2. Review the following fields:

   - Buyer Name
   - Supplier Name
   - ABC 1 Sls
   - ABC 2 Mrg
   - ABC 3 Inv
   - Reorder Point
   - Economic Order Qty
   - Safety Stock
   - Leadtime Level

3. For additional information on sales activity and open purchase orders, choose a row, and then choose the appropriate forms from the Row menu.

Processing Options for Buyer Information (P4115)

Versions

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

1. Open Purchase Order Inquiry (P4310)
2. Item Availability (P41202)
3. Supplier Rating (P43230)
4. Supplier Catalog Maintenance (P41061)
5. Supply and Demand (P4021)

Working with Transaction Records

You can use transaction records for the following purposes:

- To keep accurate balance forward records from year to year

- To compare and reconcile your inventory balances for different fiscal periods

- To access information about the quantity and cost of an item in any location

You can create balance forward records for a fiscal year by running the Item Ledger As Of Record Generation program (R41542). 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 Item ASOF File (F41112).

After you create balance forward records, you can compare and reconcile your inventory balances at the end of one period with the same period end for the general ledger. This comparison is helpful because the system continues to record inventory transactions after the general ledger periods close.

Using the balance forward records, you can review total transactions by location 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 a specific date. You can also review any transactions for that item that have taken place after that date.

Prerequisite

- ❑ Verify that you allow an adequate amount of time for the Ledger As Of Record Generation program to run. You typically run the Item Ledger As Of Record Generation program during off-peak hours when more system resources are available.

- ❑ Read Locating On-Hand Quantity Information in the Inventory Management Guide for information about reviewing current transaction information on the Item Ledger Inquiry (CARDEX).

Creating Balance Forward Records

Accurate balance forward records are essential for comparing and reconciling your inventory balances. These records allow you to access information about the quantity and cost of an item in any location.

Running the Item Ledger As Of Generation Program

From the As Of Processing menu (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 Record Generation program (R41542). You can run this program using one of the following methods:

Complete regeneration
Typically, you only run the Item Ledger As Of Record Generation program the first time that you create the Item ASOF File (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 File 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 Item ASOF File 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.

If records have been purged from the Item Ledger File table (F4111) or if you do not know whether a purge has been run, use the partial regeneration method.

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 Item ASOF File 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 Item Ledger As Of Record Generation program:

- Item Number - Short

- Branch/Plant

- Location

- Lot

- G/L Class

- G/L Date

Do not delete transactions from the Item ASOF File table (F41112). Deleting transactions results in the loss of totals, as follows:

- The system updates the balance forward information but not the Item Ledger File and other general ledger transaction accounts.

- The system marks any transactions that you delete as "summarized" in the Item Ledger File and does not reselect them if you run a partial regeneration of the Item ASOF File table.

The system loads only the records for sales orders that have been processed through sales update during the Item Ledger As Of Record Generation program. The system cannot load purged item ledger records into the Item ASOF File table (F41112). Loading the item ledger records after a purge results in inaccurate totals.

Processing Options for Item Ledger As Of Record Generation (R41542)

GENERATION
1. Enter a '1' to REgenerate the entire "AsOf" 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.
Regenerate option
2. Enter a '1' to print a completion report. If left blank, the report will print only if there are errors.

Updating Balance Forward Records for Inactivity in the Fiscal Year

To include items with no transactions in the current fiscal year in the balance forward records, choose As Of Updating from the As Of Processing menu (G4122).

The Item Ledger As Of Record Generation program (R41542) creates records in the Item ASOF File table only when a record exists in the Item Ledger table. If no transaction occurs during the year for an item, the system does not create a record in the Item Ledger File table (F4111). Therefore, the system does not subsequently create a record in the Item ASOF File table (F41112).

To include records of prior year activity, run the As Of Updating program (R41548) after you run the Item Ledger As Of Record Generation program. The As Of Updating program searches for an item record in the Item ASOF File table and then determines whether a corresponding record exists for the next year. If a record does not exist for that year, the program inserts a record, carrying forward the cumulative amounts and quantities. The program continues to fill in any gaps until processing is complete for the year specified in the processing options.

For example, if the first generation of the Item ASOF File table (F41112) occurs in 1999 and you specify 2002 in the processing option, the program starts with 1999 balances. If item 1001 had transactions only in 1999, the program creates records for 2000, 2001, and 2002, carrying the 1999 balances forward.

Processing Options for As Of Updating (R41548)

Defaults

1. Enter the fiscal year (four digits -- e.g. 1999) through which the file is to be updated. If left blank, the current year will default. Entry of an invalid year will prevent the program from executing.

Entering Individual Transactions

You might have to enter individual transactions if the Item ASOF File table (F41112) has been purged or if some records were damaged. You can use the Item Ledger As Of Record Generation program (R41542) to enter these transactions.

Caution

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/Ledger Integrity report. In addition, there might not be an adequate audit trail for you to reconcile any differences.

► **To enter individual transactions**

From the As Of Processing menu (G4122), choose Direct As Of Entry.

After the As Of table (F41112) is generated, you can review item transaction and balance information for a specific fiscal period on Work With Direct As Of Entry.

1. On Work With Direct As Of Entry, complete the following field and click Add:

    *   Item Number

PeopleSoft.

Direct As Of Entry - Direct As Of Entry

| Work With Direct As Of Entry | **Direct As Of Entry** |

OK   Cancel   Form   View   Previous   Next   Tools

Item Number	2001		Branch/Plant	30
Location			Fiscal Year	5	Century	20
Lot/Serial			Cumulative Amount	
G/L Class	IN30		Cumulative Quantity	

Period 01/07	Amount		Period 08/14	Amount
01-31-05	100.000,00		08-31-05	
02-28-05			09-30-05	
03-31-05			10-31-05	
04-30-05			11-30-05	
05-31-05			12-31-05	
06-30-05			12-31-05	
07-31-05			12-31-05	

2. On Direct As Of Entry, complete the following fields:

- Item Number
- Fiscal Year
- Location
- Branch/Plant

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.

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

- Cumulative Amount
- Cumulative Quantity

4. Complete the field for the applicable G/L period, such as the following field, and click OK.

- Amount

Reviewing Multiple Transactions and Balances

You can review transaction history that the system summarizes by each fiscal period when you use the running balance version of the item ledger. The summarized running balance version allows you to review transaction history by the general ledger date rather than by the transaction date. The system displays the summarized information from the Item ASOF File table (F41112) only.

You also can review the individual transactions for each fiscal period by accessing each fiscal period's detailed information. The system displays information not only from the Item ASOF File table (F41112), but also from the Item Ledger File table (F4111). Reviewing this information 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 general ledger document type for a transaction.

Prerequisite

❑ You must run the Item Ledger As Of Record Generation program (R41542), which creates the balance forward records for individual transactions. Read Creating Balance Forward Records for more information.

▶ **To review multiple transactions and balances**

From the As Of Processing menu (G4122), choose Item Ledger (Running Balance).

1. On Item Ledger - Running Balance Summary, complete the following fields and click Find:

   - Item Number
   - Branch/Plant
   - Location
   - Lot/SN

Item Ledger (Running Balance) - Item Ledger - Running Balance Summary

	Ending Period	Period Quantity	Cumulative Quantity	Period Amount	Cumulative Amount
⊙	Balance Forward				
○	01-31-05	3,2800	3,2800	1.040.670,53	1.040.670,53
○	02-28-05	0,0280	3,3080	117.443,00	1.158.113,53
○	03-31-05	0,0935	3,4015	427.633,50	1.585.747,03
○	04-30-05		3,4015		1.585.747,03
○	05-31-05		3,4015		1.585.747,03
○	06-30-05		3,4015		1.585.747,03
○	07-31-05		3,4015		1.585.747,03
○	08-31-05		3,4015		1.585.747,03
○	09-30-05		3,4015		1.585.747,03
○	10-31-05		3,4015		1.585.747,03
○	11-30-05		3,4015		1.585.747,03
○	12-31-05		3,4015		1.585.747,03

2. Review the following fields:

    - Ending Period
    - Period Quantity
    - Cumulative Quantity
    - Period Amount
    - Cumulative Amount

3. Choose the row that contains the fiscal ending period for which you want to review detailed information from the Item Ledger File table (F4111).

4. From the Row menu, choose Details.

5. On Item Ledger - Running Balance Detail, review the following fields:

    - Do Ty
    - Amount
    - Quantity

Reviewing the Item Ledger Detail Print Report (R41540)

From the As Of Processing menu (G4122), choose Item Ledger Detail Report.

The Item Ledger Detail Print report (R41540) lists the cumulative transactions from balance forward records prior to the G/L date that you select in the processing options. The G/L date that you select is based on the user defined G/L dates that you set up in the processing options.

Processing Options for Item Ledger Detail Print

REPORT DISPLAY

1. Enter the beginning General Ledger Date.

Beginning Date

2. Enter the ending General Ledger Date.

End Date

Reviewing the Item Ledger by G/L Class Code Report

From the As Of Processing menu (G4122), choose Item Ledger by G/L Class Report.

Use Item Ledger by G/L Class Code report 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 Item Ledger As Of Record 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

Processing Options for Item Ledger By G/L Class Code

Report Option

1. Enter the final year and period for which the item ledger by G/L class code report is to be prepared. If a fiscal period and year are not entered, the financial reporting year and period will be used.

Effective Year

Period Number - General Ledger

Reviewing the General Ledger by Object Account Report

From the As Of Processing menu (G4122), choose G/L by Object Account Report.

The G/Ledger by Object Account report 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 Business Unit Master table (F0006) and the Account Master table (F0901). The report includes:

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

Processing Options for G/L by Object Account

Select
1. From Period

0 = Year-to-date
1 = Current period
2 = Inception to date
2. From Date
3. Thru Fiscal Year
4. Period Number
5. Thru Date
6. Subledger

Blank = No Subledgers
* = All Subledgers

7. Subledger Type
8. Ledger Type

Blank = AA
9. Document Type

Blank = All document types
Print
1. Account Number Format

1 = Account number
2 = Short account ID
3 = Unstructured account

2. Units

Blank = Print amounts only
1 = Print units
3. Accounts with zero balance

Blank = Print all accounts
1 = Omit accounts with zero balances

4. Posted Transactions

Blank = Posted only
1 = Posted and unposted
Summarize
1. Enter the object account range for account summarization.
Beginning:
Ending:
Currency
1. Currency Code

* = All currency codes

2. Currency Code From

3. As-of-date

Reviewing the Trial Balance by Object Account Report

From the As Of Processing menu (G4122), choose T/B by Object Account Report.

The Trial Balance by Object Report prints trial balances with total postings and account balances by object account sequence. The system selects information for this report from the Business Unit Master table (F0006) and the Account Master table (F0901). The report includes:

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

Processing Options for Trial Balance By Object Report

Select
1. Fiscal Year

Blank = Current Year

2. Period

Blank = Current Period

3. Ledger Type
4. Subledger
5. Subledger Type
6. Non Posting Account

Blank = No Fetch from the Account Balance Table

1 = Fetch Balance from the Account Balance Table

Print
1.   Zero Balances

Blank = Print accounts with zero balances
1 = Omit accounts with zero balances
2. Account Number Format

1 = Account Number (Default)
2 = Short Account I.D.
3 = Unstructured Account
Currency
1. Currency Code

* = All currency codes
Summarize

1. Beginning Range Object Account Summarization
2. Ending Range Object Account Summarization

Reports

You can generate inventory reports to review and analyze information about your inventory.

Use inventory status reports to review the status of your inventory by location, time period, and so on. Use inventory analysis reports to review the profitability, turnover, demand, and so on, for your inventory. Use inventory integrity reports to review discrepancies between item information and accounting information.

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

Reviewing the Stock Status Report

From the Inventory Reports menu (G41111), choose Stock Status Report.

The Stock Status report 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
- Percentage of life remaining for a lot
- Number of days before lot expiration

Processing Options for Stock Status (R41530)

UOM 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.

Unit of Measure

Lot Options

1. Display Percent of Life Remaining

2. Percent of Life Remaining Threshold

3. Display Number of Days Remaining
4. Number of Days Remaining Threshold
5. Calculation Date

Reviewing the Item Master Directory Report

From the Inventory Reports menu (G41111), choose Item Master Directory Report.

The Item Master Directory report lists the item master records.

Processing Options for Item Master Directory (R41560)

Process
1. Enter a '1' to include Item Notes on report.
2. Enter a '1' to include Print Message on report.

Reviewing the Buyers Guide Report

From the Inventory Reports menu (G41111), choose Buying Guide Report.

The Buyers Guide report lists product and item performance information.

Processing Options for Buyer's Guide (R4152)

Display
1. Enter a '1' print all items or '2' to print only items at/or below reorder point
2. Enter a '1' to print item notes.

Reviewing the Inventory Journal Report

From the Inventory Reports menu (G41111), choose Inventory Journal Report.

The Inventory Journal report lets you review the transactions against your inventory. The information on the report 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).

Processing Options for Inventory Journal (R41550)

Print Options
1. Beginning Date
2. Ending Date

Reviewing the Price Book Report

From the Inventory Reports menu (G41111), choose Price Book Report.

The Price Book report lists the current prices for your inventory.

The system retrieves this information from the following tables:

- Item Base Price File (F4106)

- Price by Item (F4207)

- Price by Customer (F4208)

Processing Options for Price Book (R41510)

Display Value
1. Price Group

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

Reviewing the ABC Analysis Report

From the Inventory Reports menu (G41111), choose ABC Report.

ABC Analysis 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 helps you 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.

Prerequisite

❑ Set up the ABC code percentage breaks in the 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 (R42800) 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.

❑ 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.

Processing Options for ABC Analysis (R4164)

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 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. (FUTURE - Forecasting)

   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
Process
4. Enter a '1' to consolidate the amount totals of multiple Cost Centers. The ABC Codes will be based on the ABC Percentages for the Cost Center 'ALL'.
Update
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 (R41580)

From the Inventory Reports menu (G41111), choose Cost Report.

The Unit Cost Warnings report lists items with a transaction cost that is different from the current average cost that you specified in the processing options. The Unit Cost Warnings report retrieves records from the Item Ledger File (F4111) and Item Cost File (F4105) tables. PeopleSoft 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.

Processing Options for Unit Cost Warnings (R41580)

Variance

1. Enter the variance percent (i.e. '5' will select any transaction where transaction cost was 5% greater or 5% less than the current average cost for the item.)

Reviewing the Inventory Cost/Price Comparison Report (R41700)

From the Inventory Reports menu (G41111), choose Margin Analysis.

Inventory Cost/Price Comparison is a report that identifies 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 Inventory Cost/Price Comparison report retrieves records from the Item Cost File (F4105) and the Item Base Price File (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.

Processing Options for Inventory Cost/Price Comparison (R41700)

Defaults

1. Enter an override sales costing code. (Mandatory for costing).

2. Enter warning minimum margin percent. Item 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 the Inventory Reports menu (G41111), choose Valuation Report.

Use the Inventory Valuation Analysis report to review the extended value of on-hand inventory. It is 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.

Data Sequence

You must use the following data sequence:

- Warehouse
- Sales reporting code 1
- Sales reporting code 2

Processing Options for Inventory Valuation Analysis (R41590)

Costing Method

1. Enter the Costing Method you wish to print for the first cost number (Default is Weighted - 02).

2. Enter the Costing Method you wish to print for the second cost number (Default is Last In - 01).

3. Enter the Costing Method you wish to print for the third cost number (Default is Layer - 06).

Reviewing the Inventory Turn Report

The Inventory Turn Report allows you to analyze the following:

- Trends in your inventory environment
- Inventory turnover in amount

Prerequisite

- ❑ Set up document type codes.

Grouping Transaction Types

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**

From the Inventory Reports menu (G41111), choose Transaction Family Documents.

On Work with Transaction Type, complete the following fields and click Find:

- Tran Type
- Doc Ty

Running the Inventory Turn Report

From the Inventory Reports menu (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 File table (F4111)
- Clears the existing workfile, rebuilds it, and accesses records to produce the report

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.

Data Sequence

You must use the following data sequence:

- Transaction date
- Branch/plant
- Item number - short

Processing Options for Inventory Turn Report (R41116)

Selections

1. Enter the Transaction Family Document Types to Include: Based on the UDC Table 41/TT

Transaction Family 1

Transaction Family 2

Transaction Family 3

Transaction Family 4

Transaction Family 5

Transaction Family 6

Dates

1. Enter the date range to be used in calculating the beginning and ending inventories.

From Date

To Date

Reviewing the Supply and Demand Report

From the Inventory Reports menu (G41111), choose Supply/Demand Report.

Supply and Demand Report 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

Prerequisite

❑ 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 formula for determining supply and demand. See Reviewing Supply and Demand Information in the Inventory Management Guide.

❑ Review the formula for available to promise. See Reviewing Performance Information in the Inventory Management Guide.

Processing Options for Supply and Demand Report (R4051)

Process

1. Deduct Safety Stock From Available Quantity

Blank = Do Not Deduct

1   = Deduct Safety Stock

2 . Receipt Routing Quantities Considered On Hand

Blank = Do Not Consider

1   = Consider As On Hand

Quantity in Transit

Quantity in Inspection

User Defined Quantity 1

User Defined Quantity 2

3. Supply/Demand Inclusion Rules

4. Subtract Expired Lot Quantities

Blank = Do Not Subtract

1   = Subtract Expired Lots

5. Enable Engineering Project Management (EPM)

Blank = Do Not Enable EPM

1   = Enable EPM Functionality

6. Include Past Due Supply In Quantity Available

Blank = Do Not Include

1   = Include Past Due Supply

7. Rate Based Schedule Type (Future)

Blank = Do Not Include Rate Based Items

8. Include MPS/MRP/DRP Planned Orders

Blank = Do Not Include

1   = Include Planned Orders

9. Forecast Types (5 Types Maximum)

10. Days From Today To Include Forecast

Blank = Include From Today

11. Exclude Bulk Items

Blank = Do Not Exclude

1   = Exclude Bulk Items

12. Lot Hold Codes (up to 5)

Blank = inlclude no held lots in calculation of on-hand inventory

*   = include all held lots in calculation of on-hand inventory

Display

1. Display Unit Of Measure

Blank = Primary Unit Of Measure

2. Convert Quantities To Standard Potency

Blank = Do Not Convert

1   = Convert To Standard Potency

3. Effective Thru Date

4. Display ATP Line

Blank = Do Not Display

1   = Display ATP Line

2   = Display CATP Line

5. Summarize All In Receipt Routing Steps

Blank = Do Not Summarize

1   = Summarize

6. Summarize Item Balance Quantity Records

Blank = Do Not Summarize

1   = Summarize

Reviewing the Item Ledger/Account Integrity Report

From the Inventory Reports menu (G41111), choose Item Ledger/Account Integrity Report.

The Item Ledger/Account Integrity report (R41543) displays the following types of discrepancies between the Item Ledger (F4111) and Account Ledger (F0911) tables:

- Item ledger detail records exist with no corresponding general ledger detail records.

- Item ledger does not balance with the corresponding general ledger detail.

The report displays summary lines that represent specific totals by:

- Document type
- Document number
- Key company

The report also displays the solutions to the discrepancies. A blank report indicates that no discrepancies exist. You can run this report as many times as needed because no tables are updated.

If you use summarized journal entries for work orders, the program ignores material issue transactions (IM), completions (IC), and scrap transactions (IS) against those summarized work orders because they are not actual work orders.

Certain types of general ledger (G/L) batches, such as procurement and sales, require exceptions to the basic program logic that the system uses to create the report. These batches contain multiple types of journal entries that are not appropriate for the report. To ensure that the program selects only the inventory entries, you set up exception rules in the Inventory Integrity Report UDC (41/IN). The exception rules must be entered in the Description-1 field for the document types that your organization uses. The following table explains the types of exception rules:

Rule 0: Used for Manufacturing Issues of Material	Exception rule 0 is necessary because the Account Ledger table (F0911) uses frozen standard costs and the Item Ledger table (F4111) uses the inventory costing method that the user has chosen. If the methods are not the same, set up this code.
	For documents to which the integrity check applies, this rule ensures that if records exist in the Item Ledger table, they also exist in the Account Ledger table.
Rule 1: Used for Sales Invoices	Exception rule 1 is necessary because journal entries such as revenue or loss entries, taxes, freight, and intercompany settlements are written to the Account Ledger table when sales transactions take place.
	The program checks AAI 4240 from the Distribution/Manufacturing - AAI Values table (F4095) to determine which object accounts to include. The program compares only journal entries with these object accounts in the Account Ledger table to the journal entries in the Item Ledger table.
Rule 2: Used for Purchase Vouchers	Exception rule 2 is necessary because journal entries such as favorable or unfavorable price variances, taxes, and freight are written to the Account Ledger table when purchase transactions take place.
	The program checks AAI items 4330, 4340, and 4350 from the Distribution/Manufacturing - AAI Values table to determine which object accounts to include. The program compares only journal entries with these object accounts in the Account Ledger table to the journal entries in the Item Ledger table.

Note

If the exception rules in UDC 41/IN are set up correctly, the report prints only incorrect transactions.

Prerequisite

❑ Verify that you have set up exception rules in UDC (41/IN).

See Also

❑ Customizing User Defined Codes in the Foundation Guide

Data Sequence

You must use the following data sequence:

- Document type

- Document

- Document company

Processing Options for Item Ledger/Account Integrity (R41543)

Report Display

1. Enter From G/L Date

2. Enter Thru G/L Date

Blank = Today's Date

3. Enter Work Order Completion Document Type

Blank = IC

4. Enter Work Order Issue Document Type

Blank = IM

Reviewing the Item Balance/Ledger Integrity Report

From the Inventory Reports menu (G41111), choose Item Balance/Ledger Integrity Report.

Item Balance/Ledger Integrity is a report that displays discrepancies for both quantity and amount between the Item Location File (F41021) and Item Ledger File (F4111) tables, in combination with the Item ASOF File table (F41112).

The report displays summary lines that represent specific totals by:

- Branch/plant

- Item number

- Location

- Lot number

Unless you set the processing option to print all records, a blank report indicates that no discrepancies exist.

Processing Options for Item Balance/Ledger Integrity (R41544)

Process

1. Enter 'Y' to print all items on the report. Enter an 'N' to print only those items with the variance. If left blank, an 'N' will default.

Printed Flag

2. Enter the amount variance percent which will cause only items with an amount variance above this percentage to print. If left blank, all amount variances will print. (Items with a quantity variance will always be printed.)

Percentage - Acceptance

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 Cost Ledger (F4105).

Cost Method

Physical Inventories

Accurate inventories help you:

- Reduce backorders

- Reduce dollars invested in inventory

- Reduce downtime attributed to stock outages

- Increase on-time deliveries

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 inventory. 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.

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.

Prerequisite

❑ Read Locating On-Hand Quantity Information and Entering Branch/Plant Information 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

- AAI table 4141, which provides the variance account to update (set up only if you use standard costs)

- AAI tables 4122, 4124, 4126, and 4128, which provide the accounts for zero balance adjustments

❑ Set up the Cycle Count Category Code field using the Item Master (P4101) and Item Branch (P41026) programs. This field must be set up for you to use the associated method of updating in the Cycle Count Update program (R41413).

❑ Identify which items to count by reviewing the fields in the Item Branch File (F4102) or Item Location File (F41021) tables.

❑ Specify status codes in the processing options to further specify the information that displays.

Running the Select Items for Count Program

From the Inventory Count Alternatives menu (G4121), choose Select Items for Cycle Count.

Before you start the cycle count process, you must run the Select Items for Count program (R41411). Select Items for Count is a program that builds a record for each inventory item to be counted and records the current on-hand quantity and cost for each item. The system then generates the Select Items 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 File table (F4141)

• Creates a cycle count header in the Cycle Count Header File 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 Transaction File table (F4141) for each item in the selected locations:

  • Item information

  • Quantity on hand

  • Amount on hand

• Produces the Select Items for Count report that lists the selected items for each location and he quantity on hand at the time of the count

You can use data selection to 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 Select Items for Count report:

• Item number (short)

• Lot

• Location

See Also

❑ Running the Cycle Count Update Program in the Inventory Management Guide for information about how the system determines the next count date

Processing Options for Select Items for Count (R41411)

Print
1. Enter the Cycle Count Description
Cycle Count Description

Reviewing the Cycle Count Status

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. You specify a range of status codes in the processing options. The program uses these status codes to select the cycle count records to view. You can change the range of status codes at any time when you are reviewing the cycle count.

Sometimes transactions occur during the time between running the Select Items for Cycle Count program and the actual count, resulting in an inaccurate Quantity On Hand field in the Cycle Count Transaction Table (F4141). Before you count items, you can use the Work With Cycle Count Review form to update the on-hand quantity to the most current number. The system refers to this procedure as resetting the frozen value.

► **To review the cycle count status**

From the Inventory Count Alternatives menu (G4121), choose Cycle Count Review.

1. On Work With Cycle Count Review, complete the From and Thru fields for the following and click Find:

   - Cycle Status
   - Date

2. To update the on-hand quantity, choose the row and choose Reset Frozen Value from the Row menu.

   The program updates the Quantity on Hand field in the Cycle Count Transaction File table with the Quantity on Hand from the Item Location File table, updates the Amount field based on the new quantity, and zeroes out the Quantity Counted field.

3. Choose the row that contains the cycle count that you want to review.

4. From the Row menu, choose Cycle Count Detail.

5. On Work With Cycle Count Detail, review the following fields:

   - Item Number
   - Quantity On Hand
   - Quantity Counted

Printing Cycle Count Sheets

From the Inventory Count Alternatives menu (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. You can also print cycle count sheets from the Cycle Count Review program (P41240). The system uses the version that you specified in the processing options.

Run the Print Cycle Count Sheets program to print information from the Cycle Count Transaction File table (F4141) onto the count sheets. To print a specific cycle count number, specify the count number in the data selection.

We recommend that you use the following sequence on the Print Cycle Count Sheets report:

- Cycle Count Number
- Item Number
- Branch/Plant

After you print the count sheets, the Status field displays Printed.

Prerequisite

❑ 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.

Processing Options for Print Cycle Count Sheets (R41410A)

Print
1. Enter a '1' to print non-cancelled sheets. If left blank, all cycle sheets will be printed.
Print Non-cancelled sheets

Canceling the Cycle Count

From the Inventory Count Alternatives menu (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.

After you cancel the cycle count number, the Status field displays Canceled.

Entering the Cycle Count Results

After you have performed the cycle count and recorded the information on the cycle count sheets, transfer the results to your online inventory records. Even if the result of the count is zero, you must enter the cycle count results.

If the count included an item found in a new location, you can add the new location on a blank line of the Cycle Count Entry form unless the Location Control constant is turned on for the branch/plant. If the Location Control constant is turned on, you must set up the new location in the Location Master table (F4100) before you can enter the quantity on the Cycle Count Entry form.

When you enter a new location, the system creates an item location record and a variance for the entire quantity and amount after you enter the cycle count results and then run the Cycle Count Update.

► **To enter the cycle count results**

From the Inventory Count Alternatives menu (G4121), choose Cycle Count Entry.

1. On Work With Cycle Count Review, complete the From and Thru field for the following and click Find:

   - Cycle Status
   - Date From

2. Choose the row that contains the cycle count for which you want to enter cycle count results.

3. From the Row menu, choose Enter Cycle Count.

4. On Cycle Count Entry, complete the following fields:

   - Quantity
   - UM

   If an item has a zero balance, enter zero in the Quantity field. Leaving the Quantity field blank indicates that no count was performed, and the program does not update the on-hand balance for the location.

5. To enter a new line of cycle count information, scroll to the first line that contains no data and complete the following fields:

- Quantity
- UM
- Secondary Quantity
- Secondary UM
- Item Number
- Skip to Location
- Lot/Serial
- Branch/Plant

6. Review the following field:

- Total Quantity

7. Click OK.

See Also

❑ Setting Up Warehouse Locations in the Inventory Management Guide for information about entering locations in the Location Master table (F4100)

❑ Revising the Cycle Count Quantity in the Inventory Management Guide for information about finding specific item numbers, locations, or category codes on Cycle Count Entry

Reviewing the Cycle Count Variances

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 Location File (F41021), Item Ledger File (F4111), and Account Ledger (F0911) tables when the system updates the count.

Besides reviewing variance information online, you can print a report, Print Variance Detail, either from the Form menu or directly from the Inventory Count Alternatives menu. This report lists the variances between the results of the cycle count and the inventory records to help you resolve discrepancies.

When you run this report from the Form menu, the system uses the variance criteria set up on the form (that is, it overrides any processing option defaults). When you run the report from the Inventory Count Alternatives menu, the system uses the processing options for the version.

► **To review the cycle count variances**

From the Inventory Count Alternatives menu (G4121), choose Cycle Count Review.

1. On Work With Cycle Count Review, complete the From and Thru fields for the following and click Find:

   - Cycle Status
   - Date

2. Choose the row that contains the cycle count that you want to review.

3. From the Row menu, choose Cycle Count Detail.

4. On Work With Cycle Count Detail, click one of the following options to change the setting of the variance type:

   - Quantity Variance
   - Amount Variance

5. Complete the following field:

   - Amount

6. To change the current setting of the variance display, click one of the following options:

   - Absolute Value
   - Percentage

7.

8. Complete the following optional field:

   - Relationship

9. Click Find.

See Also

❑ Printing a Variance Report in the Inventory Management Guide for information about printing this report from the Inventory Count Alternatives menu

Revising the Cycle Count Quantity

After you enter and review your cycle variance information, you might 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 Print Variance Detail report (R41403).

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.

See Also

❑ Entering the Cycle Count Results in the Inventory Management Guide

► **To revise the cycle count quantity**

From the Inventory Count Alternatives menu (G4121), choose Cycle Count Review.

1. On Work With Cycle Count Review, complete the From and Thru fields for the following and click Find:

   - Cycle Status
   - Date

2. Choose the row that contains the cycle count for which you want to enter cycle count results.

3. From the Row menu, choose Enter Cycle Count.

4. On Cycle Count Entry, complete the following field and click Find:

   - Item Number

5. To skip to a specific location, choose the Skip To tab, complete the Skip to Location field and click Find.

6. To skip to a specific category code, choose the Skip To tab, complete the Skip to Category Code field and click Find.

7. Complete the following fields for each item to be revised:

   - Quantity
   - UM

To add to or subtract from the existing count, enter the quantity to be added (positive quantity) or subtracted (negative quantity). If you do this, the program adds or subtracts the quantity you entered in the Quantity field from the Total Quantity field. Click OK to save your entries.

8. To replace the existing count, enter the new quantity and choose Replace from the Row menu.

The program replaces the quantity in the Total Quantity field with the quantity you entered in the Quantity field.

Printing a Variance Report

From the Inventory Count Alternatives menu (G4121), choose Cycle Variance Detail Print.

Alternatively, choose Print Variance from the Form menu on Work With Cycle Count Detail.

You can print a report of the variances between the results of the cycle count and the inventory records to resolve discrepancies.

Use data selection to print a variance report for a specific cycle count.

Processing Options for Print Variance Detail (R41403)

Processing
1. Enter '1' to select on Quantity Variance (default) or '2' to select on Amount Variance.
2. Enter the Relation to use for the variance selection. (Default is greater than.)
3. Enter the Quantity or Amount to use to compare with the variance for selection.
4. Enter '1' to compare the Percent Variance or '2' to compare the Unit Variance (default).

Approving the Cycle Count

After you enter and review your cycle count and have it approved by the appropriate person, you must update the cycle count status to indicate approval. The system stores the status in the Cycle Count Header File table (F4140).

Approving a cycle count advances the status code so that the cycle count is available for the update process. You can override counts as needed.

► **To approve the cycle count**

From the Inventory Count Alternatives menu (G4121), choose Cycle Count Review.

1. On Work With Cycle Count Review, click Find.

2. Choose the row that contains the cycle count for which you want to update the status.

3. From the Row menu, choose Approve Cycle Coun (Count).

After cycle count information is entered, reviewed, and approved, you must run the Cycle Count Update program to update ledgers and balances.

Running the Cycle Count Update Program

From the Inventory Count Alternatives menu (G4121), choose Cycle Count Update.

After the cycle count has been entered, reviewed, and approved, run the Cycle Count Update program (R41413). This program records variances to the Item Ledger File table (F4111), the Account Ledger table (F0911), and the Item Location File table (F41021).

Use data selection to specify the cycle count number for the update. Cycle counts must have a cycle count status of Approved to be updated. After a successful update, the Cycle Count Update program updates the cycle count status to Complete. The program does not generate an error log if the update is not successful. In that case, the cycle count status remains at Approved.

The program updates the next count date field in the Item Location File table in preparation for the next cycle count. A processing option determines the method that the program uses. The available methods are as follows:

- The cycle count category codes, a user defined code table (41/8), define the frequency and number of days for cycle counts.

  To use this method, the cycle count code that applies must be entered in the Item Master (F4101) and Item Branch File (F4102) tables.

  For example, if you enter 1 in the Defaults tab, Next Count Date processing option, and the item has QTR stored in the Cycle Count Category field, the system calculates the next count date from the current date using the number of days (91) in the Description 02 field for QTR.

- If you leave the Defaults tab, Next Count Date processing option blank, the ABC Codes method correlates the ABC Code 1-Sales-Inventory ranking for the item with user defined code table (41/NC) to determine the next count date.

You can review this date in the Next Count Date field on the Location Revisions form, and you can specify the field as data selection in the Select Items for Count program.

See Also

❑ Running the Select Items for Count Program in the Inventory Management Guide

Processing Options for Cycle Count Update (R41413)

Defaults Tab

These processing options define the dates that the system will use for general ledger posting and for the next cycle count.

---

1. General Ledger Date

A specific date

Blank = Today's date

Use this processing option to determine the date that the system associates with the cycle count variances when they are posted to the Account Ledger table (F0911). Enter a specific date or choose a date from the calendar. If you leave this processing option blank, the system uses the current date.

---

2. Next Count Date

1 = Date based on cycle count category codes

Blank = Date based on ABC codes

Use this processing option to specify how the system determines the date for the next cycle count. The Cycle Count Entry program (P4141) updates the Next Count Date field in the Item Location File table (F41021) in preparation for the next cycle count.

The system bases the date on either the cycle count category codes or on the ABC codes. Both methods depend on a set of user defined codes that provide a correlation between a code and the number of days until the next cycle count. You must enter the appropriate code in the Item Master and Item Branch tables (F4101 and F4102, respectively) during item entry or when you revise the item.

When the cycle count category codes method is used, the system references user defined code table 41/8. In addition, items must have a cycle count code in the Cycle Count Category field in the Item Master and Item Branch tables. For example, if the item has QTR in the Cycle Count Category field, the system calculates the next count date by adding the number of days (such as 91) stored in the Description 02 field for QTR in user defined code table 41/8 to the current date.

When the ABC Codes method is used, the system references user defined code table 41/NC. For this method, items must have an ABC sales code in the ABC Code 1 field (Sales - Inventory) in the Item Master and Item Branch tables.

You can review the calculated date in the Next Count Date field on the Location Revisions form, and you can specify the field as data selection in the Select Items for Count program (R41411).

Valid values are:

Blank
The system bases the date on ABC codes.

1
The system bases the date on the cycle count category codes.

Process Tab

These processing options determine whether the program performs the following actions:

- Deletes detail transactions from the Cycle Count Transaction (F4141) and Warehouse Count Transaction (F4142) tables

- Creates records in the Item Ledger table (F4111) for transactions with variances of zero

1. Delete Detail Records from Cycle Count and Warehouse Transaction tables

1 = Delete detail records

Blank = Do not delete detail records

Use this processing option to specify whether the system deletes detail records from the Cycle Count Transaction File table (F4141) and Warehouse Count Transaction table (F4142) after processing. Detail records contain the on-hand quantities and amounts that are stored in the general ledger. They also contain the quantities that were counted for locations, the unit cost, the name of the person who performed the count, and the date.

When you set this processing option to 1, the program deletes the records after processing is complete. If you set the processing option to 1, you must run a variance report before you run the Cycle Count Update program (R41413). After you run the program, no detail records will exist to calculate the variance.

If you leave this processing option blank, you can use file utilities or create a batch program to delete the detail records from the Cycle Count Transaction File and Warehouse Count Transaction tables at a later time.

Valid values are:

1

Delete detail records from the Cycle Count Transaction File table and the Warehouse Count Transaction table.

Blank

Do not delete detail records.

2. Create Item Ledger Records for zero variances

1 = Create records for variances of zero

Blank = Do not create records for variances of zero

Use this processing option to specify whether the system creates records in the Item Ledger File table (F4111) for transactions with variances of zero. Valid values are:

Blank

Do not create records for variances of zero.

1

Create records for variances of zero.

Interop Tab

This processing option determines whether the system creates outbound interoperability transactions for cycle count variances and which transaction type is used for the outbound transaction.

1. Transaction Type

A specific transaction type
Blank = No outbound interoperability processing

Use this processing option to determine the transaction type (UDC 00/TT) that the system uses when creating outbound interoperability transactions. If you leave this processing option blank, the system does not perform outbound interoperability processing for cycle count transactions.

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, a tag count occurs at the end of the year or any frequency scheduled by a company. To complete a tag count, 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.

See Also

❑ Processing a Cycle Count in the Inventory Management Guide if you consider processing both cycle and tag counts

Running the Select Items for Count Program

From the Inventory Count Alternatives menu (G4121), choose Select Items for Tag Count.

Before you start the tag count process, you must run the Select Items for Count-Tag Inventory program (R416060). Select Items for Count-Tag Inventory is a program that builds a record for each inventory item to be counted and records the current on-hand quantity and cost for each item.

Before you run the Select Items for Count-Tag Inventory Program, 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 the Inventory Count Alternatives menu (G4121), choose Tag Print.

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 program (R41607) 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 File table (F4160).

Data selection and data sequencing are not available for the Print Inventory Tags program. The purpose of the program is to print the number of tags that you specify in the processing option.

Processing Options for Print Inventory Tags (R41607)

Defaults

1. Enter the number of Tags you wish to print

Number of Tags

2. Enter the Branch/Plant to print on the tags

Branch / Plant

Recording Tag Distribution Information

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

You must inform the teams of any receipts, shipments, and item breakage that occur during the count. The counters must record by location all items that are added and moved during the count.

You cannot enter additional tags to an existing group. Print a new group of sequentially numbered tags using the Print Inventory Tags program. You also cannot delete tags on Tag Status Review 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.

If you need to enter counts for specific location detail records, set the appropriate processing option in the Tag Status Review (P41604) program.

► **To record tag distribution information**

From the Inventory Count Alternatives menu (G4121), choose Tag Issues and Receipts.

1. On Work With Tag Status Review, complete the following fields and click Find:

   - From
   - Thru

2. Choose the row that contains the tag number for which you want to record tag distribution information.

3. From the Row menu, choose Issue/Receive.

4. On Tag Issues and Receipts, complete the following fields and click OK:

   - Tag Status
   - Tag Team ID - Issued

Processing Options for Tag Status Review

Defaults

1. Enter the statuses that a Tag can be at to be valid for a 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.

Default Primary Location and Lot

3. Enter a '1' to allow for the addition of secondary location records.

Add Secondary Location

Warehouse

1. Enter a '1' to use the Location Detail Selection Window to enter counts for specific Location Detail records. If left blank, the Location Detail records will be selected by the system.

2. Enter a '1' to allow manual entry of license plate numbers.

Recording Tag Receipt Information

After the counters return the inventory tags, you can record the following information:

- The team who returned the tag
- The tag number from the team

► **To record tag receipt information**

From the Inventory Count Alternatives menu (G4121), choose Tag Issues and Receipts.

1. On Work With Tag Status Review, complete the following fields and click Find:

   • From
   • Thru

2. Choose the row that contains the tag number for which you want to record tag receipt information.

3. From the Row menu, choose Issue/Receive.

4. On Tag Issues and Receipts, complete the following fields and click OK:

   • Tag Status
   • Tag Team ID - Received

Entering the Tag Count Results

After the tag count is complete, you must enter the information from each tag into the system.

► **To enter the tag count results**

From the Inventory Count Alternatives menu (G4121), choose Tag Count Entry.

1. On Work With Tag Status Review, complete the following fields and click Find:

   • From
   • Thru

2. Choose the row that contains the tag number for which you want to record tag count results.

3. From the Row menu, choose Enter Count.

4. On Tag Count Entry, complete the following fields:

   • Item Number
   • Quantity Counted
   • Unit of Measure
   • Location

5. If applicable, complete the following field:

   • Lot/Serial

6. Click OK.

Reviewing the Tag Status

You can review the current status of tags to check for any that are lost or incomplete.

▶ **To review the tag status**

From the Inventory Count Alternatives menu (G4121), choose Tag Status Review.

1. On Work With Tag Status Review, complete the following fields and click Find:

   - From
   - Thru

2. Review the following fields for the particular tag number:

   - Tag Status
   - Item Number
   - Item Description
   - Branch/Plant

▶ **To review the tag status summary**

From the Inventory Count Alternatives menu (G4121), choose Tag Status Review.

1. On Work With Tag Status Review, complete the following fields and click Find:

   - From
   - Thru

2. From the Form menu, choose Status Summaries.

3. On the Work With Tag Status Summary form, complete the following field and click Find:

   - Branch/Plant

4. To print detailed tag information, choose Print Detail from the Form menu.

Reviewing the Tag Count Variances

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**

From the Inventory Count Alternatives menu (G4121), choose Tag Status Review.

1. On Work With Tag Status Review, complete the following fields and click Find:

   - From
   - Thru

2. Choose the row that contains the tag number for which you want to review tag count variances.

3. From the Form menu, choose Variance Review.

4. On Work With Tag Variance Review, complete the following optional fields:

   - Branch/Plant
   - Relationship
   - Amount

5. Click one of the following two options:

   - Quantity Variance
   - Amount Variance

6. Click one of the following two options:

   - Absolute Value
   - Percentage

7. Click Find.

Running Tag Count Updates

From the Inventory Count Alternatives menu (G4121), choose Tag Update.

After you have entered the tag count results and reviewed variances, run the Tag Inventory 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. After 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. You can verify the results of the update on Item Ledger Inquiry and General Journal Review.

Data Sequence

We recommend that you use the following sequence for the Tag Inventory Update program (R41610):

- Item Number-Short

- Branch/Plant

- Location

- Lot

Processing Options: Tag Inventory Update (R41610)

Process Tab

These processing options allow you to specify information associated with the tag inventory update.

1. Tag Delete

Blank = Do not delete tags after an update
1 = Delete tags after update

Use this processing option to specify whether the system deletes tags from the Tag
Inventory File table (F4160) after an update. Valid values are:

Blank
Do not delete tags after an update.

1
Delete tags after an update.
2. G/L Date

A specific date
Blank = Today's date

Use this processing option to determine the G/L date that the system associates with the
tag inventory update. Enter a specific date or choose a date from the calendar. If you leave
this processing option blank, the system uses the current date.

Interop Tab

This processing option controls whether the system performs outbound interoperability processing.

1. Transaction Type

Blank = No outbound interoperability processing

Use this processing option to specify whether the system processes outbound
interoperability transactions through the subsystem. Valid values are:

Blank
Do not perform outbound interoperability processing.

1
Perform outbound interoperability processing.

Updating Costs

You can update costs for items simultaneously, rather than on an individual or 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 Item Cost File table (F4105). After you update item costs, the system updates the Item Cost File table. After you update costs for an item's sales/inventory cost method, the system creates general ledger (G/L) and item ledger records.

Prerequisite

❑ Verify the current cost information for items.

❑ Verify that you have set up automatic accounting instructions for changes to inventory costs.

See Also

❑ Assigning a Cost Method to an Item in the Inventory Management Guide for information about assigning an item's sales and inventory cost method

❑ AAIs for the Inventory Management System in the Inventory Management Guide for information about specifying the general ledger accounts for changes to inventory 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 update average costs or future costs for all items that you select.

See Also

❑ Assigning a Cost Method to an Item in the Inventory Management Guide for information about assigning an item's sales/inventory cost method

Updating Costs for an Item across Multiple Branch/Plants

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**

From the Inventory Price & Cost Updates menu (G4123), choose Speed Cost Maintenance.

1. On Work With Location Costs, complete the following field and click Find:

- Item Number

The system displays all branch/plants where the item is located.

2. To update costs by amount, choose the row that contains the branch/plant in which you want to update the item's cost.

3. From the Row menu, choose Cost Revisions.

4. On Cost Revisions, complete the following fields and click OK:

- Sales/Inventory
- Purchasing

Processing Options for Speed Cost Maintenance

Defaults

1. Enter the default cost method to display.

Process

1. Enter a '1' to prevent the standard cost from   being changed

Updating Costs for Multiple Items across Multiple Branch/Plants

From the Inventory Price & Cost Updates menu (G4123), choose Batch Cost Maintenance.

You can update costs for numerous items across multiple branch/plants, locations, and lots using the Batch Cost Maintenance program. You can increase or decrease item costs by a specific amount or percentage, or you can identify 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 on.

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.

Processing Options for Batch Cost Maintenance

Process

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)

Defaults

1. Reason Code

2. Document Type

3. G/L Date

Print

1. Enter a '1' to generate a report. If blank, no report will be generated.

Edits

1. Enter a '1' to run this program in final update mode. If left blank, this program will perform no file updates.

Updating Average Costs for Items

From the Inventory Price & Cost Updates menu (G4123), choose Update Average Cost.

There are two methods you can use to update average costs for items:

- Interactive
- Batch, through the Average Cost Update program

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 that a transaction affects the current cost of an item, the system updates the Average Cost Work file. When you run the Average Cost Update program, the system:

- Accesses current cost information from the Average Cost Work file table (F41051)
- Calculates the average cost for each item
- Updates the Item Cost File table (F4105)
- Deletes transactions from the workfile

You can specify the programs that update the workfile by using Define Average Cost, which contains user defined code list 40/AV.

Before you run the Average Cost Update program, you should be familiar with the cost level of the items that you want to update. Consider the following:

- For all items with a cost level of 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 Also

- ❑ Defining System Constants in the Inventory Management Guide for information about updating average costs interactively

Updating Current Item Costs with Future Costs

From the Inventory Price & Cost Updates menu (G4123), choose Future Cost Update.

You can replace current costs with future costs using the Future Cost Update program (R41052). You choose the cost level of the items for which to update future costs. For example, you can list the future cost for the item and branch/plant on the Cost Revisions form as cost method 05. Then, in the data selection for Future Cost Update, select items with a cost method of 05.

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.

See Also

- ❑ Receiving Item Costs from Inbound Transactions in the Inventory Management Guide for all the steps to follow when updating costs using Interoperability

Processing Options for Future Cost Update (R41052)

PROCESS CNTRL

1. Enter the Cost 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.

Cost Method

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.

Document Type

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.

Date - For G/L (and Voucher)

4. Enter 1 to purge future cost records

Interop

1. Enter the transaction type for the interoperability transaction. If left blank, outbound interoperability processing will not be performed.

Working with Detail Costing in Distribution

In a distribution environment, there are no bills of material or routings from which to calculate costs. Instead, the Simulated Cost Update program uses costs from the Item Cost File table (F4105) to update costs in the Item Cost Component Add-Ons table (F30026). Use a processing option to define which cost component contains the costs.

You can specify any cost component to contain the costs. A, B, and C cost components are not hard-coded in this environment.

Setting Up Detail Costing in Distribution

To use distribution costing, you must turn on a branch/plant constant that specifies that the distribution programs use detailed product costs.

► **To set up detail costing distribution**

From the Inventory Setup menu (G4141), choose Branch/Plant Constants.

1. On Work With Branch/Plant Constants, complete the following field and click Find:

   - Branch/Plant

2. Choose a row and click Select.

3. On Branch/Plant Constants, activate the following option and then click OK:

- Use Product Cost Detail (Y/N)

Creating Simulated Costs for Distribution

From the Product Cost Detail - Distribution menu (G4125), choose Simulated Cost Update.

The Simulated Cost Update program (R30840) for distribution is similar to the Cost Simulation program for manufacturing. Use the Simulated Cost Update program to copy costs from the Item Cost File table (F4105) to the Item Cost Component Add-Ons table (F30026).

After you update simulated costs to determine the effect of changes, you can update your frozen costs with simulated values by running a frozen update.

See Also

❑ Creating Simulated Costs in the Product Costing and Manufacturing Accounting Guide for more details about the Simulate Cost Rollup program

❑ Updating Frozen Costs in the Product Costing and Manufacturing Accounting Guide for more information about the Simulated Cost Update program

Processing Options for Simulated Cost Update

Process
PURCHASED ITEMS
1. Enter the cost method (i.e., 01,02,03) to move from the Cost Ledger to the Cost Components table.
(Blanks will not move the cost)
Purchased Cost Method
MANUFACTURED ITEMS
2. Enter the cost method (i.e., 01,02,03) to move from the Cost Ledger to the Cost Components table.
(Blanks will not move the cost)
Manufactured Cost Method
3. Enter the cost type (i.e.,A1,X1) to use when bringing cost from the Cost Ledger Table(F4105).
Cost Type
Defaults
1. Enter the Cost Method to calculate (i.e., 01,02,03). Blanks will default to '07' (standard).
Cost Method to Calculate
Print
1. Enter a '1' to print all the items selected or a '2' to print only changed items.
Report Selection

Copying Manufacturing Cost Components

From the Inventory Price & Cost Updates menu (G4123), choose Copy Mfg. Cost Components.

Use this program to copy costs from the Item Cost Component Add-Ons table (F30026) to the Item Cost Components table (F41291). You can copy simulated or frozen costs for the cost method that you specify.

Processing Options for Copy Cost Components

From

1. Select the Cost Method to copy (ie., 01, 02, 03). (Blanks will not copy costs.)

Cost Method

2. Select the Costs to be copied: 1 = Simulated, 2 = Frozen

Costs to be Copied

Landed Cost

3. Enter the Effective From date for the cost component. Default is today's date. This date is used for effectivity checking on existing cost components and for writing new cost components.

Effective From Date

4. Enter the Effective Thru date for new cost components. Default is December 31st of the century change year (Default value from CENTCHG in the Data Dictionary).

Effective Thru Date

Default

5. G/L Class Code

G/L Category Code

6. Supplier Number

Supplier Number

Supplemental Data for Inventory Management

You might need to store item information that is not included in the standard master tables. PeopleSoft refers to this additional information as supplemental data.

You can use supplemental data at either the item master level or the branch/plant level. You define types of supplemental data for inventory items to specify categories of additional information and the specific information that you want to track for each category.

For example, perhaps you need to store detailed information for your engineering change specifications that is not included in the standard master tables. Using the supplemental database, you can enter additional information such as the departments and people who are responsible for specific duties.

As another example, you can use the supplemental database to track costs for an advertising campaign. For each item used in the campaign, you can use the supplemental database to enter information such as dates, costs, the type of campaign, and so forth.

Other examples of supplemental data include:

- Quality performance information
- Legal descriptions
- Repair and replacement records
- Information about government purchases
- Hazardous material regulations
- General remarks

Prerequisite

❑ Enter the items for which you want to track supplemental data. See Entering Item Master Information in the Inventory Management Guide.

Supplemental Data Type Codes and Formats

Depending on your requirements, you can set up supplemental data type codes using any of the following formats:

Format	Description
Narrative format	The narrative format enables you to enter information in free-form text. For example, you can use the narrative format to enter the following types of information: • General remarks • Notes • Memos • Descriptions • Employee performance appraisals • Applicant interview notes • Job descriptions • Legal descriptions
Message format	The message format is similar to the narrative format. It allows you to exit directly to a form and enter narrative information about the data type.
Code format	The code format allows you to customize the form on which you enter supplemental data. For each data type that uses the code format, you can customize column headings that appear on the data entry form. For example, you can use the code format to customize column headings for the following: • Language skills • Training completed • Employee appraisal details • Description of incident • Cost of damage You can attach a UDC table to each supplemental data type that uses the code format. You can use existing UDC tables or create new ones. When you create new tables, you must use system codes ranging from 55 to 59, inclusive, to protect the table from being overwritten during the reinstall process. To enter text, you can add an attachment to data types that use the code format.
Program format	The program format allows you to access a specific program and version number from the Supplemental Data program (P00092). Instead of customizing menus, set up supplemental data types that use program formats to access the forms that you use most often. You can then access the forms from a single menu selection, which saves time and streamlines data entry tasks.

The system stores supplemental data type codes in the Supplemental Data table (F00092). The system stores supplemental narrative text as generic text attachments.

Prerequisites

❑ Decide whether to assign information at the item level, or at the item and branch/plant level. We recommend that you choose either the item level, or the item and branch/plant level for all of your supplemental data.

❑ Determine which user defined code lists to use to validate code information.

❑ Set up the code type table before you set up the data type. The system can then validate code information. You may set up a new code type table that relates only to the supplemental data. In this case, we recommend that you define the code type for install systems 55-59 to protect the code type table from being overwritten during the reinstall process.

See Also

❑ Customizing User Defined Codes in the Foundation Guide for information about setting up user defined code tables

► **To set up a supplemental data type code using the narrative format**

Use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database & Data Type Setup.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G1344), choose Supplemental Data Setup.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.

1. On Work With Supplemental Database Setup, click Find to display existing database codes.

2. Choose the database code for which you want to define a narrative data type, and then choose Work With Data Typ (Work with Data Types) from the Row menu.

3. On Work With Data Types, click Add.

Supplemental Data Setup - Data Type Revisions

4. On Data Type Revisions, type N (narrative) in the following field:

- Display Mode

5. Complete the following fields:

- Type Data
- Description

6. Complete the following optional fields:

- Data Class
- Display Sequence
- Search Type

Leave the remaining fields blank for narrative supplemental data types.

7. Click OK.

► **To set up a supplemental data type code using the code format**

Use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database & Data Type Setup.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G1344), choose Supplemental Data Setup.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.

1. On Work With Supplemental Database Setup, click Find to display existing database codes.

2. Choose the database code for which you want to define a code data type, and then choose Work With Data Typ from the Row menu.

3. On Work With Data Types, click Add.

4. On Data Type Revisions, type C (code) in the following field:

   - Display Mode

5. Complete the following fields:

   - Type Data
   - Description

6. Complete the following optional fields:

   - Display Sequence
   - Data Class
   - Search Type

7. To customize the column heading for user defined codes that appears on the General Description Entry form, complete the following field in the UDC Headings/Validation group box:

- UDC

8. To attach a user defined code table to the UDC field, complete the following fields:

- Product Code
- Record Type

9. To customize the column headings for remarks that appear on the General Description Entry form, complete the following fields in the Remark Headings/Validation group box:

- Remark 1
- Remark 2

The Remark 3 field is used by the Demand Scheduling system only.

10. To attach the Remark fields to a record type, complete the following corresponding fields:

- System Code
- Record Type

11. To customize the column headings that appear on the General Description Entry form, complete the following fields in the Column Headings group box:

- Amount 1
- Amount 2
- Quantity
- Effective From
- Effective Thru
- User Date
- User Days
- User Address
- User Document

The User Time field is used by the Demand Scheduling system only.

12. Click OK.

► **To set up a supplemental data type code using the program format**

Use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database & Data Type Setup.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G1344), choose Supplemental Data Setup.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.

1. On Work With Supplemental Database Setup, click Find to display existing database codes.

2. Choose the database code for which you want to define a program data type, and then choose Work With Data Typ (Work With Data Types) from the Row menu.

3. On Work With Data Types, click Add.

4. On Data Type Revisions, enter P (program) in the following field:

   - Display Mode

5. Complete the following field:

   - Type Data

6. Complete the following optional fields:

   - Data Class
   - Display Sequence
   - Search Type
   - Description

7. Click OK to display the fields described in the next step.

8. To specify the program that you want this data type to access, complete the following fields in the Display Mode "P" Only group box:

- Application Name
- Form Name
- Version

9. Click OK.

Processing Options for Profile Information by Data Type (R410410)

Processing

1. Enter a '1' to bypass printing text information on the report. Default of blank will print the text.

2. Enter the Supplemental Database Code for the level at which the supplemental data was stored. Enter 'I' for Item level or 'IB' for Item and Branch level.

Example: Narrative Text

Your company has set up a narrative data type for general remarks.

You can enter specific narrative information for each campaign that corresponds to each narrative data type. For example, you can enter free-form text about the success of the campaign.

Example: Coded Entries

Your company has set up the following coded data types:

- Advertising
- Customer satisfaction

You can enter specific information for each item on the data entry form that corresponds to each data type. For example, on the Advertising form, you can create an entry for a specific category of campaign information and fields for each campaign, including:

- The source of the campaign
- The cost of each item issued during the campaign

Entering Supplemental Data

After you set up the supplemental database and data types for your system, you can enter supplemental data. Supplemental data is used to track information that is not included in the EnterpriseOne standard master tables. It can include detailed information about job sites (business units), such as legal descriptions, ground conditions, and so on.

- Products purchased
- Annual sales
- Billing contracts

- Delivery methods

- Requests for proposal

- Internal rating

- Emergency contacts

- Employees

- Job skills

- Work history

When you set up your system, you set up the types of supplemental data that you want to track. For each data type, you specify the narrative, code, or program format in which you want to track information. You enter supplemental data based on the format, as described below:

- Narrative. When you enter supplemental information for data types that you have specified as narrative format, you enter text. You typically use this format for general information such as notes, comments, plans, or other information that you want to track about a job site, customer, supplier, employee, and so on. For example, if your company works with suppliers, you might use the narrative format to write notes about the quality of the supplier products.

- Code. When you enter supplemental information for data types that you have specified as code format, you type the appropriate supplemental information in specific fields. You typically use this format to track categories, amounts, and dates. For example, if your company works with suppliers, you might use the code format to track product type, cost, effective sales date, and so on.

- Program. When you enter supplemental information for data types that you have specified as program format, you can organize programs in a manner that is convenient for you. For example, you can set up a program format that allows you to access the Supplier Master Information program (P04012) when you enter supplemental data for suppliers.

Supplemental data is stored in the Supplemental Data table (F00092).

Entering Supplemental Data in Narrative Format

When you enter supplemental data in narrative format, you enter free-form text. You typically use narrative format for general information that is unique for each employee, business unit, or item number. For example, you might use narrative format for performance appraisal information.

► **To enter supplemental data in the narrative format**

Use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data.

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Entry.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data by Item or Supplemental Data by Item/Branch.

1. On Work With Supplemental Data, review the following field to verify that you are using the correct code:

   - Supplemental Database Code

   The system updates this field and displays key fields based on the database code that you specified in the processing option for the Supplemental Data program (P00092).

   The system displays the available types of supplemental data. The value N in the Data Mode column indicates that the data type is in narrative format. The system displays a paper clip icon to the left of each row that contains narrative text.

2. Depending on the supplemental database code that you are using, complete one of the following fields and click Find:

   - Address Number
   - Item Number
   - Branch/Plant
   - Business Unit

3. Choose a record in the detail area that contains N (narrative) in the Data Mode column and click Select.

4. On Media Objects, choose New and then Text from the File menu.

5. Enter the text.

6. From the File menu, choose Save & Exit.

Entering Supplemental Data in Code Format

When you enter supplemental data in code format, you enter values in predefined fields. For example, the form for entering job skills information might have fields for skill code, number of years of experience, and proficiency level.

To ensure consistency of data entry, code fields are typically associated with user defined code tables. Any value that you enter in one of these fields must be defined in the associated user defined code table.

► **To enter supplemental data in the code format**

Use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data.

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Entry.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data by Item or Supplemental Data by Item/Branch.

1. On Work With Supplemental Data, review the following field to verify that you are using the correct code:

   - Supplemental Database Code

   The system updates this field and displays key fields based on the database code that you specified in the processing option for the Supplemental Data program (P00092).

   The system displays the available types of supplemental data. C in the Data Mode column indicates that the data type is in code format. A check mark in the row header of a data type indicates that a code format exists for that data type.

2. Depending on the supplemental database code that you are using, complete one of the following fields and click Find:

   - Address Number
   - Item Number
   - Branch/Plant
   - Business Unit

3. Choose a record in the detail area that contains C (code) in the Data Mode column and click Select.

   The column headings and fields in the detail area vary, based on the setup for each data type.

4. On General Description Entry, complete the following fields if your data type is associated with a user defined code table:

-   User Def Code
-   Effective Date

5. Complete the fields that apply to the data type, which might include the following:

-   User Defined Amount
-   Remark
-   Remarks Line 2
-   User Defined Amount #2
-   Addl Date
-   Ending Date
-   User Def Days

    If you leave the Ending Date field blank and you specified in a processing option for the Supplemental Data program that the system assign an ending date when you leave this field blank, the system uses the ending effective date from the Address by Date table (F0116).

6. Click OK.

Note

PeopleSoft recommends that you use the Supplemental Data Setup program (P00091) to add or change information that is associated with the fields in the UDC Headings/Validation and Remark Headings/Validation areas of the Data Type Revisions form. If you change information using the Supplemental Data program (P00092) instead, the next time that you view the record, the system will issue an error because it is using another UDC table to validate the data.

Processing Options for Item Supplemental Data Profile Inquiry

Process

Enter the Supplemental Data Code to be used for the Item Profile Inquiry. If left blank, or if the entry is invalid for Inventory, a selection window will be presented.

Processing Options for Supplemental Data (P00092)

Processing

1. Select the Supplemental Database Code for the system you would like to create a central information index for.

2. Enter a '1' if the system should not assign an ending effective date when the field is left blank.

Copying Supplemental Data Types

To save time and reduce data entry errors, you can copy supplemental data to other records. For example, to enter supplemental data for an address book number that is similar to an existing address book number, you can copy information from one record to another record. After you copy the data, you can revise it as necessary.

When you copy supplemental data, follow these guidelines:

- Copy supplemental data that is in code format only. You cannot copy narrative text.

- Copy information from one data type to another data type in code format. For example, if you have a data type in code format for skills and another data type in code format for professional licenses, you can copy one employee's skills information into another employee's professional licenses data type.

- Copy supplemental data only within the same supplemental database code. For example, suppose that you have two address book supplemental database codes, AB and SU. Within database code AB, you can copy information from one data type to another data type. However, if you have information in database AB that you also want in database SU, you must manually enter the information in both databases.

► **To copy a supplemental data type**

Use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data.

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Entry.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data by Item or Supplemental Data by Item/Branch.

1. On Work With Supplemental Data, review the following field to verify that you are using the correct code:

   - Supplemental Database Code

   The system updates this field and displays key fields based on the database code that you specified in the processing option for the Supplemental Data program (P00092).

2. Complete one or more of the following applicable fields and click Find:

   - Item Number
   - Branch/Plant
   - Business Unit
   - Address Number

3. In the detail area, choose the record that contains the supplemental data type that you want to copy and click Copy.

4. On General Description Entry, complete one of the following applicable fields and click OK:

   - Item Number
   - Branch/Plant
   - Business Unit
   - Address Number

Reviewing Supplemental Data

You can review supplemental data in various formats. For example, you can review supplemental data by data type to review a specific type of supplemental data for multiple business units such as job sites in the Western region of the United States. You can also review supplemental data by item to review the master information about an item and the supplemental information with which it is associated, such as the information for a work order.

Two tabs appear on the Work With Supplemental Data Profiles (Key1) and Work With Supplemental Data Profiles (MCU/Key1) forms. Each of the following tabs represents a different order in which the system sorts and displays the columns in the detail area of the form:

Data Type   Sort first by data type, and then by short item number.

Item Number   Sort by short item number, and then by data type.

You can rearrange the order in which the system displays the columns in the detail area. You can also save your changes as a new format. As you add formats to the form, the system adds tabs with the names that you assign the formats.

Use one of the following navigations:

From the Business Unit Supplemental Data menu (G09312), choose Inquiry by Business Unit.

From the Item Supplemental Data/CIF menu (G4124), choose Profile Inquiry by Item or Profile Inquiry by Item/Branch.

From the Work Order Supplemental Data menu (G4813), choose Inquiry by Order.

1. On Work With Supplemental Data, Work With Supplemental Data Profiles (Key 1), or Work With Supplemental Data Profiles (MCU/Key1), complete one of the following fields:

   - Item Number
   - Type Data

2. To further limit your search, complete any of the fields in the QBE row.

3. Click Find.

See Also

❑ Supplemental Data Type Codes and Formats in the Inventory Management Guide for more information

Printing the Item Profile Report

From the Item Supplemental Data/CIF menu (G4124), choose Item Profile Report.

Run the Item Profile report to print the supplemental data associated with items. The report lists the supplemental data in the following order:

- Branch/plant
- Short item number
- Data type
- User defined code
- Effective date

Processing Options for Item Profile

Processing

1. Enter a '1' to bypass printing text information on the report. Default of blank will print the text.

2. Enter the Supplemental Database Code for the level at which data was stored. Enter 'I' for Item level or 'IB' for Item and Branch level.

Printing the Items by Data Type Report

From the Item Supplemental Data/CIF menu (G4124), choose Items By Data Type Report.

Run the Profile Information by Data Type report to print the item supplemental data associated with data types. You can print two versions of the Profile Information by Data Type report. The sort sequence and the report format differ. The sort sequences for the versions are as follows:

XJDE0001 version   Sort by branch/plant, then data type, user defined code, short item number, and effective date.

XJDE0002 version   Sort by branch/plant, then data type, short item number, user defined code, and effective date.

Because the formats differ, copy the version that you want to print (instead of using the Add function).

Processing Options for Profile Information by Data Type (R410410)

Processing

1. Enter a '1' to bypass printing text information on the report. Default of blank will print the text.

2. Enter the Supplemental Database Code for the level at which the supplemental data was stored. Enter 'I' for Item level or 'IB' for Item and Branch level.

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 in the Sales Order Management and Procurement systems if you have set the appropriate processing options.

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

Kit Components

Parent ➡   ⬅ Stereo

Component ➡   ⬅ Receiver

Component ➡   ⬅ Speakers

Component ➡   ⬅ Wiring Unit

Option ➡   ⬅ Cassette Deck

Feature ➡   CD - Player

Options ➡

Single Compact Disk Player (Option)   Or   5-Platter Compact Disk Player (Option)
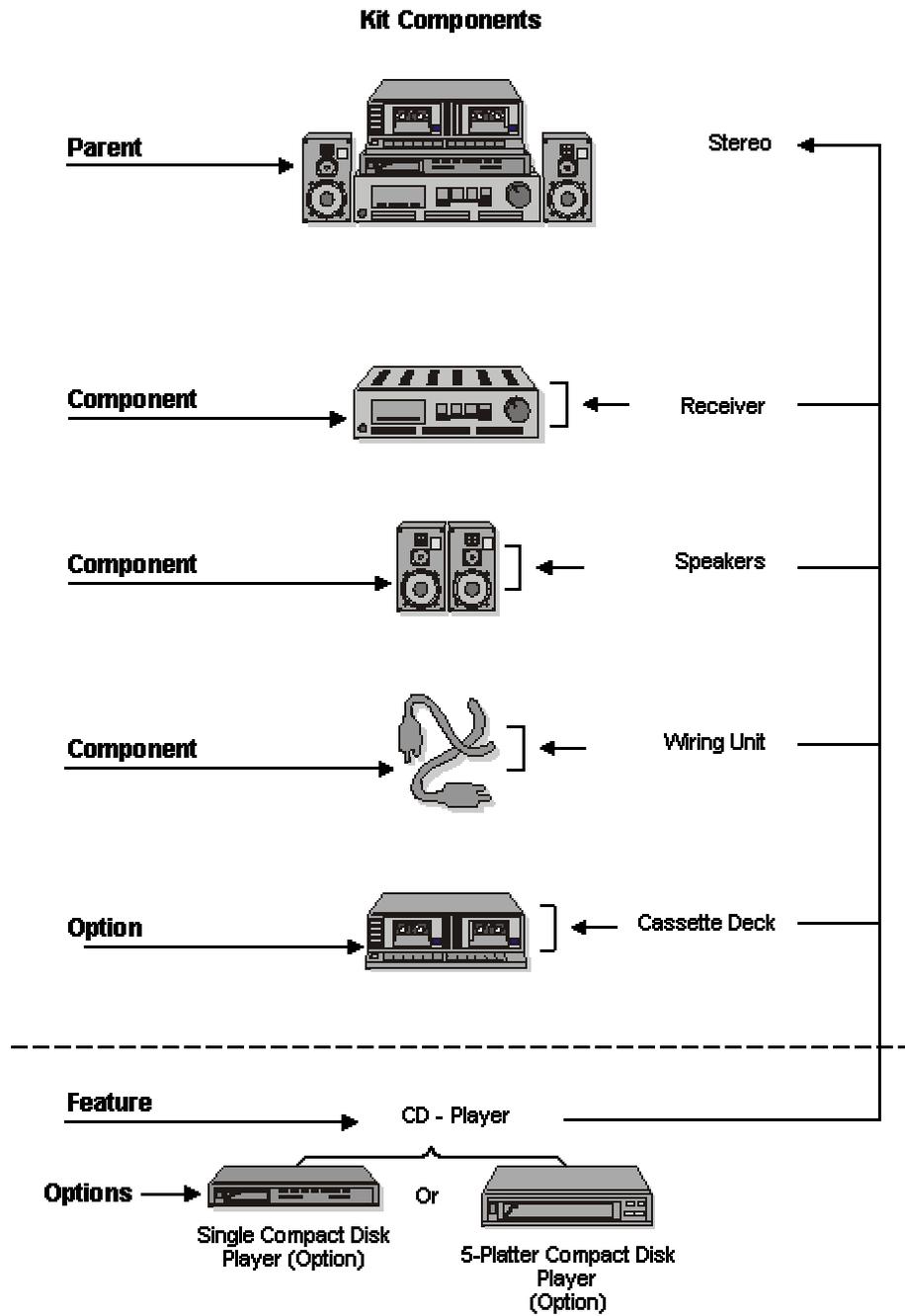
Assume that a kit consists of a stereo, which is the parent item, and the following components and options:

- Wiring jacks (component)
- Receiver (component)
- Speakers (component)
- Cassette deck (option
- 5-platter CD player (option)
- Single CD player (option)

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

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 the group of items that form the kit.

- 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.

Entering Kit Information

Kits and bills of material can have up to 999 levels. A level consists of components, features, and options. Each level 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. The feature's parent is the first level. The feature becomes a second level (a child of the first level).

After you enter each kit component, 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.

Entering Item Master Records for Kits

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**

From the Inventory Master/Transactions menu (G4111), choose Item Master.

1. On Work With Item Master Browse, click Add.

2. On Item Master Revisions, complete the following fields and click OK:

   - Stocking Type
   - Kit/Configurator Pricing Method

See Also

❑ Entering Item Master Information in the Inventory Management Guide for more information on entering item master records

Setting Up Locations for Kits

After you enter the kit's components, you must identify the location where the kit is stored.

▶ **To set up locations for kits**

From the Inventory Master/Transactions menu (G4111), choose Item Branch/Plant.

1. On Work With Item Branch, enter the item and click Find.

2. Choose the component that you want to assign to a location.

3. From the Row menu, choose Item/Branch Info.

   OR

   From the Row menu, choose Location Revisions.

4. On the Basic Branch/Plant Data tab on Item/Branch Plant Info., complete the following fields and click OK:

   - Item Number
   - Branch/Plant

5. On Primary Location, complete the following fields and click OK:

   - Location
   - Lot/Serial

Perform this procedure for each kit component.

See Also

❑ Entering Branch/Plant Information in the Inventory Management Guide

Entering Kit Pricing 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 enter pricing information for each component but do not enter pricing information for a feature parent item.

► **To enter kit pricing information**

From the Inventory Master/Transactions menu (G4111), choose Item Master.

1. On the Work With Item Master Browse form, enter the item and click Find.

2. Choose the row that contains the kit item for which you want to enter pricing information.

3. From the Row menu, choose Item Revisions.

4. On the Item Master Revisions form, complete the following fields and click OK:

   - Sales Price Level

   - Purchase Price Level

   - Kit/Configurator Pricing Method

Entering a 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:

- The feature items and options that are included with the kit

- The feature items that 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 and enter each level in the kit separately.

If you are entering a bill of material for a kit that contains a feature, you must first enter the bill of material for all of the kit components except the feature. Then you re-enter the bill of material for the feature using the feature as the parent item. Next, you add the individual items that are part of the feature to the bill of material.

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.

Prerequisite

- ❑ 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**

From the Bill of Materials menu (G4114), choose Bill of Materials Revisions.

1. On Work with Bill of Material, complete the following fields and click Add:

   - Branch/Plant
   - Item Number

2. On Enter Bill of Material Information, complete the following field and click OK:

   - Parent Item

See Also

❑ Entering Bills of Material in the Product Data Management Guide

Processing Options for Bill of Material Revisions (P3002)

Defaults

1. Component Branch

Blank = The system uses component branch when copy BOM.

1 = The system uses parent branch when copy BOM.

2. Bill of Material Type

Blank = The system uses M for manufacturing bill of material.

3. As of Date

Blank = The system uses all dates.

1 = The system uses the current date.

4. Display Sequence

Blank = The system sequences by component line number.

1 = The system sequences by component line Number.

2 = The system sequences by operation sequence number.

Display

1. Bill Type

Blank = The system does not display the Bill Type field.

1 = The system displays the Bill Type field.

2. Batch Quantity

Blank = The system does not display the Batch Quantity field.

1 = The system displays the Batch Quantity field.

Versions

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

1. Single Level BOM Print (R30460)

2. Multi Level BOM Print (R30460)

3. ECO Workbench (P30225)

4. Component Maintenance (P3015)

5. ECO Header [P30BREV]

6. Bill of Material Where Used (P30201)

7. Item Master (P4101)

8. Co/By- Products Inquiry (P30211)

9. Bill of Material Inquiry (P30200)

Edit

1. Item Branch Validation

Blank = The system does not check to see if the item branch is valid.

1 = The system checks for a valid item branch record.

Interop

1. Transaction Type

Blank = The system does not perform outbound interoperability processing.

JDEBOM = The system performs outbound interoperability processing.

2. Write Image for a Change Transaction

Blank = The system stores the after image from F3002 to F3002Z1

1 = The system stores the before image from F3002 to F3002Z1

3. Interoperability Outbound (R00460)

Blank = Ths system uses the ZJDE0001 version of R00460.

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.

You can use one of the following methods to assign lot number to items:

- 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).

See Also

- ❏ Defining System Constants in the Inventory Management Guide for information about allowing different types of items in the same lot

Entering Lot Information

You can group items and monitor them through your inventory system by assigning them to 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.

Entering Lot Information for Items

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.

See Also

❑ Entering Item Master Information in the Inventory Management Guide

▶ **To enter lot information for items**

From the Inventory Master/Transactions menu (G4111), choose Item Master.

1. On the Work With Item Master Browse form, click Add.
2. On the Item Master Revisions form, complete the following fields:

   - Serial No. Required
   - Lot Status Code
   - Lot Process Type
   - Commitment Method

3. Click the Additional Info. tab.
4. Complete the following field and click OK:

   - Shelf Life Days

Entering Information for Lots

After you assign a new lot number to an item, the system creates a lot. You can enter information for the new lot on the Work With Lot Master form of the Lot Master program (P4108). You also can assign new lot numbers to items when you receive purchase order receipts, adjust inventory, and complete work orders. You can also assign new lot numbers for items on Work With Item Locations of the Location Revisions program (P41024).

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 Work With Lot Master.

Lot information can include the expiration date, grade and potency values, supplier information, and so on. You can also assign up to 10 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 type of item but those quantities are located in multiple warehouses. For example, Lot 234 consists of one type of 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.

See Also

❑ Working with Item Locations in the Inventory Management Guide for information about adding new lots to item locations

❑ Entering Item Grade and Potency Information in the Inventory Management Guide for information about item grades and potencies

❑ Locating On-Hand Quantity Information in the Inventory Management Guide for information about viewing the Item/Lot Ledger

❑ Defining System Constants in the Inventory Management Guide for information about allowing duplicate lots and about the length of the Lot/Serial field

► **To create lots**

From the Lot Control menu (G4113), choose Lot Master Revisions.

1. On Work With Lot Master, click Add.

2. On Lot Master Revisions, complete the following fields and click OK:

- Branch/Plant
- Lot / Serial
- Item Number

3. Click the Lot Dates tab, complete the following field, and click OK:

- Lot Expiration Date

After creating lots, enter lot control information for each lot.

► **To enter lot control information**

After you create a lot, you can enter lot control information such as grade and potency. To change grade and potency information, turn off the processing options that protect those fields from update.

1. On Work With Lot Master, enter the lot number and Click Find.

2. Choose the item for which you want to enter grade and potency information.

3. From the Row menu, choose Lot Revision.

4. On Lot Master Revisions, complete the following fields and click OK:

- Lot Grade
- Lot Potency

After you enter lot control information, enter availability information for each lot.

► **To enter availability information**

After you create a lot and enter lot control information, you can enter availability information, such as when the item was received.

1. On Work With Lot Master, enter the lot number and Click Find.

2. Choose the item for which you want to enter availability information.

3. From the Row menu, choose Qty/Dates (Quantities/Dates).

4. On Lot Dates and Quantities, complete the following fields under the Date heading and click OK:

    *   Received/Created
    *   Issued
    *   Adjusted
    *   Completed
    *   Approved
    *   Sold

After you enter availability information, enter supplier information for each lot.

After you create a lot and enter lot control and availability information, you can enter information about the supplier of the lot.

1. On Work With Lot Master, enter the lot number and click Find.

2. Choose the item for which you want to enter supplier information.

3. From the Row menu, choose Lot Revision.

4. On Lot Master Revisions, complete the following fields and click OK:

   - Supplier
   - Supplier Lot
   - Order Number

Processing Options for Lot Master (P4108)

Process
1. Update lot status

Blank = Lot status will be updated
1 = Lot status will not be updated
2. Update lot grade

Blank = Lot grade will be updated
1 = Lot grade will not be updated
3. Update lot potency

Blank = Lot potency will be updated
1 = Lot potency will not be updated
4. Mass update of lot dates

Blank = No mass update.
1 = Automatically update all modified dates in
      all branch/plants.
2 = Display all branch/plants and allow selection
      of dates and branch/plant to update.
Defaults
1. Document type to be used when updating
      lot grade

Blank = Default document type "CG" will be
      used
2. Document type to be used when updating
      lot potency

Blank = Default document type "CP" will be
    used.
Lot Options
1. Display Percent of Life Remaining

Blank = Do not display
1 = Display
2. Display Number of Days Remaining

Blank = Do not display
1 = Display
3. Calculation Date

Blank = Today's date

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 on for items in a lot.

Viewing Lot Availability

You can view lot availability for:

- All items in a lot

- All lots that contain the item you specify

You can choose to view only those items or lots for which there are on-hand balances. If the same item or lot appears more than once, each item or lot exists in a different location.

► **To view lot availability**

From the Lot Control menu (G4113), choose Lot Availability.

1. On Work With Lot Availability, for the item or lot that you want to view, complete the following fields:

   - Lot/Serial

   - Item Number

   - Branch/ Plant

2. Click the following option, and then click Find:

- Display Lots with Qty on Hand

When you turn on the Display Lots With Qty on Hand option (indicated by a checkmark), the program displays only lots that have quantities.

3. Review the following fields:

- Lot Status
- Expiration Date
- Quantity On Hand
- Quantity Held
- Quantity Available

See Also

❑ Locating Detailed Quantity Information in the Inventory Management Guide for information on how the system calculates item availability

❑ Locating Summary Quantity Information in the Inventory Management Guide for information on viewing detailed item availability by location and lot

Processing Options for Lot Master Availability (P41280)

Versions

1. Enter the Version of the Trace/Track Inquiry to call.
2. Enter the Versions of Item Master Revisions to call.
3. Enter the Versions of Work Order Entry to call.
4. Enter the Version of Branch/Plant Item Information to call.

Display

1. Enter a '1' to protect Lot Status from being updated.

2. Enter a '1' to display the grade range. If left blank, no range will be displayed for selection.

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

Reviewing 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 appears on Lot Master Revisions.

For example, if you specify the Received category for document type OP (purchase orders) each time you receive items on a purchase order, the system records the quantity to the Received category for the lot.

For certain items, you should enter grade and potency information. If you do not specify a grade or potency for items that require this information, the system uses the standard grade or potency from Grade & Potency Profile Revisions.

► **To review lot quantities**

From the Lot Control menu (G4113), choose Lot Master Revisions.

1. On Work With Lot Master, complete the following fields and click Find:

   - Lot/Serial
   - Item Number
   - Branch/ Plant

2. Choose the row that contains the lot for which you want to review quantities.

3. From the Row menu, choose Qty/Dates (Quantity/Dates).

4. On Lot Dates and Quantities, review the following fields under the Quantities heading:

   - Received/Created
   - Issued
   - Adjusted
   - Completed
   - Approved
   - Sold
   - On Hand
   - Held
   - Available

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 activities such as the following occurred for an item:

- 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.

► **To change activity dates for a single lot**

From the Lot Control menu (G4113), choose Lot Master Revisions.

1. On Work With Lot Master, complete the following fields and click Find:

   - Lot/Serial
   - Item Number
   - Branch/ Plant

2. Choose the row that contains the lot for which you want to change activity dates.

3. From the Row menu, choose Qty/Dates (Quantity/Dates).

4. On Lot Dates and Quantities, complete the following fields under the Date heading:

   - Received/Created
   - Issued
   - Adjusted
   - Completed
   - Approved
   - Sold

►   **To change activity dates for multiple lots**

From the Lot Control menu (G4113), choose Lot Master Revisions.

1. On Work With Lot Master, complete the following fields and click Find:

    *   Item Number
    *   Branch/ Plant

2. Choose the row that contains the lot whose activity dates that you want to change.

3. From the Row menu, choose Qty/Dates (Quantity/Dates).

4. On Lot Dates and Quantities, complete the following fields under the Date heading:

    *   Received/Created
    *   Issued
    *   Adjusted
    *   Completed
    *   Approved
    *   Sold

5. Repeat steps 2 through 4 for each lot whose activity dates that you want to change.

Assigning Lot Status Codes

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 Revisions, Work With Item Branch, Lot Master Revisions, and other forms. 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.

You also 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.

You can run the Hold Expired Lots 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.

►   **To assign lot status codes**

From the Lot Control menu (G4113), choose Lot Master Revisions.

1. On Work With Lot Master, complete the following fields and click Find:

    *   Lot/Serial
    *   Item Number
    *   Branch/Plant

2. Choose the row that contains the lot for which you want to assign a status code.

3. From the Row menu, choose Location Lot Statu (Status).

4. On Location Lot Status Update, complete the following fields for each location whose status code you want to change and click OK:

- Lot/Serial
- New Lot Status

Viewing Lot Transactions

You might want to view the transactions that have affected a lot, such as:

- The receipts and inventory issues that were generated as a result of assigning items to the lot.

- The inventory issues, work order completions, and sales 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 and track mode.

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.

The system traces and tracks a lot by associating 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.

Required Values

Issue transactions	You must include the issues document type (IM) in inclusion rules if you perform multilevel tracing and tracking. You must also assign the issues document type a value of I (issue transactions) in the user defined code list for trace/track inclusion rules (40/DC).
Receipt, adjustment, and sales transactions	Do not assign a value of M (manufacturing completion) for receipts and adjustment transactions in the user defined code list (40/DC). Assign a value of B (bottom level). For sales transactions, assign a value of C. Do not use a value of B for sales transactions. A sale is the last transaction that can occur for lot tracking.

Printing Trace and Track Reports

From the Lot Control menu (G4113), choose Trace/Track Print.

You can print a report that provides trace and track information, such as the level by which the system traces or tracks lots. You determine whether the report displays tracing or tracking information by using processing options for the report.

Processing Options for Lot Track & Trace Print (P41203)

Display
1. Track/Trace

Blank = Trace Lot Usage
1 = Track Lot Usage
2. Mode

1 = Single level Track/Trace
2 = No Intermediates
3 = Multi-level Track/Trace
4 = Multi-level indented Track/Trace

Reviewing Trace and Track Information

You can review trace and track information online. You determine whether the system displays tracing or tracking information by using processing options for the Lot Track & Trace Inquiry program.

▶ **To review trace and track information**

From the Lot Control menu (G4113), choose Trace/Track Inquiry.

1. On Work with Lot Track & Trace, complete the following field and click Find:

   • Lot Number

2. Review the following fields:

   • Level
   • Lot Serial Number
   • Trans Quantity
   • Trans Date
   • Transaction Explanation

3. To access lot control information, choose the row that contains the appropriate lot.

4. From the Row menu, choose Lot Master.

5. On Work With Lot Master, review the following fields:

   • Branch/ Plant
   • Supplier Lot Number
   • Lot Grade
   • Lot Potency

Changing Trace and Track Mode

You determine the types of lot transactions that appear on Lot Tracing and Lot Tracking by defining a mode:

   • Mode 1 - Single-level transactions

   • Mode 2 - Only origination and completion transactions

   • Mode 3 - Multilevel transactions for kit, parent, or manufacturing assembly items

   • Mode 4 - Multilevel 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.

You set the mode in the processing options for the Lot Track & Trace Inquiry program. You can change the mode interactively.

▶ **To change the trace and track mode**

From the Lot Control menu (G4113), choose Lot Master Revisions.

1. On Work With Lot Master, enter the lot and click Find.
2. Click the row that contains the lot that you want to view in a different trace and track mode.
3. From the Row menu, choose Lot Trace/Track.
4. On Work with Lot Trace & Track, choose the mode from the View menu.

Reclassifying Lots

You can reclassify an item and any associated lot when the item properties change. You can reclassify only uncommitted quantities of items and lots. When you reclassify, you create new item numbers and combine or split existing lots within locations.

For example, property changes that occur over time in technical grade sulfuric acid can result in a less potent grade of acid. You can create a new lot for this acid by specifying a different potency and grade. Similarly, if you blend several lots of sulfuric 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

Caution

Use the Reclassifications Transactions program only for reclassifying items and lots. Using any other programs to reclassify items or lots can adversely affect information throughout the Sales Order Management and Procurement systems.

After you reclassify an item and lot, the system shows the document type, batch number, and document number that you use to locate the transaction. The system then adjusts inventory balances and performs related tracking and accounting tasks. The system updates the following tables with item and lot change information:

- Item Ledger File (F4111)
- Account Ledger (F0911)
- Item Location File (F41021)

- Location Detail Information (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.

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 you have set the processing options, the system validates that the From and To quantities balance.

You cannot use the Reclassifications Transactions program to reclassify bulk inventory. Instead, use the Bulk Stock Movement program to reclassify bulk inventory.

If you make an error when you reclassify an item or lot, you can correct the mistake 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.

Effective Date Calculations

When reclassifying lots, you can manually override or enter an effective date. If you do not specify an effective date, the system automatically calculates the effective date using the default values from the Manufacturing Effective Days and Purchasing Effective Days fields established in the Item Branch table (F4102).

To calculate the value in the Lot Effective Date field, the system determines the stocking type of the item being reclassified. If the item has a manufactured stocking type, the system uses the value from the Manufacturing Effective Days field, and adds those days to the on-hand date to calculate the effective date. If the item has a purchased stocking type, the system uses the value from the Purchasing Effective Days field and adds those days to the on-hand date to calculate the effective date.

The following table describes how the system calculates effective dates when you split, blend, and combine lots:

Lot Splitting	When splitting a lot, you create multiple lots from a single parent lot. Each child lot inherits the effective date and lot creation date from the parent lot. If some properties of the lot have changed to necessitate a different effective date, you can override this date.
Lot Combining	Child lots can inherit the on-hand date and the effective date. For example, when combining lots, you can specify whether child Lot 1 and Lot 2 inherit information from Lot A or Lot B.
Lot Blending	When blending multiple lots into a single lot, you can to specify whether the new lot inherits the on-hand date or the effective date.

Prerequisite

- ❑ 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.

From the Inventory Master/Transactions menu (G4111), choose Reclassifications.

1. On Work With Item Reclassifications, click Add.

2. On Item Reclassifications, complete the following fields and click OK:

   - Document Number
   - Document Type
   - Transaction Date
   - G/L Date
   - From Branch/Plant
   - To Branch/Plant
   - From /To
   - Transaction Group No.
   - Related From Line No.
   - Item Number
   - Quantity
   - UM
   - Secondary Quantity
   - Sec UM
   - Lot/Serial
   - Lot Effectivity Date

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

Processing Options for Item Reclassifications (P4116)

Defaults Tab

These processing options allow you to specify default values such as the document type that the Item Reclassifications program (P4116) uses when not otherwise specified for the transaction.

1. Document Type

A specific document type
Blank = No default

Use this processing option to specify the default document type.

The document type is a user defined code (00/DT) that indicates the origin of the transaction. If you leave this processing option blank, the system does not provide a document type.

2. Assign Expiration Dates

1 = Assign manually

2 = Newest from expiration date

3 = Oldest from expiration date

4 = Transaction date + shelf life

Use this processing option to determine how expiration dates are assigned to new lots. Valid values are:

1

Assign the expiration date manually.

2

Assign the expiration date for the new lot by using the most recent date of all of the lots for the particular item or branch.

3

Assign the expiration date for the new lot by using the earliest date of all of the lots for the particular item or branch.

4

Assign the expiration date from the transaction date plus the shelf life days.

Versions Tab

These processing options allow you to specify the versions for various programs that you access from the Item Reclassifications program. Versions control how the system processes and displays information. Therefore, you might need to set the processing options to meet your specific needs.

1. Journal Entries   (P0911)

Blank = ZJDE0001

Use this processing option to specify the version that the system uses when you access the Journal Entries program. If you leave this processing option blank, the system uses version ZJDE0001.

2. Item Search   (P40ITM2)

Blank = ZJDE0001

Use this processing option to specify the version that the system uses when you access the Item Search program. If you leave this processing option blank, the system uses version ZJDE0001.

3. Item Ledger   (P4111)

Blank = ZJDE0001

Use this processing option to specify the version that the system uses when you access the Item Ledger program. If you leave this processing option blank, the system uses version ZJDE0001.

Process Tab

These processing options allow you to specify information such as cost and journal entries, lots on hold, the reclassification quantity, and how the system validates quantity.

1. Cost Entry

Blank = Allow entry
1 = Display but disallow entry
2 = Do not display

Use this processing option to specify whether the system displays and protects costs. Valid values are:

Blank
Display cost and allow the cost to be updated.

1
Display cost but do not allow the cost to be updated.

2
Do not display cost.

2. Journal Entries

Blank = Detailed (each line)
1 = Summarized by account number

Use this processing option to determine how the system processes G/L accounts. Valid values are:

Blank
Run in detail mode.

1
Summarize by account number.
3. Lots on Hold

Blank = Disallow if lot on hold
1 = Allow if lot on hold

Use this processing option to specify whether the system allows transfers from held lots. Valid values are:

Blank
Do not allow transfers from held lots.

1
Allow transfers from held lots.
4. Reclassification Quantity

Blank = Do not allow quantity reclassification greater than quantity available.
1 = Allow quantity reclassification greater than quantity available.

Use this processing option to determine whether the system allows the reclassification of a quantity to be greater than the quantity that is available. Valid values are:

Blank
Do not allow the reclassification of quantity to be greater than the quantity that is available.

1
Allow the reclassification of quantity to be greater than the quantity that is available.
5. Quantity Validation

Blank = No validation performed
1 = Warning given if out of balance
2 = Error given if out of balance

Use this processing option to specify which method of quantity validation the system uses for "from" and "to" quantities in a transaction. Valid values are:

Blank
Do not validate quantities.

1
Display a warning if the quantity is out of balance.

2
Display an error if the quantity is out of balance.

Interop Tab

This processing option controls whether the system performs outbound interoperability processing.

1. Transaction Type

Blank = No outbound interoperability processing

Use this processing option to specify the transaction type by which the system searches. The transaction type is a user defined code (00/TT) that identifies the type of transaction, such as an invoice or a sales order. You can either enter a transaction type that the system uses as the default or choose a transaction type from the Select User Define Code form. If you leave this processing option blank, the system does not perform export processing.

Setting Up Dates for Lots

You can track various types of dates that are associated with a lot and choose which date to use for committing inventory and tracking availability. These dates include expiration date, sell by date, best before date, effective date, and, depending on industry standards, lot date information for user-defined purposes. For example, certain materials may require that a lot be re-tested for potency or integrity. Other types of materials might need to be re-agitated or compounded. You can define a date type, such as re-test date, and store that information in the supplemental database by item and lot.

Similarly, you can specify which date to use during the sales commitment. For example, you can define customer preferences that specify whether a customer wants inventory based on the sell by date or the expiration date.

You establish the default dates using the Item Master Revisions form. The system uses the following tables for processing multiple lot dates:

- Lot Master (F4108)
- Item Master (F4101)
- Item Branch File (F4102)
- Work Order Master File (F4801)
- Purchase Order Detail File (F4311)
- Purchase Order Receiver File (F43121)
- Sales Order Detail File (F4211)
- Item Ledger File (F4111)

Prerequisite

❑ Ensure that the user defined code 40/VF table is set up with the values 03 CPGLC and a special handling code of Y.

See Also

- ❑ Choosing the Calculation Method for Lot Expiration Dates in the Inventory Management Guide

- ❑ Defining Effective Dates for Future Availability in the Inventory Management Guide for information about effective dates

▶ **To specify a commitment date method for lots**

From the Inventory Master/Transactions menu (G4111), choose Item Master.

1. On Work With Item Master Browse, click Find.

2. Choose the row that contains the item for which you want to specify a commitment date and click Select.

3. On Item Master Revisions, click the Lot Processing tab.

4. Complete the following field and click OK:

   - Commitment Date Method

▶ **To set up default days for lots**

From the Inventory Master/Transactions menu (G4111), choose Item Master.

1. On Work With Item Master Browse, click Find.

2. Choose the row that contains the item for which you want to set up default lot days and click Select.

3. On Item Master Revisions, click the Lot Processing tab.

4. Complete the following fields as necessary, and click OK:

   - Shelf Life Days
   - Best Before Default Days
   - Sell By Default Days
   - User Lot Date 1 Default Days
   - User Lot Date 2 Default Days
   - User Lot Date 3 Default Days
   - User Lot Date 4 Default Days
   - User Lot Date 5 Default Days

Choosing the Calculation Method for Lot Expiration Dates

You can choose the calculation method for lot expiration dates. Typically, the system calculates the lot expiration date using shelf life days when a product is completed. Another type of lot expiration date calculation is based on the active components of a parent item. For example, a parent lot can inherit the lowest expiration date of the active components.

If an item begins to expire during manufacturing, you can assign expiration date based on routing steps of that item. The Based On Date value represents the point from which shelf life days should be used to calculate the expiration date for the item.

The following table describes the three methods that exist for calculating a lot expiration date:

Method	Description
Shelf Life Days + Work Order Completion Date	Using this method, the expiration date of the item is the date that it was completed, plus the shelf life days defined for the item. If Shelf Life Days is set to blank, then the default value for the Lot Expiration Date is the latest system date. You can override this value during work order completions.
Shelf Life Days + Based On Date	Using this method, the expiration date is calculated by adding the shelf life days to the based on date. You can specify the based on date during Work Order Completions (P31114). This type of calculation is required when the end product starts to expire before the last step of the routing process.
Shelf Life Days + Least Expiration Date of Active Ingredients or Components	Using this method, you can calculate the expiration date for the manufactured parent lot based on a lower level component. For example, if milk is used to produce ice cream, the expiration date for the lot of ice cream may be based on the expiration date of milk. Use this method in conjunction with the Active Ingredient option (AING) on the Additional System Information form (Manufacturing Data tab or Plant Manufacturing tab), where you specify whether the component is an active ingredient.

See Also

❑ Setting Up Dates for Lots in the Inventory Management Guide

► **To choose the calculation method for lot expiration dates**

From the Inventory Master/Transactions menu (G4111), choose Item Master.

1. On Work With Item Master Browse, click Find.

2. Choose the row that contains the item for which you want to specify the calculation method for lot expiration dates, and click Select.

3. On Item Master Revisions, click the Lot Processing tab.

4. Complete the following field, and click OK:

   - Lot Expiration Date Method

Note

If you selected method three in the Lot Expiration Date Method, you must also activate the Active Ingredients option at the branch level.

► **To calculate active components or ingredients**

From the Inventory Master/Transactions menu (G4111), choose Item Master.

1. On Work With Item Master Browse, click Find.

2. Choose the appropriate record and choose Addl System Info from the Row menu.

3. On Additional System Information, click the following option on the Manufacturing Data tab:

   - Active Ingredient

Note

You can also activate this option on the Plant Manufacturing tab. To do so, choose Addl System Info from the Work With Item Branch form.

4. Click OK.

Defining Effective Dates for Future Availability

You can use an effective date to indicate the future availability of a lot. For example, in the wine industry, a certain type of wine may need to ferment for 600 days before it is sellable to the winery's distributors or to customers. In this case the effective days for the batch of wine is 600 days. Or, if you work with conformance lots that require acceptable quality assurance testing before becoming available, the inventory can be held with a future availability date.

Future availability dates allow you to know information such as:

- The quantity of finished goods that are expected from work order completions

- The quantity of purchased goods from purchase orders

- The quantity of inventory currently committed to sales and work orders

- The quantity of inventory that is available for commitment to new sales and work orders

With this information, you can negotiate realistic delivery dates for sales orders by calculating the expected quantity available and accounting for commitments on existing on-hand inventory.

Note

For a lot to be considered available by the system, the effective date must be the current or a past date, and the lot must not have a hold code associated with it. You can remove a lot status code either manually or automatically using the Hold Expired Lots (R41082) or Update Effective Lots (R41083) programs.

You can view or override a lot's effective date in the following programs:

- Lot Master (P4108)
- Inventory Adjustments (P4114)
- Item Reclassifications (P4116)
- Work Order Completions (P31114)
- Work Order Process Resource Revisions (P3111P)
- Work Order Inventory Issues (P31113)
- Co/By Product Completion Window (P31115)
- Manufacturing Work Order Processing (P48013)
- Purchase Orders (P4310)
- PO Receipts (P4312)
- MRP/MPS Detail Message Revisions (P3411)
- Supply and Demand Inquiry (P4021)
- MPS Time Series (P3413)

The system uses the Lot Master table (F4108) to store and process effective dates.

See Also

- ❑ Running the Update Effective Lots (R41083) in the Inventory Management Guide
- ❑ Reclassifying Lots in the Inventory Management Guide

Understanding Effective Days Calculations

Effective days are the number of days (including weekends) that you estimate before a lot will be available for commitments to sales or work orders when the lot is placed in on-hand inventory. In order for the system to calculate a future effective date to a lot, you must define the number of days before the lot becomes effective. You can override the system-calculated effective date as necessary.

When calculating effective days, the system assigns to all lots an effective date that is equal to the lot on-hand date, plus the number of days defined in the Manufacturing Effective Days or Purchasing Effective Days fields. If you create a lot using a purchase order receipt, the effective date will equal the purchase order receipt date, plus the number of days specified in the Purchasing Effective Days field. If the lot is created through a work order completion, the effective date equals the work order completion date plus the number of days specified in the Manufacturing Effective Days field.

You assign and maintain default values for the manufacturing and purchasing effective days in both the Item Master (P4101) and Item Branch (P41026) programs. When you specify this value in the Item Master, the system updates the value in the Item Branch. However, when calculating the effective date for a lot, the system retrieves effective days values only from the item branch/plant record.

Availability and Commitment Calculations

The system calculates inventory availability using on-hand inventory, purchase orders, and work orders. During calculation, the system validates the effective date against the transaction date. Meaning, the system ensures that the transaction or requested date is greater than or equal to the effective date and less than the expiration date. If the lot is on hold and with an effective date assigned to it, the system does not process the lot.

Purchasing Commitments

When calculating effective days, the system assigns to all lots an effective date that is equal to the lot on-hand date, plus the number of days defined in the Purchasing Effective Days field. If you create a lot using a purchase order receipt, the effective date will equal the purchase order receipt date, plus the number of days specified in the Purchasing Effective Days field.

Manufacturing Commitments

When committing items from a lot for manufacturing processes, the system compares the parts list request date (the default value from the work order start date) to the effective date and expiration date for the lot. For automatic commitments, if the request date is less than the effective date, or greater than the lot expiration date, the system cycles to another lot and performs the same validation on a new lot. This process continues until the system locates a lot that meets the date criteria and is available to be committed.

For manual commitments, the system checks the part list request date against the effective date and the expiration date when the request is committed. If the lot does not meet the criteria, the system generates a warning.

Material Requirements Planning (MRP)

In order to accurately reflect inventory status, the system accounts for a lot's effective date when calculating time-phased supply inventory and the ability of that supply to satisfy demand during time periods. The following table describes this process for MRP:

On-Hand Inventory	When calculating the available quantities from on-hand inventory, the system uses the effective date of the lot to determine whether the quantity associated with the lot is available. If the lot effective date is greater than the period in which supply is being calculated, then the system does not consider the quantity associated with the lot to be available for planning purposes in that period.
	However, if the effective date is less than or equal to the planning period, the system considers the quantity of item available to satisfy demand in that period. The quantity in the lot will continue to be able to satisfy demand in subsequent periods until the quantity in the lot reaches zero, or the lot expires.
Purchase Orders	If the lot's effective date is greater than the period in which supply is being calculated, then the system does not consider the quantity associated with the lot to be available for planning purposes in that period. However, if the effective date is less than or equal to the planning period, then the quantity of item in the lot will be considered available to satisfy demand in that period. The quantity in the lot will continue to be able to satisfy demand in subsequent periods until the quantity in the lot reaches zero or the lot expires. At this time, the system no longer considers the lot available for any purpose.
	The system searches for an effective date on all purchase order lines. If a purchased item is not lot controlled, the item's purchasing effective days will equal zero or blank. In this case, the system adds zero to the promised delivery date, and the planned effective date will equal to the promised delivery date.
Work Orders	The system uses the value in the Planned Effective Date field (DPL) to calculate planned supply availability from work orders. This calculation is based on the work order request date and the manufacturing effective days for the item on the work order as defined in the Item Branch File table (F4102).
	The system adds the item's manufacturing effective days to the work order's planned completion date to obtain the planned effective date. If the planned effective date is greater than the period in which supply is being calculated, then the quantity of inventory associated with the lot will not be considered available to satisfy demand in that period. However, if the planned effective date is less than or equal to the planning period, then the system considers the quantity of inventory associated with the lot to be available to satisfy demand in that period. The quantity in the lot will continue to satisfy demand in subsequent periods until the quantity in the lot reaches zero or the lot expires. At this time, the system no longer considers the lot available for any purpose.

Time Series	The system considers the effective date when performing the netting operation for planning and when applying supply inventory to the appropriate date. For example, if a lot of 100 of Part A is created on August 1, but does not become effective until August 15, the system does not display the lot as part of the inventory until August 15.
Supply/Demand Inquiry	The system considers the inventory as available based on the planned effective date of the items on the order. When calculating supply from a purchase order, the system calculates availability based on the value in the expected effective date on the purchase order detail line. When calculating supply inventory from a work order, the system calculates availability based on the planned effective date of the work order.

► **To define effective days**

From the Inventory Master/Transactions menu (G4111), choose Item Master.

1. On Work With Item Master Browse, locate and choose the item for which you want to define effective days, and then click Select.

2. On Item Master Revisions, click the Lot Processing tab.

3. Complete the following fields, and click OK:

   - Manufacturing Effective Days
   - Purchasing Effective Days

Running the Update Effective Lots (R41083)

From the Lot Control menu (G4113), choose Update Effective Lots.

You can remove a lot status code either manually or automatically using Update Effective Lots (R41083). This batch application controls whether the system removes a lot status code from a lot if the Effective Date has been reached, and which lot hold codes to remove.

Processing Options for Update Effective Lots (R41083)

Defaults Tab

1. Lot Effective Date

Use this processing option to enter the effective date. If the effective date of a lot is less than or equal to the date that you enter here, the system changes the status code of the lot to the new lot status code. If you leave this processing option blank, the system uses the current date.

2. New Lot Status Code

Use this processing option to specify the new lot status code that the system uses to update effective lots.

3. Reason Code

Use this processing option to specify the reason code for changing the lot status. If you leave this processing option blank, the system does not provide a default reason code.

Excluded Statuses Tab

1. Excluded Lot Status Code
2. Excluded Lot Status Code
3. Excluded Lot Status Code
4. Excluded Lot Status Code
5. Excluded Lot Status Code

Process Tab

1. Proof/Final Mode

Use this processing option to specify whether the system runs the program in proof or final mode. Valid values are:

Blank
Proof mode

1
Final mode
2. Print Mode

Use this processing option to specify whether the system generates a report. Valid values are:

Blank
Do not generate a report.

1
Generate a report.

Setting Up Lot Shipment Ascending Dates

You can set up shipment ascending date rules. These rules allow you to ship product based on lot dates that are greater than or equal to the dates of the last shipment. These dates include the expiration date, best before date, or sell by date. You can specify date ascending rules for any combination of customer, customer group, product, or product group.

You can use the following criteria to review recent shipments to a customer:

- Last lot number
- Last expiration date
- Last best before date
- Last sell by date
- Highest lot number
- Highest expiration date
- Highest sell by date
- Highest best before date

The system uses values from the Expiration Date, Sell By Date, Best Before Date, or user defined date options 1 through 5 in the Last Customer Shipment table (F4239) to compare the dates on the item being hard committed, depending upon the commitment date method specified on Item Master Revisions. When you hard commit a lot, the system edits the ship ascending rules with the specified lot using the Last Customer Shipment table during the following events:

- Sales Order Entry
- Pick Confirmation Override
- Manual Planner
- Ship Confirmation

The system stores ascending rules in the Sales Order Detail File - Tag File table (F49211). The system may also use the following tables when processing this information:

- Preferences Values Detail (F40721)
- Distribution/Manufacturing Constants (F4009)
- Warehouse Requests (F4600)

Note

After you set up lot shipment ascending date rules, verify that Lot Shipment Ascending Dates is enabled in the system constants, as well as the Display Warning/Error for Ascending Date Rule Check processing option on the Process tab in Sales Order Entry (P4210). The system displays a warning/error when you manually enter a lot number on the order. You can also override the schedule for advanced preferences on the Preferences tab in processing options for Sales Order Entry.

Prerequisite

❑ Specify the commitment date method in the Item Master Revisions form or the Preference Values Revisions form.

❑ On the System Constants form, enable the option for Ship Ascending Date Rule for the branch/plant and assign the Preference Schedule (user defined code 40/AP).

❑ Enable the processing option for Preference Profile Processing on the Preference tab in Sales Order Entry (P4210).

See Also

❑ Defining System Constants in the Inventory Management Guide

❑ Setting Up Dates for Lots in the Inventory Management Guide

▶ **To set up a preference name for advanced lots**

From the Advanced Preferences menu (G40311), choose Advanced Preferences Name Revisions.

1. On Work with Preference Types, click Add.

2. On Preference Definition Revisions, complete the following fields:

   • Adjustment Name
   • Preference Hierarchy
   • Advanced Preference Type

   Use Advanced Preference Type 23 for Advanced Lots.

3. Complete the following fields where applicable:

   • Item Price Group
   • Customer Price Group

4. Click OK.

▶ **To attach a preference name to a schedule**

From the Advanced Preferences menu (G40311), choose Advanced Preferences Schedule Revisions.

1. On Work with Preference Schedules, locate and choose the Preference Schedule to which you want to attach the preference name, and click Select.

2. On Preference Schedule Revisions, complete the following field:

   • Adjustment Name

   The system uses a default sequence number if one is not entered. This number determines the order in which system resolves the preferences.

3. Click OK.

▶ **To set up shipment ascending rules**

From the Advanced Preferences menu (G40311), choose Advanced Preferences Detail Revisions.

1. On Work with Preference Detail, complete the following field:

   - Adjustment Name

   The system displays this field name as Preference Name when you specify the processing mode as Advanced Preferences in the processing options for Price Adjustment Detail Revisions (P4072).

2. Click Add.

3. On Preference Hierarchy Selection, choose the preference type and click Select.

4. On Price Detail Revisions, complete the following fields and click OK:

   - Customer Number
   - Effective Date
   - Expired Date

5. Choose a record and choose Pref Details from the Row menu.

6. On Preference Values Revisions, complete the following field as appropriate and click OK:

   - Sequence
   - Business Unit
   - Check Best Before Date
   - Commitment Date Method
   - Check Expiration Date
   - Check Sell By Date

Mass Updating Lot Expiration Dates

You can update a lot's dates for all branch/plant records when any date of any lot changes. When you enter a lot date, the system synchronizes that date across all the branches in which the item and lot resides. The system issues a warning if the lot exists in other branches or displays a window with all the dates and branches that will be changed, depending on how you set the processing option value.

You use Lot Master (P4108) to update lot dates. You can update all lot dates in all branches, or you can specify which dates the system updates in each of the branches.

Note

In order for the system to update all lot dates in all branches, you must set the Allow Duplicate Lots option for the branch/plant record in the system constants to 2, which allows you to you have the same item and lot number in multiple branch plants. The system does not update a lot that exists in multiple branches if the item numbers associated with that lot are different.

Depending on how you set the Mass Update of Lot Dates processing option on the Process tab in Lot Master (P4108), the system updates the lots in the branch/plant records. For example, if you set the processing option to 2, all branch/plants with item 220 and lot 452445 will be updated. If you set the processing option to 1, the system issues a warning before updating all the records. If you leave the processing option blank, the system updates only the branch/plant record you select.

Prerequisite

❑ Specify the method for mass updating lot dates on the Mass Update of Lot Dates processing option on the Process tab in Lot Master (P4108).

Depending on how you set the Mass Update of Lot Dates processing option on the Process tab in Lot Master, the system updates the lots in the branch/plant records. For example, if you set the processing option to 1, all branch/plants with a specified item and specified lot will be updated with the new dates. If you set the processing option to 2, the system allows you to select one or more of the date records to be updated. If you leave the processing option blank, the system updates only one the branch/plant records you select and does not perform a mass update.

▶ **To mass update lot expiration dates**

From the Lot Control menu (G4113), choose Lot Master Revisions.

1. On Work With Lot Master, locate and choose the lot record and then choose Lot Revision from the Row menu.

2. On Lot Master Revisions, click the Lot Dates tab.

3. Complete the following fields and click OK:

- Lot Expiration Date
- Best Before Date
- Sell By Date
- User Lot Date 1
- User Lot Date 2
- User Lot Date 3
- User Lot Date 4
- User Lot Date 5

If you set the Mass Update of Lot Dates processing option on the Process tab to 2, the system displays the Mass Update of Lot Dates

4. On Mass Update of Lot Dates, complete the following field and click OK

- Update Flag

Container Management

Because containers are valuable 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 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

Prerequisite

❑ 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 in the Inventory Management Guide

Inventory and the Container Life Cycle

Companies usually carry an extremely large inventory of containers, most of which are in constant circulation with customers. The sale of products in containers involves a unique inventory process. 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 valuable. 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 manage the regular exchange of containers and the payment of deposit and rental fees and refunds.

The following diagram illustrates the container life cycle.

Life Cycle of a Container
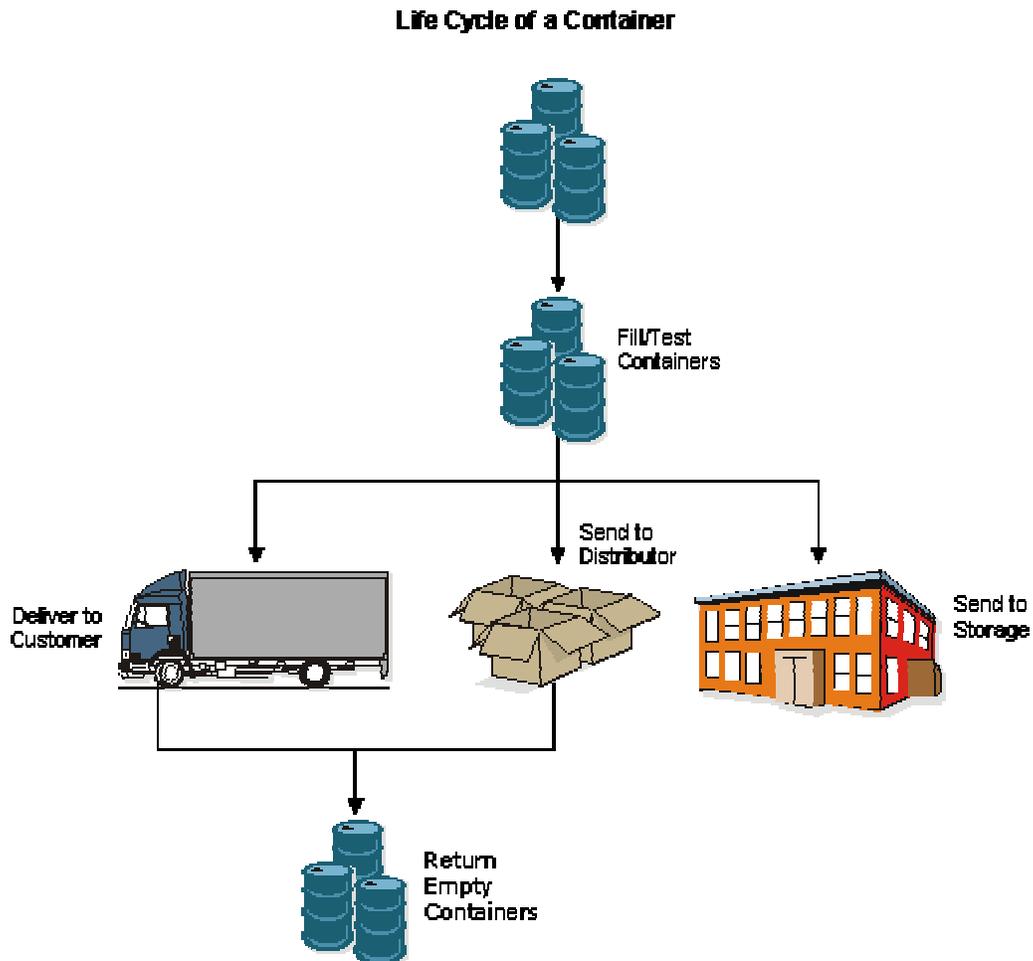
Normally, the supplying company purchases the container and introduces it into the cycle at the filling plant. After you fill and test the container, you either deliver it to the customer or send it to storage for future delivery. You can also send the full container to a distributor who, in turn, delivers it to the customer. The customer and distributor return the empty container to you after the product it contains is depleted.

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.

Container Management 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 flow of PeopleSoft systems.

Container Management
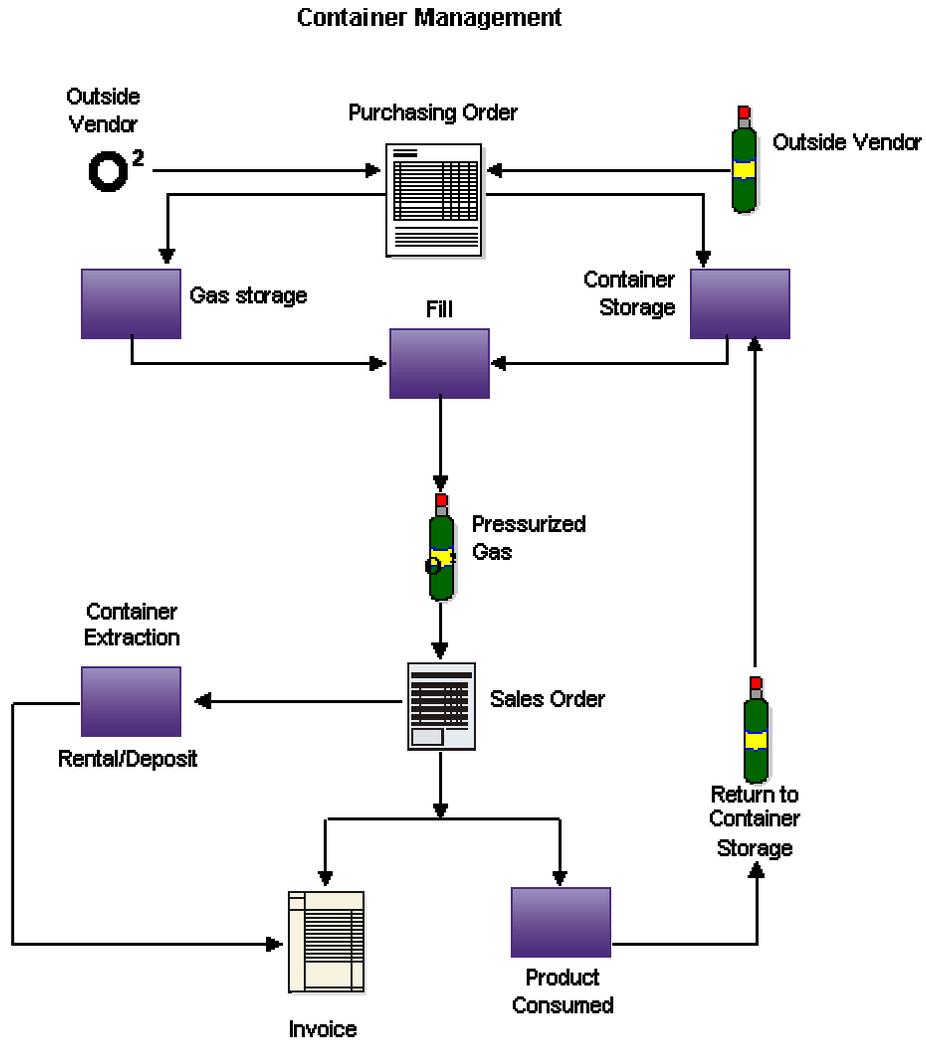
The following graphic illustrates the processing in Container Management and the associated tables.
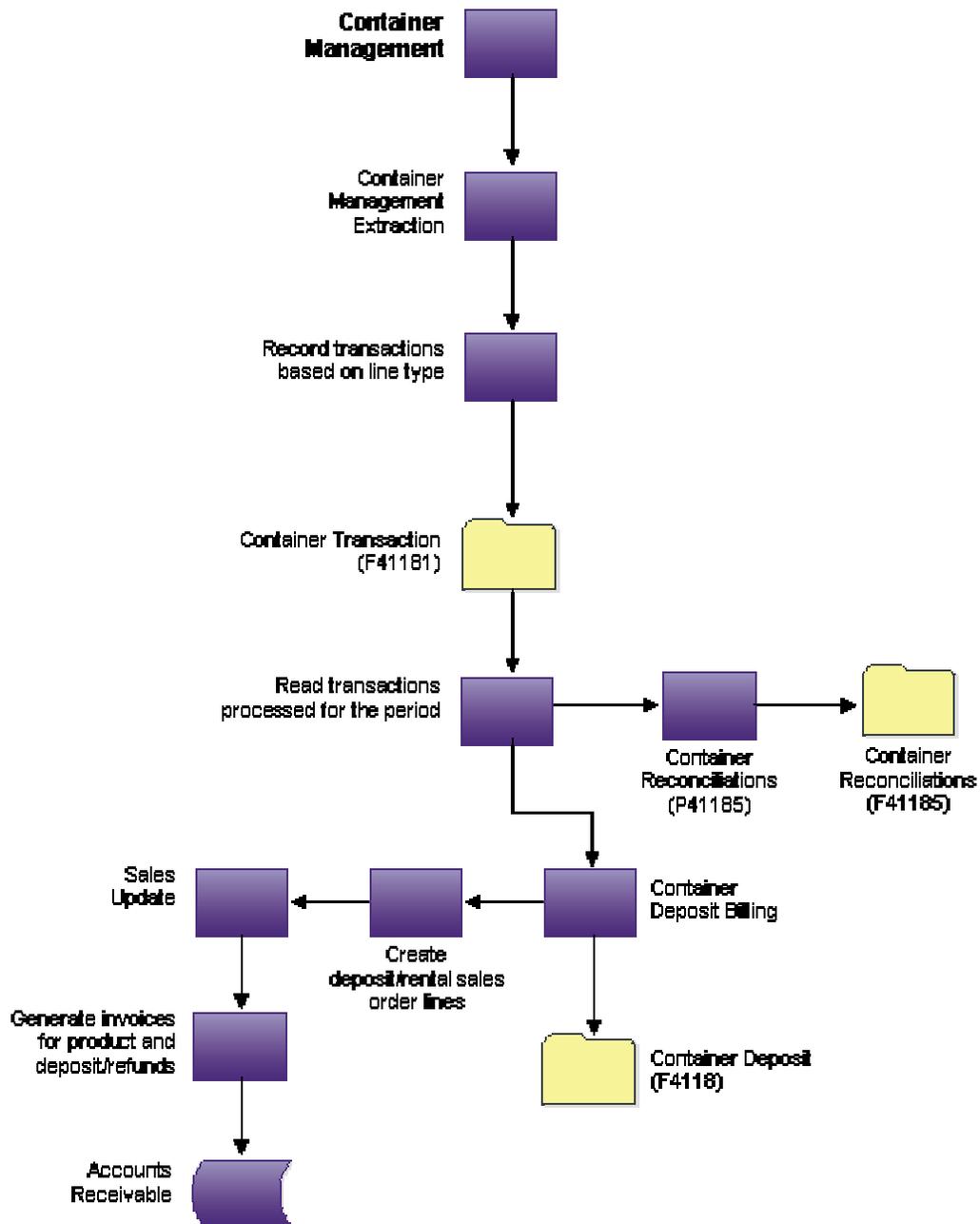
You must perform a number of tasks before you can use Container Management.

Recording the Receipt of the Container

You purchase empty containers only in limited quantities when 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 File table (F4111), and to update the general ledger (G/L) accounts. The Item Ledger File table is the central repository of all inventory and cost movements. Each program from all other PeopleSoft 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 Management 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 a customer requests to purchase product from your company. 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. When you perform a load confirmation using the Transportation Management system, the system then reduces the inventory of full containers.

You must enter a credit order and then confirm it 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 File table.

Container Management interfaces with the other systems to extract container transaction information and maintain it in tables specific to Container Management.

Business Considerations

The PeopleSoft integrated systems provide the flexibility to accommodate the full range of business considerations in distribution industries.

Types of Containers

You can use Container Management 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 remote locations where natural gas is not "piped" to houses, LPG stored in metal cylinder containers is the main source of fuel for cooking and heating. LPG also has 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 government agencies such as the US Environmental Protection Agency (EPA) require specific storage and transportation procedures for these gases, there is an even greater need to track them.

Metal cylinders 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.

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 affect 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 to the number of containers that you 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 USD for 10,000 containers at a rate of 10.00 USD 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 01/01/00. This reduces the balance for that layer's deposit to 2,000 containers at 20.00 USD each.

FIFO Refund Processing -- Period Ending 02/28/05

Description	Quantity	Rate (USD)	Amount (USD)
1-Jan-00	5,000	20.00	100,000.00
15-Dec-03	3,000	30.00	90,000.00
10-Feb-05	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-00	2,000	20.00	40,000.00
15-Dec-03	3,000	30.00	90,000.00
10-Feb-05	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 following example, the first return and delivery is an even exchange for the customer. The second exchange (on 01/15/03) 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 is more than 5,000 containers.

Customer Transaction Record

Description	Date	Quantity	Rate (USD)	Amount (USD)
Initial Deposit	01/01/00	5,000	20.00	100,000.00
Returned	01/10/03	(500)		
Delivered	01/10/03	500		
Returned	01/15/03	(1,000)		
Delivered	01/15/03	800		
Returned	01/25/03	(800)		
Delivered	01/25/03	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 (USD)**	**Amount (USD)**
Initial Deposit	01/01/00	5,000	20.00	100,000.00
Returned	01/10/03	(500)	20.00	(10,000.00)
Delivered	01/10/03	500	20.00	10,000.00
Returned	01/15/03	(1,000)	20.00	(20,000.00)
Delivered	01/15/03	800	30.00	24,000.00
Returned	01/25/03	(800)	20.00	(16,000.00)
Delivered	01/25/03	1,000	30.00	30,000.00
Balance		5,000		118,000.00

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.

In addition to these tasks, you need to set up the following features:

- Order line types
- Order activity rules
- Item types
- User defined codes
- Print messages
- Automatic accounting instructions
- Invoice cycle calculation

Order Line Types for Container Management

You set up order line types to define how the system processes a sales order detail line. The Container Management Extraction program 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.

- CA (Carton) to allow inventory to be relieved but be excluded in the data selection for the Advanced Ship Notice (ASN) to prevent the carton charge from being extracted.

- CI (Carton Inventory) to allow inventory relief at sales update and exclusion from the ASN extraction. The system writes these lines using the sales order entry version for carton-based quantities. This order type and line type combination must not be included in the 49/SD UDC table to prevent the system from assigning the line a new shipment number.

- CC (Carton Charge) to write the sales order lines holding the carton charges. This order type and line type combination must not be included in the 49/SD UDC table to prevent the system from assigning the line a new shipment number.

In addition, we recommend 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 general ledger 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 general ledger, 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 general ledger and the Accounts Receivable system.

> Note:
>
> For a line type of EC, you must check the Edit Item Master for Non-Stock Item box on the Line Type Constants Revisions form.

See Also

❑ Setting Up Order Line Types in the Sales Order Management Guide

Order Activity Rules for Container Management

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.

We recommend 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 in the Sales Order Management Guide

Item Types for Container Management

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 Management system, a bulk item

You use the Item Master 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 have installed the Bulk Stock Management system, you can set up bulk items, tanks, and default tank information.

You follow the normal procedures for setting up a tank using the Tank Master Maintenance and Default Tank Information Revision 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 in the Inventory Management Guide
- ❑ Setting Up Container Codes and Items in the Inventory Management Guide
- ❑ Setting Up a Tank in the Bulk Stock Management Guide
- ❑ Setting up a Bulk Item in the Bulk Stock Management Guide

User Defined Codes for Container Management

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

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.

PeopleSoft has already set up some codes in the UDC table. When a UDC is referred to as hard-coded, you should not change it because the system has specific uses for hard-coded UDCs. If you change a hard-coded UDC, the system might not process your information 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.

See Also

- ❑ Customizing User Defined Codes in the Foundation Guide

Print Messages for Container Management

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 user defined code 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 Print Information for Messages and Item Notes in the Inventory Management Guide

❑ Setting Up Container Preferences in the Inventory Management Guide

Automatic Accounting Instructions for Container Management

Automatic accounting instructions (AAIs) are the user defined bridge between your day-to-day functions, the chart of accounts, and financial reports. The system uses AAIs to determine how to distribute the general ledger entries that it generates.

For distribution systems, you must create AAIs for each unique combination of company, document type, and general ledger class that you anticipate using. Each AAI points to a specific general ledger 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 Sales Update 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

❑ AAIs for the Inventory Management System in the Inventory Management Guide

Invoice Cycle Calculation for Container Management

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 in the Inventory Management Guide

❑ Setting Up Invoice Cycles in the Sales Order Management Guide

Setting Up Container Codes and Items

Container Management tracks only empty container types. You set up both empty and full containers on the Item Master Revisions form. For the full container, you identify a container code. The record for the container code, which you set up on the Container and Carton Codes Revisions form, includes the item number of the empty item.

This setup allows the Container Management Extraction program to extract full container transactions along with empty container transactions and write this information to the Container Transaction File table.

► **To identify the container code for the container**

From the Inventory Master/Transactions menu (G4111), choose Item Master.

You must enter items for both the full and the empty container codes. For all items that Container Management will track as full containers, you must identify a container code. For example, if item F11 represents a full container, you might assign a container code of C1 to that item.

1. On Work With Item Master Browse, click Find.
2. Choose the row that contains the item number of the full container.
3. From the Row menu, choose Storage/Shipping.
4. On the UCC 128 tab of Storage/Shipping, complete the following optional field and click OK:

   - Container Code

► **To identify the item number for the empty container**

From the Container Management Setup menu (G41184), choose Container and Carton Codes.

To set up the relationship between the full container and the empty container, you enter the item number of the empty container in the record of the container code that you identified for the full container.

For example, assume that item F11 is a full container with a container code of C1. You might use item number E11 for the corresponding empty container. To set up the relationship, you enter item number E11 in the record for container code C1 on the Container and Carton Codes Revisions form.

1. On Work With Container and Carton Codes, click Find.
2. Choose a container and click Select.
3. On Container and Carton Codes Revisions, click the Container Management tab, complete the following field, and click OK:

   - Item Number

   The item number you enter identifies the empty container.

Setting Up Container Preferences

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 bill your customer

- The type of invoice, summary or transaction, you send your customer for container transactions

- The billing cycle for the customer and container item combination

- The pricing unit of measure

To create preferences, you must activate preferences, define the preference hierarchy, and then 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.

See Also

❑ Setting Up Preferences in the Sales Order Management Guide

Creating a Container Deposit/Rental Preference

Create a Container Deposit/Rental preference to define the following three options for customer and item combinations:

- Whether the customer should be charged deposit or rental fees for the use of containers.

- Whether to send the customer a summary or transaction type invoice for container deposits or rentals.

- Which general ledger offset is used. The system can use the general ledger 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.

Note

On the Work With Preference Master form, you must ensure that the effective quantities fields for the Container Deposit/Rental preferences are not enabled. If the effective quantities fields are enabled, the system does not process credit orders.

Prerequisite

❑ Verify that the G/L offset account for container deposits or rentals has been created.

► **To create a container deposit/rental preference**

From the Container Management Setup menu (G41184), choose Preference Master.

1. On Work With Preference Master, choose a row with the container deposit/rental preference type and click Select.

2. On Work With Container Deposit Rental Profile, click Add.

3. On Preference Hierarchy Selection, choose a description and click Select.

4. On Container Deposit Rental Profile Revisions, complete one or more of the following fields to define customer and item combinations:

   - Customer Number
   - Customer Group
   - Item Number
   - Item Group

5. To define specific preference information, complete the following fields:

   - Sequence No.
   - Branch Plant
   - Effect From
   - Effect Thru
   - Dep/ Rent
   - Tran/ Summ
   - G/L Offset
   - Serial No. Required

Note

Information about advanced serial number processing and the values 3 through 5 for the Serial Number Required field do not apply to Container Management.

6. Click OK.

Creating an Invoice Cycle Preference

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 rules from the Work With Invoice Cycle form. You do not have to set up invoice cycle calculation rules each time you add a preference.

Prerequisite

❑ Verify that the invoice cycle calculation rule has been set up. See Setting Up Invoice Cycles in the Sales Order Management Guide.

► **To create an Invoice Cycle preference**

From the Container Management Setup menu (G41184), choose Preference Master.

1. On Work With Preference Master, choose a row with the Invoice Cycle preference type and click Select.

2. On Work With Invoice Cycle, click Add.

3. On Preference Hierarchy Selection, choose a description and click Select.

4. On Invoice Cycle Revisions, complete one or more of the following fields to define customer and item combinations:

   - Customer Number
   - Customer Group
   - Item Number
   - Item Group

5. To define specific preference information, complete the following fields:

   - Invoice Cycle
   - Branch Plant
   - Preference Status

6. Click OK.

Creating a Pricing Unit of Measure Preference

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 Revisions form and in the Sales Price Retrieval Unit of Measure field on the System Constants form. 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 File and Sales Order Detail File 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 preference 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 USD. 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 USD per day and enter this code in the Pricing Unit of Measure preference for this customer and container combination. The preference overrides the pricing unit of measure in the sales order for this customer. Customer 502 is charged 2.00 USD per day for the use of this container, while another customer is charged the usual deposit rate of 30 USD.

Prerequisite

❑ Set up the sales price retrieval unit of measure in the system constants. See Defining System Constants in the Inventory Management Guide.

❑ Verify that a base price record exists for the pricing unit of measure to be entered in this preference. See Setting Up Base Prices in the Sales Order Management Guide.

▶ **To create a Pricing Unit of Measure preference**

From the Container Management Setup menu (G41184), choose Preference Master.

1. On Work With Preference Master, choose a row with the Pricing Unit of Measure preference type and click Select.

2. On Work With Pricing UoM Profiles, click Add.

3. On Preference Hierarchy Selection, choose a description and click Select.

4. On Pricing Unit of Measure Revisions, complete one or more of the following fields to define customer and item combinations:

- Customer Number
- Customer Group
- Item Number
- Item Group

5. To define specific preference information, complete the following fields:

- Pricing UoM
- Preference Status
- Effective Date
- Expired Date

6. Click OK.

Creating a Print Message Preference

Use the print messages preference to choose the messages that 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 Info.

Note

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 preference to all business units.

Prerequisite

❑ Verify that print messages have been created. See Setting Up Messages in the Inventory Management Guide.

► **To create a Print Messages preference**

From the Container Management Setup menu (G41184), choose Preference Master.

1. On Work With Preference Master, choose a row with the Print Messages preference type and click Select.
2. On Work With Print Message Profiles, click Add.
3. On Preference Hierarchy Selection, choose a description and click Select.
4. On Print Message Profile Revisions, complete one or more of the following fields to define customer and item combinations:

   - Customer Number
   - Customer Group
   - Item Number
   - Item Group

5. To define specific preference information, complete the following fields:

   - Print Message
   - Branch/ Plant
   - Preference Status
   - Sequence No.
   - Effective Date
   - Expired Date

6. Click OK.

Setting Up Pricing Schedules

You normally set up the deposit and rental rates a customer pays 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 you install the Advanced Pricing system, you can also use Advanced Pricing 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 amount is the customer invoice amount for the sale of the product.

See Also

❑ Setting Up Base Prices in the Sales Order Management Guide

❑ Building Adjustment Schedules in the Advanced Pricing Guide

Setting Up Serial Number Tracking

Using serial number processing allows you to record the location of a specific container as it moves from your warehouse to the customer and back, and to other customers. If you set container preferences to require serial number, the system displays the pack confirmation form for entry of the serial number.

► **To set up serial number tracking**

From Container Management (G4118), choose Container Serial Tracking.

1. On Work With Container Serial Tracking, click Add.

2. On Container Serial Tracking Revisions, complete the following fields:

   • Container I.D

   • Serial Number

   • Item Number

3. Complete the following optional fields:

   • Current Customer

   • Ship Date

   • Shipped/Return Flag

4. Click OK.

Processing Container Transactions

You process container transactions to record information about containers and container rental fees and deposits in the Container Transaction File (F41181), Container Reconciliation File (F41185), and Container Deposit File (F4118) tables.

You typically run the Container Management Extraction program at the end of the day to extract container transaction information from the Sales Order Detail File table (F4211). You then run the container deposit billing batch programs 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 the Container Management menu (G4118), choose Container Extraction.

You usually run the Container Management Extraction program at the end of the day to extract container transaction information from the Sales Order Detail File table (F4211). The program copies this information to the Container Transaction File table (F41181).

The Container Management Extraction program extracts information for full and empty containers. You set up Container Management to track full containers as empty containers. You also specify the container type during item entry and set up the relationship between the full and the empty container.

In updating the Container Transaction File 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 File 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 File table (F42119), the container transaction information remains intact in the Container Transaction File table.

When the Container Management Extraction program reads a record that already exists in the Container Transaction File table, it checks the status codes of the record in the Sales Order Detail File table to determine if you have processed the record through the container billing programs. The Container Management Extraction program updates the record only if you have not already processed it through the container billing programs.

When you set the appropriate processing option for the Container Management Extraction program, the program produces a report showing each of the records added to the Container Transaction File table.

Prerequisite

- ❑ Verify that the order line types and order activity rules have been set up. See Setting Up Order Line Types and Setting Up Order Activity Rules in the Sales Order Management Guide.
- ❑ Verify that container codes and items are set up. See Setting Up Container Codes and Items in the Inventory Management Guide.
- ❑ Verify that the Container Deposit/Rental and Invoice Cycle preferences have been set up. See Setting Up Container Preferences in the Inventory Management Guide.

Data Selection

You must set the data selection to include user defined line types for both full and empty containers.

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.

Processing Rental Fees, Deposits, and Refunds

You run the container billing batch programs 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 programs create sales order lines based on the scheduled invoice date calculated by the Container Management Extraction program. If the scheduled invoice date is on or before today's date, the container billing programs create sales order lines. You then process these sales order lines through the normal flow of invoicing and customer sales update.

Depending on how you set up the customer's preferences, the programs perform either transaction billing or summary billing.

With the transaction method, the programs create a rental fee, deposit, 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 programs summarize all transactions for a single combination of branch/plant, customer, and item that occurred over a specified period. The programs create 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 File table (F4118).

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 USD, the deposit rate for the second deposit layer is 30.00 USD, and you have not fully depleted the first deposit layer, the refund rate on returned containers is 20.00 USD. When you deplete the first deposit layer, the refund rate is 30.00 USD. 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.

Prerequisite

❑ Verify that the container deposit/rental and invoice cycle preferences have been set up. See Setting Up Container Preferences in the Inventory Management Guide.

❑ Verify that the processing options for the container billing programs have been set up to use the correct version of the preferences, depending on which ones you created for your company.

❑ Verify that a sales order line type for container rentals and deposits has been set up. See Setting Up Order Line Types in the Sales Order Management Guide.

❑ Verify that a separate document type for container rentals and deposits has been set up. See Customizing User Defined Codes in the Foundation Guide.

Creating Sales Order Lines for Rental Fees

From the Container Management menu (G4118), choose Container Rental Billing.

The Container Management Rental/Billing program reads the Container Transaction File table and, for customers who are scheduled to be invoiced, creates sales order detail lines for rental fees. This program creates records in the Container Deposit File table (F4118) that correspond to each rental fee. The program also creates records in the Sales Order Detail File -Tag File table (F49211).

When you set the appropriate processing option, the Container Management Rental/Billing program prints a report of the records it has created and updated.

Creating Sales Order Lines for Deposits and Refunds

From the Container Management menu (G4118), choose Container Deposit/Refund Billing.

The Container Management Deposit/Refund Billing program reads the Container Transaction table and, for customers who are scheduled to be invoiced, creates sales order detail lines for deposit charges or refunds. This program creates records in the Container Deposit table (F4118) that correspond to each deposit charge and refund. The program also creates records in the Sales Order Detail-Tag table (F49211).

When you set the appropriate processing option, the Container Deposit/Refund Billing program prints a report of the records it has created and updated.

Processing Sales Order Lines for Rental Fees, Deposits, and Refunds

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 File (F4201)
- Sales Order Detail File (F4211)
- Item Location File (F41021)

- Account Ledger (F0911)

- Accounts Receivable Ledger (F0311)

- Item Ledger File (F4111)

When you process rental fees, deposit charges, or refunds through invoicing, the system will generate either a transaction or summary invoice, depending on whether the container billing programs 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.

See Also

❑ Printing Standard Invoices in the Sales Order Management Guide for more information about processing order lines through invoicing

❑ Updating Customer Sales in the Sales Order Management Guide for more information about customer sales updates

Printing Reports

To review the container transaction activity for each customer and the number of containers you have on hand, you can do the following:

- Print the Customer/Distributor Balance report

- Print the Container Reconciliation Report

Printing the Customer/Distributor Balance Report

From the Container Management menu (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.

Prerequisite

❑ Verify that the correct items and container codes have been set up for full and empty containers. See Setting Up Container Codes and Items in the Inventory Management Guide.

Reviewing Container Deposits and Transactions

You can use the inquiry programs in the Container Management system to review the deposit layers for each customer and analyze container transactions.

► **To review customer container deposits**

From the Container Management menu (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.

1. On Work With Container Deposit Inquiry, complete the following field:

   - Customer Number

2. To limit the search, complete one or both of the following fields in the heading area:

   - Branch/Plant
   - Item Number

   To display total deposit amounts for each branch/plant, complete the Branch/Plant field with *.

3. Click Find.

4. Review the following fields in the detail area:

   - Item Number
   - Quantity Ordered
   - Current Quantity
   - UM
   - Deposit Rate
   - Current Amount
   - Document Number

5. For information about refunds, review the following fields:

   - Refunded Quantity
   - Refunded Amount

► **To review container transactions**

From the Container Management menu (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.

1. On Work With Container Transaction Inquiry, complete the following field:

   - Customer Number

2. To limit the search, complete one or both of the following fields in the heading area:

- Item Number
- Branch/Plant

3. Click Find.

4. Review the following fields in the detail area:

- Date
- Doc Number
- Doc Ty
- Item Number
- Transaction Quantity
- UM
- Invoice
- Type
- Line No
- Invoice Date
- Sch Invoice Date
- Branch/Plant

Printing the Container Reconciliations Report

From the Container Management menu (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.

Data Selection

The line type must equal the line type for full containers only.

Reviewing and Revising Serial Number Information

You might need to review and revise serial number information periodically.

▶ **To review and revise serial number information**

From the Container Management menu (G4118), choose Container Serial Tracking.

1. On Work With Container Serial Tracking, click Find.

2. Choose the container and click Select.

3. On Container Serial Tracking Revisions, review and revise information in the following fields as needed:

   - Current Customer
   - Item Number
   - Ship Date
   - Shipped/Return Flag

4. Click OK.

See Also

❑ Setting Up Serial Number Tracking in the Inventory Management Guide

Purges

After data becomes obsolete or you need more disk space, you can use purge programs to remove data from files. To create a customized purge, you can change the data selections to meet your needs. For example, you could specify a range of fiscal years rather than all dates, so that the system would only purge records that fall within that date range.

Purging data consists of:

- Specifying the information to delete
- Running the purge program
- Running the file reorganization program to rebuild file structure

Caution

You must know the proper procedures and consequences of purging data to avoid serious damage to your system and data.

Prerequisite

❑ Back up the files that will be affected prior to running the purge program.
❑ Determine the data that you want to purge.

Purging Data

Each PeopleSoft Distribution system comes with special purge programs. In Inventory Management, the special purge programs include the following:

- Item Master Purge (F4101), which removes data from F4101
- Item Balance Purge (F4102), which removes data from F4102

Both special purges 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 table (F41021). The built-in selection criterion prevents the system from purging the Item Location File record.

There are also processing options that you can set to save purged records. These options are helpful if you need to recover data that was inadvertently purged.

Prerequisite

❑ Verify that no users are working with the data that you want to purge.

Running the Item Master Purge

From the Global Updates & Purges menu (G41311), choose Item Master Purge (F4101).

The Item Master Purge (F4101) program allows you to select and purge specific information from the Item Master table (F4101). Before purging the records you specify from the Item Master table, the system verifies that the records are not associated with other tables. The system does not purge any item information that exists in the following tables:

- Item Location File (F41021)
- Item Branch File (F4102)
- Item Cost File (F4105)
- Lot Master (F4108)
- Bill of Material Master File (F3002)
- Routing Master File (F3003)

Running the Item Balance Purge

From the Global Updates & Purges menu (G41311), choose Item Balance Purge (F4102).

The Item Balance Purge (F4102) program allows you to select and purge records that you specify from the Item Branch File table (F4102). Before purging the specified records from the Item Branch File table, the system verifies the records using the following criteria. The system does not purge the records if:

- Work orders exist in the Work Order Master File table (F4801)
- A parts list exists in the Work Order Parts List table (F3111)
- A bill of material exists in the Bill of Material Master File table (F3002)
- Any secondary locations exist in the Item Location File table (F41021)
- 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 system:

- Verifies the records in the Item Branch File table.

- Verifies that all records in the Item Location File table (F41021) with the same item and branch have zero quantities.

- Checks the Bill of Material Master File, Work Order Parts List, and the Work Order Master File tables. If it does not use this item and business unit combination in any of these tables, the system continues.

- Starts the purge process.

- Purges the Item Branch File record first. If the cost level for this item is 2, the system purges the cost records for this item and branch.

- Purges the Unit of Measure Standard Conversion records for this item and branch.

- Purges the Item Location File 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 set the processing option to delete all item branch information, the system:

- Checks the Item Branch File table.

- Starts the purge process.

- Verifies the Item Location File table (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.

- Purges the cost records for item, branch, location, and lot if the cost level for this item is 3.

If you set the processing option to save purged records, purges performed on the same table and on the same day are added to the existing library and table.

Processing Options for Item Balance Purge (R4102P)

Process

1. Enter a '1' to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.)   - FUTURE

2. Enter a '1' to reorganize the purged files. (Default of blanks will NOT reorganized the files.)   -   FUTURE

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.)

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. Rather than making individual changes PeopleSoft 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.

Prerequisite

❑ Verify that only the users who have been designated to perform system updates have security access to system update programs.

Updating Item Information

Changes to item or branch/plant information often require you to make global updates to your system. You can make global updates in any of the following ways:

- Update item master and branch/plant information
- Update category codes and item numbers
- Generate the segment cross reference

Updating Item Master and Branch/Plant Information

From the Global Updates & Purges menu (G41311), choose Item Master Fields Update or Item Branch Fields Update.

Item Master Global Update and Item Balance Global Update are programs that you use to update fields in the Item Master (F4101) and Item Branch File (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.

The processing options for these programs are identical.

Processing Options for Item Master Global Update (R41804)

Process

Enter a "Y" to run proof mode. (A "Y" will NOT update the Item Master File)

Proof Mode

Defaults 1

Enter the new value for the following fields. If left blank, the field will retain the current value. If a '*' is entered in the replace value field then the field will be cleared. If there is a value in the regular field and a '*' in the replace value field, the '*' will have priority and

will be cleared.

Sales Catalog Section

Replace Sales Catalog Section

Sub Section

Replace Sub Section

Sales Category Code 3

Replace Sales Cat Code 3

Defaults 2

Sales Category Code 4

Replace Sales Cat Code 4

Sales Category Code 5

Replace Sales Cat Code 5

Commodity Class

Replace Commodity Class

Defaults 3

Commodity Sub Class

Replace Commodity Sub Class

Vendor Rebate Code

Replace Vender Rebate Code

Master Planning Family

Replace Master Planning Family

Defaults 4

Purchasing Category Code 5

Replace Purchasing Cat Code 5

Buyer Number

Replace Buyer Number

Leadtime Level

Replace Leadtime Level

Defaults 5

Planner Number

Replace Planner Number

Order Policy Code

Replace Order Policy Code

Issue Type Code

Replace Issue Type Code

Updating Category Codes and Item Numbers

From the Global Updates & Purges menu (G41311), choose Global Category Codes Update.

Caution

When you use this update, you are changing values that may affect processing and history.

You can run the Global Reporting Code Update program (R41803) to update:

- Category codes from the Item Master table (F4101) to the Item Branch File table (F4102)

- Second (product number) and third (catalog number) item numbers from the Item Master table (F4101) to the following tables:

    - Item Branch File (F4102)

    - Bill of Material Master File (F3002)

    - Routing Master File (F3003)

    - Lot Master (F4108)

    - Item Cost File (F4105)

Use data selection to specify whether the scope of the update is:

- A single warehouse only

- A combination of warehouses

- All except one warehouse

Verify your changes on the Item/Branch Plant Info.form.

Processing Options for Global Reporting Code Update (R41803)

Process 1

Enter a '1' to duplicate the following into the Item Branch Record.

1. Update Sales Report Code 1

2. Update Sales Report Code 2

3. Update Sales Report Code 3

4. Update Sales Report Code 4

5. Update Sales Report Code 5

6. Update Inventory Pricing Rule

Process 2

7. Update Reprice Rule

8. Update Order Reprice Rule

9. Update Purchasing Report Code 1

10. Update Purchasing Report Code 2

11. Update Purchasing Report Code 3

12. Update MPS Planning Family

Process 3

13. Update Purchasing Report Code 5

14. Update Buyer Number

15. Update Shipping Condition Code

16. Update Shipping Commodity Class

17. Update Cycle Count Category

17. Update General Ledger Class Code

Process 4

19. Update Backorders Allowed

20. Update Print Message

21. Update Stocking Type

22. Update ABC Code 1

23. Update ABC Code 2

23. Update ABC Code 3

Process 5

25. Update ABC Override Indicator

26. Update Second And Third Item Number

Generating the Segment Cross Reference

From the Global Updates & Purges menu (G41311), choose Segment Cross Reference Generation.

You can use the Segment Cross Reference Generation program (R41045) to create cross-reference records for segmented items. Do this when you want to associate a segmented item with its segmented substitute item. You can cross reference and substitute by any of the items' attributes or characteristics that have ben set up as segments.

Note

You can only generate a segment cross reference based on one item at a time. If you want to further limit the number of cross reference records generated, use the Data Selection.

You must specify in the processing options the cross-reference type and the segment number to cross reference. The system generates the cross-reference records based on the value in the segment that is used to cross reference items in the Data Selection.

Do not use this selection to cross reference non-segmented items. Instead, you must enter cross-reference records for non-segmented items in the Item Cross Reference program (P4104).

Processing Options for Segment Cross Reference Generation (R41045)

Defaults

1. Cross reference type.

Blank = Use "S"

Process

1. Segment Number to cross reference on.

Values are 1 through 10

Revising Location Format

When business requirements change, it is sometimes necessary to restructure warehouse locations. Redefining the structure of warehouse locations might include adding or removing data elements, increasing or decreasing the size of location segments, changing the justification of one or more segments from right to left or vice versa, and so forth. The warehouse location can consist of one to 10 different location segments totaling a maximum of 20 characters.

You can change the location formats that are set up in branch/plant constants. Using the location field update programs, you can globally update the location format for multiple tables rather than having to update the location format in each table individually. The location field update programs consist of an interactive program (P41822) and a batch program (R41821) that you run from the interactive program.

You can use these programs to update tables supplied by PeopleSoft. You can also update custom tables that your organization uses if the tables meet the criteria defined in the update procedures.

Caution

The Location field is a key field in many tables. When you run the Location Re-definition batch program in final mode, it is critical not to allow other users on the system.

Depending on the number of tables you are updating, the batch program might require a substantial amount of time. Therefore, schedule this program accordingly.

Prerequisite

❑ Back up all of your tables.

❑ Update the location format for the model branch in the branch/plant constants, on Branch Location Definition, as needed to redefine the new size and format of the location.

❑ Do not allow any other users on the system until the batch program is complete.

Identifying the Tables to Update

The first task in the process is to identify the application tables to update when you run the Location Re-definition program. Application tables that are provided by PeopleSoft and contain the Location field are listed in user defined code list 41/LU. The Location Re-definition program references 41/LU to determine the application tables to include.

Field Specifications for User Defined Code List 41/LU

Commonly, you update only the Location field. However, you can update other fields related to location if 41/LU contains the appropriate specifications. The fields in 41/LU and their specifications are as follows:

Codes field	The identifier for the table that contains location information (for example, F4105 for the Item Cost table).
Description 01 field	The table name (for example, Item Cost).
Description 02 field	The data dictionary identifier (DTAI) for the field or fields to update, entered according to these rules:

- Use four characters per DTAI.
- Enter first the DTAI of the field that contains the extra fields defined in position 2 of the Special Handling field.
- If a DTAI has fewer than four characters, follow the DTAI with the number of blanks needed to equal four characters.
- Enter a maximum of seven DTAIs (28 characters).

Sample specifications and their appearance in the Description 02 field might include:

- Fields named LOCN, STGR, and STGP: LOCNSTGRSTGP
- Fields named LOC and STGR: LOC STGR

Special Handling field	Define the table and field layout for the Location Field Update batch program as follows:

- Position 1: Enter 1 to include the table in the update. Enter 0 to omit the table from the update.
- Position 2: Enter 1 to indicate that this table includes all 10 fields (aisle, bin, and location codes 03-10). Enter 0 to indicate that the table has fewer than 10 fields (typically, only aisle and bin or perhaps none).

If you do not use 10 fields, enter 0 in position 2 to reduce processing time for the batch program.

Requirements for Including Custom Tables

You can add one or more custom tables to user defined code list 41/LU and use the Location Re-definition program to update them, if the tables meet the following criteria:

- The primary key for the table can include only one field to update.
- The table must be initially created in the PeopleSoft EnterpriseOne tools through Object Librarian. This method saves the specifications required by the Location Re-definition batch program.

- The table must contain the field MCU and the field name must be MCU.

- The names of fields to update may not exceed four characters. Field names may have fewer than four characters.

Defining the New Location Format for the Model Branch

You must set up a model branch with your new location format before you can change the location format in other branch/plants. Using normal setup procedures, you might create a new business unit to use as the model branch.

After you update the location format for the model branch in the branch plant constants, map the existing format to the new format.

Prerequisite

❑ Set the processing option for the interactive form to specify whether the batch program runs in proof or final mode. The default version runs the batch program in proof mode.

▶ **To define the new location format for the model branch**

From the Global Updates & Purges menu (G41311), choose Location Field Update.

1. On Work With Location Redefinition, click Find.

2. Choose the branch with the location format you want to use as your model and click Select.

3. On Location Field Redefinition Revision, complete the following fields:

   - Aisle
   - Bin

   The New Size column indicates the number of characters you can enter in the adjacent location code field, as defined in the branch/plant constants.

   Use the letters ABC...T to represent the positional values, including separator characters, in the new location field. The Location Re-definition batch program starts with the leftmost character of the existing information and moves it to the position you indicate. The program continues sequentially, character by character, for a maximum of 20 characters.

   For example, if you enter FG (the sixth and seventh letters in the alphabet) in the Aisle field, the batch program moves the leftmost character to the sixth position and the next character to the seventh position.

4. Complete as many of the following fields as apply to your locations:

   - Location Code 03

     through

   - Location Code 10

Location Field Update - Location Field Redefinition Revision

Cancel   Form   Tools

Branch/Plant   10

Model Location String . . ABCDEFGHIJKLMNOPQRST

Enter characters for the following fields:

New Size

Field			
Aisle		2	L
Bin		3	L
Location Code 03		2	L
Location Code 04			
Location Code 05			
Location Code 06			
Location Code 07			
Location Code 08			
Location Code 09			
Location Code 10			

The definition shown on the sample form results in the following format:

- The program moves the contents of the first and second positions in the existing format to the sixth and seventh positions (as defined by F and G).

- The program moves the contents of the third, fourth, and fifth positions in the existing format to the same positions (third, fourth, and fifth, as defined by C, D, and E).

- The program moves the contents of the sixth and seventh positions in the existing format to the first and second positions (as defined by A and B).

For example, if the existing format contains the data AABBBCC, the program changes the format of the data to CCBBBAA.

After you define the new location format, run the batch program without exiting from the Location Field Redefinition Revision form. To start the batch program, choose Submit from the Form menu.

Updating the Location Format

After you identify the tables to include and define the format for the model branch, run the Location Field Update batch program (R41821) as follows:

1. Access the program before exiting from the Location Field Redefinition Revision form that displays the format definition.

2. From the Form menu, choose Submit.

The batch program changes the format of the location field in the specified tables according to the model.

Run the program in proof or final mode (specified by the version used for the Location Field Update program). We recommend that you run the program in proof mode as many times as needed until the program completes without errors.

Caution

When you run the Location Field Update batch program in final mode, do not allow other users on the system until the program is complete.

In either proof or final mode, the system sends messages to the employee work center to report a successful completion or to indicate errors that the program found. The program terminates if it finds more than 100 errors.

- To correct errors when you run the program in proof mode, check the information that you defined for the model branch and in user defined code list 41/LU, correct as needed, and run in proof mode again.

- If errors occur during final mode, the procedure that you use to correct errors depends on the table where the error occurred. Generally, the procedure is:

  - Restore all tables selected for the run.

  - Correct the problem.

  - Rerun the program for the selected tables.

In the processing option for the Location Field Update program, specify whether to replace existing values in location segments with the new values. You might not want to clear location segments that you use for general reporting purposes.

Processing Options for Location Field Update (R41821)

Batch Re-Format

1. Enter a '1' to Update the Location Fields in the selected files. If left blank, the program will run in proof mode.

Location Code

1. Entering a '1' will clear the value in the location code. If using the location code for general reporting purposes, and you do NOT want it to be cleared, leave blank.

Aisle

Bin

Code 3

Code 4

Code 5

Code 6

Code 7

Code 8

Code 9

Code 10

Inventory Interoperability

To fully cover the information requirements of an enterprise, companies sometimes use products from different software and hardware providers. For example, some companies use the PeopleSoft Inventory Management system for most inventory functions and use hand-held scanning devices to physically count their inventory.

Interoperability among products is essential to successfully implementing the enterprise solution. Full interoperability among systems results in a flow of data among products that is seamless to the user. The PeopleSoft EnterpriseOne Interoperability function provides an interface that eases the exchange of transactions with external systems.

Inventory interoperability for inbound transactions consists of the following processes:

1. External systems send information to the interface tables using either an external program or flat files and the Inbound Flat File Conversion program. The party sending the information is responsible for conforming to format and other requirements for the interface tables.

2. You run a transaction process (a batch program) that validates the data, updates valid data to the PeopleSoft application tables, and sends action messages about incorrect data to the Work Center.

3. You use an inquiry function to interactively review and revise the incorrect data, and then run the transaction process again. You repeat this step as often as needed to correct errors.

Inventory interoperability for outbound transactions requires that you set a processing option specifying the transaction type. Using the master business function for the type of transaction, the system creates a copy of the transaction and places it in the interface table where it can be accessed by external systems.

The Interoperability interface tables and the related application tables for the Inventory Management system are as follows:

Interface tables F4101Z1 and F4101Z1A Application tables:

- Item Master (F4101)
- Item Branch File (F4102)
- Item Master Tag File (F4101T)
- Bulk Item Master (F41011)
- Bulk Depot/Product Information (F41022)
- Item Master - Customer Service Extension (F4117)
- Item Branch Master - Customer Service Extension (F41171)
- Item Profile (F46010)
- Item Shipping Information (F4908)

Interface table F4141Z1 Application table: Cycle Count Transaction File (F4141)

Interface table F4105Z1 Application table: Item Cost File (F4105)

❑ EDI Inventory Documents in the Data Interface for Electronic Data Interchange Guide for information about the tables used for Product Activity Data (852/INVRPT) transactions

Converting Flat Files to Interface Tables

You can use a variety of methods to send data from external systems to the interoperability interface tables. One method is to enter the data in a flat file. If you use this method, the system converts the flat file to the interface table.

You can set a processing option to start the transaction process when the conversion completes successfully.

Prerequisites

❑ Ensure that the flat file is a comma-delimited ASCII text file that is stored on the hard drive of your personal computer.

❑ Ensure that the data conforms to the specified format. See Converting Data from Flat Files into EDI Interface Tables in the Data Interface for Electronic Data Interchange Guide for information about formatting requirements.

Setting Up the Flat File Cross-Reference

Before you can convert a flat file, you must provide a cross-reference from the flat file fields to the interface table fields. When you exchange data between this system and an external system, you use flat file cross-reference information for the following conditions:

- For inbound transactions for which the external system cannot write data to the interface tables in the required format for this system. In this case, the external system can write the data to a specific flat file for each transaction and record type.

- For outbound transactions for which this system cannot write data to the interface tables in the format that is required by the external system. In this case, this system can write the data to a specific flat file for each transaction and record type.

See Also

❑ Converting Data from Flat Files into EDI Interface Tables in the Data Interface for Electronic Data Interchange Guide for more information about this process. The process for setting up flat file cross-references for Interoperability is identical to that for EDI interface tables.

Prerequisite

❑ On the appropriate drives on your computer or network, set up the folders for the flat files.

► **To set up the flat file cross-reference**

Use one of the following navigations:

From the Forecast Interoperability menu (G36301), choose Flat File Cross-Reference.

From the Sales Interoperability menu (G42A313), choose Flat File Cross Reference.

From the Inventory Interoperability menu (G41313), choose Flat File Cross-Reference.

From the Product Data Interoperability menu (G30311), choose Flat File Cross-Reference.

From the Purchasing Interoperability menu (G43A313), choose Flat File Cross-Reference.

From the Shop Floor Management Interoperability menu (G31311), choose Flat File Cross-Reference.

1. On Work With Flat File Cross-Reference, click Add.
2. On Flat File Cross-Reference, to specify the transaction type, such as receipts, complete the following field:

   - Transaction

3. To indicate whether this transaction type is Inbound (1), or Outbound (2), complete the following field:

   - Direction Indicator

4. To indicate the information source, complete the following field:

   - Record Type

5. Enter the specific file name in the following field:

   - File Name

   The file name refers to the application table from which the system exchanges information, as defined by the record type.

6. Click OK.

Running the Conversion Program

Use one of the following navigations:

From the Forecast Interoperability menu (G36301), choose Inbound Flat File Conversions

From the Inventory Interoperability menu (G41313), choose Inbound Flat File Conversion.

From the Product Data Interoperability menu (G30311), choose the applicable Inbound Flat File Conversion.

From the Purchasing Interoperability menu (G43A313), choose Inbound Flat File Conversion.

From the Shop Floor Management Interoperability menu (G31311), choose the applicable Inbound XX Flat File Conversion, where XX is the process that the conversion completes, such as Inbound Completion Flat File Conversion.

You use the Inbound Flat File Conversion program (R47002C) to import flat files into PeopleSoft interface tables. You can create a separate version of the Inbound Flat File Conversion program for each interface table. This program recognizes both the flat file from which it reads and the record types (UDC 00/RD) within the flat file. Each flat file contains records of differing lengths, based on the interface table record to which they correspond. The Inbound Flat File Conversion program uses the Flat File Cross-Reference Table (F47002) to convert the flat file into the interface tables. Table F47002 indicates to the conversion program which flat file to read from, based on the transaction type that you are receiving.

The conversion program reads each record in the flat file and maps the record data into each field of the interface tables, based on the text qualifiers and field delimiters that are specified in the flat file.

The conversion program inserts the field data as one complete record in the interface table. If the conversion program encounters an error while converting data, it withholds the data in error and continues processing the conversion. If the data is successfully converted, the system automatically starts the transaction process for that interface table, provided that you set the processing options in the conversion program to do so.

See Also

❑ Receiving Transactions from External Systems in the Inventory Management Guide for information about the transaction process programs

Processing Options for Inbound Flat File Conversion (R47002C)

Transaction

1. Enter the transaction to process.

Separators

1. Enter the field delimiter.

2. Enter the text qualifier.

Process

1. Enter the inbound processor to run after successful completion of the conversion.

2. Enter the version for the inbound processor. If left blank, XJDE0001 will be used.

Receiving Transactions from External Systems

When an external system sends inbound transactions, PeopleSoft EnterpriseOne stores the data in interface tables. These tables contain unedited transactions. You must run the appropriate transaction process to edit the transactions and update the application tables. For example, if you receive transactions in the F4101Z1 interface table, you run the Item Master Inbound Unedited Transactions Inbound Processor to update the Item Master table (F4101).

To be received in the interface tables, data from an external system must conform to the minimum field requirements specified for the interface table.

During the transaction process the system does the following:

- Validates the data in the interface table (for example, the F4101Z1) to ensure that data is correct and conforms to the format defined for the Inventory Management system

- Updates the associated application table (for example, the F4101) with validated data

- Produces a report that lists invalid transactions and sends an action message for each invalid transaction to the Work Center

- Marks in the interface tables those transactions that are successfully updated to the application tables

If the report indicates errors, you can choose the Employee Work Center option from the Workflow Management menu (G02) to review the messages in the message center. You can use the associated inquiry function to review and revise the transactions and rerun the transaction process.

Note

When the Inbound Flat File Conversion program completes successfully, the system automatically starts the transaction process if you've set the appropriate processing option.

You need to perform only those tasks that are appropriate for the situation.

See Also

- ❑ Reviewing and Revising Inbound Transactions in the Inventory Management Guide for more information about using the Inquiry function

Receiving Item Master Inbound Transactions

From the Inventory Interoperability menu (G41313), choose Item Master Inbound Transaction Process.

You might receive inbound transactions for the Item Master table if, for example, you are converting your inventory from a legacy system to the PeopleSoft Inventory Management system.

Tables

The Interoperability interface tables and the related application tables for item master inbound transactions are as follows:

- Interface tables: F4101Z1, F4101Z1A. An F4101Z1 record must precede and be associated with a detail F4101Z1A record.

- Application tables
  - Item Master (F4101)
  - Item Branch File (F4102)
  - Item Master Tag File (F4101T)
  - Bulk Item Master (F41011)
  - Bulk Depot/Product Information (F41022)
  - Item Master - Customer Service Extension (F4117)

- Item Branch Master - Customer Service Extension (F41171)
- Item Profile (F46010)
- Item Shipping Information (F4908)

Minimum Fields Required

The fields in the F410121 interface table that must contain data for Interoperability depend on whether the transaction is an add, a change, or a delete. The following table identifies for each type of transaction which fields must contain data:

Add (available for Item Master level only)	Fields that must contain data for an Add transaction at the Item Master level are: • Short, Second, or Third Item Number (ITM, LITM, or AITM), which must be a unique number • Stocking Type (STKT) • G/L Class (GLPT) • Description (DSC1) Add transactions are not available at the Item Branch level.
Change (available for Item Master and Branch/Plant levels)	For a Change transaction, the record in the F4101Z1 interface table must contain data in all the fields that contain data in the application table, even if the data is the same.
Delete (available for Item Master and Branch/Plant levels)	Fields that must contain data for a Delete transaction vary, as follows: • A Delete transaction for the Item Master table requires that the Short Item Number (ITM) field contain data. • A Delete transaction for Item Branch/Plant table requires that the Short Item Number (ITM) and Branch/Plant (MCU) fields contain data.

Processing Options for Item Master Unedited Transactions Inbound Processor (R4101Z1I)

Versions

Enter the version of Item Master (P4101). If left blank, ZJDE0001 will be used.

Receiving Cycle Counts from Inbound Transactions

From the Inventory Interoperability menu (G41313), choose Cycle Count Inbound Transaction Process.

You might receive inbound transactions for the Cycle Count interface table. Examples include copying initial balances from a legacy system to the PeopleSoft Inventory Management system and copying data from hand-held scanning devices that are used to count inventory.

After the transaction process is complete, you must run the Cycle Count Update program on the Inventory Count Alternatives menu (G4121) to update the on-hand balances, prepare journal entries, and perform the other functions associated with this program.

Tables

The Interoperability interface table and the related application table for cycle count inbound transactions are as follows:

- Interface table: F4141Z1
- Application table: Cycle Count Transaction File (F4141)

Minimum Fields Required

For the F4141Z1 interface table, Interoperability requires data in the following fields:

- Short Item Number (ITM)
- Branch/Plant (MCU)
- Location (LOCN), if used
- Lot/Serial (LOTN), if used
- Storage Unit Number (STUN), if used
- Class Code (GLPT)
- Total Primary Quantity on Hand (TQOH)
- Total Primary Amount on Hand (TAOH)
- Total Primary Quantity Counted (TQCT)
- Total Primary Amount Counted (TACT)
- Unit Cost (UNCS)

Processing Options for Cycle Count Unedited Transactions Inbound Processor (R4141Z1I)

Process
Enter the Cycle Count Description to be used when adding a new cycle count.

Receiving Item Costs from Inbound Transactions

From the Inventory Interoperability menu (G41313), choose Item Cost Inbound Transaction Process.

During processing, the Item Cost Unedited Transaction Inbound program (R4105Z1I) will add, change, or delete multiple records that exist within the Unedited Transaction Table – Item Cost table (F4105Z1) directly to the Item Cost File table (F4105). Additionally, the costing selection methods for sales/inventory and purchasing can be added or changed during processing.

You might receive inbound transactions for the F4105 if, for example, you are converting your inventory from a legacy system to the PeopleSoft Inventory Management system.

Tables

The interoperability interface table and the related application table for item cost inbound transactions are as follows:

- Interface table: Unedited Transaction Table – Item Cost (F4105Z1)
- Application table: Item Cost File (F4105)

Minimum Fields Required

For the F4105Z1 interface table, Interoperability requires data in the following fields:

- EDI User ID (EDUS)
- EDI Batch Number (EDBT)
- EDI Transaction Number (EDTN)
- EDI Line Number (EDLN)
- Short Item Number (ITM), Second Item Number (LITM), or Third Item Number (AITM)
- Branch/Plant (MCU), if level 2 or 3
- Location (LOCN), if used and if level 3 used
- Lot Number (LOTN), if used and if level 3 used
- Cost Method (LEDG)
- Unit Cost (UNCS)
- Directional Indicator of "1" for Inbound Processing (DRIN)
- Transaction Action UDC code (TNAC) – The first letter of the 2nd Description must be "A", "C", "D" – only Add, Change and Delete are supported
- Costing Selection - Purchasing (CSPO), Costing Selection - Inventory (CSIN), or both fields when:
  - Adding a new record with a CSPO and/or CSIN
  - Changing an existing record with CSPO and/or CSIN

Prerequisite

❑ Verify that inbound data contained with the interface table F4105Z1 is correct.

❑ Verify that all minimum fields required are populated.

Updating Costs Using Interoperability

From the Inventory Interoperability menu (G41313), choose Inbound Item Cost Inquiry.

You can update cost records for interoperability in the Item Cost Revisions Application program (P4105Z1). The system processes revisions according to how you have set the transaction action user defined code (00/TA).

You must pay careful attention to the values in an existing record when updating costs through interoperability. The system validates the values in the Unedited Transaction Table – Item Cost table (F4105Z1) against the values for the cost record in the Item Cost File table (F4105). In order for the system to recognize the cost methods you have identified as the purchasing cost method, the inventory cost method, or both, you must ensure that the Purchasing Cost Method Selection field has a value of P and the Inventory Cost Method Selection has a value of I.

Note

You cannot delete a record that reflects your costing method selection (either purchasing or inventory). In other words, if you have identified an existing record as the purchasing cost method, the inventory cost method, or both, you will not be able to delete it. Instead, the system will change the unit cost of the record to zero.

Receiving Product Activity Data Inbound Transactions

From the Inventory Interoperability menu (G41313), choose Inbound Product Activity Edit/Update.

You might receive inbound transactions for the Item Ledger File table if, for example, you are converting your inventory from a legacy system to the PeopleSoft Inventory Management system.

See Also

❑ Receiving Product Activity Data (852/INVRPT) in the Data Interface for Electronic Data Interchange Guide for more information about the tables used for Product Activity Data transactions

Reviewing and Revising Inbound Transactions

When the system runs one of the transaction processes, such as the Item Master Unedited Transactions Inbound Processor, it often identifies one or more inbound transactions that contain invalid information. For example, an inventory item might have an invalid category code. In that case, the program cannot add that item to the Item Master table. Instead, the program sends an error message to the Work Center. The error message indicates the transaction number of the transaction that is in error.

PeopleSoft EnterpriseOne provides several menu selections that allow you to review any inbound transactions and add, change, or delete any transactions that contain errors. After you correct all transactions with errors, you can rerun the transaction process until the program runs without errors.

See Also

❑ EDI Document Inquiry and Revision in the Data Interface for Electronic Data Interchange Guide for information about reviewing and revising inbound product activity data transactions

► **To review and revise inbound item master transactions**

From the Inventory Interoperability menu (G41313), choose Inbound Item Master Inquiry.

1. On Work With F4101Z1 Item Master Revisions, complete the following fields to limit the search to specific transactions:

   - User ID
   - Batch Number
   - Transaction Number

2. Click Find.

3. Choose a transaction to review and click Select.

4. On F4101Z1 Revisions, revise any information as needed.

   If applicable, choose Detail Revisions from the Row menu to review or revise additional detail information.

5. Click OK.

6. After you correct the errors identified by the Item Master Unedited Transactions Inbound Processor, run the transaction process again. If other errors are identified, correct them and run the transaction process again.

► **To review and revise inbound cycle count transactions**

From the Inventory Interoperability menu (G41313), choose Inbound Cycle Count Inquiry.

1. On Work With Cycle Count, complete the following fields to limit the search to specific transactions:

   - User ID
   - Batch Number
   - Transaction Number

2. Click Find.

3. Choose the transaction to review and revise, and click Select.

4. On F4141Z1 Revisions, revise any information as needed and then click OK.

5. After you correct the errors identified by the Cycle Count Unedited Transactions Inbound Processor, run the transaction process again. If other errors are identified, correct them and run the transaction process again.

► **To review and revise inbound item cost transactions**

From the Inventory Interoperability menu (G41313), choose Inbound Item Cost Inquiry.

1. On Work With F4105Z1 Item Cost, complete the following fields to limit the search to specific transactions:

   - User ID
   - Batch Number
   - Transaction Number

2. If you want to locate transactions that have already been processed, choose the following check box:

   - Processed

3. Click Find.

4. Choose the transaction to review and revise, and click Select.

5. On F4105Z1 Item Cost Revisions, revise any information as needed and then click OK.

6. After you verify and correct the errors identified by the Item Cost Unedited Transaction Inbound, run the transaction process again. If errors are identified, correct them and run the transaction process again.

Note

If you do not see an item listed that you are expecting, the wrong value might be in the Dir Ind (Directional Indicator) field. If the value in that field is not 1, the item does not display.

❑ Receiving Item Costs from Inbound Transactions in the Inventory Management Guide for information on all the steps you must follow to update costs using Interoperability

Sending Transactions to External Systems

You might need to send transactions that you create or change in the Inventory Management system to another system. For example, if your organization uses hand-held scanning devices, you can use Interoperability transactions to update the database that is used by the scanning devices.

The default outbound transaction is a copy of a data transaction after you created or changed it (an after image). With Interoperability you can also send a copy of each transaction as it was before you changed it (a before image). Creating and sending before images requires additional processing time. To control the type of image, you set a processing option in the application programs that create transactions.

You can send transactions to an external system from the following programs in the Inventory Management system:

- Inventory Issues
- Inventory Transfers
- Inventory Adjustments
- Cycle Count Update

To create outbound transactions, you must specify the appropriate transaction type in the related processing option. The system places a copy of the transaction in the interface table for that type of transaction. For example, when you run Cycle Count Update with the Interoperability processing option turned on, the system places a copy of updated cycle count data in the F4141Z1 interface table. The data is then available for an external system to use.

The system creates the outbound transactions in EDI format. External systems can process the transactions by using standard EDI processing, including extraction.

Prerequisite

❑ Define the data export controls for the type of outbound transaction. The system uses data export controls to determine the batch programs or business processes that third parties supply for use in processing transactions.

Purging Interoperability Transaction Records

From the Inventory Interoperability menu (G41313), choose Inbound Cycle Count Purge or Item Cost Inbound Purge.

When data becomes obsolete or you need more disk space, you can use purge programs to remove data from interface tables.

The Interoperability menu contains options for purging inbound transactions. Use one of the following purge programs to remove data from the corresponding interface tables:

- Purge Cycle Count Transaction Records (R4141Z1P)

- Purge Item Cost Records (R4105Z1P)

When you purge cycle count transactions, you can set the processing option to print only the records that are in error. Otherwise, the program prints all records that are deleted.

See Also

❑ Purge Interface Table Information in the Interoperability Guide for more information about purging information from the interface tables.

Processing Options for Purge Cycle Count Transaction Records (R4141Z1P)

Display
Enter a '1' to print only errors.

EnterpriseOne PeopleBooks Glossary

"as of" processing	A process that is run at a specific point in time to summarize item transactions.
52 period accounting	A method of accounting that uses each week as a separate accounting period.
account site	In the invoice process, the address to which invoices are mailed. Invoices can go to a different location or account site from the statement.
active window	The window that contains the document or display that will be affected by current cursor movements, commands, and data entry in environments that are capable of displaying multiple on-screen windows.
ActiveX	A technology and set of programming tools developed by Microsoft Corporation that enable software components written in different languages to interact with each another in a network environment or on a web page. The technology, based on object linking and embedding, enables Java applet-style functionality for Web browsers as well as other applications (Java is limited to Web browsers at this time). The ActiveX equivalent of a Java applet is an ActiveX control. These controls bring computational, communications, and data manipulation power to programs that can "contain" them—for example, certain Web browsers, Microsoft Office programs, and anything developed with Visual Basic or Visual C++.
activity	In Advanced Cost Accounting, an aggregation of actions performed within an organization that is used in activity-based costing.
activity driver	A measure of the frequency and intensity of the demands that are placed on activities by cost objects. An activity driver is used to assign costs to cost objects. It represents a line item on the bill of activities for a product or customer. An example is the number of part numbers, which is used to measure the consumption of material-related activities by each product, material type, or component. The number of customer orders measures the consumption of order-entry activities by each customer. Sometimes an activity driver is used as an indicator of the output of an activity, such as the number of purchase orders that are prepared by the purchasing activity. See also cost object.
activity rule	The criteria by which an object progresses from a given point to the next in a flow.
actual cost	Actual costing uses predetermined cost components, but the costs are accumulated at the time that they occur throughout the production process.
adapter	A component that connects two devices or systems, physically or electronically, and enables them to work together.
add mode	The condition of a form where a user can enter data into it.
advanced interactive executive	An open IBM operating system that is based on UNIX.
agent	A program that searches through archives or other repositories of information on a topic that is specified by the user.

aging	A classification of accounts by the time elapsed since the billing date or due date. Aging is divided into schedules or accounting periods, such as 0-30 days, 31-60 days, and so on.
aging schedule	A schedule that is used to determine whether a payment is delinquent and the number of days which the payment is delinquent.
allegato IVA clienti	In Italy, the term for the A/R Annual VAT report.
allegato IVA fornitori	In Italy, the term for the A/P Annual VAT report.
application layer	The seventh layer of the Open Systems Interconnection Reference Model, which defines standards for interaction at the user or application program level.
application programming interface (API)	A set of routines that is used by an application program to direct the performance of procedures by the computer's operating system.
AS/400 Common	A data source that resides on an AS/400 and holds data that is common to the co-existent library, allowing PeopleSoft EnterpriseOne to share information with PeopleSoft World.
assembly inclusion rule	A logic statement that specifies the conditions for using a part, adjusting the price or cost, performing a calculation, or using a routing operation for configured items.
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 return	A feature that allows a user to move to the next entry line in a detail area or to the first cell in the next row in several applications.
availability	The expression of the inventory amount that can be used for sales orders or manufacturing orders.
available inventory	The quantity of product that can be promised for sale or transfer at a particular time, considering current on-hand quantities, replenishments in process, and anticipated demand.
back office	The set of enterprise software applications that supports the internal business functions of a company.
backhaul	The return trip of a vehicle after delivering a load to a specified destination. The vehicle can be empty or the backhaul can produce less revenue than the original trip. For example, the state of Florida is considered a backhaul for many other states—that is, many trucking companies ship products into the state of Florida, but most of them cannot fill a load coming out of Florida or they charge less. Hence, trucks coming out of Florida are either empty or produce less revenue than the original trip.
balance forward	The cumulative total of inventory transactions that is used in the Running Balance program. The system does not store this total. You must run this program each time that you want to review the cumulative inventory transactions total.

balance forward receipt application method	A receipt application method in which the receipt is applied to the oldest or newest invoices in chronological order according to the net due date.
bank tape (lock box) processing	The receipt of payments directly from a customer's bank via customer tapes for automatic receipt application.
base location	[In package management] The topmost location that is displayed when a user launches the Machine Identification application.
basket discount	A reduction in price that applies to a group or "basket" of products within a sales order.
basket repricing	A rule that specifies how to calculate and display discounts for a group of products on a sales order. The system can calculate and display the discount as a separate sales order detail line, or it can discount the price of each item on a line-by-line basis within the sales order.
batch job	A job submitted to a system and processed as a single unit with no user interaction.
batch override	An instruction that causes a batch process to produce output other than what it normally would produce for the current execution only.
batch process	A type of process that runs to completion without user intervention after it has been started.
batch program	A program that executes without interacting with the user.
batch version	A version of a report or application that includes a set of user-defined specifications, which control how a batch process runs.
batch/lot tracking	The act of identifying where a component from a specific lot is used in the production of goods.
batch/mix	A manufacturing process that primarily schedules short production runs of products.
batch-of-one processing	A transaction method that allows a client application to perform work on a client workstation, and then submit the work all at once to a server application for further processing. As a batch process is running on the server, the client application can continue performing other tasks. See also direct connect, store-and-forward.
binary large object (BLOB)	A collection of binary data stored as a single entity in a [file].
binder clip	See paper clip.
black products	Products that are derived from the low or heavy end of the distillation process—for example, diesel oils and fuel oils. See also white products.
blend note	Document that authorizes a blending activity, and describes both the ingredients for the blend and the blending steps that occur.

blend off	Reworking off-specification material by introducing a small percentage back into another run of the same product.
blind execution	The mode of execution of a program that does not require the user to review or change the processing options set for the program, and does not require user intervention after the program has been launched.
boleto	In Brazil, the document requesting payment by a supplier or a bank on behalf of a supplier.
bolla doganale	VAT-Only Vouchers for Customs. In Italy, a document issued by the customs authority to charge VAT and duties on extra-EU purchasing.
bookmark	A shortcut to a location in a document or a specific place in an application or application suite.
bordero & cheque	In Brazil, bank payment reports.
broker	A program that acts as an intermediary between clients and servers to coordinate and manage requests.
BTL91	In the Netherlands, the ABN/AMRO electronic banking file format that enables batches with foreign automatic payment instructions to be delivered.
budgeted volume	A statement of planned volumes (capacity utilization) upon which budgets for the period have been set.
bunkering	A rate per ton or a sum of money that is charged for placing fuel on board; can also mean the operation itself.
business function	An encapsulated set of business rules and logic that can normally be re-used by multiple applications. Business functions can execute a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the APIs that allow them to be called from a form, a database trigger, or a non-EnterpriseOne application. Business functions can be combined with other business functions, forms, event rules, and other components to make up an application. Business functions can be created through event rules or third-generation languages, such as C. Examples of business functions include Credit Check and Item Availability.
business function event rule	Encapsulated, reusable business logic that is created by using through event rules rather than C programming. Contrast with embedded event rule. See also event rule.
business object library	[In interoperability] The repository that stores EnterpriseOne business objects, which consist of Java or CORBA objects.
business unit	A financial entity that is used to track the costs, revenue, or both, of an organization. A business unit can also be defined as a branch/plant in which distribution and manufacturing activities occur. Additionally, in manufacturing setup, work centers and production lines must be defined as business units; but these business unit types do not have profit/loss capability.

business view	Used by EnterpriseOne applications to access data from database tables. A business view is a means for selecting specific columns from one or more tables with data that will be used in an application or report. It does not select specific rows and does not contain any physical data. It is strictly a view through which data can be handled.
business view design aid (BDA)	An EnterpriseOne GUI tool for creating, modifying, copying, and printing business views. The tool uses a graphical user interface.
buy-back crude	In foreign producing oil countries, that portion of the host government's share of "participation crude" which it permits the company holding a concession to "buy back."
CAB	In Italy, the bank branch code or branch ID. A five-digit number that identifies any agency of a specific bank company in Italy.
cadastro de pessoas físicas	Cadastro de pessoas físicas. In Brazil, the federal tax ID for a person.
category code	A code that identifies a collection of objects sharing at least one common attribute.
central object	A software component that resides on a central server.
central objects merge	A process that blends a customer's modifications with the objects in a current release with objects in a new release.
central server	A computer that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers.
certificate input	See direct input.
certificate of analysis (COA)	A document that is a record of all of the testing which has been performed against an item, lot, or both, plus the test results for that item and lot.
change management	[In software development] A process that aids in controlling and tracking the evolution of software components.
change order	In PeopleSoft, an addendum to the original purchase order that reflects changes in quantities, dates, or specifications in subcontract-based purchasing. A change order is typically accompanied by a formal notification.
chargeback	A receipt application method that generates an invoice for a disputed amount or for the difference of an unpaid receipt.
chart	EnterpriseOne term for tables of information that appear on forms in the software. See forms.
check-in location	The directory structure location for the package and its set of replicated objects. This location is usually \\deploymentserver\release\path_code\ package\packagename. The subdirectories under this path are where the central C components (source, include, object, library, and DLL file) for business functions are stored.

checksum value	A computed value that depends on the contents of a block of data, and that is transmitted or stored with the data to detect whether errors have occurred in the transmission or storage.
class	[In object-oriented programming] A category of objects that share the same characteristics.
clean cargo	Term that refers to cargoes of gasoline and other refined products. See also dirty cargo.
client access	The ability to access data on a server from a client machine.
client machine	Any machine that is connected to a network and that exchanges data with a server.
client workstation	A network computer that runs user application software and is able to request data from a server.
ClieOp03	In the Netherlands, the euro-compliant uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.
ClieOp2	In the Netherlands, the uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.
cluster	Two or more computers that are grouped together in such a way that they behave like a single computer.
co-existence	A condition where two or more applications or application suites access one or more of the same database tables within the same enterprise.
cold test	The temperature at which oil becomes solid. Generally considered to be 5 degrees F lower than the pour point.
commitment	The number of items that are reserved to fill demand.
common object request broker architecture	An object request broker standard that is endorsed by the Object Management Group.
compa-ratio	An employee's salary divided by the midpoint amount for the employee's pay grade.
component changeout	See component swap.
component object model (COM)	A specification developed by Microsoft for building software components that can be assembled into programs or add functionality to existing programs running on Microsoft Windows platforms. COM components can be written in a variety of languages, although most are written in C++, and can be unplugged from a program at runtime without having to recompile the program.

component swap	In Equipment/Plant Management, the substitution of an operable component for one that requires maintenance. Typically, you swap components to minimize equipment downtime while servicing one of the components. A component swap can also mean the substitution of one parent or component item for another in its associated bill of material.
conference room pilot environment	An EnterpriseOne environment that is used as a staging environment for production data, which includes constants and masters tables such as company constants, fiscal date patterns, and item master. Use this environment along with the test environment to verify that your configuration works before you release changes to end-users.
configurable network computing (CNC)	An application architecture that allows interactive and batch applications that are composed of a single code base to run across a TCP/IP network of multiple server platforms and SQL databases. The applications consist of re-usable business functions and associated data that can be configured across the network dynamically. The overall objective for businesses is to provide a future-proof environment that enables them to change organizational structures, business processes, and technologies independently of each other.
configurable processing engine	Handles all "batch" processes, including reporting, Electronic Data Exchange (EDIt) transactions, and data duplication and transformation (for data warehousing). This ability does not mean that it exists only on the server; it can be configured to run on desktop machines (Windows 95 and NT Workstation) as well.
configuration management	A rules-based method of ordering assemble-to-order or make-to-order products in which characteristics of the product are defined as part of the Sales Order Entry process. Characteristics are edited by using Boolean logic, and then translated into the components and routing steps that are required to produce the product. The resulting configuration is also priced and costed, based on the defined characteristics.
configured item segment	A characteristic of a configured item that is defined during sales order entry. For example, a customer might specify a type of computer hard drive by stating the number of megabytes of the hard drive, rather than a part number.
consuming location	The point in the manufacturing routing where a component or subassembly is used in the production process. In kanban processing, the location where the kanban container materials are used in the manufacturing process and the kanban is checked out for replenishment.
contra/clearing account	A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations.
contribution to profit	Selling price of an item minus its variable costs.
control table	A table that controls the program flow or plays a major part in program control.
control table workbench	During the Installation Workbench process, Control Table Workbench runs the batch applications for the planned merges that update the data dictionary, user defined codes, menus, and user overrides tables.

control tables merge	A process that blends a customer's modifications to the control tables with the data that accompanies a new release.
corrective work order	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
corrective work order	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
cost assignment	Allocating resources to activities or cost objects.
cost component	An element of an item's cost—for example, material, labor, or overhead.
cost object	Any customer, product, service, contract, project, or other work unit for which you need a separate cost measurement.
cost rollup	A simulated scenario in which work center rates, material costs, and labor costs are used to determine the total cost of an item.
costing elements	The individual classes of added value or conversion costs. These elements are typically materials, such as raw and packaging; labor and machine costs; and overhead, such as fixed and variable. Each corporation defines the necessary detail of product costs by defining and tracking cost categories and subcategories.
credit memo	A negative amount that is used to correct a customer's statement when he or she is overcharged.
credit notice	The physical document that is used to communicate the circumstances and value of a credit order.
credit order	A credit order is used to reflect products or equipment that is received or returned so that it can be viewed as a sales order with negative amounts. Credit orders usually add the product back into inventory. This process is linked with delivery confirmation.
cross segment edit	A logic statement that establishes the relationship between configured item segments. Cross segment edits are used to prevent ordering of configurations that cannot be produced.
crude oil assay	A procedure for determining the distillation curve and quality characteristics of a crude oil.
cumulative update	A version of software that includes fixes and enhancements that have been made since the last release or update.
currency relationships	When converting amounts from one currency to another, the currency relationship defines the from currency and the to currency in PeopleSoft software. For example, to convert amounts from German marks to the euro, you first define a currency relationship between those two currencies.
currency restatement	The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.

current cost	The cost that is associated with an item at the time a parts list and routing are attached to a work order or rate schedule. Current cost is based on the latest bill of material and routing for the item.
customer pricing rules	In Procurement, the inventory pricing rules that are assigned to a supplier. In Sales, inventory pricing rules that are assigned to a customer.
D.A.S. 2 Reporting (DAS 2 or DADS 1)	In France, the name of the official form on which a business must declare fees and other forms of remuneration that were paid during the fiscal year.
data dictionary	A dynamic repository that is used for storing and managing a specific set of data item definitions and specifications.
data source workbench	During the Installation Workbench process, Data Source Workbench copies all of the data sources that are defined in the installation plan from the Data Source Master and Table and Data Source Sizing tables in the Planner data source to the System - release number data source. It also updates the Data Source Plan detail record to reflect completion.
data structure	A description of the format of records in a database such as the number of fields, valid data types, and so on.
data types	Supplemental information that is attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.
datagram	A self-contained packet of information that is forwarded by routers, based on their address and the routing table information.
date pattern	A period of time that is set for each period in standard and 52-period accounting and forecasting.
DCE	See distributed computing environment.
DEB	See déclaration d'echange de biens.
debit memo	In Accounts Payable, a voucher that is entered with a negative amount. Enter this type of voucher when a supplier sends you a credit so that you can apply the amount to open vouchers when you issue payment to the supplier.
debit memo	A form that is issued by a customer, requesting an adjustment of the amount, which is owed to the supplier.
debit statement	A list of debit balances.
de-blend	When blend off does not result in a product that is acceptable to customers. The further processing of product to adjust specific physical and chemical properties to within specification ranges. See also blend off.
déclaration d'echange de biens (DEB)	The French term that is used for the Intrastat report.
delayed billing	The invoicing process is delayed until the end of a designated period.

delta load	A batch process that is used to compare and update records between specified environments.
denominated-in currency	The company currency in which financial reports are based.
deployment server	A server that is used to install, maintain, and distribute software to one or more enterprise servers and client workstations.
detail	The specific information that makes up a record or transaction. Contrast with summary.
detail information	Information that primarily relates to individual lines in a sales or purchase order.
direct connect	A transaction method in which a client application communicates interactively and directly with a server application. See also batch-of-one immediate, store-and-forward.
direct input	The system calculates the net units when you enter gross volume, temperature, and gravity or density. This data is generally entered during product receiving from the certificate that is prepared by an independent inspector.
direct ship orders	A purchase order that is issued to a third-party supplier who designates the destination as the customer. A direct ship sales order is also created for the customer. Direct ship orders occur when a product is not available from a company-owned or company-operated source, so the system creates an order to ship the product from a third-party source directly to the customer. Sometimes referred to as a drop ship or third-party supply.
direct usage	Consumption of resources that are attributable to specific production runs because the resources were directly issued to the schedule/order.
director	An EnterpriseOne user interface that guides a user interactively through an EnterpriseOne process.
dirty cargo	Term that refers to crude oil cargoes or other non-refined petroleum cargoes. See also clean cargo.
dispatch planning	Efficient planning and scheduling of product deliveries. Considerations include: Dispatch groups Scheduled delivery date Scheduled delivery time Preferred delivery date Preferred delivery time Average delivery time for that geographical location Available resources Special equipment requirements at the product's source or destination.

displacement days	The number of days that are calculated from today's date by which you group vouchers for payment. For example, if today's date is March 10 and you specify three displacement days, the system includes vouchers with a due date through March 13 in the payment group. Contrast with pay-through date.
display sequence	A number that the system uses to re-order a group of records on the form.
distributed computing environment (DCE)	A set of integrated software services that allows software which is running on multiple computers to perform seamless and transparently to the end-users. DCE provides security, directory, time, remote procedure calls, and files across computers running on a network.
distributed data processing	Processing in which some of the functions are performed across two or more linked facilities or systems.
distributed database management system (DDBMS)	A system for distributing a database and its control system across many geographically dispersed machines.
do not translate (DNT)	A type of data source that must exist on the AS/400 because of BLOB restrictions.
double-byte character set (DBCS)	A method of representing some characters by using one byte and other characters by using two bytes. Double-byte character sets are necessary to represent some characters in the Japanese, Korean, and Chinese languages.
downgrade profile	A statement of the hierarchy of allowable downgrades. Includes substitutions of items, and meeting tighter specifications for those products with wider or overlapping specification ranges.
DTA	Datenträgeraustausch. A Swiss payment format that is required by Telekurs (Payserv).
dual pricing	To provide prices for goods and services in two currencies. During the euro transition period, dual pricing between the euro and Economic and Monetary Union (EMU) member currencies is encouraged.
dynamic link library (DLL)	A set of program modules that are designed to be invoked from executable files when the executable files are run, without having to be linked to the executable files. They typically contain commonly used functions.
dynamic partitioning	The ability to dynamically distribute logic or data to multiple tiers in a client/server architecture.
economy of scale	A phenomenon whereby larger volumes of production reduce unit cost by distributing fixed costs over a larger quantity. Variable costs are constant; but fixed costs per unit are reduced, thereby reducing total unit cost.
edit mode	A processing mode or condition where the user can alter the information in a form.
edit rule	A method that is used for formatting user entries, validating user entries, or both, against a predefined rule or set of rules.

embedded event rule	An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field that is based on a processing option value, or calling a business function. Contrast with business function event rule. See also event rule.
employee work center	A central location for sending and receiving all EnterpriseOne messages (system and user-generated), regardless of the originating application or user. Each user has a mailbox that contains workflow and other messages, including Active Messages. With respect to workflow, the Message Center is MAPI compliant and supports drag-and-drop work reassignment, escalation, forward and reply, and workflow monitoring. All messages from the message center can be viewed through EnterpriseOne messages or Microsoft Exchange.
Emulator	An item of software or firmware that allows one device to imitate the functioning of another.
encapsulation	The ability to confine access to and manipulation of data within an object to the procedures that contribute to the definition of that object.
engineering change order (ECO)	A work order document that is used to implement and track changes to items and resulting assemblies. The document can include changes in design, quantity of items required, and the assembly or production process.
enhanced analysis database	A database containing a subset of operational data. The data on the enhanced analysis database performs calculations and provides summary data to speed generation of reports and query response times. This solution is appropriate when external data must be added to source data, or when historical data is necessary for trend analysis or regulatory reporting. See also duplicated database, enterprise data warehouse.
enterprise server	A computer containing programs that collectively serve the needs of an enterprise rather than a single user, department, or specialized application.
EnterpriseOne object	A re-usable piece of code that is used to build applications. Object types include tables, forms, business functions, data dictionary items, batch processes, business views, event rules, versions, data structures, and media objects. See also object.
EnterpriseOne process	Allows EnterpriseOne clients and servers to handle processing requests and execute transactions. A client runs one process, and servers can have multiple instances of a process. EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes do not have to wait if the server is particularly busy.
EnterpriseOne web development computer	A standard EnterpriseOne Windows developer computer with the additional components installed: Sun's JDK 1.1. JFC (0.5.1). Generator Package with Generator.Java and JDECOM.dll. R2 with interpretive and application controls/form.

environment workbench	During the Installation Workbench process, Environment Workbench copies the environment information and Object Configuration Manager tables for each environment from the Planner data source to the System release number data source. It also updates the Environment Plan detail record to reflect completion.
equivalent fuel	A barrel of equivalent fuel supplies six million BTUs of heat. Fuel gas quantities are usually calculated as equivalent fuel barrels in economic calculations for refinery operations.
escalation monitor	A batch process that monitors pending requests or activities, and restarts or forwards them to the next step or user after they have been inactive for a specified amount of time.
ESR	Einzahlungsschein mit Referenznummer. A pay slip with a reference number.
event rule	[In EnterpriseOne] A logic statement that instructs the system to perform one or more operations that are based on an activity that can occur in a specific application, such as entering a form or exiting a field.
exit bar	[In EnterpriseOne] The tall pane with icons in the left portion of many EnterpriseOne program windows.
facility	An entity within a business for which you want to track costs. For example, a facility might be a warehouse location, job, project, work center, or branch/plant. Sometimes referred to as a business unit.
fast path	[In EnterpriseOne] A command prompt that allows the user to move quickly among menus and applications by using specific commands.
file handle	A temporary reference (typically a number) that is assigned to a file which has been opened by the operating system and is used throughout the session to access the file.
file server	A computer that stores files to be accessed by other computers on the network.
find/browse	A type of form used to: Search, view, and select multiple records in a detail area. Delete records. Exit to another form. Serve as an entry point for most applications.
firm planned order (FPO)	A work order that has reached a user defined status. When this status is entered in the processing options for the various manufacturing programs, messages for those orders are not exploded to the components.
fiscal date pattern	A representation of the beginning date for the fiscal year and the ending date for each period in that year.
fix/inspect	A type of form used to view, add, or modify existing records. A fix/inspect form has no detail area.

fixed quantity	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a fixed quantity relationship to its parent, the amount of the component does not change when the software calculates parts list requirements for different work order quantities. Contrast with variable quantity.
flexible account numbers	The format of account numbers for journal entries. The format that you set up must be the three segments: Business unit. Object. Subsidiary.
form design aid (FDA)	The EnterpriseOne GUI development tool for building interactive applications and forms.
form exit	[In EnterpriseOne] An option that is available as a button on the Form Exit bar or as a selection in the Form menu. It allows users to open an interconnected form.
form interconnection	Allows one form to access and pass data to another form. Form interconnections can be attached to any event; however, they are normally used when a button is clicked.
form type	The following form types are available in EnterpriseOne: Find/browse. Fix/inspect. Header detail. Headerless detail. Message. Parent/child. Search/select.
form-to-form call	A request by a form for data or functionality from one of the connected forms.
framework	[In object-oriented systems] A set of object classes that provide a collection of related functions for a user or piece of software.
frozen cost	The cost of an item, operation, or process after the frozen update program is run; used by the Manufacturing Accounting system.
frozen update program	A program that freezes the current simulated costs, thereby finalizing them for use by the Manufacturing Accounting system.
globally unique identifier (GUI)	A 16-byte code in the Component Object Model that identifies an interface to an object across all computers and networks.
handle	[In programming] A pointer that contains the address of another pointer, which, in turn, contains the address of the desired object.

hard commitment	The number of items that are reserved for a sales order, work order, or both, from a specific location, lot, or both.
hard error	An error that cannot be corrected by a given error detection and correction system.
header	Information at the beginning of a table or form. Header information is used to identify or provide control information for the group of records that follows.
header information	Information that pertains to the entire order.
hover help	A help function that provides contextual information or instructions when a cursor moves over a particular part of the interface element for a predefined amount of time.
ICMS	Imposto sobre circulação de mercadoria e servicos. In Brazil, a state tax that is applied to the movement of merchandise and some services.
ICMS Substituto	Imposto sobre circulacao de mercadoria e servicos substituto. In Brazil, the ICMS tax that is charged on interstate transactions, or on special products and clients.
ICMS Substituto-Markup	See imposto sobre circulação de mercadoria e servicos substituto-markup.
imposto de renda (IR)	Brazilian income tax.
imposto sobre produtos industrializados	In Brazil, a federal tax that applies to manufactured goods (domestic and imported).
imposto sobre services (ISS)	In Brazil, tax on services.
inbound document	A document that is received from a trading partner using Electronic Data Interface (EDI). This document is also referred to as an inbound transaction.
indented tracing	Tracking all lot numbers of intermediates and ingredients that are consumed in the manufacture of a given lot of product, down through all levels of the bill of material, recipe, or formula.
indexed allocations	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.
indirect measurement	Determining the quantity on-hand by: Measuring the storage vessels and calculating the content's balance quantity. or Theoretically calculating consumption of ingredients and deducting them from the on-hand balance.
indirect usage	Determining what should have been used by multiplying receipt quantity of the parent times the quantity per statement in the formula, recipe, or bill of material. This transaction typically affects both consumption on schedule as well as issue from on-hand balances.

in-process rework	Recycling a semi processed product that does not meet acceptable standards. Further processing takes the product out of a given operation and sends it back to the beginning of that operation or a previous operation (for example, unreacted materials).
	Rework that is detected prior to receipt of finished goods and corrected during the same schedule run.
INPS withholding tax	Instituto Nazionale di Previdenza Sociale withholding tax. In Italy, a 12% social security withholding tax that is imposed on payments to certain types of contractors. This tax is paid directly to the Italian social security office.
inscrição estadual	ICMS tax ID. In Brazil, the state tax ID.
inscrição municipal	ISS tax ID. In Brazil, the municipal tax ID.
integrated toolset	Unique to EnterpriseOne is an industrial-strength toolset that is embedded in the already comprehensive business applications. This toolset is the same toolset that is used by PeopleSoft to build EnterpriseOne interactive and batch applications. Much more than a development environment, however, the EnterpriseOne integrated toolset handles reporting and other batch processes, change management, and basic data warehousing facilities.
integrity test	A process that is used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.
interbranch sales order	A sales order that is used for transactions between branch/plants other than the selling branch/plant.
Interoperability	The ability of different computer systems, networks, operating systems, and applications to work together and share information.
inventory pricing rule	A discount method that is used for purchases from suppliers and sales to customers. The method is based on effectivity dates, up-to quantities, and a factor by which you can mark up or discount the price or cost.
inventory turn	The number of times that the inventory cycles, or turns over, during the year. A frequently used method to compute inventory turnover is to divide the annual costs of sales by the average inventory level.
invoice	An itemized list of goods that are shipped or services that are rendered, stating quantities, prices, fees, shipping charges, and so on. Companies often have their invoices mailed to a different address than where they ship products. In such cases, the bill-to address differs from the ship-to address.
IP	See imposto sobre produtos industrializados.
IR	See imposto de renda.
IServer Service	Developed by PeopleSoft, this Internet server service resides on the Web server and is used to speed up delivery of the Java class files from the database to the client.
ISS	See imposto sobre servicos.

jargon	An alternate data dictionary item description that EnterpriseOne or PeopleSoft World displays, based on the product code of the current object.
java application server	A component-based server that resides in the middle-tier of a server-centric architecture and provides middleware services for security and state maintenance, along with data access and persistence.
JDBNET	A database driver that allows heterogeneous servers to access each other's data.
jde.ini	A PeopleSoft file (or member for AS/400) that provides the runtime settings that are required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine that is running EnterpriseOne, including workstations and servers.
JDE.LOG	The main diagnostic log file of EnterpriseOne. Always located in the root directory on the primary drive. Contains status and error messages from the startup and operation of EnterpriseOne.
JDEBASE Database Middleware	PeopleSoft proprietary database middleware package that provides two primary benefits: 1. Platform-independent APIs for multidatabase access. These APIs are used in two ways: a. By the interactive and batch engines to dynamically generate platform-specific SQL, depending on the data source request. b. As open APIs for advanced C business function writing. These APIs are then used by the engines to dynamically generate platform-specific SQL. 2. Client-to-server and server-to-server database access. To accomplish this access, EnterpriseOne is integrated with a variety of third-party database drivers, such as Client Access 400 and open database connectivity (ODBC).
JDECallObject	An application programming interface that is used by business functions to invoke other business functions.
JDEIPC	Communications programming tools that are used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.
JDENET	PeopleSoft proprietary middleware software. JDENET is a messaging software package.
JDENET communications middleware	PeopleSoft proprietary communications middleware package for EnterpriseOne. It is a peer-to-peer, message-based, socket-based, multiprocess communications middleware solution. It handles client-to-server and server-to-server communications for all EnterpriseOne supported platforms.
just in time installation (JITI)	EnterpriseOne's method of dynamically replicating objects from the central object location to a workstation.
just in time replication (JITR)	EnterpriseOne's method of replicating data to individual workstations. EnterpriseOne replicates new records (inserts) only at the time that the user needs the data. Changes, deletes, and updates must be replicated using Pull Replication.

Kagami	In Japan, summarized invoices that are created monthly (in most cases) to reduce the number of payment transactions.
latitude	The X coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.
laytime (or layhours)	The amount of time that is allotted to a tanker at berth to complete loading or discharging cargo. This time is usually expressed in running hours, and is fixed by prior agreement between the vessel owner and the company that is chartering the vessel. Laytime is stipulated in the charter, which states exactly the total of number of hours that are granted at both loading and unloading ports, and indicates whether such time is reversible. A statement of "Seventy-Two Hours, Reversible" means that a total of 72 hours is granted overall at both ports, and any time saved at one port can be applied as a credit at the other port. For example, if the vessel uses only 32 hours instead of 36 hours to load cargo, it can apply an additional four hours to the 36 hours allotted at the discharge port. Such considerations are important for purposes of computing demurrage.
leading zeros	A series of zeros that certain facilities in PeopleSoft systems place in front of a value that is entered. This situation 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 appears as 00004567.
ledger type	A code that designates a ledger which is used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions can also be stored in the CA (foreign currency) ledger type.
level break	The position in a report or text where a group of similar types of information ends and another one begins.
libro IVA	Monthly VAT report. In Italy, the term for the report that contains the detail of invoices and vouchers that were registered during each month.
line of business	A description of the nature of a company's work; also a tool to control the relationship with that customer, including product pricing.
linked service type	A service type that is associated with a primary service type. Linked service types can be cancelled, and the maintenance tasks are performed when the primary service type to which they are linked comes due. You can specify whether the system generates work orders for linked service types, as well as the status that the system assigns to work orders that have already been generated. Sometimes referred to as associated service types. See also primary service type and service type.
livro razao	In Brazil, a general ledger report.
load balancing	The act of distributing the number of processes proportionally to all servers in a group to maximize overall performance.

location workbench	During the Installation Workbench process, Location Workbench copies all locations that are defined in the installation plan from the Location Master table in the Planner data source to the System data source.
log files	Files that track operations for a process or application. Reviewing log files is helpful for troubleshooting problems. The file extension for log files is .LOG.
logic data source	Any code that provides data during runtime.
logical compartment	One of two ways that is identified in the transportation constants to display compartments on vehicles. Logical display numbers the compartments sequentially. For example, if two vehicles are on a trip and each vehicle has three compartments, the logical display is 1,2,3,4,5,6.
logical file	A set of keys or indices that is used for direct access or ordered access to the records in a physical file. Several logical files can have different accesses to a physical.
logical shelf	A logical, not physical, location for inventory that is used to track inventory transactions in loan/borrow, or exchange agreements with other companies. See also logical warehouse.
logical warehouse	Not a physical warehouse containing actual inventory, but a means for storing and tracking information for inventory transactions in loan/borrow, or exchange agreements with other companies.
longitude	The Y coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.
LSV	Lastschriftverfahren. A Swiss auto debit format that is required by Telekurs (Payserv).
mail merge	A mass-mail facility that takes names, addresses, and (sometimes) pertinent facts about recipients and merges the information into a form letter or a similarly basic document.
mailmerge workbench	[In EnterpriseOne] An application that merges Microsoft Word 6.0 (or higher) word-processing documents with EnterpriseOne records to automatically print business documents.
main fuels	Usually refers to bulk fuel products, but sometimes includes packaged products.
maintenance loop	See maintenance route.
maintenance route	A method of performing PMs for multiple pieces of equipment from a single preventive maintenance work order. A maintenance route includes pieces of equipment that share one or more identical maintenance tasks which can be performed at the same time for each piece of equipment. Sometimes referred to as maintenance loop.

maintenance work order	In PeopleSoft EnterpriseOne systems, a term that is used to distinguish work orders created for the performance of equipment and plant maintenance from other work orders, such as manufacturing work orders, utility work orders, and engineering change orders.
manufacturing and distribution planning	Planning that includes resource and capacity planning, and material planning operations. Resource and capacity planning allows you to prepare a feasible production schedule that reflects your demand forecasts and production capability. Material Planning Operations provides a short-range plan to cover material requirements that are needed to make a product.
mapping	A set of instructions that describes how one data structure passes data to another.
master business function	An interactive master file that serves as a central location for adding, changing, and updating information in a database.
master business function	A central system location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. Master business functions ensure uniform processing according to guidelines that you establish.
master table	A database table that is used to store data and information that is permanent and necessary to the system's operation. Master tables might contain data such as paid tax amounts, supplier names, addresses, employee information, and job information.
matching document	A document that is associated with an original document to complete or change a transaction. For example, a receipt is the matching document of an invoice.
media object	An electronic or digital representation of an object.
media storage objects	Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.
memory violation	An error that occurs as the result of a memory leak.
menu selection	An option on a menu that initiates a software function directly.
message center	A central location for sending and receiving all EnterpriseOne messages (system- and user-generated), regardless of the originating application or user.
messaging application programming interface (MAPI)	An architecture that defines the components of a messaging system and how they behave. It also defines the interface between the messaging system and the components.
metal content	A series of properties of a blended product that help to determine its suitability for a prescribed purpose.
metals management	The process of maintaining information about the location and status of durable product containers such as liquid petroleum gas (LPG) cylinders.
mobile inventory	Inventory that is transferred from a depot to a barge or truck for milk-run deliveries.

modal	A restrictive or limiting interaction that is created by a given condition of operation. Modal often describes a secondary window that restricts a user's interaction with other windows. A secondary window can be modal with respect to its primary window or to the entire system. A modal dialog box must be closed by the user before the application continues.
model work order	For scheduled preventive maintenance or for a condition-based alert, a model work order functions as a template for the creation of other work orders. You can assign model work orders to service types and condition-based alerts. When the service type comes due or the alert is generated, the system automatically generates a work order that is based on information from the model work order.
modeless	Not restricting or limiting interaction. Modeless often describes a secondary window that does not restrict a user's interaction with other windows. A modeless dialog box stays on the screen and is available for use at any time, but also permits other user activities.
multiple stocking locations	Authorized storage locations for the same item number at locations, in addition to the primary stocking location.
multitier architecture	A client/server architecture that allows multiple levels of processing. A tier defines the number of computers that can be used to complete some defined task.
named event rules (NER)	Also called business function event rules. Encapsulated, re-usable business logic that is created by using event rules, rather than C programming.
national language support (NLS)	Mechanisms that are provided to facilitate internationalization of both system and application user interfaces.
natureza da operação	Transaction nature. In Brazil, a code that classifies the type of commercial transaction to conform to the fiscal legislation.
negative pay item	An entry in an account that indicates a prepayment. For example, you might prepay a supplier before goods are sent or prepay an employee's forecasted expenses for a business trip. The system stores these pending entries, assigning them a minus quantity as debit amounts in a designated expense account. After the prepaid goods are received or the employee submits an expense report, entering the actual voucher clears all of the negative pay items by processing them as regular pay items. Note that a negative pay item can also result from entering a debit memo (A/P) or a credit memo (A/R).
net added cost	The cost to manufacture an item at the current level in the bill of material. Thus, for manufactured parts, the net added cost includes labor, outside operations, and cost extras applicable to this level in the bill of material, but not materials (lower-level items). For purchased parts, the net added cost also includes the cost of materials.
next status	The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).
node	A termination point for two or more communications links. A node can serve as the control location for forwarding data among the elements of a network or multiple networks, as well as performing other networking and, in some cases, local processing.

non-inventory items	See non-stock items.
non-list price	A price for bulk products that is determined by its own algorithms, such as a rolling average or commodity price plus.
non-prime product	A manufactured product with revenue potential that is less than the product planned for, or scheduled to be produced.
non-stock items	Items that the system does not account for as part of the inventory. For example, office supplies, or packaging materials can be non-stock items.
nota fiscal	In Brazil, a legal document that must accompany all commercial transactions.
nota fiscal fatura	In Brazil, a nota fiscal and invoice information.
notula	In Italy, the process whereby a business does not recognize value added tax until the payment of a voucher.
object configuration manager (OCM)	EnterpriseOne's object request broker and the control center for the runtime environment. It keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, the Object Configuration Manager directs access to it by using defaults and overrides for a given environment and user.
object embedding	When an object is embedded in another document, an association is maintained between the object and the application that created it; however, any changes made to the object are also only kept in the compound document. See also object linking.
object librarian	A repository of all versions, applications, and business functions that are re-usable in building applications.
object linking	When an object is linked to another document, a reference is created with the file in which the object is stored, as well as with the application that created it. When the object is modified, either from the compound document or directly through the file in which it is saved, the change is reflected in that application as well as anywhere it has been linked. See also object embedding.
object linking and embedding (OLE)	A technology for transferring and sharing information among applications by allowing the integration of objects from diverse applications, such as graphics, charts, spreadsheets, text, or an audio clip from a sound program. OLE is a compound document standard that was developed by Microsoft Corporation. It enables you to create objects with one application, and then link or embed them in a second application. Embedded objects retain their original format and links to the application that created them. See also object embedding, object linking.
object management workbench (OMW)	The change management system that is used for EnterpriseOne development.

object-based technology (OBT)	A technology that supports some of the main principles of object-oriented technology: Classes. Polymorphism.I Inheritance. Encapsulation.
object-oriented technology (OOT)	Brings software development past procedural programming into a world of re-usable programming that simplifies development of applications. Object orientation is based on the following principles: Classes. Polymorphism.I Inheritance. Encapsulation.
offsetting account	An account that reduces the amount of another account to provide a net balance. For example, a credit of 200 to a cash account might have an offsetting entry of 200 to an A/P Trade (liability) account.
open database connectivity (ODBC)	Defines a standard interface for different technologies to process data between applications and different data sources. The ODBC interface comprises set of function calls, methods of connectivity, and representation of data types that define access to data sources.
open systems interconnection (OSI)	The OSI model was developed by the International Standards Organization (ISO) in the early 1980s. It defines protocols and standards for the interconnection of computers and network equipment.
order detail line	A part of an order that contains transaction information about a service or item being purchased or sold, such as quantity, cost, price, and so on.
order hold	A flag that stops the processing of an order because it has exceeded the credit or budget limit, or has another problem.
order-based pricing	Pricing strategy that grants reductions in price to a customer. It is based upon the contents and relative size (volume or value) of the order as a whole.
outbound document	A document that is sent to a trading partner using EDI. This term is also referred to as an outbound transaction.

outturn	The quantity of oil that is actually received into a buyer's storage tanks when a vessel is unloaded. For various reasons (vaporization, clingage to vessel tank walls, and so on), the amount of a product pumped into shore tankage at unloading is often less than the quantity originally loaded onto the vessel, as certified by the Bill of Lading. Under a delivered or CIF outturn transaction, the buyer pays only for the barrels actually "turned out" by the vessel into storage. When a buyer is paying CIF Bill of Lading figures, a loss of 0.5% of total cargo volume is considered normal. Losses in excess of 0.5%, however, are either chargeable to the seller or are covered by specialized insurance that covers partial, as well as total, loss of the cargo.
overhead	In the distillation process, that portion of the charge that leaves the top of the distillation column as vapor. This definition is strictly as it relates to ECS.
override conversion method	A method of calculating exchange rates that is set up between two specific currencies. For those specific currencies, this method overrides the conversion method in General Accounting Constants and does not allow inverse rates to be used when calculating currency amounts.
package / package build	A collection of software that is grouped into a single entity for modular installation. EnterpriseOne objects are installed to workstations in packages from the deployment server. A package can be compared to a bill of material or kit that indicates the necessary objects for that workstation and where the installation program can find them on the deployment server. It is a point-in-time "snapshot" of the central objects on the deployment server.
package location	The directory structure location for the package and its set of replicated objects. This location is usually \\deployment server\release\path_code\package\ package name. The replicated objects for the package are placed in the subdirectories under this path. This location is also where the package is built or stored.
package workbench	During the Installation Workbench process, Package Workbench transfers the package information tables from the Planner data source to the System - release number data source. It also updates the Package Plan detail record to reflect completion.
packaged products	Products that, by their nature, must be delivered to the customer in containers which are suitable for discrete consumption or resale.
pane/panel	A resizable subarea of a window that contains options, components, or other related information.
paper clip	An icon that is used to indicate that a media object is attached to a form or record.
parent/child form	A type of form that presents parent/child relationships in an application on one form: The left portion of the form presents a tree view that displays a visual representation of a parent/child relationship. The right portion of the form displays a detail area in browse mode. The detail area displays the records for the child item in the tree. The parent/child form supports drag and drop functionality.

parent/child relationship	See parent/component relationship.
parent/component relationship	1. In Capital Asset Management, the hierarchical relationship of a parent piece of equipment to its components. For example, a manufacturing line could be a parent and the machinery on the line could be components of the line. In addition, each piece of machinery could be a parent of still more components. 2. In Product Data Management, a hierarchical relationship of the components and subassemblies of a parent item to that parent item. For example, an automobile is a parent item; its components and subassemblies include: engine, frame, seats, and windows. Sometimes referred to as parent/child relationship.
partita IVA	In Italy, a company fiscal identification number.
pass-through	A process where data is accepted from a source and forwarded directly to a target without the system or application performing any data conversion, validation, and so on.
pay on consumption	The method of postponing financial liability for component materials until you issue that material to its consuming work order or rate schedule.
payment group	A system-generated group of payments with similar information, such as a bank account. The system processes all of the payments in a payment group at the same time.
PeopleSoft database	See JDEBASE Database Middleware.
performance tuning	The adjustments that are made for a more efficient, reliable, and fast program.
persistent object	An object that continues to exist and retains its data beyond the duration of the process that creates it.
pervasive device	A type of intelligent and portable device that provides a user with the ability to receive and gather information anytime, from anywhere.
planning family	A means of grouping end items that have similarity of design or manufacture.
plug-in	A small program that plugs into a larger application to provide added functionality or enhance the main application.
polymorphism	A principle of object-oriented technology in which a single mnemonic name can be used to perform similar operations on software objects of different types.
portal	A Web site or service that is a starting point and frequent gateway to a broad array of on-line resources and services.
Postfinance	A subsidiary of the Swiss postal service. Postfinance provides some banking services.

potency	Identifies the percent of an item in a given solution. For example, you can use an 80% potent solution in a work order that calls for 100% potent solution, but you would use 25% more, in terms of quantity, to meet the requirement (100 / 80 = 1.25).
preference profile	The ability to define default values for specified fields for a user defined hierarchy of items, item groups, customers, and customer groups. In Quality Management setup, this method links test and specification testing criteria to specific items, item groups, customers, or customer groups.
preflush	A work order inventory technique in which you deduct (relieve) materials from inventory when the parts list is attached to the work order or rate schedule.
preventive maintenance cycle	The sequence of events that make up a preventive maintenance task, from its definition to its completion. Because most preventive maintenance tasks are commonly performed at scheduled intervals, parts of the preventive maintenance cycle repeat, based on those intervals.
preventive maintenance schedule	The combination of service types that apply to a specific piece of equipment, as well as the intervals at which each service type is scheduled to be performed.
primary service type	A service type to which you can link related service types. For example, for a particular piece of equipment, you might set up a primary service type for a 1000-hour inspection and a linked service type for a 500-hour inspection. The 1000-hour inspection includes all of the tasks performed at 500 hours. When a primary service type is scheduled to be performed, the system schedules the linked service type. See also linked service type.
pristine environment	An EnterpriseOne environment that is used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so you can compare pristine objects that you modify.
processing option	A data structure that allows users to supply parameters that regulate the execution of a batch program or report.
product data management (PDM)	In PeopleSoft EnterpriseOne software, the system that enables a business to organize and maintain information about each item which it manufactures. Features of this system, such as bills of material, work centers, and routings, define the relationships among parents and components, and how they can be combined to manufacture an item. PDM also provides data for other manufacturing systems including Manufacturing Accounting, Shop Floor Management, and Manufacturing and Distribution Planning.
product line	A group of products with similarity in manufacturing procedures, marketing characteristics, or specifications that allow them to be aggregated for planning; marketing; and, occasionally, costing.
product/process definition	A combination of bill of material (recipe, formula, or both) and routing (process list). Organized into tasks with a statement of required consumed resources and produced resources.
production environment	An EnterpriseOne environment in which users operate EnterpriseOne software.
program temporary	A representation of changes to PeopleSoft software that your organization

fix (PTF)	receives on magnetic tapes or diskettes.
project	[In EnterpriseOne] A virtual container for objects being developed in Object Management Workbench.
projected cost	The target expenditure in added value for material, labor, and so on, during manufacture. See also standard cost.
promotion path	The designated path for advancing objects or projects in a workflow.
protocollo	See registration number.
PST	Provincial sales tax. A tax that is assessed by individual provinces in Canada.
published table	Also called a "Master" table, this is the central copy to be replicated to other machines and resides on the "publisher" machine. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
publisher	The server that is responsible for the published table. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
pull replication	One of the EnterpriseOne methods for replicating data to individual workstations. Such machines are set up as pull subscribers that use EnterpriseOne's data replication tools. The only time that pull subscribers are notified of changes, updates, and deletions is when they request such information. The request is in the form of a message that is sent, usually at startup, from the pull subscriber to the server machine that stores the Data Replication Pending Change Notification table (F98DRPCN).
query by example (QBE)	Located at the top of a detail area, this area is used to search for data to display in the detail area.
rate scheduling	A method of scheduling product or manufacturing families, or both. Also a technique to determine run times and quantities of each item within the family to produce enough of each individual product to satisfy demand until the family can be scheduled again.
rate type	For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you can use both period average and period-end rates, distinguishing them by rate type.
real-time	Pertaining to information processing that returns a result so rapidly that the interaction appears to be instantaneous.
receipt routing	A series of steps that is used to track and move items within the receipt process. The steps might include in-transit, dock, staging area, inspection, and stock.
referential integrity	Ensures that a parent record cannot be deleted from the database when a child record for exists.

regenerable	Source code for EnterpriseOne business functions can be regenerated from specifications (business function names). Regeneration occurs whenever an application is recompiled, either for a new platform or when new functionality is added.
register types and classes	In Italian VAT Summary Reporting, the classification of VAT transactions.
relationship	Links tables together and facilitates joining business views for use in an application or report. Relationships that are created are based on indexes.
rélevé d'identité bancaire (RIB)	In France, the term that indicates the bank transit code, account number, and check digit that are used to validate the bank transit code and account number. The bank transit code consists of the bank code and agency code. The account number is alphanumeric and can be as many as 11 characters. PeopleSoft supplies a validation routine to ensure RIB key correctness.
remessa	In Brazil, the remit process for A/R.
render	To include external data in displayed content through a linking mechanism.
repasse	In Brazil, a discount of the ICMS tax for interstate transactions. It is the adjustment between the interstate and the intrastate ICMS tax rates.
replenishment point	The location on or near the production line where additional components or subassemblies are to be delivered.
replication server	A server that is responsible for replicating central objects to client machines.
report design aid (RDA)	The EnterpriseOne GUI tool for operating, modifying, and copying report batch applications.
repost	In Sales, the process of clearing all commitments from locations and restoring commitments, based on quantities from the Sales Order Detail table (F4211).
resident	Pertaining to computer programs or data while they remain on a particular storage device.
retorno	In Brazil, the receipt process for A/R.
RIB	See rélevé d'identité bancaire.
ricevute bancarie (RiBa)	In Italy, the term for accounts receivable drafts.
riepilogo IVA	Summary VAT monthly report. In Italy, the term for the report that shows the total amount of VAT credit and debit.
ritenuta d'acconto	In Italy, the term for standard withholding tax.
rollback	[In database management] A feature or command that undoes changes in database transactions of one or more records.
rollup	See cost rollup.

row exit	[In EnterpriseOne] An application shortcut, available as a button on the Row Exit bar or as a menu selection, that allows users to open a form that is related to the highlighted grid record.
runtime	The period of time when a program or process is running.
SAD	The German name for a Swiss payment format that is accepted by Postfinance.
SAR	See software action request.
scalability	The ability of software, architecture, hardware, or a network to support software as it grows in size or resource requirements.
scripts	A collection of SQL statements that perform a specific task.
scrub	To remove unnecessary or unwanted characters from a string.
search/select	A type of form that is used to search for a value and return it to the calling field.
selection	Found on PeopleSoft menus, selections represent functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.
serialize	To convert a software object into a stream of bytes to store on a disk or transfer across a network.
server map	The server view of the object configuration mapping.
server workbench	During the Installation Workbench process, Server Workbench copies the server configuration files from the Planner data source to the System release number data source. It also updates the Server Plan detail record to reflect completion.
service interval	The frequency at which a service type is to be performed. Service intervals can be based on dates, periods, or statistical units that are user defined. Examples of statistical units are hours, miles, and fuel consumption.
service type	An individual preventive maintenance task or procedure, such as an inspection, lubrication, or overhaul. Service types can apply to a specific piece of equipment or to a class of equipment. You can specify that service types come due based on a predetermined service interval, or whenever the task that is represented by the service type becomes necessary.
servlet	A [small] program that extends the functionality of a Web server by generating dynamic content and interacting with Web clients by using a request-response paradigm.
share path	The network node under which one or more servers or objects reside.
shop floor management	A system that uses data from multiple system codes to help develop, execute, and manage work orders and rate schedules in the enterprise.
silent mode	A method for installing or running a program that does not require any user intervention.

silent post	A type of post that occurs in the background without the knowledge of the user.
simulated cost	After a cost rollup, the cost of an item, operation, or process according to the current cost scenario. This cost can be finalized by running the frozen update program. You can create simulated costs for a number of cost methods—for example, standard, future, and simulated current costs. See also cost rollup.
single-byte character set (SBCS)	An encoding scheme in which each alphabetic character is represented by one byte. Most Western languages, such as English, can be represented by using a single-byte character set.
single-level tracking	Finding all immediate parents where a specific lot has been used (consumed).
single-voyage (spot) charter	An agreement for a single voyage between two ports. The payment is made on the basis of tons of product delivered. The owner of the vessel is responsible for all expenses.
slimer	A script that changes data in a table directly without going through a regular database interface.
smart field	A data dictionary item with an attached business function for use in the Report Design Aid application.
SOC	The Italian term for a Swiss payment format that is accepted by Postfinance.
soft commitment	The number of items that is reserved for sales orders or work orders in the primary units of measure.
soft error	An error from which an operating system or program is able to recover.
software action request (SAR)	An entry in the AS/400 database that is used for requesting modifications to PeopleSoft software.
SOG	The French term for a Swiss payment format that is accepted by Postfinance.
source directory	The path code to the business function source files belonging to the shared library that is created on the enterprise server.
special period/year	The date that determines the source balances for an allocation.
specification merge	The Specification merge is comprised of three merges: Object Librarian merge (via the Object Management Workbench). Versions List merge. Central Objects merge. The merges blend customer modifications with data that accompanies a new release.
specification table merge workbench	During the Installation Workbench process, Specification Table Merge Workbench runs the batch applications that update the specification tables.

specifications	A complete description of an EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
spot charter	See single-voyage charter.
spot rates	An exchange rate that is entered at the transaction level. Spot rates are not used on transactions between two EMU member currencies because exchange rates are irrevocably fixed to the euro.
stamp tax	In Japan, a tax that is imposed on drafts payable, receipts over 30000 Japanese yen, and all contracts. The party that issues any of the above documents is responsible for this tax.
standalone	Operating or capable of operating independently of certain other components of a computer system.
standard cost	The expected, or target cost of an item, operation, or process. Standard costs represent only one cost method in the Product Costing system. You can also calculate, for example, future costs or current costs. However, the Manufacturing Accounting system uses only standard frozen costs.
standard costing	A costing method that uses cost units that are determined before production. For management control purposes, the system compares standard costs to actual costs and computes variances.
subprocess	A process that is triggered by and is part of a larger process, and that generally consists of activities.
subscriber table	The Subscriber table (F98DRSUB), which is stored on the Publisher Server with the Data Replication Publisher table (F98DRPUB), that identifies all of the subscriber machines for each published table.
summary	The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many systems offer forms and reports that summarize information which is stored in certain tables. Contrast with detail.
super backflush	To create backflush transactions for material, labor, or both, against a work order at predefined pay points in the routing. By doing so, you can relieve inventory and account for labor amounts at strategic points throughout the manufacturing process.
supersession	Specification that a new product is replacing an active product on a specified effective date.
supplemental data	Additional types of data for customers and suppliers. You can enter supplemental data for information such as notes, comments, plans, or other information that you want in a customer or supplier record. The system maintains this data in generic databases, separate from the standard master tables (Customer Master, Supplier Master, and Address Book Master).

supplying location	The location from which inventory is transferred once quantities of the item on the production line have been depleted. In kanban processing, the supplying location is the inventory location from which materials are transferred to the consuming location when the containers are replenished.
system code	A numeric or alphanumeric designation that identifies a specific system in EnterpriseOne software.
system function	[In EnterpriseOne] A named set of pre-packaged, re-usable instructions that can be called from event rules.
table access management (TAM)	The EnterpriseOne component that handles the storage and retrieval of user defined data. TAM stores information such as data dictionary definitions; application and report specifications; event rules; table definitions; business function input parameters and library information; and data structure definitions for running applications, reports, and business functions.
table conversion workbench	During the Installation Workbench process, Table Conversion Workbench runs the table conversions that change the technical and application tables to the format for the new release of EnterpriseOne. It also updates the Table Conversions and Controls detail records to reflect completion.
table design aid (TDA)	An EnterpriseOne GUI tool for creating, modifying, copying, and printing database tables.
table event rules	Use table event rules to attach database triggers (or programs) that automatically run whenever an action occurs against the table. An action against a table is referred to as an event. When you create an EnterpriseOne database trigger, you must first determine which event will activate the trigger. Then, use Event Rules Design to create the trigger. Although EnterpriseOne allows event rules to be attached to application events, this functionality is application-specific. Table event rules provide embedded logic at the table level.
table handle	A pointer into a table that indicates a particular row.
table space	[In relational database management systems] An abstract collection of containers in which database objects are stored.
task	[In Solution Explorer and EnterpriseOne Menu] A user defined object that can initiate an activity, process, or procedure.
task view	A group of tasks in Solution Explorer or EnterpriseOne Menu that are arranged in a tree structure.
termo de abertura	In Brazil, opening terms for the transaction journal.
termo de encerramento	In Brazil, closing terms for the transaction journal.
three-tier processing	The task of entering, reviewing, approving, and posting batches of transactions.
three-way voucher match	The process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records, the purchase order, and the invoice to create vouchers.

threshold percentage	In Capital Asset Management, the percentage of a service interval that you define as the trigger for maintenance to be scheduled. For example, you might set up a service type to be scheduled every 100 hours with a threshold percentage of 90 percent. When the equipment accumulates 90 hours, the system schedules the maintenance.
throughput agreement	A service agreement in which a business partner agrees to store and manage product for another business partner for a specified time period. The second partner actually owns the stock that is stored in the first partner's depot, although the first partner monitors the stock level; suggests replenishments; and unloads, stores, and delivers product to the partner or its customers. The first partner charges a fee for storing and managing the product.
throughput reconciliation	Reconcile confirmed sales figures in a given period with the measured throughput, based on the meter readings. This process is designed to catch discrepancies that are due to transactions not being entered, theft, faulty meters, or some combination of these factors. This reconciliation is the first stage. See also operational reconciliation.
token	[In Object Management Workbench] A flag that is associated with each object which indicates whether you can check out the object.
tolerance range	The amount by which the taxes that you enter manually can vary from the tax that is calculated by the system.
TP monitor	Transaction Processing monitor. A monitor that controls data transfer between local and remote terminals and the applications that originated them. TP monitors also protect data integrity in the distributed environment and can include programs that validate data and format terminal screens.
tracing	The act of researching a lot by going backward, to discover its origin.
tracking	The act of researching a lot by going forward, to discover where it is used.
transaction set	An electronic business transaction (EDI Standard document) composed of segments.
transclude	To include the external data in the displayed content through a linking mechanism.
transfer order	An order that is used to ship inventory between branch/plants within your company and to maintain an accurate on-hand inventory amount. An interbranch transfer order creates a purchase order for the shipping location and a sales order for the receiving location.
translation adjustment account	An optional G/L account used in currency balance restatement to record the total adjustments at a company level.
translator software	The software that converts data from an application table format to an EDI Standard Format, and from EDI Standard Format to application table format. The data is exchanged in an EDI Standard, such as ANSI ASC X12, EDIFACT, UCS, or WINS.

tree structure	A type of graphical user interface that displays objects in a hierarchy.
trigger	Allows you to attach default processing to a data item in the data dictionary. When that data item is used on an application or report, the trigger is invoked by an event which is associated with the data item. EnterpriseOne also has three visual assist triggers:

Calculator.

Calendar.

Search form. |
two-way voucher match	The process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.
universal batch engine (UBE)	[In EnterpriseOne] A type of application that runs a noninteractive process.
unnormalized	Data that is a random collection of data elements with repeating record groups scattered throughout. Also see Normalized.
user overrides merge	The User Overrides merge adds new user override records into a customer's user override table.
user-defined code (UDC)	A value that a user has assigned as being a valid entry for a given or specific field.
utility	A small program that provides an addition to the capabilities which are provided by an operating system.
variable numerator allocations	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a variable.
variable quantity	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a variable quantity relationship to its parent, the amount of the component changes when the software calculates parts list requirements for different work order quantities. Contrast with fixed quantity.
variance	1. In Product Costing and Manufacturing Accounting, the difference between the frozen standard cost, the current cost, the planned cost, and the actual cost. For example, the difference between the frozen standard cost and the current cost is an engineering variance. Frozen standard costs come from the Cost Components table, and the current costs are calculated by using the current bill of material, routing, and overhead rates.

2. In Capital Asset Management, the difference between revenue that is generated by a piece of equipment and costs that are incurred by the equipment. |
| versions list merge | The Versions List merge preserves any non-XJDE and non-ZJDE version specifications for objects that are valid in the new release as well as their processing options data. |
| VESR | Verfahren Einzahlungsschein mit Referenznummer. The processing of an ESR pay slip with reference line through accounts receivable and accounts payable. |

visual assist	Forms that can be invoked from a control to assist the user in determining what data belongs in the control.
voucher logging	The process of entering vouchers without distributing amounts to specific G/L accounts. The system initially distributes the total amount of each voucher to a G/L suspense account, where it is held until you redistribute it to the correct G/L account.
wareki date format	In Japan, a calendar format, such as Showa or Heisei. When a new emperor begins to reign, the government chooses the title of the date format and the year starts over at one. For instance, January 1, 1998, is equal to Heisei 10, January 1st.
wash down	A minor cleanup between similar product runs. Sometimes used in reference to the sanitation process of a food plant.
wchar_t	An internal type of a wide character. Used for writing portable programs for international markets.
web server	A server that sends information as requested by a browser and uses the TCP/IP set of protocols.
work order life cycle	In Capital Asset Management, the sequence of events through which a work order must pass to accurately communicate the progress of the maintenance tasks that it represents.
workfile	A system-generated file that is used for temporary data processing.
workflow	According to the Workflow Management Coalition, worlflow means "the automation of a business process, in whole or part, during which documents, information, or tasks are passed from one participant to another for action, according to a set of procedural rules."
workgroup server	A network server usually containing subsets of data that are replicated from a master network server.
WorldSoftware architecture	The broad spectrum of application design and programming technology that PeopleSoft uses to achieve uniformity, consistency, and complete integration throughout its software.
write payment	A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.
write-off	A method for getting rid of inconsequential differences between amounts. For example, you can apply a receipt to an invoice and write off the difference. You can write off both overpayments and underpayments.

Z file	For store and forward (network disconnected) user, EnterpriseOne store-and-forward applications perform edits on static data and other critical information that must be valid to process an order. After the initial edits are complete, EnterpriseOne stores the transactions in work tables on the workstation. These work table are called Z files. When a network connection is established, Z files are uploaded to the enterprise server; and the transactions are edited again by a master business function. The master business function then updates the records in your transaction files.
z-process	A process that converts inbound data from an external system into an EnterpriseOne software table or converts outbound data into an interface table for an external system to access.
zusammenfassende melding	In Germany, the term for the EU Sales Listing.

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