Inventory Management

Release A7.3
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Where Do I Look?

Online Help
• Program
• Form
• Field

CD-ROM Guides

Guides

Technical Foundation
System Administration and Environment Fundamentals
• Understanding Your Environment
• Creating and Maintaining Environments
• Setting Up Security
• Upgrading Your System

Common Foundation
Prerequisite
J.D. Edwards Software Fundamentals
• Using Menus
• Getting Help
• Customizing Data
• Reporting
Important Note for Students in Training Classes

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

About this Guide

This guide provides overviews, illustrations, procedures, and examples for release A7.3 of J.D. Edwards software. Forms (screens and windows) shown are only examples. If your company operates at a different software level, you might find discrepancies between what is shown in this guide and what you see on your screen.

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

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

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

Audience

This guide is intended primarily for the following audiences:

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

Organization

This guide is divided into sections for each major function. Sections contain chapters for each task or group of related tasks. Each chapter contains the information you need to accomplish the task, run the program, or print the
report. Chapters normally include an overview, form or report samples, and procedures.

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

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

**Conventions Used in this Guide**

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

- *Form* refers to a screen or a window.
- *Table* generally means “file.”

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

Table of Contents .......................................................... 1
Inventory Management Overview ........................................ 1–1
   System Integration ...................................................... 1–1
      General Accounting ................................................. 1–1
      Inventory Management ............................................ 1–2
      Bulk Stock Control ............................................... 1–2
      Purchase Management ............................................ 1–2
      Sales Order Management ......................................... 1–2
      Address Book ...................................................... 1–3
   Integration with Manufacturing Systems ............................ 1–3
      Bills of Material .................................................. 1–3
      Product Data Management ........................................ 1–4
      Shop Floor Control ............................................... 1–4
      Equipment/Plant Maintenance .................................... 1–5
      MPS/MRP/DRP and ERP ............................................ 1–5
Features ...................................................................... 1–7
   Stocking Considerations .............................................. 1–7
   Item Identification .................................................... 1–8
      Item Numbering and Description ................................ 1–8
      Item Cross-Referencing ......................................... 1–8
   Location and Lot Considerations .................................... 1–9
      Item Locations ..................................................... 1–9
      Lots ................................................................. 1–10
   Physical and Logical Warehouses .................................... 1–10
      Physical Warehouses .............................................. 1–10
      Logical Warehouses .............................................. 1–10
      Item Counts ...................................................... 1–11
      Item Costs ....................................................... 1–11
Menu Overview ............................................................. 1–13

Daily

Item Entry

   About Item Entry ...................................................... 2–1
   Enter Item Master Information ...................................... 2–5
      Entering Item Master Information .............................. 2–5
      Entering Basic Item Information ............................... 2–7
      Entering Item Text ............................................... 2–12
      Assigning Item Responsibility ................................. 2–14

Release A7.3 (June 1996)
Inventory Transactions

About Inventory Transactions .................................................. 3–1
  Where Does the System Record Transactions? .......................... 3–5
  Which Accounting Information Does the System Update? ............. 3–3
  What Types of Accounting Information Can I Review? ............... 3–3
Issue Inventory ....................................................................... 3–5
  Issuing Inventory ..................................................................... 3–5
    Processing Options for Inventory Issues ................................. 3–10
Adjust Inventory ....................................................................... 3–13
  Adjusting Inventory ................................................................ 3–13
  Processing Options for Inventory Adjustments ......................... 3–17
Transfer Inventory .................................................................... 3–19
  Transferring Inventory ......................................................... 3–19
    Example: Transfer Transaction ............................................. 3–19
    Processing Options for Inventory Transfers ......................... 3–22
Test Yourself: Inventory Transactions ....................................... 3–25
Item and Quantity Information

About Item and Quantity Information ........................................... 4-1
Types of Quantities and Commitments ......................................... 4-2
How the System Commits Inventory .......................................... 4-4
System Calculations for Supply and Demand Quantities ............. 4-4
Reconcile Item Balances with the G/L ..................................... 4-5
Locate Item Information ......................................................... 4-7
Locating Item Information ..................................................... 4-7
Defining Search Criteria ........................................................ 4-8
Entering Search Text ................................................................... 4-11
Processing Options for Item Search ......................................... 4-13
Locate Quantity Information ..................................................... 4-15
Locating Quantity Information .................................................. 4-15
Locating Summary Quantity Information .................................... 4-16
Processing Options for Item Availability Summary .................. 4-20
Locating Detailed Quantity Information .................................... 4-20
Processing Options for Item Availability Detail ....................... 4-23
Locating Quantity Information by Lot ....................................... 4-24
Processing Options for Lot Availability ..................................... 4-26
Locating On-Hand Quantity Information ................................... 4-27
Review Supply and Demand Information .................................... 4-31
Reviewing Supply and Demand Information ............................. 4-31
Processing Options for Supply/Demand Inquiry ....................... 4-34
Review Performance Information .............................................. 4-37
Reviewing Performance Information ......................................... 4-37
Reviewing Inventory Quantities ............................................... 4-38
Reviewing Sales History .......................................................... 4-41
Reviewing Open Purchase Orders ............................................. 4-44
Processing Options for Buyer's Information ............................. 4-45
Work with Transaction Records ................................................. 4-47
Working with Transaction Records ............................................ 4-47
Creating Balance Forward Records ......................................... 4-48
Processing Options for Item Ledger As Of Record Generation .... 4-50
Entering Individual Transactions .............................................. 4-51
Reviewing Multiple Transactions and Balances ......................... 4-53
Processing Options for Item Ledger Inquiry ............................. 4-56
Reviewing Transactions on General Ledger Reports ................... 4-57
Reviewing the Item Ledger Detail Print Report ......................... 4-57
Reviewing the Item Ledger by G/L Class Print Report ................. 4-59
Processing Options for Item Ledger “As Of” by G/L Class Code .... 4-60
Reviewing the General Ledger by Object Account Report ........... 4-60
Reviewing the Trial Balance by Object Account Report .............. 4-62

Reports

About Reports ............................................................................. 5-1
Review Inventory Status Reports .............................................. 5-3
Reviewing Inventory Status Reports .......................................... 5-3
Reviewing the Stock Status Report ............................................ 5-4

Release A7.3 (June 1996)
Periodic

Physical Inventories

About Physical Inventories ................................................. 6–1
Process a Cycle Count ..................................................... 6–3
Processing a Cycle Count .................................................. 6–3
Running the Select Items for Count Program ......................... 6–4
Processing Options for Select Items for Cycle Count ............... 6–6
Reviewing the Cycle Count Status ....................................... 6–7
Table of Contents

Processing Options for Cycle Count Review .................. 6–8
Printing Cycle Count Sheets .................................. 6–9
Processing Options for Inventory Count Sheet ............... 6–9
Canceling the Cycle Count .................................... 6–10
Entering the Cycle Count Results .............................. 6–10
Processing Options for Inventory Count Entry and Additions 6–11
Reviewing the Cycle Count Variances ......................... 6–11
Revising the Cycle Count Quantity ......................... 6–12
Printing the Variance Report ................................ 6–14
Processing Options for Print Variance Detail ................ 6–14
Updating the Cycle Count Status ............................. 6–14
Processing Options for Update Cycle Count ................. 6–15
Process a Tag Count ............................................. 6–17
Processing a Tag Count ....................................... 6–17
Running the Select Items for Count Program ................ 6–18
Printing Inventory Tags ....................................... 6–18
Processing Options for Tag Print .............................. 6–19
Recording Tag Distribution Information .................... 6–19
Recording Tag Receipt Information ......................... 6–22
Entering the Tag Count Results .............................. 6–22
Processing Options for Tag Inventory Count Entry ........ 6–24
Reviewing the Tag Status ..................................... 6–24
Reviewing the Tag Count Variances ......................... 6–26
Running a Quantity Count Comparison ..................... 6–28
Running Tag Count Updates ................................. 6–29
Processing Options for Tag Inventory Update ............... 6–30

Cost Updates

About Updating Costs ........................................... 7–1
Update Item Costs ............................................. 7–3
Updating Item Costs ......................................... 7–3
Updating Costs for an Item across Multiple Branch/Plants 7–4
Processing Options for Speed Cost Maintenance ............ 7–6
Updating Costs for Multiple Items across Multiple Branch/Plants 7–6
Processing Options for Batch Cost Maintenance .......... 7–7
Updating Average Costs for Items ......................... 7–7
Updating Current Item Costs to Future Costs .............. 7–9
Processing Options for Future Cost Update ................. 7–11
Test Yourself: Cost Updates ............................... 7–13

Supplemental Database

About the Supplemental Database ............................. 8–1
Define Data Types ........................................... 8–3
Defining Data Types ......................................... 8–3
Work with Supplemental Data ................................ 8–7
Working with Supplemental Data ............................ 8–7
Entering Supplemental Data .................................. 8–7

Release A7.3 (June 1996)
## Kit Options

### About Kits

- 9-1

#### Kit Components

- 9-2
  - Example: Kit
  - Example: Feature

#### Kits in Distribution Systems

- 9-3

### Enter Kit Information

- 9-5

#### Entering Kit Information

- 9-5

#### Entering Item Master Records for Kits

- 9-5

#### Setting Up Locations for Kits

- 9-7

#### Entering Kit Pricing Information

- 9-8

### Enter a Bill of Material

- 9-11

- 9-11

#### Processing Options for Bill of Material Revisions

- 9-13

## System Setup

### About System Setup

- 10-1

### Set Up Constants

- 10-3

#### Setting Up Constants

- 10-3

#### Defining Branch/Plant Constants

- 10-4

#### Defining Item Availability

- 10-6

#### Defining System Constants

- 10-7

#### Defining Batch Control Constants

- 10-9

#### Defining the Location Format

- 10-10

### Set Up Warehouse Locations

- 10-13

#### Setting Up Warehouse Locations

- 10-13

#### Set Up Automatic Accounting Instructions

- 10-17

#### Setting Up Automatic Accounting Instructions

- 10-17

### Set Up Messages

- 10-23

#### Setting Up Messages

- 10-23

#### Defining a Message

- 10-24

#### Defining Print Information for Messages and Item Notes

- 10-27

- 10-27

- 10-28

#### Processing Options for Text Messages Review

- 10-29

---

Release A7.3 (June 1996)
Table of Contents

Set Up Default Location Information ........................................ 10–31
Setting Up Default Location Information ................................ 10–31
Defining a Default Location and Approval Route Code ............. 10–32
Assigning Default Print Queues ............................................. 10–33
Set Up Standard Units of Measure ........................................... 10–35
Setting Up Standard Units of Measure ................................. 10–35
Example: Conversion Factors for Units of Measure .......... 10–36
Set Up Item Cross-Reference ............................................... 10–39
Setting Up Item Cross-References ...................................... 10–39
Entering Cross-References ................................................. 10–40
Reviewing Cross-References .............................................. 10–42
Set Up Audit Information .................................................. 10–45
Setting Up Audit Information ............................................ 10–45
Setting Up IBM Information for the Audit Process ............ 10–46
  Creating a Journal Receiver ........................................... 10–46
  Creating a Journal ....................................................... 10–47
  Activating the Journal Physical File ............................. 10–48
  Creating a Data Queue ................................................ 10–49
  Creating a Job Description ......................................... 10–50
  Creating a User Profile .............................................. 10–51
Setting Up the Audit Process ............................................ 10–52
  Creating an Audit Job ............................................... 10–53
  Creating Audit Locations .......................................... 10–55
Activating the Audit Process ........................................... 10–56
  Processing Options for DDP/Audit Information ............ 10–56
Working with Speed Location Maintenance ....................... 10–57
Working with Speed Location Maintenance Limits ............. 10–58
Examples: Working with Speed Location Maintenance ........ 10–60
  Example 1: Speed Location Maintenance Using Blank
    Limit Method ....................................................... 10–60
  Example 2: Speed Location Maintenance Using Upper
    Limit Method ...................................................... 10–61
  Example 3: Speed Location Maintenance Using Lower
    Limit Method ...................................................... 10–62
  Example 4: Speed Location Maintenance Using No
    Limit Method ...................................................... 10–63
Test Yourself: Inventory System Setup ........................... 10–68

Lot Processing

About Lot Processing .................................................. 11–1
Enter Lot Information .................................................. 11–3
Entering Lot Information .............................................. 11–3
Entering Lot Information for Items ............................... 11–3
Entering Information for Lots ....................................... 11–8
  Processing Options for Lot Master Revisions ............ 11–13
Work with Lot Availability ........................................... 11–15
  Working with Lot Availability ................................ 11–15
  Viewing Lot Availability ......................................... 11–15
Advanced & Technical

System Updates

About System Updates .............................................. 12-1
Update Item Search Information .............................. 12-3
Update Item Information ........................................ 12-5
Update Master Item Information ............................. 12-5
Updating Master Item Information ......................... 12-5
Processing Options for Item Master Global Update ....... 12-6
Processing Options for Item Branch Global Update ....... 12-6
Updating Category Codes and Item Numbers ............. 12-6
Processing Options for Global Reporting Code Update ... 12-7
Revise Location Format .......................................... 12-9
Revising Location Format ...................................... 12-9
Setting Up a Model Branch .................................... 12-10
Updating the Location Format ............................... 12-11
Processing Options for Location Redefinition ............. 12-12

Purges

About Purges ......................................................... 13-1
Purge Data ......................................................... 13-3
Purging Data ...................................................... 13-3
Running the General Purge .................................. 13-5
Processing Options for Generic Purge Program .......... 13-5
Running the Special Purge ................................... 13-5
Running the Item Deletion Purge ......................... 13-5
Running the Item Master Purge ............................ 13-7
Processing Options for Item Master (F4101) – Purge .... 13-8

Processing Options for Lot Availability ................... 11-18
Working with Lot Quantities .................................. 11-19
Working with Lot Activity Dates ....................... 11-23
Processing Options for Speed Lot Update .............. 11-27
Working with Lot Statuses .................................. 11-29
View Lot Transactions ........................................ 11-33
Viewing Lot Transactions ................................... 11-33
Print Trace and Track Reports ......................... 11-34
Reviewing Trace and Track Information ............. 11-35
Processing Options for Lot Tracing Inquiry .......... 11-38
Setting up Trace and Track Inclusion Rules ......... 11-38
Defining a Trace and Track Mode ..................... 11-39
Reclassify Lots .................................................. 11-41
Reclassifying Lots ............................................. 11-41
Example: Types of Reclassifications .................. 11-42
Processing Options for Item/Lot Change Transactions ... 11-46

Release A7.3 (June 1996)
Appends
Appendix C — Container Management

About Container Management Processing ....................... C-1
Understand Container Management ................................ C-3
About Container Management ................................. C-3
The Container Life Cycle ........................................ C-4
System Flow ......................................................... C-5
Recording the Receipt of the Container .................... C-6
Filling the Container ................................................. C-7
Processing Sales Orders ........................................ C-7
Business Considerations ........................................... C-7
Types of Containers ................................................ C-8
Deposit and Rental Fee Accounts .......................... C-8
Deposit Layers ......................................................... C-9
Billing Methods ....................................................... C-10
Summary Method ..................................................... C-10
Transaction Method ................................................ C-11
Process Container Transactions ............................ C-13
Processing Container Transactions .................. C-13
Running Container Management Extraction ........ C-14
Generating the Container Management Extraction Server
Report ................................................................. C-15
Data Selection ....................................................... C-15
Processing Options for Container Management Extraction
Server .................................................. C-16
Processing Deposits, Rental Fees, and Refunds ................ C-16
Creating Deposit, Rental Fee, and Refund Sales Order Lines ... C-18
Generating the Container Billing Report ...................... C-18
Processing Options for Container Deposit/Refund/Rental Billing ................................................. C-19
Processing Deposit, Rental Fee, and Refund Sales Order Lines C-19
Generating Reports ....................................... C-22
Generating the Customer/Distributor Balance Statement ..... C-22
Processing Options for Customer/Distributor Balance ........ C-23
Generating the Container Reconciliations Report .......... C-23
Data Selection ........................................... C-25
Processing Options for Container Reconciliations Report ..... C-25
Reviewing Container Information ............................. C-26
Reviewing Customer Container Deposits ....................... C-26
Reviewing Container Transactions ........................... C-29
Set Up Container Management .............................. C-33
Setting Up Container Management ......................... C-33
How Do I Set Up Container Order Line Types? ............... C-33
How Do I Set Up Container Order Activity Rules? .......... C-34
How Do I Set Up Container Item Types? .................... C-35
How Do I Set Up Container User Defined Codes? .......... C-36
How Do I Set Up Container Print Messages? ................. C-37
How Do I Set Up Container Automatic Accounting
Instructions? ............................................ C-37
How Do I Set Up Container Invoice Cycle Calculation? .......... C-38
Setting Up Container Item Cross-References ................ C-38
Processing Options for Cross-Reference Type Code .......... C-40
Setting Up Container Preferences .......................... C-42
Creating a Container Deposit/Rental Preference ............... C-43
Creating an Invoice Cycle Preference ........................ C-47
Creating a Pricing Unit of Measure Preference ............... C-50
Creating a Print Messages Preference ........................ C-52
Setting Up Pricing Schedules ................................ C-54
Appendix D — Functional Servers .......................... D-1
Example: Voucher Processing Functional Server ............... D-2

Glossary

Glossary .................................................. g–1

Index

Index ..................................................... index–1

Release A7.3 (June 1996)
Inventory Management Overview

System Integration

J.D. Edwards’ Inventory Management system works with other distribution/logistics and manufacturing systems to ensure that the right item is in the right place, at the right time, to meet customer demand.

The following provides information about how the Inventory Management system integrates with general accounting and other distribution systems.

General Accounting

J.D. Edwards’ General Accounting system allows you to track inventory accounting.
Inventory Management

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

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

Bulk Stock Control

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

- Control the storage and movement of liquids from one container to another.
- Calculate the volume for each transaction for each product and for each container.
- Provide efficient inventory control, based on volumes at a standard temperature.
- Calculate product gain/loss accurately for each transaction.
- Use international standard algorithms to perform volume and density conversions to any base temperature.
- Track inventory balances for each product in various units of measure and show the details of the transactions that created the balance.
- Track a product that has Commingled/Custody Stock in a tank and manage the transactions associated with that product on an owner-by-owner basis.

Purchase Management

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

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

Integration with Manufacturing Systems

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

Bills of Material

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

- Define kits and the quantities of components you need to assemble or manufacture a parent item during sales order entry.
- Select components during purchase order entry.
Inventory Management and Shop Floor Control transactions initiate the issue of bill of material components, creating general ledger entries and updating inventory on-hand quantities.

The following allow flexibility for manufacturing planning and costing processes:

- Parent/component structures
- Quantities of components per kit
- Feature planning
- Costing percentages
- Date effectivity

**Product Data Management**

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

- Bills of material
- Routing instructions
- Product cost rollups
- Engineering change management

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

- Distribution Resource Planning
- Manufacturing Production Scheduling
- Material Requirements Planning
- Enterprise Resource Planning

**Shop Floor Control**

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

Shop floor transactions are the basis for:

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

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

**Equipment/Plant Maintenance**

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

You use maintenance transactions to:

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

These transactions also update on-hand inventory quantities.

**MPS/MRP/DRP and ERP**

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

- Product sales or replacement parts
- Inter-branch inventory needs
- Parts requirements for equipment/plant maintenance,
- Incoming item availability from purchase orders or shop floor production

They perform planning activities that:

- recommend internal transfer orders
- suggest purchase orders or blanket/contract purchase order releases
- propose the release of shop floor work orders or changes to shop floor production rate schedules to meet inventory demands
Inventory Management System Integration

- **Purchase Management**
  - Putaway – fixed & random
  - Replenishments
  - Picking – fixed & random
  - Utilization analysis
  - Location specification
  - System 46

- **Inventory Management**
  - Items
  - Branch/plants
  - Stocking locations
  - Costs
  - Prices
  - Characteristics
  - Lot and serial information
  - System 41

- **Advanced Warehouse Mgmt**
  - System 46

- **Purchase Management**
  - Purchase orders
  - Supplier information
  - Supplier performance
  - Supplier/item relationships
  - Approval
  - Receiving
  - Authorization
  - System 43

- **Bulk Inventory**
  - Grade and Potency
  - System 4050

- **Sales Order Management**
  - Sales orders
  - Returns
  - Customer information/instructions
  - Shipment confirmation
  - Invoicing
  - Pricing
  - System 42

- **Advanced Price Adjustments**
  - System 45

- **Accounts Payable**
  - Voucher payments
  - Reports
  - System 04

- **Manufacturing**
  - Shop Floor Control
  - Work order issues
  - Specifications
  - Completion
  - Work in process
  - MPS/MRP/DRP
  - Systems 30, 31, 32, and 34

- **Accounts Receivable**
  - Invoices
  - Cash receipts
  - Credit/Collection Mgmt
  - Statements
  - System 03

- **General Ledger**
  - Inventory movement
  - Variances
  - Sales
  - Returns
  - Breakage
  - Taxes
  - System 09

- **System 4050**
  - Bulk Inventory
  - Grade and Potency

- **System 44**
  - Inventory Management System

- **System 45**
  - Advanced Price Adjustments
Features

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

Stocking Considerations

Consider the types of inventory 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 carries one or both of the following types of inventory:

- Stock items
- Non-stock items

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

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

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

- How should stock and non-stock items be identified and where should they be stored?
- How should the company account for stock and non-stock items?
- How should items that are priced in multiple currencies be identified and tracked?
- How should items that require special handling, such as refrigeration, be identified and stored?
- How should items that require quality analysis or testing be identified?
- How should obsolete items be identified?
- How should broken or defective parts be identified?
Item Identification

**Item Numbering and Description**

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

- Material used
- Year produced
- Specific contract
- Special processes of manufacture
- Country of origin
- Tests or quality analyses performed

Identify each item with up to three inventory item numbers:

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

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

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

- Standard description
- Technical description with specifications
- Warning messages
- Vendor information and availability

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

**Item Cross-Referencing**

Typically, customers use several methods of identification when they order inventory. For example, assume that customers order inventory with their own part numbers, or that vendors require that you order items using their part numbers. Using the Inventory Management system, you can establish these numbers as cross-reference numbers that are interchangeable on forms, reports, or transaction processing.
Cross-referencing is also useful if you have contracts that require parts or items from a specific customer. This is true of government contracts, in which items that are used in contracts must be kept separate in the storage, manufacturing, and accounting processes.

**Location and Lot Considerations**

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

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

**Item Locations**

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

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

- Consignment items
- Items requiring rework or repair
- Returned items
- Special items belonging to a particular customer

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

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

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

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

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

Physical and Logical Warehouses

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

Physical Warehouses

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

- Use overflow areas more efficiently
- Assign locations
- Track work in process
- Identify and track items in transit
- Identify similar items

Logical Warehouses

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

- Pseudo locations, which represent a physical location, for products you sell but do not stock (such as products that are stocked at your supplier’s facility and shipped from there)
- Locations for placement of damaged goods
- Locations for demo inventory
- Consigned items
- Customer inventory
- Returns
- Rework
- Expensed inventory

**Item Counts**

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

- Print count sheets
- Enter and verify counts
- Review variances online or by report
- Update correct counts

You 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. FIFO, LIFO, or other methods of valuation can help you take into account differences in value because of:

- Age
• Changing costs
• Design changes
• Technology changes

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

Menu Overview

- Inventory Management (G41)
- **Daily Processing**
  - Inventory Master/Transactions (G4111)
  - Item Revisions (G4112)
  - Lot Control (G4113)
  - Bulk Stock Control (G4150)
  - Bill of Materials (G4114)
- **Periodic Processing**
  - Inventory Count Alternatives (G4121)
  - As Of Processing (G4122)
  - Inventory Price and Cost Updates (G4123)
  - Item Supplemental Data/CIF (G4124)
- **Reports and Inquiries**
  - Inventory Reports (G41111)
  - Inventory Inquiries (G41112)
- **Inventory Advanced and Technical Operations**
  - Inventory Advanced and Technical Operations (G4131)
  - Global Updates and Purges (G41311)
- **Inventory System Setup**
  - Inventory System Setup (G4141)
  - Inventory User Defined Codes (G41411)
  - Bulk Stock Control Setup (G415041)
Daily
Item Entry

Objectives

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

About Item Entry

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

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

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

- The branches or plants where each item resides
- The locations used within each branch or 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. Enter item master information, which includes basic information about an item.
2. Customize the item master information to suit each branch or plant that the item occupies.

When you enter item master information, the system creates a record in the Item Master table (F4101). When you enter branch/plant information for an item, the system creates records in the Item Branch Master table (F4102) and the Item Location Information table (F41021).

To enter item information, complete the following steps:

- Enter item master information
- Enter branch/plant information
- Enter item cost information
- Enter sales price information
Before You Begin

☐ Read System Setup

☐ Set up G/L class codes

☐ Review and modify branch/plant constants

☐ Set up next numbers

☐ Set up default locations and printers

☐ Set up applicable user defined code tables, including:
  - G/L posting categories
  - Stocking type codes
  - Units of measure
  - Classification code categories
  - Cost method codes
  - Language preference codes
Enter Item Master Information

Entering Item Master Information

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

To enter item information, complete the following tasks:

- Enter basic item information
- Enter item text (optional)
- Assign item responsibility (optional)
- Enter item classification codes (optional)
- Enter item units of measure information (optional)
- Enter item manufacturing information (optional)
- Enter item grade and potency information

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

**Setting up a template** You might want to set up a template that contains common values for fields. You can enter new items by locating the template and specifying new item numbers.

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

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

**See Also**

- *Entering Item Cost Information (P4105)* for information about entering master information that pertains to item costs
- *Entering Sales Price Information (P4106)* for information about entering master information that pertains to item prices
Entering Basic Item Information

To enter basic item information, complete the following tasks:

- Enter item identifiers
- Enter item descriptions and search text
- Enter item processing information

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

In Branch/Plant Constants, you must specify a primary item identifier. 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 translate item descriptions and search text into multiple languages to accommodate those users who must locate items using alternate languages.

After you enter identifiers, a description, and search text for an item, you enter the values that control how the system processes the item. These values pertain to stocking, packaging, accounting transactions, system interfaces, and so on.

What You Should Know About

| Locating other identifiers | To locate an item using an identifier other than the primary identifier, you can perform a wildcard search by typing a special symbol, such as an asterisk (*), before the identifier. |

To enter item identifiers

On Item Master Information

Complete the following fields:

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

On Work With Item Master Browse

1. Click Add.
Item Master Revisions appears.

2. Complete the following fields:
   - Item Number – Short
   - Product No (Product Number)
   - Catalog No (Catalog Number)

See Also

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

To enter item descriptions and search text

On Item Master Information

1. To enter descriptions and search text in your native language, complete the following fields:
   - Desc (Description)
   - Srch (Search)

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

3. On Item Alternative Description, complete the following fields:
   - LP (Language Preference)
   - Description
   - Search Text
To enter item processing information

On Item Master Information

Complete the following fields:

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

On Item Master Revisions

Complete the following fields:

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Number – Short</td>
<td>An identifier for an item.</td>
</tr>
</tbody>
</table>

The first of three identifiers you can assign to an item. The system assigns this number if you activate the Next Number program. This field is numeric only.

If you leave the other two item identifier fields blank, the system copies this number to those fields.
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product No</td>
<td>An identifier for an item.</td>
</tr>
<tr>
<td></td>
<td>........................................ Form-specific information ........................................</td>
</tr>
<tr>
<td></td>
<td>The second of three identifiers that you can assign to an item. This field is alphanumeric.</td>
</tr>
<tr>
<td></td>
<td>If you leave the third identifier field blank, the system copies this number to that field.</td>
</tr>
<tr>
<td>Catalog No</td>
<td>An identifier for an item.</td>
</tr>
<tr>
<td></td>
<td>........................................ Form-specific information ........................................</td>
</tr>
<tr>
<td></td>
<td>The third of three identifiers you can assign to an item. This field is alphanumeric.</td>
</tr>
<tr>
<td></td>
<td>If you leave the second identifier field blank, the system copies that number to this field.</td>
</tr>
<tr>
<td>Desc</td>
<td>A brief description of an item, a remark, or an explanation.</td>
</tr>
<tr>
<td>Srch</td>
<td>A field that lets you specify how the system searches for an item. Your entry should be specific and descriptive of the item. Type the words in the order a user is likely to enter them.</td>
</tr>
<tr>
<td></td>
<td>In single-byte environments, where computer storage space can hold only Latin-based language character sets, the system inserts the first 30 characters from the item’s description if you do not enter search text.</td>
</tr>
<tr>
<td></td>
<td>In double-byte environments, where computer storage space can hold more complex language character sets (in languages such as Japanese, Chinese, and Korean), you must complete this field. It is a single-byte field that you complete with single-byte characters to phonetically represent the item description (which can be single-byte, double-byte, or both).</td>
</tr>
<tr>
<td>Description</td>
<td>A brief description of an item, a remark, or an explanation.</td>
</tr>
<tr>
<td></td>
<td>........................................ Form-specific information ........................................</td>
</tr>
<tr>
<td></td>
<td>This text should correspond with the language you specify in the Language Preference field.</td>
</tr>
<tr>
<td>Description – Line 2</td>
<td>A second, 30-character description, remark, or explanation.</td>
</tr>
<tr>
<td></td>
<td>........................................ Form-specific information ........................................</td>
</tr>
<tr>
<td></td>
<td>This text should correspond with the language you specify in the Language Preference field.</td>
</tr>
</tbody>
</table>
### Field | Explanation
--- | ---
Search Text | A field that lets you specify how the system searches for an item. Your entry should be specific and descriptive of the item. Type the words in the order a user is likely to enter them.

In single-byte environments, where computer storage space can hold only Latin-based language character sets, the system inserts the first 30 characters from the item's description if you do not enter search text.

In double-byte environments, where computer storage space can hold more complex language character sets (in languages such as Japanese, Chinese, and Korean), you must complete this field. It is a single-byte field that you complete with single-byte characters to phonetically represent the item description (which can be single-byte, double-byte, or both).

Form-specific information

This text should correspond with the language you specify in the Language Preference field.

| Stocking Type | A user defined code (system 41/type 1) that indicates how you stock an item (for example, as finished goods, or as raw materials). The following stocking types are hard coded and you should not change them:
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Bulk Floor Stock</td>
</tr>
<tr>
<td>C</td>
<td>Configured item</td>
</tr>
<tr>
<td>F</td>
<td>Feature</td>
</tr>
<tr>
<td>K</td>
<td>Kit parent item</td>
</tr>
<tr>
<td>N</td>
<td>Non-stock</td>
</tr>
</tbody>
</table>

| G/L Class | A user defined code (system 41/type 9) that controls which general ledger accounts receive the dollar amount of inventory transactions for this item. |

| Line Type | A code that controls how the system treats lines on a transaction. It controls the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). It also specifies the conditions under which a line prints on reports and is included in calculations. For example:
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Stock item</td>
</tr>
<tr>
<td>J</td>
<td>Job cost</td>
</tr>
<tr>
<td>N</td>
<td>Non-stock item</td>
</tr>
<tr>
<td>F</td>
<td>Freight</td>
</tr>
<tr>
<td>T</td>
<td>Text information</td>
</tr>
<tr>
<td>M</td>
<td>Miscellaneous charges and credits</td>
</tr>
</tbody>
</table>

<p>| Unit of Measure | A user defined code (system 00, type UM), that identifies the unit of measure that the system uses to express the quantity of an item, for example, EA (each) or KG (kilogram). |</p>
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Bulk/Packed Flag             | Indicates if the item is a bulk liquid product. If it is a bulk product, you must perform temperature and density/gravity conversions. To record the movement of bulk products, you must use forms designed specifically for bulk products. If you try to record movement using standard inventory forms, the system prevents the movement. Valid values are:  
  P  Packaged  
  B  Bulk Liquid  
  If you leave this field blank, the system uses P.                                                                 |
| Backorders Allowed           | A code that indicates whether you allow backorders for this item. You can allow backorders by item (through Item Master or Item Branch/Plant), or by customer (through Billing Instructions).  
  Y  Yes, allow backorders for this item  
  N  No, do not allow backorders for this item, regardless of the backorders code assigned to the customer  
  NOTE: The system does not use this information if you have set the option on Branch/Plant Constants to indicate that you do not allow backorders in your operating environment. |
| Check Availability Y/N      | This field controls whether availability checking is performed throughout the Sales Order Processing system. You might want to check availability for some items. For other items you might want to assume that an adequate supply is available. Valid values are:  
  Y  Check Availability  
  N  Do Not Check Availability |
**Field** | **Explanation**  
--- | ---  
ABC Codes | A code that specifies this item’s ABC ranking by sales amount.  
Valid values are:  
A | Assign this item to the first (largest) amount ranking  
B | Assign this item to the second (intermediate) amount ranking  
C | Assign this item to the third (smallest) amount ranking  
D | Do not include this item when you run ABC Analysis  
There are three types of ABC analysis—sales, margin, and on-hand value. Within each type of analysis, you can have three groups—A, B, and C.  
The ABC Code fields contain a percentage that tells the system how to define the A, B, and C groups for categorizing items during ABC analysis. Each group measures a total within the type of analysis.  
For all groups, the system compares the appropriate sales, margin, or on-hand value totals of a single item to the appropriate total for all items and calculates the value of each item. An item’s value is its percentage of the appropriate total. The system then arranges the values of all items from highest to lowest value and accumulates the percentages. What happens next depends on the group:  
A group: If an item’s value causes the accumulated total to exceed the A accumulated percentage, the system assigns the item to the B group.  
B group: When the accumulated total reaches the percentage you entered for items in the A group, it continues adding values until it reaches the percentage you entered for items in the B group. The system assigns all items whose value falls between the A and B percentages to the B group.  
C group: The C group consists of items whose accumulated value exceeds the B percentage. The percentage that you usually enter for the C group is .999.  

---

**Entering Item Text**

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

- Attach messages to an item
• Enter notes for an item

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

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

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

**Before You Begin**

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

---

**To attach messages to an item**

On Item Master Information

Complete the following fields:

- Print Message
- Item Flash Message

On Item Master Revisions

Complete the following fields:

- Print Message
- Item Flash Message

---

**To enter notes for an item**

On Item Master Information

2. On Text Messages, enter the appropriate text.

On Item Master Revisions

1. Access Work With Item Notes.
2. On Work With Item Notes, enter the appropriate text.

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

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

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

To assign item responsibility

On Item Master Information

1. Complete the following fields:
   - Planner Number
   - Buyer Number

2. Access Classification Codes from Item Master Information.

3. On Classification Codes, complete the following fields:
   - Sales: Preferred Carrier
   - Purchasing: Preferred Carrier
Enter Item Master Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planner Number</td>
<td>The address number of the material planner for this item.</td>
</tr>
<tr>
<td>Buyer Number</td>
<td>The address number of the person responsible for setting up and maintaining the correct stocking levels for the item.</td>
</tr>
<tr>
<td>Sales: Preferred Carrier</td>
<td>The address number for the preferred carrier of the item. The customer or your organization might prefer a certain carrier due to route or special handling requirements. This value serves as the carrier default when you enter a sales order for the item.</td>
</tr>
<tr>
<td>Purchasing: Preferred Carrier</td>
<td>The address number for the preferred carrier of the item. The supplier or your organization may prefer a certain carrier due to route or special handling requirements. This value serves as the carrier default when you enter a purchase order for the item.</td>
</tr>
</tbody>
</table>

See Also

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

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, you can group items that are fragile so that the system prints special shipping conditions on invoices for items from the group.

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

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

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

- Sales Order Management
- Purchase Management
- Inventory Management
- Advanced Warehouse Management
Complete the following optional tasks:

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

To enter sales classification codes

On Item Master Information

1. Access Classification Codes.

![Classification Codes Image]

2. On Classification Codes, complete the following fields:
   - Sales Catalog Section
   - Sub Section
   - Sales Category Code 3
   - Sales Category Code 4
   - Sales Category Code 5
   - Preferred Carrier
   - Category Code 6
   - Category Code 7
Enter Item Master Information

- Category Code 8
- Category Code 9
- Category Code 10

To enter purchasing classification codes

On Item Master Information

1. Access Classification Codes.
2. On Classification Codes, enter a classification code for each of the following fields:
   - Commodity Class
   - Commodity Sub Class
   - Supplier Rebate Code
   - Master Planning Family
   - Landed Cost Rule

To enter inventory classification codes

On Item Master Information

1. Access Classification Codes.
2. On Classification Codes, enter a classification code for each of the following fields:
   - Shipping Conditions Code
   - Shipping Commodity Class
   - Cycle Count Category

To enter warehouse classification codes

On Item Master Information

1. Access Classification Codes.
2. On Classification Codes, enter a classification code for each of the following fields:
   - Item Dimension Group
   - Warehouse Process Group 1
- Warehouse Process Group 2
- Warehouse Process Group 3

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Catalog Section</td>
<td>One of ten category codes to be used for sales coding purposes. These codes can represent such things as color, material content, or use.</td>
</tr>
<tr>
<td>Sub Section</td>
<td>One of ten category codes to be used for sales coding purposes. These codes can represent such things as color, material content, or use. This field represents one of ten property type categories available for sales purposes.</td>
</tr>
<tr>
<td>Sales Category Code 3</td>
<td>One of ten category codes to be used for sales coding purposes. These codes can represent such things as color, material content, or use.</td>
</tr>
<tr>
<td>Carrier Number</td>
<td>The address number for the preferred carrier of the item. The customer or your organization might prefer a certain carrier due to route or special handling requirements.</td>
</tr>
<tr>
<td>Category Code 6</td>
<td>One of ten category codes to be used for sales coding purposes. These can represent such things as color, material content, or use.</td>
</tr>
<tr>
<td>Commodity Class</td>
<td>A code (table 41/P1) that represents an item property type or classification, such as commodity type, planning family, or so forth. The system uses this code to sort and process like items. This field is one of six classification categories available primarily for purchasing purposes.</td>
</tr>
<tr>
<td>Commodity Sub Class</td>
<td>A code (table 41/P2) that represents an item property type or classification, such as commodity type, planning family, or so forth. The system uses this code to sort and process like items. This field is one of six classification categories available primarily for purchasing purposes.</td>
</tr>
<tr>
<td>Supplier Rebate Code</td>
<td>A code (UDC table 41/P3) that represents an item property type or classification, such as commodity type, planning family, or so forth. The system uses this code to sort and process like items. This field is one of six classification categories available primarily for purchasing purposes.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Master Planning Family| A code (table 41/P4) that represents an item property type or classification, such as commodity type, planning family, or so forth. The system uses this code to sort and process like items.  
This field is one of six classification categories available primarily for purchasing purposes. |
| Landed Cost Rule      | A code (table 41/P5) that indicates the landed cost rule for an item, which defines purchasing costs that exceed the actual price of the item. These costs might be for broker fees, commissions, and so forth. You set up landed cost rules on Landed Cost Revisions.  
*Form-specific information*  
When you enter a purchase order for the item, this is the default landed cost rule. If you enter a landed cost rule for the entire purchase order, it overrides the landed cost rule for the item.  
This is the only purchasing classification category that is hard coded. You can use it for landed cost rules only. This field corresponds to purchasing reporting code 5. |
| Shipping Conditions Code | A code (table 41/C) that represents an item property type or classification, such as special shipping conditions. The system uses this code to sort and process like items.  
This field is one of three classification categories available primarily for inventory and shipping purposes. |
| Shipping Commodity Class | A user defined code (system 41/type E) that represents an item property type or classification, such as international shipment handling. The system uses this code to sort and process like items.  
This field is one of three classification categories available primarily for inventory and shipping purposes. |
| Cycle Count Category | A code (table 41/8) that represents the family or cycle in which an item is counted. Cycle counting means that you count different inventory items at different times. Cycle codes commonly represent item values, item locations, time frames, or product groups. |
| Item Dimension Group  | A code (system 41/type 01) that identifies a group of items that share the same dimensions. An item dimension group defines the dimensions for all items that belong to the group. After you set up an item dimension group, you can assign items to the group through Classification Codes (41011). |
Entering Item Unit 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 Unit of Measure Conversion table (F41002) or the Standard Unit of Measure Conversion table (F41003). The system verifies the item unit of measure conversions before using standard unit of measure conversions.
Complete the following tasks:

- Enter default units of measure for items
- Define item unit of measure conversions

**See Also**

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

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

On Item Master Information

1. Access Default Units of Measure.

![Default Units of Measure](index.png)

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

3. Complete the following fields:
   - Primary
   - Secondary
   - Purchasing
   - Pricing
   - Shipping
- Production
- Component
- Weight
- Volume

To define item unit of measure conversions

On Item Master Information

1. Access Default Units of Measure.
2. On Default Units of Measure, access Item Units of Measure.

3. On Item Units of Measure, complete the following fields:
   - Branch
   - Structured Only
   - Item Number
   - Primary UOM

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

4. For each unit of measure that the system must convert for the item, complete the following fields:
   - UM (Unit of Measure To)
- Quantity
- UM (Unit of Measure From)

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Primary    | A code (table 00/UM) that indicates the primary unit of measure for the item. The primary unit of measure should also be the smallest unit of measure in which you handle the item.  

…………… **Form-specific information** ………………  
This is the primary stock accounting unit (PSAU) of measure that the system uses to store all inventory. If you change the primary unit of measure, the conversion factors in the item-level conversion table will no longer be valid.  
The default for this field is the unit of measure you specify for the item on Item Master Information. |
| Secondary  | A code (table 00/UM) that indicates an alternate unit of measure for the item.  

…………… **Form-specific information** ………………  
The default for this field is the primary unit of measure that you specify in processing options for Item Master Information. |
| Purchasing | A code (table 00/UM) that identifies the unit of measure in which you usually purchase the item.  

…………… **Form-specific information** ………………  
The default for this field is the primary unit of measure that you specify in processing options for Item Master Information. |
| Pricing    | A code (system 00/type UM) that indicates the unit of measure in which you usually price the item.  

…………… **Form-specific information** ………………  
The default for this field is the primary unit of measure that you specify in processing options for Item Master Information. |
| Shipping   | A code (table 00/UM) that indicates the unit of measure in which you usually ship the item.  

…………… **Form-specific information** ………………  
The default for this field is the primary unit of measure that you specify in processing options for Item Master Information. |
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Production</td>
<td>A code (table 00/UM) that indicates the unit of measure in which you produce the item.</td>
</tr>
</tbody>
</table>

**Form-specific information**

The default for this field is the primary unit of measure that you specify in processing options for Item Master Information.

This code serves as the default for:
- The order quantity when you create a work order
- The batch quantity when you create a new bill of material or routing
- The rate schedule quantity in Rate Schedule Revision

| Component | A code (table 00/UM) that indicates the unit of measure for an item when it serves as a component. |

**Form-specific information**

The default for this field is the primary unit of measure that you specify in processing options for Item Master Information.

This code serves as the default value for:
- The quantity per parent when adding the component item to a bill of material or work order parts list
- The quantity in the assembly inclusion rules in Configuration Management

| Weight    | A user defined code (system 00/type UM) that identifies the unit of measure that the system uses to display weight for this item. You can specify ounces, grams, kilograms, and so on, as weight standards. The system uses this unit of measure for the item or overrides it for an individual item or container. |

**Form-specific information**

The default for this field is the weight unit of measure you specify in processing options for Item Master Information.

| Volume    | A code (system 00/table UM) that indicates the volumetric unit of measure for ambient volume, for example, gallon (GL) or liter (LT). |
### Field | Explanation
--- | ---
Structured Only | A code that determines whether the system displays all units of measure for an item and branch/plant or only the structured units of measure set up for the Advanced Warehouse Management system.

**Form-specific information**
If you use the Advanced Warehouse Management system, you must structure conversions from large to small. For example:

- 1 Pallet (24 Cases) — Structure Code 1
- 1 Case (36 Boxes) — Structure Code 2
- 1 Box (6 Eaches) — Structure Code 3

You assign structure code 1 to the largest unit of measure and codes 2, 3, and so on, to the smaller units of measure.

**NOTE:** You do not have to define the primary unit of measure within a structure. This value is always the default for the lowest level.

UM | A user defined code (system 00/type UM) that identifies the unit of measure for an item. For example, it can be eaches, cases, boxes, and so on.

**Form-specific information**
This unit of measure to which you are converting.

Quantity | The factor that the system uses to convert one unit of measure to another unit of measure.

**Form-specific information**
The quantity and the unit of measure from which you are converting equal the unit of measure to which you are converting.

UM | A code (UDC table 00/UM) that indicates a secondary unit of measure.

**Form-specific information**
The unit of measure you are converting from. This unit of measure in conjunction with the quantity equals the unit of measure to which you are converting.
Entering Item Manufacturing Information

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

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

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

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

Complete the following tasks:

- Enter requirements planning information
- Enter leadtime information
- Enter engineering information
To enter requirements planning information

On Item Master Information

1. Access Manufacturing Values Entry.
2. On Manufacturing Values Entry, complete the following fields:
   - Value Order Policy
   - Planning Code
   - Planning Fence Rule
   - Accounting Cost Qty
   - Round to Whole Number
   - Planning Fence
   - Freeze Fence
   - Message Display Fence

To enter leadtime information

On Item Master Information

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

To enter engineering information

On Item Master Information

1. Access Manufacturing Values Entry.
2. On Manufacturing Values Entry, complete the following fields:
   - Drawing Size
- Last Revision No
- Drawing Number

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value Order Policy</td>
<td>A field that the system uses in conjunction with the order policy code. It can show three types of data:</td>
</tr>
<tr>
<td></td>
<td>- The value of the fixed order quantity when order policy code 2 (fixed order quantity) is selected.</td>
</tr>
<tr>
<td></td>
<td>- The number of additional days of supply after demand is encountered when you select order policy code 4 (periods of supply).</td>
</tr>
<tr>
<td></td>
<td>- The desired inventory level when you select order policy code 5 (rate scheduled item). If the ending available quantity is below or above</td>
</tr>
<tr>
<td></td>
<td>the desired inventory level, then MPS/MRP/DRP generation issues an “increase rate to” or a “decrease rate to” message.</td>
</tr>
<tr>
<td>Planning Code</td>
<td>A code that indicates how Master Production Schedule (MPS), Material Requirements Planning (MRP), or Distribution Requirements Planning (DRP)</td>
</tr>
<tr>
<td></td>
<td>processes this item. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>0  Not Planned by MPS, MRP, or DRP</td>
</tr>
<tr>
<td></td>
<td>1  Planned by MPS or DRP</td>
</tr>
<tr>
<td></td>
<td>2  Planned by MRP</td>
</tr>
<tr>
<td></td>
<td>3  Planned by MRP with additional independent forecast</td>
</tr>
<tr>
<td></td>
<td>4  Planned by MPS, Parent in Planning Bill</td>
</tr>
<tr>
<td></td>
<td>5  Planned by MPS, Component in Planning Bill</td>
</tr>
<tr>
<td></td>
<td>These codes are hard coded.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Planning Fence Rule</td>
<td>A code (system 34, table TF) that the system uses in conjunction with the Planning Time Fence Days field to determine how forecast demand or actual customer demand is used.</td>
</tr>
<tr>
<td></td>
<td>For example:</td>
</tr>
<tr>
<td></td>
<td>S tells the system to plan using customer demand before the time fence and forecast after the time fence</td>
</tr>
<tr>
<td></td>
<td>F tells the system to plan using forecast before the time fence and forecast plus customer demand after the time fence</td>
</tr>
<tr>
<td></td>
<td>If you enter 5 in the Planning Time Fence Days field and S in this field, then the system uses only customer demand for the regeneration for the first 5 days. After 5 days, the system uses the forecast for the regeneration.</td>
</tr>
<tr>
<td></td>
<td>Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>C Customer demand before, greater of forecast or customer demand after</td>
</tr>
<tr>
<td></td>
<td>F Forecast before, forecast plus customer demand after</td>
</tr>
<tr>
<td></td>
<td>G Greater of forecast or customer demand before, forecast after</td>
</tr>
<tr>
<td></td>
<td>S Customer demand before, forecast after</td>
</tr>
<tr>
<td></td>
<td>1 Zero before, forecast after</td>
</tr>
<tr>
<td></td>
<td>3 Zero before, forecast plus customer demand after</td>
</tr>
<tr>
<td>Accounting Cost Quantity</td>
<td>An amount the system uses in the cost rollup program to determine the allocation of setup costs. The system totals the setup costs and divides the sum by this quantity to determine a unit setup cost. The default is 1.</td>
</tr>
<tr>
<td>Round to Whole Number</td>
<td>A code that determines if an item should be rounded to the closest whole number for planning purposes. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>R Round to the closest whole number</td>
</tr>
<tr>
<td></td>
<td>Blank Do not round</td>
</tr>
<tr>
<td></td>
<td>For example, if the calculated requirements for an item are 4.6 and this field has an R, the system rounds the quantity required to 5. If the calculated requirements are 4.4, the system rounds to 4.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Planning Fence</td>
<td>The number of days that the system uses in conjunction with the time fence rule to determine how the forecast is used. Enter the number of days from the start date, after which the time fence rule changes from the first rule to the second rule. For example, if the time fence rule is S (customer demand before the time fence, forecast after the time fence), and the planning time fence is 5 days, the system plans for the first 5 days using customer demand. After the fifth day, the system plans using the forecast.</td>
</tr>
<tr>
<td>Freeze Fence</td>
<td>The number of days from the generation start date within which the system should not generate order messages. For example, if the generation start date is 01/01/99, and the freeze time fence is 6 days, the planning system does not issue messages with dates less than or equal to 01/07/99.</td>
</tr>
<tr>
<td>Message Display Fence</td>
<td>The number of days after the generation start date that the system should not generate order messages. For example, if the generation start date is 01/01/99, and the message time fence is 60 days, the system does not issue messages with dates greater than or equal to 03/01/99. However, the planning horizon for orders continues past this date and is reflected in available to promise totals.</td>
</tr>
<tr>
<td>MFG Leadtime Quantity</td>
<td>The quantity that determines the leadtime level for a manufactured item. Each of the routing steps for the item are extended by this quantity. For the system to calculate the leadtime level, the quantity in this field must be a value other than zero.</td>
</tr>
</tbody>
</table>
| Fixed/Variable      | A code that determines whether the system uses fixed or variable leadtimes. This code works in conjunction with the value from either the Level Leadtime field or the Leadtime Per Unit field. Valid codes are:  
  F Fixed leadtime – The system calculates work order start dates using the value from the Leadtime Level field.  
  V Variable leadtime – The system calculates work order start dates using the value from the Leadtime Per Unit field. |
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Leadtime Level      | The leadtime for an item at its assigned level in the production process as defined on Plant Manufacturing Data. The system uses this value to calculate the start dates for work orders using fixed leadtimes. Level leadtime is different for purchased and manufactured items:  
  - Purchased – The number of calendar days required for the item to arrive at your branch/plant after the supplier receives your purchase order.  
  - Manufactured – The number of workdays required to complete the fabrication or assembly of an item once all the components are available.  
You can enter level leadtime manually on Manufacturing Values Entry, or you can let the Leadtime Rollup program calculate it. To calculate level leadtime using the Leadtime Rollup program, you must first enter a quantity in the Manufacturing Leadtime Quantity field in the Item Branch table (F4102). |
| Leadtime Manufacturing | The total number of days required to build an item from its lowest level components to the final assembly. This value is the total of the level leadtimes for all manufactured items, plus the highest manufacturing leadtime for all its components.  
If all components are purchased, the manufacturing leadtime equals the item’s level leadtime. Purchased item leadtimes are not included in the calculation of manufacturing leadtimes.  
You can enter the manufacturing leadtime manually or you can have the system calculate it when you run the Leadtime Rollup program. |
| Leadtime Cumulative  | The total number of days required to build an item from its lowest level components to the final assembly. The system calculates the value differently for manufactured and purchased items.  
Manufactured – The total of all level leadtimes for all manufactured items, plus the highest cumulative leadtime of all its components.  
Purchased – The item’s level leadtime. Purchased item leadtimes are included in the calculation of cumulative leadtimes.  
You can enter this value manually or you can have the system calculate it when you run the Leadtime Rollup program. |
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadtime Per Unit</td>
<td>The total number of hours required to build one unit as specified on the routing. This value is factored by the time basis code.</td>
</tr>
<tr>
<td></td>
<td>You can enter this value manually, or you can have the system calculate it when you run the Leadtime Rollup program. The system overwrites this value when you run the Leadtime Rollup program.</td>
</tr>
<tr>
<td></td>
<td>The system uses this field to calculate start dates for work orders when you use variable leadtimes.</td>
</tr>
<tr>
<td>Issue Type Code</td>
<td>A code that defines how each component in the bill of material is issued from stock. In shop floor control, it indicates how a part is issued to a work order. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>I Manual issue (default)</td>
</tr>
<tr>
<td></td>
<td>F Floor stock (no issue)</td>
</tr>
<tr>
<td></td>
<td>B Backflush (when part is reported as complete)</td>
</tr>
<tr>
<td></td>
<td>P Preflush (when parts list is generated)</td>
</tr>
<tr>
<td></td>
<td>U Super backflush (at pay-point operation)</td>
</tr>
<tr>
<td></td>
<td>S Sub-contract item (send to supplier)</td>
</tr>
<tr>
<td></td>
<td>Blank Shippable end item</td>
</tr>
<tr>
<td></td>
<td>You can issue a component in more than one way within a specific branch/plant by using a different code on the bill of material and work order parts list. The bill of material code overrides the branch/plant value.</td>
</tr>
<tr>
<td>Drawing Size</td>
<td>A code that represents the engineering drawing size. For example: A A-size drawing D D-size drawing</td>
</tr>
<tr>
<td>Last Revision No.</td>
<td>This number is a subset to the drawing number. It provides an additional description of the drawing and is useful should the system use an engineering drawing as a reference for this item.</td>
</tr>
<tr>
<td>Drawing Number</td>
<td>An engineering drawing number that might be the same as the part or item number.</td>
</tr>
</tbody>
</table>
**Entering Item Grade and Potency Information**

**Entering Item Grade/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 the active ingredient in a product (for example, the percentage of alcohol in liquor).

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

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

**To enter item grade and potency information**

On Item Master Information

1. Access Manufacturing Values Entry.
2. On Manufacturing Values Entry, complete the following fields:
   - Grade/Potency Pricing
   - Potency Control
   - Standard Potency
   - From Potency
   - Thru Potency
   - Grade Control
   - Standard Grade
   - From Grade
   - Thru Grade
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Grade/Potency Pricing | A code that indicates if you price the item by grade or potency range. You must control the item by grade to price it by grade. Likewise, you must control the item by potency to price it by potency. Valid values are:  
|                    | Blank  No potency or grade pricing  
|                    | 1 Potency pricing  
|                    | 2 Grade pricing |
| Potency Control    | A code that indicates whether you control the item by potency. |
| Standard Potency   | The percentage of active ingredients normally found in an item. |
| From Potency       | A number that indicates the minimum potency, or percentage of active ingredients, acceptable for an item.  
|                    | The system displays a warning message if you try to purchase or issue items that fall below the minimum acceptable potency. The system does not allow you to sell items that fall below the minimum acceptable potency. |
| Thru Potency       | A number that indicates the maximum potency, or percentage of active ingredients, acceptable for an item.  
|                    | The system displays a warning message if you try to purchase or issue items that have a potency above the maximum potency acceptable. The system does not allow you to sell items that have a potency above the maximum potency acceptable. |
| Grade Control      | A code that indicates whether you control the item by grade. |
| Standard Grade     | A code (table 40/LG) that represents the normal grade for an item. |
| From Grade         | A code (system 40, type LG) that indicates the minimum grade acceptable for an item.  
|                    | The system displays a warning message if you try to purchase or issue items that have a grade below the minimum grade acceptable. The system does not allow you to sell items that have a grade below the minimum acceptable level. |
| Thru Grade         | A code (system 40, type LG) that indicates the maximum grade acceptable for an item.  
|                    | The system displays a warning message if you try to purchase or issue items that have a grade above the maximum grade acceptable. The system does not allow you to sell items that have a grade above the maximum grade acceptable. |
What You Should Know About

Lots
You can specify the grade or potency of all items in a specific lot on Lot Master Revisions. If you do not specify a grade or potency, the system uses the standard grade or potency from Item Master or Item Branch Information.

Grade and potency ranges for sales purposes
You can specify an acceptable grade or potency range for each of your customers using preference profiles.

For more information, see Setting Up Preference Profiles in the Sales Order Management Guide.

See Also

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

Processing Options for Item Master Information - Revisions

Default Values :
1. Primary Unit of Measure (Blanks=EA) ____________
2. Weight Unit of Measure (Blanks=LB) ____________

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

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

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

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

Global Update:
7. Enter a ‘1’ to transfer changes made to the 2nd (LITM) and the 3rd (AITM) item numbers to the Item Branch (P4102) item records.

(F19 from Item Master Revisions allows you to update other files).

or

Enter a ‘2’ to transfer changes to records in the selected files (see User Defined Codes 40/IC).

Press F1 to display the selected files.

Dream Writer Versions:
Enter the version to be used for each program. If left blank, ZJDE0001 is used.
8. Item Availability (P41202)
9. Item Branch (P41026)
Enter Branch/Plant Information

Entering Branch/Plant Information

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

After you enter master information for an item, you can assign the item to different warehouses or branch/plants. You can then customize the item master information for each branch/plant. You can also specify the locations in the branch/plant in which the item is stored.
Every J.D. Edwards system that retrieves item information searches for an item’s branch/plant information before using an item’s master information.

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

To enter item branch/plant information, complete the following tasks:

- Assign an item to a branch/plant
- Work with item locations
- Enter item tax information (optional)
- Locate item sources (optional)
- Enter item reorder quantities (optional)
- Enter item manufacturing information (optional)
- Duplicate item information for multiple branch/plants (optional)

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

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

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

**Accessing other branch/plant information**
Use processing options to specify that other item information displays subsequent to item branch/plant information, such as item unit of measure defaults.
Assigning an Item to a Branch/Plant

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

To assign an item to a branch/plant

On Item Branch/Plant Information

Complete the following fields:

- Branch/Plant
- Item Number

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

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

The system prompts you for the primary location immediately after you assign an item to a branch/plant. You can assign secondary locations to an item when you enter branch/plant information. The system automatically assigns a secondary location if you enter a location other than the primary location for an item when you receive it.
If you specify location control on System Constants, you can assign an item to only those locations set up on Branch/Plant Location Master. If you do not specify location control, you can assign an item to any location.

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

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

Complete the following tasks:

- Assign a primary location to an item
- Change the primary location for an item
- Assign secondary locations to items

**See Also**

- *Entering Information for Lots (P4108)* for information about defining lot details
- *Working with Lot Statuses (P00051)* for information about putting lots and locations on hold

### To assign a primary location to an item

On Item Branch/Plant Information

1. Assign a branch/plant to an item.

2. On Primary Location, complete the following fields:
   - Location
Lot

To change the primary location for an item

On Item Branch/Plant Information

1. Access Item/Location Information.

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

3. Access Primary Location.

4. On Primary Location, complete the following fields:
   - Location
   - Lot

5. Return to Item/Location Information.

6. On Item/Location Information, complete the following field:
   - P/S (Primary/Secondary Location)

To assign secondary locations to an item

On Item Branch/Plant Information
1. Access Item/Location Information.

![Image of Item/Location Information window]

1. On Item/Location Information, enter S in the following field to identify the secondary (S) locations for an item:
   - P/S (Primary/Secondary Location)

2. Complete the following fields for each secondary location and lot:
   - Location
   - Lot
   - Lot Status

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>A code that identifies inventory locations in a branch/plant. You define the format of the location identifier by branch/plant (P410012).</td>
</tr>
</tbody>
</table>

Form-specific information

If you do not specify a location in this field, the system uses the blank location set up for the branch/plant in Branch/Plant Location Master.

<p>| Lot     | A number that identifies a lot or a serial number. A lot is a group of items with similar characteristics. |</p>
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Location (P/S)</td>
<td>A value that indicates if this is the primary or secondary location for this item within this stocking location. Valid values are:</td>
</tr>
<tr>
<td></td>
<td>P  Primary storage location</td>
</tr>
<tr>
<td></td>
<td>S  Secondary storage location</td>
</tr>
<tr>
<td></td>
<td>NOTE: You can only have one storage area within each branch or warehouse marked as primary. In some cases, the system uses the primary storage area as the default.</td>
</tr>
<tr>
<td>Lot Status</td>
<td>A user defined code (table 41/L) that indicates the status of the lot. If this field is blank, it indicates that the lot is approved. All other codes indicate that the lot is on hold. You can assign a different status code to each location in which a lot resides on Item/Location Information or Location Lot Status Change.</td>
</tr>
</tbody>
</table>

**What You Should Know About**

<table>
<thead>
<tr>
<th>Changing a primary location</th>
<th>If you change an item's primary location and any of the following quantities exist, the quantities transfer to the new primary location:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Quantity on backorder</td>
</tr>
<tr>
<td></td>
<td>• Quantity on purchase order</td>
</tr>
<tr>
<td></td>
<td>• Quantity on work order</td>
</tr>
<tr>
<td></td>
<td>• Other purchasing I</td>
</tr>
<tr>
<td></td>
<td>• Quantity on soft commit</td>
</tr>
<tr>
<td></td>
<td>After you change the primary location for an item, the previous primary location becomes a secondary location.</td>
</tr>
</tbody>
</table>

| Deleting a primary location | To delete a primary location you must first change it to a secondary location. No quantities can exist in the locations that you delete. |

**Entering Item Tax Information**

You must specify whether an item is subject to tax to have the system calculate taxes for purchases and sales. You specify tax information for an item when you enter branch/plant information.
To enter tax information

On Item Branch/Plant Information

Complete the following fields:

- Sales Taxable
- Purchasing Taxable

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Taxable</td>
<td>A code that indicates whether the item is subject to sales tax when you sell it. The system calculates tax on the item only if the customer is also taxable.</td>
</tr>
<tr>
<td>Purchasing Taxable</td>
<td>A code that indicates whether the item is subject to sales tax when you purchase it. The system calculates tax on the item only if the supplier is also taxable.</td>
</tr>
</tbody>
</table>

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

On Item Branch/Plant Information

Complete the following fields:

- Country of Origin
- Supplier

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country of Origin</td>
<td>A code (system 00/type CN) that identifies the country in which the item originates. This is useful for organizations who must periodically separate their inventory by source.</td>
</tr>
</tbody>
</table>
### Field | Explanation
--- | ---
Supplier | The address book number of the preferred provider of this item. You can enter the number for the supplier or you can have the system enter it each time that you receive the item from a supplier. You specify whether the system enters the supplier using processing options for Enter Receipts.

---

**Entering Item Reorder Quantities**

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

#### To enter reorder quantities

On Item Branch/Plant Information

1. Access Item Branch Quantities.

   ![Image](image-url)

2. On Item Branch Quantities, complete the following fields:
   - Reorder Quantity
   - Maximum Reorder Qty
- Minimum Reorder Qty
- Reorder Point
- Multiple Order Qty
- Units Per Container
- Safety Stock

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reorder Quantity</td>
<td>The estimated reorder quantity for an item. You can enter this quantity if there is not enough sales history available for the system to accurately calculate a reorder quantity.</td>
</tr>
<tr>
<td>Maximum Reorder Quantity</td>
<td>The maximum order quantity for an item. You can base the quantity on factors other than usage, such as perishability, storage capacity, and so forth.</td>
</tr>
<tr>
<td>Minimum Reorder Quantity</td>
<td>The minimum order quantity for an item. You can base the quantity on factors other than usage, such as perishability, storage capacity, and so forth.</td>
</tr>
<tr>
<td>Reorder Point</td>
<td>A quantity for an item that specifies when replenishment occurs. Typically, this occurs when the total quantity on hand plus the quantity on order fall to, or below a specified quantity. You can enter this quantity or the system can calculate it if there is sufficient sales history. If there is no safety stock quantity defined, the system first calculates the safety stock by multiplying the square root of the average leadtime quantity. Then, the system adds the calculated safety stock quantity to the average leadtime quantity to determine the reorder point.</td>
</tr>
<tr>
<td></td>
<td>Form-specific information</td>
</tr>
<tr>
<td></td>
<td>Define the quantity that specifies when replenishment occurs. If this field is left blank, the system calculates the replenishment quantity by adding the safety stock quantity (defined in the Item Location table (F41021) to the average leadtime quantity.</td>
</tr>
<tr>
<td>Multiple Order Quantity</td>
<td>A multiple for rounding up planned order quantities in MPS/MRP. The system rounds up the planned order quantity to the nearest multiple you enter in this field.</td>
</tr>
<tr>
<td>Shipping Units Per Container</td>
<td>The standard quantity of containers that move through the manufacturing process (typically used in a repetitive manufacturing environment). The quantity you enter determines the number of bar code labels that you need for shipping and it will also modify order release quantities.</td>
</tr>
<tr>
<td>Safety Stock</td>
<td>The quantity of stock kept on hand to cover high-side variations in demand.</td>
</tr>
</tbody>
</table>
Entering Item Manufacturing Information

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

**Requirements planning information** You enter information about inventory shrinkage for the item to plan for the quantity you need to replace due to shrinkage.

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

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

Complete the following tasks:

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

**What You Should Know About**

**Default values** Most of the items on Plant Manufacturing Data are identical to those on Manufacturing Values Entry. The system uses the default values from Manufacturing Values Entry.
To enter requirements planning information

On Item Branch/Plant Information

1. Access Plant Manufacturing Data.
2. On Plant Manufacturing Data, complete the following fields:
   - Shrink Factor
   - Shrink Factor Method

To enter leadtime information

On Item Branch/Plant Information

1. Access Plant Manufacturing Data.
2. On Plant Manufacturing Data, complete the following fields:
   - Time Basis
   - Queue Hours
   - Standard Setup Hours

To enter engineering information

On Item Branch/Plant Information
1. Access Plant Manufacturing Data.

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shrink Factor</td>
<td>A fixed quantity or percentage that the system uses to determine inventory shrinkage for an item. The system increases the planned order quantity by this amount in MPS/MRP/DRP generation. The shrink factor method you specify for the item determines whether the shrink factor is a percentage or a fixed quantity. If you are entering a percentage, enter 5% as 5.00 and 50% as 50.00.</td>
</tr>
<tr>
<td>Shrink Factor Method</td>
<td>A value that determines whether the shrink factor you enter for this item is a percentage or a fixed quantity. Valid values are: % Percentage of order or requested quantity F Fixed amount to be added to quantity</td>
</tr>
<tr>
<td>Time Basis Code</td>
<td>A user defined code (system 30, type TB) that identifies the time basis or rate to be used for machine or labor hours entered for any routing step. You can set rates per unit, per 10, per 1000, and so on. The system uses the values in the Description-2 field on the User Defined Codes form for costing and scheduling calculations. The Description field is a description of what the code represents, but is not used in calculations.</td>
</tr>
<tr>
<td>Queue Hours</td>
<td>The time (in hours) that an order is expected to be in the queue while waiting to be processed through the work center. The system stores this value in the Item Branch table (F4102). This value is calculated by the Leadtime Rollup program (P30822) or you can enter it manually. When you run the Leadtime Rollup program, the system overrides manual entries with calculated values.</td>
</tr>
<tr>
<td>Standard Setup Hours</td>
<td>The standard setup hours you expect to incur in the normal completion of this item.</td>
</tr>
<tr>
<td>ECO Reason</td>
<td>A code (table 40/CR) that identifies the reason for the engineering change order.</td>
</tr>
<tr>
<td>ECO Number</td>
<td>The number assigned to an engineering change order.</td>
</tr>
</tbody>
</table>
### Field

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO Date</td>
<td>The date of the engineering change order.</td>
</tr>
<tr>
<td>Item Revision Level</td>
<td>The revision level for an item. If you enter a revision level in this field, verify that the revision level of the routing for an item matches the revision level on the bill of material for the item.</td>
</tr>
</tbody>
</table>

---

**Duplicating Item Information for Multiple Branch/Plants**

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

- Use Item Branch Duplication to select individual items for duplication
- Use the Item Branch Duplication DREAM Writer program to define criteria for items that you want to duplicate

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

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

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

On Item/Branch Duplication

---

**G41 Inventory Management**

Enter 27

**G4131 Inventory Advanced & Technical Operations**

Choose Item/Branch Duplication
1. To specify the branch/plant from which you are duplicating information, complete the following field:
   - Branch Plant
2. Enter search criteria to locate the appropriate items.
3. Select the appropriate items to duplicate.
4. Exit the screen to activate the batch job.

**What You Should Know About**

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

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

**Processing Options for Item Branch Information - Revisions**

**Process Control:**
1. Enter a ‘1’ to select the Item Balance information screens to automatically call when performing an add or a change. If left blank, screen will not display.
   - Classification Codes.
   - Cost Revisions (conditional).
   - Price Revisions (conditional).
Inventory Management

Unit of Measure . . . . . .
Quantities. . . . . . . . . . . .
Manufacturing Values. . . . .
Item Profile. . . . . . . . . .
Bulk Product Information. . .

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

Dream Writer Versions:
3. Summary Availability (P41202)
4. Item / Location Information
   (P41024)
5. Test / Specification Revisions
   (P3710)

Processing Options for Item/Branch Duplication

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

Screen Defaults:
2. Enter the data selection fields
you want displayed on the video
(Enter the data dictionary
field name.):
   Data Item One
   Data Item Two
   Data Item Three
   Data Item Four

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

File Updates:
4. Enter a ’1’ next to each file to
duplicate. If left blank, the
file will not be duplicated:
   Cost Ledger File          (F4105)
   Base Price File           (F4106)
   UOM Conversion Factors    (F41002)
   Bulk Depot/Product Info.  (F41022)
   Warehouse Item Profile    (F46010)
   Warehouse Item UOM/Profile (F46011)
Processing Options for Item/BranchDuplication - Batch Selection

Update Options:
1. Enter the branch/plants to which you want to duplicate the items:
   1) ____________
   2) ____________
   3) ____________
   4) ____________
   5) ____________
   6) ____________
   7) ____________
   8) ____________
   9) ____________
  10) ____________

2. Enter a ‘1’ next to each file to duplicate. If left blank, the file will not be duplicated.
   Cost Ledger File (F4105) ____________
   Base Price File (F4106) ____________
   UOM Conversion Factors (F41002) ____________
   Bulk Depot/Product Info. (F41022) ____________
   Warehouse Item Profile (F46010) ____________
   Warehouse Item/UOM Profile (F46011) ____________
Enter Item Cost Information

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

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

You can also add prorated setup costs for manufacturing.

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

Complete the following tasks:

- Assign a cost level to an item
- Assign a cost method to an item
- Enter item costs
- Enter manufacturing setup cost information
The system stores inventory cost records in the Cost Ledger table (F4105).

**See Also**

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

**Assigning a Cost Level to an Item**

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

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

- The inventory cost for the item, which the system stores in the Cost Ledger table (F4105)
- The supplier’s cost for the item, if supplier costs are set up in the Purchase Price table (F41061)

**To assign item cost levels**

On Item Master Information

Complete the following fields:

- Inventory Cost Level
- Purchase Price Level
## Inventory Management

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Inventory Cost Level      | A code that indicates whether the system maintains one overall inventory cost for the item, a different cost for each branch/plant, or a different cost for each location and lot within a branch/plant. The system maintains inventory costs in the Inventory Cost table (F4105).  
  Valid codes are:  
  1 Item level  
  2 Item/Branch level  
  3 Item/Branch/Location level |
| Purchase Price Level      | A code that indicates where to retrieve the purchase price for an item when you enter a purchase order. Valid codes are:  
  1 Use the supplier/item price from the Purchase Price table (F41061).  
  2 Use the supplier/item/branch price from the Purchase Price table (F41061).  
  3 Use the inventory cost from the Inventory Cost table (F4105). This cost is based on the inventory cost level and the purchasing cost method you specify for the item.  
  The first two codes are applicable only if you set up supplier costs in the Purchase Order Management system. If you do not set up supplier costs, the system uses the inventory cost as the default for the purchase order. |

### What You Should Know About

**Changing an item’s cost level**  
To change an item’s cost level after you have entered costs, you must use Item Cost Level Conversion.  
For more information, see *Converting Cost Levels*.  

**Locating an item to assign cost methods and costs**  
The cost level you enter for an item determines how you locate the item to assign cost methods and enter item costs. For example, you locate the item based on:  
- The item  
- The item and branch/plant  
- The item, branch/plant, and location

### See Also

- *Defining Supplier Prices and Pricing Structures (P41061)* in the *Purchase Management 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 LIFO cost method to determine the item’s unit cost for purchase orders.

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

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

To assign cost methods to an item

On Item Master Information

1. Access Cost Revisions.

2. On Cost Revisions, complete the following fields:
   - Sales/Inventory
### Inventory Management

- **Purchasing**

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

### What You Should Know About

**Assigning a cost method without specifying a cost**

If you do not enter an item cost for the cost methods you assign to sales, inventory, or purchasing, the system displays a warning message. If you ignore the warning, the system assigns a zero cost for the cost method.

**Reserved cost methods**

J.D. Edwards reserves cost methods 01 – 19.

For more information, see *Setting Up Item Costs* in *Product Costing and Manufacturing Accounting*.

**Reserved cost methods**

J.D. Edwards reserves cost methods 01 – 19.

### 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.
To enter item costs

On Item Master Information

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Cost</td>
<td>The amount per unit (the total cost divided by the unit quantity).</td>
</tr>
</tbody>
</table>

... Form-specific information ...

The cost for one unit of this item, based on the corresponding cost method.

What You Should Know About

Changing unit costs

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

Updating unit costs

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

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

Also, the system updates the following costs:

- Last-in, Purchasing, and Lot – the Receipts program updates these costs.
- Purchasing – the Voucher Match program updates this cost.

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

Entering Manufacturing Setup Cost Information

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

To enter manufacturing setup cost information

On Item Master Information

1. Access Manufacturing Values Entry.
2. On Manufacturing Values Entry, complete the following field:
   - Accounting Cost Qty

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Cost Quantity</td>
<td>An amount the system uses in the cost rollup program to determine the allocation of setup costs. The system totals the setup costs and divides the sum by this quantity to determine a unit setup cost. The default is 1.</td>
</tr>
</tbody>
</table>
Enter Sales Price Information

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

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 to price groups to which the system applies discounts.

Complete the following tasks:

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

The system stores sales prices in the Price table (F4106).
Assigning Price Levels to an Item

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

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

To assign price levels to an item

On Item Master Information

Complete the following fields:

- Sales Price Level
- Kit Pricing Method

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Price Level</td>
<td>A code that indicates whether the system maintains standard sales prices for an item, different sales prices for each branch/plant, or different sales prices for each location and lot within a branch/plant. The system maintains sales prices in the Base Price file (F4106). Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Kit Pricing Method</td>
<td>A code that indicates how the system determines the sales price of a kit or configured item. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>
What You Should Know About

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

For more information, see *Converting Sales Price Levels* in the *Sales Order Management Guide*.

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

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

See Also

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

Assigning Price Groups to an Item

You can assign items with similar characteristics to a price group. After you assign an item to a price group, the price discounts and markups that you have defined for the group in the Sales Order Management system apply to the item.

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

To assign price groups

On Item Master Information

Complete the following fields:

- Item Price Group
- Basket Reprice Group
- Order Reprice Group
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Price Group</td>
<td>A user defined code (system 40/type PI) that identifies an inventory price group for an item.</td>
</tr>
<tr>
<td></td>
<td>Inventory price groups have unique pricing structures that direct the system to incorporate discounts or markups on items on sales and purchase orders. The discounts or markups are based on the quantity, dollar amount, or weight of the item ordered. When you assign a price group to an item, the item takes on the same pricing structure defined for the inventory price group.</td>
</tr>
<tr>
<td></td>
<td>You must assign an inventory price group to the supplier or customer, as well as to the item, for the system to interactively calculate discounts and markups on sales orders and purchase orders.</td>
</tr>
<tr>
<td>Basket Reprice Group</td>
<td>A code (table 40/PI) that identifies a price group for an item.</td>
</tr>
<tr>
<td></td>
<td>Basket reprice groups have unique pricing structures that direct the system to incorporate discounts or markups for items on sales orders. The discounts or markups are based on the quantity, dollar amount, or weight of the item ordered. When you run the Standard Order/Basket Reprice program, the system identifies ordered items that belong to a common basket reprice group and implements the appropriate discounts or markups to the cost of each item.</td>
</tr>
<tr>
<td>Order Reprice Group</td>
<td>A code (table 40/PI) that identifies a price group for an item.</td>
</tr>
<tr>
<td></td>
<td>Order reprice groups have unique pricing structures that direct the system to incorporate discounts or markups for items on sales orders. The discounts or markups are based on the item quantity, dollar amount, or weight on the sales order as a whole. When you run the Standard Order/Basket Reprice procedure, the system identifies ordered items that belong to a common order reprice group and implements the appropriate discount as a flat dollar amount in a new discount line for the order.</td>
</tr>
</tbody>
</table>

**See Also**

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

**Entering Item Prices**

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.
To enter item prices

On Item Master Information

1. Access Base Price Revisions.

2. On Base Price Revisions, complete the following fields:
   - UM
   - Unit Price
   - Effective From
   - Effective Thru

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Price</td>
<td>The price that the system charges for one unit of this item.</td>
</tr>
<tr>
<td>Effective From</td>
<td>The date that a transaction, text message, contract, obligation, or preference becomes effective.</td>
</tr>
<tr>
<td></td>
<td>\textit{Form-specific information} \textit{The date that this price becomes effective.}</td>
</tr>
<tr>
<td>Effective Thru</td>
<td>The date that a transaction, text message, agreement, obligation, or preference has expired or been completed.</td>
</tr>
<tr>
<td></td>
<td>\textit{Form-specific information} \textit{The date that this price expires.}</td>
</tr>
</tbody>
</table>
What You Should Know About

**Specifying prices by currency**

You can enter a currency code for a price if you use multi-currency.
Test Yourself: Item Entry

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

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

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

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

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

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

6. Identify two methods for setting up conversion information for units of measure.
7. What are the numbers for the following tables?
   - Branch/Plant Information
   - Location Balances
   - Cost table
   - Price table

8. How many cost methods can you set up?

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

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

Objectives

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

About Inventory Transactions

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

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

You can move inventory using the following programs:

- Issues
- Adjustments
- Transfers

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

Complete the following tasks:

- Issue inventory
- Adjust inventory
- Transfer inventory
**Where Does the System Record Transactions?**

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

![Diagram showing the flow of transaction information]

**Which Accounting Information Does the System Update?**

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

**What Types of Accounting Information Can I Review?**

From any transaction, you can access three programs:

- **G/L Journal Review** Provides information on two levels:
  - Summary or detailed batch level – The summary level displays batch information by user, status, number, and entry date. The detailed level shows batch information by journal entry, such as the transaction type for the document.
  - Individual document level – The individual document level displays information for each journal entry, such as the updated account and the amount posted to the journal entry.

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

Before You Begin

☐ Verify that the following information is set up:

- Item and branch/plant information in the Item Branch table (F4102) and the Item Location table (F41021)
- General ledger accounts in the Account Master table (F0901)
- AAIs for distribution transactions

See Also

- Setting Up Automatic Accounting Instructions for more information about the AAIs used in the Inventory Management system
Issue Inventory

Issuing Inventory

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

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

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

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

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

**Standard format**  Issue inventory items from a branch/plant.
**Equipment format**
Record inventory that is issued to a specific piece of equipment.

**Subledger format**
Debit a specific general ledger account for an issue.

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

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

To issue inventory

On Issues

![Issue Management Screen](image)

1. To enter transaction information, complete the following fields:
   - Branch/Plant (Business Unit)
   - Trans. Date (Date - Order Transaction)
   - Document Number (Document)
   - Document Type
• Explanation (Explanation - Transaction)

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

3. Complete the following fields:
   • Item Number
   • Quantity
   • UM
   • Location
   • Lot
   • Reason Code
   • Unit Cost (Amount - Unit Cost)
   • Extended (Amount - Extended Cost)
   • Equipment

4. To enter accounting information, complete the following fields:
   • Account No. (Account Number - Input)
   • G/L Date (Date - For G/L)
   • Subledger (Subledger - G/L)
   • Type (Subledger Type)
   • Phase
The system processes the transaction and displays a document number, document type, and the batch number for the transaction.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date – Order/Transaction</td>
<td>The date that an order was entered into the system. This date determines which effective level is used for inventory pricing.</td>
</tr>
<tr>
<td>Document (Order No., Invoice, and so on)</td>
<td>The number that identifies an original document. This can be a voucher, an invoice, unapplied cash, a journal entry number, and so on.</td>
</tr>
<tr>
<td>Document Type</td>
<td>A user defined code (system 00/type DT) that identifies the origin and purpose of the transaction. J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and time sheets. The reserved document type prefixes for codes are: P Accounts payable documents R Accounts receivable documents T Payroll documents I Inventory documents O Order processing documents J General ledger/joint interest billing documents The system creates offsetting entries as appropriate for these document types when you post batches.</td>
</tr>
<tr>
<td>Explanation – Transaction</td>
<td>This text identifies the reason that a transaction occurred.</td>
</tr>
<tr>
<td></td>
<td>.................. <em>Form-specific information</em> .................. A specific explanation for a particular issue. If you leave this field blank, the system automatically supplies this explanation from the descriptions associated with the document type you specified.</td>
</tr>
<tr>
<td>Reason Code</td>
<td>A user defined code (system 42/type RC) that explains the purpose for a transaction. For example, you can use a code to indicate a transaction that involves returned items, such as goods that were damaged in shipment or the overshipment of goods.</td>
</tr>
<tr>
<td>Amount – Unit Cost</td>
<td>The amount per unit (the total cost divided by the unit quantity).</td>
</tr>
<tr>
<td>Amount – Extended Cost</td>
<td>For accounts receivable and accounts payable, this is the invoice (gross) amount. For sales orders and purchase orders, this is the unit cost times the number of units.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Account Number              | A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:  
  - Structured account (business unit.object.subsidiary)  
  - 25-digit unstructured number  
  - 8-digit short account ID number  
  - Speed code  
  
  The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program (P000909). |
| Equipment                   | An identification code for an asset that you can enter in one of the following formats:  
  - 1 Item number (a computer-assigned, 8-digit, numeric control number)  
  - 2 Unit number (a 12-character alphanumeric field)  
  - 3 Serial number (a 25-character alphanumeric field)  
  
  Every asset has an item number. You can use unit number and serial number to further identify assets as needed.  
  
  If this is a data entry field, the first character you enter indicates whether you are entering the primary, or default, format that is defined for your system, or one of the other two formats. A special character (such as `/` or `~`) in the first position of this field indicates which asset number format you are using. You assign special characters to asset number formats on the system constants form. |
| Date – For G/L (and Voucher) | A date that identifies the financial period that the transaction is to be posted to. The general accounting constants specify the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments.  
  
  The system edits this field for PBCO (posted before cutoff), PYEB (prior year ending balance), and so on. |
| Subledger – G/L             | A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number, an address book number, and so forth. If you enter a subledger, you must also specify the subledger type. |
### Inventory Management

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Subledger Type      | A user defined code (00/ST) that is used with the Subledger field to identify the subledger type and subledger editing. On the User Defined Codes form, the second line of the description controls how the system performs editing. This is either hard-coded (as shown in the second line of description) or can be user defined. For example:  
  
  A  Alphanumeric field, do not edit  
  N  Numeric field, right justify and zero fill  
  C  Alphanumeric field, right justify and blank fill |
| Phase               | A user defined code (system 00, type W1) that indicates the current stage or phase of development for a work order. You can assign a work order to only one phase code at a time.  
NOTE: A processing option for some forms lets you enter a default value for this field, which the system displays in the appropriate fields on any work orders you create on those forms and on the Project Setup form. (You can either accept or override the default value.)  

| Form-specific information |

In this case, the field allows you to charge inventory costs to a particular phase of a project.  

### What You Should Know About

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

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

### Processing Options for Inventory Issues

**Default Values**:  
1. Document Type  
2. Enter a ’1’ to default the Location and Lot from the Primary Location.

**Screen Control**:  
3. Enter a ’1’ for Equipment Based Issues, a ’2’ for Subledger Based
Issues, or a ‘3’ for Equipment and Subledger Issues. If left blank, the screen will default to Standard Issues.

4. Enter ‘1’ to require an account number when Subledger Based issues are selected.

Dream Writer Versions:
Enter the version for each program to be used. If left blank, version ZJDE0001 will be used.

5. Journal Entries (P09101)  
6. G/L Functional Server (XT091121)  
7. Item Search (P41200)  
8. Item Ledger (P4111)  
9. Warehouse Requests (P46100)  

Processing Control:
10. Enter a ‘1’ to protect costs, or a ‘2’ to make costs non-display. If left blank, the update of costs is allowed.

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

Processing Control (Cont):
12. Enter a ‘1’ to allow over issuing of an item.

13. Enter a ‘1’ to allow issues from held lots.

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

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

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

   2 = Full Item Search screen with query capabilities.

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

G41 Inventory Management
Choose Inventory Master/Transactions

G4111 Inventory Master/Transactions
Choose Adjustments

Adjusting Inventory

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

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

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

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

To adjust inventory

On Adjustments
1. To enter transaction information, complete the following fields:
   - Branch/Plant (Business Unit)
   - Trans. Date (Date - Order Transaction)
   - Document Number (Document)
   - Document Type
   - G/L Date (Date - For G/L)
   - Explanation (Explanation - Transaction)

2. To enter adjustment information for each branch/plant in which the item is stored, access the fold area.
3. Complete the following fields:
   - Item Number
   - Quantity
   - UM
   - Location
   - Reason Code
   - Unit Cost (Amount - Unit Cost)
   - Extended (Amount - Extended Cost)

4. To enter lot information, complete the following fields:
   - Lot
   - Grade (Lot Grade)
   - Potency (Lot Potency)
   - Lot Description (Description - Lot)
   - Lot Exp Date (Date - Layer Expiration)
   - Lot Status Code

The system processes the transaction and displays a document number, document type, and the batch number for the transaction.
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Lot Grade  | This field contains the grade of a lot expressed as an alphanumeric code. The grade is used to indicate the quality of the lot. For example:  
  A1      premium grade  
  A2      secondary grade  

  The grade for a lot is stored in Lot Master table (F4108).                                                                                                                                                                                                                      |
| Lot Potency| A code that indicates the potency of the lot expressed as a percentage of active or useful material (for example, the percentage of alcohol in a solution). The actual potency of a lot is defined in the Lot Master table (F4108).                                                                                                           |
| Lot Description | A brief description of a specific lot.                                                                                                                                                                                                                                      |
| Lot Expiration | The date that a lot of items expires.  

  The system enters this date for you if you have specified the shelf life days for the item on Item Master Information or Item Branch/Plant Information. The system calculates the expiration date by adding the number of shelf life days to the date that you receive the item.  

  You can commit inventory based on the lot expiration date for items. You choose how the system commits inventory for an item on Item Master Information or Item Branch/Plant Information.                                                                                                                                               |
What You Should Know About

Correcting errors  You can correct an adjustment that was made in error by entering a reversing entry. Because the system records each inventory transaction for accounting purposes, you cannot delete the record. A reversal enters a negative quantity and cost amount back into the item information.

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

Processing Options for Inventory Adjustments

Default Values:
1. Document Type  ____________
2. Enter a ‘1’ to default the Location and Lot from the Primary Location. When using blank secondary locations, this processing option is invalid.

Dream Writer Versions:
Enter the version for each program to be used. If left blank, ZJDE0001 is used.
3. Journal Entries (P09101)  ____________
4. G/L Functional Server (XT0911Z1)  ____________
5. Item Search (P41200)  ____________
6. Item Ledger (P4111)  ____________
7. Warehouse Requests (P46100)  ____________

Processing Control:
8. Enter a ‘1’ to protect costs or a ‘2’ to make costs non-display. If left blank, the update of costs is allowed.
9. Enter a ‘1’ to run in summary mode. G/L accounts will be summarized within each document number. If run in detail, G/L accounts will be produced for each line.
10. Enter a ‘1’ to turn on Lot/Layering information.
11. Enter a ‘1’ to allow adjustments to held lots.
12. Enter a ‘1’ to allow adjustments greater than quantity available.
13. Enter which Item Search screen is to be used to return items:

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

2 = Full Item Search screen with Query capabilities.

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

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

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

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

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

Example: Transfer Transaction

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

Credit 25.50 (standard cost)

**To Branch/Plant B**

Debit 25.00 (standard cost variance of .50 recorded in variance amount)

<table>
<thead>
<tr>
<th>From Branch/Plant A</th>
<th>To Branch/Plant B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit 25.50 (standard cost)</td>
<td>Debit 25.00 (standard cost variance of .50 recorded in variance account)</td>
</tr>
</tbody>
</table>

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

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

**To transfer inventory**

On Transfers
1. To enter transaction information, complete the following fields:
   - From Branch/Plant (Business Unit)
   - To Branch/Plant (BU for Account Duplication)
   - Trans. Date (Date - Order Transaction)
   - Document Number (Document)
   - Document Type
   - Explanation (Explanation - Transaction)
   - G/L Date (Date - For G/L)

2. To enter transfer information for each branch/plant in which the item is stored and to create a new location and lot record at the destination location, access the fold area.
3. Complete the following fields:
   - Item Number
   - Quantity
   - UM (Unit of Measure)
   - Location (From)
   - Lot (From)
   - Location (To)
   - Lot (To)
   - Reason Code
   - Unit Cost (Amount - Unit Cost)
   - Extended Cost (Amount - Extended Cost)

   The system processes the transaction and displays a document number, document type, and the batch number for the transaction.
What You Should Know About

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

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

Adding transfers to the same document
Unlike issues and adjustments, you cannot enter additional transfers to the same document.

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

Processing Options for Inventory Transfers

Default Values:
1. Document Type
2. Enter a ‘1’ to default the Location and Lot from the Primary for the FROM location.
3. Enter a ‘1’ to default the Location and Lot from the Primary for the TO location.
   NOTE – when using blank secondary locations, processing options 2 and 3 are invalid.

Dream Writer Versions:
Enter the version for each program to be used. If left blank, ZJDE0001 will be used.
4. Journal Entries (P09101)
5. G/L Functional Server (XT0911Z1)
6. Item Search (P41200)
7. Item Ledger (P41111)
8. Warehouse Requests (P46100)

Processing Control:
9. Enter a ‘1’ to protect costs or a ‘2’ to make costs non-display. If left blank, the update of costs is allowed.
10. Enter a ‘1’ to run in summary mode. G/L accounts will be summarized within each document number. If run in detail, G/L accounts will be produced for each line.

11. Enter a ‘1’ to allow transfers to and from held lots.

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

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

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

2 = Full Item Search screen with Query capabilities.

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

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

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

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

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

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

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

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

Objectives

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

About Item and Quantity Information

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

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

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

- Available versus on-hand quantities
Inventory Management

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

Complete the following tasks:

☐ Locate item information

☐ Locate quantity information

☐ Review supply and demand information

☐ Review performance information

☐ Work with transaction records

Types of Quantities and Commitments

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

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

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

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

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

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

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

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

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

Soft commitment

When you use soft commitments, the system:
- Does not specify a location from where to remove inventory
- Uses the primary location as the default location

Hard commitment

When you use hard commitments, the system:
- Specifies a location from where to remove inventory

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

Future commitment

When you use future commitments, the system:
- Uses a future date that you define for completing a sales order

Other Quantity 1 and 2

When you commit inventory for other quantities:
- Assigns inventory to different types of sales documents, such as quote and blanket orders, that do not affect availability
How the System Commits Inventory

The following diagram shows how the Inventory Management system commits inventory. You can use additional commitment methods if you are using lot processing.

![Diagram showing inventory commitment process]

System Calculations for Supply and Demand Quantities

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

**Sources of supply**

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

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

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

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

Reconcile Item Balances with the G/L

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

You can use this information to create the following:

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

See Also

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

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

Locating Item Information

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

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

- Define search criteria
- Enter search text

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

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

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

**Before You Begin**

- Verify that you have run the Item Search Rebuild program before you locate items using search text
- Verify that search text is in the master item information records for your inventory
- Verify that you have set up the item cross-reference types for cross-reference numbers in user defined code table 41/DT
- Verify that you have set up any external item numbers, such as supplier or substitute numbers, on Item Cross-Reference Revisions
- Verify that you have set up any internal item numbers, such as the second or third item numbers, on Item Master Information

**Defining Search Criteria**

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

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

**Item Master (F4101)**

- The system searches for the following information:
  - Search text
  - Description
  - Drawing number (when using manufacturing systems)

**Item Branch (F4102)**

- The system searches for the following information:
  - Item number (short, second, or third)
  - Branch/plant
  - Supplier
  - Purchasing or sales category codes 1–5, depending on the processing option that you select
**Item Alternative Description (F41016W)**

The system searches for the following information:
- Language for the description

**Item Cross-Reference (F4104)**

The system searches for the following information:
- Internal and external cross-reference numbers

---

**To define search criteria**

On Item Search

Complete one or more of the following fields:

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type – Cross-Reference Type Code</td>
<td>A code (UDC table 41\DT) that identifies the type of cross-reference you have set up for this customer. The system contains examples for:</td>
</tr>
<tr>
<td></td>
<td>1. Substitutes</td>
</tr>
<tr>
<td></td>
<td>2. Replacements</td>
</tr>
<tr>
<td></td>
<td>3. Bar Codes</td>
</tr>
<tr>
<td></td>
<td>4. Customer Numbers</td>
</tr>
<tr>
<td></td>
<td>5. Supplier Numbers</td>
</tr>
</tbody>
</table>

**Form-specific information**

You use this code in conjunction with the Item Number field and the Ext (External) field.

The asterisk (*) is the default and instructs the system to select all cross-reference types for an item.

<table>
<thead>
<tr>
<th>Code – External (Y/N)</th>
<th>Code indicating whether the cross-reference items are the customer/suppliers (external) or your company’s (internal). When you enter an item number for an inquiry, the system looks at the code in this field to determine what type of item number it is looking for.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>Y Customer/supplier (external) item number</td>
</tr>
<tr>
<td></td>
<td>N Your company (internal) item number (default)</td>
</tr>
</tbody>
</table>

### Entering Search Text

You can only use search text to locate items that have search text information in the item master records. When you use search text, the system first searches the Word Search tables (F009141 and F00X41) for all words that contain the text that you enter.

You can only use search text to locate items that have search text information in the item master records.

The system accesses information from the following tables:

**Item Location (F41021)**  The system searches for the following information:

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

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

**To enter search text**

On Item Search

1. Access query mode.

![Image of Item Search interface]

2. Complete the following fields:
   - Branch/Plant
   - Item Number
What You Should Know About

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

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

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

Processing Options for Item Search

Process Control :  
1. Enter a ’1’ to omit item location records with no quantity available.  
2. Enter a ’1’ to search by Purchasing Category Codes. If left blank the search will be by Sales Category Codes.
Locate Quantity Information

G41 Inventory Management
Choose Inventory Inquiries

G4112 Inventory Inquiries
Choose an option

Locating Quantity Information

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

Locating quantity information includes the following tasks:

☐ Locate summary quantity information

☐ Locate detailed quantity information

☐ Locate quantity information by lot

☐ Locate on-hand quantity information

Before You Begin

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

☐ If you are using the Product Data Management system, verify that your system is set up to calculate availability for manufacturing processes. See Working With Bills of Material in the Product Data Management Guide.
Locating Summary Quantity Information

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 number 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.

Before You Begin

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

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

To locate summary quantity information

On Summary Availability
1. Complete the following fields:
   - Branch/Plant
   - Item Number
   - U/M (Unit of Measure)
   - S/D (Supply/Demand)
   - From Grade
   - Thru Grade
   - From Potency
   - Thru Potency

2. To locate quantity information for each location in which an item is stored, access the fold area.
3. Review the following fields:
   - Location
   - On Hand
   - Committed
   - Available
   - On Receipt
   - Hard Commit SO
   - Soft Commit SO/WO
   - Hard Commit WO
   - Future Commit
   - Qty on PO
   - Qty on WO
   - PO/WO Routing
   - Backordered

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit of Measure – Purchasing</td>
<td>A code (table 00/UM) that identifies the unit of measure in which you usually purchase the item.</td>
</tr>
<tr>
<td></td>
<td>Form-specific information</td>
</tr>
<tr>
<td></td>
<td>If you leave this field blank, the system uses the primary unit of measure.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>From Grade</td>
<td>A code (system 40, type LG) that indicates the minimum grade acceptable for an item. The system displays a warning message if you try to purchase or issue items that have a grade below the minimum grade acceptable. The system does not allow you to sell items that have a grade below the minimum acceptable level.</td>
</tr>
<tr>
<td>Thru Grade</td>
<td>A code (system 40, type LG) that indicates the maximum grade acceptable for an item. The system displays a warning message if you try to purchase or issue items that have a grade above the maximum grade acceptable. The system does not allow you to sell items that have a grade above the maximum grade acceptable.</td>
</tr>
<tr>
<td>From Potency</td>
<td>A number that indicates the minimum potency, or percentage of active ingredients, acceptable for an item. The system displays a warning message if you try to purchase or issue items that fall below the minimum acceptable potency. The system does not allow you to sell items that fall below the minimum acceptable potency.</td>
</tr>
<tr>
<td>Thru Potency</td>
<td>A number that indicates the maximum potency, or percentage of active ingredients, acceptable for an item. The system displays a warning message if you try to purchase or issue items that have a potency above the maximum potency acceptable. The system does not allow you to sell items that have a potency above the maximum potency acceptable.</td>
</tr>
<tr>
<td>Primary Location (P/S)</td>
<td>A value that indicates if this is the primary or secondary location for this item within this stocking location. Valid values are:</td>
</tr>
<tr>
<td></td>
<td>P Primary storage location</td>
</tr>
<tr>
<td></td>
<td>S Secondary storage location</td>
</tr>
<tr>
<td></td>
<td>NOTE: You can only have one storage area within each branch or warehouse marked as primary. In some cases, the system uses the primary storage area as the default.</td>
</tr>
<tr>
<td>Quantity on Hand – Primary units</td>
<td>The number of units that are physically in stock. The quantity on hand displays in the primary unit of measure.</td>
</tr>
<tr>
<td>Quantity Soft Committed</td>
<td>The number of units soft committed to sales orders or work orders in the primary units of measure.</td>
</tr>
<tr>
<td>Quantity Available</td>
<td>The quantity available can be on-hand balance minus commitments, reservations, and backorders. Availability is user defined and can be set up on Branch/Plant Constants form.</td>
</tr>
</tbody>
</table>
### Inventory Management

#### Field

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity Receipts – Total</td>
<td>The total number of items on receipt for a specific location. The total is based on the total number of items entered in the Quantity on Purchase Order Receipts and the Quantity on Work Order Receipt fields.</td>
</tr>
<tr>
<td>Quantity – Hard Committed</td>
<td>The number of units committed to a specific location and lot.</td>
</tr>
<tr>
<td>Quantity Soft Committed</td>
<td>The number of units soft committed to sales orders or work orders in the primary units of measure.</td>
</tr>
<tr>
<td>Quantity – Work Order Hard Commit</td>
<td>The number of units hard committed to work orders in the primary unit of measure.</td>
</tr>
<tr>
<td>Quantity on Future Commit</td>
<td>The quantity on sales order whose requested shipment date is beyond the standard commitment period that has been specified in the Inventory Constants for that branch. As an example, if you normally ship most orders within 90 days, then an order for an item with a requested shipment date a year from now would have its quantity reflected in this field.</td>
</tr>
<tr>
<td>Quantity on Purchase Order–primary units</td>
<td>The number of units specified on the purchase order in primary units of measure.</td>
</tr>
<tr>
<td>Quantity on Work Order Receipt</td>
<td>The number of units on work orders in primary units of measure.</td>
</tr>
<tr>
<td>Units – in Routing (Primary Units)</td>
<td>The number of units in the purchase order (or work order) routing process, in the primary unit of measure. This includes the quantity in transit, the quantity in inspection, and the quantities in user defined operations 1 and 2.</td>
</tr>
<tr>
<td>Quantity on Backorder</td>
<td>The number of units backordered in primary units of measure.</td>
</tr>
</tbody>
</table>

### What You Should Know About

**Reviewing item quantity by location**

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

## Processing Options for Item Availability Summary

**Process Control:**

1. Enter a ‘1’ to omit locations with no quantity available. If left blank, all locations will display.

**Dream Writer Versions:**

Enter the version for each program.
Locate Quantity Information

If left blank, ZJDE0001 will be used.

2. Item Master (P4101 )
3. Text Message Code Review (P40010 )
4. Item Search (P41200 )
5. Purchase Order Inquiry (P430301 )
6. Customer Service Inquiry (P42045 )
7. Open Work Orders (P31225 )
8. Supply and Demand (P4021 )
9. Bill of Materials (P30200 )
10. Lot Availability (P41280 )
11. Item Ledger (P4111 )
12. Branch/Plant Item Info. (P41026)
13. Availability by Location (P4190 )
14. Item / Location Information (P41024)

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

15. Grade And Potency:
   15. Enter a ’1’ to display the grade range. If left blank, no grade will display for selection.
   16. Enter a ’1’ to display the potency range. If left blank, no potency will display for selection.

Locating Detailed Quantity Information

You can view detailed quantity information about an item in a specific storage area and verify the size and types of commitments against that quantity.

Before You Begin

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

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

To locate detailed quantity information

On Detailed Availability
1. Complete the following fields:
   - Branch/Plant
   - Item Number
   - Unit of Measure

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

3. Review the following fields:
   - Status
   - Quantity on Soft Commit SO/WO
   - Quantity on Hard Commit SO
   - Quantity on Future Commit SO
   - Quantity on Hard Commit WO
   - Quantity on SO - Other 1
   - Quantity on SO - Other 2
   - Quantity Held
   - Safety Stock
   - Quantity on Purchase Order
   - Quantity on PO - Other 1
   - Quantity on Work Order Receipt
- Quantity in Transit
- Quantity in Inspection
- Quantity in Operation 1
- Quantity in Operation 2

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot Status</td>
<td>A user defined code (table 41/L) that indicates the status of the lot. If this field is blank, it indicates that the lot is approved. All other codes indicate that the lot is on hold. You can assign a different status code to each location in which a lot resides on Item/Location Information or Location Lot Status Change.</td>
</tr>
<tr>
<td>Quantity 1 – Other primary units</td>
<td>The first of two quantities that can be specified as additional offsets (subtractions from on-hand) in the determination of quantities available for sale. (Primary unit of measure)</td>
</tr>
<tr>
<td>Quantity 2 – Other primary units</td>
<td>The second of two quantities that can be specified as additional offsets (subtractions from on-hand) in the determination of quantities available for sale. (Primary unit of measure)</td>
</tr>
<tr>
<td>Quantity Held</td>
<td>The number of units held. The system displays the units in the primary unit of measure for the item.</td>
</tr>
<tr>
<td>Safety Stock</td>
<td>The quantity of stock kept on hand to cover high-side variations in demand.</td>
</tr>
<tr>
<td>Quantity – Other Purchasing 1</td>
<td>The quantity that appears on documents such as bid requests, which are not formal commitments to buy on the part of your organization.</td>
</tr>
<tr>
<td>Quantity in Transit</td>
<td>Code telling the system to include the number of units in transit in the item availability calculation. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>Blank   No effect on the quantity available (default)</td>
</tr>
<tr>
<td></td>
<td>+       Increases the quantity available</td>
</tr>
<tr>
<td>Quantity in Inspection</td>
<td>Code telling the system to include the number of units in inspection in the item availability calculation. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>Blank   No effect on the quantity available (default)</td>
</tr>
<tr>
<td></td>
<td>+       Increases the quantity available</td>
</tr>
<tr>
<td>Quantity in Operation 1</td>
<td>Code telling the system to include the number of units in one operation of the receipt routing process in the item availability calculation. You define which operation from receipt routing corresponds to this field. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>Blank   No effect on the quantity available (default)</td>
</tr>
<tr>
<td></td>
<td>+       Increases the quantity available</td>
</tr>
</tbody>
</table>
### Inventory Management

### Field | Explanation
---|---
Quantity in Operation 2 | Code telling the system to include the number of units in one operation of the receipt routing process in the item availability calculation. You define which operation from receipt routing corresponds to this field. Valid codes are:
- Blank: No effect on the quantity available (default)
- +: Increases the quantity available

Quantity Inbound – Warehouse | A quantity in the primary unit of measure that you expect to add to the location detail after you confirm a putaway or replenishment suggestion.

Quantity Outbound – Warehouse | A quantity in the primary unit of measure that you expect to remove from the location after you confirm a picking or replenishment suggestion.

### What You Should Know About

**Displaying availability information**

You can display item availability information based on the calculations that are set up for your system:
- Plus (+) and minus (−) appear by fields that add to, or subtract from, the on-hand quantity.
- Fields without a plus (+) or a minus (−) are not included in the availability calculation.
- The on-hand quantity is the current physical amount of the item in the location.

**Displaying availability information**

You can display item availability information based on the calculations that are set up for your system:
- Plus (+) and minus (−) appear by check boxes that add to, or subtract from, the on-hand quantity.
- Check boxes without a plus (+) or minus (−) are not included in the availability calculation.
- The on-hand quantity is the current physical amount of the item in the location.

**Defining availability calculations**

You can define availability calculations to meet your needs.

*See Setting Up Item Availability and Setting Up Branch/Plant Constants* for information about the factors that define availability calculations.

### Processing Options for Item Availability Detail

**Purchase Orders:**

1. Enter the version of Open Purchase Orders to be used. If left blank,
ZJDE0001 will be used.

**Sales Orders:**
2. Enter the version of Customer Service Inquiry to be used. If blank, ZJDE0001 will be used.

**Work Orders:**
3. Enter the version of Open Work Orders to be used. If left blank, ZJDE0001 will be used.

### Locating Quantity Information by Lot

Choose **Lot Control**

G4113 Lot Control
Choose **Lot Availability**

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

### Before You Begin

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

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

### To locate quantity information by lot

On Lot Availability
1. Complete the following fields:
   - Branch/Plant
   - History (Y/N)
   - From Grade
   - Thru Grade
   - From Potency
   - Thru Potency
   - Lot/SN
   - Item Number

2. Review the following fields:
   - Status
   - Rea
   - Expires
   - Quantity on Hand/Held
   - Available
## Locate Quantity Information

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

### What You Should Know About

#### Viewing the same item or lot

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

### See Also

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

**Dream Writer Versions:**
1. Enter the Version of the Trace/Track Inquiry to call.  
2. Enter the Version of Item Master Revisions to call.  
3. Enter the Version of Work Order Entry to call.  
4. Enter the Version of Branch/Plant Item Information to call.

**Field Display Control**
5. Enter a ‘1’ to protect Lot Status from being updated.

**Grade And Potency:**
6. Enter a ‘1’ to display the grade range. If left blank, no range will be displayed for selection.  
7. Enter a ‘1’ to display the potency range. If left blank, no potency will be displayed for selection.

Locating On-Hand Quantity Information

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

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

Before You Begin

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

- If you are using the Product Data Management system, verify that your system is set up to calculate availability for manufacturing processes. See Working With Bills of Material in the Product Data Management Guide.
To locate on-hand quantity information

On Item Ledger (The Cardex)

1. To locate the on-hand quantity information for a specific transaction date, complete the following fields:
   - Item Number
   - Dt From/Trans
   - Dt Thru/Trans

2. Review the following fields:
   - Quantity On Hand
   - Value
3. To locate on-hand quantity information for a specific branch/plant, location and lot, complete the following fields:
   - Branch/Plant
   - Location
   - Lot/SN

4. Review the following fields:
   - Quantity On Hand
   - Value

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date From</td>
<td>The beginning date in the date range. This is the date starting with which you want the system to display information.</td>
</tr>
<tr>
<td>Date Thru – G/L</td>
<td>A number that identifies either the period number or date upon which you want to inquire. If you leave this field blank, the system uses the ending date of the current period for the company that contains the business unit. Valid period numbers are from 1 through 14.</td>
</tr>
<tr>
<td>Amount – Extended Cost/Price</td>
<td>The extended cost/price value of an inventory transaction for an inventory item.</td>
</tr>
<tr>
<td>Extended Cost</td>
<td>The product of the number of units and the unit cost.</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Locating running balances**

You can set up the processing options to display running balances for quantities during a specific fiscal period or year end.

*See Working with Transaction Records* for more information about viewing the running balance format on the Item Ledger (The Cardex).

**Locating deductions from on-hand quantities**

You can locate information about quantities that are deducted from the on-hand quantity.

*See Locating Detailed Quantity Information* for more information about these deductions.
See Also

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

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

- Personnel in sales order entry can provide customers with an expected order ship date.
- Purchase agents can evaluate future orders and stocking needs.
- Warehouse resources can be planned around receipts and order picking.

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

The system displays information from the following tables:

- Item Location Information table (F41021)
- Sales Order Detail table (F4211)
- Purchase Order Detail table (F4311)
Before You Begin

- Verify that the supply and demand inclusion rules are set up in the Enterprise Resource Planning system if you are using them in conjunction with the Inventory Management system

To review supply and demand information

On Supply/Demand Inquiry

1. To locate a specific item, complete the following fields:
   - Branch/Plant
   - Item Number

2. To limit the items that display, complete the following fields:
   - Unit of Measure
   - Thru Date

3. Review the following fields:
   - Demand
   - Supply
   - Available
   - Promise Date
   - Order No
- Ty (Type)
- Customer/Supplier Name

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thru Date</td>
<td>Identifies either the period number or the date that you want to locate. If you leave this field blank, the system uses the ending date of the current period that is set up for the company. Valid period numbers are 1 through 14.</td>
</tr>
<tr>
<td></td>
<td>Form-specific information</td>
</tr>
<tr>
<td></td>
<td>Identifies the date through which records will be displayed. If left blank, all records display.</td>
</tr>
<tr>
<td>Demand</td>
<td>The quantity subtracted from the available balance as a result of the record processed. Typically, the sources of demand are safety stock, sales orders, or work order parts lists. When using system forecasting, you can set up a processing option to include quantities used for forecast demands.</td>
</tr>
<tr>
<td>Supply</td>
<td>The quantity added to the available balance as a result of the record processed on each line. Sources of supply are typically on-hand inventory, purchase order receipts, or manufacturing work orders. A processing option allows for the inclusion of planned order receipts when using MPS/MRP/DRP.</td>
</tr>
</tbody>
</table>
Processing Options for Supply/Demand Inquiry

Display Options:
1. Enter a ’1’ to deduct Safety Stock from Availability.

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

3. Enter a ’1’ to summarize all In Receipt Routing steps into one line.

Display Options (Cont.):
4. Enter a ’1’ to summarize Item Location records.

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

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

7. Enter a ’1’ to display the window format if called from another program.
Dreamwriter Versions:
Enter the Dream Writer version to use for each program listed. If left blank, version ZJDE0001 will be used.

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

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

17. Enter the Forecast Type(s) to be included. Up to 5 types can be included. If left blank, no forecast records will be included. (Enter multiple forecasts, for example '01' '02' & 'BF', as '0102BF').

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

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

Optional Records (Cont.):
20. Enter the rate based Schedule Type to use. If left blank, no rate based schedules will be displayed.

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

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

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

Reviewing Performance Information

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

Reviewing performance information includes the following tasks:

- Reviewing inventory quantities
- Reviewing sales history
- Reviewing open purchase orders

Performance information is available from three sources:

- Inventory (provides item and quantity information)
- Sales history (provides information for previous sales periods)
- Purchasing (provides information about open purchase orders)
### Reviewing Inventory Quantities

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

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

▶ To review inventory quantities

On Buyer’s Information

1. Complete the following fields:
   - Item Number
   - Brn/Plt
   - Input U/M
2. Review the following fields:
   - Day/Avail
   - On Hand
   - Comm
   - Avail
   - Avail/Rec (Available on Receipt)
   - On PO (On Purchase Order)
   - Reor Pt
   - EOQ (Quantity – Economic Order)
   - Cumulative Sales – This Yr

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit of Measure – Purchasing</td>
<td>A code (table 00/UM) that identifies the unit of measure in which you usually purchase the item.</td>
</tr>
<tr>
<td></td>
<td>.............................. Form-specific information ..............................</td>
</tr>
<tr>
<td></td>
<td>If you leave this field blank, the system uses the purchasing unit of measure.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Days Available               | A number that indicates how many days of inventory are available. This number of days is calculated by first dividing the total number of units sold during the previous two months by the number of working days in a two-month period (43.5). Next, the system divides the number of days by the current quantity available.  
  Example:  
  Current Period is 11.  
  Period 9 (150 sales) + Period 10 (140 sales) = 290 cumulative sales for two periods.  
  Divide by 43.5  
  Average working days within two months = 6.6666667  
  Quantity Available = 610  
  Divide by 6.6666667  
  Days Available = 91.5 |
| On Hand                      | The number of units that are physically in stock. The quantity on hand displays in the primary unit of measure.                                                           |
| On Purchase Order            | The number of units specified on the purchase order in primary units of measure.                                                                                      |
| Quantity Available – On Receipt | The number of units that are currently available (in the primary unit of measure) plus the quantity on purchase or work orders.                                          |

The total number of items (counted in the primary unit of measure) that are stored in both the primary and secondary locations of a particular cost center. This information is stored in the Item Location Information table (F41021).

The system retrieves this number from the Item Location table (F41021) for the primary and all secondary locations of the item in the specified branch/plant.
### Field | Explanation
--- | ---
Reorder Point – Input | A quantity for an item that specifies when replenishment occurs. Typically, this occurs when the total quantity on hand plus the quantity on order fall to, or below a specified quantity. You can enter this quantity or the system can calculate it if there is sufficient sales history. If there is no safety stock quantity defined, the system first calculates the safety stock by multiplying the square root of the average leadtime quantity. Then, the system adds the calculated safety stock quantity to the average leadtime quantity to determine the reorder point.

**Economic Order Quantity (EOQ)** | A fixed order quantity for an item that is intended to minimize the combined costs of acquiring and carrying inventory. The system calculates this number based on economic analysis of the cost of placing an order and keeping inventory.

The Economic Order Quantity, EOQ (or Reorder Order Quantity, ROQ) is calculated with the following variables:
- **POCS** Cost to issue a Purchase Order from the value entered in the Inventory Constants on 02/G4131.
- **ANNS** Annual Sales, in units, calculated from data contained in the Item History File, F4115.
- **CSTA** Average Cost of the item, from the branch inventory record of the primary storage location for the item.
- **INCS** Cost of carrying inventory from the value entered in the Inventory Constants on 02/G4131.

\[
EOQ = \sqrt{\frac{2(POCS)}{(INCS)} \times \frac{ANNS}{(CSTA)}}
\]

---

### Reviewing Sales History

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

#### To review sales history

On Buyer's Information

1. Complete the following fields:
   - Item Number
   - Brn/Plt
   - Input U/M
2. Review the following fields:
   - ABC RK (ABC Ranking)
   - Per End
   - Cumulative Sales - This Yr
   - Cumulative Sales - Last Yr
   - 12 PD (Quantity Projected – Total)
   - Trd (Trend Percent)
   - Reor Pt
   - Lst Cst
   - Avg Cst
   - Lst Rec
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Code 1 – Sales –</td>
<td></td>
</tr>
<tr>
<td>Inventory</td>
<td>A code that specifies this item’s ABC ranking by sales amount.</td>
</tr>
<tr>
<td></td>
<td>Valid values are:</td>
</tr>
<tr>
<td>A</td>
<td>Assign this item to the first (largest) amount</td>
</tr>
<tr>
<td></td>
<td>ranking</td>
</tr>
<tr>
<td>B</td>
<td>Assign this item to the second (intermediate) amount</td>
</tr>
<tr>
<td></td>
<td>ranking</td>
</tr>
<tr>
<td>C</td>
<td>Assign this item to the third (smallest) amount</td>
</tr>
<tr>
<td></td>
<td>ranking</td>
</tr>
<tr>
<td>D</td>
<td>Do not include this item when you run ABC Analysis</td>
</tr>
</tbody>
</table>

There are three types of ABC analysis—sales, margin, and on-hand value. Within each type of analysis, you can have three groups—A, B, and C.

The ABC Code fields contain a percentage that tells the system how to define the A, B, and C groups for categorizing items during ABC analysis. Each group measures a total within the type of analysis.

For all groups, the system compares the appropriate sales, margin, or on-hand value totals of a single item to the appropriate total for all items and calculates the value of each item. An item’s value is its percentage of the appropriate total. The system then arranges the values of all items from highest to lowest value and accumulates the percentages. What happens next depends on the group:

A group: If an item’s value causes the accumulated total to exceed the A accumulated percentage, the system assigns the item to the B group.

B group: When the accumulated total reaches the percentage you entered for items in the A group, it continues adding values until it reaches the percentage you entered for items in the B group. The system assigns all items whose value falls between the A and B percentages to the B group.

C group: The C group consists of items whose accumulated value exceeds the B percentage. The percentage that you usually enter for the C group is .999.
## Inventory Management

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reorder Point – Input</td>
<td>A quantity for an item that specifies when replenishment occurs. Typically, this occurs when the total quantity on hand plus the quantity on order fall to, or below a specified quantity. You can enter this quantity or the system can calculate it if there is sufficient sales history.</td>
</tr>
<tr>
<td></td>
<td>If there is no safety stock quantity defined, the system first calculates the safety stock by multiplying the square root of the average leadtime quantity. Then, the system adds the calculated safety stock quantity to the average leadtime quantity to determine the reorder point.</td>
</tr>
<tr>
<td>Amount – Unit Cost – Last Paid</td>
<td>The “last-in” cost of this item. This is the cost that effective the last time you recorded a receipt for this item.</td>
</tr>
<tr>
<td>Amount – Unit Cost – Weighted Average</td>
<td>The weighted average cost for an item. This cost is recalculated with each receipt or adjustment for the item. It is calculated as shown below:</td>
</tr>
<tr>
<td></td>
<td>[(\text{Quantity On Hand} \times \text{Current Average Cost}) + (\text{Transaction Quantity} \times \text{Transaction Unit Cost})] = \text{Average Cost per Unit Quantity On Hand} + \text{Transaction Quantity}</td>
</tr>
</tbody>
</table>

### Reviewing Open Purchase Orders

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

- Do not have an open quantity that is equal to zero
- Do not have a next status that is below 900

#### To review open purchase orders

On Buyer’s Information

1. Complete the following fields:
   - Item Number
   - Brn/Plt
   - Input U/M
2. Review the following fields:
   - Type
   - Number
• Line
• Supplier Name
• Quantity
• Date

**Processing Options for Buyer's Information**

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

**Dream Writer Version:**
3. Enter the version of Open Order Inquiry to call. If left blank, version ZJDE0001 will be used. (See Form ID P430301).
Work with Transaction Records

Working with Transaction Records

You can use transaction records for the following purposes:

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

Complete the following tasks:

- Create balance forward records
- Enter individual transactions
- Review multiple transactions and balances
- Review transactions on general ledger reports

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

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

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

Before You Begin

- Verify that no records have been purged from the Item Ledger table (F4111).
Creating Balance Forward Records

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

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

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

**Partial regeneration** After you create the As Of table (F41112) for the first time, you can run this process at the end of each general ledger period to enter new transactions and keep your balance forward records current.
The system records a transaction for the following information, using the primary unit of measure:

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

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

- Item number
- Branch/plant
- Location
- Lot
- G/L class
- Fiscal year

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

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

- Item Number - Short
- Branch/Plant
- Location
- Lot
- G/L Class
- G/L Date

**What You Should Know About**

**Loading incomplete records**

The system cannot load purged Item Ledger records into the As Of table (F41112). Loading the item ledger records after a purge results in inaccurate totals.

**Loading sales orders**

The system loads only the records for sales orders that have been processed through sales update during the As Of Generation program.
Deleting information

You can delete information from the As Of table (F41112) with the following results:

- Updates the balance forward information but not the Item Ledger (The Cardex) and other general ledger transaction accounts.
-Marks any transactions that you delete as “summarized” in the Item Ledger and does not reselect them if you run a partial regeneration of the As Of Generation table.

Processing Options for Item Ledger As Of Record Generation

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

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

Generation (Con’T) :
Item Ledger records must exist. If you have at any time purged your Item Ledger records the REgeneration will not create accurate information in the “As Of” records.

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

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

Generation (Con’T) :
Item Ledger records must exist. If you have at any time purged your Item Ledger records the REgeneration will not create accurate information in the “As Of” records.
Entering Individual Transactions

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

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

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/Item Ledger Integrity report. In addition, there might not be an adequate audit trail for you to reconcile any differences.

To enter an individual transaction

On Direct As Of Entry
1. Complete the following fields:
   - Item Number
   - Fiscal year
   - Branch/Plant
   - Location

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

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

3. To enter cumulative transaction information for an item if the system does not display it, complete the following fields:
   - Quantity
   - Amount
### Field | Explanation
--- | ---
Fiscal Year | A number that identifies the fiscal year. Generally, you can either type a number in this field or leave it blank to indicate the current fiscal year (as defined on the Company Numbers and Names screen). Specify the year at the end of the first period rather than the year at the end of the fiscal period. For example, a fiscal year begins October 1, 1994 and ends September 30, 1995. The end of the first period is October 31, 1994. Specify the year 94 rather than 95.

Net Quantity 01 | The net transaction quantity from all transactions for an Item for Period 01.

Amount – Net Posting 01 | Number that represents the net amount posted during the accounting period. The system uses the accounting periods from the Company Constants table (F0010). The net amount posted is the total of all debits and credits beginning with the first day of the period through the last day of the period.

Cumulative Quantity | The cumulative total quantity from all transactions in the Item Ledger for an item.

Cumulative Amount | The total amount of all transactions in the Item Ledger for an Item.

---

### What You Should Know About

**Reviewing information for a fiscal period**

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

**Entering cumulative quantities and amounts**

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

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

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

To review multiple transactions and balances

On Item Ledger (The Cardex)

1. Complete the following fields:
2. To locate the specific period and document type, complete the following fields:
   - Dt From/Trans
   - Dt Thru/Trans
   - Document Type

3. Review the following fields:
   - Quantity On Hand
   - Value (Extended Cost)

4. Select the specific document.

5. Access Item Ledger Information.

6. On Item Ledger Information, review the following fields:
   - J/E Line Number
   - G/L Date
   - Batch Number
   - User ID
   - Work Station ID
- Reference
- Program ID
- Document Number
- Reason Code
- Explanation
- Supplier

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extended Cost</td>
<td>The product of the number of units and the unit cost.</td>
</tr>
<tr>
<td>Journal Entry Line Number</td>
<td>A number that designates a line within a journal entry. The system uses this field to sequence the journal entry for inquiry purposes.</td>
</tr>
</tbody>
</table>
| Date – For G/L (and Voucher) | A date that identifies the financial period that the transaction is to be posted to. The general accounting constants specify the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments.  
The system edits this field for PBCO (posted before cutoff), PYEB (prior year ending balance), and so on.                                                                                                                                       |
| Batch Number              | A number that identifies a group of transactions that are processed and balanced as a unit. When you add a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number. The system closes the batch when you return to the menu.                                                                                                                 |
| User ID                   | The IBM-defined user profile.                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Terminal Identification   | The workstation ID number that appears in the upper right corner of each J.D. Edwards menu.                                                                                                                                                                                                                                                                                                                                                                              |
| Transaction Reference     | A general purpose reference number that provides an audit trail for specific transactions.                                                                                                                                                                                                                                                                                                                                                                               |
| Program ID                | The RPG program name defined in the Software Versions Repository Master table.  
See also JD Edwards Standards.  
T SS XXX  
T Specific member ID number  
SS System number, for example, 01 for Address Book  
XXX Member type, for example, P for Program, R for Report, and so on |
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason Code</td>
<td>A user defined code (system 42/type RC) that explains the purpose for a transaction. For example, you can use a code to indicate a transaction that involves returned items, such as goods that were damaged in shipment or the overshipment of goods.</td>
</tr>
</tbody>
</table>

**Processing Options for Item Ledger Inquiry**

**Display Options:**

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

**Default Values:**

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

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

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

**Dream Writer Versions:**

Enter a DREAM Writer Version for the following programs. (ZJDE0001) is the default.

5. Load & Delivery Ledger Inq  P49511

**Reviewing Transactions on General Ledger Reports**

You can review inventory transactions on four general ledger reports.

Complete the following tasks:

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

Item Ledger Detail Print is a DREAM Writer report that lists the cumulative transactions from balance forward records prior to the G/L date that you select in the processing options. It is based on the user defined G/L dates that you set up in the processing options.
<table>
<thead>
<tr>
<th>Item No / Description</th>
<th>Cls</th>
<th>G/L</th>
<th>Date</th>
<th>Explanation</th>
<th>Document Ty</th>
<th>Quantity</th>
<th>Cost</th>
<th>Extended Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>M001</td>
<td>IN30</td>
<td></td>
<td>06/30/98</td>
<td>Balance Forward</td>
<td>BF</td>
<td>43060</td>
<td>EA</td>
<td>128776041.79</td>
</tr>
<tr>
<td>Markette Red Highlighter</td>
<td>.</td>
<td>.</td>
<td>.</td>
<td>.</td>
<td>.</td>
<td>.</td>
<td>.</td>
<td>.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Grade Potency</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>IN30 06/30/98 Inventory Receipt</td>
<td>2364 OP</td>
<td>200 DZ</td>
<td>8.1672</td>
<td>1,633.44</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Grade Potency</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>IN30 06/30/98 Inventory Receipt</td>
<td>2410 OP</td>
<td>50 DZ</td>
<td>8.1672</td>
<td>408.36</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Grade Potency</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>IN30 06/30/98 Office Systems Serv</td>
<td>774 SO</td>
<td>1000- EA</td>
<td>.6806</td>
<td>680.60-</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Grade Potency</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>IN30 06/30/98 Clark Office System</td>
<td>780 SO</td>
<td>100- EA</td>
<td>.6806</td>
<td>68.06-</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Grade Potency</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>IN30 06/30/98 Transfer Stock</td>
<td>209 IT</td>
<td>5000- EA</td>
<td>.6806</td>
<td>3,403.00-</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Grade Potency</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>IN30 06/30/98 Inventory Issue</td>
<td>1 II</td>
<td>15- EA</td>
<td>.6806</td>
<td>10.21-</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Grade Potency</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Location. . . .</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Components</td>
<td>128,773,921.72</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Item Number (Short) . . . .</td>
<td>128,773,921.72</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Location. . . .</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Inventory</td>
<td>128,773,921.72</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| P002                  | IN30|      | 06/30/98   | Balance Forward | BF         | 1445 CR  | 43953.15 |
| Green Bar - Continuous Fo | .   | .   | .          | .            | .           | .        | .         | .              |
|                      |     |     |            | Grade Potency |            |          |           |                |
|                      |     |     |            | IN30 06/30/98 Inventory Receipt | 2364 OP    | 10 CR    | 30.1049  | 301.05         |
|                      |     |     |            | Grade Potency |            |          |           |                |
|                      |     |     |            | IN30 06/30/98 Office Systems Serv | 774 SO     | 700- CR  | 30.1049  | 21,073.43-     |
|                      |     |     |            | Grade Potency |            |          |           |                |
|                      |     |     |            | Location. . . . |          |          |           | 23,185.77 |

| P002                  | IN30|      | 06/30/98   | Balance Forward | BF         | 50 CR    | 1512.50  |
| Green Bar - Continuous Fo 1 | . | . | . | . | . | . | . | . |
|                      |     |     |            | Grade Potency |            |          |           |                |
Reviewing the Item Ledger by G/L Class Print Report

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

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

Do not change the sequence order of this report:

- Branch/Plant
- G/L Class

<table>
<thead>
<tr>
<th>G/L Class</th>
<th>Description</th>
<th>Fiscal Year</th>
<th>Period</th>
<th>Quantity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN30</td>
<td>Components</td>
<td>98</td>
<td>06</td>
<td>10924</td>
<td>701,696.60</td>
</tr>
</tbody>
</table>
Processing Options for Item Ledger “As Of” by G/L Class Code

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

Reviewing the General Ledger by Object Account Report

G41 Inventory Management
Choose As Of Processing

G4122 As Of Processing
Choose G/L by Object Account

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

- Balance forward summaries
- Account mode selection
- Subledger selection
- Object account summaries
<table>
<thead>
<tr>
<th>G/L Account</th>
<th>Account Description</th>
<th>Do Document</th>
<th>G/L Co.</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>LT P</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1105</td>
<td>Petty Cash</td>
<td>00001</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AA P</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/98 Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MD.1105</td>
<td>Petty Cash</td>
<td>00001</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AA P</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>6/98 Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1110.BEAR</td>
<td>Bear Creek Nation</td>
<td>00001</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AA P</td>
<td></td>
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<tr>
<td>6/98 Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Period Totals**

<table>
<thead>
<tr>
<th>G/L Account</th>
<th>Account Description</th>
<th>Do Document</th>
<th>G/L Co.</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>MD.1110.BEAR</td>
<td>Bear Creek Nation</td>
<td>00001</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AA P</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/98 Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Account Totals**

<table>
<thead>
<tr>
<th>G/L Account</th>
<th>Account Description</th>
<th>Do Document</th>
<th>G/L Co.</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>MD.1110.BEAR</td>
<td>Bear Creek Nation</td>
<td>00001</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AA P</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/98 Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total**

<table>
<thead>
<tr>
<th>G/L Account</th>
<th>Account Description</th>
<th>Do Document</th>
<th>G/L Co.</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>MD.1110.BEAR</td>
<td>Bear Creek Nation</td>
<td>00001</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AA P</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/98 Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total**

<table>
<thead>
<tr>
<th>G/L Account</th>
<th>Account Description</th>
<th>Do Document</th>
<th>G/L Co.</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>MD.1110.BEAR</td>
<td>Bear Creek Nation</td>
<td>00001</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AA P</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/98 Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total**
Reviewing the Trial Balance by Object Account Report

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

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

<table>
<thead>
<tr>
<th>Co.</th>
<th>Account Codes</th>
<th>L</th>
<th>Description</th>
<th>Prior Year-End Balance</th>
<th>. . . Postings . . .</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001</td>
<td>MD.1200</td>
<td>5 Accounts Receivable</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00001</td>
<td>1.1210</td>
<td>MD.1210</td>
<td>6 Trade Accounts Receivable</td>
<td>2,441,853.76</td>
<td>258,230.94</td>
<td>697,085.59</td>
</tr>
<tr>
<td>00001</td>
<td>MD.1211</td>
<td>6 Tenant Receivables</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00001</td>
<td>MD.1212</td>
<td>6 Deferred Tenant A/R</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00001</td>
<td>1.1215</td>
<td>MD.1215</td>
<td>6 Allow for Doubtful Ac</td>
<td>183,870.50</td>
<td>14,040.99</td>
<td>41,572.34</td>
</tr>
<tr>
<td>00001</td>
<td>MD.1218</td>
<td>6 Finance Charges Receivable</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00001</td>
<td>MD.1220</td>
<td>6 Notes Receivable</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00001</td>
<td>1.1222</td>
<td>MD.1222</td>
<td>6 Drafts Receivable</td>
<td>88,167.50</td>
<td>8,600.61</td>
<td>25,464.56</td>
</tr>
<tr>
<td>00001</td>
<td>MD.1224</td>
<td>6 Remittances Receivable</td>
<td>90,686.00</td>
<td>6,622.65</td>
<td>19,608.24</td>
<td>110,294.24</td>
</tr>
<tr>
<td>00001</td>
<td>MD.1225</td>
<td>6 Retainages Receivable</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00001</td>
<td>1.1230</td>
<td>MD.1230</td>
<td>6 Employee Receivables</td>
<td>100,840.50</td>
<td>8,477.80</td>
<td>25,100.93</td>
</tr>
<tr>
<td>00001</td>
<td>MD.1240</td>
<td>6 VAT Recoverable</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00001</td>
<td>1.1290</td>
<td>MD.1290</td>
<td>6 Other Accounts Receivable</td>
<td>1,007,420.00</td>
<td>72,267.84</td>
<td>213,969.49</td>
</tr>
</tbody>
</table>
**Reports**

**Objectives**

- To understand which reports provide information about the status of your inventory
- To understand which reports provide analytical information
- To understand which reports identify discrepancies among inventory and accounting tables
- To understand which reports track changes to item information in the Inventory Management system

**About Reports**

You can generate inventory reports to review and analyze information about your inventory.

Complete the following tasks:

- Review inventory status reports
- Review inventory analysis reports
- Review inventory integrity reports
- Review inventory audit reports

Use inventory status reports to review the status of your inventory by location, time period, and so forth.

Use inventory analysis reports to review the profitability, turnover, demand, and so forth, for your inventory.

Use inventory integrity reports to review discrepancies between item information and accounting information.

Use inventory audit reports to review the results of the audit process and monitor changes to item information in the Inventory Management system.
Review Inventory Status Reports

Reviewing Inventory Status Reports

Inventory status reports provide you with the following information:

- Status by location
- Item master records
- Product/item performance by location
- Transactions during a specific time period
- Pricing of your inventory

Complete the following tasks:

- Review the Stock Status report
- Review the Item Master Directory report
- Review the Buyers Guide report
- Review the Inventory Journal report
- Review the Price Book report
## Reviewing the Stock Status Report

Stock Status is a DREAM Writer report that lists the location and status of your inventory items in a specific branch, plant, or warehouse, including:

- Inventory on hold by location
- Commitments by location
- Cost information by location

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description</th>
<th>Location/Lot</th>
<th>UM</th>
<th>On Hand</th>
<th>Held</th>
<th>Work Order</th>
<th>Available</th>
<th>On P.O./</th>
<th>Unit Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>M0014</td>
<td>Mineral Water</td>
<td>BT</td>
<td>24020</td>
<td>500</td>
<td>23520</td>
<td>0.7500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S001</td>
<td>Front Loading Sales Rpt Code 2 41/S2</td>
<td>Grade</td>
<td>EA</td>
<td>775</td>
<td>50</td>
<td>725</td>
<td>25</td>
<td>6.7500</td>
<td></td>
</tr>
<tr>
<td>S002</td>
<td>Stanley Staple Remover</td>
<td>Grade</td>
<td>EA</td>
<td>3500</td>
<td>1850</td>
<td>1650</td>
<td>130</td>
<td>0.2000</td>
<td></td>
</tr>
<tr>
<td>S003</td>
<td>1/2 inch Tackmaster Staple for Front Loading Staplers</td>
<td>Grade</td>
<td>EA</td>
<td>2000</td>
<td>2000</td>
<td>0.0000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>V001</td>
<td>Natureway High Energy Vita 100 Capsules</td>
<td>Grade</td>
<td>EA</td>
<td>18050</td>
<td>13050</td>
<td>2544</td>
<td>16.1500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>V001</td>
<td>Natureway High Energy Vita 100 Capsules</td>
<td>Grade</td>
<td>EA</td>
<td>10</td>
<td>10</td>
<td>16.0000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>V001</td>
<td>Natureway High Energy Vita 100 Capsules</td>
<td>Grade</td>
<td>EA</td>
<td>5245</td>
<td>4245</td>
<td>35.1200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P001</td>
<td>Premium Xerographic Paper</td>
<td>Grade</td>
<td>EA</td>
<td>16188</td>
<td>10688</td>
<td>2.6829</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T001</td>
<td>Issel Pump Court Shoes</td>
<td>Grade</td>
<td>PR</td>
<td>1469</td>
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<tr>
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<td>Grade</td>
<td>PR</td>
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<td>T002</td>
<td>Air-Shaq Children’s X-Tra</td>
<td>Grade</td>
<td>PR</td>
<td>350</td>
<td>350</td>
<td>43.9573</td>
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<tr>
<td>1001</td>
<td>Pen &amp; Pencil Set</td>
<td>Grade</td>
<td>EA</td>
<td>3870</td>
<td>251</td>
<td>3619</td>
<td>96</td>
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<tr>
<td>1001</td>
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<tr>
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<td>Grade</td>
<td>EA</td>
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<td>16</td>
<td>5.2500</td>
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</tr>
<tr>
<td>1002</td>
<td>Green Bar – Continuous For</td>
<td>Grade</td>
<td>CR</td>
<td>305</td>
<td>100</td>
<td>205</td>
<td>200</td>
<td>30.1049</td>
<td></td>
</tr>
</tbody>
</table>
Processing Options for Stock Status

Unit Of Measure Options:
1. Enter the Unit of Measure (BX, DZ, CS, CA, etc.) to appear on the report. If the chosen Unit of Measure is not defined for an item, the Primary Unit of Measure will be used. If left blank, the Primary Unit of Measure will be displayed.

Processing Options for Item Master Directory

1. Select Short, Long, or 3rd Item (Enter 1, 2 or 3)
2. Enter a ‘1’ to include Item Notes on report.
3. Enter a ‘1’ to include Print Messages on report.
# Reviewing the Buyers Guide Report

The Buyers Guide is a DREAM Writer report that lists product and item performance information.

### Processing Options for Buyers Guide

Enter a ‘1’ to print all items or enter a ‘2’ to print only those items at/or below reorder point.

Enter a ‘1’ to print item notes.
The Inventory Journal is a DREAM Writer report that you use to review the transactions against your inventory. The information is grouped by the source of the transactions over a specific period of time. This report lists all the basic information about the items in a specific branch, plant, or warehouse. You can also use this report to verify the amount of your inventory against the general ledger.

The Inventory Journal retrieves records from the Item Ledger table (F4111).

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description</th>
<th>Document Date</th>
<th>Reference</th>
<th>Quantity</th>
<th>Cost</th>
<th>Exten</th>
<th>Quantity In Pr</th>
<th>Prim UM</th>
<th>UM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>Pen &amp; Pencil Set</td>
<td>13 04/30/98</td>
<td>Inventory Adjustment</td>
<td>75</td>
<td>525.00</td>
<td>393.75</td>
<td>75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P001</td>
<td>Premium Xerographic Paper</td>
<td>13 04/30/98</td>
<td>Inventory Adjustment</td>
<td>50</td>
<td>268.29</td>
<td>134.15</td>
<td>50</td>
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</tr>
<tr>
<td>M001</td>
<td>Markette Red Highlighter</td>
<td>13 04/30/98</td>
<td>Inventory Adjustment</td>
<td>100</td>
<td>68.06</td>
<td>68.06</td>
<td>100</td>
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<td>P002</td>
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<td>13 04/30/98</td>
<td>Inventory Adjustment</td>
<td>30</td>
<td>3,010.49</td>
<td>903.15</td>
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<td></td>
</tr>
<tr>
<td>M002</td>
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<td>13 04/30/98</td>
<td>Inventory Adjustment</td>
<td>100</td>
<td>68.06</td>
<td>68.06</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E001</td>
<td>Commercial Business Envelo</td>
<td>13 04/30/98</td>
<td>Inventory Adjustment</td>
<td>50</td>
<td>663.78</td>
<td>331.89</td>
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</tr>
<tr>
<td>M003</td>
<td>Markette Green Highlighter</td>
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<td>Inventory Adjustment</td>
<td>100</td>
<td>68.06</td>
<td>68.06</td>
<td>100</td>
<td></td>
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</tr>
<tr>
<td>T0001</td>
<td>Issel Pump Court Shoes</td>
<td>13 04/30/98</td>
<td>Inventory Adjustment</td>
<td>60</td>
<td>5,122.57</td>
<td>3,073.54</td>
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<td>Inventory Adjustment</td>
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<td>4,395.73</td>
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<td>MIN001</td>
<td>Mineral Water</td>
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<td></td>
</tr>
</tbody>
</table>

Document Type Total: 7,912.88
Processing Options for Inventory Journal

1. Enter the beginning date to print.
2. Enter the ending date to print.
   If the beginning or ending date is left blank, the system date will default in.

Reviewing the Price Book Report

The Price Book is a DREAM Writer report that lists the current prices for your inventory.

The system retrieves this information from the following tables:

- Item Branch Location (F4106)
- Price by Item (F4207)
- Price by Customer (F4208)

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description</th>
<th>Lvl</th>
<th>Effect</th>
<th>Expire</th>
<th>Qty</th>
<th>Ovr Ride Pr Fc Dsc</th>
<th>Price</th>
<th>Um</th>
</tr>
</thead>
<tbody>
<tr>
<td>M001</td>
<td>Markette Red Highlighter</td>
<td>** List Price **</td>
<td>1</td>
<td>01/01/93 12/31/99</td>
<td>12</td>
<td>NO DISC</td>
<td>13.990</td>
<td>DZ</td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13.990</td>
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<td>13.990</td>
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<td></td>
<td></td>
<td>13.990</td>
<td></td>
</tr>
<tr>
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<td>Markette Blue Highlighter</td>
<td>** List Price **</td>
<td>1</td>
<td>01/01/93 12/31/99</td>
<td>12</td>
<td>NO DISC</td>
<td>13.990</td>
<td>DZ</td>
</tr>
<tr>
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<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td>13.990</td>
<td></td>
</tr>
<tr>
<td>M003</td>
<td>Markette Green Highlighter</td>
<td>** List Price **</td>
<td>1</td>
<td>01/01/93 12/31/99</td>
<td>12</td>
<td>NO DISC</td>
<td>13.990</td>
<td>DZ</td>
</tr>
<tr>
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<td></td>
<td>13.990</td>
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</tr>
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<td></td>
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<td></td>
</tr>
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<td></td>
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<td></td>
<td></td>
<td>13.990</td>
<td></td>
</tr>
</tbody>
</table>
Review Inventory Analysis Reports

Reviewing Inventory Analysis Reports

Inventory analysis reports provide the following information about items in your inventory:

- Which items are in the greatest demand
- Differences in transaction costs versus current costs
- Profitability
- Value
- Turnover
- Supply and demand
- Tag information for each item

Complete the following tasks:

☐ Review the ABC Analysis report
☐ Review the Cost Analysis report
☐ Review the Margin Analysis report
☐ Review the Valuation Analysis report
☐ Review the Inventory Turn report
Review the Supply/Demand report

Print Stock Tags

**Reviewing the ABC Analysis Report**

The ABC Analysis report is based on the principle that a small number of items will account for the largest part of a company’s business. A slightly larger number of items will account for a smaller, but significant amount of business. The remaining large number of items, taken together, will account for only a small amount of business.

You can generate an ABC Analysis report based on an item’s total sales, gross margin, or on-hand value. The ABC analysis report ranks inventory items with a letter grade of A, B, or C (where A represents the items with highest total sales, largest gross margin, or largest on-hand value). You can also use different ranking percentages in each category. For example, the system could rank Item A based on percentage of sales and Item C based on gross margin. The information that the ABC Analysis report provides helps you to determine which items control your inventory costs and profits.

You can use the ABC Analysis as the basis for inventory cycle counts (in which A items are counted more often than C items).

You can run this report in proof or final mode, based on how you set up the processing options. The first time you run the ABC Analysis report, you should run it in proof mode. Proof mode allows you to review the information without updating the item master and branch/plant records with the new ABC ratings.

Determine the natural breaks in your inventory item listing to determine where to set the percentage breaks in the branch/plant constants.

**Before You Begin**

- Set up the ABC code percentage breaks on Branch/Plant Constants.

- If you plan to run the sales version or the gross margin version of the ABC Analysis report, verify that you have set the processing options for the Sales Update program so that the system updates the Item History table (F4115).

- If you decide to include forecasted records in the ABC calculations, you must first run DRP (Distribution Requirements Planning).

- Determine which inventory items to exclude from the ABC analysis rankings. To exclude an item when you run this report, you must set the code on Branch/Plant Information to bypass the item. See *Entering Basic Item Information* for information on the ABC codes.
### ABC Analysis - Sales

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description</th>
<th>Sales</th>
<th>% of Total</th>
<th>% of Total</th>
<th>ABC Code</th>
</tr>
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<tbody>
<tr>
<td>MPDRPST02</td>
<td>Napa Valley Soft Side CD Case</td>
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<tr>
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<td>Napa Valley Soft Side CD Case</td>
<td>100,000</td>
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<td></td>
</tr>
<tr>
<td>MIN001</td>
<td>Mineral Water</td>
<td>100,000</td>
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<td>100,000</td>
<td></td>
</tr>
<tr>
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<td>CRT Lock Option</td>
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<tr>
<td>KEYBOARD FEATURE</td>
<td>CRT Keyboard Feature</td>
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</tr>
<tr>
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<td>CRT AT Style Keyboard</td>
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</tr>
<tr>
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</tr>
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<td>DRP1</td>
<td>Napa Valley Cassette Box</td>
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<td></td>
</tr>
<tr>
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<td>CRT Packing Crate</td>
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<td></td>
</tr>
<tr>
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<td>CRT Chassis, Final Assembly</td>
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<td>CD-5 DISK TRAY</td>
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<td>CD Options for Stereo system</td>
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<td>CRT Cable Connector</td>
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<tr>
<td>BIKE15B</td>
<td>15 Speed Bike-Blue</td>
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<tr>
<td>BIKE10B</td>
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<td>Bike Parent</td>
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<td>100,000</td>
<td></td>
</tr>
</tbody>
</table>

**10 Total**  257806.50  100,000

---

### Processing Options for ABC Analysis

**Report Display:**

1. Enter a ‘1’ to rank and display the items by Sales Amount. Enter a ‘2’ to rank and display the items by Gross Margin. Enter a ‘3’ to rank and display the items by On Hand Value. If left blank, the items will be ranked and displayed by Sales Amount.

2. If displaying the items by Sales or Gross Margin, enter a ‘1’ to retrieve forecasted quantities from the MPS Summary file. If left blank, the Item History file will be used for past quantities.

3. If displaying the items by Sales or Gross Margin, enter the Date Range for Periods to be selected for processing. If left blank, the System Date will be used.

   From Date
   Thru Date
Cost Center Processing:
4. Enter a ’1’ to consolidate the amount totals of multiple Cost Centers. The ABC Codes will be based on the ABC Percentages for Cost Center ’ALL’. To display amount totals by individual Cost Centers, the Cost Center selection must be first in the Data Sequence and must level break for each Cost Center.

File Update Option:
5. Enter a ’1’ to update files with the new ABC Codes. If left blank, no files will be updated.

Reviewing the Cost Analysis Report

Cost Analysis is a DREAM Writer report that lists items with a transaction cost that is different from the current average cost that you specified in the processing options.

J.D. Edwards recommends that you print this report at least once a month so that you are aware of transactions that vary significantly in costs from the average cost per item.

The Cost Analysis report retrieves records from the Item Ledger (F4111) and Item Cost Information (F4105) tables.
### Reviewing the Margin Analysis Report

Margin Analysis is a DREAM Writer report that you use to identify profit margin based on current information. This report allows you to periodically analyze your cost and price values. It also identifies margin exception items.

The Margin Analysis report retrieves records from the Item Cost Information (F4105) and the Item Pricing Information (F4106) tables.

The two asterisks (***) next to the unit of measure indicate that the margin percentage does not meet the minimum margin that you specified in the processing options.
Inventory Management

41700
Sheet: 2

Inventory Cost/Price Comparison

50% Margin

Based on Last In Cost

<table>
<thead>
<tr>
<th>Item Number/Description</th>
<th>Branch</th>
<th>Location</th>
<th>Lot</th>
<th>Selling Price</th>
<th>Cost</th>
<th>% Mrgn</th>
<th>UM</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISPLAY</td>
<td>DC R</td>
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<tr>
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<tr>
<td>Premium Xerographic Paper</td>
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</tr>
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</tr>
<tr>
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<td>DC R</td>
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</tr>
<tr>
<td>Markette Blue Highlighter</td>
<td>DC R</td>
<td>.</td>
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</tr>
<tr>
<td>M003</td>
<td>DC R</td>
<td>.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Markette Green Highlighter</td>
<td>DC R</td>
<td>.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1001</td>
<td>DC R</td>
<td>.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pen &amp; Pencil Set</td>
<td>DC R</td>
<td>.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M001</td>
<td>DC R</td>
<td>.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Markette Red Highlighter</td>
<td>DC R</td>
<td>.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Processing Options for Margin Analysis

1) Enter an override sales costing code. (Mandatory for costing)

2) Enter a warning minimum margin percent. Items below this percent will be denoted with "***".

3) Enter a '1' to only print those items that fall below the warning minimum margin percent (Default of blanks will print all items).

Reviewing the Valuation Analysis Report

Valuation Analysis is a DREAM Writer report that you use to review the extended value of on-hand inventory, based on the following cost bases:

- Weighted average unit cost
- Last-in unit cost
- Lot cost (associated with each storage area for an item)

You can compare these costs to your inventory account or the inventory accounts in your general ledger.

You must use the following data sequence:

- Warehouse
- Sales reporting code 1
- Sales reporting code 2

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.

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description</th>
<th>Location/Lot</th>
<th>UM</th>
<th>Quantity</th>
<th>Weighted Aver Lot</th>
<th>Unit Cost</th>
<th>Extended Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD</td>
<td>Compact Disk–Various Artists</td>
<td>EA</td>
<td>5,000</td>
<td>0,000</td>
<td>0,000</td>
<td>720,00</td>
<td>720,00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EA</td>
<td>5,000</td>
<td>5,000</td>
<td>0,000</td>
<td>720,00</td>
<td>720,00</td>
</tr>
<tr>
<td>1.B.2</td>
<td></td>
<td>EA</td>
<td>144</td>
<td>5,000</td>
<td>5,000</td>
<td>160,00</td>
<td>160,00</td>
</tr>
<tr>
<td>1.G.1</td>
<td></td>
<td>EA</td>
<td>32</td>
<td>5,000</td>
<td>5,000</td>
<td>30,00</td>
<td>30,00</td>
</tr>
<tr>
<td>1.H.1</td>
<td></td>
<td>EA</td>
<td>6</td>
<td>5,000</td>
<td>5,000</td>
<td>50,00</td>
<td>50,00</td>
</tr>
<tr>
<td>2.B.2</td>
<td></td>
<td>EA</td>
<td>10</td>
<td>5,000</td>
<td>5,000</td>
<td>600,00</td>
<td>600,00</td>
</tr>
<tr>
<td>3.B.1</td>
<td></td>
<td>EA</td>
<td>120</td>
<td>5,000</td>
<td>5,000</td>
<td>600,00</td>
<td>600,00</td>
</tr>
<tr>
<td>4.C.2</td>
<td></td>
<td>EA</td>
<td>96</td>
<td>5,000</td>
<td>5,000</td>
<td>480,00</td>
<td>480,00</td>
</tr>
<tr>
<td>PS</td>
<td>Headphones</td>
<td>EA</td>
<td>8,000</td>
<td>0,000</td>
<td>0,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POSTER</td>
<td>Promotional Poster</td>
<td>EA</td>
<td>50,000</td>
<td>0,000</td>
<td>0,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CASSETTE</td>
<td>Cassette Tape–Popular Melodies</td>
<td>EA</td>
<td>3,000</td>
<td>0,000</td>
<td>0,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DIS001</td>
<td>End Aisle Display</td>
<td>EA</td>
<td>0,000</td>
<td>0,000</td>
<td>0,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DISPLAY</td>
<td>Plastic Display Unit</td>
<td>EA</td>
<td>119,340</td>
<td>0,000</td>
<td>0,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

|                      |                      |                      |         |         |         |         |         |
|                      |                      |                      | 2.040,00 | 2.040,00 |
Processing Options for Inventory Valuation Analysis

DEFAULT VALUES
1. Enter the Costing Method you wish to print for cost number 1. (Default is Weighted Average – 2) ____________
2. Enter the Costing Method you wish to print for cost number 2. (Default is Last In – 1) ____________
3. Enter the Costing Method you wish to print for cost number 3. (Default is Layer – 6) ____________

NOTE: Use F1 for a list of valid values.

Reviewing the Inventory Turn Report

Inventory Turn is a DREAM Writer report that you use to analyze the following:

- Trends in your inventory environment
- Inventory turnover in dollars

To review Inventory Turn, you must complete the following tasks:

☐ Group transaction codes
☐ Run the Inventory Turn report

Before You Begin

☐ 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 codes

On Transaction Family Documents

Complete the following fields:

- Transaction Type
- Document Type

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Type</td>
<td>This field is used to inquire on different document transaction types such</td>
</tr>
<tr>
<td></td>
<td>as I for Inventory Transaction documents, O for Purchase Order documents and</td>
</tr>
<tr>
<td></td>
<td>S for Sales Order documents.</td>
</tr>
</tbody>
</table>
**Running the Inventory Turn Report**

You can print this report for a cost center, an item, and a date range combination that you specify.

The Inventory Turn report:

- Retrieves records from the Item Ledger table (F4111)
- Clears the existing workfile, rebuilds it, and accesses records to produce the report

You must use the following data sequence:

- Transaction date
- Branch/plant
- Item number – short
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Inventory</th>
<th>Inventory</th>
<th>Average</th>
<th>Usage</th>
<th>Factor</th>
<th>Turns</th>
</tr>
</thead>
<tbody>
<tr>
<td>5666</td>
<td>CHAIR, 5 LEG, W/ TILT</td>
<td>135,000,00</td>
<td>631,650,00</td>
<td>383,325,00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>333</td>
<td>OAK SHELF UNIT</td>
<td>7,901,430,78</td>
<td>1,545,418,15</td>
<td>3,178,006,31</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>212</td>
<td>OAK SHELF SIDES</td>
<td>15,322,28</td>
<td>15,322,28</td>
<td>15,322,28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>121</td>
<td>OAK SHELF TOP/BOTTOM</td>
<td>2,093,636,58</td>
<td>2,093,636,58</td>
<td>2,093,636,58</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>111</td>
<td>1x10x6’ OAK 04S</td>
<td>9,542,00</td>
<td>9,087,00</td>
<td>9,314,50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>444</td>
<td>OAK SHELF CABINET INSERT ASSY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>443</td>
<td>CABINET SIDES, DOOR, BACK</td>
<td>265,014,42</td>
<td></td>
<td>132,507,21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>122</td>
<td>HARDWARE KIT</td>
<td>780,00</td>
<td>600,00</td>
<td>690,00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1261</td>
<td>Multivitamin Tablets</td>
<td>740,051,80</td>
<td>35,205,20</td>
<td>352,423,30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1008A</td>
<td>Drawer Labels</td>
<td>1,165,17</td>
<td>1,165,17</td>
<td>1,165,17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vitamin A</td>
<td>3,540,55</td>
<td>3,268,19</td>
<td>3,404,37</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12714</td>
<td>Retinyl Palmitate</td>
<td>539,00</td>
<td>970,20</td>
<td>754,60</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12722</td>
<td>Beta Carotene</td>
<td>625,50</td>
<td>1,126,30</td>
<td>875,70</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12731</td>
<td>Vitamin B1</td>
<td>599,80</td>
<td>599,79</td>
<td>599,79</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12749</td>
<td>Vitamin B2</td>
<td>900,30</td>
<td>900,29</td>
<td>900,29</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12757</td>
<td>Vitamin B6</td>
<td>1,510,80</td>
<td>1,510,80</td>
<td>1,510,80</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12765</td>
<td>Vitamin B12</td>
<td>3,077,85</td>
<td>3,077,85</td>
<td>3,077,85</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12773</td>
<td>Vitamin C</td>
<td>246,30</td>
<td>246,30</td>
<td>246,30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12781</td>
<td>Minerals, complex</td>
<td>110,81</td>
<td>110,81</td>
<td>110,81</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12790</td>
<td>Magnesium</td>
<td>16,90</td>
<td>21,13</td>
<td>19,01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12802</td>
<td>Iron</td>
<td>1,486,08</td>
<td>1,857,60</td>
<td>1,671,84</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12811</td>
<td>Selenium</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12837</td>
<td>Zinc</td>
<td>685,00</td>
<td>856,25</td>
<td>770,62</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12845</td>
<td>Buffer, inert</td>
<td>1,495,99</td>
<td>1,495,98</td>
<td>1,495,98</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Columnar information** The system calculates beginning, ending, and average inventory as follows:

- Beginning inventory is the amount for all transactions prior to the first date that you specified in data selection.
- Ending inventory is the amount of the beginning inventory plus or minus the amount of the item ledger transactions for the period that you specified in the processing options.
- Usage is the amount of all the item ledger records that match the transaction family document types that you specify in the processing options for the report.

**Processing Options for Inventory Turn Report**

Enter the Transaction Family Document
Types to include:  
(Based on user defined code table 41/TT and setup in P43115).

Reviewing the Supply and Demand Report

Supply and Demand is a DREAM Writer report that provides information about an item’s demand, supply, and available quantities. The report lists the following information:

- Quantities on hand
- Safety stock
- Sales orders
- Purchase orders
- Forecasts
- Work orders

You can print a report for supply and demand information using the following criteria:

- Branch/plant
- Item number
- Date

Before You Begin

☐ Ensure that you have correctly identified all sources of supply and demand and have specified all sources in the supply and demand inclusion rules.

☐ Review the formulas for determining supply and demand and available to promise. See Reviewing Supply and Demand Information and Reviewing Performance Information.
Review Inventory Analysis Reports

4051

J.D. Edwards & Company
Supply and Demand

Item Number: M001
Markette Red Highlighter
Unit of Measure: EA

<table>
<thead>
<tr>
<th>Branch</th>
<th>Location</th>
<th>Lot</th>
<th>Dema</th>
<th>Supply</th>
<th>Available</th>
<th>Date</th>
<th>Order No</th>
<th>Description / Vendor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td></td>
<td>18,919</td>
<td>18,919</td>
<td></td>
<td>On Hand Balance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td>17,919</td>
<td></td>
<td></td>
<td>Available to Promise</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td>1,000</td>
<td>17,919</td>
<td>01/04/98</td>
<td>ST Sales Order</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td>1,200</td>
<td>19,119</td>
<td>06/01/98</td>
<td>OP Value Worldwide Paper Sup</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td>300–</td>
<td>300–</td>
<td>06/01/98</td>
<td>Available to Promise</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td>1,500</td>
<td>17,619</td>
<td>06/18/98</td>
<td>SO Sales Order</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td>600</td>
<td>18,219</td>
<td>06/30/98</td>
<td>OP Vector Manufacturing Co</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td>600</td>
<td>18,819</td>
<td>06/30/98</td>
<td>OP Vector Manufacturing Co</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td>9,800–</td>
<td>9,800–</td>
<td>06/30/98</td>
<td>Available to Promise</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td>1,000</td>
<td>17,819</td>
<td>07/10/98</td>
<td>SO Sales Order</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td>10,000</td>
<td>7,819</td>
<td>08/05/98</td>
<td>SO Sales Order</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Processing Options for Supply/Demand Report

Inventory Options:
1. Enter a ’1’ to deduct Safety Stock from Availability.

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

3. Enter a ’1’ to summarize all In Receipt Routing Steps into one line.

Inventory Options (Cont.):
4. Enter a ’1’ to summarize the Item Balance Quantity records.

5. Enter the thru date for the period of transactions to appear on the report. If left blank, all transactions will be printed.

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

Print Options:
7. Enter one of the following:
   ’ ’ = No ATP Line
   ’1’ = ATP Line
   ’2’ = Cumulative ATP Line

Optional Records:
8. Enter a ’1’ to print Planned Orders from the MRP/MPS/DRP generations.
   If left blank, Planned Orders will not print.
9. Enter the Forecast Type(s) to be included. Up to 5 types can be included, if left blank the program will not include any Types. Example, for types 01,02, & BF enter ‘0102BF’ etc.

10. Enter the number of days (+/-) from today’s date that you wish to begin including Forecast records. A blank will use today’s date to begin including Forecast records.

11. Enter a ’1’ to omit ‘Bulk’ Stocking Type records from report. Blank is the default and ‘Bulk’ record types will be printed.

12. Enter the Rate Base Schedule Type to be included on the Supply/Demand report. If left blank, Rate Based Items will not appear.

13. Enter the Unit of Measure you would like to appear on the report. If left blank, Primary units will be used.

**Potency:**

14. Enter ’1’ to display all quantities at Standard Potency

**Lot Expiration:**

15. Enter ’1’ to reduce quantity available due to lot expiration. (Note: This option will not work with ATP. If this option has to work Option 7 must be set to blank or 2).

**Printing Stock Tags**

You can print generic DREAM Writer stock tags for inventory in the warehouse. The stock tags include bar codes for the item, location, and lot.

**Before You Begin**

- To print bar code information, verify that you have a printer capable of printing from an Intelligent Printer Data Stream (IPDS) device file.
- Set the Intelligent Printer Y/N field on DREAM Writer Printer File Overrides to Y.
Review Inventory Analysis Reports

Processing Options for Stock Tags

Report Display:

1. Enter the item/location quantity to be printed on the tags:
   
   ’1’ = On-hand quantity
   
   ’2’ = On-hand + inbound – outbound – committed.
   
   (Warehouse Management users)

   If left blank, only the on-hand quantity will print.

2. Enter a ’1’ to print bar code information.

3. If printing bar codes, enter a ’1’ to print bar codes for blank lots.
Review Inventory Integrity Reports

Reviewing Inventory Integrity Reports

Inventory integrity reports provide information about discrepancies between item and accounting information.

Complete the following tasks:

- Review the Item Ledger/Account Integrity report
- Review the Item Balance/Ledger Integrity report

Reviewing the Item Ledger/Account Integrity Report

Item Ledger/Account Integrity is a DREAM Writer report that displays discrepancies between the Item Ledger (F4111) and Account Ledger (F0911) tables.

The report displays the following types of discrepancies:

- Item ledger detail exists with no corresponding general ledger detail.
- Item ledger does not balance with the corresponding general ledger detail.

The report displays summary lines that represent specific totals:

- Document type
Before You Begin

- Document number
- Key company

The report also displays the solution to the discrepancies. A blank report indicates that there are no discrepancies.

You must use the following data sequence:

- Document type
- Document
- Document company

### Processing Options for Item Ledger/Account Integrity

**Report Display:**

1. Enter the beginning Item Ledger date.

2. Enter the ending Item Ledger date.

**Summarized Manufacturing J/E’S:**

3. Enter a ‘1’ to indicate that Manufacturing J/E’s are summarized by account.

Enter Document Types associated with:

---

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Key</th>
<th>Co</th>
<th>Amount</th>
<th>Item Ledger</th>
<th>Account Ledger</th>
<th>Variance</th>
<th>G/L</th>
<th>Error Date</th>
<th>Error Number</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>IA 1500 100</td>
<td></td>
<td></td>
<td>3,535.00</td>
<td>11,200.00</td>
<td>7,665.00</td>
<td>06/30/98</td>
<td>3038</td>
<td>Item Ledger and G/L do not balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II 1 100</td>
<td>10.21</td>
<td>52.00</td>
<td>41.79</td>
<td>06/30/98</td>
<td>3038</td>
<td>Item Ledger and G/L do not balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT 127 100</td>
<td>5.37</td>
<td>30.47</td>
<td>25.10</td>
<td>06/30/98</td>
<td>3038</td>
<td>Item Ledger and G/L do not balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JE 1504 100</td>
<td>143.85</td>
<td>143.85</td>
<td>06/30/98</td>
<td>3038</td>
<td>Item Ledger and G/L do not balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>13,750.00</td>
<td>06/30/98</td>
<td>3036</td>
<td>No existing General Ledger records</td>
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<td></td>
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<td>722,000.00</td>
<td>722,000.00</td>
<td>06/30/98</td>
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<td>6,950.00</td>
<td>06/30/98</td>
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<td></td>
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<td>1,225.08</td>
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<td></td>
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<td>No existing General Ledger records</td>
<td></td>
<td></td>
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</tbody>
</table>
Reviewing the Item Balance/Ledger Integrity Report

Item Balance/Ledger Integrity is a DREAM Writer report that displays discrepancies for both quantity and amount between the Item Balance (F41021) and Item Ledger (F4111) tables, in combination with the Item As Of table (F41112).

The report displays summary lines that represent specific totals:

- Branch/plant
- Item number
- Location
- Lot number

A blank report indicates that there are no discrepancies, unless you have set the processing option to print all records.
### Branch/Plant

**10 Modesto Distribution Center**

<table>
<thead>
<tr>
<th>Item</th>
<th>Location</th>
<th>Lot or</th>
<th>Total Quantity</th>
<th>Item Balance</th>
<th>Item Ledger</th>
<th>Variance</th>
<th>Percent Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>M001</td>
<td>.</td>
<td>4893</td>
<td>4893</td>
<td>2,691.15</td>
<td>3,344.15</td>
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<td>19.52</td>
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<tr>
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<td>.</td>
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<td>10000</td>
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<tr>
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<td>346</td>
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<td>1 .C .1</td>
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<td>264</td>
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<td>VD01</td>
<td>1 .A .1</td>
<td>9310140004</td>
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<td>100</td>
<td>1.615,00</td>
<td>1.600,00</td>
<td>15,00–</td>
</tr>
<tr>
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<td>500–</td>
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<td>7,00</td>
<td>700,00–</td>
<td>707,00</td>
<td>101,00</td>
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<td>27</td>
<td>271,59</td>
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<td>3,254,26</td>
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<td>0.00</td>
</tr>
<tr>
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<td>28</td>
<td>1,680,00</td>
<td>1,680,00</td>
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<td>33</td>
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<td>0.00</td>
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<tr>
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<td>.</td>
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<td>25</td>
<td>1,050,00</td>
<td>1,050,00</td>
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<tr>
<td>KEYBOARD AT</td>
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<td>23</td>
<td>966,00</td>
<td>966,00</td>
<td>0.00</td>
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</tr>
<tr>
<td>CABLE CONNECTORS</td>
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<td>44</td>
<td>792,00</td>
<td>792,00</td>
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<td>0.00</td>
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<tr>
<td>CRT CRATE</td>
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<td>52</td>
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<td>1,508,00</td>
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<tr>
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<td>.</td>
<td>24360</td>
<td>12180</td>
<td>23.315,00</td>
<td>18.315,00</td>
<td>3.000,00</td>
<td>16,38</td>
</tr>
</tbody>
</table>
**Processing Options for Item Ledger to Item Balance Integrity Report**

**Report Display:**
1. Enter a 'Y' to print all items on the report. Enter an 'N' to print only those items with a variance. If left blank, an 'N' will default.

2. Enter the variance percent which will cause only items above this percent to print. If left blank, all variance items will print.

**Processing:**
3. Enter the costing method you want used to calculate the unit cost for each item. If left blank, the costing method for each item will be retrieved from the Cost Ledger (F4105).
Reviewing Inventory Audit Reports

Inventory audit reports contain the results of the audit process. The audit process monitors and records changes to item master and item/branch information. For example, if you enter or change an item in the Item Master table (F4101), the system stores both the old and new information in the Item Master Audit table (F41019). If you change an item’s location in the Item/Branch table (F4102), the system stores both the old and new information in the Item Branch Audit table (F41029).

It is important to understand the meaning of “change” in the audit process. For example, a change could represent any of the following actions:

- Addition of a record or field
- Change to a record or field
- Deletion of a record or field

The audit reports display these changes. In addition, the reports provide information such as who made the change, when the change took place, and from where.

You cannot change the data sequencing for the audit reports. The system sequences records by item number. However, based on your data selection, you can display records by:

- Cost center
Inventory Management

- Item
- Date
- Time

Complete the following tasks:

☑ Review the Item Master Audit report
☑ Review the Item Branch Audit report

What You Should Know About

Purging records
You must purge records to control the size of the reports.
See Purging Data for information on purging the audit tables.

Entering new information
After you enter new information to the item master or item branch, the system records the information and prints it on the report. However, the report does not list information in the “from” column because the information did not previously exist.

Reviewing the Item Master Audit Report

Item Master Audit is a DREAM Writer report that lists the changes that personnel have made to item master information.
Reviewing the Item Branch Audit Report

Item Branch Audit is a DREAM Writer report that lists the changes that personnel have made to item branch information.
<table>
<thead>
<tr>
<th>Item</th>
<th>Branch</th>
<th>Audit Report</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>30</td>
<td>C 04/29/98</td>
<td>13:41:58</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Plant</th>
<th>Job No.</th>
<th>Date</th>
<th>Time</th>
<th>User</th>
<th>Program</th>
<th>Work</th>
</tr>
</thead>
</table>

**Description**

- Item Number: 1001
- Business Unit: 30
- Sales Catalog Section: P100-PPS-41
- Landed Cost Rule: 30
- Warehouse Process Grp 1: OFC
- Warehouse Process Grp 2: PEN
- G/L Category: IN30
- G/L Category: 00000000

**Check Availability**

- Y/N: Y

**Potency Control**

- Y/N: N

**Backorders Allowed**

- Y/N: Y

**ABC Code 1 - Sales**

- ABC Code 1: C

**ABC Code 2 - Margin**

- ABC Code 2: C

**ABC Code 3 - Investment**

- ABC Code 3: S

**Serial No. Required**

- Y/N: N

**Purchasing Taxable**

- Y/N: Y

**Sales Taxable**

- Y/N: Y

**Net Change Flag**

- Y/N: 1

**Order With**

- Y/N: N

**Commitment Method**

- Y/N: 1
Test Yourself: Item and Quantity Information and Reports

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

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

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

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

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

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

6. What is the significance of the running balance format for Item Ledger Inquiry?
7. Which form would you use for direct access to other forms when you are researching transaction or item information?

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

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

10. How can you set up items that are used for substitutions, associated items, or customer/vendor item numbers in Sales and Purchase Management?

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

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

13. Besides the Item Ledger (The Cardex), which programs access the As Of table?
14. How often should you refresh the As Of table?

15. Why doesn’t the refresh program duplicate transactions in the As Of table but instead adds any new records?

16. Which report provides a list of items with list prices and discount prices?

17. Which report lists variances of current transaction costs as they compare to the current cost?

18. Which report lets you review your current costs as they compare to the sales price of current transactions?

19. Which report lets you analyze trends in your environment and inventory costs?

20. Which reports list discrepancies between the item ledger (F4111) amounts and the G/L ledger (F0911) amounts?
Periodic
Physical Inventories

Objectives

- To understand the methods for keeping accurate inventory

About Physical Inventories

Accurate inventories help you:

- Reduce backorders
- Reduce dollars invested in inventory
- Reduce downtime attributed to stock outages
- Increase on-time deliveries

Complete the following tasks:

- Process a cycle count
- Process a tag count

You can use both cycle and tag counts to satisfy a variety of needs. Both help you to reconcile your online inventory records and physical inventory.

A cycle count is the item-based method of counting. Using the cycle count process, you select items to be counted at various intervals throughout the year.

A tag count is the location-based method of counting. It is designed for an end-of-year, wall-to-wall physical inventory.
Process a Cycle Count

G41 Inventory Management
Choose Inventory Count Alternatives

G4121 Inventory Count Alternatives
Choose an option

Processing a Cycle Count

A cycle count is the item-based method of counting inventory. You record data such as item numbers, descriptions, and locations on printed inventory count sheets, which you later use to update the online inventory records.

The cycle count method allows you to:

- Group items to be counted at specific intervals throughout the year
- Track variances
- Reduce costs and backorders

Consider using a cycle count in conjunction with a tag count to ensure accuracy.

Complete the following tasks:

- Run the Select Items for Count program
- Review the cycle count
- Print cycle count sheets
- Canceling the cycle count
- Enter the cycle count results
- Review the cycle count variances
Before You Begin

☐ Read Item Ledger (The Cardex) and Item Setup for Branches and Plants for setup information.

☐ Verify that the following AAIs are set up:
  - AAI table 4152, which provides the inventory account to offset against any count variance.
  - AAI table 4154, which provides the cost of goods sold account to update.

☐ Define the selection criteria with the cycle count category code or ABC Analysis code.

☐ Identify which items to count by reviewing the fields in the Item Branch (F4102) or Item Location (F41021) tables.

☐ Specify status codes in the processing options to further specify the information that displays.

Running the Select Items for Count Program

Before you start the cycle count process, you must run the Select Items for Count program. Select Items for Count is a DREAM Writer program that builds a record for each inventory item to be counted and records the current on-hand quantity and cost for each item. Next, the system generates the Items Selected for Count report, which lets you compare your actual on-hand quantity with the online records.

The system processes the information as follows:

- Selects items to be counted based on your data selection
- Copies the current on-hand balance to the Quantity On-hand at Count field in the Cycle Count Transaction table (F4141)
- Creates a cycle count header in the Cycle Count Header table (F4140) that contains the status codes for the processes that have been completed for Cycle Count items
- Updates the following data in the Cycle Count Detail table for each item in the selected locations:
Process a Cycle Count

- Item information
- Quantity on-hand
- Amount on-hand

- Produces a report, Selected Items for Cycle Count, that lists the selected items for each location and the item quantity on-hand at the time of the count.

You can group items by:

- Cycle count categories (for example, monthly and semi-annually)
- ABC codes (for example, count “A” items monthly)

You cannot change the following sequence for the Items Selected for Count report:

- Item number – (short)
- Lot
- Location
### Inventory Management

Cycle Count Number: 226  
Cycle Count Description: ALL ITEMS

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Branch</th>
<th>Location</th>
<th>Lot or</th>
<th>On Hand</th>
</tr>
</thead>
<tbody>
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<tr>
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<td>Pen &amp; Pencil Set</td>
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<td>1001</td>
<td>Pen &amp; Pencil Set</td>
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<td>1.B .2</td>
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<td>305</td>
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<tr>
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<td>Compact Disk - 5 Disk Tray</td>
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<td>.</td>
<td>.</td>
<td>5245</td>
</tr>
<tr>
<td>3106-000</td>
<td>1200 Base Unit</td>
<td>30</td>
<td>.</td>
<td>.</td>
<td>350</td>
</tr>
<tr>
<td>23-12</td>
<td>12 Volt Battery Back-up</td>
<td>30</td>
<td>.</td>
<td>.</td>
<td>1870</td>
</tr>
<tr>
<td>23-09</td>
<td>9 Volt Battery Back-up</td>
<td>30</td>
<td>.</td>
<td>.</td>
<td>950</td>
</tr>
<tr>
<td>18163-000-J3</td>
<td>In-line Breakers</td>
<td>30</td>
<td>.</td>
<td>.</td>
<td>950</td>
</tr>
<tr>
<td>20001-000</td>
<td>Magnetic Breakers</td>
<td>30</td>
<td>.</td>
<td>.</td>
<td>950</td>
</tr>
<tr>
<td>50089-000</td>
<td>No Service Key Pad</td>
<td>30</td>
<td>.</td>
<td>.</td>
<td>950</td>
</tr>
<tr>
<td>70089-010</td>
<td>Three Service Key Pad</td>
<td>30</td>
<td>.</td>
<td>.</td>
<td>950</td>
</tr>
<tr>
<td>23/1200</td>
<td>1200 Baud Monitor Modem</td>
<td>30</td>
<td>.</td>
<td>.</td>
<td>950</td>
</tr>
<tr>
<td>99000-000</td>
<td>Wire</td>
<td>30</td>
<td>.</td>
<td>.</td>
<td>950</td>
</tr>
<tr>
<td>1122</td>
<td>CRT AS/400 Compatible</td>
<td>30</td>
<td>.</td>
<td>.</td>
<td>950</td>
</tr>
<tr>
<td>2434</td>
<td>CRT Chassis Subassembly</td>
<td>30</td>
<td>.</td>
<td>.</td>
<td>950</td>
</tr>
<tr>
<td>2556</td>
<td>Printed Circuit Board 12227</td>
<td>30</td>
<td>.</td>
<td>CB980001</td>
<td>1</td>
</tr>
<tr>
<td>2556</td>
<td>Printed Circuit Board 12227</td>
<td>30</td>
<td>.</td>
<td>CB980002</td>
<td>1</td>
</tr>
<tr>
<td>2556</td>
<td>Printed Circuit Board 12227</td>
<td>30</td>
<td>.</td>
<td>CB980003</td>
<td>1</td>
</tr>
<tr>
<td>2556</td>
<td>Printed Circuit Board 12227</td>
<td>30</td>
<td>.</td>
<td>CB980004</td>
<td>1</td>
</tr>
<tr>
<td>2556</td>
<td>Printed Circuit Board 12227</td>
<td>30</td>
<td>.</td>
<td>CB980005</td>
<td>1</td>
</tr>
<tr>
<td>2556</td>
<td>Printed Circuit Board 12227</td>
<td>30</td>
<td>.</td>
<td>CB980006</td>
<td>1</td>
</tr>
<tr>
<td>2556</td>
<td>Printed Circuit Board 12227</td>
<td>30</td>
<td>.</td>
<td>CB980007</td>
<td>1</td>
</tr>
<tr>
<td>2556</td>
<td>Printed Circuit Board 12227</td>
<td>30</td>
<td>.</td>
<td>CB980008</td>
<td>1</td>
</tr>
<tr>
<td>2556</td>
<td>Printed Circuit Board 12227</td>
<td>30</td>
<td>.</td>
<td>CB980009</td>
<td>1</td>
</tr>
</tbody>
</table>

---

### Processing Options for Select Items for Cycle Count

**Default Values:**

1. Enter the Cycle Count Description

---

6-6

Release A7.3 (June 1996)
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.

**To review the cycle count status**

On Cycle Count Review

1. To select the cycle count information that you want to review, complete the following fields:
   - Date From
   - Date Through

2. Access Cycle Count Detail Review for each cycle count number.
Inventory Management

What You Should Know About

Cycle status

The status codes that appear in the Cycle Status field default from the processing options. You can change the status code entries at any time for reviewing the cycle status.

Processing Options for Cycle Count Review

Default Values:
1. ‘From’ Status Code
2. ‘Thru’ Status Code

Cycle Count Print (P41410):
3. Enter the DREAM Writer Version of Cycle Count Print to execute. (Default is Version ZJDE0001.)
Process a Cycle Count

Cycle Count Detail Print (P41403P):
4. Enter the DREAM Writer Version of Cycle Count Detail Print to execute from the Cycle Count Detail Inquiry (Default is Version ZJDE0001.)

Cycle Count Update (P41413):
5. Enter the DREAM Writer Version of Cycle Count Update to Execute. (Default is Version ZJDE0001.)

Cycle Count Entry (P4141):
6. Enter the DREAM Writer Version of Cycle Count Entry to Execute for Sequencing.
   001- By Item, Brn, Location, Lot
   002- By Brn, Location, Lot
   003- By Sales Reporting Codes
   (Default is Version ZJDE0001.)

Printing Cycle Count Sheets

After you choose the items to include in the cycle count and have reviewed them online, you can print the cycle count sheets that you will use to perform the actual count.

Run the Print Cycle Count Sheets DREAM Writer program to print information from the Cycle Count table (F4141) on the count sheets. You must specify the count number that you want to print. The system uses the DREAM Writer version you specified in the processing options.

J. D. Edwards recommends that you use the following sequence on the Print Cycle Count Sheet report:

- Cycle Count Number
- Item Number
- Branch/Plant

What You Should Know About

Status
After you print the count sheets, the Status field displays Canceled.

Processing Options for Inventory Count Sheet

Print Options:
1. Enter a ’1’ to print non-cancelled cycle sheets. If left blank, all cycle sheets will be printed.
Canceling the Cycle Count

You can cancel a cycle count at any time before you update it. For example, if there are several days between the time that you print cycle count sheets and actually perform the cycle count, you can cancel the cycle count and reprint it later.

What You Should Know About

Status

After you cancel the cycle count number, the Status field displays *Canceled*.

Entering the Cycle Count Results

After you have performed the cycle count and recorded the information on the cycle count sheets, transfer the results to your online inventory records.

To enter the cycle count results

On Cycle Count Review


2. Locate a cycle count.
3. Complete the following field to replace the count for a particular item, if necessary:
   - Quantity

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity – Physical Count</td>
<td>The number of units that the system counts in the primary unit of measure.</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**New location**

When you enter a new location, the system creates a new branch/plant record and a variance for the entire quantity/amount.

**Processing Options for Inventory Count Entry and Additions**

**Single Cycle Count Sequencing:**

1. Enter one of the following for sequencing:
   1. Sequence by Item Number, Branch, Location and Lot.
   2. Sequence by Branch, Location, and Lot.
   3. Sequence by Sales Reporting Codes 1-5.

**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 Ledger (F4111), Account Ledger (F0911), and Location Balance (F4102) tables.
To review the cycle count variances

On Cycle Count Detail Review

1. Use the Replace Count function to access Cycle Count Detail Review.
2. To select the variances that you want to review, complete the following fields:
   - Variance Type
   - Rel (Relationship)
   - Amt (Amount)
   - Amount Type

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type – Variance</td>
<td>A code that indicates whether the system displays a quantity variance or an amount variance.</td>
</tr>
<tr>
<td>Relationship</td>
<td>The relationship between the range of variances you display. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>EQ  Equal to</td>
</tr>
<tr>
<td></td>
<td>LT  Less than</td>
</tr>
<tr>
<td></td>
<td>LE  Less than or equal to</td>
</tr>
<tr>
<td></td>
<td>GT  Greater than</td>
</tr>
<tr>
<td></td>
<td>GE  Greater than or equal to</td>
</tr>
<tr>
<td></td>
<td>NE  Not equal to</td>
</tr>
<tr>
<td></td>
<td>NL  Not less than</td>
</tr>
<tr>
<td></td>
<td>NG  Not greater than</td>
</tr>
<tr>
<td></td>
<td>CT  Contains (only allowed in selection for Open Query File function)</td>
</tr>
<tr>
<td></td>
<td>CU  Same as “CT” but converts all input data to upper case letters</td>
</tr>
<tr>
<td>Amount – Variance</td>
<td>A number that indicates the relative size of the variance you want to display. The number can be either a percentage or an amount, depending on the Variance Type.</td>
</tr>
<tr>
<td>Type – Variance Amount or Percent</td>
<td>A code that determines whether the variance is an amount or a percentage variance from the expected quantity or amount.</td>
</tr>
</tbody>
</table>

Revising the Cycle Count Quantity

After you enter and review your cycle variance information, you might decide to recount some items and subsequently revise the cycle count quantity. After you recount and revise, you can review variances again, both online and through the Detail Variance Print report (P41403P).
You can revise the cycle count quantity using one of the following methods:

- Replace the count
- Add and subtract quantities

If you are counting by item location, replacing the count is the preferable method.

**To replace the count**

**On Cycle Count Entry**

Complete the following field with the Replace Count option:

- **O (Option)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection Exits</td>
<td>Selection exit codes are options and function keys that are used to perform a specific function for a selected line or form of data. The most commonly used selection exits for each program are displayed in highlighted text at the bottom of the form. To display all available selection exits, press F24. Press F1 in the Option field to display all available Options for the program.</td>
</tr>
</tbody>
</table>

**To add and subtract quantities**

**On Cycle Count Entry**

Complete the following field:

- **Quantity**

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity – Physical Count</td>
<td>The number of units that the system counts in the primary unit of measure.</td>
</tr>
</tbody>
</table>

**See Also**

- *Entering the Cycle Count Results (P4141)*
**Printing the Variance Report**

You can print a report of the variances between the results of the cycle count and the inventory records to resolve discrepancies.

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description</th>
<th>UM</th>
<th>Physical Quantity</th>
<th>Physical Amount</th>
<th>Perpetual Quantity</th>
<th>Perpetual Amount</th>
<th>Variance Quantity</th>
<th>Variance Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRP1</td>
<td>Napa Valley Cassette</td>
<td>EA</td>
<td>25</td>
<td>125.00</td>
<td>22</td>
<td>110.00</td>
<td>3</td>
<td>1500.00</td>
</tr>
<tr>
<td>Branch/Plant</td>
<td>Location</td>
<td></td>
<td></td>
<td></td>
<td>Lot</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Processing Options for Print Variance Detail**

**Variance Selection Information:**

1. Enter one of the following:
   - 'Q' to select on Quantity Variance
   - 'A' to select on Amount Variance

2. Enter the Relation to use for the Variance selection. ie 'GT'

3. Enter the Quantity or Amount to used to compare the variance to for selection.

4. Enter one of the following:
   - '%' to compare the Percent Variance
   - 'A' to compare the unit variance

**Updating the Cycle Count Status**

After you enter and review your cycle count and have it approved by the appropriate person, you must update the cycle count status, which the system stores in the Location Balance table (F4102).
To update the cycle count status

On Cycle Count Review

Complete the following field with the Update option:

- O (option)

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection Exits</td>
<td>Selection exit codes are options and function keys that are used to perform a specific function for a selected line or form of data. The most commonly used selection exits for each program are displayed in highlighted text at the bottom of the form. To display all available selection exits, press F24. Press F1 in the Option field to display all available Options for the program.</td>
</tr>
</tbody>
</table>

Processing Options for Update Cycle Count

General Ledger Date:
1. Enter the General Ledger Date for processing the Update. If blank, Today’s Date will default.

Next Count Date Calculation:
2. Enter a ’1’ to calculate the ‘Next Count Date’ based on the Cycle Count Category. If blank, the ABC Codes will be used.

File Update:
3. Enter a ’1’ if you wish to delete the Detail Records from the Cycle Count file (F4141). If blank, the records will not be deleted.
4. Enter a ’1’ if you wish to write Item Ledger records (F4111) when the variance is zero.
**Process a Tag Count**

**G41  Inventory Management**
Choose Inventory Count Alternatives

**G4121  Inventory Count Alternatives**
Choose the appropriate function

**Processing a Tag Count**

A tag count is the method for counting all items in a location. When you perform a tag count, you physically tag and count all items twice by location, typically at the end of the year. That is, two teams independently perform the same physical inventory and record their data on two different parts of the tag. Later, you use each team’s data to compare results and resolve variances.

Consider using a tag count in conjunction with a cycle count to ensure accuracy.

Complete the following tasks:

- Run the Select Items for Count program
- Print inventory tags
- Record tag distribution information
- Record tag receipt information
- Enter the tag count results
- Review the tag status
- Review the tag count variances
- Run the Quantity Count Comparison
Run tag count updates

See Also

- Processing a Cycle Count (P41411) if you are considering processing both cycle and tag counts

Running the Select Items for Count Program

Before you start the tag count process, you must run the Select Items for Count program. Select Items for Count is a DREAM Writer program that builds a record for each inventory item to be counted and records the current on-hand quantity and cost for each item.

What You Should Know About

Excluding stock from a tag count

Exclude the following stocking types because they represent non-stock items:

- K (kits)
- F (features)
- Any other user defined stocking types

Printing Inventory Tags

Although you can print tags at any time, you typically print tags at the beginning of the tag count process and distribute them to the teams who are counting items.

Run the Print Inventory Tags DREAM Writer program to print inventory tags for each location. The tag is a two-part form that includes the following information:

- Branch/plant
- Date printed
- Tag number

You can vary the tag’s format to accommodate your business needs. The system stores the tag number and tag status in the Tag Inventory table (F4160).
Process a Tag Count

41607  J.D. Edwards & Company  Number -  21
Print Inventory Tags  Date -  7.05.98
Brn -  30

Item : ___________________________  Counted Qty: ___________
Desc : ___________________________  Counted UOM: ___________
Location : _______________________  Lot : ___________
Remarks : ___________________________

Count Date : ___________  Counted By : ___________

==========================================================================
Number -  21  Date -  7.05.98
Brn -  30

Item : ___________________________  Counted Qty: ___________
Desc : ___________________________  Counted UOM: ___________
Location : _______________________  Lot : ___________
Remarks : ___________________________

Date         Order           Person            In             Out
–––––––––– ––––––––––––––– ––––––––––––––– ––––––––––––––– –––––––––––––––
__________ _______________ _______________ _______________ _______________
__________ _______________ _______________ _______________ _______________
__________ _______________ _______________ _______________ _______________
__________ _______________ _______________ _______________ _______________

Processing Options for Tag Print

1. Enter the number of Tags you wish to print.
2. Enter the Branch/Plant to print on the Tags.

Recording Tag Distribution Information

Before you distribute tags to the teams, you must record who is responsible for each tag number. You use this information to track:

- Who tagged each item
- Who returned the parts of each tag
To record tag distribution information

On Tag Issues and Receipts

Complete the following fields:

- Brn/Plt (Branch/Plant)
- From Tag
- To Tag
- Status
- New Status
- Tag Team ID – Is (Tag Team Identification – Issued)
- Tag Team ID – Re (Tag Team Identification – Received)

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch/Plant</td>
<td>A code that identifies a separate entity within a business for which you</td>
</tr>
<tr>
<td></td>
<td>want to track items and costs. This entity might be a warehouse location,</td>
</tr>
<tr>
<td></td>
<td>job, project, work center, or branch/plant. The Business Unit field is</td>
</tr>
<tr>
<td></td>
<td>alphanumeric.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>--------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>From Tag</td>
<td>A number that the system assigns to the tag using the Print Tag program, based on the next available tag number. Form-specific information</td>
</tr>
<tr>
<td>To Tag</td>
<td>A number that the system assigns to a specific location that contains inventory. The Tag Count facility within the inventory system allows for the use of pre-numbered multi-part tags. Form-specific information</td>
</tr>
<tr>
<td>Tag Status</td>
<td>The code (UDC table 41/TS) for the status of a tag in the tag inventory count process.</td>
</tr>
<tr>
<td>New Tag Status</td>
<td>A code that indicates the tag status (such as 'Closed' or 'Issued') to which the system will update a tag or group of tags.</td>
</tr>
<tr>
<td>Tag Team ID – Issued</td>
<td>The address book number of the individual or team that you issued the tags to.</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Entering additional tags**

You cannot enter additional tags to an existing group. Print a new group of sequentially-numbered tags using the Print Inventory Tags program.

See *Printing Inventory Tags* for more information.

**Deleting tags**

You cannot delete tags on Tag Issues and Receipts because all tag numbers must be accounted for. You can, however, change the status of a tag to DS (destroyed) to indicate that the tag should not be used.
Additions to and movement of inventory

Inform personnel of receipts, shipments, and item breakage that occur during the count. Counters must record by location all items that are added and moved during the count.

Recording Tag Receipt Information

After you receive the tags back from the counters, you need to record the following information:

- The team who returned the tag
- The tag number from the team

To record tag receipt information

On Tag Issues and Receipts

Complete the following fields:

- New Status
- Tag Team ID – Re (Tag Team Identification – Received)

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tag Team ID – Received</td>
<td>The address book number of the individual or team that you received tags from.</td>
</tr>
</tbody>
</table>

Entering the Tag Count Results

After the count is complete, you must enter the information from each tag into the system.

To enter the tag count results

On Tag Count Entry
Complete the following fields:

- Brn/Plt (Branch/Plant)
- Skip to Tag
- Tag No. (Tag Number)
- Item Number
- Quantity
- UM (Unit of Measure)
- Location
- Remark
- Lot

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skip to Tag</td>
<td>A number that the system assigns to a specific location that contains inventory. The Tag Count facility within the inventory system allows for the use of pre-numbered multi-part tags.</td>
</tr>
</tbody>
</table>

---------- Form-specific information ----------

In the Skip to Tag field, this is the tag number you want the system to display. For example, if you enter 5, the system displays only the tags numbered 5 and above.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tag Number</td>
<td>A number that the system assigns to the tag using the Print Tag program, based on the next available tag number.</td>
</tr>
</tbody>
</table>
### Field | Explanation
--- | ---
Item Number | A number that the system assigns to an item. It can be in short, long, or 3rd item number format.
Unit of Measure | A user defined code (system 00/ type UM) that indicates in what quantity an inventory item is expressed; for example, CS (case) or BX (box).
Location | A code that identifies inventory locations in a branch/plant. You define the format of the location identifier by branch/plant (P410012).
Name – Remark | A generic field that you use for a remark, description, name, or address.
Lot | A number that identifies a lot or a serial number. A lot is a group of items with similar characteristics.

### Processing Options for Tag Inventory Count Entry

1. **Enter the Statuses that a Tag can be at to be valid for change.**
   - Status One
   - Status Two
   - Status Three
   - Status Four

2. **Enter a ‘1’ to default Location and Lot from the Primary Location.**

3. **Enter a ‘1’ to allow for the addition of secondary location records.**

### Reviewing the Tag Status

You can review the current status of any tag to check for lost or incomplete tags.

Complete the following tasks:

- Review tag status
- Review tag status summary
To review the tag status

On Tag Status Review

Complete the following fields:

- Brn/Plt (Branch/Plant)
- Tag Status
- From Tag
- To Tag
- Item Number
- Issued to

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tag Team ID – Issued</td>
<td>The address book number of the individual or team that you issued the tags to.</td>
</tr>
</tbody>
</table>

To review tag status summary

On Tag Status Review

1. Access Tag Status Summary.
2. Complete the following field:
   - Brn/Plt (Branch/Plant)

**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**

On Tag Variance Review
Complete the following fields:

- Brn/Plt (Branch/Plant)
- Quantity/Amt (Quantity/Amount)
- Amount/Percent
- Relationship
- Amount

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity/Amt</td>
<td>A code that indicates whether the system displays a quantity variance or an amount variance.</td>
</tr>
<tr>
<td>Amount/Percent</td>
<td>A code that determines whether the variance is an amount or a percentage variance from the expected quantity or amount.</td>
</tr>
</tbody>
</table>
Running a Quantity Count Comparison

After you process the tag count, you can run the Quantity Count Comparison program to reconcile the inventory with the online records. Quantity Count Comparison is a World Writer report that shows items that were entered in the system, but not counted.
<table>
<thead>
<tr>
<th>Business</th>
<th>2nd Item</th>
<th>Location</th>
<th>Lot Number</th>
<th>Total Prim</th>
<th>Qty on Hand</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>CABLE CONNECTORS</td>
<td></td>
<td></td>
<td>44</td>
<td>18,0000</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>CD-5 DISK TRAY</td>
<td></td>
<td></td>
<td>275</td>
<td>225,0000</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>CRT CHASSIS</td>
<td></td>
<td></td>
<td>43</td>
<td>116,5000</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>CRT CRATE</td>
<td></td>
<td></td>
<td>52</td>
<td>29,0000</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>DRP1</td>
<td></td>
<td></td>
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**Running Tag Count Updates**

After you have entered the tag count results and reviewed variances, run the Tag Count Update program to perform the following functions:

- Compare the online on-hand count to the physical count
- Calculate the quantity and amount of variances

Release A7.3 (June 1996)
Inventory Management

- Update the new quantity information in the item location record and item ledger
- Create entries to the general ledger based on automatic accounting instructions

The system does not accept any additional count entries for the group of tags that were used for the update.

The system updates the status in the Tag Inventory table to CL (Closed) or deletes the record, depending on how you set the processing options.

Verify the results of the update on Item Ledger Inquiry and General Journal Review.

J.D. Edwards recommends that you use the following sequence for the Tag Count Update program:

- Item Number - Short
- Branch/Plant
- Location
- Lot

What You Should Know About

**After the update**

To resolve variances, you can purge location records with a zero quantity.

Processing Options for Tag Inventory Update

1. Enter a '1' if you wish to delete tags from the file after update. (Default of blanks will not delete the tags.)

2. Enter the transaction date to be used on the G/L records written. Blanks will default today's date.
Cost Updates

Objectives

- To update item costs

About Updating Costs

Cost updates allow you to update costs for items simultaneously, rather than on a cost-by-cost basis. For example, you can implement a percentage increase in the standard cost for a group of items. If you use the average cost method to determine inventory costs, you can update the average cost for all items.

Cost maintenance procedures allow you to update costs for individual items or for multiple items in the branch/plants, locations, and lots that you choose. You select the cost method to use for updating costs.

The system stores item costs in the Cost Ledger table (P4105). After you update item costs, the system updates the Cost Ledger table. After you update costs for an item’s sales/inventory cost method, the system creates general ledger and item ledger records.

Before You Begin

- Verify the current cost information for items
- Verify that you have set up automatic accounting instructions for changes to inventory costs

See Also

- Assigning Cost Methods to Items (P4105) for information about assigning an item’s sales/inventory cost method
- Setting Up AAIs (P40950) for information about specifying the general ledger accounts for changes to inventory costs
Update Item Costs

You can update costs for items in the branch/plants, locations, and lots that you choose. You can increase or decrease costs by a percentage or dollar amount, or you can specify a new dollar amount. You specify the cost method for which you want to update costs.

You can also have the system update average costs or future costs for all items that you select.

Complete the following tasks:

- Update costs for an item across multiple branch/plants
- Update costs for multiple items across multiple branch/plants
- Update average costs for items
- Update current item costs to future costs

What You Should Know About

Deleting item costs

If you delete costs for an item's sales/inventory cost method, the system displays a warning message. Deleting costs will force the inventory value to zero, but leave a record in the Cost Ledger table (F4105).
See Also

- Assigning Cost Methods to Items (P4105) 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

On Cost Revisions

1. To locate current cost information for an item, complete the following fields:
   - Item Number
• Branch/Plant (if applicable)
• Cost Method to Update

2. Complete the following fields:
• Increase/Decrease Amount
• Amount Type (A % *)
• Unit Cost

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<th>Field</th>
<th>Explanation</th>
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<td>A user defined code (system 40, type CM) that identifies a cost method. Cost methods 01 through 08 are hard-coded.</td>
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<tr>
<td>Increase/Decrease Amount</td>
<td>The dollar amount or percentage by which you want to increase or decrease unit costs for items. You can also indicate a dollar amount to override current unit costs. The value you specify in the Amount Type field determines whether you enter a dollar amount or a percentage. Note: Enter percentages as whole numbers. For example, enter 10 to increase costs by 10%. To decrease costs, enter a negative sign before the number. For example, enter -10 to decrease costs by 10%.</td>
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<tr>
<td>Amount Type (A % *)</td>
<td>A code that indicates whether the number in the Increase/Decrease Amount field is a dollar amount or a percentage value. Codes are: Amount % Percentage * Cost Override Amount</td>
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<tr>
<td>Unit Cost</td>
<td>The amount per unit (the total cost divided by the unit quantity). Form-specific information The cost for one unit of this item, based on the corresponding cost method.</td>
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</table>
What You Should Know About

Information that displays
The information that displays on Speed Cost Maintenance depends on the cost level for the item. For example, if an item has a cost level of 2, the system displays costs for all branch/plants. If an item has a cost level of 3, the system displays costs for all locations at the branch/plant you specify.

See Assigning a Cost Level to an Item (P4101) for information about cost levels for items.

Processing Options for Speed Cost Maintenance

Display Control:
1. Enter a ‘1’ for Speed Cost Update. If left blank, the screen will default to Item Cost Revisions.

Default Values:
2. Enter the default cost method to display when the Speed Cost Update format is selected.

Process Control:
3. Enter a ‘1’ to prevent the standard cost from being changed.

Updating Costs for Multiple Items across Multiple Branch/Plants

You can update costs for numerous items across multiple branch/plants, locations, and lots using the Batch Cost Maintenance DREAM Writer program. You can increase or decrease item costs by a specific amount or percentage, or, you can indicate a new cost.

You can update item costs for the cost methods you select. For example, you can update last-in costs, weighted average costs, and so forth.

You can preview your changes by running this program in proof mode and reviewing the report. After you are satisfied with the results, you can run the program in final mode.
## Processing Options for Batch Cost Maintenance

### Cost Change Options:
1. Enter the cost change to use for update. (When entering a percentage, enter it as a whole number.)

2. Enter the cost change type. *(A=Amount, %=Percent, *=Actual)*

### Default Values:
3. Reason code.
4. Document Type.
5. General Ledger Date

### Report Control:
6. Enter a ‘1’ to generate a report. If blank, no report will be generated.

### Update Option:
7. Enter a ‘1’ to run this program in final update mode. If blank, this program will perform no file updates.

---

## Updating Average Costs for Items

There are two methods you can use to update average costs for items:
Inventory Management

- Interactive
- Batch

To specify that the system updates average costs interactively, you use System Constants. To update average costs in batch mode, you use the Average Cost Update program. You specify the items, branch/plants, locations, and lots for which to update average costs.

Each time a transaction affects the current cost of an item, the system updates the Average Cost Workfile. When you run the Average Cost Update program, the system:

- Accesses current cost information from the Average Cost Workfile (F41051)
- Calculates the average cost for each item
- Updates the Cost Ledger table (F4105)
- Deletes transactions from the workfile

What You Should Know About

Cost levels

Before you run the Update Average Cost program, you should be familiar with the cost level of the items you want to update.

- For all items with a cost level 1, you must specify ALL for the branch/plant and locations.
- For all items with a cost level of 2, you specify ALL for the locations only.
- If you choose to run the update over items from all three cost levels, you should only select by item number.

See Assigning a Cost Level to an Item (P4101) for information about cost levels for items.

Updating the workfile

You can specify the programs that update the workfile by using Define Average Cost, which contains user defined code table 40/AV.

See Also

- Defining System Constants (P41001) for information about updating average costs interactively
**Updating Current Item Costs to Future Costs**

You can replace current costs with future costs using the Future Cost Update DREAM Writer program. You choose the cost level of the items for which to update future costs.

After you run this program, the system prints a report that lists the new costs and the old costs. The report also lists any errors that detail invalid cost methods.
### Inventory Management

#### Cost Level Three Items Only

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<td>2.7860</td>
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<tr>
<td>40</td>
<td>P001</td>
<td>Premium Xerographic Paper</td>
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<td>20</td>
<td>P002</td>
<td>Green Bar – Continuous Form</td>
<td>.</td>
<td>.</td>
<td>30.9778</td>
<td>01</td>
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<tr>
<td>27</td>
<td>P002</td>
<td>Green Bar – Continuous Form</td>
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<td>.</td>
<td>32.7591</td>
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<td>30</td>
<td>P002</td>
<td>Green Bar – Continuous Form</td>
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<td>32.7591</td>
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<td>P002</td>
<td>Green Bar – Continuous Form</td>
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<td>Green Bar – Continuous Form</td>
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<td>30.9681</td>
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<tr>
<td>M40</td>
<td>P002</td>
<td>Green Bar – Continuous Form</td>
<td>.</td>
<td>.</td>
<td>30.9681</td>
<td>01</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Processing Options for Future Cost Update

Process Control:
1. Enter the costing method that you desire to replace using a future cost method which you MUST specify in data selection. If left blank, the cost method replaced will be your current Inventory/Sales costing method for the items you select.
**Test Yourself: Cost Updates**

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

1. Which three methods can you use to increase or decrease costs?

   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

2. What happens in the system when you change a cost?

   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

3. How could you prevent someone from updating costs?

   ______________________________________________________

4. Which method do you use to produce a report of current costs and how the costs will change?

   ______________________________________________________
   ______________________________________________________

5. Which two methods can you use to calculate a true average cost based on the average costs of all locations?

   ______________________________________________________
   ______________________________________________________
Supplemental Database

Objectives

- To enter, review, and report on additional user defined inventory information
- To classify supplemental data by using codes, free-form text, or links to other programs

About the Supplemental Database

The Supplemental Database is an optional feature that allows you to store information about an item that you do not include in the standard master tables.

For example, perhaps you need to track detailed information for your engineering change specifications. Using the supplemental database, you could enter information such as the departments and people who are responsible for specific duties.

In another example, you could use the supplemental database to track costs for an advertising campaign. For each end item, you could enter campaign information such as dates, costs, the type of campaign, and so forth.

Supplemental data can include:

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

Complete the following tasks:

- Define data types
- Work with supplemental data
What You Should Know About

<table>
<thead>
<tr>
<th>Updating the supplemental database</th>
<th>You might need to run the following programs to update your supplemental database:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Profile Data Copy/Move, after you have changed data types and you need to transfer information from one data type to another.</td>
</tr>
<tr>
<td></td>
<td>• Build the Word Search File, to update supplemental data information for online searches.</td>
</tr>
<tr>
<td></td>
<td>• Purge Supplemental Data, to purge information from supplemental data files.</td>
</tr>
<tr>
<td></td>
<td>• CIF (Central Information File) Sequence Revisions, to define security for supplemental database users. You can customize the supplemental database display for each user, user group, and data type.</td>
</tr>
<tr>
<td></td>
<td>You can access these programs from Item Supplemental Data/CIF.</td>
</tr>
</tbody>
</table>
Define Data Types

Data types are user defined codes that classify supplemental data. When you define data types, you specify the mode for entering supplemental data. You can specify three different modes:

**Code (C)**
Use this mode to enter dates, amounts, and so forth. Codes also allow you to specify the format in which the data types appear in the system, and whether the system verifies that the user defined codes exist in a code table.

**Narrative (N)**
Use this mode to enter the supplemental data as free-form text. For example, you could use data type EN to record detailed text information about an engineering specification for an item.

**Program (P)**
Use this mode to directly exit to the program that you specify for the data type.

Although your security clearance may allow you to work with the supplemental database, you might not be able to access other programs through the database.
Before You Begin

Before you define data types, decide whether to track information at the item level or the item and branch/plant level.

- To track information at the item and branch/plant level, set the Supplemental Database by Branch field to Y (yes) in System Constants, which you access through Branch/Plant Constants.
- To track by item only, set the field to N (no).

If you want the system to edit user defined codes, you must:

- Set up the code type table
- Enter valid system and record type codes

After you have set the Supplemental Database by Branch field and entered data in the Supplemental Database, do not change the field value. If you change the value, you lose the ability to view data for the item/branch.

CAUTION: After you have set the Supplemental Database by Branch field and entered data in the Supplemental Database, do not change the field value. If you change the value, you lose the ability to view data for the item/branch.

To define data types

On Profile Data Types
Complete the following fields:

- Ty Dt (Type Data)
- Description
- Mde (Mode)
- CLS (Class)
- Code Title
- Amt Title (Amount Title)

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type Data</td>
<td>A code that you enter to distinguish the type of data that you later enter in the Supplemental Database. This user defined code is often an abbreviation for the data it represents. For example, you could define “AT” to represent “Advertising Types” and “SP” to represent “Special Promotions.”</td>
</tr>
<tr>
<td>Description</td>
<td>A user defined name or remark that describes a field.</td>
</tr>
<tr>
<td>Data Type Classification</td>
<td>A code that the system uses to group similar data types within the Supplemental Database.</td>
</tr>
<tr>
<td>Display Mode – Code or Narrative</td>
<td>The format of a data type. This code determines the display mode for supplemental data. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>C Code format, which displays the form for entering code-specific information. The system edits these codes against the User Defined Codes table (F0005).</td>
</tr>
<tr>
<td></td>
<td>N Narrative format, which displays the form for entering narrative text.</td>
</tr>
<tr>
<td></td>
<td>P Program exit, which instructs the system to exit to the program you specified in the Pgm ID field.</td>
</tr>
<tr>
<td></td>
<td>M Message format, which displays the form for entering code-specific information. However, the system can edit the code values you enter against values in the Generic Rates and Messages table (F00191). This code is not used by the Human Resources or Financials systems.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Code Title</td>
<td>The heading for a column on Supplemental Data Entry that relates to user defined codes. Enter the user defined codes for the supplemental data type in this column. For example, if the supplemental data type relates to the educational degrees of employees (BA, MBA, PHD, and so on), the heading could be Degree.</td>
</tr>
<tr>
<td></td>
<td><em>Form-specific information</em></td>
</tr>
<tr>
<td></td>
<td>The heading for a column on Profile Data Entry.</td>
</tr>
<tr>
<td>Amount Title</td>
<td>The heading for a column on Supplemental Data Entry that relates to an amount. This column contains statistical or measurable information. For example, if the data type relates to bid submittals, the heading could be Bid Amounts.</td>
</tr>
<tr>
<td></td>
<td><em>Form-specific information</em></td>
</tr>
<tr>
<td></td>
<td>The heading for a column on Profile Data Entry that relates to statistical or measurable information. For example, if the data type relates to bid submittals, the heading could be Bid Amounts.</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Deleting data types**

You cannot delete a data type that is associated with supplemental data.
Work with Supplemental Data

After you define your data types, you can work with supplemental data.

Complete the following tasks:

- Enter supplemental data
- Review supplemental data
- Run supplemental data reports

Entering Supplemental Data

After you define data types, you choose the item for which to enter the supplemental data. When you choose Profile Data Entry and select a data type for the item, the system automatically displays the appropriate form into which you enter the data. If you are working in program mode, the system displays the appropriate program-specific form into which you can enter supplemental data.

Complete the following tasks:

- Enter supplemental data in code mode
- Enter supplemental data in narrative mode
See Also

- *Defining Data Types (P41090)* for information on modes

▶ To enter supplemental data in code mode

On Profile Data Entry

1. Complete the following field if you have set the Supplemental Data Base by Branch field to Y in System Constants:
   - Branch/Plant
2. Complete the following field:
   - Item Number
3. Select a data type for which to enter supplemental data.

   The General Description Entry form appears.
4. On General Descriptions Entry, complete the following fields:
   - Advertise
   - Date
   - Amount
   - Ads

5. Access the General Descriptions Entry fold area.

6. Complete the following fields:
Inventory Management

- End Date
- Remark 2
- Additional Date

The columns that display on General Description Entry reflect the information that you entered on Profile Data Entry.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch/Plant</td>
<td>A code that identifies a separate entity within a business for which you want to track items and costs. This entity might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric.</td>
</tr>
<tr>
<td>Item Number</td>
<td>A number that the system assigns to an item. It can be in short, long, or 3rd item number format.</td>
</tr>
<tr>
<td>Character Code</td>
<td>This column contains a list of valid codes for a specific user defined code table. The number of characters permitted for a code appears in the column title.</td>
</tr>
<tr>
<td>Date – Effective</td>
<td>The date on which the exchange rate takes effect. The effective date is used generically. It can be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate.</td>
</tr>
<tr>
<td>Amount – User Defined</td>
<td>The statistical or measurable information related to the code defined for the data type. For example, if the data type relates to bid submittals codes, this field could be for bid amounts. Or if the data type relates to Human Resources Benefits Administration, this field could be for the cost of election coverage. If the data type relates to bonuses, this could be the bonus amount.</td>
</tr>
<tr>
<td>Name – Remark</td>
<td>A generic field that you use for a remark, description, name, or address.</td>
</tr>
</tbody>
</table>

What You Should Know About

Field display on General Description Entry

The field names that display on General Description Entry vary according to which data type you have selected. For example, if you are entering supplemental data for “Advertising Types,” you can define the field names for advertising-specific information.
To enter supplemental data in narrative mode

On Profile Data Entry

1. Complete the following fields:
   - Branch/Plant
   - Item Number
2. Select a data type for which to enter supplemental data.
   The Supplemental Data Narrative form appears.

3. On Supplemental Data Narrative, enter free-form text for the item.

Reviewing Supplemental Data
You can review supplemental data:

- With multiple criteria
- By item
- By data type

**Multiple criteria**

Use multiple criteria to review a data type and several other related data types. For example, you might want to review the data type “advertising” and several other related data types, such as “newspapers,” “television,” and “magazines.”

**Item**

Review supplemental data by item to review both item master information and any supplemental data that you entered. For example, you might want to review all supplemental data for an item.

**Data type**

Use a data type to review all the supplemental data for a specific data type and its related items. For example, you can view all items that were advertised in a specific periodical or newspaper.

Complete the following tasks:

- Review supplemental data with multiple criteria
- Review supplemental data by item
- Review supplemental data by data type

**To review supplemental data with multiple criteria**

On Profile Multi-Attribute Search
Complete the following fields:

- And/Or
- Data Type
- Search Value

Only supplemental data whose data types are in code mode appear on Profile Multi-Attribute Search.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>And/Or Selection</td>
<td>A code that determines whether compound data selection logic is based on an A = AND condition or an O = OR condition.</td>
</tr>
<tr>
<td>Data Type 1</td>
<td>The type of data from the supplemental database that is used in a multiple information search.</td>
</tr>
<tr>
<td>Search Value</td>
<td>A value linked to a supplemental data type that you can search for during a multatribute search. You can search for up to four values at one time.</td>
</tr>
</tbody>
</table>

**To review supplemental data by item**

On Profile by Item
Complete the following field:

- Item Number

Only supplemental data with data types in narrative mode appear on Profile by Item.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Number</td>
<td>A number that the system assigns to an item. It can be in short, long, or 3rd item number format.</td>
</tr>
</tbody>
</table>

**To review supplemental data by data type**

On Profile by Data Type
Work with Supplemental Data

Complete the following field:

- Type of Data

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type Data</td>
<td>A code that you enter to distinguish the type of data that you later enter in the Supplemental Database. This user defined code is often an abbreviation for the data it represents. For example, you could define “AT” to represent “Advertising Types” and “SP” to represent “Special Promotions.”</td>
</tr>
</tbody>
</table>

**Processing Options for Inquiry by Type of Data - Items**

Enter the specific Type of Data on which to inquire within the chosen data base.

**Running Supplemental Data Reports**

Run supplemental data reports to print:

- Item master information
- Data type information

Complete the following tasks:
Running the Item Profile Report

This DREAM Writer report displays a summary of data from supplemental data tables and the Item Master (F4101). You can sequence the Item Profile report alphabetically or by business unit.
Running the Items by Data Type Report

This DREAM Writer report displays a list of all item profile information by data type.

<table>
<thead>
<tr>
<th>Source</th>
<th>Description</th>
<th>Effective Date</th>
<th>From</th>
<th>Through</th>
<th>Campaign</th>
<th>Telemarketing</th>
<th>Cost/Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENVERPOST</td>
<td>1315 Natureway High Energy Vit</td>
<td>06/20/98</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>300.00</td>
</tr>
<tr>
<td>POST</td>
<td>1001 a Pen &amp; Pencil Set</td>
<td>03/20/98 - 03/27/98</td>
<td>Full Page &quot;Silvestra&quot; Ad</td>
<td></td>
<td></td>
<td></td>
<td>350.00</td>
</tr>
<tr>
<td>TIME</td>
<td>1001 a Pen &amp; Pencil Set</td>
<td>02/16/98 - 02/16/98</td>
<td>One Month &quot;New Tech&quot; Ad</td>
<td></td>
<td></td>
<td></td>
<td>5,500.00</td>
</tr>
<tr>
<td>TRIBUNE</td>
<td>1001 a Pen &amp; Pencil Set</td>
<td>04/15/98 - 04/22/98</td>
<td>Insert Page &quot;Silvestra&quot; Ad</td>
<td></td>
<td></td>
<td></td>
<td>250.00</td>
</tr>
<tr>
<td>WALLSTREET</td>
<td>1001 a Pen &amp; Pencil Set</td>
<td>01/22/98 - 01/22/98</td>
<td>Two Page &quot;Back to Basics&quot; Ad</td>
<td></td>
<td></td>
<td></td>
<td>91,500.00</td>
</tr>
</tbody>
</table>

Total for: Advertising 97,900.00

Processing Options for Items by Data Type Report

Enter an 'N' to bypass printing text information on the report. Default of blank will print the text.
Kits

Objective

- To understand kits and how to set them up in Inventory Management

About Kits

A kit is a collection of inventory items that are associated with a parent item. Kits provide a way to:

- Package items together to be sold under a parent name
- Assemble a parent item from multiple inventory items

For example, you might store together several computer components, such as a monitor, hard drive, keyboard, and mouse. When you sell the items, you might sell them collectively as a computer system. In another example, you might store the same computer components in different locations within a warehouse. By entering the components in the system as kit components, you can easily locate each item and assemble the final product. You do not stock the parent item as an inventory item.

The bill of material defines which items form the kit. If the kit has features or options, such as an optional glare-resistant screen, you can specify these. If the kit has required components, the system orders them automatically.

You can view kit components on Sales Order Entry and Purchase Order Entry detail if you have set up the processing options.

Complete the following tasks:

- Enter kit information
- Enter a bill of material
**Kit Components**

A kit is typically made up of several types of inventory items.

**Parent item**
A parent item represents the assembled item. Generally, the system does not carry inventory for a parent item. You must set up a parent item in the Item Master and designate it with a stocking type of K (for kit). The Item Master determines how the system calculates the price.

**Components**
Components are the actual inventory items that are contained in the kit. You set up components in the Item Master as regular stock items.

**Features and options**
Features and options are additional items for the kit. Feature items have a stocking type of F (for feature). The system recognizes feature items as second-level parent items, because the system does not carry inventory for the feature items. You set up the actual inventory items in the bill of material.

**Example: Kit**

For example, 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)
**Stereo (Parent Item)**

- Wiring Jacks (Component)
- Receiver (Component)
- Speakers (Component)
- Cassette Deck (Option)
- 5-Platter CD (Option)
- Single CD (Option)

**Example: Feature**

Assume that a CD player is a feature in the kit, and there are two versions of the feature:

- 5-platter CD player
- Single CD player

**CD Player (Feature)**

**Kits in Distribution Systems**

It is important to remember that in distribution systems, the word “kit” has a different meaning than in the manufacturing environment:

- Distribution systems use the bill of material to locate and assemble a group of items.
- Manufacturing systems use the bill of material to create a parts list for a work order. When you create a work order, you are preparing to produce a product. The parts list indicates the material and quantity that you will need.
Enter Kit Information

Entering Kit Information

Kits and bills of material can have up to 999 levels. A level consists of components, features, and options. Each can consist of various parts. For example, you define a feature in a parent kit's component and then enter the feature as a parent. Thus, the feature becomes a second level.

Complete the following tasks:

- Enter item master records for kits
- Set up locations for kits
- Enter kit pricing information

Entering Item Master Records for Kits

G41 Inventory Management
Choose Inventory Master/Transactions

G4111 Inventory Master/Transactions
Choose Item Master Information

After you have decided which kits you need and what each kit will contain, enter the items on Item Master Information.

To enter item master records for kits

On Item Master Information
Complete the following fields:

- Stocking Type
- Kit Pricing Method

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Stocking Type          | A user defined code (system 41/type 1) that indicates how you stock an item (for example, as finished goods, or as raw materials). The following stocking types are hard coded and you should not change them:  
  B  Bulk Floor Stock  
  C  Configured item  
  F  Feature  
  K  Kit parent item  
  N  Non-stock                                                                                                                                        |
| Kit Pricing Method     | A code that indicates how the system determines the sales price of a kit or configured item. Valid codes are:  
  1  The system totals list prices of components to determine the kit or product family price.  
  2  The list price of the final kit. This is the kit or product family price from the Base Price file (F4106).  
  3  The price inclusion rules for the product family determine the product family price (for configured items only).  
  4  The kit or product family price is the sum of the components’ discounted prices. There is no discount on the parent. |
What You Should Know About

**Item Master validation**
The system checks component item numbers against the Item Master table if you have a line type assigned to the component, feature, or option. Kits can also contain non-stock components. In this case, the system does not validate the item numbers against the Item Master table. An example of a non-stock component is a flyer or catalog.

See Also

- *Entering Item Master Information (P4101)* for more information on entering item master records

Setting Up Locations for Kits

After you enter the kit’s components, you must identify the location where the kit is stored.

**To set up locations for kits**

On Item Branch/Plant Information

Complete the following field:

- Branch/Plant
Inventory Management

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

#### See Also

- *Entering Branch/Plant Information (P41026)*

#### 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 must enter pricing information for each component.

#### To enter kit pricing information

On Item Master Information

Complete the following fields:

- Sales Price Level
- Purchase Price Level
- Kit Pricing Method

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Sales Price Level | A code that indicates whether the system maintains standard sales prices for an item, different sales prices for each branch/plant, or different sales prices for each location and lot within a branch/plant. The system maintains sales prices in the Base Price file (F4106). Valid codes are:  
  1 Item level  
  2 Item/Branch level  
  3 Item/Branch/Location level |
## Field | Explanation
--- | ---
Purchase Price Level | A code that indicates where to retrieve the purchase price for an item when you enter a purchase order. Valid codes are:

1. Use the supplier/item price from the Purchase Price table (F41061).
2. Use the supplier/item/branch price from the Purchase Price table (F41061).
3. Use the inventory cost from the Inventory Cost table (F4105). This cost is based on the inventory cost level and the purchasing cost method you specify for the item.

The first two codes are applicable only if you set up supplier costs in the Purchase Order Management system. If you do not set up supplier costs, the system uses the inventory cost as the default for the purchase order.

---

### What You Should Know About

**Feature parent items** | Do not enter pricing information for a feature parent item.
Enter a Bill of Material

Entering a Bill of Material

You must enter a bill of material to specify how to assemble kit components to create the parent item. By entering a bill of material, you also provide the system with information such as:

- Whether there are feature items and options that are included with the kit
- Whether the feature items are optional
- The number of items that you need to assemble the kit

To enter a bill of material, you must set up your inventory kit.

Before You Begin

- Verify that the parent, components, features, and options for the kit are set up in Item Master Information
- Verify that a valid parent item number exists in the Item Master table
- Determine whether you need to enter branch/plant information for kits

To enter a bill of material

On Enter/Change Bill of Material
1. Complete the following fields:
   - Parent Item
   - Component Item
   - Quantity Per
   - UM (Unit of Measure)

2. To establish multiple levels, choose Next Level.

3. Access the fold area.

   The bill of material can have several levels.

4. Complete the following fields:
   - Standard/Optional/Feature
   - Required

### Field | Explanation
--- | ---
Item Number | A number that the system assigns to an item. It can be in short, long, or 3rd item number format.

......... Form-specific information ...........

Header: The Parent field contains the item number of the parent item.

Detail: The Component Item field contains the item number of the component item listed.
Enter a Bill of Material

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity Per</td>
<td>The number of units to which the system applied the transaction.</td>
</tr>
<tr>
<td></td>
<td>Form-specific information</td>
</tr>
<tr>
<td></td>
<td>Indicates how many of a component is used to manufacture the parent item. A quantity of zero is valid. The default value is 1.</td>
</tr>
<tr>
<td>Unit of Measure</td>
<td>A user defined code (system 00/type UM) that identifies the unit of measurement for an amount or quantity. For example, it can represent a barrel, box, cubic yard, gallon, an hour, and so on.</td>
</tr>
</tbody>
</table>

What You Should Know About

Levels

Enter each level in the kit separately.

Component records

If you have set a processing option so that the system does not validate the existence of an item/branch record, you do not have to set up the location of a component in the branch/plant where the kit is created. However, the item information must exist in the item master.

See Also

- Working With Bills of Material (P3002) in the Product Data Management Guide

Processing Options for Bill of Material Revisions

Inventory Validation:

1. Enter a '1' to validate for an existing Branch/Item record.

Versions To Execute:

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

NOTE: Processing options 2a - 2b are ONLY used to set Printer Overrides. No Data Selection or Sequencing is possible.

2a. Single Level BOM Print   (P30410)
2b. -or- Multi-Level BOM Print (P30415)
3. ECO Workbench           (P30225)
4. Component Maintenance   (P3015)

Version To Execute From Revisions
Window:
5. Enter the version of the ECO header to call from the Revisions Window (P30BREV). If left blank version ZJDE0001 will be used.

Component Branch:
6. Enter a ‘1’ to change the Component Branch (ADDITIONS ONLY) to that which is displayed at the top of the screen.

Field Display:
7. Enter a ‘1’ by the following fields to activate them:
   a. Bill Type
   b. Batch Quantity

Screen Defaults:
8. Enter the default Bill Type:
8b. Enter a ‘1’ to default the as of date to the current date. If left blank, all dates will be shown.

Component Sequencing:
9. Enter a ‘1’ to sequence components by component line number
    ‘2’ to sequence components by operation sequence number
(If left blank, components will be sequenced by component line number)
Setup
System Setup

Objectives

- To understand the basic setup requirements of the Inventory Management system

About System Setup

Before you use Inventory Management, there are certain setup procedures that you must perform:

- Set up constants
- Set up warehouse locations
- Set up automatic accounting instructions
- Set up messages
- Set up default location information
- Set up standard units of measure
- Set up item cross-reference
- Set up audit information
- Work with speed location maintenance

What Information Do I Need to Set Up?

The following describes the features that you must set up and each feature’s purpose.
### Constants

Constants provide the system with the following types of default information:

- System constants determine which functions to perform.
- Batch control constants determine whether an application requires management approval and batch control.
- Branch/plant constants define the day-to-day transactions within a branch/plant.
- Location format determines how you identify item storage areas in a branch/plant.
- Item availability defines how the system calculates the number of items that each branch/plant contains.

### Warehouse locations

Warehouse locations define the locations that are available in branch/plants.

### Automatic accounting instructions (AAIs)

AAIs provide the Inventory Management system with accounting information and general ledger relationships for interacting with the General Accounting system.

### Messages

Messages display depending on which programs you specify and which messages you determine should print.

### Default location and printers

Default location and printer settings provide the system with branch/plant, printer output queue, and approval route code information to use as default settings.

### Item cross-references

Item cross-reference numbers allow the system to associate internal and external items.
Set Up Constants

G41  Inventory Management
    Enter 29

G4141 Inventory System Setup
    Choose Branch/Plant Constants

Setting Up Constants

A constant is a piece of information that you associate with either the entire system or a specific branch/plant. The system uses constants as default information in many J.D. Edwards systems.

After you determine the information that you want to use throughout your system, you can enter the appropriate values or change any predefined values.

Complete the following tasks:

- Define branch/plant constants (required)
- Define item availability (required)
- Define system constants
- Define batch control constants
- Define the location format

See Also

- Setup for Advanced Pricing (P40091W) in Advanced Pricing for more information on additional system constants that you can define
Before You Begin

☐ Create an address book record for the branch/plant

☐ Set up a branch/plant named ALL

☐ Set up the branch/plant as a business unit

Defining Branch/Plant Constants

Branch/plant constants allow you to customize the processing of daily transactions for each branch/plant in your distribution and manufacturing systems.

To define branch/plant constants

On Branch/Plant Constants

1. Select a branch/plant using the constants option.
2. On Branch/Plant Constants – Page 1, complete the following fields:
   - Branch/Plant
   - Brch/Plt Address Number (Branch/Plant Address Number)
   - Current Inventory Period
   - Interface G/L (Y/N) (Interface General Ledger (Y/N))
   - Number of Days in Year

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch/Plant</td>
<td>A code that identifies a separate entity within a business for which you want to track items and costs. This entity might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric.</td>
</tr>
<tr>
<td>Address Number</td>
<td>A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, special mailing addresses, and so on.</td>
</tr>
<tr>
<td>Period Number – Current</td>
<td>A number that identifies the current accounting period (from 1 to 14). The system uses this number to generate error messages, such as PBCO (Posted Before Cut Off) and PACO (Posted After Cut Off).</td>
</tr>
</tbody>
</table>
| Interface G/L (Y/N)    | A code that indicates whether inventory transactions processed through this branch/plant create general ledger entries when appropriate. Valid values are:  
                                           Y  Yes  
                                           N  No
**What You Should Know About**

**Defining warehouse control specifications**
If you use the Advanced Warehouse Management system, you must define the warehouse information on Branch/Plant Constants – Page 2.

**Defining Item Availability**

You must define how you want the system to calculate item availability for each branch/plant. This calculation impacts how the system calculates backorders, cancellations, and customer delivery time.

▶ **To define item availability**

On Branch/Plant Constants

1. Choose Availability to select a branch/plant.
2. On Item Availability Definition, enter a minus (−) or plus (+) sign in fields with quantities that you want to subtract or add, respectively, from the quantity on hand.

**See Also**

- *Reviewing Performance Information (P4115)* for more information about quantities

**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.

System constants apply to all branch/plants. You cannot customize the settings for each branch/plant.

► **To define system constants**

On Branch/Plant Constants


![System Constants dialog box](image)

2. On System Constants, complete the following fields:
   - Unit of Measure Conversions by Branch
   - Supplemental Data Base by Branch
   - Allow Duplicate Lots
   - Update Average Cost On-Line
- Sales Price Retrieval Unit of Measure
- Purchase Price Retrieval Unit of Measure
- Sales Price Based On Date
- Purchase Rebate Category Code
- ECS Control (Y/N)

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process UOM Conversions by Branch</td>
<td>A code that indicates how the system uses the branch/plant within the Item Specific Unit of Measure Conversion tables. Valid values are: &lt;br&gt; <strong>Y</strong> The system displays the item specific conversion table when you add an item to a specific branch/plant. &lt;br&gt; <strong>N</strong> The system displays the item specific conversion table for all branch/plants from the Item Master file.</td>
</tr>
<tr>
<td>Process Supplemental Data Base by Branch</td>
<td>A code that indicates how the system uses the branch/plant within the Inventory Supplemental Database. Valid values are: &lt;br&gt; <strong>Y</strong> The supplemental data is unique by item and branch. &lt;br&gt; <strong>N</strong> The supplemental data is unique by item only.</td>
</tr>
<tr>
<td>Allow Duplicate Lots</td>
<td>A flag that determines if the system can assign the same lot to multiple items.</td>
</tr>
<tr>
<td>Update Average Cost On-Line</td>
<td>A code that indicates when the system calculates the new average cost for an item. Valid values are: &lt;br&gt; <strong>Y</strong> The system calculates a new average cost online immediately after any transaction that affects the average cost of an item. &lt;br&gt; <strong>N</strong> All processes that affect average cost create transactions to an Average Cost Work file (F41051). The system calculates a new average cost when you run the Average Cost Update program (P41811).</td>
</tr>
<tr>
<td>Sales Price Retrieval UOM</td>
<td>A value that specifies the unit of measure the system uses for retrieving base prices and price adjustments during sales order processing. The system allows you to define your base prices in the Base Price File (F4106) and price adjustments in the Adjustment Detail File (F4072) in various unit of measures. &lt;br&gt; If you specify the Transaction or Pricing UOM and the system does not find a record in that unit of measure, the system retries using the primary UOM of the item.</td>
</tr>
</tbody>
</table>
### Defining Batch Control Constants

Defining batch control constants prevents the system from applying changes that unauthorized personnel make to the general ledger. Also, you can define a constant that requires you to enter batch control information before the system runs a batch processing job. You might enter batch control information to compare the anticipated size of the job to the end result.

You must define management approval and batch control separately for each distribution and manufacturing system that you use.

#### To define batch control constants

On Branch/Plant Constants

1. Access Application Constants.
2. On Application Constants, complete the following fields:
   - Mgmt Apprv (Management Approval)
   - Batch Ctrl (Batch Control)

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch Management Approval Required – Inv</td>
<td>A code that indicates whether you want to require approval of batches before they can be posted to the general ledger. Valid values are: <code>Y</code> (yes) instructs the system to assign a status of Pending to each batch that you create within the listed systems. <code>N</code> (no) instructs the system to assign a status of Approved to each batch.</td>
</tr>
<tr>
<td>Batch Control Required (Y/N) – Inv</td>
<td>A code that indicates whether you want to require entry of batch control information. For each batch, the system displays a batch control screen where you must enter information about the number of documents and the total amount of the transactions you expect in the batch. The system uses these totals to edit and display differences from the actual transactions you entered. This field applies only to the Inventory Management and the Purchase Order Management systems. Valid values are: <code>Y</code> In Inventory Management, <code>Y</code> (yes) instructs the system to display a batch control screen before you issue, adjust, or transfer inventory. In Purchase Order Management, <code>Y</code> instructs the system to display a batch control screen before you enter receipts. <code>N</code> (no) indicates that you do not require entry of batch control information.</td>
</tr>
</tbody>
</table>

**Defining the Location Format**

Defining the location format allows you to determine how to set up item locations. For example, assume that you store pencils in branch/plant A. You can define elements that contain more specific information about the actual location. For example, an element can represent an aisle, bin, shelf, or any other location that you use in a branch/plant.

You can define a location’s format using up to 10 different elements, such as aisle, shelf, and bin. For each element, you can define the following:

- Length
- Justification
- Separator character
If you are using the Advanced Warehouse Management system, you must also define default units of measure for volumes, dimensions, and weights.

**To define the location format**

On Branch/Plant Constants

1. Select a branch/plant.

2. To define the location format, complete the following fields for each element:
   - Length (of Aisle, of Bin, of Code 3 – 10)
   - L/R (Left/Right)
   - Separator Character

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>Identifies the number of characters to represent the tank (or aisle for packaged stock). Valid values are numbers 1 through 8.</td>
</tr>
<tr>
<td>L/R</td>
<td>A character (L or R) that specifies left or right justification for Aisle in the location format.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Separator – Location</td>
<td>A character that divides the elements of the location when you display them on forms or reports. Separators are not stored in the tables, but are used to edit a location on a form or report. If you do not want to use separators, leave this field blank. The system displays the location as one string of characters.</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Location length**  The total length of all elements, including separators, cannot exceed 20 characters. The system does not store separators in the tables, but uses separators to edit a location on a form or report. If you do not want to use separators, leave the separator field blank. The system displays the location as one string of characters.

**See Also**

- *Setting Up Locations (P41204)* in the *Warehouse Management Guide*
Set Up Warehouse Locations

Setting Up Warehouse Locations

After you have defined the format for your locations, you must define all of the locations in a warehouse. To locate items more easily, you can create a hierarchy of locations within the warehouse and enter information about zones.

You can also define a primary location to store basic information about items in a warehouse. A primary location is not an actual physical location. For example, you could designate a primary location as “Location A,” and then assign every item in the warehouse to a location that begins with “A.”

You can also define a blank location as the primary location for inventory items. How the system displays the primary location depends on the location format specifications that you defined for the branch/plant.

Before You Begin

- Define the location format in Branch/Plant Constants
- Verify that location control is activated in Branch/Plant Constants

To define warehouse locations

On Define Warehouse Locations
1. Complete the following fields:
   - Branch/Plant
   - Location

2. To create a hierarchy of locations within a warehouse, complete the following field:
   - LOD (Level of Detail)

3. To define a primary location, complete the following field, but do not use a separator character:
   - Location

   The system displays an asterisk (*) to indicate the primary location.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch/Plant</td>
<td>A code that identifies a separate entity within a business for which you want to track items and costs. This entity might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric.</td>
</tr>
<tr>
<td>Location</td>
<td>A code that identifies inventory locations in a branch/plant. You define the format of the location identifier by branch/plant (P410012).</td>
</tr>
<tr>
<td>Location Level of Detail</td>
<td>A code that summarizes or classifies locations and provides a hierarchy of locations for inquiry purposes. For instance, you can assign aisles to level 3, and individual racks within the aisle as level 4.</td>
</tr>
</tbody>
</table>
See Also

- Setting Up Locations (P41204) in the Warehouse Management Guide
- Setting Up Constants (P41204) for information on defining location format for each branch/plant
Set Up Automatic Accounting Instructions

Setting Up Automatic Accounting Instructions

Setting Up AAIs in Inventory Management

Automatic accounting instructions (AAIs) define your day-to-day functions, chart of accounts, and financial reports. The system uses AAIs to determine how to distribute G/L entries that the system generates. For example, in the Inventory Management system, AAIs indicate how to record the transaction after you issue inventory from a location.

For distribution systems, you must create AAIs for each unique combination of company, transaction, document type, and G/L class that you anticipate using. Each AAI is associated with a specific G/L account that consists of a business unit, an object, and a subsidiary (optional).

The system stores AAIs in the Automatic Accounting Instructions Master table (F4095).

After you review and revise the existing AAIs for your business needs, you might need to set up additional AAI items.

The following table shows the predefined AAI items available in the Inventory Management system.
An inventory AAI that provides the balance sheet inventory valuation account.

An inventory AAI that provides the expense or cost of goods sold account.

A zero balance adjustment AAI that provides the inventory offset account.

A zero balance adjustment AAI that provides the expense or cost of goods offset account.

An item balance cost change AAI that determines the inventory offset account.

An item balance cost change AAI that determines the expense or cost of goods offset account.

A standard cost variance AAI that determines the cost of goods offset account.

A physical inventory update AAI that determines the inventory offset account.

A physical inventory update AAI that determines the cost of goods offset account.

A batch cost maintenance AAI that determines the inventory offset account.

A batch cost maintenance AAI that determines the expense or cost of goods offset account.

A bulk product gain/loss AAI that determines the bulk inventory offset account.

A bulk product gain/loss AAI that determines the expense or cost of goods offset account.

Before You Begin

☐ Set up companies

☐ Determine transaction types
Set Up Automatic Accounting Instructions

- Set up document types
- Set up G/L class codes
- Determine the account numbers for recording transactions
- Set up account master information

Setting Up AAIs in Inventory Management

To set up automatic accounting instructions

On Automatic Accounting Instructions

1. Select an AAI using the AAI revisions option.
2. On Distribution Automatic Account, complete the following fields:
   - Co. (Company)
   - Do Ty (Document Type)
   - G/L Cls (General Ledger Class)
   - Cost Center
   - Object
   - Sub (Subsidiary)

   **Field** | **Explanation**
   --- | ---
   Company | A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.

   NOTE: You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries.
## Set Up Automatic Accounting Instructions

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Type</td>
<td>A user defined code (system 00/type DT) that identifies the origin and purpose of the transaction.</td>
</tr>
<tr>
<td></td>
<td>J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and time sheets.</td>
</tr>
<tr>
<td></td>
<td>The reserved document type prefixes for codes are:</td>
</tr>
</tbody>
</table>
|                        | P: Accounts payable documents  
|                        | R: Accounts receivable documents  
|                        | T: Payroll documents  
|                        | I: Inventory documents  
|                        | O: Order processing documents  
|                        | J: General ledger/joint interest billing documents                                                                                                                                                        |
|                        | The system creates offsetting entries as appropriate for these document types when you post batches.                                                                                                |
| Category – G/L         | A code that identifies the general ledger class that you want the system to use when it searches for the account to which it will post the transaction. If you do not want to specify a class code, you can enter **** (four asterisks) in this field. |
|                        | The table of Automatic Accounting Instructions (AAIs) allows you to redefine classes of automatic offset accounts for the Inventory, Purchasing, and Sales Order Management systems. G/L categories might be assigned as follows:               |
|                        | IN20: Direct Ship Orders  
|                        | IN60: Transfer Orders  
|                        | IN80: Stock Sales  
|                        | The system can generate accounting entries based upon a single transaction. As an example, a single sale of a stock item can trigger the generation of accounting entries similar to these: |
|                        | Sales–Stock (Debit) xxxxx.xx  
|                        | A/R Stock Sales (Credit) xxxxx.xx Posting  
|                        | Category: IN80  
|                        | Stock Inventory (Debit) xxxxx.xx  
|                        | Stock COGS (Credit) xxxxx.xx  
<p>|                        | Although this field is four characters, only the last two characters of the Category and the last character of the Document Type are used to find the AAI.                                                      |</p>
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Center</td>
<td>Identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric. You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open A/P and A/R by business units, to track equipment by responsible department. Business unit security can prevent you from locating business units for which you have no authority. NOTE: The system uses this value for Journal Entries if a value is not entered in the AAI table.</td>
</tr>
<tr>
<td>Object Account</td>
<td>The object account portion of a general ledger account. The terms “object account” and “cost type” are used synonymously. They refer to the breakdown of the Cost Code (for example, labor, materials, and equipment) into subcategories (for example, dividing labor into regular time, premium time, and burden). When you are using a flexible chart of accounts, if the object is set to 6 digits, J.D. Edwards recommends that you use all 6 digits. Here, entering 000456 is not the same as entering 456, because the system adds three blank spaces to fill a 6-digit object.</td>
</tr>
<tr>
<td>Subsidiary</td>
<td>A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Entering memo text**

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

*See the *Technical Foundation Guide*.  


Set Up Messages

Setting Up Messages

Setting Up Messages in Inventory Management

You can define two types of messages throughout J.D. Edwards systems:

- Print messages, which are messages that you attach to different document types, customers, or suppliers
- Item notes, which are messages that you attach to items

You set up print messages and item notes in the same way. An easy and efficient method is to choose an existing message as a base and modify the description and text. Using a base message is also helpful when you need to define the same message or note in multiple languages.

Complete the following tasks:

- Define a message
- Define print information for messages and item notes
What You Should Know About

Displaying messages
You can display:

- Print messages or item notes
- Current messages
- All messages, including those that have expired
- Messages for a specific language

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

Deleting messages
Before you delete a message, consider the following:

- If you delete a message in a specific language, the system deletes only that message. No other languages are affected.
- If you delete the base message, the system deletes all messages that are related to the base message.
- The system removes the message code, detail information, and text lines from the text tables.
Defining a Message

Defining a Message in Inventory Management

Complete the following tasks:

- Define a message using a base message
- Define a base message in another language

To define a message using a base message

On Print Message Revisions

1. Select a message code.

2. On Text Detail Revisions, complete the following fields:
   - Print Message
   - Description
   - Effective From
   - Effective Thru
   - Print Before

4. On Text Messages, enter the text for the message.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Message</td>
<td>A code that you assign to each print message. Examples of text messages are engineering specifications, hours of operation during holiday periods, and special delivery instructions.</td>
</tr>
<tr>
<td>Description</td>
<td>A user defined name or remark that describes a field.</td>
</tr>
<tr>
<td>Date – Effective</td>
<td>The date that a transaction, text message, contract, obligation, or preference becomes effective.</td>
</tr>
<tr>
<td>Date – Expired</td>
<td>The date that a transaction, text message, agreement, obligation, or preference has expired or been completed.</td>
</tr>
<tr>
<td>Print Before (Y/N)</td>
<td>A one-character code indicating whether the print message/item note text prints before or after the detail line on the order. The default is for the text to print after the detail line.</td>
</tr>
</tbody>
</table>

▶ To define a base message in another language

On Print Message Revisions:

1. Select a message code.
2. Complete the following field:
   - Language
4. Enter the text.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language</td>
<td>A user defined code (system 01/type LP) that specifies a language to use in forms and printed reports. If you leave the Language field blank, the system uses the language you specify in your user profile. If you do not specify a language in your user profile, the system uses the default language for the system. Before any translations can appear, a language code must exist at either the system level or in your user profile.</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Messages in other languages**

You can use any base message that you create as a “template” for the same message in other languages. Also, you can use the same message code for all languages.

**See Also**

- The *Technical Foundations Guide* for more information about defining messages

**Defining Print Information for Messages and Item Notes**

**Defining Print Information in Inventory Management**

To define print information, complete the following tasks:

- Define documents on which to print messages
- Define document type exceptions

**Defining Documents on Which to Print Messages**

You must define the documents on which to print messages. For example, you might print special delivery instructions on every work order.

You can specify a program for each type of print message.
To define documents on which to print messages

On Print Message Revisions


2. Complete the following field:
   - Y/N

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print on Report (Y/N)</td>
<td>This flag indicates whether or not the print message/item note text should print on a specific report. Valid values are:</td>
</tr>
<tr>
<td></td>
<td>Y                              The text will print on the report</td>
</tr>
<tr>
<td></td>
<td>N                              The text will not print on the report</td>
</tr>
</tbody>
</table>

What You Should Know About

New print programs To display new print programs on Document Selection, you must set them up in the user defined code table 40/OR. Additionally, you must customize these programs to recognize the Y/N field in Document Selection.

Printing item notes You cannot define individual print programs for item notes. All item notes print on all documents.

Defining Document Type Exceptions

Sometimes a print program generates a document that is used for multiple purposes. For example, you can use the Purchase Order Print program to print both purchase orders and other documents such as blanket orders and sales bids. In this example, you might have a message that you only print on blanket
orders. For each print program, you can define the document types that exclude messages.

**To define document type exceptions**

On Print Message Revisions

1. Select the document for which you do not want to print messages.

   Document Type Exceptions appears.

2. On Document Type Exceptions, enter document type codes in the fields next to the document types.

**Processing Options for Text Messages Review**

**Processing Control:**

1. Enter a ‘1’ to display Item Notes. If left blank, Print Messages will be displayed.

2. Enter a ‘1’ to display only the messages that have not yet reached the expiration date. If left blank, all messages will be displayed.
Set Up Default Location Information

Setting Up Default Location Information

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

Complete the following tasks:

☐ Define a default location and approval route code

☐ Assign default print queues

Before You Begin

☐ Verify that you have set up branch/plants

☐ Verify that you have set up print queue codes in the user defined code table (system 40, type PP)
Defining a Default Location and Approval Route Code

Defining a Default Location in Inventory Management

A default location is the branch/plant that is assigned to your user ID or terminal ID. If the system uses a default location, it automatically displays the branch/plant. If there is no branch/plant assigned to your user ID or terminal ID, you must enter a branch/plant manually.

You can define an approval route code if you use approval routing for purchase orders.

To define a default location and approval route code

On Default Location & Printers

Complete the following fields:

- Terminal/User ID
- Branch/Plant
- Approval Route Code
Assigning Default Print Queues

Assigning Default Print Queues in Inventory Management

Default print queues represent the location where the system sends certain types of documents. You can assign a default print queue so that each time you print, the system sends the document to the default print queue. If you have not assigned a default print queue, the system first accesses the print queues that were assigned in the DREAM Writer version, and then accesses the print queue that is assigned to your user profile.

To assign default print queues

On Default Location & Printers

1. Complete the following fields:
   - Terminal/User ID
   - Branch/Plant

2. Access Default Print Queues.

3. Complete the following field:
   - Print Queue
### Field Explanation

**Print Queue**

The name of the object.

Objects can be libraries, source members, job queues, print queues, and files. Consult your IBM documentation for a full explanation of objects.

---

*Form-specific information*

Enter the name of the print queue that you want the system to use for the document shown immediately to the left.

### What You Should Know About

**Print programs**

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

### See Also

- *Working with the Subsystem (P40105)* in the *Sales Order Management Guide* for information about the subsystem
Set 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 Unit of Measure Conversion table (F41002).

When you specify the primary unit of measure information for all items, the system stores the information in the Standard Unit of Measure Conversion table (F41003). You can also use unit of measure conversion information that you set up here for non-stock items in other distribution systems.
After you enter a transaction, the system uses the following hierarchy to determine the unit of measure for an item:

1. The system first searches for the item or item/branch combination in the Unit of Measure Conversion table (F41002).

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

3. If none are found in either the Unit of Measure Conversion table or the Standard Unit of Measure Conversion table, the system displays an error message.

When you define standard units of measure, you can create any number of conversion factors for any number of units of measure. You can also set up conversion factors that associate each unit of measure with the primary unit of measure.

**Example: Conversion Factors for Units of Measure**

1 box = 2 eaches

1 crate = 2 boxes

1 pallet = 2 crates

To determine the primary unit of measure, the system performs the following calculation:
Before You Begin

- Review the setup information for units of measure in the *Entering Basic Item Information (P4101)*

- Verify that you have set up units of measure in the user defined code table 00/UM

**To set up standard units of measure**

On Standard Units of Measure
Complete the following fields:

- UM (Unit of Measure)
- Quantity

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit of Measure</td>
<td>A user defined code (system 00/type UM) that identifies the unit of measurement for an amount or quantity. For example, it can represent a barrel, box, cubic yard, gallon, an hour, and so on.</td>
</tr>
<tr>
<td>Quantity</td>
<td>The factor that the system uses to convert one unit of measure to another unit of measure.</td>
</tr>
</tbody>
</table>

**Form-specific information**

Enter the conversion factor, or numeric quantity. The system uses the conversion factor during various inventory transactions to convert the previously entered unit of measure to another unit of measure. The system stores all conversion factors in a table for automatic conversion under program control.

**What You Should Know About**

**Deleting unnecessary lines**

Enter revised information or clear fields to delete unnecessary lines.
Set Up Item Cross-Reference

G41   Inventory Management
     Enter 24

G4112  Inventory Inquiries
       Choose Item Cross-Reference Inquiry

Setting Up Item Cross-References

Cross-references associate your internal item numbers with those from other entities. Examples of cross-item numbers are:

- **Vendor item numbers**  Used when vendors require their part numbers for orders or communications
- **Customer item numbers** Used when customers prefer to order with their part number
- **Substitute items**      Used when the item ordered has no quantity on hand
- **Replacement items**    Used when you or your vendors discontinue an item and replace it with a new item
- **Bar codes**            Used to associate bar code input with a specific item
- **Associated items**     Used to recommend it as part of the sale

Complete the following tasks:

- Enter cross-references
Before You Begin

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

Entering Cross-References

To enter cross-reference information, you can choose an existing cross-reference number and change the information. Use the same process to change cross-reference information.

To enter cross-references

On Item Cross-Reference Inquiry

1. To access Item Cross-Reference Revisions, enter 1 in the following field next to an item cross-reference number:
   - O (Option)

   Item Cross-Reference Revisions appears.
2. On Item Cross-Reference Revisions, complete the following fields:
   - Ty (Type)
   - Address Number
   - X-Ref Item Number (Cross-Reference Item Number)
   - X-Ref Description (Cross-Reference Description)

3. Access the fold area.

4. Complete the following fields:
• Effective Date
• Expired Date

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type – Cross-Reference</td>
<td>A code (UDC table 41\ DT) that identifies the type of cross-reference you have set up for this customer. The system contains examples for:</td>
</tr>
<tr>
<td>Type Code</td>
<td>1. Substitutes</td>
</tr>
<tr>
<td></td>
<td>2. Replacements</td>
</tr>
<tr>
<td></td>
<td>3. Bar Codes</td>
</tr>
<tr>
<td></td>
<td>4. Customer Numbers</td>
</tr>
<tr>
<td></td>
<td>5. Supplier Numbers</td>
</tr>
<tr>
<td>Address Number</td>
<td>A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, special mailing addresses, and so on.</td>
</tr>
<tr>
<td>Item Number –</td>
<td>The cross-reference item number that the system assigns to an item number. A cross-reference number allows you to use a supplier’s item number if it is different from your own item number when you are processing an order or printing.</td>
</tr>
<tr>
<td>Customer/Supplier</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>A brief description of an item, a remark, or an explanation.</td>
</tr>
<tr>
<td>Date – Effective</td>
<td>The date that a transaction, text message, contract, obligation, or preference becomes effective.</td>
</tr>
<tr>
<td>Date – Expired</td>
<td>The date that a transaction, text message, agreement, obligation, or preference has expired or been completed.</td>
</tr>
</tbody>
</table>

What You Should Know About

Deleting cross-references
To delete cross-references, you must clear all existing fields.

Reviewing Cross-References

You can review all the cross-references that you have set up for an item in the Cross-Reference table.

To review cross-references

On Item Cross-Reference Inquiry
Complete the following fields to limit your inquiry:

- Item Number
- X-Ref Type Code (Cross-Reference Type Code)
- Address Number
- X-Ref Number (Cross-Reference Number)

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Number</td>
<td>A number that the system assigns to an item. It can be in short, long, or 3rd item number format.</td>
</tr>
<tr>
<td>Type – Cross-Reference Type Code</td>
<td>A code (UDC table 41\DT) that identifies the type of cross-reference you have set up for this customer. The system contains examples for:</td>
</tr>
<tr>
<td></td>
<td>1. Substitutes</td>
</tr>
<tr>
<td></td>
<td>2. Replacements</td>
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</tr>
<tr>
<td></td>
<td>5. Supplier Numbers</td>
</tr>
<tr>
<td>Address Number</td>
<td>A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, special mailing addresses, and so on.</td>
</tr>
<tr>
<td>Item Number – Customer/Supplier</td>
<td>The cross-reference item number that the system assigns to an item number. A cross-reference number allows you to use a supplier's item number if it is different from your own item number when you are processing an order or printing.</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Data that displays** Cost center security does not function on Item Cross-Reference Revisions. If you review an item, the system displays all items in all cost centers.
Set Up Audit Information

You must set up the audit process to track changes that personnel have made to the Item Master (F4101) and Item Branch (F4102) tables. The audit process provides you with information about who made a change, the type of change, when the change took place, and so forth.

After you activate the audit process, the programs run continuously in a subsystem. The audit process copies all information contained in the Item Master (F4101) and Item Branch (F4102) tables into two audit tables, the Item Master Audit (F41019) and Item Branch Audit (F41029). These tables contain fields that monitor and record any changes to the Item Master and Item Branch tables. To review the changes, you must run audit reports.

To set up audit information, you must provide the system with information about how to run the audit process in your environment.

Complete the following tasks:

- Set up IBM information for the audit process
- Set up the audit process
- Activate the audit process
What You Should Know About

Purging audit tables  It is very important to note that after you activate the audit process, the size of the audit tables and the journal can increase dramatically, based on use. First, consider how much data you need to purge. If you purge all audit information, you will lose historical information that the system may need to use in the future to compare old versus new (changed) information.

See Purging Data.

See Also

- Reviewing Inventory Audit Reports (P410199 and P410299)

Setting Up IBM Information for the Audit Process

Complete the following IBM journaling (DDP) tasks:

☐ Create a journal receiver

☐ Create a journal

☐ Activate the journal physical file

☐ Create a data queue

☐ Create a job description

☐ Create a user profile

Creating a Journal Receiver

A journal receiver contains the journal entries that the system writes after you add, change, or delete a record. You must create one journal receiver for the files for which the system will record journal entries.

To create a journal receiver

On the command line

1. Enter CRTJRNRCV to access Create Journal Receiver.
2. On Create Journal Receiver, enter JDEADR0001 in the following field:
   - Journal Receiver

3. Enter the name of your library where the journal receiver will reside in the following field:
   - Library

4. Complete the following field with your own narrative text:
   - Text 'Description'

**Creating a Journal**

A journal is a file that contains the compilation of the journal entries to which the IBM operating system writes information.

▶ To create a journal

On the command line

1. Enter CRTJRN to access Create Journal.
2. On Create Journal, enter JDEAD in the following field:
   - Journal
3. Enter the name of the library in which the journal will reside in the following field:
   - Library
4. Enter JDEADR0001 in the following field:
   - Journal Receiver

**Activating the Journal Physical File**

When you activate the journal physical file, you enable the system to write the journal entries to the journal file. Because you are preparing to audit two tables, the Item Master and Item Branch, you must perform this procedure for each table.

Before you activate the journal physical file, make sure that no users are working with or running batch programs for the Item Master and Item Branch tables.

**To activate the journal physical file**

On the command line

1. Enter STRJRNPF to access Start Journal Physical File.
2. On Start Journal Physical File, enter F4101 or F4102 in the following field:
   - Physical File to be Journaled

3. Complete the following field with the name of the production library where the Item Master (F4101) or Item Branch (F4102) tables reside:
   - Library

4. Enter JDEAD in the following field:
   - Journal

5. In the Journal section of the form, complete the following field with the name of the library in which the journal resides:
   - Library

   See Creating a Journal.

6. Change the default from *AFTER to *BOTH in the following field:
   - Record Images

7. Change the default from *NONE to *OPNCLO in the following field:
   - Journal Entries to be Omitted

   Complete the above steps for both the Item Master (F4101) and Item Branch (F4102) files.

Creating a Data Queue

A data queue temporarily holds and sequences the journal entries until the system is ready to continue processing. Consider the size of your largest journal
and account for the increase in file size to create sufficient space in the data queue.

**To create a data queue**

On the command line

1. Enter CRTDTAQ to access Create Data Queue.

![Create Data Queue](image)

2. On Create Data Queue, enter DTAQAUDIT in the following field:
   - Data Queue

3. Enter the name of the library in which the journal resides in the following field:
   - Library

4. Complete the following field with a number that equals twice the size of your largest table’s record length, plus 350 characters:
   - Maximum Entry Length

**Creating a Job Description**

The job description provides the system with information about the library in which you are working.
To create a job description

On the command line

1. Enter CRTJOBD to access Create Job Description.

2. On Create Job Description, enter JDEDDP in the following field:
   - Job Description

Creating a User Profile

A user profile allows multiple computers to transmit data and ensures that the system places the data in the correct data queue.

To create a user profile

On the command line

1. Enter CRTUSRPRF to access Create User Profile.
2. On Create User Profile, enter JDEDDP in the following field:
   - User Profile

### Setting Up the Audit Process

After you have set up IBM information, you must set up the audit process. Complete the following tasks:

- [ ] Create an audit job
- [ ] Create audit locations
Creating an Audit Job

You must create an audit job to identify the location of the library that receives the audit information.

To create an audit job

On Create Inv. Audit Jobs

![Create Inv. Audit Jobs screenshot]

1. Change the demonstration version of the audit process that J.D. Edwards provides (DEMO0001).

   The system displays Create Audit Jobs.
2. On Create Audit Jobs, replace the default system name with your system name in the following field:
   - System Name

3. Access Audit Journal Information.

4. On Audit Journal Information, replace the J.D. Edwards default in the following field:
   - Receiver Library

5. Exit Audit Journal Information when you are finished.
Creating Audit Locations

After you have created an audit job, you must define the source and target systems by creating audit locations. That is, you must define from where the audit information is accessed and to where it will eventually reside.

J.D. Edwards provides most of the audit location information, which defaults into the fields on Create Audit Locations.

To create audit locations

On Create Audit Locations

1. Enter JDED in the following fields:
   - Source System
   - Target System

2. Change the default entries with your own entries in the following fields:
   - Source System
   - Target System
   - Description
   - Jobq
   - Jobq Library
What You Should Know About

User ID

J.D. Edwards provides the user ID for the audit process. Do not confuse this code with your own personal user ID. You cannot change the default entry on Create Audit Locations.

Activating the Audit Process

G41 Inventory Management
Enter 29

G4141 Inventory System Setup
Choose Work With Inventory Audit Jobs

After you have set up both the IBM audit process and the Inventory Management audit process, you must activate the Inventory Management audit process. When you activate the audit process, the system runs a series of programs in a subsystem. In the event of a system failure, you might have to reactivate the audit process.

To activate the audit process, run the demonstration version of the audit subsystem.

What You Should Know About

Stopping the audit process

The only time you must stop the audit process is when you want to purge the journal and audit tables.

See Purging Data.

Processing Options for DDP/Audit Information

Enter Default Driver Program ID
to be display or leave blank
to not have a Default Driver

__________________
Working with Speed Location Maintenance

Working with speed location maintenance in Inventory Management allows you to enter multiple locations simultaneously, rather than setting up each location individually through the Branch/Plant Location Master.

Working with speed location maintenance in Advanced Warehouse Management allows you to use a location that exists in the Location Master table (F4100) as a model for entering new locations.

You can use speed location maintenance to enter new location information. New location information consists of:

- Elements, which represent specific locations in the warehouse such as an aisle or bin
- Steps that numerically increment the locations that you are creating
- Limits for defining the minimum and maximum values for each element in the location code

**Elements**

Elements are parts of a location code that represent specific locations in the warehouse. You can define up to ten elements for a location code.
See Also

- Setting Up Constants (P41204)

Steps

A step is a number that the system uses to create locations from a specified range of locations. After the system creates each new location, it increments each location by the step number that you enter. Therefore, by entering a range of locations in combination with a step, you can enter many locations at once.

For example, assume that you want to enter new locations for a flow zone in Warehouse A. The flow zone consists of aisles and bins. There are two aisles marked A and B, and six bins marked 1 through 6. By entering a step number of 1, you are telling the system to create locations that increment by one, such as A1, A2, A3, A4, A5, A6, B1, B2, and so on. If you enter a step number of 2, the system increments the locations as A1, A3, A5, B1, B3, and so on.

Limits

A limit is a code that specifies where the system must begin, finish, and continue creating the locations during the stepping process, which is the automatic incrementing that the system performs to create the new locations.

During the stepping process, the system considers the minimum and maximum values for location elements.

The minimum and maximum values that you can have for an alphabetic location element are blank or A, and Z, respectively.

The minimum and maximum values that you can have for a numeric location element are 0 or 1, and 9, respectively.

You can enter four types of step limits:

- A blank limit. The system creates the first location with a “from” value up to a “to” value, and then continue creating locations by starting again with the “from” value.
- The upper limit. The system creates the first location with a “from” value up to a “to” value, and then continues creating locations by starting again with the lowest value in that element of the location code.
- The lower limit. The system creates the first location with a “from” value up to the highest value in that element for the location code, and then continues creating locations by starting again with that same “from” value.
- No limit. The system creates the first location with a “from” value up to the highest value in that element for the location code, and continues creating locations by starting again with the lowest value.
Before You Begin

- Verify that you have defined the format of locations in Branch/Plant Constants

See Also

- Defining the Location Format (P410012)
- Working with Speed Location Maintenance in the Advanced Warehouse Management Guide

To work with speed location maintenance

On Speed Location Maintenance

1. To locate the branch/plant for which you are entering locations, complete the following field:
   - Branch/Plant

2. Verify that location control is on for the branch/plant by reviewing the message in the upper right corner of Speed Location Maintenance.

3. Complete the following fields for each element in the new location:
   - From
   - To
   - Step By
Inventory Management

- LM (Limit)

4. Press F13 to enter the new locations in the Location Master (F4100).

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>From/To</td>
<td>A code that identifies a location in a warehouse. This code is used in conjunction with a bin and lot identifier, to indicate a specific, tangible storage area within a warehouse or yard.</td>
</tr>
<tr>
<td>Step By</td>
<td>A number that separates locations within a specified range of locations. The step can be a numerical or alphabetical increment. You use a step number when you create locations using Speed Location Maintenance (P4100A). For example:</td>
</tr>
<tr>
<td></td>
<td>To create new locations:</td>
</tr>
<tr>
<td></td>
<td>From Location: 1</td>
</tr>
<tr>
<td></td>
<td>To Location: 7</td>
</tr>
<tr>
<td></td>
<td>Step by: 2</td>
</tr>
<tr>
<td></td>
<td>The new locations are: 1, 3, 5, and 7.</td>
</tr>
<tr>
<td>Step Limit Method</td>
<td>A code that indicates what limits are used in the stepping process:</td>
</tr>
<tr>
<td></td>
<td>blank: Upper &amp; Lower Limit. You create location codes beginning with the From value, ending with the To value, then starting again at the From value.</td>
</tr>
<tr>
<td></td>
<td>1: Upper Limit. You create location codes beginning with the From value, ending with the To value, then starting again at the lowest value for that location code.</td>
</tr>
<tr>
<td></td>
<td>2: Lower Limit. You create location codes beginning with the From value, ending with the highest value for that location code, then starting again at the From value.</td>
</tr>
<tr>
<td></td>
<td>3: No Limit. You create location codes beginning with the From value, ending with the highest value for that location code, then starting again at the lowest value for that location code.</td>
</tr>
</tbody>
</table>

What You Should Know About

**Numeric format**

Be consistent with the numeric format of your entries for both location elements as well as steps. If you use 0 (zero) to precede the location element numbers 1 through 9 (01 – 09), use 0 (zero) to precede the step number so that the stepping process works correctly.
**Number of locations**

When you are entering locations, the message in the upper right corner of the form indicates the number of locations that the system will create, based on the location range information that you have entered. Ensure that this is the number of locations that you want the system to create before you enter them.

**Additional function keys**

Do not use the function keys at the bottom of the Speed Location Maintenance form. These function keys are used only in the Warehouse Management system.

**Deleting mistakes**

If you set up an incorrect location through Speed Location Maintenance, you can either:

- Delete your mistakes through Location Master Revisions, provided that you have few mistakes.
- Purge a range of locations if you have a large quantity of mistakes. If you purge files, you must use extreme caution.

You cannot delete locations using Speed Location Maintenance.

*See Purging Data.*

---

**Examples: Working with Speed Location Maintenance**

Assume that Warehouse A consists of:

- 6 aisles, A through F
- 9 bins, 1 through 9

The following examples demonstrate how the system creates new locations when you enter from and to information, steps, and limits.

**Example 1: Speed Location Maintenance Using Blank Limit Method**

Assume the following values on Speed Location Maintenance:

- From aisle A, bin 06
- To aisle B, bin 09
- Step by 01

(The LM field is blank)
The system creates the following new locations:

- A06
- A07
- A08
- A09
- B06
- B07
- B08
- B09

**Example 2: Speed Location Maintenance Using Upper Limit Method**

Assume the following values on Speed Location Maintenance:

- From aisle A, bin 1
- To aisle B, bin 3
- Step by 1
- Limit of 1
The system creates the following new locations:

- A1
- A2
- A3
- B1
- B2
- B3

**Example 3: Speed Location Maintenance Using Lower Limit Method**

Assume the following values on Speed Location Maintenance:

- From aisle A, bin 2
- To aisle B, bin 4
- Step by 1
- Limit of 2
The system creates the following new locations:

- A2
- A3
- A4
- A5
- A6
- A7
- A8
- B2
- B3
- B4

**Example 4: Speed Location Maintenance Using No Limit Method**

Assume the following values on Speed Location Maintenance:

- From aisle B, bin 6
- To aisle D, bin 8
- Step by 1
- Limit of 3
The system creates the following new locations:

- B6 through B9
- C1 through C9
- D1 through D8

**To work with speed location maintenance**

On Speed Location Maintenance
1. To locate the branch/plant for which you are entering locations, complete the following field:
   - Branch/Plant

2. Verify that location control is on for the branch/plant by reviewing the message in the upper right corner of Speed Location Maintenance.

3. Complete the following fields for each element in the new location:
   - From
   - To
   - Step By
   - LM (Limit)

4. Press F13 to enter the new locations in the Location Master (F4100).

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>From/To</td>
<td>A code that identifies a location in a warehouse. This code is used in conjunction with a bin and lot identifier, to indicate a specific, tangible storage area within a warehouse or yard.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Step By             | A number that separates locations within a specified range of locations. The step can be a numerical or alphabetical increment. You use a step number when you create locations using Speed Location Maintenance (P4100A). For example:  
To create new locations:  
  From Location: 1  
  To Location: 7  
  Step by: 2  
The new locations are: 1, 3, 5, and 7. |
| Step Limit Method   | A code that indicates what limits are used in the stepping process:  
  blank  Upper & Lower Limit. You create location codes beginning with the From value, ending with the To value, then starting again at the From value.  
  1  Upper Limit. You create location codes beginning with the From value, ending with the To value, then starting again at the lowest value for that location code.  
  2  Lower Limit. You create location codes beginning with the From value, ending with the highest value for that location code, then starting again at the From value.  
  3  No Limit. You create location codes beginning with the From value, ending with the highest value for that location code, then starting again at the lowest value for that location code. |

**What You Should Know About**

**Numeric format**  
Be consistent with the numeric format of your entries for both location elements as well as steps. If you use 0 (zero) to precede the location element numbers 1 through 9 (01 – 09), use 0 (zero) to precede the step number so that the stepping process works correctly.

**Number of locations**  
When you are entering locations, the message in the upper right corner of the form indicates the number of locations that the system will create, based on the location range information that you have entered. Ensure that this is the number of locations that you want the system to create before you enter them.

**Additional function keys**  
Do not use the function keys at the bottom of the Speed Location Maintenance form. These function keys are used only in the Warehouse Management system.
**Deleting mistakes**

If you set up an incorrect location through Speed Location Maintenance, you can either:

- Delete your mistakes through Location Master Revisions, provided that you have few mistakes.
- Purge a range of locations if you have a large quantity of mistakes. If you purge files, you must use extreme caution.

You cannot delete locations using Speed Location Maintenance.

*See Purging Data.*
Test Yourself: Inventory System Setup

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

1. Name two reasons for setting up branch/plant ALL.

2. What must you set up before you can add a branch/plant record on Branch/Plant Constants?

3. If you do not want to use future commitment processing, how could you set up the branch/plant to bypass future commitment routines?

4. Where do you set up the segments of your location identifier?

5. What is the main benefit of activating Location Control?

6. Can you define availability for different branch/plants?

7. Where do you define whether the system will update the average cost interactively or by batch, and whether you allow duplicate lots?
8. To use a location identifier of blank for default processing, to which item location should you assign it?

9. How can you specify that different product lines should affect different G/L accounts?

10. If a default location is defined for a user ID, but the user is logged on to a terminal that also has a default location, which would take precedence?
Lot Processing

Objectives

- To create lots
- To define information for lots and lot items
- To review lot activity and availability

About Lot Processing

Lot processing allows you to manage and maintain information about groups of items. For example, you can have the system assign lot numbers to groups of perishable items based on receipt dates to identify the items that you must sell first. You can view current information about each lot, such as the quantity of available items and the transactions that have affected the lot.

Lot control is beneficial for identifying groups of items that are components of a final product. For example, if you assign lot numbers to both bicycle tires and bicycles assembled from the tires, you can:

- Identify the lot number for the tires that were used to build a specific bicycle
- Identify all bicycles that were assembled from a specific lot of tires

If you later find that a particular lot of tires is defective, you can immediately identify and recall all bicycles that were assembled with the defective tires.

A lot usually contains one type of item, but you can set up system constants to allow different types of items in the same lot. If a lot contains different items, the system maintains lot information for each lot number and item. You can also set up system constants to restrict a lot to one type of item and still allow that lot to exist in multiple warehouses.

There are several methods you can use to assign lot number to items. You can:

- Have the system assign lot numbers
- Assign your own lot numbers
- Assign supplier lot numbers
After you create a lot, the system adds a record to the Lot Master table (F4108).

Complete the following tasks:

☑ Enter lot information
☑ Work with lot availability
☑ View lot transactions
☑ Reclassify lots

**See Also**

- *Defining System Constants (P4009W)* for information about allowing different types of items in the same lot
Enter Lot Information

Entering Lot Information

You can group items and monitor them through your inventory system by assigning them to lots. To work with lots, you must define:

- Lot information for items
- Information for lots

When you enter lot information for an item, you specify whether a lot number is mandatory, how the system assigns the number, and so forth. When you enter information for a lot, you specify the type of item that is contained in the lot, the expiration date for the lot, and so on.

Complete the following tasks:

- [ ] Enter lot information for items
- [ ] Enter information for lots

Entering Lot Information for Items

When you enter master information or branch/plant information for an item, you can specify:

- Whether the item requires a lot number at the time of receipt
• Whether the system commits the item’s inventory based on lot numbers

You can also specify:

• The method by which lot numbers are assigned to the item
• The number of days that the item can remain in inventory before expiring

You can further specify lots by assigning serial numbers to items within the lots.

▶ To enter lot information for items

On Item Master Information

Complete the following fields:

• Lot Status Code
• Lot Process Type
• Commitment Method
• Shelf Life Days
• Serial No. Required
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot Status Code</td>
<td>A user defined code (table 41/L) that indicates the status of the lot. If this field is blank, it indicates that the lot is approved. All other codes indicate that the lot is on hold. You can assign a different status code to each location in which a lot resides on Item/Location Information or Location Lot Status Change.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Lot Process Type</td>
<td>A code that indicates whether lot or serial number is assigned. Lot and serial number processes use the Lot Master table (F4108). Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>0 Lot assignment is optional. You can manually assign numbers. Quantity can be greater than one. (Default)</td>
</tr>
<tr>
<td></td>
<td>1 Lot assignment is required. The system assigns numbers using the system date in YYMMDD format. Quantity can be greater than one.</td>
</tr>
<tr>
<td></td>
<td>2 Lot assignment is required. The system assigns numbers in ascending order using Next Numbers. Quantity can be greater than one.</td>
</tr>
<tr>
<td></td>
<td>3 Lot assignment is required. You must manually assign numbers. Quantity can be greater than one.</td>
</tr>
<tr>
<td></td>
<td>4 Serial number assignment is optional except during shipment confirmation. Quantity must not exceed one.</td>
</tr>
<tr>
<td></td>
<td>5 Serial number assignment is required. The system assigns numbers using the system date in YYMMDD format. Quantity must not exceed one.</td>
</tr>
<tr>
<td></td>
<td>6 Serial number assignment is required. The system assigns numbers in ascending order using Next Numbers. Quantity must not exceed one.</td>
</tr>
<tr>
<td></td>
<td>7 Serial number assignment is required. You must manually assign numbers. Quantity must not exceed one.</td>
</tr>
</tbody>
</table>

Use codes 4 through 7 for advanced serial number processing. In Purchase Management, you add serial numbers using the Lot field on Purchase Order Detail. Each item must have a unique serial number.

For items requiring serial numbers as well as lot assignments, use the Lot Process Type field in conjunction with the Serial No Required field. Codes 3 through 5 for the Serial No Required field indicate the setup requirements necessary for these items.
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commitment Method</td>
<td>A code that indicates the method the system uses to commit lot items from inventory. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>1 The normal commitment method for inventory (default). The system commits inventory from the primary location, then from secondary locations. The system uses locations with the most inventory and moves to the location with the least. The system commits backorders to the primary location.</td>
</tr>
<tr>
<td></td>
<td>2 The inventory commitment method by lot number. The system commits inventory by lot number, starting with the lowest lot number and committing orders to available lots.</td>
</tr>
<tr>
<td></td>
<td>3 The inventory commitment method by lot expiration date. The system commits inventory from the locations with the earliest expiration date first. The system considers only locations with expiration dates greater than or equal to the sales order or parts list requested date.</td>
</tr>
<tr>
<td>Shelf Life Days</td>
<td>The number of days that an item can remain in inventory before it expires. The system adds this number to the date that the item is received to determine the expiration date for the item. If you do not enter a value here, you must enter an expiration date each time you receive the lot item.</td>
</tr>
</tbody>
</table>
### Entering Information for Lots

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serial Number Required</td>
<td>A code that indicates whether you must attach a serial number to this item at the time of receipt or sale for basic serial number processing, or if memo lot information is required for advanced serial number processing.</td>
</tr>
</tbody>
</table>

You can use basic serial number processing for informational purposes only. For example, you can add a serial number for an item, and review the number later.

For basic serial number processing, valid values are:

- **Y** Yes, the system requires a serial number for all transactions pertaining to this item in related inventory, sales, and purchase order programs
- **N** No, the system does not require a serial number

The system does not use this information if you use advanced serial number processing. Advanced serial number processing lets you track an item through purchasing and sales based on a serial number. To specify serial number requirements, you must use the Lot Process Type field in Item Master Information (P4101).

Values 3 through 5 indicate whether lot assignment is required for items with serial numbers. You can require assignment of up to three lot numbers, including Supplier Lot, Memo Lot 1, and Memo Lot 2. To specify lots for items with serial numbers, you must use the following values:

- **3** Supplier lot number required (purchasing only)
- **4** Supplier lot number required (purchasing only), and Memo Lot 1 required
- **5** Supplier lot number required (purchasing only), Memo Lot 1 required, and Memo Lot 2 required

---

After you assign a new lot number to an item, the system creates a lot. You can enter information for the new lot on Lot Master Revisions.
You might create a lot for items that you expect to receive in the future. You can create a lot manually by entering the lot number and specifying lot information on Lot Master Revisions.

Lot information can include the expiration date, grade and potency values, supplier information, and so forth. You can also assign up to ten category codes to each lot for reporting purposes.

The system maintains separate lot information for each type of item in a lot. For example, if Lot 1 contains Item A and Item B, you can enter separate lot information for each item. A lot can contain multiple items only if you set up system constants to allow more than one type of item in a lot.

Also, you can set up system constants to process a lot that contains only one item, yet whose quantities are located in multiple warehouses. For example, Lot 234 consists of one item, bicycle tires. In addition, Warehouse A represents the bulk warehouse, where the majority of the tires are stored. However, Warehouses B and C receive partial quantities of the same item so that Warehouse A has adequate space. When you receive the tires at Warehouses B and C, you can assign them to Lot 234 and track them through the unique lot number.

Complete the following tasks:

- Create lots
- Enter lot control information
- Enter supplier information
What You Should Know About

Assigning new lot numbers to items
You can assign new lot numbers to items when you receive purchase order receipts, adjust inventory, and complete work orders. You can also assign new lot numbers for items on Item/Location Information.

Assigning grades or potencies to lots
If you do not specify a grade or potency for items that require this information, the system uses the standard grade or potency from Item Master Information or Item Branch Information.

Item/Lot Ledger
You can track changes to lot status, grade, and potency on the Item/Lot Ledger form.

See Also

- Working with Item Locations (P41024) for information about adding new lots to item locations
- Entering Grade/Potency Control Values (P41013) for information about item grades and potencies
- Locating On-Hand Quantity Information (P4111) for information about viewing the Item/Lot Ledger
- Defining System Constants (P4009W) for information about allowing duplicate lots

To create a lot

On Lot Master Revisions

Complete the following fields:

- Branch/Plant
- Lot/SN
- Item Number
- Lot Expiration
Enter Lot Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot</td>
<td>A number that identifies a lot or a serial number. A lot is a group of items with similar characteristics. Form-specific information</td>
</tr>
<tr>
<td></td>
<td>If a lot number has leading zeros, you must type them as part of the lot number. Form-specific information</td>
</tr>
<tr>
<td>Lot Expiration Date</td>
<td>The date that a lot of items expires.</td>
</tr>
<tr>
<td></td>
<td>The system enters this date for you if you have specified the shelf life days for the item on Item Master Information or Item Branch/Plant Information. The system calculates the expiration date by adding the number of shelf life days to the date that you receive the item. You can commit inventory based on the lot expiration date for items. You choose how the system commits inventory for an item on Item Master Information or Item Branch/Plant Information. Form-specific information</td>
</tr>
<tr>
<td></td>
<td>Although you can change this date, the system automatically updates this field based on how you set up the user defined code (system 40, table LD). Form-specific information</td>
</tr>
</tbody>
</table>

To enter lot control information

On Lot Master Revisions

Complete the following fields:

- Lot Description
- Lot Status Code
- Lot Potency
- Lot Grade
- Status Change Reason
- Potency Change Reason
- Grade Change Reason

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot Description</td>
<td>A brief description of a specific lot.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Lot Status Code</td>
<td>A user defined code (table 41/L) that indicates the status of the lot. If this field is blank, it indicates that the lot is approved. All other codes indicate that the lot is on hold. You can assign a different status code to each location in which a lot resides on Item/Location Information or Location Lot Status Change. Form-specific information The default for this field comes from the lot status code you assign to the item on Item Master Information or Item Branch/Plant Information. The code you enter here serves as the lot status default when you create a new item location for the lot.</td>
</tr>
<tr>
<td>Lot Potency</td>
<td>A code that indicates the potency of the lot expressed as a percentage of active or useful material (for example, the percentage of alcohol in a solution). The actual potency of a lot is defined in the Lot Master table (F4108).</td>
</tr>
</tbody>
</table>
| Lot Grade              | This field contains the grade of a lot expressed as an alphanumeric code. The grade is used to indicate the quality of the lot. For example:  
A1  premium grade  
A2  secondary grade  
The grade for a lot is stored in Lot Master table (F4108). |
| Status Change Reason   | A code (system 42, type RC) that indicates the reason for a change in the status of a lot, such as goods damaged in shipment or goods placed in quarantine. |
| Potency Change Reason  | A code (system 42, type RC) that indicates the reason for a potency change to a lot. For example, you might change the lot potency because the actual potency of the items was lower than expected or because the potency was affected by evaporation. |
| Grade Change Reason    | A code (system 42, type RC) that indicates the reason for a grade change to a lot. For example, you might change the grade because the actual grade was lower than expected or because the lot was downgraded due to aging. |

To enter supplier information

On Lot Master Revisions

Complete the following fields:

- Supplier
- Supplier Lot
- Order Number

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier</td>
<td>The address book number of the preferred provider of this item. If the number for the supplier or you can have the system enter it each time you receive the item from a supplier. You specify whether the system enters the supplier using processing options for Enter Receipts.</td>
</tr>
<tr>
<td>Supplier Lot</td>
<td>The supplier's lot number for the item.</td>
</tr>
<tr>
<td>Order Number</td>
<td>A number that identifies a document, such as a purchase order, invoice, or sales order.</td>
</tr>
</tbody>
</table>

............. Form-specific information.............

The purchase order number for the lot item. The system enters the purchase order number when you enter a receipt for the item in Purchase Order Management.

**Processing Options for Lot Master Revisions**

**Process Control:**

1. Enter a '1' to update the lot status for all lot locations when updating the lot status or a '2' to display all lot locations and indicate for which locations the lot status needs to be updated. If left blank, only the lot master lot status will be updated.

2. Enter a '1' to protect the lot status from being updated.

3. Enter a '1' to protect the lot grade from being updated.

4. Enter a '1' to protect the lot potency from being updated.

**Default Processing:**

5. Enter the document type to be used when updating the lot grade.
   If left blank, the default document type 'CG' will be used.

6. Enter the document type to be used when updating the lot potency.
   If left blank, the default document type 'CP' will be used.
Work with Lot Availability

You can view the availability of items in a lot, as well as the activity dates, item quantities, and hold statuses that pertain to the lot. Activity dates and item quantities reflect receipts, issues, sales, and so forth for items in a lot.

To work with lot availability, you can:

- View lot availability
- Work with lot quantities
- Work with lot activity dates
- Work with lot statuses

Viewing Lot Availability

You can view availability for:

- All items in a lot
- All lots that contain the item you specify

You can choose to display only those items or lots for which there are on-hand balances.
To view lot availability

On Lot Availability

1. Complete the following fields for the item or lot that you want to view:
   - Branch/Plant
   - History (Y/N)
   - Grade (from)
   - Grade (thru)
   - Potency (From)
   - Potency (Thru)
   - Lot/SN
   - Item Number

2. Review the following fields:
   - Status (Lot Status Code)
   - Rea (Status Change Reason)
   - Expires (Expiration Date)
   - Quantity on Hand/Held
   - Available
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>History</td>
<td>A code that tells the system to display information for all locations and lots or only for those with on-hand balances. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>N  Display only locations and lots with on-hand balances</td>
</tr>
<tr>
<td></td>
<td>Y  Display all locations and lots</td>
</tr>
<tr>
<td>From Grade</td>
<td>A code (system 40, type LG) that indicates the minimum grade acceptable for an item.</td>
</tr>
<tr>
<td></td>
<td>The system displays a warning message if you try to purchase or issue items that have a grade below the minimum grade acceptable. The system does not allow you to sell items that have a grade below the minimum acceptable level.</td>
</tr>
<tr>
<td>Thru Grade</td>
<td>A code (system 40, type LG) that indicates the maximum grade acceptable for an item.</td>
</tr>
<tr>
<td></td>
<td>The system displays a warning message if you try to purchase or issue items that have a grade above the maximum grade acceptable. The system does not allow you to sell items that have a grade above the maximum grade acceptable.</td>
</tr>
<tr>
<td>From Potency</td>
<td>A number that indicates the minimum potency, or percentage of active ingredients, acceptable for an item.</td>
</tr>
<tr>
<td></td>
<td>The system displays a warning message if you try to purchase or issue items that fall below the minimum acceptable potency. The system does not allow you to sell items that fall below the minimum acceptable potency.</td>
</tr>
<tr>
<td></td>
<td>........................................... Form-specific information .........................................</td>
</tr>
<tr>
<td></td>
<td>This is the minimum potency acceptable for items in this lot.</td>
</tr>
<tr>
<td>Thru Potency</td>
<td>A number that indicates the maximum potency, or percentage of active ingredients, acceptable for an item.</td>
</tr>
<tr>
<td></td>
<td>The system displays a warning message if you try to purchase or issue items that have a potency above the maximum potency acceptable. The system does not allow you to sell items that have a potency above the maximum potency acceptable.</td>
</tr>
<tr>
<td></td>
<td>........................................... Form-specific information .........................................</td>
</tr>
<tr>
<td></td>
<td>This is the maximum potency acceptable for items in this lot.</td>
</tr>
</tbody>
</table>
Inventory Management

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity on Hand/Held</td>
<td>The number of units that are physically in stock. The quantity on hand displays in the primary unit of measure.</td>
</tr>
<tr>
<td></td>
<td>Form-specific information</td>
</tr>
<tr>
<td></td>
<td>The number of items in stock or on hold. If the item is on hold, the system highlights the field.</td>
</tr>
<tr>
<td>Available</td>
<td>The quantity available can be on-hand balance minus commitments, reservations, and backorders. Availability is user defined and can be set up on Branch/Plant Constants form.</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Viewing the same item or lot multiple times**

If the same item or lot appears more than once, each item or lot exists in a different location.

**See Also**

- Locating Detailed Quantity Information (P41023) for information on how the system calculates item availability
- Locating Summary Quantity Information (P41202) for information on viewing detailed item availability by location and lot

**Processing Options for Lot Availability**

**Dream Writer Versions:**

1. Enter the Version of the Trace/Track Inquiry to call.
2. Enter the Version of Item Master Revisions to call.
3. Enter the Version of Work Order Entry to call.
4. Enter the Version of Branch/Plant Item Information to call.

**Field Display Control**

5. Enter a ‘1’ to protect Lot Status from being updated.

**Grade And Potency:**

6. Enter a ‘1’ to display the grade range. If left blank, no range will be displayed for selection.
7. Enter a ‘1’ to display the potency range. If left blank, no potency will be displayed for selection.
Working with Lot Quantities

You can view the on-hand quantity, the available quantity, and the quantity held for each lot. You can also view up to six other quantity types, which you set up on user defined code table 40/LQ. These quantity types might reflect the quantity of items:

- Received
- Issued
- Adjusted
- Completed
- Approved
- Sold

You set up user defined code table 40/LQ to indicate for which document types the system tracks lot quantities. You must associate each document type with one of the quantity type categories that appear on Lot Master Revisions.

For example, you specify the Received category for the document type OP (purchase orders). Then, each time you receive items on a purchase order, the system records the quantity to the Received category for the lot.

Complete the following tasks:

- Reviewing lot quantities
- Setting up the system to track lot quantities

To review lot quantities

On Lot Master Revisions
1. To view quantities for a particular lot, complete the following fields:
   - Branch/Plant
   - Lot/SN
   - Item Number

2. Review the following fields:
   - Quantity on Hand
   - Available
   - Quantity Held
   - Quantities Received
   - Quantities Issued
   - Quantities Adjusted
   - Quantities Completed
   - Quantities Approved
   - Quantities Sold
Working With Lot Quantities in Inventory Management

To set up the system to track lot quantities

On Lot Quantities

1. Complete the following fields for each document type:
   - 02 Character Code
   - Description

2. Assign one of the following categories to each document type by entering the number in parentheses in the Description-2 field:
   - Received (1)
   - Issued (2)
   - Adjusted (3)
   - Completed (4)
   - Approved (5)
   - Sold (6)
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Quantities Received| A type of quantity. This field represents quantity category 1. You specify the document types that update this category on user defined code table 40/LQ.  
The system updates user defined quantities when it writes Cardex information (F4111).  

          Form-specific information          | The quantity of items received in this lot.                                                                                           |
| Quantities Issued  | A type of quantity. This field represents quantity category 2. You specify the document types that update this category on user defined code table 40/LQ.  
The system updates user defined quantities when it writes Cardex information (F4111).  

          Form-specific information          | The quantity of items issued from this lot.                                                                                          |
| Quantities Adjusted| A type of quantity. This field represents quantity category 3. You specify the document types that update this category on user defined code table 40/LQ.  
The system updates user defined quantities when it writes Cardex information (F4111).  

          Form-specific information          | The quantity of items adjusted to this lot.                                                                                          |
| Quantities Completed| A type of quantity. This field represents quantity category 4. You specify the document types that update this category on user defined code table 40/LQ.  
The system updates user defined quantities when it writes Cardex information (F4111).  

          Form-specific information          | The quantity of items completed and assigned to this lot.                                                                            |
| Quantities Approved | A type of quantity. This field represents quantity category 5. You specify the document types that update this category on user defined code table 40/LQ.  
The system updates user defined quantities when it writes Cardex information (F4111).  

          Form-specific information          | The quantity of items approved in this lot.                                                                                          |
Working with Lot Activity Dates

You can view up to six activity dates for a lot. You determine the activity dates that display by setting up user defined code table 40/LD. These activity dates might reflect the last time that an item was:

- Received/Created
- Issued
- Recalibrated
- Completed
- Approved
- Sold

You set up user defined code table 40/LQ to indicate for which document types the system tracks lot activity dates. You must associate each document type with one of the date categories above.

For example, you specify the Sold category for the document type SO (sales orders). Then, each time you confirm shipments for a sales order, the system records the date to the Sold category for the lot.

You can also enter lot activity dates manually instead of having the system track them for you.

Complete the following tasks:

- Change activity dates for a single lot
- Change activity dates for multiple lots
- Set up the system to track lot dates
To review and change activity dates for a single lot

On Lot Master Revisions

1. To view dates for a specific lot, complete the following fields:
   - Branch/Plant
   - Lot/SN
   - Item Number

2. Change the following dates for the appropriate lots, if necessary:
   - Date Received/Created
   - Date Issued
   - Date Recalibrated
   - Date Completed
   - Date Approved
   - Date Sold

To change activity dates for multiple lots

On Speed Lot Update
1. Complete the following fields:
   - Branch/Plant
   - History (Y/N)
   - Item Number
   - Supplier Lot

2. Change the following dates for the appropriate lots, if necessary:
   - Date Received
   - Date Issued
   - Date Tested (or recalibrated)
   - Date Complete
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Date Received/Created | The last date that a particular activity occurred. You determine the type of activity that the category represents (for example, receipts).  
This field represents date category 1. You specify the document types that update this category in user defined codes (system 40, type LD).  
*Form-specific information*  
The last date that items were created or received in the lot.  
Although you can change this date, the system automatically updates this field based on how you set up the user defined code (system 40, type LD). |
| Date Issued          | The last date that a particular activity occurred. You determine the type of activity that the category represents (for example, issues to work orders).  
This field represents date category 2. You specify the document types that update this category in user defined codes (system 40, type LD).  
*Form-specific information*  
The last date that items from the lot were issued to work orders.  
Although you can change this date, the system automatically updates this field based on how you set up the user defined code (system 40, type LD). |
| Date Recalibrated    | The last date that a particular activity occurred. You determine the type of activity that the category represents (for example, recalibration dates).  
This field represents date category 3. You specify the document types that update this category in user defined codes (system 40, type LD).  
*Form-specific information*  
The last date that inventory adjustments were made to this lot.  
Although you can change this date, the system automatically updates this field based on how you set up the user defined code (system 40, type LD). |
Work with Lot Availability

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Completed</td>
<td>The last date that a particular activity occurred. You determine the type of activity that the category represents (for example, inventory completions). This field represents date category 4. You specify the document types that update this category in user defined codes (system 40, type LD). Form-specific information. The last date that inventory completions were made to this lot. Although you can change this date, the system automatically updates this field based on how you set up the user defined code (system 40, type LD).</td>
</tr>
</tbody>
</table>

Processing Options for Speed Lot Update

Process Control:
1. Enter a ‘1’ to protect the lot grade from being updated.
2. Enter a ‘1’ to protect the lot potency from being updated.

Default Processing:
3. Enter the document type to be used when updating the lot grade. If left blank, the default document type ‘CG’ will be used.
4. Enter the document type to be used when updating the lot potency. If left blank, the default document type ‘CP’ will be used.

Working With Lot Activity Dates in Inventory Management

To set up the system to track lot dates

On Lot Dates
1. Complete the following fields for each document type:
   - 02 Character Code
   - Description

2. Assign one of the following categories to each document type by entering the number in parentheses in the Description-2 field:
   - Date Received/Created (1)
   - Date Issued (2)
   - Date Recalibrated (3)
   - Date Completed (4)
   - Date Approved (5)
   - Date Sold (6)
### Field | Explanation
---|---
Date Approved | The last date that a particular activity occurred. You determine the type of activity that the category represents (for example, lot status approvals).

This field represents date category 5. You specify the document types that update this category in user defined codes (system 40, type LD).

 Form-specific information 

The date that the lot was approved.

Although you can change this date, the system automatically updates this field based on how you set up the user defined code (system 40, type LD).

Date Sold | The last date that a particular activity occurred. You determine the type of activity that the category represents (for example, sales).

This field represents date category 6. You specify the document types that update this category in user defined codes (system 40, type LD).

 Form-specific information 

The last date that items were sold from this lot.

Although you can change this date, the system automatically updates this field based on how you set up the user defined code (system 40, type LD).

---

### Working with Lot Statuses

#### Working With Lot Statuses in Inventory Management

You set up lot status codes to identify the reasons that a lot is on hold. After you set up the codes, you can assign them to items and lots on Item Master Information, Branch/Plant Information, Lot Master Revisions, Enter Receipts, and so forth. You cannot process items from lots on hold.

You can assign different status codes to a single lot based on the different locations in which the lot resides. Complete the following tasks:

- Set up lot status codes
- Assign status codes to different lots

You can run the Lot Status Update DREAM Writer program to place expired lots on hold. You can preview a list of all lots that will be placed on hold by running the program in proof mode.
### To set up lot status codes

#### On Lot Status Codes

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description</th>
<th>Location</th>
<th>Lot Number</th>
<th>Date Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>V001</td>
<td>Natureway High Energy Vitamins</td>
<td>.</td>
<td>00000004</td>
<td>05/16/98</td>
</tr>
<tr>
<td>V001</td>
<td>Natureway High Energy Vitamins</td>
<td>.</td>
<td>00000005</td>
<td>08/26/98</td>
</tr>
<tr>
<td>12829</td>
<td>Parselenium</td>
<td>.</td>
<td>9309150009</td>
<td>08/14/98</td>
</tr>
<tr>
<td>V001</td>
<td>Natureway High Energy Vitamins</td>
<td>.</td>
<td>9310140000</td>
<td>08/15/98</td>
</tr>
<tr>
<td>V001</td>
<td>Natureway High Energy Vitamins</td>
<td>.</td>
<td>9310140001</td>
<td>08/16/98</td>
</tr>
<tr>
<td>V001</td>
<td>Natureway High Energy Vitamins</td>
<td>.</td>
<td>9310140002</td>
<td>08/26/98</td>
</tr>
<tr>
<td>V001</td>
<td>Natureway High Energy Vitamins</td>
<td>.</td>
<td>9310140003</td>
<td>08/26/98</td>
</tr>
<tr>
<td>I006-1</td>
<td>Spray Dry Powder 1200 Grams</td>
<td></td>
<td>9503120000</td>
<td>02/19/98</td>
</tr>
<tr>
<td>12845</td>
<td>Buffer, inert</td>
<td></td>
<td>9601050000</td>
<td>01/04/98</td>
</tr>
<tr>
<td>12845</td>
<td>Buffer, inert</td>
<td></td>
<td>9601110000</td>
<td>01/10/98</td>
</tr>
</tbody>
</table>
Complete the following fields for each status code:

- 01 Character Code
- Description

▶ To assign status codes to different lots

On Lot Master Revisions

1. Locate the appropriate lot and item.

Location Lot Status Change appears.

2. On Lot Status Change, complete the following fields for each location for which you want to change the status code:

- New (New Lot Status)
- Rsn (Reason for Changing Lot Status)

What You Should Know About

Assigning status codes to locations

You can assign status codes to locations as well as lots. The system verifies that a lot is on hold before verifying that the location is on hold.

The system might process items out of locations on hold depending on the program in which you are working and the way that processing options are set.
**View Lot Transactions**

You might want to view the transactions that have affected a lot, such as:

- The receipts, inventory issues, and so on, that were generated as a result of assigning items to the lot
- The inventory issues, work order completions, sales, and so on, that were generated as a result of removing items from the lot

Use Lot Tracing to view the transactions in which items were assigned to the lot. If the lot contains kit or assembled items, you can identify the parts that were used to assemble items in the lot and the lots from which the parts came.
You use lot tracking to view the transactions in which items were removed from the lot. You can identify items that have been assembled using parts from the lot, and the lots to which the assembled items were assigned.

You provide information about how you want the system to trace and track lots. For example, you specify the document types that the system monitors to trace and track lots. You also specify whether you want to view transactions for assembled items or non-assembled items by specifying a trace/track mode.

Complete the following tasks:

- Print trace and track reports
- Review trace and track information
- Set up trace and track inclusion rules
- Define a trace and track mode

### Print Trace and Track Reports

You can print a DREAM Writer report that provides trace and track information, such as the level by which the system traces or tracks lots.
### Reviewing Trace and Track Information

You can review trace and track information online. You determine whether the report displays tracing or tracking information by using processing options for the Trace/Track Inquiry program.

**To review trace and track lot items**

On Lot Tracing or Lot Tracking
1. Complete the following fields for the lot that you want to trace or track:
   - Mode
   - Lot/SN

   Depending on how you have set the Allow Duplicate Lots field in system constants, you might have to enter an item number and branch/plant.

2. Review the following fields, as necessary:
   - Level
   - Serial Number
   - Item Number
   - Quantity
   - Trn Date (Transaction Date)
   - Explanation (Transaction Explanation)

3. Access the fold area.
4. Review the following fields, as necessary:
   - Order
   - Branch/Plant
   - Lot Grade
   - Lot Potency
   - Sup Lot (Supplier Lot)
   - Cust/Supp. (Supplier)

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode</td>
<td>A code that indicates how you want the system to display lot trace and track information. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>1 Single level trace/track</td>
</tr>
<tr>
<td></td>
<td>2 No intermediate levels (displays only top or bottom levels)</td>
</tr>
<tr>
<td></td>
<td>3 Multi-level trace/track</td>
</tr>
<tr>
<td></td>
<td>4 Multi-level indented trace/track</td>
</tr>
<tr>
<td>Level</td>
<td>The number indicating the level of the component item relative to its parent. Components are direct components of the parent item at level 1 and sub-assemblies at level 2, level 3, and so on.</td>
</tr>
<tr>
<td>Trn Date</td>
<td>The date that the transaction occurred.</td>
</tr>
<tr>
<td>Explanation</td>
<td>This text identifies the reason that a transaction occurred.</td>
</tr>
</tbody>
</table>
Inventory Management

Processing Options for Lot Tracing Inquiry

Enter a ‘1’ to track lot usage. Default is to trace lot usage.

Setting up Trace and Track Inclusion Rules

Setting up Trace/Track Inclusion Rules for Inventory Management

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 Purchase Management system, you would specify that document type OP (purchase orders) applies to lot tracing. Then, each time you receive a lot item, the receipt transaction displays on Lot Tracing.

To set up trace/track inclusion rules

On Trace/Track Inclusion Rules

1. Complete the following fields for each document type:
   - 02 Character Code
   - Description
2. Assign one of the following values to each document type in the Description-2 field:

- **B** (for bottom level, or tracing transactions)
- **C** (for completion level, or tracking transactions)
- Blank (for intermediate level transactions, which apply to both tracing and tracking)
- **I** (for issue transactions)

### What You Should Know About

#### Issue transactions
You must include the issues document type (IM) in inclusion rules if you perform multi-level tracing and tracking. You must also assign the issues document type a value of I (issue transactions).

#### Receipt, adjustment, and sales transactions
Receipt and adjustment transactions cannot have a value of **C** (completion) on Trace/Track Inclusion rules. Sales transactions cannot have a value of **B** (bottom level). A sale is the last transaction that can occur for lot tracking.

#### How the system traces and tracks lot transactions
The system traces and tracks a lot by associating together corresponding transactions, such as a receipt, an issue, a completion, and a sales order. If the association is terminated, the system stops tracing and tracking. For example, if you do not include the completion document type in inclusion rules, the system stops tracking at the completion transaction.

### Defining a Trace and Track Mode

You determine the types of lot transactions that display on Lot Tracing and Lot Tracking by defining a mode:

- **Mode 1** – Single level transactions
- **Mode 2** – Only origination and completion transactions
- **Mode 3** – Multi-level transactions for kit, parent, or manufacturing assembly items
- **Mode 4** – Multi-level transactions for kit, parent, or manufacturing assembly items that are displayed in a hierarchical format

You use mode 1 and mode 2 for non-assembled items. For tracing, you can review the transactions that resulted in items that were assigned to the lot, such as receipts. For tracking, you can see the transactions that resulted in items that
were distributed, such as sales. Mode 2 does not display intermediate level transactions, which are transactions that apply to both tracing and tracking.

You use modes 3 and 4 for items that are made up of several components. You can see all transactions that affect the lot, including receipts, issues, completions, and sales.

To define a trace and track mode

On Lot Tracing or Lot Tracking

Complete the following field:

- Mode

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode</td>
<td>A code that indicates how you want the system to display lot trace and track information. Valid codes are:</td>
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<tr>
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</tr>
<tr>
<td></td>
<td>3 Multi-level trace/track</td>
</tr>
<tr>
<td></td>
<td>4 Multi-level indented trace/track</td>
</tr>
</tbody>
</table>
Reclassify Lots

You can reclassify an item and any associated lot when the item’s properties change. When you reclassify, you create new item numbers, lots, and combine or split existing lots within locations.

For example, property changes that occur over time in technical grade sulphuric acid can result in a less potent grade of acid. You can create a new lot from this acid by specifying a different potency and grade.

In a similar example, if you blend several lots of sulphuric acid together and dilute them with water, you can create a new lot with a new potency and grade.

You can change a lot and any of the associated items as follows:

- Change the item number, location, lot, and lot status
- Create a new lot from an existing lot
- Combine several lots into a single lot
- Split one lot into several lots
- Combine several lots and create several new lots
**Example: Types of Reclassifications**

The following graphic illustrates how you can combine, blend, and split lots.

![Diagram of Reclassifications]

After you reclassify an item and lot, the system adjusts inventory balances and performs related tracking and accounting tasks.

The system updates the following tables with item and lot change information:

- Item Ledger (F4111)
- Account Ledger (F0911)
- Item Location (F41021)
- Warehouse Location (F4602) — (only if you are using the Advanced Warehouse Management system with the Inventory Management system)

You can view detailed or summarized journal entries for these transactions on the Journal Entries and the Item Ledger Inquiry forms.

**Before You Begin**

- Verify that you have set up the general ledger accounts in the Account Master table (F0901)
- Verify that you have set up the automatic accounting instructions (AAIs) for distribution
Review uncommitted quantity information for the item and related lot that you are reclassifying on Item Availability

Use the Item/Lot Change Transactions program only for reclassifying items and lots. Using any of these programs to reclassify items or lots can adversely affect information throughout the Sales Order Management and Purchase Management systems.

CAUTION: Use the Item/Lot Change Transactions program only for reclassifying items and lots. Using any of these programs to reclassify items or lots can adversely affect information throughout the Sales Order Management and Purchase Management systems.

To reclassify items and lots

On Reclassifications

1. Complete the following fields to enter reclassification information:
   - From Branch/Plant
   - To Branch/Plant (BU for Account Duplication)
   - Trans. Date (Date - Order Transaction)
   - Document Number (Document)
   - Document Type
   - Explanation
   - G/L Date
2. Access the fold area.

![Inventory Management](image)

3. Complete the following fields for each branch/plant in which the item is stored:
   - F/T (From/To)
   - Item Number
   - Quantity
   - UM
   - Location
   - Reason Code
   - Unit Cost
   - Extended Cost
   - Trans. Line (Transaction Line Number)

4. To create a new location and record for the lot, complete the following fields:
   - Lot
   - Grade
   - Potency
   - Lot Desc
   - Lot Expires
   - Lot Status
The system processes the transaction and displays a document number, document type, and the batch number for the transaction.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>To Branch/Plant</td>
<td>The destination business unit that you want to copy accounts to.</td>
</tr>
<tr>
<td></td>
<td><strong>Form-specific information</strong></td>
</tr>
<tr>
<td></td>
<td>The destination branch/plant that you want to move inventory to.</td>
</tr>
<tr>
<td>From/To</td>
<td>Indicates whether this line in the transaction is a From line or a To line.</td>
</tr>
<tr>
<td></td>
<td>This field allows you to combine multiple existing products/locations into a</td>
</tr>
<tr>
<td></td>
<td>single product/location, for example, three From lines and one To line.</td>
</tr>
<tr>
<td></td>
<td>You can also split one existing product/location into several new products/</td>
</tr>
<tr>
<td></td>
<td>locations, for example, one From line and two To lines. The information in a</td>
</tr>
<tr>
<td></td>
<td>From transaction line is always existing item location information.</td>
</tr>
<tr>
<td>Transaction Line Number</td>
<td>The transaction line number keeps the different From and To lines for one</td>
</tr>
<tr>
<td></td>
<td>transaction (for example, combining multiple lots into one or splitting one</td>
</tr>
<tr>
<td></td>
<td>lot into several new ones) together by giving them the same transaction line</td>
</tr>
<tr>
<td></td>
<td>number.</td>
</tr>
<tr>
<td>Voucher Number –</td>
<td>The number of the last voucher that was entered. It is used to keep you from</td>
</tr>
<tr>
<td>Previous</td>
<td>losing your place during data entry.</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Correcting errors**
You can correct a reclassification made in error by entering a reversing entry. Because the system stores records of each reclassification for accounting purposes, you cannot delete the record. The system reverses the item in the same document number and batch as the original reclassification.

**Recording document numbers**
After you enter a reclassification, the system displays the document type, batch number, and document number for the transaction. Record the document number for locating the transaction.
## Processing Options for Item/Lot Change Transactions

### Default Values:
1. **Document type for item change.** ____________

### Process Control:
2. **Method for assigning expiration date to newly created lots.**
   - ____________
   - *(If left blank, method 1 will be used.)*
   - 1 = Assign manually.
   - 2 = Newest From Expiration Date.
   - 3 = Oldest From Expiration Date.
   - 4 = Transaction date + shelf life.

### Dream Writer Versions
Enter the version of each program to be used. If left blank, ZJDE0001 will be used.

3. **Journal Entries** *(P09101) ____________*
4. **G/L Functional Server** *(XT091121) ____________*
5. **Item Search** *(P41200) ____________*
6. **Item Ledger** *(P4111) ____________*
7. **Warehouse Requests** *(P46100) ____________*

### Processing Control:
8. **Enter a ’1’ to protect costs or a ’2’ to make costs non-display.**
   - If left blank, the update of costs is allowed.
   - ____________
9. **Enter a ’1’ to run in summary mode.**
   - G/L accounts will be summarized ____________
within each document number. If run in detail, G/L accounts will be produced for each line.

10. Enter a '1' to allow transfers from held lots.

11. Enter a '1' to allow transfers greater than quantity available.

12. Method of quantity validation for from and to quantities within a transaction.
   ‘ ’ – No validation performed.
   ‘1’ – Warning if out of balance.
   ‘2’ – Error if out of balance.

13. Enter which item search screen is to be used to return items.

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

   2 = Full item search screen with query capability.

(If left blank the item search screen allowing the return of multiple items will be used.)
Advanced & Technical
System Updates

Objectives

- To perform updates that are effective system-wide

About System Updates

Ideally, your system would never change after the initial system setup. However, to customize the system to meet your company’s changing needs, updates are often necessary. For example, your company might change the format that you have been using to set up locations in your branch/plants. Rather than making these changes on an individual basis, J.D. Edwards provides updates that you can use to make system-wide changes.

For most updates, you enter changes through processing options and then run an update for the entire system.

Complete the following tasks:

- Update item search information
- Update item information
- Revise location format

Before You Begin

- Verify that only the users who have been designated to perform system updates have security access to system update programs.
**Update Item Search Information**

Run the Rebuild Item Search program to update the Item Search table. When you run a query search by item in Inventory Management, the system accesses the Item Search table (F41200) for item information. When you change item information through item master, item branch/plant, or item cross-reference information, those changes do not update the Item Search table.

After you enter or change item master information, you must update the item search information. However, you can access items that have been entered or changed using other search modes. You can run the Rebuild Item Search program as often as necessary.
**Update Item Information**

**G41 Inventory Management**
Enter 27

**G4131 Inventory Advanced & Technical Operations**
Choose Global Updates & Purges

**G41311 Global Updates & Purges**
Choose Global Category Code Update

**Updating Master Item Information**

Changes to item or branch/plant information often require you to make global updates to your system. Complete the following tasks:

- Update item master and item branch information
- Update category codes and item numbers

**Updating Item Master and Branch/Plant Information**

Update Item Master Fields and Update Item Branch Fields are DREAM Writer programs that you use to update fields in the Item Master (F4101) and Item Branch (F4102) tables.

You can select a version of either program from the version list. Modify the selection criteria by specifying which fields you want to update in the processing options. You also can change the value for the field.
Processing Options for Item Master Global Update

Enter a “Y” to run proof mode:
(A “Y” will NOT update the Item Master File)

Enter the new value for the following fields. If left blank, the field will retain the current value. If a “*” is placed by a field then it will be blanked out.
Sales Catalog Section
Sub Section
Sales Category Code 3
Sales Category Code 4
Sales Category Code 5
Commodity Class
Commodity Sub Class
Vendor Rebate Code
Master Planning Family
Purchasing Category Code 5
Buyer Number
Level Leadtime
Planner Number
Order Policy Code
Issue Type Code

Processing Options for Item Branch Global Update

Enter a “Y” to run proof mode:
(A “Y” will NOT update the Item Branch File)

Enter the new value for the following fields. If left blank, the field will retain the current value. If a “*” is placed by a field then it will be blanked out.
Sales Catalog Section
Sub Section
Sales Category Code 3
Sales Category Code 4
Sales Category Code 5
Commodity Class
Commodity Sub Class
Vendor Rebate Code
Master Planning Family
Purchasing Category Code 5
Buyer Number
Level Leadtime
Planner Number
Order Policy Code
Issue Type Code

Updating Category Codes and Item Numbers

You can run the Global Category Code Update program to update:
- Category codes from the Item Master table (F4101) to the Item Branch table (F4102)
- Second (product number) and third (catalog number) item numbers from the Item Master table (F4101) to the following tables:
  - Item Branch (F4102)
  - Bill of Materials Master (F3002)
  - Routing Master (F3003)
  - Lot Master (F4108)
  - Cost Ledger (F4105)

Through the processing options, you can specify the scope of the update:

- A single warehouse only
- A combination of warehouses
- All except one warehouse

Verify your changes on Branch/Plant Item Information.

Use caution when using this update. You are changing values that may affect processing and history.

**Processing Options for Global Reporting Code Update**

Enter a 'Y' to duplicate the following into the Item Balance Record.

- Update Sales Report Code 1
- Update Sales Report Code 2
- Update Sales Report Code 3
- Update Sales Report Code 4
- Update Sales Report Code 5
- Update Inventory Pricing Rule
- Update Reprice Rule
- Update Order Reprice Rule
- Update Purchase Report Code 1
- Update Purchase Report Code 2
- Update Purchase Report Code 3
- MPS Planning Family
- Update Purchase Report Code 5
- Update Buyer Number
- Update Shipping Condition Code
- Update Shipping Commodity Class
- Update Lifo Pool Category
- Update Cycle Count Category
- Update General Ledger Class Code
- Update Backorders Allowed
- Update Print Message
- Update Stocking Type
<table>
<thead>
<tr>
<th>Update</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Update ABC Code 1</td>
<td>____________</td>
</tr>
<tr>
<td>Update ABC Code 2</td>
<td>____________</td>
</tr>
<tr>
<td>Update ABC Code 3</td>
<td>____________</td>
</tr>
<tr>
<td>Update ABC Override Indicator</td>
<td>____________</td>
</tr>
</tbody>
</table>
**Revise Location Format**

You can change the location formats that are set up in branch/plant constants. Using the Location Field Update program, you can globally update the location format for multiple locations, rather than having to update each location's format on an individual basis.

Complete the following tasks:

- Set up a model branch
- Update the location format

**Before You Begin**

- Back up all of your files.
- Do not allow any other users on the system until the batch job is complete.
What You Should Know About

**Time allotment**  
Be sure to allow enough time for the batch job to complete.

**Correcting errors**  
When you update the Location field, the system prints a report listing errors. The procedure that you use to correct errors depends on the table where the error occurred. Generally, the procedure is:

- Restore all files.
- Correct the problem.
- Rerun the conversion for all files.

Setting Up a Model Branch

You must set up a model branch with your new location format before you can change the location format in other branch/plants.

▶ To set up a model branch

On Location Field Update

1. Locate a branch with the location format you want to use as your model.
2. Complete the following fields:
• Aisle
• Bin
• Location Code 3 (location codes 3 - 10)

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aisle</td>
<td>A code that identifies a location in a warehouse. This code is used in conjunction with a bin and lot identifier, to indicate a specific, tangible storage area within a warehouse or yard.</td>
</tr>
<tr>
<td>Bin</td>
<td>A specific storage location within a warehouse or store. The system uses the bin with an aisle location to identify a storage area whose width, depth, and height can be readily measured.</td>
</tr>
<tr>
<td>Category Code – Location</td>
<td>A code that the system uses for one of two purposes:</td>
</tr>
<tr>
<td>05</td>
<td>• To identify a specific location within a Branch/Plant as part of the location identifier.</td>
</tr>
<tr>
<td></td>
<td>• To use as a general reporting code for location information.</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Length of location elements**

The New Size column indicates the number of characters you should enter in the adjacent location code field. You define the number of characters for each element in the location format through branch/plant constants.

**Updating the Location Format**

You run the Location Field Update program after you set up the model branch. You can run the update in proof or final mode.

Specify the following in the processing options for the Location Field Update:

• Whether you want to run the update in proof or final mode
• Which tables you want to update

Always submit the job from Location Field Update. Never submit the job for processing through the DREAM Writer versions list because the system may not include the tables you want to update.
What You Should Know About

Update the location format

You can update the location format on Branch/Plant Constants – Page 2, if necessary.

Processing Options for Location Redefinition

Batch Re-Format Version:
1. Enter the version of the Batch Re-format program to be submitted (P41821). If left blank, version ZJDE0001 will be used.
Purges

Objectives

- To understand the different types of purges

About Purges

After data becomes obsolete or you need more disk space, you can use purge programs to remove data from files.

Purging data consists of:

- Specifying the information to delete
- Running the purge program
- Running the file reorganization program to rebuild file structure

You must know the proper procedures and consequences of purging data to avoid serious damage to your system and data.

Before You Begin

- Back up the files that will be affected prior to running the purge program.
- Determine the data that you want to purge

What You Should Know About

Customizing a purge  
You can create a customized purge by changing the data selection to meet your needs.

For example, you could use a range of fiscal years rather than all dates. Custom purges are not available in the Item Deletion program, which has no processing options.
Processing options

You can set processing options that save tables in a special library and allow you to reorganize the purged tables. These options are very similar in all purge programs except Item Deletion and Supplemental Data.
Purge Data

G41 Inventory Management
Enter 27

G4131 Inventory Advanced &
Technical Operations
Choose Global Updates &
Purges

G41311 Global Updates & Purges
Choose an option

Purging Data

There are two types of purges within the distribution systems:

- General purges
- Special purges

General purges include the Item History purge, which is a DREAM Writer version of the general purge program. The general purge program removes data from the Item History file (F4115). You can create DREAM Writer versions of the general purge program to purge data from any J.D. Edwards file, although J.D. Edwards recommends that you do not use general purges for files that have their own special purge programs. General purges are not designed for files that are associated with data in other files. Running a general purge for such files could cause you to lose important data.

J.D Edwards provides special purges for removing data from files. Special purges are DREAM Writer programs that allow you to provide more specific information. Special purges have built-in criteria that the system checks before removing any data. For example, you might want to purge an Item Master record that has an
associated record in the Item Location file (F41021). The built-in selection criteria prevents the system from purging the Item Location record.

Each distribution system comes with special purge programs. In Inventory Management, the special purge programs include the following:

- Item Deletion (all files associated with items — F4101, F4102, F4111, F4211, and F4311)
- Item Master (F4101)
- Item Balance (F4102)

Complete the following tasks:

☐ Run the general purge
☐ Run the special purge

**Before You Begin**

☐ Verify that no users are working with the data that you want to purge and reorganize

**What You Should Know About**

**Technical considerations**

The following technical considerations apply to both general and special purges:

- If File Output Type on the DREAM Writer Additional Parameters form for the DREAM Writer version you are using is set to 1 (for OPNQRYF), you must also set the Open for Delete (Y/N) field to Y. Also, you must specify at least one field in Data Sequencing.

- If File Output Type on the DREAM Writer Additional Parameters form for the DREAM Writer version you are using is set to 2 (for logical file), the purge will reorganize the purged file based on the logical file that the system builds. This might increase the time the system takes to perform the file reorganization.

**See Also**

- *The Technical Foundation Guide*
Running the General Purge

To perform a general purge, run the Item History Purge. The Item History Purge is a DREAM Writer program that you run when you want to remove a large amount of data and do not need to be concerned with implications for other files. You can use this program to perform either a global or specific purge. To perform a specific purge, specify selection criteria.

Processing Options for Generic Purge Program

Save Purged Records:
1. Enter a ’1’ to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.)

Reorganize File:
2. Enter a ’1’ to reorganize the purged file. (Default of blanks will NOT reorganize the file.)

Running the Special Purge

Running special purges includes the following tasks:

- Running the Item Deletion purge
- Running the Item Master purge
- Running the Item Balance purge

Running the Item Deletion Purge

Run the Item Deletion Purge to permanently remove an item’s records from all files in the system except the sales order files (F4211 and F4201). The system deletes any existing sales order detail lines and adjusts the total order amount on the sales order header to account for the deletion. The system also adjusts the “on order” amount in the Billing Instructions file (F4205).

Item Deletion is an RPGBSQL program. Therefore, you must run it in an AS/400 environment.

The system deletes the item that you specify from the following files:

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>F0018</td>
<td>Sales/Use/V.A.T. Tax</td>
</tr>
</tbody>
</table>

Processing Options for Generic Purge Program

Save Purged Records:
1. Enter a ’1’ to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.)

Reorganize File:
2. Enter a ’1’ to reorganize the purged file. (Default of blanks will NOT reorganize the file.)
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>F3002</td>
<td>Bill of Materials Master</td>
</tr>
<tr>
<td>F30026</td>
<td>Item Cost Component Information</td>
</tr>
<tr>
<td>F3011</td>
<td>Bill of Materials Change</td>
</tr>
<tr>
<td>F3411</td>
<td>MPS/MRP/DRP Message</td>
</tr>
<tr>
<td>F3412</td>
<td>MPS/MRP/DRP Lower Level Requirements</td>
</tr>
<tr>
<td>F3413</td>
<td>MPS/MRP/DRP Summary</td>
</tr>
<tr>
<td>F3460</td>
<td>Forecast</td>
</tr>
<tr>
<td>F4008</td>
<td>Tax Areas</td>
</tr>
<tr>
<td>F41002</td>
<td>Unit of Measure Conversion Factors</td>
</tr>
<tr>
<td>F4101</td>
<td>Item Master</td>
</tr>
<tr>
<td>F4102</td>
<td>Item Branch Master</td>
</tr>
<tr>
<td>F41021</td>
<td>Item Location</td>
</tr>
<tr>
<td>F4104</td>
<td>Item Cross-Reference</td>
</tr>
<tr>
<td>F4105</td>
<td>Item Cost Ledger</td>
</tr>
<tr>
<td>F4106</td>
<td>Item Price</td>
</tr>
<tr>
<td>F4111</td>
<td>Item Ledger</td>
</tr>
<tr>
<td>F4115</td>
<td>Item History</td>
</tr>
<tr>
<td>F4116</td>
<td>WF – Inventory Turn Report</td>
</tr>
<tr>
<td>F41291</td>
<td>Item Cost Components</td>
</tr>
<tr>
<td>F4141</td>
<td>Cycle Count Transactions</td>
</tr>
<tr>
<td>F4160</td>
<td>Tag Inventory</td>
</tr>
<tr>
<td>F42005</td>
<td>Sales Commission</td>
</tr>
<tr>
<td>F4201</td>
<td>Sales Order Header</td>
</tr>
<tr>
<td>F4209</td>
<td>Held Orders</td>
</tr>
<tr>
<td>F4211</td>
<td>Sales Order Detail</td>
</tr>
<tr>
<td>F4213</td>
<td>Sales Order Reprice</td>
</tr>
<tr>
<td>F4220</td>
<td>Serial Number – Warranty</td>
</tr>
<tr>
<td>F4229</td>
<td>Sales Summary – History</td>
</tr>
<tr>
<td>F4301</td>
<td>Purchase Order Header</td>
</tr>
<tr>
<td>F4311</td>
<td>Purchase Order Detail</td>
</tr>
<tr>
<td>F43121</td>
<td>Purchase Order Receiver</td>
</tr>
<tr>
<td>F4801</td>
<td>Work Order Master</td>
</tr>
</tbody>
</table>
To run the Item Deletion purge

On Item Deletion

1. Complete the following field:
   - Item No

2. Delete the item.

   The system displays a caution message and indicates the amount by which you will need to adjust the general ledger records if you confirm the deletion.

3. Confirm the deletion or return to the first form in Item Deletion.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Number</td>
<td>A number that the system assigns to an item. It can be in short, long, or 3rd item number format.</td>
</tr>
</tbody>
</table>

Running the Item Master Purge

The Item Master purge allows you to select and purge specific information from the Item Master file (F4101).

Before purging the records you specify from the Item Master file, the system verifies that the records are not associated with other files. The system will not purge any item information that exists in the following files:
• Item Location (F41021)
• Item Branch (F4102)
• Cost Ledger (F4105)
• Lot Master (F4108)
• Item Bill of Material (F3002)
• Item Routing (F3003)

**Processing Options for Item Master (F4101) – Purge**

Enter a ‘1’ to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.)

Enter a ‘1’ to reorganize the purged file. (Default of blanks will NOT reorganize the file.)

**Running the Item Balance Purge**

The Item Balance purge allows you to select and purge records that you specify from the Item Branch file (F4102).

Before purging the specified records from the Item Branch file, the system verifies the records using the following criteria. The system will not purge the records if:

• Work orders exist in the Work Order Master file (F4801)
• A parts list exists in the Work Order Parts List file (F3111)
• A bill of materials exists in the the Bill of Materials Master file (F3002)
• Any secondary locations exist in the Item Location file
• There are deleted records from files
• There is information in any of the following fields for the item location record:
  • On-hand
  • Hard Commitments
  • Soft Commitments
  • Back Order Quantity
  • On Order Quantity
  • Quantity Outbound (EDI)
  • Quantity Inbound (EDI)
The system also checks all quantity fields for primary and secondary locations.

After the system determines which Item Balance records are to be purged, the following occurs:

- The system verifies the records in the Item Branch file.
- The system verifies that all records in the Item Location file (F41021) with the same item and branch have zero quantities.
- Next, the system checks the Item Bill of Material, Work Order Parts List, and the Work Order Master files. If it does not use this item and business unit combination in any of these files, the system continues.
- The system then starts the purge process.
- The system first purges the Item Branch record. If the cost level for this item is 2, the system purges the cost records for this item and branch.
- The system then purges the Unit of Measure Conversion records for this item and branch.
- Finally, the system purges the Item Location records. If the cost level for this item is 3, the system purges the cost records for this item, branch, location, and lot.

If you have set the processing option to delete all Item Branch information, the following occurs:

- The system checks the Item Branch file.
- The system starts the purge process.
- The system verifies the Item Location file (F41021) to ensure that records with the same item and branch have zero quantities and are not primary bins. If these conditions exist, the system purges these records.
- If the cost level for this item is 3, the system purges the cost records for item, branch, location, and lot.

**What You Should Know About**

| Saved purged records processing option | Purges performed on the same file and on the same day will be added to the existing library and file, if you set this processing option to save. |
| Reorganize file processing option | If you do not set this processing option to automatically submit the Reorganize Files program, you can run it manually at a later time. |
Processing Options for Item Location (F4102) - Purge

1. Enter a '1' to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.)

2. Enter a '1' to reorganize the purged files. (Default of blanks will NOT reorganize the files.)

3. Enter a '1' to delete ALL Item Branch information eligible for purging. (If this option is blank only the Item Location records with all quantities zero will be purged).

** See Helps for additional detail on level of detail for purge **.
Data Conversions

Objectives

- To change decimal positions for fields
- To change cost levels for items

About Converting Data in Inventory Management

You might need to convert certain data on the system to reflect your current business situation. Data item conversion procedures enable you to:

- Convert display decimals
- Convert item cost levels

You convert display decimals to change the number of decimal positions for fields. For example, you can change all quantity fields to have four decimal positions instead of two decimal positions.

You convert item cost levels to change the level at which you maintain costs for an item. For example, if you maintain costs for an item at the branch/plant level, you can change the item’s cost level to maintain costs at the branch/plant and location level.

Data item conversion processes are highly technical and change data throughout the Inventory Management system.

CAUTION: Data item conversion processes are highly technical and change data throughout the Inventory Management system.

Before You Begin

- Do a complete backup of your data files before you begin the data conversion process. If the results of the conversion are unsatisfactory, you can use the backup files to restore data files to their original format.
- Verify that you are allowing an adequate amount of time for the programs to run. These procedures can be very lengthy depending on the number of items that you want to convert.
Convert Display Decimals

You can change the number of decimal positions for quantity data items in your system. For example, you can change the Quantity Available field to display four decimal positions instead of two decimal positions.

<table>
<thead>
<tr>
<th>Quantity Available</th>
<th>Quantity Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>43.25</td>
<td>43.2500</td>
</tr>
</tbody>
</table>

You determine the data items to convert by specifying the data dictionary library in which the data items reside. The quantity data items are precoded in the data dictionary. You specify the data items to convert by selecting all quantity data items with the same value in the data dictionary.

Complete the following tasks:

☐ Review data items

☐ Run the conversion program

Before You Begin

☐ Verify that the cross-reference relationship tables F98001, F98001LA, and F98002LA already exist in your system before you change decimal positions for data items
Verify that you have QSECOFR authority, which is required for changing decimal positions for data items.

Verify that no users are signed on to the J.D. Edwards system while you run the batch job.

**What You Should Know About**

**Converting display decimals**

The decimal conversion process is currently set up to work with quantitative fields only. You must convert all quantity fields (as opposed to selecting certain data items to convert).

**Upgrading display decimals**

If you are working in a decimal environment, you might need to follow special instructions when you convert new quantity fields. Please call the J.D. Edwards response line.

**Reviewing Data Items**

Before running the Data Item Conversion procedure, you can review the data items to convert. The system displays the data items that are available to convert based on the information you specify, including:

- The data dictionary library in which the data items reside
- The data item category for the data items
- The number of decimal positions from which to convert

The system displays only those data items that currently have decimal positions other than the number of decimal positions to which you are converting.

After you convert display decimals, the system:

- Updates decimal positions for all data in the data file libraries that you specify in processing options
- Updates the Display Decimals field in the data dictionary for each data item
- Builds the cross-reference for each data file in each library that you specify in processing options

After you convert data items, you can view those files that are affected by a data item by accessing the Cross-Reference form. The list of cross-reference files is updated when you run the conversion procedure.
To review data items

On Data Item Conversion

1. Complete the following fields:
   - Data Dictionary Library
   - Data Item Class
   - To Data Display Decimals

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Dictionary Library</td>
<td>The Data File Library Name field designates the library location of the data base files.</td>
</tr>
<tr>
<td>Data Item Class</td>
<td>Data item class. A class defines the essential attributes and characteristics of a data item. Informational only.</td>
</tr>
<tr>
<td>To Data Display Decimals</td>
<td>Use this parameter to designate the number of decimals in the currency, amount, or quantity fields the system displays. For example, U.S. Dollars would be 2 decimals, Japanese Yen would be no decimals, and Cameroon Francs would be 3 decimals.</td>
</tr>
</tbody>
</table>

To convert data items

On Data Item Conversion
1. Confirm that all data items for which you want to change decimal positions appear in the list.
2. Activate the conversion process.

The job that you submit will have the same name as the data item category specified.

**Processing Options for Data Item Conversion**

Enter ALL data file libraries to have their data items converted. All of the libraries related to the data dictionary library MUST be entered.

Library 01 . . . . . . . . . . . . . .            ____________
Library 02 . . . . . . . . . . . . . .            ____________
Library 03 . . . . . . . . . . . . . .            ____________
Library 04 . . . . . . . . . . . . . .            ____________
Library 05 . . . . . . . . . . . . . .            ____________
Library 06 . . . . . . . . . . . . . .            ____________
Library 07 . . . . . . . . . . . . . .            ____________
Library 08 . . . . . . . . . . . . . .            ____________
Library 09 . . . . . . . . . . . . . .            ____________
Library 10 . . . . . . . . . . . . . .            ____________
Convert Cost Levels

To change the level at which you maintain costs for an item, you must run the Item Cost Level Conversion program. For example, if you maintain costs for an item at the branch/ plant level and you want to maintain costs at the branch/ plant and location level, you must change the item’s cost level.

What Item Cost Level Conversion Does

When you change an item’s cost level, the system deletes all existing cost records for the item in the Item Cost Ledger table (F4105) and creates new cost records that correspond to the level. The system uses the Sales/Inventory cost method for the item to create the new cost records.

This procedure does not change the cost valuation of items and does not create journal entries. For example if you change an item’s cost level from branch/ plant and location to branch/ plant, all existing cost records for the branch/ plant and location must contain the same Sales/Inventory cost method and cost.

You can run the Item Cost Level Conversion is a program in proof or final mode. When you run the procedure in proof mode, the system provides you a with a report showing errors that need correction. You should always run the procedure in proof mode first to clear any discrepancies.
The report includes the following information:

- Whether errors occurred or if the update process was successful
- The number of items successfully updated
- The number of items in error

If an error occurred, the report indicates:

- The record used for the comparison, if appropriate
- The specific error, which prints after the comparison line

If the cost level changed from a 3 to 2, 3 to 1, or 2 to 1, the report identifies:

- Cost level
- Costing method
- Cost columns
When you run the procedure in final mode, the system:

- Updates the Item Master file (F4101) Inventory Cost Level value (CLEV)
- Updates the Cost Ledger file (F4105)

**Before You Begin**

☐ Verify that no users are accessing the Item Master or Cost tables when you are running this program in final mode

**See Also**

- *Defining Cost Levels (P4101)* for information about the applicable cost levels for items and what each cost level represents.

**Processing Options for Item Cost Level Conversion**

PROCESS CONTROL:
1. Enter the cost level to update to. ____________

2. If updating to cost level ’1’, enter the branch to default the costs from. If updating from a cost level ’3’, the costs will default from the primary location.

3. Enter a ’1’ to run in final mode and update files. If blank, no file updates will occur.

PROCESS CONTROL (cont.):
4. Enter a ’1’ to print only exceptions on the edit report. A blank will print all items.
Appendices
Appendix A—Data Model
Appendix B — Answers to Test Yourself

**Item Entry**

1. F4101
2. There are three ways to identify an item:
   - Short item number
   - Product number
   - Catalog number
3. Set up units of measure for an item across all branch/plants or by item/branch/plant combination.
4. You can specify the following locations to allow backorders:
   - Item Master
   - Branch/Plant Information
   - Branch/Plant Constants
   - Customer Billing Instructions
5. There are three ways to set up cost/price information:
   - By item, for all branches and locations
   - By item and branch/plant combination
   - By each item, branch/plant, and location(lot)
6. There are two ways to set up conversion information for units of measure:
   - Specific conversions by item through Item Master Information
   - Standard conversions for units of measure, if applicable to the item
7. Table numbers are:
   - F4102
   - F41021
   - F4105
   - F4106
8. You can set up an unlimited number of cost methods.
9. You can set up an unlimited number of secondary locations.
10. Use the Branch/Plant Duplication and Branch/Plant Duplication – Batch programs.

**Inventory Transactions**

1. The selected inventory costing method.
2. The transaction date is used for item ledger records (F4111) created, and the G/L date is used for the general ledger transaction records (F0911) created.
3. No, they can only be reversed.
4. Issues program.
5. Immediately.
6. The system automatically creates journal entries to remove the cost, using AAI.

**Item and Quantity Information and Reports**

1. You define availability in the branch/plant constants. The system begins with the on-hand quantity and adds or subtracts those quantities that you select.
2. Four quantity fields (buckets) are:
   - Current (includes soft and hard commitments)
   - Future
   - Other Quantity 1
   - Other Quantity 2
3. Allocate inventory from the primary location first until it is depleted, then allocate inventory from the secondary locations, in order of most quantity available.
4. The Item Ledger (The Cardex) displays any transaction or entry that affects a location’s quantity information or cost information.
5. An item’s on-hand quantity is affected by the following:
   - Adjustments
   - Issues
   - Transfers
   - Reclassifications
   - Sales update
   - Purchase order receipts
Appendix B — Answers to Test Yourself

- Positive or negative variances during inventory counts

6. The Running Balance format on Item Ledger Inquiry shows inventory transactions that are based on the G/L date for reconciliation purposes.

7. Use the Summary Availability form.

8. Use the Buyer’s Information form.


10. Use the Item Cross-Reference program.

11. The benefits of building the As Of file are that:
    - You improve processing time when reviewing the Running Balance format of the Item Ledger screen
    - You can purge the Item Ledger and still have balance forward (BF) records to represent old transactions

12. The number of the As Of table is F41112.

13. Besides the Item Ledger, other programs using the As Of table are:
    - Item Ledger by G/L Class report
    - Both inventory integrity reports
    - Item Ledger Detail report

14. Refresh the As Of table at the end of each accounting period (for example, monthly).

15. Once a transaction has been included in a balance forward (BF) record, it is marked as already summarized.

16. The Price Book report provides a list of items with list prices and discount prices.

17. The Cost Analysis report lists variances of current transaction costs as they compare to the current cost.

18. The Margin Analysis report lets you review your current costs as they compare to the sales price of current transactions.

19. The Inventory Turn report lets you analyze trends in your environment and inventory costs.

20. The Item Ledger/Account Integrity report lists discrepancies between the item ledger amounts and G/L ledger amounts.

Cost Updates

1. The three ways to increase or decrease costs include:
   - Override cost
   - Increase/decrease by amount
   - Increase/decrease by percentage
2. When you change a cost:
   - The system records it in the Cost table (F4105).

   If the cost that you change reflects the selected inventory costing method:
   - The system records an Item Ledger record (F4111) for the cost change (it revalues existing inventory)
   - The system records General Ledger record (F0922) for the cost change (to account for inventory revaluation)

3. Set the processing option to not allow changes to the standard cost method.

4. Run the Batch Cost Maintenance program with cost information in Proof mode first. The system creates a report as history information or to selectively update costs using the Speed Cost Maintenance program.

5. Calculate a true average cost based on the average costs of all locations by:
   - Automatically calculating the average cost each time a receipt occurs
   - Recording each transaction in the Average Cost Workfile (F41059) that affects an item's average cost and running the Average Cost Update program later in a batch mode based on the transactions in the workfile.

**Inventory System Setup**

1. Use branch/plant ALL to:
   - Copy and add other branch/plant constants using the ALL branch/plant record as a default
   - Act as a default for reports and inquiries for multiple branch/plants.

2. Before you can set up a branch/plant record in the Branch/Plant Constants program, you must:
   - Add an address book record
   - Add a business unit record

3. Set up Specific Commitment Days with 999.

4. Set up the segments of your location identifier on Branch/Plant Constants, Page 2.

5. Activate location control to determine which locations can be entered on transaction forms and to prevent miskeying location information.

6. You can define availability for different branch/plants.
7. You use system constants to define whether the system will update the average cost interactively or by batch, and whether you allow duplicate lots.

8. You must assign it to the primary location.

9. Set up G/L class codes to represent product lines and assign them in the Item Master and/or Branch Plant Information programs. Set up AAIs so that G/L class codes offset different accounts.

10. The Default Location that has been set up for the terminal ID would take precedence.
Appendix C — Container Management

Objectives

- To extract container transaction information from other systems
- To generate invoices for container deposits or rentals
- To review deposit layers and container transactions
- To set up container management

About Container Management Processing

Because containers are of high value and your company maintains ownership of them even when they are in the possession of your customers, it is essential that you carefully track container transactions. Container Management extracts information about container transactions from other systems and stores this information in tables specific to Container Management.

Complete the following tasks:

- Understand container management
- Process container transactions
- Set up container management

Container Management integrates with the Purchase Management and Sales Order Management systems to:

- Extract all information concerning container transactions from the other systems and maintain this information in tables specific to Container Management
- Track the movement of both empty and full containers
- Track customer deposit or rental charges for containers
- Determine when customers need to be invoiced for deposits and credited for the return of containers
- Print invoices for deposit and rental fees and credit memos for refunds
- Allow you to review container balance and customer deposit information and print the necessary reports
Before You Begin

☐ Verify that container information and container transactions have been entered and processed through the Purchase Management, Inventory Management, and Sales Order Management systems

See Also

- *Entering Item Master Information (P4101)*
- *Purchase Management Guide* for more information about processing purchase orders
- *Sales Order Management Guide* for more information about processing sales orders
Understand Container Management

About Container Management

The sale of products in containers involves a unique inventory process. Container Management extracts information about container transactions from other systems and stores this information in tables specific to Container Management. This allows you to closely track all transactions that involve containers.

You “loan” containers to your customers to store the product that they purchase until the product is depleted. Your customers then return the containers to you, usually in exchange for full containers. You maintain ownership of the containers while they are in the possession of your customer. These outgoing and incoming transactions, in which containers are not sold, present two main issues for your company:

- The containers are of high value. You retain responsibility for them while they are in your customer’s possession. It is imperative that you are always able to track and account for these containers.

- Your customer pays a deposit fee or rental fee for each container. These fees must be tracked separately from the invoicing for the product.

Container Management allows you to address these issues and manage the regular exchange of containers and payment of deposit and rental fees and refunds.
The Container Life Cycle

Normally, the supplying company purchases the container and introduces it into the cycle at the filling plant. After you fill and test the container, you either deliver it to the customer or send it to storage for future delivery. You can also send the full container to a distributor who, in turn, delivers it to the customer. The customer and distributor return the empty container to you after the product it contains has been used up.

As the container repeats this cycle for a period of time, it eventually requires maintenance. Maintenance is critical for storing the product safely in the container. You need to inspect the container after every cycle through the filling plant. After a number of cycles, you can no longer use the container because it is damaged beyond repair, and you must scrap it.

You use Container Management to track the container through the cycles and manage the deposits and refunds that must be generated for these exchanges.
You use Container Management only after you have processed the container through the Purchase Management and Sales Order Management systems. The following graphic demonstrates how Container Management fits into the overall system flow.
You must perform a number of tasks before you can use Container Management, including:

- Recording the receipt of the container
- Filling the container
- Processing sales orders

**Recording the Receipt of the Container**

You only purchase empty containers in limited quantity as they are needed to replace scrapped containers or to meet increased demand. You enter purchase orders in the Purchase Management system to record the ordering of new containers.

When the containers arrive, you record the receipt of the new containers to write a record to the Item Ledger (F4111) table (the Cardex), and to update the general ledger accounts. The Item Ledger table is the central repository of all inventory and cost movements. Each program from all other J.D. Edwards systems that handles inventory writes records to this table whenever inventory and cost are affected. You then compare the receipt for the containers to the purchase order. If the Purchase Management 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 Purchase Management system with no cost so that when it is filled with the bulk product, the cost of the full container will equal the cost of the bulk product. You can process the empty
container as either an expenditure or a fixed asset. If you choose the latter, you can use the Fixed Asset system to track the empty container.

**Filling the Container**

You record the filling of containers in the Inventory Management system and, optionally, the Bulk Stock Control system. When you fill an empty container with a bulk product, you create a new packaged item, which is the full container. The Inventory Management system does the following when you fill a container:

- Reduces the inventory of empty containers
- Reduces the inventory of bulk product
- Increases the inventory of full containers

**Processing Sales Orders**

You enter a sales order when you receive the request of a purchase by a customer. You enter the full container on the sales order as the item that is sold to the customer. If the customer is returning empty containers at the same time as taking delivery of full ones, you also enter a credit for the number of empty containers on the sales order.

You record the shipping of items to confirm the reduction in inventory or to confirm the return of empty or full, undelivered containers to inventory. You perform this additional task within the Sales Order Management system. If you use the ECS Sales Order Management system, you also need the Load and Delivery Management system to perform this task.

When you perform a load and delivery confirmation, the system writes a record to the Item Ledger table to reduce the inventory of full containers. If you have undelivered containers, the system writes a record to the Item Ledger table to increase the inventory of full containers.

You must enter a credit order and perform a confirmation on the order to record empty containers that your customers return. The Sales Order Management system processes these credit orders and increases the number of empty containers in the Item Ledger table.

At this point Container Management interfaces with the other systems to extract container transaction information and maintain it in tables specific to Container Management.

**Business Considerations**

The J.D. Edwards integrated systems provide the flexibility to accommodate the full range of business considerations in distribution industries. Additional
Inventory Management

features support the unique considerations of the energy and chemical industry. In addition to the inventory management of containers, Container Management addresses the following business considerations:

- Types of containers
- Deposit and rental fee accounts
- Deposit layers
- Billing methods

Types of Containers

Container Management can be used to track any type of container, such as pallets, metal cylinders, or railroad cars.

In the energy and chemical industry, the most common type of container is the metal cylinder. The following two types of products are usually sold in metal cylinders:

- Liquid Propane Gas (LPG) — In some countries, and some remote locations, where there is no “piped” natural gas to houses, LPG stored in metal cylinder containers is the main source for cooking and heating. LPG also has common industrial applications, such as for cutting torches or as a propellant for packaged spray products.

- Environmental Gases — The environmental gases supplied in metal cylinder containers can be oxygen, argon, helium, nitrogen, hydrogen, and carbon dioxide. Because the Environmental Protection Agency (EPA) requires specific storage and transportation procedures for these gases, there is an even greater need to track them carefully.

These metal cylinder containers do not have significant structural differences. They vary primarily in size and capacity but are typically of the same design. They are built to be portable for the specialized uses required by each customer.

Companies usually carry an extremely large inventory of containers, most of which are in constant circulation with customers.

Deposit and Rental Fee Accounts

Your company should set up a separate account to record customer deposit and rental fees. You draw against this account only for container refunds. Deposit, rental fee, and refund invoices should not impact a customer’s normal revenue and cash accounts. In the case of a bad risk customer who returns containers but does not pay for the product, you can use the refunds issued for the returned containers to pay outstanding invoices.
Deposit Layers

The initial payment by the customer, the deposit, limits the customer in the number of containers that you will allow for exchange without charging additional deposits. Container Management stores each deposit received from a customer as a layer. Container Management creates additional deposit layers when the customer takes delivery of containers exceeding the number allowed by the initial deposit.

For example, if a customer initially deposits $100,000.00 for 10,000 containers at a rate of $10.00 each and then takes delivery of 11,000 containers, you charge the customer for the 1,000 extra containers at the current deposit rate. When you receive the additional payment for the 1,000 containers, Container Management creates a new layer for the deposit.

Container Management uses the First In/First Out (FIFO) method of accounting to calculate refunds. With this method, Container Management depletes the oldest deposit layer first when issuing refunds. If the deposit rate for a customer changes, the rate used to calculate the refund is the rate used in the oldest, undepleted layer.

The following example demonstrates how the system depletes deposit layers using the FIFO method. In this case, you refund the deposit for the 3,000 containers from the earliest layer, which is the layer created on 01/01/90. This reduces the balance for that layer’s deposit to 2,000 containers at $20.00 each.
Inventory Management

FIFO Refund Processing — Period Ending 02/28/98

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-Jan–93</td>
<td>5,000</td>
<td>$20.00</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>15-Dec–96</td>
<td>3,000</td>
<td>$30.00</td>
<td>$90,000.00</td>
</tr>
<tr>
<td>10-Feb–98</td>
<td>1,000</td>
<td>$40.00</td>
<td>$40,000.00</td>
</tr>
<tr>
<td><strong>Opening Balance</strong></td>
<td><strong>9,000</strong></td>
<td></td>
<td><strong>$230,000.00</strong></td>
</tr>
<tr>
<td>Quantity Delivered</td>
<td>5,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quantity Returned</td>
<td>8,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net Delivered/Returned</strong></td>
<td><strong>−3,000</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Closing Balance</strong></td>
<td><strong>6,000</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Adjusted Deposit</td>
<td><strong>−3,000</strong></td>
<td>$20.00</td>
<td><strong>($60,000.00)</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-Jan–93</td>
<td>$40,000.00</td>
</tr>
<tr>
<td>15-Dec–96</td>
<td>$90,000.00</td>
</tr>
<tr>
<td>10-Feb–98</td>
<td>$40,000.00</td>
</tr>
<tr>
<td><strong>Closing Balance</strong></td>
<td><strong>$170,000.00</strong></td>
</tr>
</tbody>
</table>

Billing Methods

Container Management uses the following two methods to determine how a customer is billed for deposits and rentals:

- Summary method
- Transaction method

Summary Method

With the summary method, Container Management calculates the net quantity and amount for the transactions that occur in a period and issues an invoice or refund based on the total outcome. In the example below, the first return and delivery is an even exchange for the customer. The second exchange on 01/15/95 is not. The summary method allows the customer to make these exchanges without being charged. The only criteria for being charged an additional deposit is if the delivered quantity nets more than 5,000 containers.
### 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

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Quantity</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Deposit</td>
<td>01/01/98</td>
<td>5,000</td>
<td>$20.00</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Returned</td>
<td>01/10/95</td>
<td>(500)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delivered</td>
<td>01/10/95</td>
<td>500</td>
<td>$20.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Returned</td>
<td>01/15/95</td>
<td>(1,000)</td>
<td>$20.00</td>
<td>($20,000.00)</td>
</tr>
<tr>
<td>Delivered</td>
<td>01/15/95</td>
<td>800</td>
<td>$30.00</td>
<td>$24,000.00</td>
</tr>
<tr>
<td>Returned</td>
<td>01/25/95</td>
<td>(800)</td>
<td>$20.00</td>
<td>($16,000.00)</td>
</tr>
<tr>
<td>Delivered</td>
<td>01/25/95</td>
<td>1,000</td>
<td>$30.00</td>
<td>$30,000.00</td>
</tr>
<tr>
<td><strong>Balance</strong></td>
<td></td>
<td>5,000</td>
<td></td>
<td>$118,000.00</td>
</tr>
</tbody>
</table>
Process Container Transactions

Processing Container Transactions

You process container transactions to record information about containers and container deposits and rental fees in the Container Transaction (F41181), Container Reconciliation (F41185), and the Container Deposit (F4118) tables. Complete the following tasks to process container transactions:

- Run container management extraction
- Process deposits, rental fees, and refunds
- Generate reports (optional)
- Review container information (optional)

You run the Container Management Extraction Server usually at the end of the day to extract container transaction information from the Sales Order Detail (F4211) table. You then run the Container Deposit Billing batch program to create sales order lines for rental fees or deposits on containers that your company has delivered to customers and to create credits for refunds on containers that your customers have returned.

You can generate reports to review the container transaction activity for each customer and the number of containers you have on hand. You can also use the inquiry programs in Container Management to review the deposit layers for each customer and analyze container transactions.
Running Container Management Extraction

You run the Container Management Extraction Server usually at the end of the day to extract container transaction information from the Sales Order Detail (F4211) table. The program copies this information to the Container Transaction (F41181) table.

The Container Management Extraction Server extracts information for full and empty containers. You set up Container Management to track full containers as empty containers. You do this by creating a cross-reference from the full container item type to the empty container item type. You then set the appropriate processing option for the Container Management Extraction Server to instruct the system to verify any cross-referenced item numbers.

In updating the Container Transaction table, the program does the following:

- Extracts information for items with line types you have set up for full and empty containers
- Verifies item cross-references
- Retrieves preferences by customer and item to determine whether the customer pays a deposit or rental fee for containers and whether a customer is invoiced by the summary or transaction method
- Calculates the scheduled invoice dates of orders
- Updates the status of orders involving container transactions based on the processing options or the order activity rules

The program stores container transaction information in the Container Transaction table so that the system can track container movements and invoicing separately from other systems. For example, when the Sales Order Management system moves sales order lines to the Sales Order History (F42119) table, the container transaction information remains intact in the Container Transaction table.
Before You Begin

- Verify that the order line types and order activity rules have been set up. See Setting Up Order Line Types and Setting Up Order Activity Rules in the Sales Order Management Guide.

- Verify that item cross-references have been set up for full and empty containers. See Setting Up Container Item Cross-References.

- Verify that the Container Deposit/Rental and Invoice Cycle preferences have been set up. See Setting Up Container Preferences.

Generating the Container Management Extraction Server Report

When you set the appropriate processing option for the Container Management Extraction Server, the program produces a report showing each of the records added to the Container Transaction table.

<table>
<thead>
<tr>
<th>Cust. No</th>
<th>Item No.</th>
<th>Branch/Plt</th>
<th>Co.</th>
<th>Order #</th>
<th>Ln Do</th>
<th>Trans</th>
<th>Date</th>
<th>Quantity</th>
<th>UM Invoice Dt</th>
</tr>
</thead>
<tbody>
<tr>
<td>500</td>
<td>515653</td>
<td>DEPOT1</td>
<td>249</td>
<td>10526</td>
<td>249</td>
<td>1,000</td>
<td>CT SO</td>
<td>515696</td>
<td>14.05.96</td>
</tr>
</tbody>
</table>

What You Should Know About

Tracking container invoices

When the Container Management Extraction Server reads a record that already exists in the Container Transaction table, it checks the status codes of the record in the Sales Order Detail table to determine if you have processed the record through the Container Billing program. The Container Management Extraction Server updates the record only if you have not already processed it through Container Billing.

Data Selection

You must set the data selection to include user defined line types for both full and empty containers.
Processing Options for Container Management Extraction Server

Next Status:
1. Enter the override next status for lines processed. If left blank, the Order Activity Rules will be used. ____________

Cross-Reference Type:
2. Enter the Cross-Reference Type for Item Cross-References. If left blank, the cross reference will not be checked. ____________

Print Report:
3. Enter a ‘1’ if you want a report of each of the records added to the file. ____________

Default Values:
4. Enter the value of the default invoice cycle to be used for those lines for which a preference is not found. ____________

What You Should Know About Processing Options

Invoice cycle
If there is no Invoice Cycle preference, you must set the default invoice cycle.


Order activity rules and data selection
You must be careful to set the data selection for this program to reflect the information you have set up for order line types and order activity rules. You should identify the line types for full and empty containers. For each line type, you need to select the correct next status for container extraction. For example, if you set up line type A to perform container extraction at Next Status equal to 620, then these must be your settings in the data selection for this program.


Processing Deposits, Rental Fees, and Refunds

You run the Container Billing batch program to create sales order lines for rental fees or deposits on containers that your company has delivered to customers and to create credits for refunds on containers that your customers have returned.
The Container Billing program creates sales order lines based on the scheduled invoice date calculated by the Container Management Extraction Server. If the scheduled invoice date is less than or equal to today’s date, the Container Billing program will create sales order lines. You then process these sales order lines through the normal flow of invoicing and customer sales update.

Complete the following tasks:

- Create deposit, rental fee, and refund sales order lines
- Process deposit, rental fee, and refund sales order lines

Depending on how you set up the customer's preferences, this program performs either transaction billing or summary billing.

With the transaction method, the program creates a deposit, rental fee, or refund detail line on the sales order for each container transaction recorded for the customer. If the customer has received containers in addition to those covered by the present deposit or rental fee, the system generates a new sales order detail line for the additional deposit or rental fee required. If the customer has returned containers, the system generates a credit order.

With the summary method, the program summarizes all transactions for a single combination of branch/plant, customer, and item that occurred over a specified period. The program creates a single sales order detail line to record this summary. During invoicing, the system issues an invoice or credit memo based on this summary of transactions.

When the transaction or summary quantity is greater than zero, the system records it as a deposit charge. Each time you invoice your customer for a new deposit charge, the system creates a new deposit layer record in the Container Deposit (F41118) table.

When the transaction or summary quantity is less than zero, the system records it as a deposit refund. Each time you issue a credit order for a refund, the system depletes the deposit layers based on the First In/First Out (FIFO) accounting method. The system depletes the oldest deposit layer first. The unit price of the refund equals the deposit rate from the layer currently being depleted.

For example, if the deposit rate for the first deposit layer is $20.00, the deposit rate for the second deposit layer is $30.00, and you have not fully depleted the first deposit layer, the refund rate on returned containers is $20.00. When you have depleted the first deposit layer, the refund rate is $30.00. If there is an insufficient quantity in the deposit layers to satisfy the entire refund quantity, the system prices the remaining refund quantity using the standard pricing methods.

**Before You Begin**

- Verify that the Container Deposit/Rental and Invoice Cycle preferences have been set up. See *Setting Up Container Preferences*. 
Create Deposit, Rental Fee, and Refund Sales Order Lines

The Container Billing program reads the Container Transaction table and, for customers who are scheduled to be invoiced, creates sales order detail lines for deposit charges, rental fees, or refunds. This program creates records in the Container Deposit (F4118) table that correspond to each deposit charge, rental fee, and refund. The program also creates records in the Sales Order Tag (F49211) table.

Generating the Container Billing Report

When you set the appropriate processing option, the Container Billing program prints a report of the records it has created and updated.

<table>
<thead>
<tr>
<th>Customer</th>
<th>Name</th>
<th>Deposits</th>
<th>Refunds</th>
<th>Unit</th>
<th>Rate</th>
<th>Amount</th>
<th>Document Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 Gas Station</td>
<td></td>
<td>1</td>
<td>EA</td>
<td>39,000</td>
<td>39,00</td>
<td>207 CD</td>
<td></td>
</tr>
</tbody>
</table>
Processing Options for Container Deposit/Refund/Rental Billing

Document Creation Options:
1. Enter the document type for deposits, refunds, and rentals (required):

2. Enter the line type used for deposits, refunds and rentals:

3. Enter the last status code for deposit, refund and rental lines:

4. Enter the override next status code for deposit, refund and rental lines:

Dream Writer Version:
Enter the version for the appropriate program. If left blank, ‘ZJDE0001’ will be used.

5. Preference Profiles (P40400)

6. (ECS Only)
   ECS Preference Profiles (P40400EC)

Print Report:
7. Enter ‘1’ to print a report of the created/updated records.

Rentals:
8. Enter the rent through date. If left blank the current system date will be used.

Address Book Default Value:
9. Enter a ‘1’ to default the branch from the Address Book. If left blank, it will default from the container transaction.

What You Should Know About Processing Options

Line type
You must identify the line type you have set up for deposit and refund sales order lines in the processing options for this program. This line type must be a non-stock line type, that is, it should not interface with the Inventory Management system.

Processing Deposit, Rental Fee, and Refund Sales Order Lines

After you have created container deposit charge, rental fee, and refund sales order lines, you can print invoices for customers who are due to be billed and update all applicable records. Sales order lines for deposit charges, rental fees,
and refunds flow through the normal invoicing process and customer sales updates in the Sales Order Management system.

The customer sales update posts entries to the general ledger and updates the following tables with container transaction information:

- Sales Order Header (F4201)
- Sales Order Detail (F4211)
- Item Location (F41021)
- Account Ledger (F0911)
- Accounts Receivable Ledger (F0311)
- Item Ledger (F4111)

When you process deposit charges, rental fees, or refunds through invoicing, the system will generate either a transaction or summary invoice, depending on whether the Container Billing program created transaction or summary sales order detail lines. The transaction invoice contains separate lines for each container transaction recorded for the customer. The summary invoice summarizes all transactions over a specified period for a single combination of branch/plant, customer, and item.

The following is an example of a transaction invoice.
Process Container Transactions

### Invoice Details

- **Sold To:** Gas station  
  8700 Busy Road  
  Houston TX 77401

- **Ship To:** Gas station  
  8700 Busy Road  
  Houston TX 77401

- **Related PO:**

<table>
<thead>
<tr>
<th>Ln/Rq Dt</th>
<th>Description</th>
<th>Item Number</th>
<th>UM</th>
<th>Price</th>
<th>Extended Price</th>
<th>Extended Cost</th>
<th>Pct</th>
</tr>
</thead>
<tbody>
<tr>
<td>.100</td>
<td>100 LT Empty Container</td>
<td>EC100</td>
<td>EA S</td>
<td>40.0000</td>
<td>1,000.00</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>.200</td>
<td>100 LT Empty Container</td>
<td>EC100</td>
<td>EA S</td>
<td>30.0000</td>
<td>90.00–</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>.300</td>
<td>100 LT Empty Container</td>
<td>EC100</td>
<td>EA S</td>
<td>35.0000</td>
<td>420.00–</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>.400</td>
<td>100 LT Empty Container</td>
<td>EC100</td>
<td>EA S</td>
<td>45.0000</td>
<td>180.00</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>.500</td>
<td>200 LT Empty Container</td>
<td>EC200</td>
<td>EA S</td>
<td>80.0000</td>
<td>3,200.00</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

**Sales Tax**

- **Total Order:** 3,870.00

---

### See Also

- **Processing Orders** in the *Sales Order Management Guide* for more information about processing order lines through invoicing.
- **End of Day Processing** in the *Sales Order Management Guide* for more information about customer sales updates.
Generating Reports

To review the container transaction activity for each customer and the number of containers you have on hand, you can do the following:

- Generate the Customer/Distributor Balance Statement
- Generate the Container Reconciliations Report

Generating the Customer/Distributor Balance Statement

The Customer/Distributor Balance program reads the Container Deposit and Container Transaction tables and prints a report of the customer’s or distributor’s deposits and container transactions for a given period. The report includes the deposit balance for the customer or distributor and the deposit and refund amounts by layer. You can use the Customer/Distributor Balance report as a statement of account activity to send to your customer or distributor.

You can run this program in proof or final mode. When you run it in final mode, the program updates the Container Deposit and Container Transaction tables.

The program prints transaction level or summary level invoice statements, depending on how you set up the preferences for the customer. The transaction level invoice statement displays the deposit charge or refund sales order lines for each container transaction recorded for the customer. The summary level invoice statement summarizes all transactions over a specified period for a single combination of branch/plant, customer, and item.

The following is an example of a transaction level invoice statement.
Statement for Period Ending
05/15/96

Customer: Gas station  Supplier: Model Energy & Chemical Company
8700 Busy Road 5600 Fuels Road
Houston TX 77401 New Jersey NJ 40228

Item Number: E50 50 kg Empty Container LPG
Branch/Plant: DEPOT1 Depot 1

<table>
<thead>
<tr>
<th>Invoice Date/Desc</th>
<th>Quantity</th>
<th>Rate</th>
<th>Amount</th>
<th>Deposits</th>
<th>Refunds</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/21/95</td>
<td>379</td>
<td>1.0000</td>
<td>379.00</td>
<td>3-</td>
<td></td>
<td>3.00-</td>
</tr>
<tr>
<td>11/21/95</td>
<td>200</td>
<td>1.0000</td>
<td>200.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/21/95</td>
<td>100</td>
<td>1.0000</td>
<td>100.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/21/95</td>
<td>56</td>
<td>1.0000</td>
<td>56.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/21/95</td>
<td>10</td>
<td>1.0000</td>
<td>10.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/22/95</td>
<td>39</td>
<td>1.0000</td>
<td>39.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/22/95</td>
<td>1</td>
<td>1.0000</td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/22/95</td>
<td>1</td>
<td>1.0000</td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/06/95</td>
<td>350</td>
<td>1.0000</td>
<td>350.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/06/95</td>
<td>250</td>
<td>1.0000</td>
<td>250.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/11/95</td>
<td>10</td>
<td>1.0000</td>
<td>10.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1509</strong></td>
<td></td>
<td><strong>1,509.00</strong></td>
<td>3-</td>
<td></td>
<td><strong>3.00-</strong></td>
</tr>
</tbody>
</table>

Quantity Delivered: 3-
Quantity Returned: 3-
Net Delivery/Returns: 3-

Processing Options for Customer/Distributor Balance

**Proof Or Final Mode:**
1. Enter ‘1’ to run the program in FINAL mode updating the records as processed. Default of blank will execute in PROOF mode (no update).

**Statement Date:**
2. Enter the statement through date. Default = current date.

**Line Types:**
3. Enter the line type for deliveries:
4. Enter the line type for returns:

Generating the Container Reconciliations Report

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
Inventory Management

- Quantity on hand by branch for each container
- Total quantity in the company for each container
- Grand total of all containers in the company

You can also set the appropriate processing option to print the totals for the company only.

You can run the Container Reconciliations program in proof or update mode. If you run the program in update mode, it creates records by item and branch/plant in the Container Reconciliation table. It also places a 1 in the reconciliation flag field in the Container Transaction table. The next time you run the Container Reconciliations program, it will not read these transactions.

Before You Begin

☐ Verify that the correct item cross-references have been set up for full and empty containers. See Setting Up Container Item Cross-References.
## Process Container Transactions

Release A7.3 (June 1996)

---

Data Selection

The line type must equal the line type for full containers only.

### Processing Options for Container Reconciliations Report

1. Enter a '1' to run the program in update mode. If left blank, only the report will print (file will not be updated).

---

### Container Reconciliations

Last Reconciliation Date: 02/02/96
Date: 05/15/96

Branch: DEPOT1

#### 50 kg Empty Container LPG

<table>
<thead>
<tr>
<th>Item Number (Short)</th>
<th>Description/Location</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>515637</td>
<td>Opening Balance</td>
<td>500</td>
</tr>
<tr>
<td></td>
<td>Quantity Acquired</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Quantity Disposed</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Total Opening</td>
<td>500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cross Reference Item</th>
<th>Quantity Acquired</th>
<th>11</th>
</tr>
</thead>
</table>

| Opening Qty Delivered | 1,670 |

#### 50 kg Full Container LPG

<table>
<thead>
<tr>
<th>Cross Reference Item</th>
<th>Quantity Returned</th>
<th>45</th>
</tr>
</thead>
</table>

| Quantity Delivered   | 1,636 |

| Quantity Disposed    | 0     |

| Quantity Acquired    | 0     |

<table>
<thead>
<tr>
<th>Net Del/Retd</th>
<th>347</th>
</tr>
</thead>
</table>

| Closing Qty Delivered | 1,636 |

| Opening Qty Delivered | 1,670 |

### Item 515637

<table>
<thead>
<tr>
<th>Description/Location</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANJF</td>
<td>25</td>
</tr>
<tr>
<td>ANJE</td>
<td>464</td>
</tr>
</tbody>
</table>

| Opening Qty Delivered | 367 |

<table>
<thead>
<tr>
<th>ANJF</th>
<th>414</th>
</tr>
</thead>
</table>

| E100 MAINTENANCE      | 0   |

<table>
<thead>
<tr>
<th>E100 SCRAP</th>
<th>0</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Cross Reference Item</th>
<th>Quantity Delivered</th>
<th>50,000,427</th>
</tr>
</thead>
</table>

| Quantity Returned    | 614 |

| Quantity Acquired    | 0   |

| Opening Qty Delivered | 367 |

<table>
<thead>
<tr>
<th>Cross Reference Item</th>
<th>Quantity Delivered</th>
<th>50,000,427</th>
</tr>
</thead>
</table>

| Quantity Returned    | 614 |

| Quantity Acquired    | 0   |

| Opening Qty Delivered | 367 |

### Item 515653

<table>
<thead>
<tr>
<th>Description/Location</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>F100</td>
<td>10,242</td>
</tr>
<tr>
<td>E100 MAINTENANCE</td>
<td>0</td>
</tr>
</tbody>
</table>

| E100 SCRAP            | 0        |

<table>
<thead>
<tr>
<th>Cross Reference Item</th>
<th>Quantity Delivered</th>
<th>50,000,427</th>
</tr>
</thead>
</table>

| Quantity Returned    | 614 |

| Quantity Acquired    | 0   |

| Opening Qty Delivered | 367 |

<table>
<thead>
<tr>
<th>Cross Reference Item</th>
<th>Quantity Delivered</th>
<th>50,000,427</th>
</tr>
</thead>
</table>

| Quantity Returned    | 614 |

| Quantity Acquired    | 0   |

| Opening Qty Delivered | 367 |

### Data Selection

"/C0084/C0104/C0101 /C0108/C0105/C0110/C0101 /C0116/C0121/C0112/C0101 /C0109/C0117/C0115/C0116 ... /C0102/C0117/C0108/C0108 /C0099/C0111/C0110/C0116/C0097/C0105/C0110/C0101/C0114/C0115 /C0111/C0110/C0108/C0121/C0046"

---

C-25
2. List the User Defined Code containing the document types for the following:
   Acquisitions:
   - System Code
   - Record Type
   Dispositions:
   - System Code
   - Record Type

3. Enter a ‘1’ to print company totals only. A blank option will print both branch details as well as company summaries.

4. Enter the Cross-Reference Type for Item Cross-References. (Required)

### Reviewing Container Information

You can use the inquiry programs in the Container Management system to review the deposit layers for each customer and analyze container transactions.

Complete the following tasks:

- [ ] Review customer container deposits
- [ ] Review container transactions

### Reviewing Customer Container Deposits

Use the Container Deposit Inquiry program to display the container deposit balances for a customer. You can view the deposit layers and the deposit balance as each transaction was processed.
To review customer container deposits

On Container Deposit Inquiry

1. Complete the following fields:
   - Customer Number

2. Complete one or more of the following fields to limit the search:
   - Item Number
   - Branch/Plant
   - Deposit Date From
   - Deposit Date Thru

3. Review the following fields:
   - Item
   - Original Quantity
   - Current Quantity
   - Unit of Measure
   - Deposit Rate
   - Current Balance
4. Access the fold area.

5. Review the following fields:
   - Document Name
   - Invoice Number
   - Item

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Number</td>
<td>A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, special mailing addresses, and so on.</td>
</tr>
<tr>
<td>Item Number</td>
<td>A number that the system assigns to an item. It can be in short, long, or 3rd item number format.</td>
</tr>
<tr>
<td>Date From</td>
<td>The beginning date for which the transaction or code is applicable.</td>
</tr>
<tr>
<td>Date Thru</td>
<td>The ending date for which the transaction or code is applicable.</td>
</tr>
<tr>
<td>Units – Order/Transaction Quantity</td>
<td>The quantity of units affected by this transaction.</td>
</tr>
<tr>
<td>Quantity – Current</td>
<td>The current quantity of containers owned by the supplying company the customer possesses.</td>
</tr>
</tbody>
</table>
### Field | Explanation
--- | ---
Unit of Measure | A user defined code (system 00, type UM), that identifies the unit of measure that the system uses to express the quantity of an item, for example, EA (each) or KG (kilogram).
Rate – Deposit | This is the current rate for the deposits that must be paid by the customer for a container in their possession.
Amount – Current | The amount the customer needs to pay for the containers in this transaction, determined by multiplying the current quantity by the deposit rate.

### What You Should Know About

**Viewing different formats**
You can toggle between refund amount and current balance information on this form.

**Reviewing totals for branch/plants**
If you complete the Branch/Plant field with an asterisk (*), the Container Deposit Inquiry will also display total deposit amounts for each branch/plant.

### Reviewing Container Transactions

Use the Container Transaction Inquiry program to review the container transactions and container balances for each customer. You can choose to view only the container transactions that the system has not reconciled or all container transactions.
To review container transactions

On Container Transaction Inquiry

1. Complete the following fields:
   - Customer Number
2. Complete one or more of the following fields to limit the search:
   - Date From
   - Date Thru
   - Unreconciled
   - Item Number
   - Branch/Plant
   - Invoice Number
   - Invoice Type
3. Review the following fields:
   - Date
   - Document Number
   - Document Type
   - Quantity
   - Unit of Measure
   - Invoice
4. Access the fold area.

5. Review the following fields:
   - Line Number
   - Invoice Date
   - Scheduled Invoice Date
   - Branch

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconciled Flag</td>
<td>A 1 in this field will bring up only the container transactions which have not yet been reconciled. A default of blank will bring up all container transactions.</td>
</tr>
</tbody>
</table>
Set Up Container Management

Setting Up Container Management

Before you can use Container Management, you must set up a number of features to define the information that the system uses to process container transactions. Setting up Container Management includes the following tasks:

- Setting up container item cross-references
- Setting up container preferences
- Setting up container pricing

In addition to these tasks, you need to set up the following features:

- Order line types
- Order activity rules
- Item types
- Document types
- User defined codes
- Print messages
- Automatic accounting instructions
- Invoice cycle calculation

How Do I Set Up Container Order Line Types?

You set up order line types to define how the system will process a sales order detail line. The Container Management Extraction Server extracts information from the sales order by line types that identify containers. For example, the following line types allow for the correct processing of container transactions:

- CT (Container Transactions) for full containers
- A (Asset Movements) for empty containers
- EC (Container Deposit/Refund) for deposit/refund sales order lines

In addition, J.D. Edwards recommends that you set up each line type in the following ways to interface accurately with other systems:
Full container line type  You should set up full containers like basic stock items, to interface with the G/L and the Inventory Management, Accounts Receivable, and Accounts Payable systems.

Empty container line type  You should set up empty containers to interface only with the Inventory Management system, without writing to the G/L, the Accounts Receivable system, or the Accounts Payable system. You should also enter a Y in the Reverse Sign field, since all sales order entries containing empty containers will be credit entries for returns.

Deposit/refund sales order line type  You should set up the line type for container deposit sales order lines to interface only with the G/L and the Accounts Receivable system.

See Also

- Setting Up Order Line Types (P40205) in the Sales Order Management Guide

How Do I Set Up Container Order Activity Rules?

You set up order activity rules to define a series of status codes that tells the system which processes each type of order must go through. You must create order activity rules for each order type and line type combination you use.

If you set up line types and order types for empty and full containers, you must set up order activity rules for the combination of each line type and order type. If you set up a different order type for container deposit sales orders, you use this order type. Otherwise, you use the regular order type for sales orders, such as SO.

J.D. Edwards recommends that you set up order activity rules for each line type to be processed in the following ways:

Empty containers  Empty containers should be processed through the following steps:

- Enter a return order
- Ship confirm the return order
- Run extraction
- Sales journal update
Full containers

Full containers should be processed through the following steps:

- The normal steps for processing a sales order
- An additional step for container extraction following shipment confirmation

Container deposit/refund sales order lines

Container deposit/refund sales order lines should be processed through the following steps:

- Create deposit/refund order
- Print invoices
- Sales journal update

See Also

- Setting Up Order Activity Rules (P40204) in the Sales Order Management Guide

How Do I Set Up Container Item Types?

You perform standard item entry to define the following three items for Container Management:

- Empty containers
- Full containers
- Product, which can be a packaged item or, if you have installed the Bulk Stock Control system, a bulk item

You use the Item Master Information program to enter item information, such as the item number and description, price and costing methods, and availability and commitment rules. You also enter the line types for full and empty containers that you set up on the Order Line Type form.

When you define container units of measure, you should set up empty containers with a weight close to zero (for example, 1 EA = 0.00002 LT or 0.00002 KG) so the system will not factor in the weight of the container during unit of measure conversion to determine the price of the full container.

If you are an Energy and Chemical Solutions customer and have installed the Bulk Stock Control system, you can set up the following:

- Bulk item
- Tank
- Default tank information
You follow the normal procedures for setting up a tank using the Tank Master Maintenance and Default Tank Information forms. You do this to specify structural information about the tanks that are used to store the bulk product. The system retrieves this information when processing transactions to calculate volume.

See Also

- Entering Item Master Information (P4101)
- For ECS customers only, Setting Up a Tank (P415001) and Defining Default Temperature and Density by Tank (P415108) in the Bulk Stock Control Guide

How Do I Set Up Container User Defined Codes?

You can optionally set up user defined codes (UDCs) to customize several features of Container Management, such as the following:

- Document types
- Status codes
- Line types
- Item cross-reference types

Each system has its own UDC types. UDCs are referenced by the system number and type. For example, Container Management is coded to system 41, and the UDC type for document types is DT.

J.D. Edwards has already set up some codes in the UDC table. When a UDC is referred to as hard-coded, you should not change it. Programming has been defined to work with hard-coded UDCs. If you change the UDC, the programming will not work correctly. You can, however, add UDCs to meet your own specific business needs.

You can define the following document types to simplify the tracking of container transactions:

- Deposit, rental, and refund invoice types
- Deposit, rental, and refund sales order types

You must enter the document types for deposit, rental, and refund sales orders in the 40/1U UDC table so that these orders update inventory when you confirm shipments.
See Also

- Setting Up User Defined Codes (P00051) in the Technical Foundation Guide

How Do I Set Up Container Print Messages?

You set up print messages to produce customized messages on any documents that you print. For example, you might want to customize your invoice for container deposits and refunds. You can set up a print message to give this invoice a Container Deposit Invoice title. You might also want to set up different print messages for deposit and rental invoices.

To set up print messages, you must first add a code for the print message in UDC table 40/PM. You then create the print message and add it to the document on which you want it to appear.

If you have both deposit and rental customers and use different print messages for them, the best place to specify the appropriate print message to use is in the Print Message preference. This preference will give you the flexibility of printing different messages for different customers.

See Also

- Defining a Message (P4016) and Defining Print Information for Messages and Item Notes
- Setting Up Container Preferences (P40300)

How Do I Set Up Container Automatic Accounting Instructions?

Automatic accounting instructions (AAIs) are the user defined bridge between your day-to-day functions, chart of accounts, and financial reports. The system uses AAIs to determine how to distribute G/L entries that it generates.

For distribution systems, you must create AAIs for each unique combination of company, document type, and G/L class that you anticipate using. Each AAI points to a specific G/L account consisting of a business unit, an object, and a subsidiary.

Once you define AAIs, the system knows how to record the transactions. When you run the Update Customer Sales program, the system creates entries in the appropriate accounts.

You should set up the document type you defined for container deposit/refund sales orders in combination with AAI number 4230 (Revenue). You should set up this AAI to create records in a separate liability account for customer deposits and rentals, rather than the revenue account. You draw against this account only for container refunds.
How Do I Set Up Container Invoice Cycle Calculation?

You set up invoice cycles to control how the Cycle Billing program calculates scheduled invoice dates. When you set up invoice cycles, you apply different invoice rules and schedules to different customer and item combinations. For example, one customer might prefer an invoice at the end of the month for all shipments made during that month, and another customer might want a weekly invoice for specific items.

You set up an invoice cycle calculation rule to define the type of calculation that the system uses to compute an invoice date. You can then enter test dates to review the calculated invoice dates and ensure that you have set up the calculation correctly. If the calculation rules are bi-weekly, semi-monthly, or at the end of each month, you must also set up scheduled invoice date ranges.

Once you set up invoice cycles, you can assign them to customer and item combinations with the Invoice Cycle preference. You can later revise scheduled invoice dates, if necessary.

See Also

- Setting Up Container Preferences (P40300)
- Setting Up Invoice Cycles (P49080) in the Sales Order Management Guide

Setting Up Container Item Cross-References

Container Management tracks only empty container types. You set up item cross-references so the system can track full containers in the same way as empty containers. This allows the Container Management Extraction Server to extract full container transactions along with empty container transactions and write this information to the Container Transaction table.
Complete the following tasks:

- Define item cross-reference types
- Set up item cross-reference relationships

You must first define the item cross-reference types in UDC table 41/DT. You set up the container type with a special handling code. You then use the Item Cross-Reference program to set up item cross-reference relationships. You first locate the item number of a full container, and then you create the cross-reference relationship to the item number of the empty container.

The special handling code in the UDC table instructs the system to validate the cross-referenced items against the Item Master (P4101) table. This allows the system to verify that the cross-referenced items exist as valid item numbers.

**See Also**

- *Setting Up Item Cross-Reference (P41040)*

**To define item cross-reference types**

On Item Cross Reference Types

1. Complete the following fields:
   - Character Code
   - Description
Inventory Management

- Description – 2

2. Access the fold area.

3. Enter 1 in the following field:
   - Special Handling Code

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Character Code</td>
<td>This column contains a list of valid codes for a specific user defined code table. The number of characters permitted for a code appears in the column title.</td>
</tr>
<tr>
<td>Special Handling Code – User Def Codes</td>
<td>Indicates special processing requirements for certain user defined code values. The particular value you enter in this field is unique for each user defined code record type. The system uses the special handling code in many ways. For example, special handling codes defined for Language Preference specify if the language is double-byte or if the language does not have uppercase characters. Programming is required to activate this field.</td>
</tr>
</tbody>
</table>

**Processing Options for Cross-Reference Type Code**

**Default Code/Type:**
1. Enter the desired install System Code.

2. Enter the desired Record Type.
To set up item cross-reference relationships

On Item Cross-Reference

1. Complete the following field:
   - Item Number

3. Complete the following fields:
   - Cross-Reference Type
   - X-Ref Item Number
   - X-Ref Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type – Cross-Reference Type Code</td>
<td>A code (UDC table 41\DT) that identifies the type of cross-reference you have set up for this customer. The system contains examples for: 1. Substitutes 2. Replacements 3. Bar Codes 4. Customer Numbers 5. Supplier Numbers</td>
</tr>
<tr>
<td>Item Number – Customer/Supplier</td>
<td>The cross-reference item number that the system assigns to an item number. A cross-reference number allows you to use a supplier's item number if it is different from your own item number when you are processing an order or printing.</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Empty container cross-references**

You should ensure that only full containers have cross-references. Do not set up empty containers with cross-reference relationships.

**Setting Up Container Preferences**

You use preferences to customize the way sales orders are processed. For Container Management, you set up preferences for customers and customer and item combinations to define the following:
• The type of container transactions, deposits or rentals, for which you will bill your customer
• The type of invoice, summary or transaction, you will send your customer for container transactions
• The billing cycle for the customer and container item combination
• The pricing unit of measure

You must do the following to create preferences:

• Activate preferences
• Define the preference hierarchy
• Create the specific preferences

Before you can create a preference, you must make sure it exists on the preference master. If it does not exist, you must add it to the preference master. Once the preferences exist in the preference master, you activate all of the preferences you need to use in Container Management. You then define the preference hierarchy to indicate the order in which you want the system to apply the preferences. You must also set the appropriate processing options for specific programs, such as Sales Order Entry, to use preference information.

Complete the following tasks to set up container preferences:

☐ Create a Container Deposit/Rental preference
☐ Create an Invoice Cycle preference
☐ Create a Pricing Unit of Measure preference
☐ Create a Print Messages preference

See Also

• Setting Up Preferences and Creating Preferences in the Sales Order Management Guide

Creating a Container Deposit/Rental Preference

In the Container Deposit/Rental preference, you define the following three options for customer and item combinations:

• Specify whether the customer should be charged deposit or rental fees for the use of containers
• Specify whether the customer will be sent a summary or transaction type invoice for container deposits or rentals
Inventory Management

- Instruct the system to use the G/L offset defined in the preference rather than the one defined in the Item Master table, so that you can separate potential sales of empty containers from the actual deposits.

On the Preference Master form, you must instruct the system not to enable the effective quantities fields for the Container Deposit/Rental preferences. If the effective quantities fields are enabled, the system to does not process credit orders.

**Before You Begin**

- Verify that the G/L Offset account for container deposits or rentals has been created.

**To create a Container Deposit/Rental preference**

On Preference Profiles
1. Access the preference inquiry for the Container Deposit/Rental preference.

2. On the Container Deposit/Rental preference inquiry form, access the Preference Revisions form.

3. On the Container Deposit/Rental preference revisions form, complete one or more of the following fields to define customer and item combinations:
   - Customer Number
   - Customer Group
Inventory Management

- Item Number
- Item Group

4. Complete the following fields to define specific preference information:
   - Effective From
   - Effective Thru
   - Sequence Number
   - Branch/Plant
   - Deposit/Rental
   - Transaction/Summary
   - G/L Offset

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Customer Group – Deposit/Rental | User defined code (system 40, type 17) identifying a group to which you can assign customers for the Container Deposit/Rental preference. Do this when the customers are similar and you want to group them together to define preferences quickly and easily.

Enter the code that identifies the customer group for which you want to define a preference. You can define the preference for this group alone or for a combination of customer group and item or item group.

If you leave both the Customer Number and the Customer Group fields blank, the system applies the preference to all customers. |
| Item Group – Container Deposit/Rental | User defined code (system 40, type 17) identifying a group to which you can assign items for the Container Deposit/Rental preference. Do this when you have a group of similar items and you want to group them together to define preferences quickly and easily.

Enter the code that identifies the item group for which you want to define a preference. You can define the preference for this group alone or for a combination of item group and customer or customer group.

If you leave both the Item Number and Item Group fields blank, the system applies the preference to all items. |
| Sequence Number               | A sequence or sort number that the system uses to process records in a user defined order. |
| Deposit/Rental                | Use this code to designate whether a customer pays a deposit fee or a rental charge for empty containers. Valid values are:

    1  Deposit Fee
    2  Rental Charge |
### Field Explanation

**Transaction/Summary**

Use this code to indicate whether container deposits are charged/refunded for each transaction or summarized over a billing period. Valid values are:

1. Transaction
2. Summarized

When you set this code you do not affect rental transactions.

**G/L Offset**

The table of Automatic Accounting Instruction accounts that allows you to predefine classes of automatic offset accounts for Accounts Payable, Accounts Receivable, and other systems.

G/L offsets might be assigned as follows:

- blank or 1210 – Trade Accounts Receivable
- RETN or 1220 – Retainages Receivable
- EMP or 1230 – Employee Accounts Receivable
- JIB or 1240 – JIB Receivable (See A/R Class Code – ARC)
- blank or 4110 – Trade Accounts Payable
- RETN or 4120 – Retainage Payable
- OTHR or 4230 – Other Accounts Payable (See A/R Class code – APC)

If you leave this field blank during data entry, the system uses the default value from the Customer Master Information table (F0301) or the Supplier Master Information table (F0401). The post program uses the G/L Offset class to create automatic offset entries.

NOTE: Do not use code 9999. It is reserved for the post program and indicates that offsets should not be created.

### Creating an Invoice Cycle Preference

You create an Invoice Cycle preference for the customer and container item combination to define when invoices for deposit or rental fees are sent to the customer. For example, one customer might prefer a monthly invoice at the end of the month for all shipments made during that month. Another customer might want a daily invoice.

After orders are confirmed for delivery, they are processed by the Cycle Billing program. The program accesses the Invoice Cycle preference and calculates the scheduled invoice date based on the invoice cycle calculation rules and scheduled invoice date ranges. Generally, you set up invoice cycle calculation rules and scheduled invoice date ranges during the install process. At a minimum, you should revise scheduled invoice dates on an annual basis.
You can access the Invoice Cycle Calculation Rule program from the Invoice Cycle preference form. You do not have to set up invoice cycle calculation rules each time you add a preference.

Before You Begin

- Verify that the invoice cycle calculation rule has been set up

See Also

- Setting Up Invoice Cycles (P49080) in the Sales Order Management Guide

To create an Invoice Cycle preference

On Preference Profiles

1. Access the preference inquiry for the Invoice Cycle preference.
2. On the Invoice Cycle preference inquiry form, access the Preference Revisions form.

3. On the Invoice Cycle preference revisions form, complete one or more of the following fields to define customer and item combinations:
   - Customer Number
   - Customer Group
   - Item Number
   - Item Group

4. Complete the following fields to define specific preference information:
   - Effective From
   - Effective Thru
   - Quantity From
   - Quantity Thru
   - Sequence Number
   - Branch/Plant
   - Invoice Cycle
### Inventory Management

**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 and in the Sales Price Retrieval Unit of Measure field on the System Constants. You can use this preference to assign a different pricing unit of measure for customer and item combinations based on the branch/plant.

The Pricing Unit of Measure preference also overrides the Sales Price Based On Date in the System Constants. The Sales Price Based On Date determines how the Price Effective Date in the Sales Order Header and Sales Order Detail tables will be updated.

You can use the Pricing Unit of Measure preference to determine the daily rental rate for a specific customer and container combination. This allows the system to calculate either a deposit rate or a rental rate for a container. If you create a unit of measure UDC for a rental rate per day in the UDC table 00/UM, you can use this code in the Pricing Unit of Measure preference for a customer and container combination.

For example, you can set up an empty container with a deposit price of $30. If customer 502 pays a rental fee for this container, you can set up a unit of measure UDC for a rental rate of $2.00 per day and enter this code in the Pricing Unit of Measure preference for this customer and container combination. The preference will override the pricing unit of measure in the sales order for this customer. Customer 502 is charged $2.00 per day for the use of this container, while another customer is charged the usual deposit rate of $30.

**Before You Begin**

- Set up the sales price retrieval unit of measure in System Constants. See *Defining System Constants*.

- Verify that a base price record exists for the pricing unit of measure to be entered in this preference

**See Also**

- *Working with Base Pricing (P4106)* in the Sales Order Management Guide
To create a Pricing Unit of Measure preference

On Preference Profiles

1. Access the preference inquiry for the Pricing Unit of Measure preference.

2. On the Pricing Unit of Measure inquiry form, access the Preference Revisions form.
3. On the Pricing Unit of Measure preference revisions form, complete one or more of the following fields to define customer and item combinations:
   • Customer Number
   • Customer Group
   • Item Number
   • Item Group
4. Complete the following fields to define specific preference information:
   • Effective From
   • Effective Thru
   • Quantity From
   • Quantity Thru
   • Unit of Measure

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit of Measure – Pricing</td>
<td>A code (system 00/type UM) that indicates the unit of measure in which you usually price the item.</td>
</tr>
</tbody>
</table>

**Creating a Print Messages Preference**

Use the Print Messages preference to choose the messages you want to automatically print on documents for a particular customer and item combination.

The system applies this preference when a document is printed, not during order entry. The Print Messages preference does not override any other messages you set up in Customer Billing Instructions and Item Branch/Plant information.

Leaving any of the key fields blank indicates you want to specify all valid values for that field. For example, a blank in the Business Unit field causes the system to apply the Print Messages (ECS) preference to all business units.

**Before You Begin**

- Verify that print messages have been created

**See Also**

- *Defining a Message (P4016)*
To create a Print Messages preference

On Preference Profiles

1. Access the preference inquiry for the Print Messages preference.

2. On the Print Messages preference inquiry form, access the Preference Revisions form.
3. On the Print Messages preference revisions form, complete one or more of the following fields to define customer and item combinations:
   - Customer Number
   - Customer Group
   - Item Number
   - Item Group

4. Complete the following fields to define specific preference information:
   - Effective From
   - Effective Thru
   - Quantity From
   - Quantity Thru
   - Branch/Plant
   - Print Message

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Message</td>
<td>A code that you assign to each print message. Examples of text messages are engineering specifications, hours of operation during holiday periods, and special delivery instructions.</td>
</tr>
</tbody>
</table>

### Setting Up Pricing Schedules

You normally set up the deposit and rental rates a customer will pay for the use of containers before the start of business with that customer. You can use the standard method of setting up base pricing in the Sales Order Management system to define the deposit or rental rates for any combination of customers, customer groups, items (containers), or item groups.

If it is installed, you can also use the Advanced Pricing system to set up pricing schedules for deposits and rentals.

You can set up the base price of the empty container to equal the deposit or rental rate (if you are not using the Advanced Pricing system). The only time the system uses this price is when it processes deposit/refund sales order lines. You can set up the base price of the full container to equal the price of the product. This is the amount for which you invoice the customer for the sale of the product.
See Also

- Working with Base Pricing (P4106) in the Sales Order Management Guide
- Advanced Pricing Guide
Appendix D — Functional Servers

Several J.D. Edwards programs access functional servers. The purpose of functional servers is to provide a central location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. These business rules establish the following:

- Data dictionary default values
- Field edits and valid values
- Error processing
- Relationships between fields or applications

The advantages of a functional server are:

- It reduces maintenance of entry programs because edit rules reside in one central location.
- You can standardize documents across all applications because you create them using the same business rules.
- Generally, the user interface (appearance and interaction) of a screen is now separate from how a program works.

The steps for setting up business rules for an entry program are:

1. Create a DREAM Writer version for a specific functional server program (for example, XT0411Z1 for voucher entry).
2. Set the processing options within the version according to your company requirements.
3. Specify the version you want the entry program to use in the processing options for that entry program.

You can have all your entry programs use the same DREAM Writer version (and thus, use the same rules) or you can set up different DREAM Writer versions. J.D. Edwards provides DREAM Writer version ZJDE0001 as the default functional server version for your entry programs.

Only the person responsible for system-wide setup should make changes to the functional server version. For more information about how to set up DREAM Writer versions, see the Technical Foundation Guide.
Example: Voucher Processing Functional Server

The following graphic shows the programs that use the voucher processing functional server. J.D. Edwards provides two demo versions of the functional server, ZJDE0001 and ZJDE0002.
Glossary
Glossary

This glossary defines terms in the context of your use of J. D. Edwards systems and the accompanying user guide.

access. To get to the information or functions provided by the system through menus, forms, and reports.

alphabetic character. A letter or other symbol (such as * & #) from the keyboard that represents data. Contrast with numeric character.

alphanumeric character. A combination of letters, numbers, and other symbols (such as * & #) that represent data.

audit trail. The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records, and usually concludes with a report.

automatic accounting instruction (AAI). A code that points to an account in the chart of accounts. AAI's define rules for programs that automatically generate journal entries. This includes interfaces between Accounts Payable, Accounts Receivable, and the General Accounting system. Each system that interfaces with the General Accounting system has AAI's. For example, AAI's can direct the Post to General Ledger program to post a debit to a certain expense account and an automatic credit to a certain accounts payable account.

backup copy. A copy of original data preserved on a magnetic tape or diskette as protection against destruction or loss.

batch. A group of similar records or transactions that the computer treats as a single unit during processing. For identification purposes, the system usually assigns to each batch a unique identifier, known as a “batch number.”

batch header. Information that the computer uses as identification and control for a group of transactions or records in a batch.

batch job. A task or group of tasks that you submit for processing. The system treats a batch job as a single unit during processing, for example, printing reports and purging tables. The computer performs these tasks with little or no user interaction.

batch processing. A method by which the computer selects jobs from the job queue, processes them, and writes output. Contrast with interactive processing.

batch type. A code that designates which J. D. Edwards system the associated transactions pertain to, thus controlling what records the system selects for processing. For example, in the Post General Journal process, the system only selects unposted transaction batches with a batch type of G for General Accounting for posting.

Boolean logic operand. In J. D. Edwards' DREAM Writer, the parameter of the Relationship field. The Boolean logic operand tells the system to perform a comparison between certain records or parameters. Available operands are:

- EQ = Equal To
- LT = Less Than
- LE = Less Than or Equal To
- GT = Greater Than
- GE = Greater Than or Equal To
- NE = Not Equal To
- NL = Not Less Than
- NG = Not Greater Than

CAD/CAP. Computer Assisted Design/Computer Assisted Programming. A set of automated programming tools for designing and developing systems. These tools automate system design, generate source
code and documentation, enforce design standards, and help to ensure consistency throughout all J.D. Edwards systems.

**category code.** In user defined codes, a temporary title for an undefined category. For example, if you are entering a code that designates different sales regions, you could change category code 4 to *Sales Region*, and define E (East), W (West), N (North), and S (South) as the valid codes. Category codes were formerly known as *reporting codes*.

**character.** Any letter, number, or other symbol that the system can read, write, and store.

**command.** A character, word, phrase, or combination of keys you use to tell the system to perform a defined activity.

**constants.** Parameters or codes that rarely change, unless you change them. The system uses constants to standardize information processing by an associated system. Some examples of constants are allowing or disallowing out-of-balance postings and having the system perform currency conversions on all amounts.

**Core.** The central and foundational systems of J.D. Edwards software, including General Accounting, Accounts Payable, Accounts Receivable, and Address Book.

**cursor.** The blinking underscore or rectangle on a form that indicates where the next keystroke will appear.

**cursor sensitive help.** J.D. Edwards’ online help function, which allows you to view a description of a field, an explanation of its purpose, and, when applicable, a list of the valid codes that you can enter. To access this information, move the cursor to the field and press F1.

**data.** Numbers, letters, or symbols that represent facts, definitions, conditions, and situations, that the system can read, write, and store.

**database.** A continuously updated collection of all information that a system uses and stores. Databases make it possible to create, store, index, and cross-reference information online.

**data dictionary.** A database table that consists of the definitions, structures, and guidelines for the use of fields, messages, and help text. The data dictionary table does not contain the actual data itself.

**default.** A code, number, or parameter that the system supplies when you do not enter one. For example, if an input field’s default is N and you do not enter something in that field, the system completes the field with N.

**descriptive title.** See *user defined code*.

**detail.** The individual pieces of information and data that make up a record or transaction. Contrast with *summary*.

**display.** (1) To cause the computer to show information on a form. (2) A specific set of fields and information that a J.D. Edwards system might show on a form. Some forms can show more than one display when you access certain functions.

**display field.** A field of information on a form that contains a system-provided code or parameter that you cannot change. Contrast with *input field*.

**DREAM Writer.** Data Record Extraction And Management Writer. A flexible data manipulator and cataloging tool. You use this tool to select and sequence the data that is to appear on a programmed report.

**edit.** (1) To make changes to a table by adding, changing, or removing information. (2) The program function of highlighting fields into which you have entered inadequate or incorrect data.

**execute.** See *run*. 

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**Inventory Management**
**exit.** (1) To interrupt or leave a computer program.  
(2) An option that the system displays on a form that allows you to access another form.

**facility.** A collection of computer language statements or programs that provides a specialized function throughout a system or throughout all integrated systems. Some examples are the DREAM Writer and FASTR facilities.

**FASTR.** Financial Analysis Spreadsheet Tool and Report Writer. A report writer that allows you to design your own report specifications using the general ledger database.

**field.** (1) An area on a form that represents a particular type of information, such as a name, document type, or amount. See input field and display field. (2) A defined area within a record that contains a specific piece of information. For example, a vendor record consists of the fields Vendor Name, Address, and Telephone Number. The Vendor Name field contains just the name of the vendor.

**fold area.** An area of a form, accessed by pressing F4, that displays additional information associated with the records or data items displayed on the form.

**function.** A separate feature within a facility that allows you to perform a specific task, for example, the field help function.

**function key.** A key you press to perform a system operation or action.

**hard copy.** A presentation of the information in the system printed on paper. Synonymous with printout.

**header.** Information at the beginning of a table. This information is used to identify or provide control information for the group of records that follows.

**help instructions.** Online documentation or explanations of fields that you access by pressing the Help key or by pressing F1 with your cursor in a particular field.

**helps.** See help instructions.

**hidden selections.** Menu selections that you cannot see until you enter HS in a menu's Selection field. Although you cannot see these selections, they are available from any menu. They include such items as Display Submitted Jobs (33), Display User Job Queue (42), and Display User Print Queue (43). The Hidden Selections form displays three categories of selections: user tools, operator tools, and programmer tools.

**input.** Information that you enter in the input fields on a form or that the computer enters from other programs, then edits and stores in tables.

**input field.** An area on a form where you type data, values, or characters. A field represents a specific type of information such as a name, document type, or amount. Contrast with display field.

**install system code.** The code that identifies a J.D. Edwards system. Examples are 01 for the Address Book system, 04 for the Accounts Payable system, and 09 for the General Accounting system.

**interactive processing.** A job that the computer performs in response to commands that you enter from a terminal. During interactive processing, you are in direct communication with the computer, and it might prompt you for additional information during the processing of your request. See online. Contrast with batch processing.

**interface.** A link between two or more J.D. Edwards systems that allows these systems to send and receive information from one another.

**jargon.** A J.D. Edwards term for systems-specific help text. You base your help text on a specific reporting code that you designate in the Data Dictionary Glossary. You can display this text as part of online help.
Inventory Management

job. A single identifiable set of processing actions that you tell the computer to perform. You start jobs by choosing menu selections, entering commands, or pressing designated keys. An example of a computer job is check printing in the Accounts Payable system.

job queue. A form that lists the batch jobs that you and others have told the computer to process. When the computer completes a job, the system removes the job’s identifier from the list.

justify. To shift information that you enter in an input field to the right or left side of the field. Many of the facilities within J.D. Edwards systems automatically justify information. The system does this only after you press Enter.

key field. A field common to each record in a table. The system uses the key field designated by the program to organize and retrieve information from the table.

Key General Ledger Account (Key G/L). See automatic accounting instructions.

leading zeros. A series of zeros that certain facilities in J.D. Edwards systems place in front of a value that you enter. This normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the facility places four zeros in front of the four numbers that you enter. The result would look like this: 00004567.

level of detail. (1) The degree of difficulty of a menu in J.D. Edwards software. The levels of detail for menus are as follows:

A=Major Product Directories
B=Product Groups
1=Basic Operations
2=Intermediate Operations
3=Advanced Operations
4=Computer Operations
5=Programmers
6=Advanced Programmers

Also known as menu levels.
(2) The degree to which the system summarizes account information in the General Accounting system. The highest level of detail is 1 (least detailed) and the lowest level of detail is 9 (most detailed).

master file. A computer table that a system uses to store data and information which is permanent and necessary to the system’s operation. Master files might contain data or information such as paid tax amounts and vendor names and addresses.

menu. A form that displays numbered selections. Each of these selections represents a program. To access a selection from a menu, enter the selection number.

menu levels. See level of detail.

menu masking. A security feature of J.D. Edwards systems that lets you prevent individual users from accessing specified menus or menu selections. The system does not display the menus or menu selections to unauthorized users.

menu message. Text that appears on a form after you select an option from a menu. It displays a warning, caution, or information about the requested selection.

next number facility. A J.D. Edwards software facility that you use to control the automatic numbering of such items as new G/L accounts, vouchers, and addresses. It allows you to specify your desired numbering system and provides a method to increment numbers to reduce transposition and typing errors.

numeric character. Represents data that ranges from 0 to 9. Contrast with alphabetic character and alphanumercial character.

offline. Computer functions that are not under the continuous control of the system. For example, if you were to run a certain job on a personal computer and then transfer the results to a host computer, that job would be considered an offline function. Contrast with online.
online. Computer functions over which the system has continuous control. Each time you work with a J.D. Edwards system-provided form, you are online with the system. Contrast with offline. See interactive processing.

online information. Information that the system retrieves, usually at your request, and immediately displays on the form. This information includes items such as database information, documentation, and messages.

operand. See Boolean logic operand.

option. A numbered selection from a J.D. Edwards form that performs a particular function or task. To select an option, you enter its number in the Option field next to the item upon which you want the function performed. When available, for example, option 4 allows you to return to a prior form with a value from the current form.

output. Information that the computer transfers from internal storage to an external device, such as a printer or a computer form.

output queue. A form that lists the spooled files (reports) that you have told the computer to write to an output device, such as a printer. After the computer writes a file, the system removes that file’s identifier from the online list.

override. The process of entering a code or parameter other than the one provided by the system. Many J.D. Edwards systems offer forms that provide default field values when they appear. By typing a new value over the default code, you can override the default. See default.

parameter. A number, code, or character string that you specify in association with a command or program. The computer uses parameters as additional input or to control the actions of the command or program.

password. A unique group of characters that you enter when you sign on to the system that the computer uses to identify you as a valid user.

printout. A presentation of information in the system printed on paper. Synonymous with hard copy.

print queue. An online list (form) of written tables that you have told the system to print. After the system prints the table, the system removes the file’s identifier from the online list. See output queue.

processing options. A feature of the J.D. Edwards DREAM Writer that allows you to supply parameters to direct the functions of a program. For example, processing options allow you to specify defaults for certain form displays, control the format in which information prints on reports, change the way a form displays information, and enter “as of” dates.

program. A collection of computer statements that tells the computer to perform a specific task or group of tasks.

program specific help text. Glossary text that describes the function of a field within the context of the program.

prompt. (1) A reminder or request for information displayed by the system. When a prompt appears, you must respond in order to proceed. (2) A list of codes or parameters or a request for information provided by the system as a reminder of the type of information you should enter or action you should take.

PTF. Program Temporary Fix. A representation of changes to J.D. Edwards software, which your organization receives on magnetic tapes or diskettes.

purge. The process of removing records or data from a system file.

record. A collection of related, consecutive fields of data that the system treats as a single unit of information. For example, a vendor record consists of information such as the vendor’s name, address, and telephone number.

reporting code. See category code.
reverse image.  Form text that displays in the opposite color combination of characters and background from what the form typically displays.

run.  To cause the computer to perform a routine, process a batch of transactions, or carry out computer program instructions.

scroll.  To use the roll keys to move form information up or down a form at a time. For example, when you press the Rollup key, the system replaces the currently displayed text with the next form of text if more text is available.

selection.  Found on J.D. Edwards menus, selections represent functions that you can access from a given menu. To make a selection, you enter its associated number in the Selection field.

softcoding.  A J.D. Edwards term that describes an entire family of features that allows you to customize and adapt J.D. Edwards software to your business environment. These features lessen the need for you to use computer programmers to customize your system.

software.  The operating system and application programs that tell the computer how and what tasks to perform.

special character.  Representation of data in symbols that are neither letters nor numbers. Some examples are * & # /.

spool.  The function by which the system stores output data to be printed and processed.

spooled file.  A holding table for output data to be printed or input data to be processed.

subfile.  An area on the form where the system displays detailed information related to the header information at the top of the form. Subfiles might contain more information than the form can display in the subfile area, in which case you use the roll keys to display the next form of information. See scroll.

submit.  See run.

summary.  The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many of the J.D. Edwards systems offer forms and reports that are summaries of the information stored in certain tables.

system.  A collection of computer programs that allows you to perform specific business tasks. Some examples of applications are Accounts Payable and Inventory Management. Synonymous with application.

table.  A collection of related data records that the system organizes for a specific use and electronically stored by the computer.

user defined code.  The individual codes that you create and define within a user defined code type. Programs use code types to edit data and allow only defined codes. These codes might consist of a single character or a set of characters that represents a word, phrase, or definition. These characters can be alphabetic, alphanumeric, or numeric. For example, the user defined code type table ST (Search Type) contains such codes as C for Customers, E for Employees, and V for Vendors.

user defined code (type).  The identifier for a table of codes with a meaning that you define for the system (for example, ST for the Search Type codes table in the Address Book). J.D. Edwards systems provide many of these tables and allow you to create and define tables of your own. User defined codes were formerly known as descriptive titles.

user identification (user ID).  The unique name that you enter when you sign on to a J.D. Edwards system to identify yourself. This ID can be up to 10 characters long and can consist of alphabetic, alphanumeric, and numeric characters.
**valid codes.** The allowed codes, amounts, or types of data that you can enter in a specific input field. The system checks, or edits, user defined code fields for accuracy against the list of valid codes.

**video.** The display of information on your monitor form. Normally referred to as the *form*.

**vocabulary overrides.** A J.D. Edwards facility that allows you to override field, row, or column title text on a form-by-form or report-by-report basis.
Index
Index

A

AAIs. See Automatic accounting instructions
ABC Analysis, processing options, 5–11
ABC analysis
  cycle counts, 5–10
  principle, 5–10
  report, 5–10
  setup steps, branch/plant constants, 5–10
types of
  gross margin, 5–10
  on-hand value, 5–10
total sales, 5–10
ABC Analysis report, sample, 5–10
ABC Code 1 – Sales – Inventory, defined, 4–43
ABC Codes, defined, 2–12
Account Number, defined, 3–9
Accounting, for transactions, 3–3
Accounting Cost Quantity, defined, 2–30, 2–63
Address Number, defined, 10–5, 10–42, 10–43, C–28
Adjustments
  adjusting inventory, 3–13
  correcting errors, 3–17
  document numbers, 3–17
  form, 3–13
  overview, 3–13
Adjustments form, sample, 3–13
Adjustments program (P4114), 3–13
Aisle, defined, 12–11
Allow Duplicate Lots, defined, 10–8
Amount – Current, defined, C–29
Amount – Extended Cost, defined, 3–8
Amount – Extended Cost/Price, defined, 4–29
Amount – Net Posting 01, defined, 4–52
Amount – Unit Cost, defined, 3–8
Amount – Unit Cost – Last Paid, defined, 4–44
Amount – Unit Cost – Weighted Average, defined, 4–44
Amount – User Defined, defined, 8–10
Amount – Variance, defined, 6–12, 6–28
Amount Title, defined, 8–6
Amount Type (A _ _), defined, 7–5
Amount/Percent, defined, 6–27
And/Or Selection, defined, 8–13
Application Constants form, sample, 10–10
As Of processing
  creating balance forward records, 4–48
  deleting records from table, 4–50
  Direct As Of Entry form, 4–51
  entering individual transactions, 4–51
  G/L by Object Account, 4–60
As of processing, defined, 4–47
Audit information
  activating the audit process, 10–56
  creating an audit job, Audit Journal Information form, 10–54
  setting up audit information, overview, 10–45
  setting up IBM information for the audit process, 10–46
    activating the journal physical file, 10–46
    creating a data queue, 10–49
    creating a job description, 10–50
    creating a journal, 10–47
    creating a journal receiver, 10–46
    creating a user profile, 10–51
    setting up the audit process, 10–52
      creating an audit job, 10–53
      creating audit locations, 10–55
Audit process, reports, 5–32, 5–33
Automatic accounting instructions
  Distribution Automatic Account form, 10–19
  setting up automatic accounting instructions, overview, 10–17
  setting up standard units of measure, overview, 10–35
Inventory Management

Availability
  defining item availability, Item Availability Definition form, 10–6
detail, viewing, 4–20
lot quantity, viewing, 4–24
summary, viewing, 4–16
Available, defined, 11–18
Average Cost Update program (P41811), 7–8
Average costs, updating average costs for items, 7–7, 7–9

B

Backorders Allowed, defined, 2–11
Balance forward
  creating balance forward records, 4–48
  processing options, 4–50
Balances, reviewing item transactions and balances, 4–53
Base Price Revisions form (P4106), 2–68
Basket Reprice Group, defined, 2–68
Batch control constants, Application Constants form, 10–9
Batch Control Required (Y/N) – Inv, defined, 10–10
Batch Cost Maintenance, processing options, 7–7
Batch Cost Maintenance program (P41802), 7–6
Batch Management Approval Required – Inv, defined, 10–10
Batch Number, defined, 4–56
Bill of Material Revisions, processing options, 9–13
Bill of Material Revisions program (P3002), 9–11
Bills of material. See Kits
Bin, defined, 12–11
Branch/Plant, defined, 2–42, 6–20, 8–10, 9–8, 10–5, 10–15
Branch/plant constants
  Application Constants form, 10–10
  Branch Plant Constants form, 10–4
  Branch/Plant Constants – Pg 1 form, 10–5, 10–11
  Item Availability Definition form, 10–7
  setting up constants
  defining batch control constants, 10–9
  defining branch/plant constants, 10–4
  defining item availability, 10–6
  defining system constants, 10–7
  defining the location format, 10–10
  overview, 10–3
System Constants form, 10–7
Branch/Plant Constants form, sample, 10–4
Branch/Plant Constants – Pg 1 form, sample, 10–5
Branch/Plant Constants – Pg 2 form, sample, 10–11
Branch/plant information
  assigning an item to a branch plant, 2–42
duplication of
  form, 2–53
  item information across multiple branch/plants, 2–53
  primary locations, 2–54
entering branch/plant information, 2–39
entering item manufacturing information, 2–50
entering item reorder quantities, form, 2–48
entering item tax information, 2–46
form, 2–41
item locations
  changing primary locations, 2–44, 2–46
deleting primary locations, 2–46
form, 2–43
item manufacturing information
  DRP/MPS/MRP, 2–51
  engineering, 2–51
  form, 2–51
  leadtime, 2–51
locating item sources, 2–47
overview, 2–39
taxes, 2–46
working with item locations, 2–42
Bulk/Packed Flag, defined, 2–11
Buyer Number, defined, 2–15
Buyer’s Guide, sample, 5–6
Buyer’s Information, processing options, 4–45
Buyer’s information
  calculations, 4–38
  form, 4–38
  overview, 4–31
  report, 5–6
reviewing open purchase orders, 4–44
reviewing performance information, 4–37
reviewing sales history, 4–41
Buyer’s Information form, sample, 4–38
Buyer’s Information program (P4115), 4–38
Buyers Guide, processing options, 5–6

generating the Customer/Distributor Balance Statement, C–22
generating the Container Reconciliations report, C–23
generating the Customer/Distributor Balance Statement, C–22
Summary Level Invoicing report, C–22 Transaction Level Invoicing report, C–22
overview, C–1
processing container transactions
generating reports, C–22
overview, C–13
processing deposits, rental fees, and refunds, C–16
reviewing container information, C–26 running Container Management Extraction, C–14
processing deposit, rental fee, and refund sales order lines
  generating the summary invoice, C–20
  generating the transaction invoice, C–20
processing deposits, rental fees, and refunds, C–16
  creating deposit, rental fee, and refund sales order lines, C–18
generating the Container Billing report, C–18
processing deposit, rental fee, and refund sales order lines, C–19
receipt of container, C–6
reviewing container information
  Container Deposit Inquiry form, C–27, C–28
  Container Transaction Inquiry form, C–30, C–31
reviewing container transactions, C–29
reviewing customer container deposits, C–26
setting up container cross-references, C–38
defining item cross-reference types, C–39, C–40
Item Cross-Reference form, C–41
Item Cross-Reference Revisions form, C–41
setting up item cross-reference relationships, C–41

Carrier Number, defined, 2–19
Catalog No, defined, 2–9
Category – G/L, defined, 10–21
Category Code, defined, 4–10
Category Code – Location 03, defined, 12–11
Category Code 6, defined, 2–19
Character Code, defined, 8–10, C–40
Check Availability Y/N, defined, 2–11
Classification Codes form, sample, 2–17
Classification Codes program (P4101), 2–17
Code – Approval Routing, defined, 10–33
Code – External (Y/N), defined, 4–11
Code Title, defined, 8–5
Commitment Method, defined, 11–7
Commitments, in Inventory Management system, 4–4
Commodity Class, defined, 2–19
Commodity Sub Class, defined, 2–19
Company, defined, 10–20
Component, defined, 2–25
Constants. See Branch/plant constants
Container Deposit/Refund/Rental Billing, processing options, C–19
Container Management
  billing methods, C–10
  summary, C–10
  transaction, C–11
business considerations, C–7
Container Management Extraction Server, C–13
generating the Container Management Extraction Server Report, C–15
report, C–15
deposit and rental fee accounts, C–8
deposit layers, C–9
generating container transaction reports
generating the Container Reconciliations report, C–23
Inventory Management

User Defined Code Revisions form, C–39, C–40
setting up Container Management
AAIs, C–37
invoice cycle, C–38
item types, C–35
order activity rules, C–34
order line types, C–33
overview, C–33
print messages, C–37
setting up container item
cross-references, C–38
setting up container preferences, C–42
setting up pricing schedules, C–54
user defined codes, C–36
setting up container preferences, C–42
Container Deposit/Rental form, C–45
creating a container deposit/rental preference, C–44
creating a print messages preference, C–52
creating a unit of measure preference, C–50
creating an invoice cycle preference, C–48, C–49
Invoice Cycle form, C–48, C–49
Invoice Cycle form (preference revisions version), C–49
Preference Profiles form, C–44
Pricing Unit of Measure form, C–51
Pricing Unit of Measure form (preference revisions version), C–51
Print Messages form (preference inquiry version), C–53
Print Messages form (preference revisions version), C–54
setting up pricing schedules, C–54
types of containers, C–8
understanding Container Management,
container life cycle diagram, C–4
filling the container, C–7
processing sales orders, C–7
recording the receipt of the container, C–6
system flow, C–5
Container Management Extraction Server, processing options, C–16
Container Reconciliations Report, processing options, C–25
Control Code – ECS, defined, 10–9
Cost Analysis, processing options, 5–13
Cost Analysis report, sample, 5–12
Cost Center, defined, 10–21
Cost levels, considerations for item update.
See Item cost information
Cost Method, defined, 7–5
Cost methods
assigning to an item, 2–60
assigning to items, 7–3
Cost Revisions form, sample, 2–60, 7–4
Cost Revisions program (P4105), 2–60
Cost Revisions Update report, sample, 7–7
Cost updates
See also Item cost information
overview, 7–1
updating average costs for items
methods, 7–7
report, 7–7
updating costs for an item across multiple branch/plants
form, 7–4
Speed Cost Maintenance program (P4105), 7–4
updating costs for multiple items across multiple branch/plants
Batch Cost Maintenance program (P41802), 7–6
report, 7–6
updating current item costs to future costs, report, 7–9
updating item costs
deleting item costs, 7–3
overview, 7–3
Costs
changing unit, 2–62
entering item, 2–61
removing methods, 2–63
selecting methods, 7–3
updating item, 7–3
updating unit, 2–62
Country of Origin, defined, 2–47
Counts. See Physical inventories
Create Audit Jobs form, sample, 10–53
Create Audit Locations form, sample, 10–55
Create Data Queue form, sample, 10–50
Create Job Description form, sample, 10–51
Create Journal form, sample, 10–48
Create Journal Receiver form, sample, 10–47
Create User Profile form, sample, 10–52
Creating balance forward records, processing options, 4–50
Cross-reference. See Container Management; Item cross-reference
Cumulative Amount, defined, 4–52
Cumulative Quantity, defined, 4–52
Customer Group – Deposit/Rental, defined, C–46
Customer/Distributor Balance, processing options, C–23
Customer/Supplier Name, defined, 4–34
Cycle count
   ABC analysis, 5–10
   canceling the cycle count, 6–10
   choosing items for the cycle count, 6–4, 6–18
   entering the cycle count results, form, 6–10
   printing cycle count sheets, 6–9 report, 6–9
   printing the variance report, 6–14
   processing a cycle count, 6–3
   reviewing the cycle count status, 6–7
   reviewing the cycle count variances, 6–11
   revising the cycle count quantity, 6–12
   updating the cycle count status, 6–14
Cycle Count Category, defined, 2–20
Cycle Count Detail Review form, sample, 6–7
Cycle Count Detail Review program (P41241), 6–7
Cycle Count Entry form, sample, 6–11
Cycle Count Entry program (P4141), 6–11
Cycle Count Review, processing options, 6–8
Cycle Count Review form, sample, 6–7
Cycle Count Review program (P41240), 6–7

converting data, overview, 14–1
converting display decimals
   Data Item Conversion form, 14–5 overview, 14–3
   reviewing data items, 14–4
Data Dictionary Library, defined, 14–5
Data Item Class, defined, 14–5
Data Item Conversion, processing options, 14–6
Data Type 1, defined, 8–13
Data Type Classification, defined, 8–5
Data types. See Supplemental database
Database, supplemental. See Supplemental database
Date – Effective, defined, 8–10, 10–26, 10–42
Date – Expired, defined, 10–26, 10–42
Date – For G/L (and Voucher), defined, 3–9, 4–56
Date – Order/Transaction, defined, 3–8
Date Approved, defined, 11–29
Date Completed, defined, 11–27
Date From, defined, 4–28, 6–8, C–28
Date Issued, defined, 11–26
Date Recalibrated, defined, 11–26
Date Received/Created, defined, 11–26
Date Sold, defined, 11–29
Date Thru, defined, 6–8, C–28
Date Thru – G/L, defined, 4–29
Days Available, defined, 4–40
DDP/Audit Information, processing options, 10–56
Default location information
   assigning default print queues, 10–33
      Default Print Queues form, 10–34
   defining a default location and approval route code, 10–32
   setting up default location information, overview, 10–31
Default Units of Measure form, sample, 2–22
Default Units of Measure program (P41012), 2–22
Demand, defined, 4–33
Deposit/Rental, defined, C–46
Desc, defined, 2–9
Description, defined, 2–10, 8–5, 10–26, 10–42
Description – Line 2, defined, 2–10

D

Data, supplemental. See Supplemental database
Data conversions
   converting cost levels
      overview, 14–7
   running the Item Cost Level Conversion program, 14–7

Release A7.3 (June 1996)
Inventory Management

Detail Variance Print report, sample, 6–14
Detailed availability
  overview, 4–20
  quantity information, 4–20
Detailed Availability form, sample, 4–20
Detailed Availability program (P41023), 4–20
Detailed quantity information, locating
detailed quantity information, 4–20
Direct As Of entry
  entering individual transactions, 4–51
  form, 4–51
Direct As Of Entry form, sample, 4–51
Direct As Of Entry program (P41112), 4–51
Display Mode – Code or Narrative, defined, 8–5
Distribution Automatic Account form,
sample, 10–19
Document (Order No., Invoice, and so on),
defined, 3–8
Document Type, defined, 3–8, 5–18, 10–20
Document type exceptions. See Print
messages
Document Type Exceptions form, sample,
10–29
Drawing Number, defined, 2–33
Drawing Size, defined, 2–33
dummy, C–40
Duplicate lot processing. See Lot processing

E

ECO Date, defined, 2–53
ECO Number, defined, 2–52
ECO Reason, defined, 2–52
Economic Order Quantity (EOQ), defined,
4–41
Effective From, defined, 2–69
Effective Thru, defined, 2–69
Elements, location code, 10–10
Enter/Change Bill of Material form, sample,
9–11
Entering individual transactions, form, 4–51
Equipment, defined, 3–9
Expires, defined, 4–25
Explanation, defined, 11–37
Explanation – Transaction, defined, 3–8
Extended Cost, defined, 4–29, 4–55

F

Fields
  ABC Code 1 – Sales – Inventory, 4–43
  ABC Codes, 2–12
  Account Number, 3–9
  Accounting Cost Quantity, 2–30, 2–63
  Address Number, 10–5, 10–42, 10–43,
  C–28
  Aisle, 12–11
  Allow Duplicate Lots, 10–8
  Amount – Current, G–29
  Amount – Extended Cost, 3–8
  Amount – Extended Cost/Price, 4–29
  Amount – Net Posting 01, 4–52
  Amount – Unit Cost, 3–8
  Amount – Unit Cost – Last Paid, 4–44
  Amount – Unit Cost – Weighted Average,
  4–44
  Amount – User Defined, 8–10
  Amount – Variance, 6–12, 6–28
  Amount Title, 8–6
  Amount Type (A _ #), 7–5
  Amount/Percent, 6–27
  And/Or Selection, 8–13
  Available, 11–18
  Backorders Allowed, 2–11
  Basket Reprice Group, 2–68
  Batch Control Required (Y/N) – Inv,
  10–10
  Batch Management Approval Required –
  Inv, 10–10
  Batch Number, 4–56
  Bin, 12–11
  Branch/Plant, 2–42, 6–20, 8–10, 9–8,
  10–5, 10–15
  Bulk/Packed Flag, 2–11
  Buyer Number, 2–15
  Carrier Number, 2–19
  Catalog No, 2–9
  Category – G/L, 10–21
  Category Code, 4–10
  Category Code – Location 03, 12–11
  Category Code 6, 2–19
  Character Code, 8–10, C–40
  Check Availability Y/N, 2–11
  Code – Approval Routing, 10–33
  Code – External (Y/N), 4–11
  Code Title, 8–5
Commitment Method, 11–7
Commodity Class, 2–19
Commodity Sub Class, 2–19
Company, 10–20
Component, 2–25
Control Code – ECS, 10–9
Cost Center, 10–21
Cost Method, 7–5
Country of Origin, 2–47
Cumulative Amount, 4–52
Cumulative Quantity, 4–52
Customer Group – Deposit/Rental, C–46
Customer/Supplier Name, 4–34
Cycle Count Category, 2–20
Data Dictionary Library, 14–5
Data Item Class, 14–5
Data Type 1, 8–13
Data Type Classification, 8–5
Date – Effective, 8–10, 10–26, 10–42
Date – Expired, 10–26, 10–42
Date – For G/L (and Voucher), 3–9, 4–56
Date – Order/Transaction, 3–8
Date Approved, 11–29
Date Completed, 11–27
Date From, 4–28, 6–8, C–28
Date Issued, 11–26
Date Recalibrated, 11–26
Date Received/Created, 11–26
Date Sold, 11–29
Date Thru, 6–8, C–28
Date Thru – G/L, 4–29
Days Available, 4–40
Demand, 4–33
Deposit/Rental, C–46
Desc, 2–9
Description, 2–10, 8–5, 10–26, 10–42
Description – Line 2, 2–10
Display Mode – Code or Narrative, 8–5
Document (Order No., Invoice, and so on), 3–8
Document Type, 3–8, 5–18, 10–20
Drawing Number, 2–33
Drawing Size, 2–33
ECO Date, 2–53
ECO Number, 2–52
ECO Reason, 2–52
Economic Order Quantity (EOQ), 4–41
Effective From, 2–69
Effective Thru, 2–69
Equipment, 3–9
Expires, 4–25
Explanation, 11–37
Explanation – Transaction, 3–8
Extended Cost, 4–29, 4–55
Fiscal Year, 4–52
Fixed/Variable, 2–31
Freeze Fence, 2–31
From Grade, 2–35, 4–18, 11–17
From Potency, 2–35, 4–18, 11–17
From Tag, 6–21
From/To, 10–59, 10–65, 11–45
G/L Class, 2–10
G/L Offset, C–47
Grade Change Reason, 11–12
Grade Control, 2–35
Grade/Potency Pricing, 2–34
History, 4–25, 11–17
Increase/Decrease Amount, 7–5
Interface G/L (Y/N), 10–5
Inventory Cost Level, 2–59
Invoice Cycle, C–50
Issue Type Code, 2–33
Item Dimension Group, 2–20
Item Flash Message, 2–14
Item Group – Container Deposit/Rental, C–46
Item Number, 6–24, 8–10, 8–14, 9–12, 10–43, 13–7, C–28
Item Number – Customer/Supplier, 10–42, 10–43, C–42
Item Number – Short, 2–9
Item Price Group, 2–68
Item Revision Level, 2–53
Journal Entry Line Number, 4–55
Kit Pricing Method, 2–66, 9–6
L/R, 10–12
Landed Cost Rule, 2–20
Language, 4–10, 10–27
Last Revision No., 2–53
Leadtime Cumulative, 2–32
Leadtime Level, 2–32
Leadtime Manufacturing, 2–32
Leadtime Per Unit, 2–33
Length, 10–12
Level, 11–37
Line Type, 2–11
Location, 2–45, 6–24, 10–15
Location Level of Detail, 10–15
Lot, 2–45, 6–24, 11–11
Lot Description, 3–16, 11–11
Inventory Management

Lot Expiration, 3–16
Lot Expiration Date, 11–11
Lot Grade, 3–16, 11–12
Lot Potency, 3–16, 11–12
Lot Process Type, 11–6
Lot Status, 2–46, 4–22, 4–25
Lot Status Code, 11–5, 11–12
Master Planning Family, 2–19
Maximum Reorder Quantity, 2–49
Message Display Fence, 2–31
MFG Leadtime Quantity, 2–31
Minimum Reorder Quantity, 2–49
Mode, 11–37, 11–40
Multiple Order Quantity, 2–49
Name – Remark, 6–24, 8–10
Net Quantity 01, 4–52
New Tag Status, 6–21
Number of Days in Year, 10–6
Object Account, 10–22
On Hand, 4–40
On Purchase Order, 4–40
Order Number, 11–13
Order Reprice Group, 2–68
Period Number – Current, 10–5
Phase, 3–10
Planner Number, 2–15
Planning Code, 2–29
Planning Fence, 2–31
Planning Fence Rule, 2–30
Potency Change Reason, 11–12
Potency Control, 2–34
Pricing, 2–24
Primary, 2–24
Primary Location (P/S), 2–46, 4–18
Print Before (Y/N), 10–26
Print Message, 2–14, 10–26, C–54
Print on Report (Y/N), 10–28
Print Queue, 10–34
Process Group 1, 2–20
Process Supplemental Data Base by Branch, 10–8
Process UOM Conversions by Branch, 10–8
Product No, 2–9
Production, 2–25
Program ID, 4–56
Purchase Price Level, 2–59, 9–9
Purchase Price Retrieval UOM, 10–9
Purchase Rebate Category Code, 10–9
Purchasing, 2–24
Purchasing Cost Method, 2–61
Purchasing Taxable, 2–47
Purchasing: Preferred Carrier, 2–16
Quantities Adjusted, 11–22
Quantities Approved, 11–22
Quantities Completed, 11–22
Quantities Issued, 11–22
Quantities Received, 11–22
Quantities Sold, 11–23
Quantity, 2–26, 10–38
Quantity – Current, C–28
Quantity – Hard Committed, 4–19
Quantity – Other Purchasing 1, 4–22
Quantity – Physical Count, 6–11, 6–13
Quantity – Work Order Hard Commit, 4–19
Quantity 1 – Other primary units, 4–22
Quantity 2 – Other primary units, 4–22
Quantity Available, 4–19
Quantity Available – On Receipt, 4–40
Quantity Held, 4–22
Quantity in Inspection, 4–22
Quantity in Operation 1, 4–22
Quantity in Operation 2, 4–23
Quantity in Transit, 4–22
Quantity Inbound – Warehouse, 4–23
Quantity on Backorder, 4–19
Quantity on Future Commit, 4–19
Quantity on Hand – Primary units, 4–19
Quantity on Hand/Held, 4–26, 11–18
Quantity on Purchase Order – primary units, 4–19
Quantity on Work Order Receipt, 4–19
Quantity Outbound – Warehouse, 4–23
Quantity Per, 9–13
Quantity Receipts – Total, 4–19
Quantity Soft Committed, 4–19
Quantity/Amt, 6–27
Queue Hours, 2–52
Rate – Deposit, C–29
Reason Code, 3–8, 4–56
Reconciled Flag, C–31
Relationship, 6–12, 6–28
Reorder Point, 2–49
Reorder Point – Input, 4–41, 4–44
Reorder Quantity, 2–49
Request Date, 4–34
Round to Whole Number, 2–30
Safety Stock, 2–49, 4–22
Sales Catalog Section, 2–18
<table>
<thead>
<tr>
<th>Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Category Code 3, 2–19</td>
</tr>
<tr>
<td>Sales Price Based On Date, 10–9</td>
</tr>
<tr>
<td>Sales Price Level, 2–66, 9–8</td>
</tr>
<tr>
<td>Sales Price Retrieval UOM, 10–9</td>
</tr>
<tr>
<td>Sales Taxable, 2–47</td>
</tr>
<tr>
<td>Sales: Preferred Carrier, 2–15</td>
</tr>
<tr>
<td>Sales/Inventory Cost Method, 2–61</td>
</tr>
<tr>
<td>Search Text, 2–10, 4–10</td>
</tr>
<tr>
<td>Search Value, 8–13</td>
</tr>
<tr>
<td>Secondary, 2–24</td>
</tr>
<tr>
<td>Selection Exits, 6–13, 6–15</td>
</tr>
<tr>
<td>Separator – Location, 10–12</td>
</tr>
<tr>
<td>Sequence Number, C–46</td>
</tr>
<tr>
<td>Serial Number Required, 11–8</td>
</tr>
<tr>
<td>Shelf Life Days, 11–7</td>
</tr>
<tr>
<td>Shipping, 2–24</td>
</tr>
<tr>
<td>Shipping Commodity Class, 2–20</td>
</tr>
<tr>
<td>Shipping Conditions Code, 2–20</td>
</tr>
<tr>
<td>Shipping Units Per Container, 2–49</td>
</tr>
<tr>
<td>Shrink Factor, 2–52</td>
</tr>
<tr>
<td>Shrink Factor Method, 2–52</td>
</tr>
<tr>
<td>Skip to Tag, 6–23</td>
</tr>
<tr>
<td>Special Handling Code – User Def Codes, C–40</td>
</tr>
<tr>
<td>Srch, 2–9</td>
</tr>
<tr>
<td>Standard Grade, 2–35</td>
</tr>
<tr>
<td>Standard Potency, 2–34</td>
</tr>
<tr>
<td>Standard Setup Hours, 2–52</td>
</tr>
<tr>
<td>Status Change Reason, 4–25, 11–12</td>
</tr>
<tr>
<td>Step By, 10–59, 10–66</td>
</tr>
<tr>
<td>Step Limit Method, 10–60, 10–66</td>
</tr>
<tr>
<td>Stocking Type, 2–10, 9–6</td>
</tr>
<tr>
<td>Structured Only, 2–26</td>
</tr>
<tr>
<td>Sub Section, 2–19</td>
</tr>
<tr>
<td>Subledger – G/L, 3–9</td>
</tr>
<tr>
<td>Subledger Type, 3–10</td>
</tr>
<tr>
<td>Subsidiary, 10–22</td>
</tr>
<tr>
<td>Supplier, 2–48, 4–10, 11–13</td>
</tr>
<tr>
<td>Supplier Lot, 11–13</td>
</tr>
<tr>
<td>Supplier Rebate Code, 2–19</td>
</tr>
<tr>
<td>Supply, 4–33</td>
</tr>
<tr>
<td>Tag Number, 6–23</td>
</tr>
<tr>
<td>Tag Status, 6–21</td>
</tr>
<tr>
<td>Tag Team ID – Issued, 6–21, 6–25</td>
</tr>
<tr>
<td>Tag Team ID – Received, 6–22</td>
</tr>
<tr>
<td>Terminal Identification, 4–56, 10–32</td>
</tr>
<tr>
<td>Thru Date, 4–33</td>
</tr>
<tr>
<td>Thru Grade, 2–35, 4–18, 11–17</td>
</tr>
<tr>
<td>Thru Potency, 2–35, 4–18, 11–17</td>
</tr>
<tr>
<td>Time Basis Code, 2–52</td>
</tr>
<tr>
<td>To Branch/Plant, 11–45</td>
</tr>
<tr>
<td>To Data Display Decimals, 14–5</td>
</tr>
<tr>
<td>To Tag, 6–21</td>
</tr>
<tr>
<td>Transaction Line Number, 11–45</td>
</tr>
<tr>
<td>Transaction Reference, 4–56</td>
</tr>
<tr>
<td>Transaction Type, 5–17</td>
</tr>
<tr>
<td>Transaction/Summary, C–47</td>
</tr>
<tr>
<td>Trn Date, 11–37</td>
</tr>
<tr>
<td>Type – Cross–Reference Type Code, 4–11, 10–42, 10–43, C–42</td>
</tr>
<tr>
<td>Type – Variance, 6–12</td>
</tr>
<tr>
<td>Type – Variance Amount or Percent, 6–12</td>
</tr>
<tr>
<td>Type Data, 8–5, 8–15</td>
</tr>
<tr>
<td>UM, 2–26</td>
</tr>
<tr>
<td>Unit Cost, 2–62, 7–5</td>
</tr>
<tr>
<td>Unit of Measure, 2–11, 6–24, 9–13, 10–38, C–29</td>
</tr>
<tr>
<td>Unit of Measure – Pricing, C–52</td>
</tr>
<tr>
<td>Unit of Measure – Purchasing, 4–18, 4–39</td>
</tr>
<tr>
<td>Unit Price, 2–69</td>
</tr>
<tr>
<td>Units – in Routing (Primary Units), 4–19</td>
</tr>
<tr>
<td>Units – Order/Transaction Quantity, C–28</td>
</tr>
<tr>
<td>Update Average Cost On-Line, 10–8</td>
</tr>
<tr>
<td>User ID, 4–56</td>
</tr>
<tr>
<td>Value Order Policy, 2–29</td>
</tr>
<tr>
<td>Volume, 2–25</td>
</tr>
<tr>
<td>Voucher Number – Previous, 11–45</td>
</tr>
<tr>
<td>Weight, 2–25</td>
</tr>
<tr>
<td>FIFO refund processing. See Container Management</td>
</tr>
<tr>
<td>Fiscal Year, defined, 4–52</td>
</tr>
<tr>
<td>Fixed/Variable, defined, 2–31</td>
</tr>
<tr>
<td>Forms</td>
</tr>
<tr>
<td>Adjustments, 3–13</td>
</tr>
<tr>
<td>Application Constants, 10–10</td>
</tr>
<tr>
<td>Audit Journal Information, 10–54</td>
</tr>
<tr>
<td>Base Price Revisions (P4106), 2–68</td>
</tr>
<tr>
<td>Branch/Plant Constants, 10–4</td>
</tr>
<tr>
<td>Branch/Plant Constants – Pg 1, 10–5</td>
</tr>
<tr>
<td>Branch/Plant Constants – Pg 2, 10–11</td>
</tr>
<tr>
<td>Buyer’s Information, 4–38</td>
</tr>
<tr>
<td>Classification Codes, 2–17</td>
</tr>
<tr>
<td>Container Deposit Inquiry, C–27, C–28</td>
</tr>
<tr>
<td>Container Deposit/Rental, C–45</td>
</tr>
<tr>
<td>Container Transaction Inquiry, C–30, C–31</td>
</tr>
<tr>
<td>Cost Revisions, 2–60, 7–4</td>
</tr>
<tr>
<td>Create Audit Jobs, 10–53</td>
</tr>
<tr>
<td>Create Audit Locations, 10–55</td>
</tr>
<tr>
<td>Create Data Queue, 10–50</td>
</tr>
</tbody>
</table>
Inventory Management

Create Job Description, 10–51
Create Journal, 10–48
Create Journal Receiver, 10–47
Create User Profile, 10–52
Cycle Count Detail Review, 6–7
Cycle Count Entry, 6–11
Cycle Count Review, 6–7
Data Item Conversion, 14–5
Default Location & Printers, 10–32
Default Print Queues, 10–34
Default Units of Measure, 2–22
Detailed Availability, 4–20
Direct As Of Entry, 4–51
Distribution Automatic Account, 10–19
Document Selection, 10–28
Document Type Exceptions, 10–29
Enter/Change Bill of Material, 9–11
General Descriptions Entry, 8–9
Invoice Cycle, C–48, C–49
Invoice Cycle (preference revisions version), C–49
Issues, 3–6
Item Alternative Description, 2–8
Item Availability Definition, 10–7
Item Branch Quantities, 2–48
Item Branch/Plant Information, 2–41
Item Cross-Reference, C–41
Item Cross-Reference Revisions, 10–41, C–41
Item Ledger (The Cardex), 4–27, 4–53
Item Ledger Information, 4–55
Item Master Information, 2–6, 9–5, 11–4
Item Search, 4–8
Item Units of Measure, 2–23
Item/Branch Duplication, 2–53
Item/Location Information, 2–44
Location Field Update, 12–10
Location Lot Status Change, 11–31
Lot Availability, 4–24, 11–16
Lot Dates, 11–27
Lot Master Revisions, 11–10
Lot Status Codes, 11–30
Lot Tracing, 11–35
Manufacturing Values Entry, 2–27
Plant Manufacturing Data, 2–51
Preference Profiles, C–44
Pricing Unit of Measure, C–51
Pricing Unit of Measure (preference revisions version), C–51
Primary Location, 2–43
Print Message Revisions, 10–24
Profile Data Entry, 8–8
Profile Data Types, 8–4
Profile Multi-Attribute Srch, 8–13
Reclassifications, 11–43
Speed Location Maintenance, 10–64
Speed Lot Update, 11–24
Standard Units of Measure, 10–37
Start Journal Physical File, 10–49
Summary Availability, 4–16
Supply/Demand Inquiry, 4–32
System Constants, 10–7
Tag Count Entry, 6–22
Tag Issues and Receipts, 6–20
Tag Status Review, 6–25
Tag Status Summary, 6–26
Tag Variance Review, 6–27
Text Messages, 2–13, 10–27
Track/Track Inclusion Rules, 11–38
Transaction Family Documents, 5–17
Transfers, 3–20
User Defined Code Revisions, C–39, C–40
Freeze Fence, defined, 2–31
From Grade, defined, 2–35, 4–18, 11–17
From Potency, defined, 2–35, 4–18, 11–17
From Tag, defined, 6–21
From/To, defined, 10–59, 10–65, 11–45
Future Cost Update, processing options, 7–11
Future Cost Update program (P41052), 7–9
Future Cost Update report, sample, 7–9

G

G/L Class, defined, 2–10
G/L Offset, defined, C–47
General Descriptions Entry form, sample, 8–9
General Ledger, reports
  Item Ledger by G/L Class Print report, 4–59
  Item Ledger Detail Print, 4–57
  Period General Ledger by Object Account, 4–60
General ledger, accounting for transactions, 3–3
Generic Purge, processing options, 13–5
Global Reporting Code Update, processing options, 12–7
Grade Change Reason, defined, 11–12
Grade Control, defined, 2–35
Grade/Potency, defined, 2–34
Gross margin, ABC analysis, 5–10

I

Inclusion rules, lot tracing/tracking, 11–38
Increase/Decrease Amount, defined, 7–5
Inquiry by Type of Data – Items, processing options, 8–15
Interface G/L (Y/N), defined, 10–5
Inventory Adjustments, processing options, 3–17
Inventory Cost Level, defined, 2–59
Inventory Count Entry and Additions, processing options, 6–11
Inventory Count Sheet, processing options, 6–9
Inventory Issues, processing options, 3–10
Inventory Journal
  processing options, 5–8
  sample, 5–7
Inventory Transfers, processing options, 3–22
Inventory Turn Report, processing options, 5–19
Inventory Turn report, sample, 5–18
Inventory Valuation Analysis, processing options, 5–16
Invoice Cycle, defined, C–50
Issue Type Code, defined, 2–33
Issues
  correcting errors, 3–10
  document numbers, 3–10
  form, 3–6
  issuing inventory, 3–5
  overview, 3–5
Issues form, sample, 3–6
Issues program (P4112), 3–6
Item Alternative Description form, sample, 2–8
Item Alternative Description program (P41016W), 2–8
Item and quantity information
  locating item information, 4–7
  locating quantity information, 4–15
  overview, 4–1
  quantities and commitments, 4–2
  reviewing performance information, 4–37
  reviewing supply and demand information, 4–31
  supply and demand quantities, 4–4
  working with transaction records, 4–47
Item Availability Definition form, sample, 10–7
Item Availability Detail, processing options, 4–23
Item Availability Summary, processing options, 4–20
Item Balance purge. See Purges
Item Balance/Ledger Integrity report, sample, 5–27
Item Branch Audit report, sample, 5–33
Item Branch Global Update, processing options, 12–6
Item Branch Information – Revisions, processing options, 2–54
Item Branch Quantities form, sample, 2–48
Item Branch Quantities program (P41022), 2–48
Item Branch/Plant Information form, sample, 2–41
Item Branch/Plant Information program (P41026), 2–41
Item cost information
  See also Cost updates
  assigning a cost level to an item, 2–58
  assigning a cost method to an item, 2–60
  assigning cost methods, form, 2–60
  changing unit costs, 2–62
  entering, form, 2–61
  entering item cost information, 2–57
  entering item costs, 2–61
  entering manufacturing setup cost information, 2–63
  manufacturing setup, form, 2–63
  overview, 2–57
  removing cost methods, 2–63
updating unit costs, 2–62
Item Cost Level Conversion, processing options, 14–9
Item Cost Level Conversion program. See Data conversions
Item cross-reference
entering cross-references, 10–40
Item Cross-Reference Revisions form, 10–41
locating cross-references, 10–42
setting up item cross-reference, overview, 10–39
Item Cross-Reference Revisions form, sample, 10–41
Item Cross-Reference Revisions program (P41041), 10–41
Item Deletion purge. See Purges
Item Dimension Group, defined, 2–20
Item Flash Message, defined, 2–14
Item Group – Container Deposit/Rental, defined, C–46
Item Ledger
Item Ledger by G/L Class Print report, 4–59
Item Ledger Detail Print report, 4–57
Item Ledger “As Of” by G/L Class Code, processing options, 4–60
Item Ledger (The Cardex) form, sample, 4–27, 4–55
Item Ledger (The Cardex) program (P4111), 4–27
Item Ledger As Of Record Generation, processing options, 4–50
Item Ledger by G/L Class Print Report, sample, 4–59
Item Ledger Detail Print report, sample, 4–57
Item Ledger Information form, sample, 4–55
Item Ledger Information program (P4111W), 4–55
Item Ledger Inquiry, processing options, 4–56
Item ledger inquiry, reviewing multiple transactions and balances, 4–53
Item Ledger to Item Balance Integrity Report, processing options, 5–29
Item Ledger/Account Integrity, processing options, 5–26
Item Ledger/Account Integrity report, sample, 5–25
Item Location (F4102) – Purge, processing options, 13–10
Item Master (F4101) – Purge, processing options, 13–8
Item Master Audit report, sample, 5–32
Item Master Directory
processing options, 5–5
sample, 5–5
Item Master Global Update, processing options, 12–6
Item Master Information, entering item units of measure information, 2–21
Item Master information
assigning item responsibility, 2–14
classification codes
inventory, 2–17
purchasing, 2–17
sales, 2–17
warehouse, 2–18
deleting, 2–6
entering basic item information, 2–7
entering grade and potency information, 2–33
entering item classification codes, 2–16
entering item manufacturing information, 2–27
entering Item Master information, 2–5
entering item text, form, 2–12
form, 2–7
grade and potency information
for lots, 2–35
for sales, 2–36
item descriptions, form, 2–8
item identifiers, 2–7
item processing information, 2–8
item text, form, 2–12
kits, 9–1
manufacturing information
form, 2–27
requirements planning, 2–27
overview, 2–5
setting up a template, 2–6
units of measure information
conversions, 2–23
form, 2–22
Item Master Information – Revisions, processing options, 2–36
Item Master Information form, sample, 2–6, 9–5
Item Master Information program (P4101), 2–6
Item Master purge. See Purges
Item notes. See Print messages
Item Number, defined, 6–24, 8–10, 8–14, 9–12, 10–43, 13–7, C–28
Item Number – Customer/Supplier, defined, 10–42, 10–43, C–42
Item Number – Short, defined, 2–9
Item Price Group, defined, 2–68
Item Profile Report, processing options, 8–16
Item Profile report, sample, 8–16
Item quantities
availability (detailed), form, 4–20
availability (lot), form, 4–24
availability (summary), form, 4–16
detailed quantity information, 4–20
Item Ledger, form, 4–27
lot quantity information, 4–24
on-hand quantities, 4–27
summary quantity information, 4–16
supply and demand, form, 4–32
Item Revision Level, defined, 2–53
Item Search, processing options, 4–13
Item search
See also System updates
defining search criteria, 4–8
form, 4–8
locating item information, 4–7
query mode, 4–12
Item Search form, sample, 4–8
Item Search program (P41200), 4–8
Item Units of Measure form, sample, 2–23
Item Units of Measure program (P41002), 2–23
Item/Branch Duplication, processing options, 2–55
Item/Branch Duplication – Batch Selection, processing options, 2–56
Item/Branch Duplication form, sample, 2–53
Item/Branch Duplication program (P41015), 2–53
Item/Location Information form, sample, 2–44
Item/Location Information program (P41024), 2–44
Item/Lot Change Transactions, processing options, 11–46
Items. See setting up items
Items by Data Type Report, processing options, 8–17
Items by Data Type report, sample, 8–17

J
Journal Entry Line Number, defined, 4–55
Justification, location code, 10–10

K
Kit Pricing Method, defined, 2–66, 9–6
Kits
entering a bill of materials
Enter/Change Bill of Material form, 9–11
overview, 9–11
entering Item Master records for kits,
Item Master Information form, 9–5
entering kit information
entering kit pricing information, 9–8
overview, 9–5
setting up locations for kits, 9–7
example, 9–2
levels, 9–5
locations, 9–7
overview, 9–1
pricing, 9–8
types, 9–2

L
L/R, defined, 10–12
Landed Cost Rule, defined, 2–20
Language, defined, 4–10, 10–27
Last Revision No., defined, 2–33
Leadtime Cumulative, defined, 2–32
Leadtime Level, defined, 2–32
Leadtime Manufacturing, defined, 2–32
Leadtime Per Unit, defined, 2–33
Length, defined, 10–12
Level, defined, 11–12
Levels
cost, 2–58
for kits, 9–13
Inventory Management

price, 2–66
Limits, in speed location maintenance, 10–58
Line Type, defined, 2–11
Locate item information, locating item information, 4–7
Locate quantity information
  locating detailed quantity information, 4–20
  locating on-hand quantity information, 4–27
  locating quantity information by lot, 4–24
  locating summary quantity information, 4–16
  overview, 4–15
Locating item information
  defining search criteria, 4–8
  form, 4–8
  overview, 4–7
  query mode, 4–12
  wildcard searches, 4–13
Location, defined, 2–45, 6–24, 10–15
Location format, revising, 12–9
Location Level of Detail, defined, 10–15
Location Lot Status Change form, sample, 11–31
Location Redefinition, processing options, 12–12
Locations
  See also Default location information
  defining the location format, 10–10
  primary, 10–13
  setting up locations for kits, 9–7
  setting up warehouse locations. See Branch/plant constants
Lot, defined, 2–45, 6–24, 11–11
Lot Availability, processing options, 4–26, 11–18
Lot availability
  overview, 4–24
  quantity information, 4–24
Lot Availability form, sample, 4–24, 11–16
Lot Availability program (P41280), 4–24
Lot Dates form, sample, 11–27
Lot Dates program (P00051), 11–27
Lot Description, defined, 3–16, 11–11
Lot Expiration, defined, 3–16
Lot Expiration Date, defined, 11–11
Lot Grade, defined, 3–16, 11–12
Lot Master Revisions, processing options, 11–13
Lot Master Revisions form, sample, 11–10, 11–19
Lot Master Revisions program (P4108), 11–10, 11–19
Lot Potency, defined, 3–16, 11–12
Lot Process Type, defined, 11–6
Lot processing
  assigning lot numbers, 11–1
duplicate lots, 11–1
entering lot information
  creating a lot, 11–10
duplicate lots, 11–9
  entering information for lots, 11–8
  entering lot control information, 11–11
  entering lot information for items, 11–3
  entering supplier information, 11–12
  Item Master Information form, 11–4
  Lot Master Revisions form, 11–10
  overview, 11–3
  overview, 11–1
reclassifying lots
  bulk inventory, 11–46
correcting errors, 11–45
document numbers, 11–45
  example, 11–42
  grouping reclassifications, 11–46
  overview, 11–41
  Reclassifications form, 11–43
  uncommitted quantities, 11–46
viewing lot availability, 11–15
  Lot Availability form, 11–16
viewing lot transactions
  Lot Tracing form, 11–35
  Lot Tracing report, 11–34
  Lot Tracking report, 11–34
  overview, 11–33
  printing trace and track reports, 11–34
  reviewing trace and track information, 11–35
  setting up trace/track inclusions rules, 11–38
  specifying a trace/track mode, 11–39
  Trace/Track Inclusion form, 11–38
  Trace/Track Inclusion Rules form, 11–38
  working with lot activity dates, 11–23
  changing activity dates for a single lot, 11–24
Index

changing activity dates for multiple lots, 11–24
Lot Dates form, 11–27
Lot Master Revisions form, 11–24
Speed Lot Update form, 11–24
tracking lot dates, 11–27
working with lot availability, overview, 11–15
working with lot quantities, 11–19
Lot Master Revisions form, 11–19
reviewing lot quantities, 11–19
tracking lot quantities, 11–21
working with lot statuses, 11–29
assigning status codes to different lot locations, 11–31
Hold Expired Lots report, 11–29
Location Lot Status Change form, 11–31
Lot Status Codes form, 11–30
setting up lot status codes, 11–30
Lot quantity information, locating quantity information by lot, 4–24
Lot Status, defined, 2–46, 4–22, 4–25
Lot Status Code, defined, 11–5, 11–12
Lot Status Codes form, sample, 11–30
Lot Status Codes program (P00051), 11–30
Lot Tracing form, sample, 11–35
Lot Tracing Inquiry, processing options, 11–38
Lot Tracing report, sample, 11–34
Lot Tracing/Tracking program (P41203), 11–35
Lot Tracking report, sample, 11–34

Minimum Reorder Quantity, defined, 2–49
Mode, defined, 11–37, 11–40
Multiple Order Quantity, defined, 2–49

N

Name – Remark, defined, 6–24, 8–10
Net Quantity 01, defined, 4–52
New Tag Status, defined, 6–21
Number of Days in Year, defined, 10–6

O

Object Account, defined, 10–22
On Hand, defined, 4–40
On Purchase Order, defined, 4–40
On-hand quantity
form, 4–27
locating on-hand quantity information, 4–27
On-hand value, ABC analysis, 5–10
Order Number, defined, 11–13
Order Reprice Group, defined, 2–68

P

Performance information, reviewing performance information, 4–37
Period General Ledger by Object Account report, sample, 4–60
Period Number – Current, defined, 10–5
Phase, defined, 3–10
Physical inventories
choosing items for the cycle count, header and detail tables, 6–5
cycle count, 6–3
overview, 6–1
process a cycle count, overview, 6–3
process a tag count, overview, 6–17
processing a cycle count
AAs, 6–4
canceling the cycle count, 6–10
choosing items for the cycle count, 6–4, 6–18
entering the cycle count results, 6–10

Manufacturing setup costs, 2–63
Manufacturing Values Entry form, sample, 2–27
Manufacturing Values Entry program (P41013), 2–27
Margin Analysis, processing options, 5–14
Margin Analysis report, sample, 5–13
Master Planning Family, defined, 2–19
Maximum Reorder Quantity, defined, 2–49
Message Display Fence, defined, 2–31
Messages. See Print messages
MFG Leadtime Quantity, defined, 2–31

M

Release A7.3 (June 1996)
printing cycle count sheets, 6–9
printing the variance report, 6–14
reviewing the cycle count status, 6–7
reviewing the cycle count variances, 6–11
revising the cycle count quantity, 6–12
updating the cycle count status, 6–14
processing a tag count
entering the tag count results, 6–22
printing inventory tags, 6–18
recording tag distribution information, 6–19
recording tag receipt information, 6–22
reviewing the tag status, 6–24
running a quantity count comparison, 6–28
running tag count updates, 6–29
tag count, 6–17
Planner Number, defined, 2–15
Planning Code, defined, 2–29
Planning Fence, defined, 2–31
Planning Fence Rule, defined, 2–30
Plant Manufacturing Data form, sample, 2–51
Plant Manufacturing Data program (P41027), 2–51
Potency Change Reason, defined, 11–12
Potency Control, defined, 2–34
Preferences. See Container Management
Price Book, sample, 5–8
Pricing
defined, 2–24
entering kit pricing information, 9–8
Price Book report, 5–8
schedules. See Container Management
Primary, defined, 2–24
Primary location, defining in Warehouse Management, 10–13
Primary Location (P/S), defined, 2–46, 4–18
Primary Location form, sample, 2–43
Primary Location program (P41021W), 2–43
Print Before (Y/N), defined, 10–26
Print Cycle Count Sheets program (P41410), 6–9
Print Cycle Count Sheets report, sample, 6–9
Print Inventory Tags program (P41607), 6–18
Print Message, defined, 2–14, 10–26, C–54
Print Message Revisions form, sample, 10–24
Print Message Revisions program (P4016), 10–24
Print messages
creating document type exceptions,
Document Type Exceptions form, 10–29
defining a message, 10–24
defining a base message in another language, 10–26
Text Detail Revisions form, 10–25
Text Messages form, 10–27
using a base message, 10–25
defining document type exceptions, 10–28
defining print information for messages and item notes, 10–27
Document Selection form, 10–28
deleting messages, 10–24
displaying messages, 10–24
printing messages, 10–24
setting up messages
overview, 10–23
Print Message Revisions form, 10–24
Text Detail Revisions, 10–25
Print on Report (Y/N), defined, 10–28
Print Queue, defined, 10–34
Print Variance Detail, processing options, 6–14
Process Group 1, defined, 2–20
Process Supplemental Data Base by Branch, defined, 10–8
Process UOM Conversions by Branch, defined, 10–8
Processing options
ABC Analysis, 5–11
Batch Cost Maintenance, 7–7
Bill of Material Revisions, 9–13
Buyer’s information, 4–45
Buyers Guide, 5–6
Container Deposit/Refund/Rental Billing, C–19
Container Management Extraction Server, C–16
Container Reconciliations Report, C–25
Cost Analysis, 5–13
Customer/Distributor Balance, C–23
Cycle Count Review, 6–8
Data Item Conversion, 14–6
DDP/Audit Information, 10–56
Future Cost Update, 7–11
Generic Purge, 13–5

index-16
Index

Global Reporting Code Update, 12–7
Inquiry by Type of Data – Items, 8–15
Inventory Adjustments, 3–17
Inventory Count Entry and Additions, 6–11
Inventory Count Sheet, 6–9
Inventory Issues, 3–10
Inventory Journal, 5–8
Inventory Transfers, 3–22
Inventory Turn Report, 5–19
Inventory Valuation Analysis, 5–16
Item Availability Detail, 4–23
Item Availability Summary, 4–20
Item Branch Global Update, 12–6
Item Branch Information – Revisions, 2–54
Item Cost Level Conversion, 14–9
Item Ledger “As Of” by G/L Class Code, 4–60
Item Ledger As Of Record Generation, 4–50
Item Ledger Inquiry, 4–56
Item Ledger to Item Balance Integrity Report, 5–29
Item Ledger/Account Integrity, 5–26
Item Location (F4102) – Purge, 13–10
Item Master (F4101) – Purge, 13–8
Item Master Directory, 5–5
Item Master Global Update, 12–6
Item Master Information – Revisions, 2–36
Item Profile Report, 8–16
Item Search, 4–13
Item/Branch Duplication, 2–55
Item/Branch Duplication – Batch Selection, 2–56
Item/Lot Change Transactions, 11–46
Items by Data Type Report, 8–17
Location Redefinition, 12–12
Lot Availability, 4–26, 11–18
Lot Master Revisions, 11–13
Lot Tracing Inquiry, 11–38
Margin Analysis, 5–14
Print Variance Detail, 6–14
Select Items for Cycle Count, 6–6
Speed Cost Maintenance, 7–6
Speed Lot Update, 11–27
Stock Status, 5–5
Stock Tags, 5–23
Supply/Demand Inquiry, 4–34
Supply/Demand Report, 5–21
Tag Inventory Count Entry, 6–24
Tag Inventory Update, 6–30
Tag Print, 6–19
Text Messages Review, 10–29
Update Cycle Count, 6–15
Product No, defined, 2–9
Production, defined, 2–25
Profile Data Entry form, sample, 8–8
Profile Data Entry program (P41091), 8–8
Profile Data Types form, sample, 8–4
Profile Data Types program (P41090), 8–4
Profile Multi-Attribute Search program (P410220), 8–13
Profile Multi-Attribute Srch form, sample, 8–13
Program ID, defined, 4–56
Programs and IDs

P00051 (lot dates), 11–27
P00051 (lot status codes), 11–30
P00051 (trace/track inclusion rules), 11–38
P00051 (user defined code revisions), C–39, C–40
P0016 (text messages), 2–13, 10–27
P3002 (bill of material revisions), 9–11
P4007 (preference profiles), C–44
P400951 (default location & printers), 10–32
P40096 (default print queues), 10–34
P4009W (system constants), 10–7
P4016 (print message revisions), 10–24
P4016W (text detail revisions), 10–25
P4017 (document selection), 10–28
P4017W (document type exceptions), 10–29
P40200 (container deposit/rental), C–45
P40200 (invoice cycle preference), C–48
P40200 (pricing unit of measure), C–51
P40200 (print messages/preference inquiry), C–53
P4021 (supply/demand inquiry), 4–32
P40300 (container deposit/rental), C–45
P40300 (invoice cycle preference revisions), C–49
P40300 (invoice cycle preference), C–49
P40300 (pricing unit of measure), C–51
P40300 (print messages/preference inquiry), C–53
Inventory Management

P40300 (print messages/preference revisions), C–54
P40950 (distribution automatic account), 10–19
P40CVT (data item conversion), 14–5
P41001 (branch/plant constants – page 1), 10–5
P410011 (item availability), 10–7
P410012 (branch/plant constants – page 2), 10–11
P410015 (application constants), 10–10
P41002 (item units of measure), 2–23
P41003 (standard units of measure), 10–37
P4100A (speed location maintenance), 10–64
P4101 (item master information), 2–6, 11–4
P41011 (classification codes), 2–17
P41012 (default units of measure), 2–22
P41013 (manufacturing values entry), 2–27
P41015 (item/branch duplication), 2–53
P41016W (item alternative description), 2–8
P41021W (primary location), 2–43
P41022 (item branch quantities), 2–48
P410220 (profile multi-attribute search), 8–13
P41023 (detailed availability), 4–20
P41024 (item/location information), 2–44
P41026 (item branch/plant information), 2–41
P41027 (plant manufacturing data), 2–51
P41040 (item cross-reference), C–41
P41041 (item cross-reference revisions), 10–41, C–41
P4105 (cost revisions), 2–60
P4105 (speed cost maintenance), 7–4
P41052 (future cost update), 7–9
P4106 (base price revisions), 2–68
P4108 (lot master revisions), 11–10, 11–19, 11–24
P41080 (speed lot update), 11–24
P4108S (location lot status change), 11–31
P41090 (profile data types), 8–4
P41091 (profile data entry), 8–8
P4111 (item ledger – the cardex), 4–27
P41112 (direct as of entry), 4–51
P41118 (container transaction inquiry), C–30, C–31
P4111W (item ledger information), 4–55
P4112 (issues), 3–6
P4113 (transfers), 3–20
P4114 (adjustments), 3–13
P4115 (buyer’s information), 4–38
P4116 (reclassifications), 11–43
P4118 (container deposit inquiry), C–27
P41180 (Container Management deposits/rentals), C–18
P41182 (customer/distributor balance), C–22
P41189 (Container Management Extraction Server), C–15
P41200 (item search), 4–8
P41202 (summary availability), 4–16
P41203 (lot tracing), 11–35
P41204 (branch/plant constants), 10–4
P41240 (cycle count review), 6–7
P41241 (cycle count detail review), 6–7
P41280 (lot availability), 4–24, 11–16
P4141 (cycle count entry), 6–11
P41410 (print cycle count sheets), 6–9
P41601 (tag issues and receipts), 6–19, 6–22
P41602 (tag count entry), 6–22
P41603 (tag status summary), 6–26
P41604 (tag status review), 6–24
P41605 (tag variance review), 6–27
P41607 (print inventory tags), 6–18
P41610 (tag count update), 6–29
P41802 (batch cost maintenance), 7–6
P41811 (average cost update), 7–8
P41815 (item cost level conversion), 14–7
P41822 (location field update), 12–10
P42565 (print invoices), C–20
P43115 (transaction family documents), 5–17
P84820J (audit journal information), 10–54
P84821 (create audit jobs), 10–53
P84825 (create audit locations), 10–55
Purchase orders, buyer’s information, 4–44
Purchase Price Level, defined, 2–59, 9–9
Purchase Price Retrieval UOM, defined, 10–9
Purchase Rebate Category Code, defined, 10–9
Purchasing, defined, 2–24
Purchasing Cost Method, defined, 2–61
Purchasing Taxable, defined, 2–47
Purchasing: Preferred Carrier, defined, 2–16

Purges
 overview, 13–1
 processing options for, 13–9
 purging data
 general purges, 13–3
 overview, 13–3
 running the general purge, 13–5
 running the special purge, 13–5
 special purges, 13–4
 technical considerations, 13–4

special purges
 running the Item Balance purge, 13–8
 running the Item Deletion purge, 13–5
 running the Item Master purge, 13–7

Q

Quantities Adjusted, defined, 11–22
Quantities Approved, defined, 11–22
Quantities Completed, defined, 11–22
Quantities Issued, defined, 11–22
Quantities Received, defined, 11–22
Quantities Sold, defined, 11–23
Quantity, defined, 2–26, 10–38
Quantity – Current, defined, C–28
Quantity – Hard Committed, defined, 4–19
Quantity – Other Purchasing 1, defined, 4–22
Quantity – Physical Count, defined, 6–11, 6–13
Quantity – Work Order Hard Commit, defined, 4–19
Quantity 1 – Other primary units, defined, 4–22
Quantity 2 – Other primary units, defined, 4–22
Quantity Available, defined, 4–19
Quantity Available – On Receipt, defined, 4–40
Quantity Count Comparison report, sample, 6–29
Quantity Held, defined, 4–22
Quantity in Inspection, defined, 4–22
Quantity in Operation 1, defined, 4–22
Quantity in Operation 2, defined, 4–23
Quantity in Transit, defined, 4–22
Quantity Inbound – Warehouse, defined, 4–23
Quantity information, overview, 4–15
Quantity on Backorder, defined, 4–19
Quantity on Future Commit, defined, 4–19
Quantity on Hand – Primary units, defined, 4–19
Quantity on Hand/Held, defined, 4–26, 11–18
Quantity on Purchase Order–primary units, defined, 4–19
Quantity on Work Order Receipt, defined, 4–19
Quantity Outbound – Warehouse, defined, 4–23
Quantity Per, defined, 9–13
Quantity Receipts – Total, defined, 4–19
Quantity Soft Committed, defined, 4–19
Quantity/Amt, defined, 6–27
Queue Hours, defined, 2–52

R

Ranking items, ABC analysis, 5–10
Rate – Deposit, defined, C–29
Reason Code, defined, 3–8, 4–56
Reclassifications. See Lot processing;
Reclassifying inventory
Reclassifications form, sample, 11–43
Reclassifying inventory, overview, 11–41
Reconciled Flag, defined, C–31
Relationship, defined, 6–12, 6–28
Reorder Point, defined, 2–49
Reorder Point – Input, defined, 4–41, 4–44
Reorder Quantity, defined, 2–49

Reports
 ABC Analysis, 5–10
 analysis
 ABC, 5–10
cost, 5–12
margin, 5–13
stock tags, 5–22
supply and demand, 5–20
turnover, 5–16
valuation, 5–14
analysis reports, 5–9
audit reports, 5–31
Inventory Management

Buyer's Guide, 5–6
Container Billing, C–18
Container Management Extraction Server, C–15
Cost Analysis, 5–12
Cost Revisions Update, 7–7
Detail Variance Print, 6–14
Future Cost Update, 7–9
Hold Expired Lots, 11–29

integrity
  Item Balance/Ledger, 5–27
  Item Ledger/Account, 5–25

integrity reports, 5–25
Inventory Journal, 5–7
Inventory Turn, 5–16
Item Balance/Ledger Integrity, 5–27
Item Branch Audit, overview, 5–33
Item Cost Level Conversion, 14–7
Item Ledger by G/L Class Print, 4–59
Item Ledger Detail Print, 4–57
Item Ledger/Account Integrity, 5–25
Item Master Audit, overview, 5–32
Item Master Directory, 5–5
Item Profile, 8–16
Items by Data Type, 8–17
Lot Tracing, 11–34
Lot Tracking, 11–34
Margin Analysis, 5–13
  overview, 5–1
Period General Ledger by Object Account, 4–60
Price Book, 5–8
Print Cycle Count Sheets, 6–9
Print Inventory Tags, 6–18
printing stock tags, 5–22
Quantity Count Comparison, 6–29
reviewing inventory analysis reports
  overview, 5–9
  printing stock tags, 5–22
  reviewing the ABC Analysis, 5–10
  reviewing the Cost Analysis, 5–12
  reviewing the Inventory Turn report, 5–16
  reviewing the Margin Analysis, 5–13
  reviewing the Supply and Demand report, 5–20
  reviewing the Valuation Analysis, 5–14
reviewing inventory audit reports, overview, 5–31
reviewing inventory integrity reports
  overview, 5–25
  reviewing the Item Balance/Ledger Integrity report, 5–27
  reviewing the Item Ledger/Account Integrity report, 5–25
reviewing inventory status reports
  overview, 5–3
  reviewing the Buyer's Guide, 5–6
  reviewing the Inventory Journal, 5–7
  reviewing the Item Master Directory, 5–5
  reviewing the Price Book, 5–8
  reviewing the Stock Status report, 5–4
  reviewing the ABC Analysis, 5–10
  reviewing the Buyer's Guide, 5–6
  reviewing the Cost Analysis, 5–12
  reviewing the Inventory Journal, 5–7
  reviewing the Item Master Report, 5–16
  grouping transaction types, 5–16
  running the Inventory Turn report, 5–18
reviewing the Item Balance/Ledger Integrity report, 5–27
reviewing the Item Ledger/Account Integrity report, 5–25
reviewing the Item Master Directory, 5–5
reviewing the Margin Analysis, 5–13
reviewing the Price Book, 5–8
reviewing the Stock Status report, 5–4
reviewing the Supply and Demand report, 5–20
reviewing the Valuation Analysis, 5–14
Select Items for Count, 6–5
status, Stock Status, 5–4
status reports, 5–3
Stock Status, 5–4
stock tags, 5–22
Summary Invoice, C–20
Summary Level Invoicing, C–22
Supply and Demand, 5–20
Transaction Invoice, C–20
Transaction Level Invoicing, C–22
Trial Balance by Object Account, 4–62
Valuation Analysis, 5–14
Request Date, defined, 4–34
Review performance information, 4–37
  form, 4–38
  overview, 4–37
reviewing inventory quantities, calculations, 4–38
reviewing open purchase orders, 4–44
reviewing sales history, 4–41
Review supply and demand information, overview, 4–31
Reviewing transactions on general ledger reports
  Item Ledger by G/L Class Print report, 4–59
  Item Ledger Detail Print report, 4–57
  Period General Ledger by Object Account report, 4–60
  Trial Balance by Object Account report, 4–62
Round to Whole Number, defined, 2–30

S
Safety Stock, defined, 2–49, 4–22
Sales Catalog Section, defined, 2–18
Sales Category Code 3, defined, 2–19
Sales Price Based On Date, defined, 10–9
Sales price information
  assigning price groups to an item, 2–67
  assigning price levels to an item, 2–66
  entering item prices, 2–68
  entering sales price information, 2–65
  form, 2–68
  overview, 2–65
  price groups, 2–67
  price levels, 2–66
  prices, 2–68
Sales Price Level, defined, 2–66, 9–8
Sales Price Retrieval UOM, defined, 10–9
Sales Taxable, defined, 2–47
Sales: Preferred Carrier, defined, 2–15
Sales/Inventory Cost Method, defined, 2–61
Search Text, defined, 2–10, 4–10
Search Value, defined, 8–13
Searches, wildcard, 4–13
Searching for items
  search text, 4–11
  wildcard search, 4–13
Secondary, defined, 2–24
Select Items for Count, report, 6–5
Select Items for Count program (P41411), 6–4, 6–5, 6–18
Select Items for Cycle Count, processing options, 6–6
Selection Exits, defined, 6–13, 6–15
Separator – Location, defined, 10–12
Separator character, location code, 10–10
Sequence Number, defined, C–46
Serial Number Required, defined, 11–8
setting up automatic accounting instructions, procedure, 10–19
Setting up items, overview, 2–1
Setup. See System setup
Shelf Life Days, defined, 11–7
Shipping, defined, 2–24
Shipping Commodity Class, defined, 2–20
Shipping Conditions Code, defined, 2–20
Shipping Units Per Container, defined, 2–49
Shrink Factor, defined, 2–52
Shrink Factor Method, defined, 2–52
Skip to Tag, defined, 6–23
Special Handling Code – User Def Codes, defined, C–40
Speed Cost Maintenance
  See also Cost updates
  processing options, 7–6
Speed Cost Maintenance program (P4105), 7–4
Speed location maintenance
  entering new location information, deleting locations, 10–67
  examples, 10–60
  setting up locations using, overview, 10–57
  working with speed location maintenance limits, 10–58
  Speed Location Maintenance form, 10–64
  steps, 10–58
Speed Lot Update, processing options, 11–27
Speed Lot Update form, sample, 11–24
Speed Lot Update program (P41080), 11–24
Srch, defined, 2–9
Standard Grade, defined, 2–35
Standard Potency, defined, 2–34
Standard Setup Hours, defined, 2–52
Standard units of measure, Standard Units of Measure form, 10–37
Start Journal Physical File form, sample, 10–49
Status Change Reason, defined, 4–25, 11–12
Inventory Management

Step By, defined, 10–59, 10–66
Step Limit Method, defined, 10–60, 10–66
Steps, in speed location maintenance, 10–58
Stock Status, processing options, 5–5
Stock Status report, 5–4
  sample, 5–4
Stock Tags, processing options, 5–23
Stock tags
  bar codes, requirements for printing, 5–22
  sample, 5–22
Stocking Type, defined, 2–10, 9–6
Structured Only, defined, 2–26
Sub Section, defined, 2–19
Subledger – G/L, defined, 3–9
Subledger Type, defined, 3–10
Subsidiary, defined, 10–22
Summary availability
  overview, 4–16
  quantity information, 4–16
Summary Availability form, sample, 4–16
Summary Availability program (P41202), 4–16
Summary quantity information, locating
summary quantity information, 4–16
Supplemental database
  defining data types
    form, 8–4
    modes, 8–3
    overview, 8–3
  entering supplemental data, 8–7
    code mode, 8–8
    narrative mode, 8–11
    overview, 8–1
  reviewing supplemental data, 8–11
    by item, 8–14
    form, 8–13
    with multiple criteria, 8–13
  running supplemental data reports
    Item Profile, 8–15
    Items by Data Type, 8–15
  updating, 8–2
  working with supplemental data,
  overview, 8–7
Supplier, defined, 2–48, 4–10, 11–13
Supplier Lot, defined, 11–13
Supplier Rebate Code, defined, 2–19
Supply, defined, 4–33
Supply and demand
  overview, 4–31
  report, 5–20
  reviewing supply and demand
  information, 4–31
Supply/Demand Inquiry, processing
  options, 4–34
Supply/Demand Inquiry form, sample, 4–32
Supply/Demand Inquiry program (P4021), 4–32
Supply/Demand Report, processing options,
5–21
System constants. See Branch/plant
constants
System Constants form, sample, 10–7
System setup
  defining batch control constants,
  Application Constants form, 10–10
  defining branch/plant constants
    Branch/Plant Constants form, 10–4
    Branch/Plant Constants – Pg 1 form, 10–5
    Branch/Plant Constants – Pg 2 form, 10–11
  System Constants form, 10–7
  defining item availability, Item Availability
  Definition form, 10–7
  overview, 10–1
  setting up audit information
    activating the audit process, 10–56
    Create Data Queue form, 10–50
    Create Job Description form, 10–51
    Create Journal form, 10–48
    Create Journal Receiver form, 10–47
    Create User Profile form, 10–52
    overview, 10–45
  setting up IBM information for the audit process, 10–46
  setting up the audit process, 10–52
  Start Journal Physical File form, 10–49
setting up automatic accounting
instructions
  Distribution Automatic Account form,
  10–19
  overview, 10–17
setting up constants
  defining batch control constants, 10–9
  defining branch/plant constants, 10–4
  defining item availability, 10–6
  defining system constants, 10–7
  defining the location format, 10–10
  overview, 10–3
setting up default location information
assigning default print queues, 10–33
Default Location & Printers form, 10–32
Default Print Queues form, 10–34
defining a default location and
approval route code, 10–32
overview, 10–31
setting up item cross-reference
entering cross-references, 10–40
Item Cross-Reference Revisions form, 10–41
locating cross-references, 10–42
overview, 10–39
setting up messages
defining a base message in another
language, 10–26
defining a message, 10–24
defining document type exceptions, 10–28
defining print information for messages
and item notes, 10–27
Document Selection form, 10–28
Document Type Exceptions form, 10–29
overview, 10–23
Print Message Revisions form, 10–24
Text Detail Revisions form, 10–25
Text Messages form, 10–27
using a base message, 10–25
setting up standard units of measure
conversion factors, 10–36
overview, 10–35
Standard Units of Measure form, 10–37
setting up the audit process
Audit Journal Information form, 10–54
creating an audit job, 10–53
creating audit locations, 10–55
setting up warehouse locations,
overview, 10–13
work with speed location maintenance,
10–57
working with speed location maintenance
deleting locations, 10–67
examples, 10–60
limits, 10–58
Speed Location Maintenance form, 10–64
steps, 10–58

System updates
overview, 12–1
revising location format
correcting errors, 12–10
Location Field Update form, 12–10
overview, 12–9
setting up a model branch, 12–10
updating, 12–11
updating item information
overview, 12–5
updating category codes and item
numbers, 12–6
updating item master and branch/plant
information, 12–5
updating item search information,
overview, 12–3

Tag count
entering the tag count results, 6–22
printing inventory tags, 6–18
processing a tag count, 6–17
recording tag distribution information, 6–19
recording tag receipt information, 6–22
reviewing the tag status, 6–24
running a quantity count comparison, 6–28
running tag count updates, 6–29
Tag Count Entry form, sample, 6–22
Tag Count Entry program (P41602), 6–22
Tag Count Update program (P41610), 6–29
Tag Inventory Count Entry, processing
options, 6–24
Tag Inventory Update, processing options, 6–30
Tag Issues and Receipts form, sample, 6–20
Tag Issues and Receipts program (P41601), 6–19, 6–22
Tag Number, defined, 6–23
Tag Print, processing options, 6–19
Tag Status, defined, 6–21
Tag Status Review form, sample, 6–25
Tag Status Review program (P41604), 6–24
Tag Status Summary form, sample, 6–26
Tag Status Summary program (P41603), 6–26
Inventory Management

Tag Team ID – Issued, defined, 6–21, 6–25
Tag Team ID – Received, defined, 6–22
Tag Variance Review form, sample, 6–27
Tag Variance Review program (P41605), 6–27
Tags, for tag count, 6–18
Terminal Identification, defined, 4–56, 10–32
Text messages, defining documents on which to print, 10–27
Text Messages form, sample, 2–13, 10–27
Text Messages program (P0016), 2–13
Text Messages Review, processing options, 10–29

Thru Date, defined, 4–33
Thru Grade, defined, 2–35, 4–18, 11–17
Thru Potency, defined, 2–35, 4–18, 11–17
Time Basis Code, defined, 2–52
To Branch/Plant, defined, 11–45
To Data Display Decimals, defined, 14–5
To Tag, defined, 6–21
Total sales, ABC analysis, 5–10
Trace/Track Inclusion Rules form, sample, 11–38
Tracing, lots, 11–35
  inclusion rules, 11–38
  mode, 11–39
Tracking, lots, 11–35
  inclusion rules, 11–38
  mode, 11–39
Transaction Line Number, defined, 11–45
Transaction Reference, defined, 4–56
Transaction Type, defined, 5–17
Transaction/Summary, defined, C–47

Transactions
  accounting for, 3–3
  adjustments, 3–13
  creating balance forward records, 4–48
  file updates, 3–3
  issues, 3–5
  on general ledger reports, 4–57
  overview, 3–1
  reclassifications, 11–41
  reviewing multiple transactions and balances, 4–53
  transfers, 3–19
  working with transaction records, 4–47

Transfers
  correcting errors, 3–22
  document numbers, 3–22
  example, 3–19
  form, 3–20
  overview, 3–19
Transfers form, sample, 3–20
Transfers program (P4113), 3–20
Trial Balance by Object Account report, sample, 4–62
Trn Date, defined, 11–37
Turnover (of inventory), report, 5–16
Type – Cross–Reference Type Code, defined, 4–11, 10–42, 10–43, C–42
Type – Variance, defined, 6–12
Type – Variance Amount or Percent, defined, 6–12
Type Data, defined, 8–5, 8–15

U

UM, defined, 2–26
Unit Cost, defined, 2–62, 7–5
Unit of Measure, defined, 2–11, 6–24, 9–13, 10–38, C–29
Unit of Measure – Pricing, defined, C–52
Unit of Measure – Purchasing, defined, 4–18, 4–39
Unit Price, defined, 2–69
Units – in Routing (Primary Units), defined, 4–19
Units – Order/Transaction Quantity, defined, C–28
Units of measure. See Standard units of measure
Update Average Cost On–Line, defined, 10–8
Update Cycle Count, processing options, 6–15
User defined codes, tables, 40/OR, 10–28
User ID, defined, 4–56

V

Valuation analysis, report, 5–14
Valuation Analysis report, sample, 5–14
Value Order Policy, defined, 2–29
Variance, in cycle count, 6–11
  report, 6–14
Volume, defined, 2–25
Voucher Number – Previous, defined, 11–45
W

Warehouse locations. See System setup
Weight, defined, 2–25
Work with transaction records, 4–47
   creating balance forward records, 4–48
   entering individual transactions, 4–51
   overview, 4–47
   reviewing multiple transactions and balances, 4–53
   reviewing transactions on general ledger reports, 4–57