

# **Inventory Control**

## **User Guide Addendum**

**Version 5.30**

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Modifiable Financial & Distribution Software

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# About this Fourth Generation Documentation Addendum:

This Fourth Generation Documentation Addendum is provided to bring the associated 'base' document up to date with the very latest changes and additions to the software product. The 'base' document is listed on the title page of this addendum.

## **Addendum Date:**

All software patches and supplements that have an impact on the base document are also covered by this addendum. Software patches and supplements are posted on the Fourth Generation web site in the customer area and on the Fourth Generation ftp site (see web/ftp access below). Patches and feature supplements are listed by the date posted. All patches and supplements posted by the Addendum Date are covered by this addendum. Each time a new patch or supplemental feature is released, this addendum will be updated if a documentation change is required. At that time, the Addendum date will be updated to the latest patch or supplement date.

## **Information not covered by this addendum:**

This addendum covers only the subject area of the base document. For additional information and technical details on the new features or patches, please consult the product release notes and patch/supplements indexes found in the customer area of the Fourth Generation Web site or FTP site. (see web/ftp access below)

## **Web/FTP Access:**

All new features and patches are maintained on the Fourth Generation web site, in the customer area: [www.fourthgeneration.com](http://www.fourthgeneration.com) and also on the Fourth Generation FTP site: [ftp.fourthgeneration.com](ftp://ftp.fourthgeneration.com). Updated versions of this Addendum will be posted there as well. Most of the files and information in these areas is restricted to customers with current software maintenance contracts. To receive a current password to access these areas, please contact the Fourth Generation help desk: 770-432-7623, 1-800-374-6157, [support@fourthgeneration.com](mailto:support@fourthgeneration.com)

# Feature Listing

<b>Feature Number</b>	<b>Description</b>
1244	Lot Expiration Date Reporting
1249	New Navigation Events
1683	Multiple Bin Locations
1746	New Field for UPC Code
1784/1785	Serial/Lot Cost Prompt for Adjustments
1807	Auto Assign Serial #s

## Feature 1244 Lot Expiration reporting

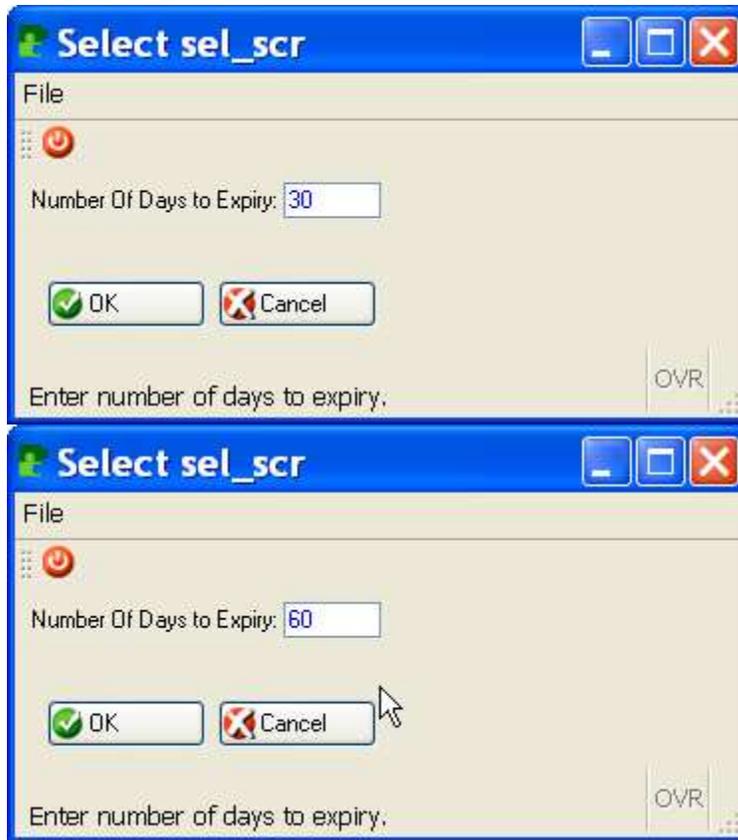
If you have lot number controlled merchandise that is date sensitive you will find this new report very useful as it lets you view which lots have expired or are about to expire.

When you receive and vendor Po for a lot controlled item, there is a new field where you can enter expiration date. If a date is stored here it is stored in the lot number table.

The screenshot shows a dialog box titled "Select srlea" with a blue header. Below the header is a "File" menu. The main content area is titled "Item Serial Numbers" and contains several input fields: "Lot Number" (value: 648), "Expiration Date" (value: 03/15/2008, with a red 'X' icon), "Quantity" (value: 1000.000), "Serial Prefix", "Serial Number", and "Serial Suffix". At the bottom are "OK" and "Cancel" buttons. A status bar at the bottom left says "Enter the lot number." and the bottom right has "OVR" and a help icon.

The Lots Expiration report is option (i) on the Inventory Reports menu.

Selection criteria:



Report sample:

The screenshot shows a window titled "Print Lot Expiration Report" with a menu bar (File, Navigate, Help) and a toolbar. The main content area displays a report for "SAMPLE COMPANY".

Report details:  
 Date: 02/11/2008  
 Time: 14:54:12  
 Lot Expiration Report  
 Page: 1

The report lists lots that expire within 60 days:

Warehouse	Item Code	Lot	Expire Date	Lot Qty	Days To Expire	Location
SEATTLE	APPLE	222	12/31/2007	44.00	EXPIRED	- -
SEATTLE	APPLE	648	03/15/2008	1000.00	33	- -
SEATTLE	APPLE	5006	03/31/2008	48.00	49	- -
SEATTLE	APPLE	333	03/31/2008	70.00	49	- -
SEATTLE	APPLE	2222	03/31/2008	40.00	49	- -

## Feature 1249 New Navigation Events

The following programs have new navigation events:

Update item information – access to:

- Update item catalog
- Cost valuation report
- Inventory turns report

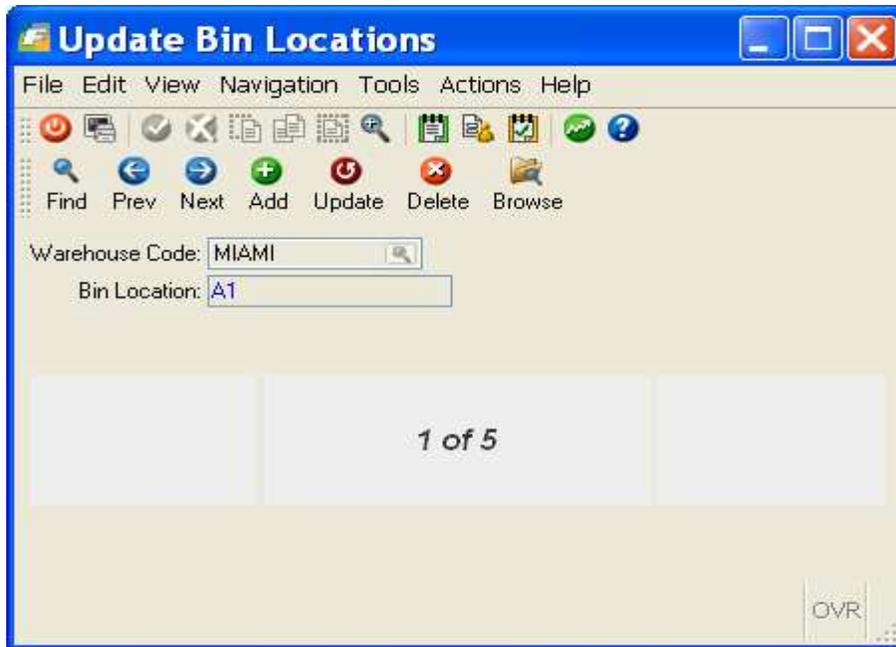
## Feature 1683 Multiple Bin Locations

**This feature gives you the ability to have multiple warehouse locations per item instead of one static bin location as defined in the Update Inventory Information program. If you have multiple warehouses you can also use multi-bin in one warehouse but a static single location in others if multiple locations are not required.**

### GETTING STARTED:

#### SET UP BIN LOCATIONS:

This program is option (k) on the Set Up Inventory menu. It is used to set up valid bin locations. When moving inventory (receiving, shipping, transferring, etc.) a valid bin location must be used.



### UPDATE WAREHOUSE DEFINITIONS:

This program is option (b) on the Set Up Inventory menu. It is used to set up warehouse codes for your various warehouses. When the feature is initially installed the Location Controlled flag for all warehouses found will be set to N. To “turn on” the multi-bin feature at the warehouse level, set Location Controlled to Y. If you want the warehouse to use just one static location as defined with the item using the Update Inventory Information program, set this to N and you will not be prompted to select multiple bins when processing transactions. Entry in this field is mandatory.

Update Warehouse Definitions

File Edit View Navigation Tools Actions Help

Find Prev Next Add Update Delete Browse

Warehouse Code: MIAMI

Description: MIAMI WHSE

Department: 000 ADMIN. OFFICE

Address: 100 PALM DR

City: MIAMI

State: FL

Zip:

Country: USA

Phone: 800-222-3456

Fax:

Email:

Location Controlled: Y

1 of 1

OVR

### UPDATE INVENTORY INFORMATION:

This program is option (a) on the Inventory Maintenance menu and is used to set up your item codes. For each warehouse the item is located in that supports multiple locations , you should define a Primary and Secondary bin location and this must have first be set up using the Update Bin Locations program ( these can be left set to null if you do not

use primary and secondary bin locations) . If set up these locations will be the default bin locations inventory will be received into and picked from unless you choose other bin locations when receiving your purchase orders and processing your sales orders.

From the detail section of the Update Inventory Information screen, click on the Whse Dtl icon on the toolbar to access this screen and enter these bin locations.

Item Warehouse Detail

Item: 2000 POWDER

Warehouse: MIAMI MIAMI WHSE

Purchase Cost: 10.0000 Last Cost: 10.0000 Qty.: 500.000

Average Cost: 10.0000 Last Date: 08/04/2009

Price: 20.0000 Sold Date:

Primary Location: A1 Secondary Location: B1

Location Aisle: Row: Bin:

Count Cycle Code: Last Count: On Hand: 500.000

Vendor: Vendor Item:

Minimum Sell Qty.: 1.00 Allow Backorder: Y Taxable: Y

Subject To Terms Disc.: Y Subject To Trade Disc.: Req Profit %:

Commission Code: STD STANDARD COMMISSION RATE

OK Cancel

Enter the primary stocking location OVR

The primary bin location entered should be the bin location this item is typically picked from for outbound shipments. The secondary bin location should be the bulk location of the item. These must be different bin locations.

Please note that if the location controlled value for the warehouse is N you will not be able to enter primary and secondary bin locations but you will be able to enter a static location. Conversely if the location controlled value for the warehouse is Y you will be able to enter a primary and secondary bin location but not a static location.

## CONVERISON TO MULTIBIN FOR EXISTING FITRIX USERS:

**Note: All of the set up steps above must be completed before the conversion process can take place.**

If you are currently using Fitrix the following steps must take place to update your data to incorporate multi-bin functionality.

1. The cutover to make multi-bin functional needs to happen after hours, preferably over a weekend given the amount of work that needs to be done.
2. You will need to have all picked orders posted so that only open orders yet to be picked are in the system( line stage on all orders must be BKO, ORD, or NEW) . This is usually done before a physical inventory.
3. Perform a physical inventory to determine the bin locations of all items in your warehouses. This information must be given to FGSS in flat file format matching the table layout below so that it can be imported via the data conversion programs.

stiserld

Col	Column name	Reqd	Type	Description
1	item_code	Y	char(20)	Item code
2	warehouse_code	Y	char(10)	Must be a valid warehouse code
3	seq_no	N	serial	Assigned by conversion program
4	lot_no controlled	?	char(20)	If the item is lot controlled then this is a required value.
5	serial_no controlled	?	char(20)	If the item is serial controlled then this is a required value.
6	lot_qty serial	Y	decimal(10)	This is the lot qty or if serial controlled this should be set to  1. If the warehouse is location controlled = Y this is the bin qty.
7	cost serial	Y	decimal(14,4)	Required only if lot or number controlled.
8	vend_code	N	char(20)	Vendor purchased from if lot/serial.
9	expiry_date	N	date	Lot expiration date.

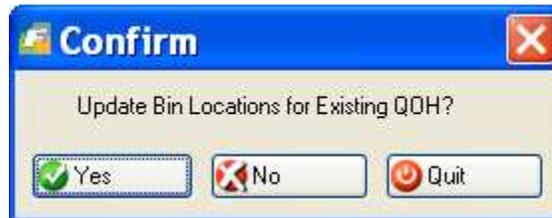
10	po_no	N	char(20)	PO # purchased with for lot/serial.
11	rec_doc_no	N	integer	Set to null.
12	receipt_date	N	date	Set to null.
13	recv_qty	N	decimal(10)	Set to null.
14	recv_cost	N	decimal(14,4)	Set to null.
15	bin_location	Y	char(15)	This must be a valid bin location

The Post Import Table program does the following:

- a. Assigns bin locations to all of the items in your warehouse based on the information you provided in the flat file.
- b. Assigns bin locations to all of the items on your open orders yet to be picked so that when you print the picking ticket you will know what bin locations the items are in.

The steps are as follows:

- a. Load Flat File to Import Table- this program loads the flat file provided into a temporary conversion table.
- b. Validate Import Table- this program generates a report that will list any errors found (ie- invalid bin location because the bin location was not set up prior to running the validation program). When you run this program you will receive the following prompt:



You should answer Yes if you are planning to update bin locations of existing inventory on hand (i.e – an existing customer that has inventory on hand and is converting to multi-bin). You should answer No if you are going to insert data (i.e - new customer that is converting all data into the Fitrix tables for the first time)

- c. Maintain Import Table – this screen program is used to fix any errors that validation program found.
- d. Post Import Table – this program will transfer the data from the temporary table to the permanent Fitrix table and then delete the temporary table.

- e. Clear Import Table – this program is **ONLY** used if the errors reported are too numerous to fix manually using the Maintain Import Table program. This program deletes the temporary table so that you may start all over again.

## PROCESSING TRANSACTIONS FOR WAREHOUSES THAT HAVE MULTIPLE LOCATIONS

### RECEIVING MERCHANDISE:

When receiving purchase orders into a warehouse that has multi-bin turned on, this screen will display.

Bin Location	Lot Number	Expiry Date	Serial Number	On Hand	Committed	Available	Quantity
D1				200.000	98.000	102.000	
E1				300.000	0.000	300.000	

If the item already exists in bin locations in your warehouse as it does in the above example, these bin locations will display on the screen and you can enter the quantity you want to put in each bin location. The total quantity distributed into the bin locations must equal the quantity you're receiving. If the item is serial # controlled the screen will populate with the primary location or if that is null the secondary location (and you can select different locations as needed).

If the item is serial number or lot number controlled you will also enter those numbers on this screen.

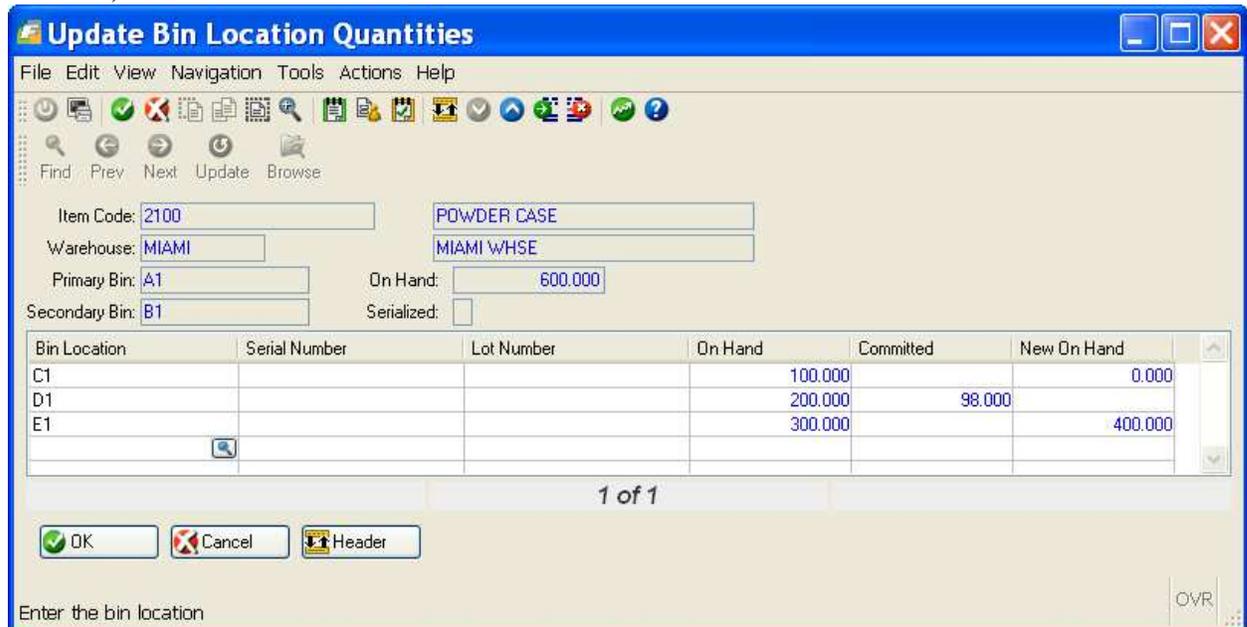
If the item does not exist in any bin location then this screen will be blank and when you zoom from the bin location field this screen displays and you select valid bin locations to receive your merchandise into:



For serialized inventory the bin location will default to the primary bin location but can be changed.

### MOVING ITEMS FROM ONE BIN LOCATION TO ANOTHER

This program is option (1) on the Inventory Maintenance menu. It is used to move items from one bin location to another (ie- from secondary bulk location to primary picking location).



In the example above we are moving 100 from location C1 to location E1.

The committed quantity is the sum of any open sales orders that have not yet been posted.

You cannot move a quantity greater than what is available to be moved which is quantity

on hand less committed. In the example above you would only be able to move 102 out of bin D1 ( On Hand of 200 less Committed of 98).

If when picking merchandise the item does not exist in the bin location that prints on the picking ticket use this program to relocate the item to its correct bin location. Using the example below if this item did not exist in the primary bin location because it was moved but the move was not recorded using this program, move 102 to the correct bin location and let the sales order posting program remove the remaining 98 that are already committed to this bin.

Update Bin Location Quantities

File Edit View Navigation Tools Actions Help

Item Code: 2100 POWDER CASE  
 Warehouse: MIAMI MIAMI WHSE  
 Primary Bin: A1 On Hand: 600.000  
 Secondary Bin: B1 Serialized:

Bin Location	Serial Number	Lot Number	On Hand	Committed	New On Hand
C1			0.000		
D1			200.000	98.000	98.000
E1			400.000		502.000

1 of 1

OK Cancel Header

Enter the bin location OVR

If the item is lot number controlled you can only move like lots to an existing bin location. If you need to put a different lot number in an existing bin location you must go to the bin location field and enter the bin location as a new row on the screen. In the example below we want to move 10 of lot 12 from A1 to C1. Because the lot number in the bin is not the same I receive this error message:

**Update Bin Location Quantities**

File Edit View Navigation Tools Actions Help

Find Prev Next Update Browse

Item Code: 2000 POWDER  
 Warehouse: MIAMI MIAMI WHSE  
 Primary Bin: A1 On Hand: 500.000  
 Secondary Bin: B1 Serialized: L

Bin Location	Serial Number	Lot Number	On Hand	Committed	New On Hand
A1		12	200.000	50.000	190.000
B1		12	100.000		
C1		13	150.000	30.000	160.000
D1		13	50.000		

1 of 1

OK Cancel Header

Enter the new quantity on hand

OVR

**Error:**

Total qty for a serial/lot cannot change  
 Want more information ?

Yes No

In order to move lot 12 to C1 I need to go to the bin location field and create a new record like this:

**Update Bin Location Quantities**

File Edit View Navigation Tools Actions Help

Find Prev Next Update Browse

Item Code: 2000 POWDER  
 Warehouse: MIAMI MIAMI WHSE  
 Primary Bin: A1 On Hand: 500.000  
 Secondary Bin: B1 Serialized: L

Bin Location	Serial Number	Lot Number	On Hand	Committed	New On Hand
A1		12	200.000	50.000	190.000
B1		12	100.000		
C1		13	150.000	30.000	
D1		13	50.000		
C1		12	0.000		10.000

1 of 1

OK Cancel Header

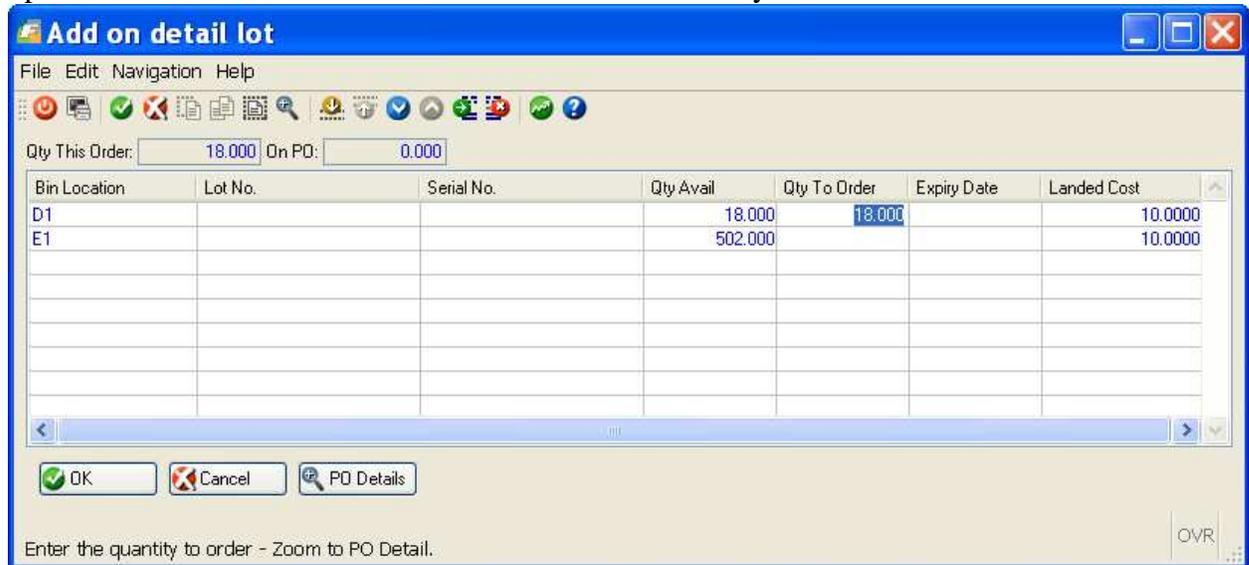
Enter the bin location

OVR

This same logic also applies when moving serialized inventory.

### SHIPPING MERCHANDISE:

When entering sales orders for a warehouse that has multi-bin turned on, the order entry program will automatically assign a bin location to each line item. If you wish to view or change the bin locations assigned simply click on the lot/loc icon on the toolbar when in update mode and in the line detail section of the order entry screen.



### PRINT PICKING TICKET

The bin locations assigned during order entry will print on the picking ticket so the warehouse personnel know where to get the items. The items will print in alpha numeric bin location order.

It is **very important** that the warehouse personnel be trained to pick the item from the bin location that prints on the picking ticket. If they don't your bin location quantities will not be accurate and this may result in you having to do a physical inventory to get the quantities correct again.

If the picker goes to a bin location and the item is not there at all, do not modify the bin location. Let the sales order posting program remove the committed quantity for the item from that bin location.

### UPDATE INVOICES

If the item was picked from a bin location other than the one on the picking ticket you can click on the Loc/Lot screen icon while in the detail section of the invoice and change the bins/quantities accordingly.

If the item was not in the bin location that printed on the picking ticket at all do not use this program to move the committed quantity to a different bin location. Post the sales order to reduce the quantity of the incorrect location, do a spot count on the item to determine the bin locations it is really located in, and then use the Update Bin Locations Quantities program to correct your bin quantities.

If the order is a credit memo (order type CRM) and the merchandise is being returned to stock the Loc/Lot screen will automatically display so that you can select the bin location the item was placed in.

### POSTING INVOICES

If warehouse is location controlled the bin location's quantity will be reduced when the sales order is posted.

## OTHER PROGRAMS MODIFIED TO INCLUDE MULTI-BIN LOGIC:

### UPDATE INVENTORY RECEIVED

This program is option (a) on the Inventory Transactions menu and is only used when Fitrix Purchasing is not being used.

After entering the quantity to be received this screen will display so you can select the bin location the product will be received into.

Bin Location	Lot Number	Expiry Date	Serial Number	On Hand	Committed	Available	Quantity
A1				100.000	98.000	2.000	
B1				400.000	0.000	400.000	

When the transaction is posted the bin quantities will be increased.

### UPDATE INVENTORY SHIPPED

This program is option (d) on the Inventory Transactions menu and is only used when Fitrix Purchasing is not being used.

After entering the quantity to be shipped this screen will display so you can select the bin location the product will be picked from.

**Add on detail srle**

File Edit Navigation Help

Item Code: 2000 Warehouse: MIAMI Quantity: 25.00

Bin Location	Lot Number	Expiry Date	Serial Number	On Hand	Committed	Available	Quantity
A1	12			190.000	50.000	140.000	25
C1	12			10.000	0.000	10.000	
C1	13			150.000	30.000	120.000	
D1	13			50.000	0.000	50.000	
B1	12			100.000	0.000	100.000	

OK Cancel

Enter the quantity for this transaction

OVR

When the transaction is posted the bin quantities will be decreased.

### UPDATE INVENTORY TRANSFERS

This program is option (g) on the inventory transactions menu.

After you enter the quantity to be transferred this screen will display so that you can choose which bin locations in the FROM warehouse the merchandise will be picked from.

**Add on detail srle**

File Edit Navigation Help

Item Code: 3100 Warehouse: MIAMI Quantity: 100.00

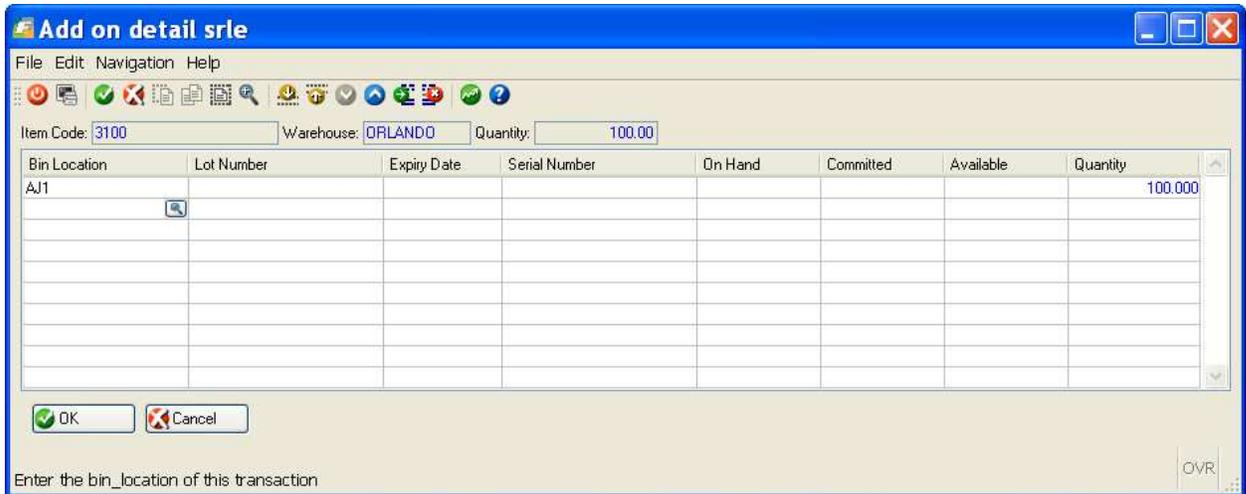
Bin Location	Lot Number	Expiry Date	Serial Number	On Hand	Committed	Available	Quantity
A1				100.000	98.000	2.000	
B1				400.000	0.000	400.000	100.000

OK Cancel

Enter the bin\_location of this transaction

OVR

After entering the bin quantities and if the TO warehouse is also location controlled this screen will display so you can select the bin locations the merchandise will be put into. A list of bins the item is already in will display but if you want to select a new bin location for the item simply zoom from the bin location field to select additional bin locations.



If you do not know which bin location in the TO warehouse the merchandise will be put it, select the primary bin location. Before posting the transfer you can go back into Update Inventory Transfers, zoom from the quantity field, and select the correct bin location. If you forget to do this you can use the Update Bin Locations Quantity program to move the merchandise to the correct TO warehouse bin location.

### **PRINT INVENTORY TRANSFERS**

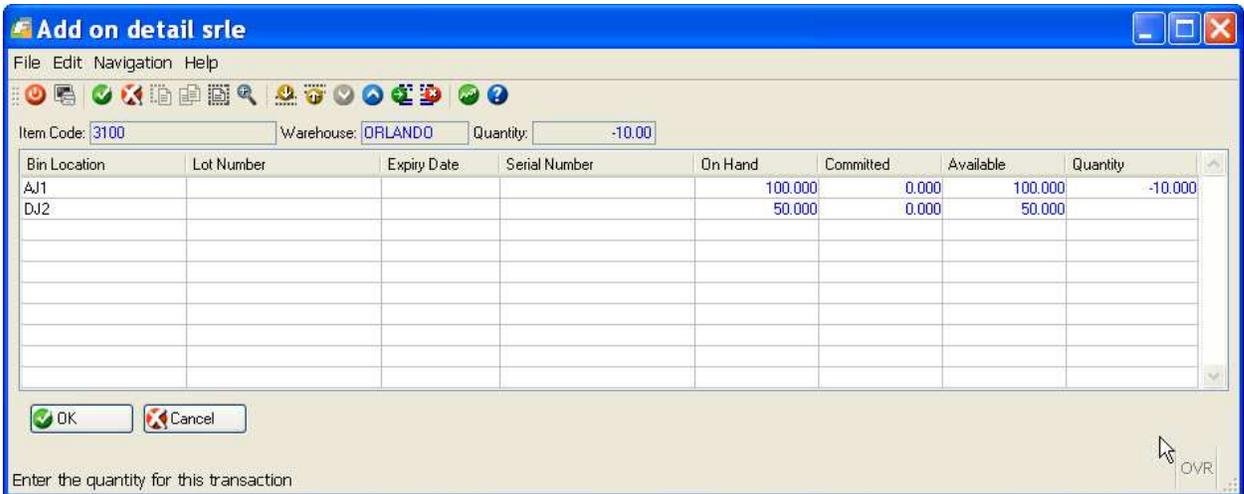
Both the FROM warehouse and TO warehouse bin locations will print on the transfer ticket.

### **POST INVENTORY TRANSFERS**

This program will reduce the bin quantity in the FROM warehouse and increase the bin quantity in the TO warehouse. If you selected the option to release customer backorders in the TO warehouse when running this program, these bin locations will print on the picking tickets so the warehouse personnel know where to go to pick the product. The sales order numbers filled by this transfer print on the posting report.

### **ADJUST INVENTORY QUANTITIES:**

This program is option (j) on the Inventory Transactions menu. After you enter the adjusting quantity this screen will display so that you can select the bin location that is being adjusted or select a new bin location if it is a positive adjustment.

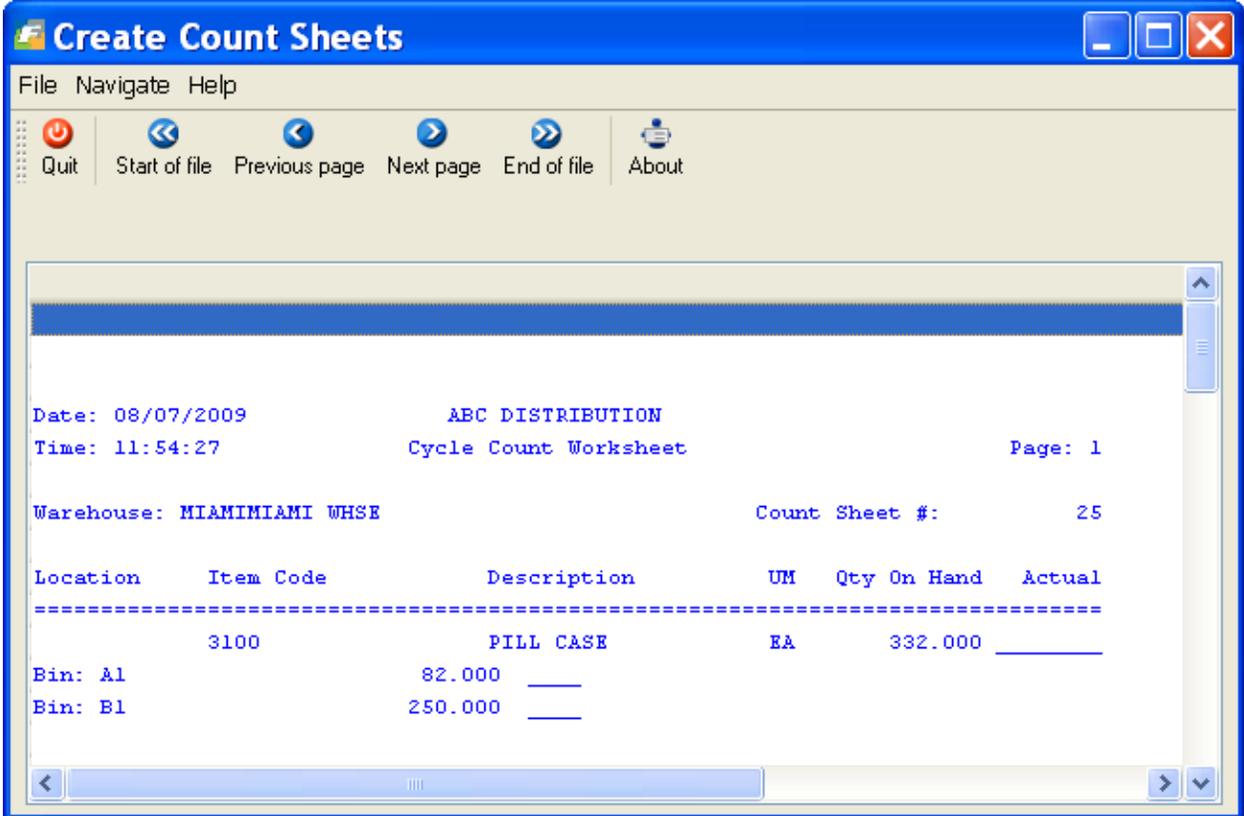


## POST ADJUSTMENTS

When the adjustments are posted the bin location quantities will be adjusted accordingly.

## CREATE AND PRINT COUNT SHEETS FOR PHYSICAL INVENTORY COUNTS

These programs are options (d) and (e) on the Inventory Maintenance menu. These reports will print the bin locations the items are located in.

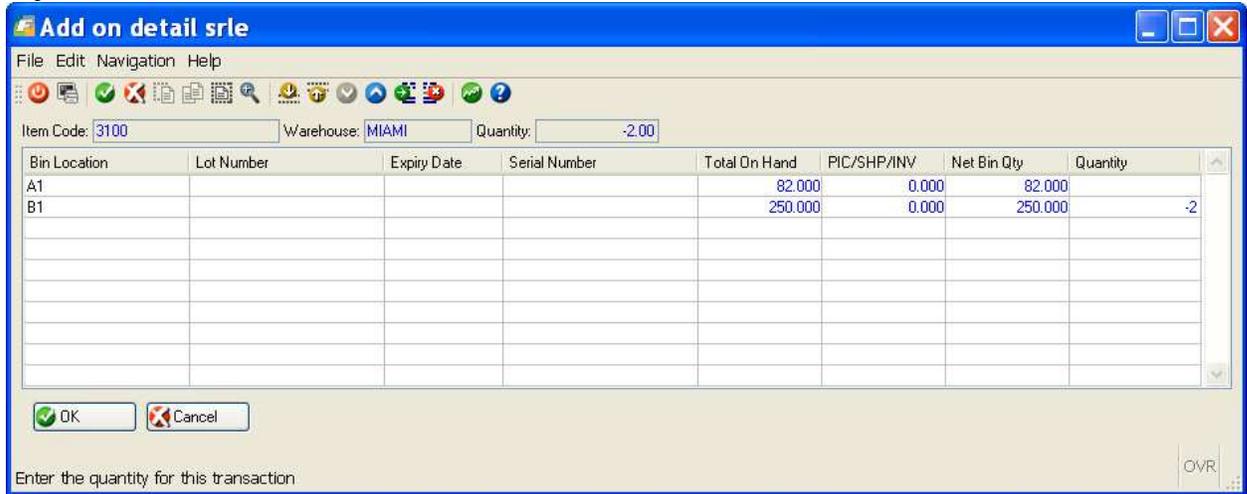


The quantity on hand and bin location quantities are net of any sales order lines where the stage is PIC,SHP, or INV. It is assumed that these orders have been picked and/or shipped and the items are therefore no longer in the bins.

**UPDATE COUNT SHEETS**

This program is option (f) on the Inventory Maintenance menu and is used to enter the item counts resulting from your physical inventory.

After you enter the count quantity for your item this screen displays so that you can adjust the individual bin locations.



**POST COUNT SHEETS**

This program will adjust the bin quantities based on the entries you made using the Update Count Sheets program.

**PRODUCTION PICK LIST**

This report will list what bin locations the component items are located in if the warehouse is location controlled

**COMPONENT ISSUE**

If the warehouse is location controlled a screen will display and allow you to select the bin locations that the components were picked from.

**PRODUCTION RECEIPTS**

If the warehouse is location controlled a screen will display and allow you to select the bin locations that the finished goods will be placed in.

# REPORTS

## STOCK LOCATION BY BIN REPORT:

This program is option (j) on the Inventory Reports menu. This report prints where items are located in the warehouse. It can also assist the warehouse personnel in determining what bin locations the merchandise should be put in and should be run prior to receiving merchandise.

Selection Criteria:

- Warehouse Code
- Item Code
- Bin Location

Sort by:

- Warehouse Code
- Item Code
- Bin Location

Item/Description	Bin Location	Lot/Serial Number	On Hand	Committed	Available
-----					
2000	POWDER				
		Primary A1			
		Secondary B1			
	A1	12	190.00	50.00	140.00
	B1	12	100.00	0.00	100.00
	C1	12	10.00	30.00	0.00
	C1	13	150.00	30.00	120.00
	D1	13	50.00	0.00	50.00
2100	POWDER CASE				
		Primary A1			
		Secondary B1			
	D1		98.00	98.00	0.00
	E1		502.00	0.00	502.00
3000	PILLS				
		Primary A1			
		Secondary B1			

## Feature 1746 New Field for UPC Code

A new field has been added to the item master screen for UPC code.

## Feature 1784/1785 Serial/Lot Cost Prompt

If you find a serialized or lot controlled item in your warehouse and need to do an inventory adjustment to get it into your inventory you will be prompted for a cost so that the correct cost will be associated with the item. You will receive this prompt for very serialized item but only for lot controlled items if the lot does not exist and therefore the cost is not known.

## Feature 1807 Auto Assign Serial Numbers

Serial Numbers for received items and produced items should be automatically assigned from a centralized location. There have been four fields added to the Update Inventory Defaults Screen program (2-1-4-a) that need to be populated prior to using this feature. If Auto Serialize is left set to N then the user will still need to manually assign serial numbers.

Update Inventory Defaults

File Edit View Navigation Tools Actions Help

Quit Print OK Cancel Cut Copy Paste Zoom Notes U Fields To Do Technical status Help

Find Prev Next Add Update Delete Browse

Inventory: 120000000 Cost Of Goods: 500000000  
Inventory Adjustment: 510000000 Count Adjustment: 510000000  
Sales: 400000000 Use Warehouse Dept:

ABC Classification

1: 8.00	4: 10.00	7: 8.00	10: 8.00
2: 8.00	5: 8.00	8: 8.00	11: 8.00
3: 10.00	6: 8.00	9: 8.00	12: 8.00

Min.Amt.Sold: 9.00

Cost Method: F Item Class: NON INA Days: 120 Auto-Serialize? Y  
Count Cycle: Ret Days: 60 Allow B.O.: Y Next Serial Number: 10004  
Comm Code: STD Doc No: 200 Post No: 208 Serial Prefix: MCE  
Taxable: Y Trade Disc: Y Setup Complete: Y  
Batch Adjustments?: N Require Approval to post?:   
Approval Code:

1 of 1

OVR

Auto Serialize- set to Y if you want the programs that assign serial numbers to pick the next sequential rather than manually entering.

Next Serial Number- set to your starting serial number.

Serial Prefix- set to the serial number prefix.

Serial Suffix – set to the serial number suffix. If this is a Year then this will need to be updated at the beginning of each year before merchandise is received.