Affordable, Adaptable ERP Software

Distribution Training Guide

Version 5.40

Fitrix
Distribution

Course Workbook

Version 5.40
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Fitrix Distribution Course Workbook

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Chapter 1 - Inventory Control

Learning Objectives

To learn the type of information that is maintained in Inventory Control.

To learn the steps involved in setting up Inventory Control.

To learn the tasks that are performed in Inventory Control and the steps involved in completing them.

To learn the data entry screens where item information is maintained.

To learn the process of completing an inventory count and count adjustment.

To learn the different transactions that can be processed in Inventory Control and how they affect the General Ledger.

Inventory Control Overview

What type of Information is maintained in Inventory Control?

The Inventory Control module maintains information about items that are stocked in inventory. It retains item information including:

Item description, unit of measure, and volume
Item pricing and costing information
Item conversion factors for stocking units, selling units, and purchasing units
Item warehouse locations and quantities
Item status reports (quantity on hand, quantity requested, quantity BKO, etc.)
Item reorder information (reorder quantities, reorder amounts, safety stock, etc.)

What tasks or Activities are performed in Inventory Control?

The major tasks completed in Inventory Control:

Maintaining Item Information
Physically Counting Inventory and Count Adjustments
Updating Item Pricing and Costing Information
Receiving Inventory (if Purchasing is not installed)
Shipping Inventory (if Order Entry is not installed)
Transferring Inventory between warehouses
Adjusting Inventory Quantities

What Relation does Inventory Control have to Other Fitrix Modules?

Inventory Control is one of the distribution applications and is most closely related to General Ledger, Order Entry, and Purchasing.

Ledger Information posts to the General Ledger activity table to update ledger account balances for Inventory, Inventory Adjustments, Cost of Goods, Sales, etc.

Order Entry data and programs are shared with Inventory Control. Items committed, shipped or backordered for customer orders update the item quantity on hand and item status. Many of the reference files defined in Order Entry Setup are used in Inventory Control and should be set up prior to Inventory Control Setup.

Purchasing data and programs are shared with Inventory Control. Items purchased and received update the item quantity on hand and item status.

Inventory Control Set Up

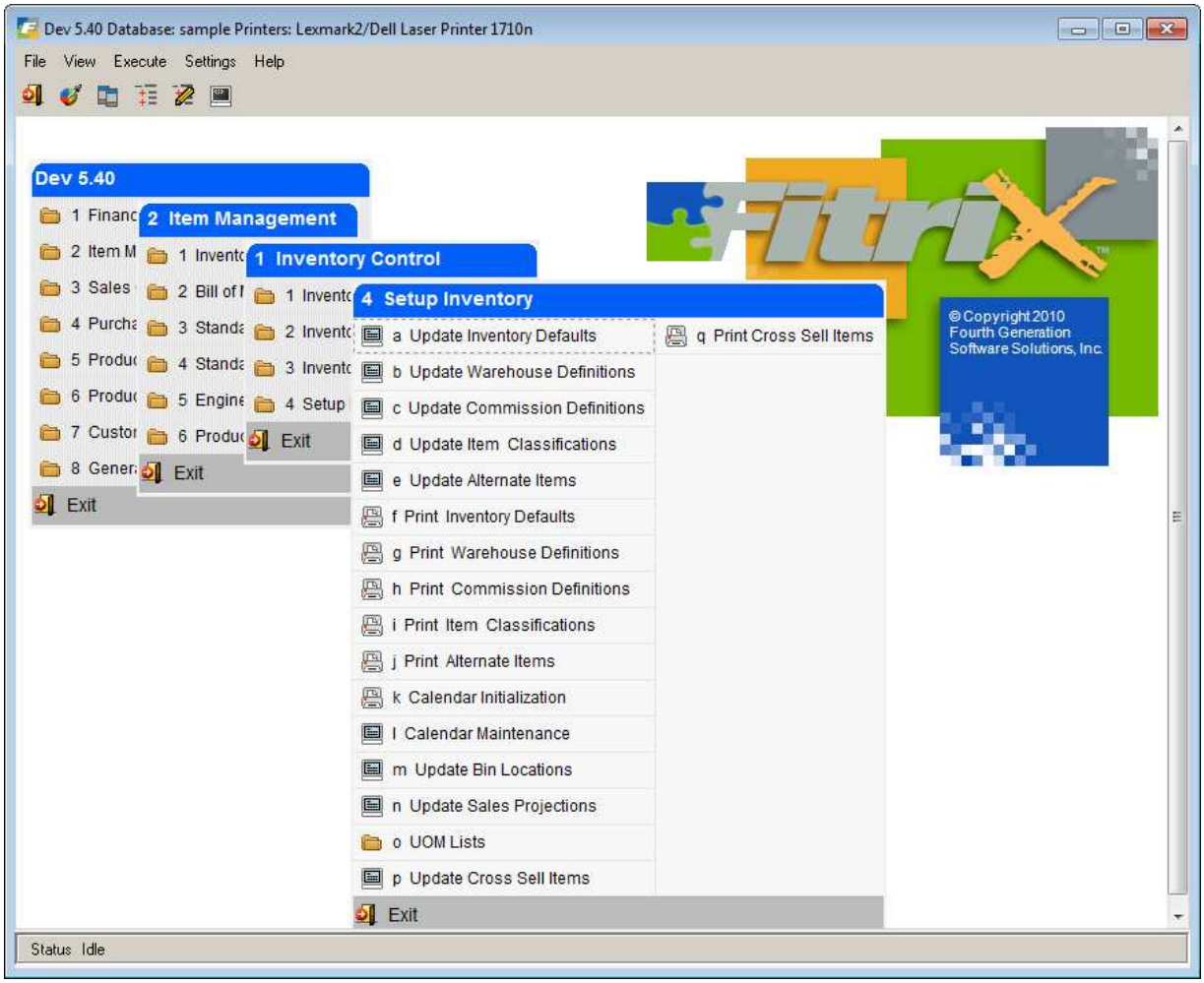
Steps to setting up the Inventory Control module include:

Setup Inventory Menu
Update Inventory Defaults
Update Warehouse Definitions
Update Commission Definitions
Update Item Classification
Update Alternate/Substitute Items
Update Bin Locations
Update Sales Projections
Update Unit of Measure Lists
Update Cross Sell Items

Note: Update Warehouse Definitions and Update Commission Definitions are duplicated in the Order Entry package. If you have already set these files up, it is not necessary to repeat the process for I/C.

Setup Inventory Menu

The options on this menu allow you to setup the reference files used throughout the Inventory Control system. “Setup” is the process by which you enter all the reference information needed before you can start recording transactions in the Inventory Control system. To view the Setup menu select **Item Management > Inventory Control > Setup Inventory.**


Dev 5.40 Database: sample Printers: Lexmark2/Dell Laser Printer 1710n
File View Execute Settings Help
Dev 5.40
2 Item Management
1 Inventory Control
4 Setup Inventory
a Update Inventory Defaults
b Update Warehouse Definitions
c Update Commission Definitions
d Update Item Classifications
e Update Alternate Items
f Print Inventory Defaults
g Print Warehouse Definitions
h Print Commission Definitions
i Print Item Classifications
j Print Alternate Items
k Calendar Initialization
l Calendar Maintenance
m Update Bin Locations
n Update Sales Projections
o UOM Lists
p Update Cross Sell Items
q Print Cross Sell Items
Exit
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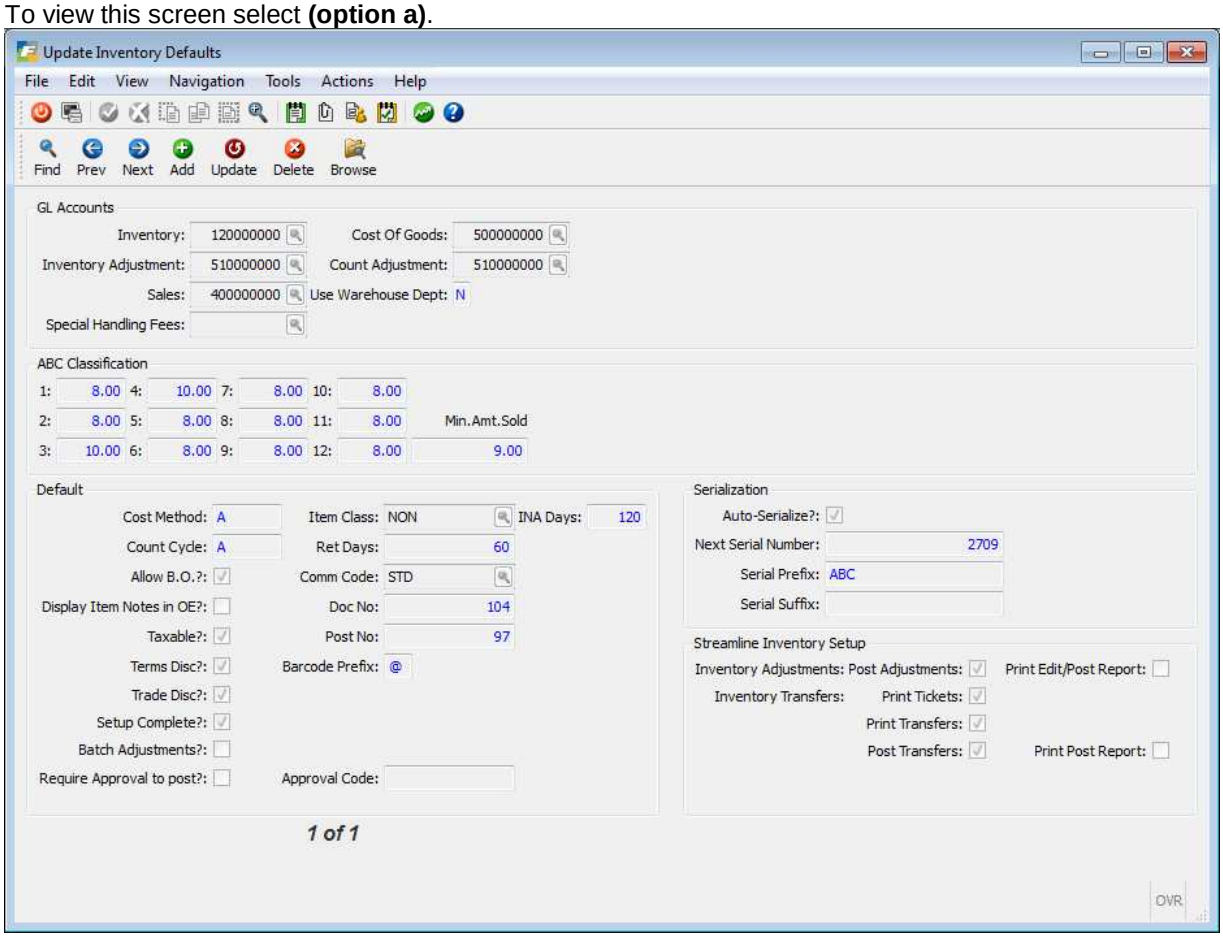
Status Idle

Update Inventory Defaults

Note: Many of the defaults are based on the reference information set up for warehouses, commissions, and item classifications, along with Company information, such as ledger accounts, so you need to set these files up before you update the defaults file.

To view this screen select **(option a)**.



The data in the Inventory Control Defaults file is unique to each database (i.e. company). The file contains only one record and therefore, the commands on the command prompt, with the exception of Update and Quit, have been disabled.

When you enter inventory items and run inventory transactions, the system automatically assigns the default values to some of the information fields. The default values may come from a number of different places, depending on the type of data. By automatically filling the field with default data, the system saves the user from retyping the same information for each transaction.

The user can overwrite default values when the transaction is entered by simply typing over the default.

Both the sample database and the standard database of the Inventory Control package come with data already entered into the default fields. You should modify this data to fit your company's application.

Below is a description of each field in the Inventory Defaults section:

Field	Description
Inventory	This field stores a nine-digit Inventory account number. This account is increased (debited) when you purchase inventory items and decreased (credited) when you sell inventory items. Zoom is available to select an account number from the defined ledger accounts.
Cost of Goods	In this field you enter the default Cost of Goods (sold) account number. As you sell inventory, this account is increased (debited). It stores the amount of the sale that represents the cost of the item. The zoom feature is available.
Inventory Adjustment	When you adjust quantity on hand and average cost of your inventory, the system creates a balancing transaction to the Inventory Adjustment account. That account number is stored in this field. You may use the Zoom function to select an account.
Count Adjustment	When posting the results of your physical inventory, if there is a discrepancy between the quantity on hand stored in the computer, and the quantity counted, the program makes an adjustment to quantity on hand and a balancing transaction is made to the account number stored in this Count Adjustment field. Typically, this is the same account number as your Inventory Adjustment account. The Zoom feature is available.
Sales	The Sales field contains the default income account number to which sales of inventory are posted. This account is increased (credited) when you sell inventory items. You may use the Zoom function to select an account.
Special Handling Fees	This field contains the income account number to which special handling fees charged on sales orders are posted.
Use Warehouse Dept.	If you are not using departments, for your various warehouse codes leave this set to N.

Note: The ABC classifications are only used if the Replenishment module is installed.

The ABC Classification section of the screen contains thirteen fields that allow you to classify your inventory items based on item sales or the amount of money an items moves through your inventory. The total for all classes should be 99%. The remaining 1% represents the “dogs” that don’t sell more per month than the dollar amount in the minimum sold field.

Below is a description of each field in the ABC Classification section:

Field	Description
Classes 1 and 2	These are the highest categories. These two numeric fields make up the old A code and represent the items that move the most money through your inventory. Both of these field default to 8.000% which means the top 16% of your inventory will be classified as levels 1 and 2.
Classes 3 and 4	These are the mid-level categories. These two numeric fields make up the old B code and represent those items that move moderate amounts of money through your inventory. Both of these fields default to 10.00% i.e. 20% of your inventory will be classified as medium movers at levels 3 and 4.

Field	Description
Classes 5 thru 12	These are the lowest categories. These eight numeric fields make up the old C code and represent those items that move less money through your inventory. All of these fields default to 8.00%, which means that 64% of your inventory will be classified as low money movers at levels 5 to 12, 12 being the slowest moving items.
Min $ Value	This field holds the minimum monetary value that an item must move in a year to be assigned to one of the twelve classifications.

The lower section of the screen contains the default values the system assigns when you set up items in warehouses. Under the Inventory Maintenance Menu, using the Update Inventory Information option, you may set up one or more warehouses for each inventory item. The values entered here on the Defaults screen are the default values provided by the system when you are setting up the warehouses for an item.

Below is a description of each field in the Inventory Control Details section:

Field	Description
Cost Method	This field accepts one of three different codes, each indicating a method of determining the cost of the items in your inventory. The three codes for costing methods are: **A** – Average Cost. **F** – FIFO (First in, first out). **L** – LIFO (Last in, first out). **S** - Standard *Note:* See Costing Methods below for a complete description of each option. If you are not sure of the costing method to use, you should discuss the issue with your accountant.
Item Class	This field establishes the default item class code. Your inventory may be organized into various item categories that are useful for organizing reports, physical inventory, etc. The code entered must have previously been setup in the Item Class file. You maintain the Item Class file via Update Product Classifications option on the Setup Inventory Menu. The zoom feature is available.
INA Days	This field is not currently functional
Count Cycle	Optional Cycle count code. In this one-character field you specify your default count cycle code. Count cycle codes provide a means of organizing the items printed on Inventory Count Sheets, which you use to record the results physical inventory counts. When you run the Create Count Sheets menu option, the system allows you to select the items to include on the sheets by entering the Count Cycle and other criteria. Using count cycles allows you to designate categories of times for counting purposes. For example, you may spread your count over time; on one day, you may opt to count those items in category A and the next count day, you may count category B, and so forth.
Ret Days	This field is not currently functional

Field	Description
Allow B.O.	Allow this item to go on backorder? Use this field to provide a default entry for the Allow Backorder field on the Item Warehouse detail and in Order Entry, Order Defaults screen. If an item is checked, when someone enters an order for the item and it is out of stock, then the system will create a backorder. If it not checked, the line item will be cancelled if not available.
Display Item Notes in OE	If this is checked any freeform notes entered at the item level will display in Sales Order entry after the item is entered.
Comm Code	Commission Code. This field stores the default code for the sales commission rates the system applies when you set up inventory items. You must have previously set the code up in the Commission filed. You maintain the Commission file with the Update Commission Definitions option on the Setup Inventory Menu. The Zoom feature is available.
Taxable	Check to make this item taxable or uncheck if it is not taxable.
Doc No.	Last document number. When initially setting up your inventory, use this field to set the starting document number you would like the first document to have. For example, if you wish the first number to be 956, enter a value of 955. As you enter transactions, this field stores the last document number the system assigned to a transaction. The system uses document numbers as a unique key to identify transactions and it assigns the number when you enter or update a transaction. *Note:* Once you assign a beginning number and run transactions, it is a good idea not to change this number because if you accidentally reset this number to a number preceding the original, you will get duplicate document numbers assigned.
Post No	You use this field to set the starting number for posting reports created when you post transactions under the Inventory Transactions menu. These numbers help you to track and organize the posting reports, which should be stored as a permanent record of the inventory transactions. Once you post transactions, the system increments the number in this field to show the “last document number.”
Terms Disc	Subject to term discounts. The system applies the default you enter here to the Subject to terms Disc field on the Item Warehouse Detail screen when you set up an item. The order Entry system uses this field in the process of determining whether to apply a terms discount to this item when it is sold.
Trade Disc	Subject to trade discount. The system applies the default entered here to the Subject to Trade Disc. Field on the Item Warehouse Detail screen when you set up an item. The Order Entry system uses this setting to determine whether or not to include the item in the calculation of a trade discount at the time of sale.

Field	Description
Setup Complete	When I/C is installed, first the inventory is setup, then the reference files and defaults. During this setup phase, this field is unchecked for "No, I have not completed setup of my inventory." When Setup Complete is unchecked, you can enter values in the Average Cost and Quantity on Hand in the field on the Item Warehouse Detail screen, and you can enter history and cost stack information in the Usage History screen LIFO/FIFO Cost Setup screen. Once you complete the setup process and check this field you can no longer update the Average Cost of Quantity on Hand; only inventory transactions (shipping, receiving, adjustment, and transfers) will cause the system to update these fields. And the Usage history and Cost Stack screens become "view only" screens.
Batch Adjustments	Check this box if you would like to use batch processing for entering and posting Inventory Adjustments.
Require Approval to Post	Check this box if you require management approval before Inventory Adjustments can be posted.
Approval Code	Enter the management password required to approve batches for Inventory Adjustments.
Auto Serialize	If checked when serialized merchandise is received or produced the serial # will be automatically generated based on the values set up in next serial number, prefix, and suffix If set to N user will need to manually enter all serials #s.
Next serial #	Next sequential serial #.
Serial Prefix	Enter a prefix if there should be one.
Serial Suffix	Enter a suffix if there should be one.
Streamline Inventory Setup	• Check the Post Adjustments box if you want to automatically post after entry • Check the Print Edit/Post Report box if you want a hard copy of the posting report • Check the Print Tickets box if you want to automatically print a transfer ticket after entry • Check the Print Transfers box if you want to automatically print a transfers listing after ticket print • Check the Post Transfers box if you want to post automatically after the transfer listing • Check the Print Post Report box if you want a hard copy of the posting report

Once all setup is completed, run the Valuation Report and then enter the Inventory Grand Total value into the Inventory account in G/L. If someone un-checks the Setup Complete flag and changes the quantity on some of the items, then the value of the inventory changes and someone will have to make the adjustment to G/L.

You can change the Setup Complete flag, but changing from checked to unchecked, and vice versa, only allows the user to change system maintained fields when unchecked and allows the system to post to inventory when checked. So, if you need to make changes to system maintained fields, be aware that you will need to reflect those changes in G/L, and make sure no one else on the system is trying to post to I/C.

Costing Methods

The I/C system must know how you cost items purchased to correctly calculate margins and post correct amounts to the ledger accounts. It is quite common for you to have a single item where you purchased different quantities at different prices. In this case, how does the system know which cost to use when you sell one of those items? The cost method determines what cost the system will use.

Average Cost – This method handles different costs by calculating the average amount paid for each item on hand. Whenever new items are purchased, the system re-calculates the average by dividing the total amount paid for all items by the total number of items (weighted average).

FIFO (First-In First-Out) – This method tracks cost by assuming that items sold or otherwise removed from inventory are the oldest; that is, first purchased items. The value of your inventory is therefore based upon the most recently purchased items. The system maintains a record of the number of items purchased at each different cost (the cost stack). When you sell an item, the system uses the oldest cost until the entire quantity of items purchased at that cost are sold. The next oldest cost is then used until the quantity purchased at that cost is sold, and so on.

LIFO (Last-In First-Out) – This method is, as the name implies, the opposite of the FIFO method. LIFO assumes that items sold are the most recently purchased items. The system maintains the same records for LIFO as it does for FIFO. However, when you sell an item, the cost is taken from the opposite end of the cost stack. The system uses the most recently paid cost until all items purchased at that cost are sold. The value of your inventory is therefore based upon the oldest amounts you paid for any items in stock.

STANDARD - this method gives users a way to record costs at a standard cost and then compare this cost to actual cost and analyze and book the variance between the two (see the *Actual Costing User Guide* and *Standard Costing User Guide* for more information on this cost method)

Update Warehouse Definitions

You use this option to set up and maintain the Warehouse file, which associates a code with a specific warehouse and information about that warehouse.

To view this screen, select **(option b)**.

Each warehouse represents one of the locations from which your company receives and ships inventory items.

The Update Warehouse Definitions screen contains the following fields:

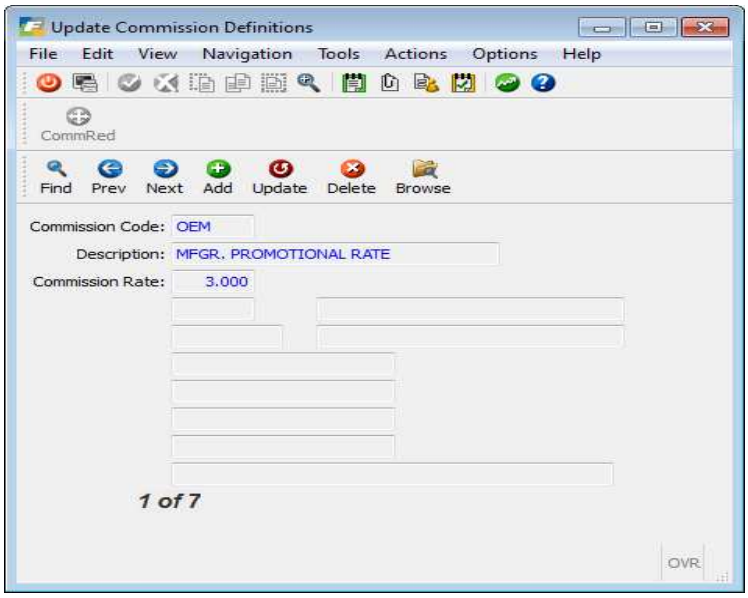
Field	Description
Warehouse Code	This is a unique 10-character alphanumeric code that identifies the particular warehouse.
Description	Warehouse description. This alphanumeric field stores the description of the warehouse. It may be up to 30 characters in length.

Field	Description
Department	Department Code. In this field you may specify a department code. If you use different departments or profit centers, you might use this field to indicate that transactions for items shipped to and from this warehouse should post to a certain department.
Address, Phone, Fax, and Email Information	Enter the address, phone number, fax number, and email address for the warehouse.
Location Controlled	If you need to store your merchandise in multiple bin locations set this value to Y. If you just need one static location per item , leave this set to N.

Update Commission Definitions

Through this menu option, you set up and maintain the Commission codes. Commission codes are used to associate commission rates with individual inventory items.

To view this screen, select **(option c)**.

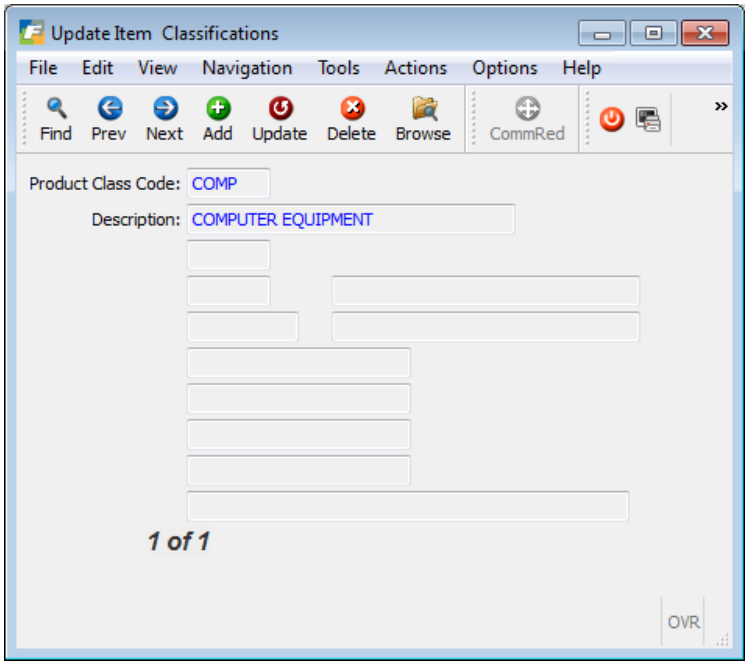


Field	Description
Commission Code:	The code for the commission amount and type.
Description:	A description of the commission type.
Commission Rate:	The percentage of commission.

Update Item Classifications

Through this option you set up and maintain the Item Class information. Item Classifications are a means of categorizing inventory items. For example, when you execute the Find command to select a set of inventory items, you may specify one or more item class codes. In addition, many reports prompt you to select items for a specific item class.

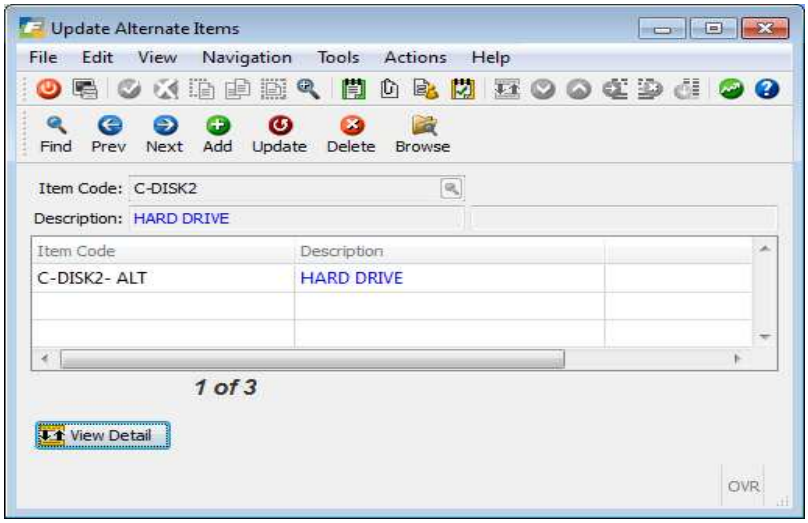
To view this screen, select **(option d)**.



Update Alternate Items

Through this option you enter alternate or substitute items. In Sales Order entry if an item is not available the backorder screen displays. From this screen you then have the choice to select an alternate item that is available.

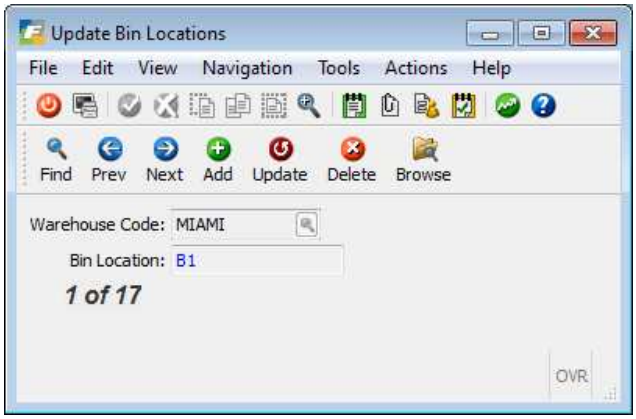
To view this screen, select **(option e)**.



Update Bin Locations

Through this option you enter the bin locations for your warehouse. When moving inventory (receiving, shipping, transferring) a valid bin location must be used.

To view this screen, select **(option m).**



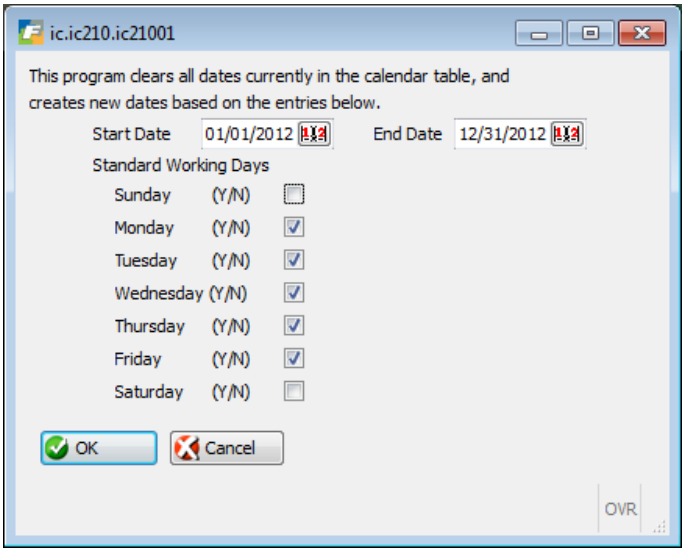
Calendar Initialization and Maintenance

This program should be run annually at the beginning of each fiscal year or it can be run for a range of years. The calendar initialization and maintenance programs are used by three programs.

Sales Projection Analysis Screen program-uses the calendar program to display the total number of business days in the month and the number of total business days lapsed.

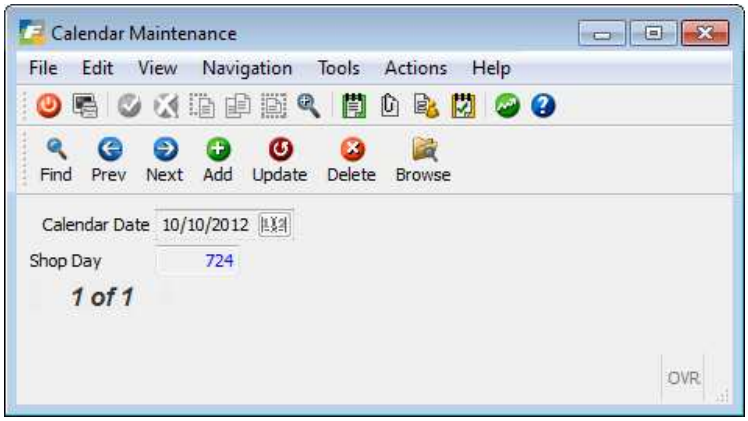
Production Order Maintenance – if a start date is entered but no due date is, it calculates one based on the item's lead time to be manufactured using the calendars working days. If a due date is entered and no start date, it calculates one using the calendar. See the *Production Order Processing User Guide* for more information.

MRP Generation – uses the lead time and calendar to calculate order start dates and component required dates. See the *Master Resource Planning User Guide* for more information.



The Calendar maintenance program below is used to update the calendar created by removing days that are holidays and other days your business may not be opened. If days are removed the Shop Day number assigned to each date in sequential order are automatically recalculated by the program.

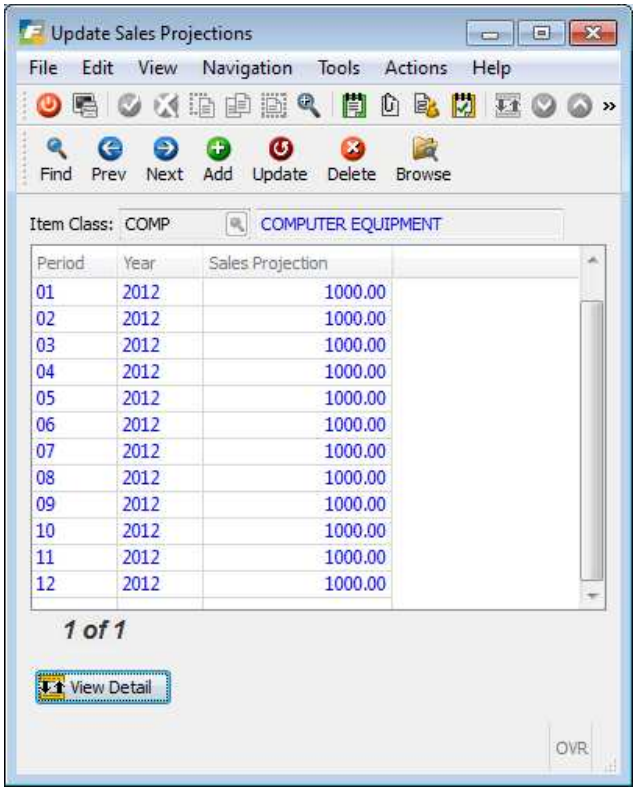
Shop Days are used by Production Work Orders. The Calendar Initialization program assigns a shop day of 1 to the first day in your calendar. Every working day after that has the next sequential number assigned to it. If a production order is to start on the 1st of the month and has a 15 day lead time, the program gets the shop day for the 1st, adds 15 days to this shop day to find the shop day 15 days out, and then retrieves the associated date for this shop day to give you the date the product 's due date (start date plus lead time).



Update Sales Projections

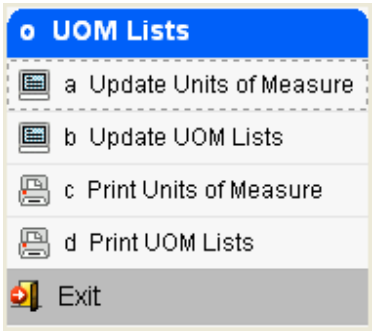
Use this program to enter sales projections for each item class. Just enter a period for one class and that same period will be automatically created for all other item classes. Then simply enter the dollar amount for each period/item class. These projected sales are then compared to actual sales on the Sales Projection Analysis screen discussed in Inventory Reports and Analysis section of this chapter.

To view this screen, select **(option n).**



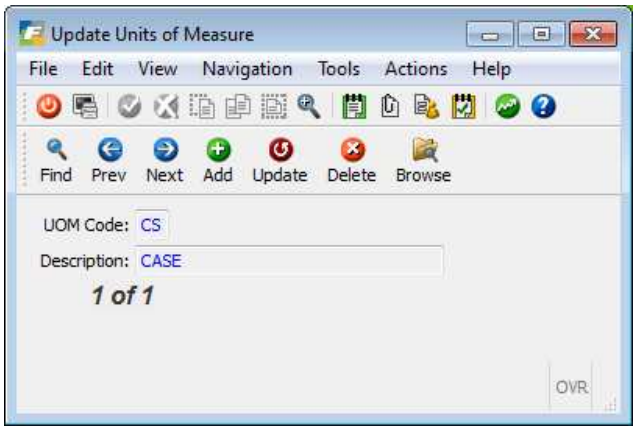
UOM Lists

This functionality allows you to purchase and sell items using multiple units of measure. For example, you may sell an item in both eaches and cases. This submenu has the following options:



Update Units of Measure

The first step in setting up a UOM List (Units of Measure List) is to define your basic units of measure. You do this using the Update Units of Measure option of the UOM List menu of the Setup Inventory Menu.

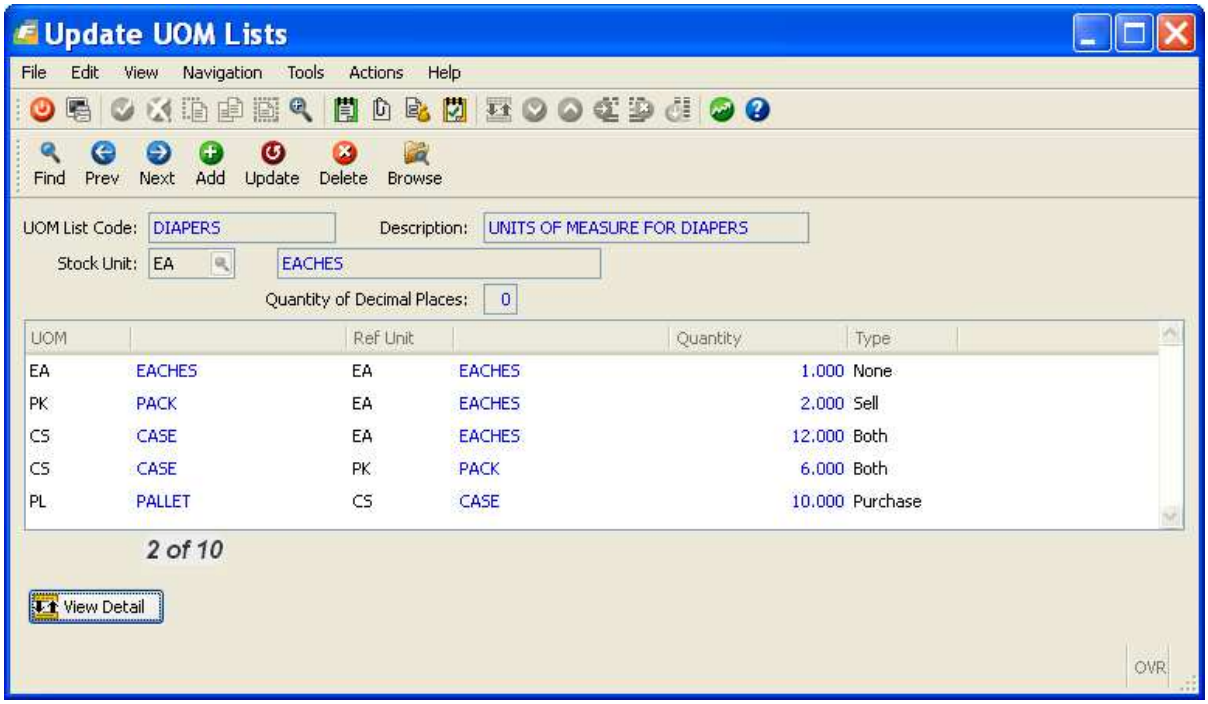


UOM Code: Enter a unique code that is self-explanatory. If possible use standardized codes.

Description: Enter a 30 character description for the unit of measure.

Update UOM Lists

After you have setup your basic units of measure, you setup your UOM Lists. These list codes are then inserted into the item master record so the various programs know which units of measure are valid for the item when purchasing it or selling it.



UOM List Code: You can enter up to 10 characters for the UOM List Code. Required.

Description: Enter up to a 30 character description for the UOM List Code. Required.

Stock Unit: Enter the stock unit for inventory items using the UOM List. The Stock Unit is used for inventory counts, transfers and adjustments. The Stock Unit you enter here becomes the Stock Unit for the item. The Stock Unit should be the smallest unit for the item. For example, You sell an item in EA (eaches) and CS (case); purchase in CS (case) and PL (pallet). The Stock Unit should be EA for eaches because that is the smallest unit for the item. Required.

Quantity of Decimal Places: Enter the number of decimal places allowed for quantities. If you only sell or purchase in whole units, enter 0. If you sell or purchase in tenths of a unit, enter 1. If you sell or purchase in hundredths of a unit enter 2. If you sell or purchase in thousandths of a unit, enter 3.
The detail section:

UOM: Enter UOM Code that you defined using Update Units of Measure. The Zoom feature is available.

Ref Unit: Enter the reference unit for this UOM List line item definition. The reference unit is the unit of the quantity. Using the information above, a PK (PACK) contains 2 reference units of EACHES. In other words, 1 PK = 2 EA.

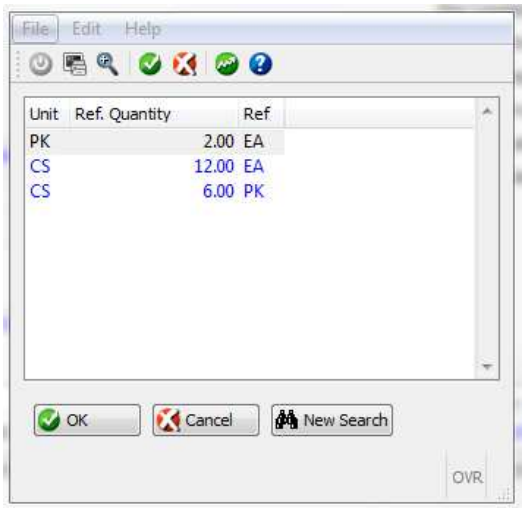
Quantity: Enter the quantity of reference units in the UOM.

Type: Enter N, S, P or B. The type field determines where you can use the unit of measure. If you choose N for None, then you can only use the unit of measure for the stock keeping unit. If you choose S for Sell Unit then you can use the unit of measure in order entry and the stock keeping unit. If you use P for Purchase unit, then you can use the UOM in purchasing and as the stock keeping unit. If you choose B for Both, then you can use the UOM in order entry, purchasing and as the stock keeping unit.
The first entry in the detail must be in terms of the base unit – that is the Reference Unit must equal the Base Unit. For each line entered the reference unit must have already been defined previously. Each line must have a unique by UOM code and Ref Unit. Each detail line definition must be consistent with the previous lines. For example, you cannot define a CS as 14 EA if you have already defined a CS as 6 PK (PK= 2 EA). Please see example below.

If you need to change a quantity and the program will not let you it is because changing the quantity would invalidate another row. The quickest way to change the UOM List definition is to delete it and reenter it again correcting the inconsistency.

If the quantity within a package changes (ie- you sell in cases and a case now has 100 eaches instead of 120) you can set up a new UOM like C2 that has 120 eaches per case and change the selling uom to C2, Same goes for purchase uom,

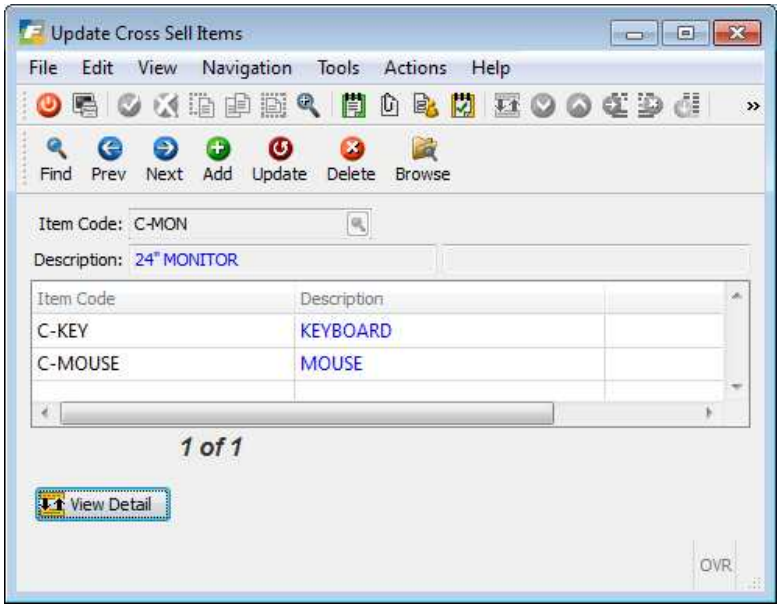
You can define the same UOM on multiple lines using a different Ref Unit. The advantage of defining the same UOM on multiple lines is for data entry people. For example, when zooming on the UM (Unit of Measure) in Update Customer Orders is executed, the following window appears. Data entry people can see that a CS contains 6 PK and 12 EA and a PK contains 2 EA. They do not have to do the math themselves.



The Zoom above is using the UOM List Code of DIAPERS above. Please notice that only the units with a type of S for Sell or B for Both are displayed.

Update Cross Sell Items

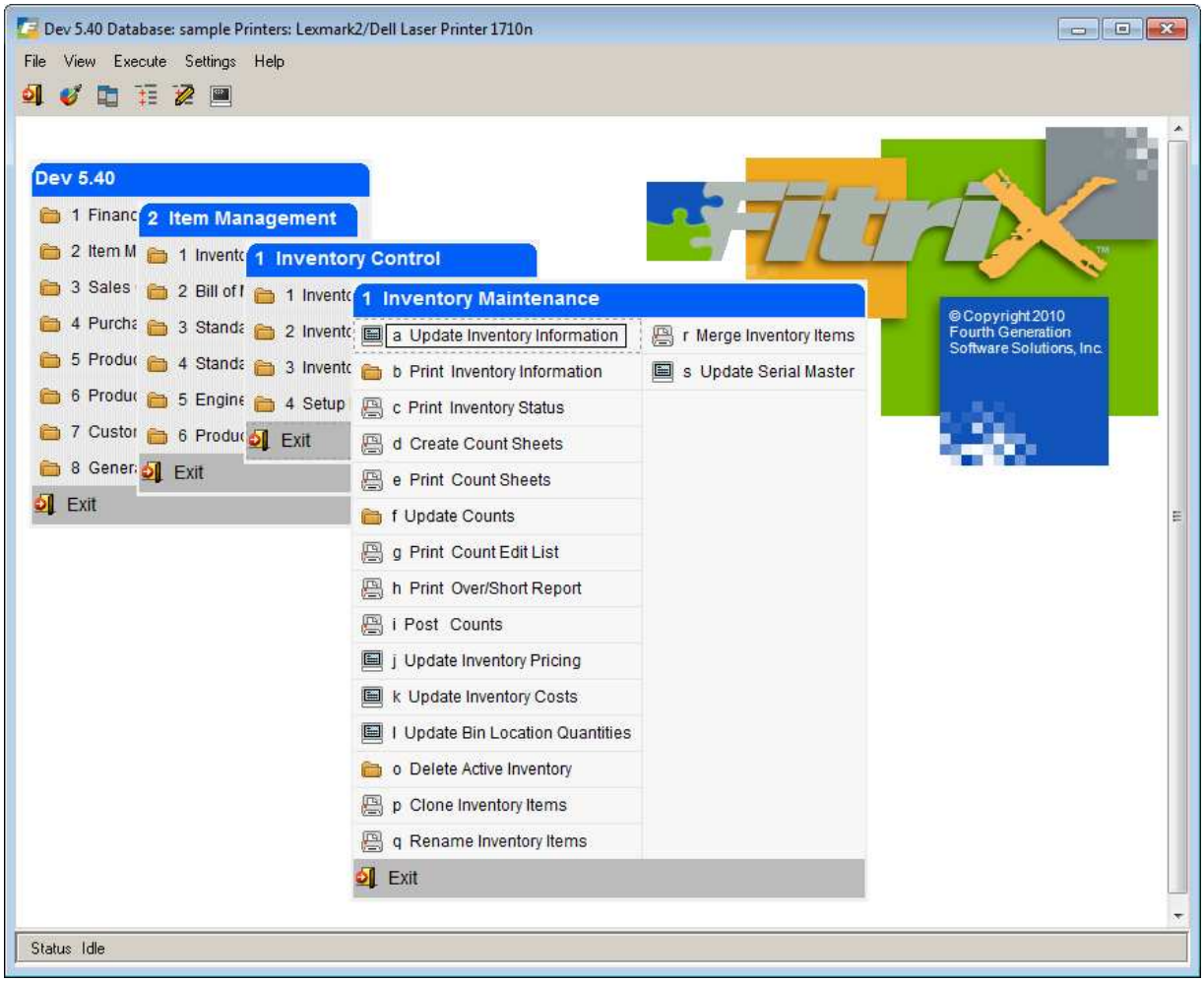
Cross sell items are items that can go with another item being ordered. For example, parts of a window frame may go with window glass. That is a customer may want to purchase window frame parts when they purchase window glass. Using the cross sells feature, you can remind your order entry people to suggest additional items the customer may need.



The Item Code in the header portion of the screen is the item to which you are attaching the cross sell items. In the example above, when a customer is ordering a monitor, the items in the detail section of the window appear as cross sell items. The items are listed in the order you enter them in Update Cross Sell Items.

Inventory Maintenance

When you select Inventory Maintenance **(option 1)** from the Inventory Control menu the following menu displays:



Update Inventory Information - Allows you to update inventory items individually.

Print Inventory Information – Allows you to print information about items in inventory.

Print Inventory Status – Allows you to print inventory information entered on the Maintain Inventory Item screen.

Create Count Sheets – Allows you to establish inventory count reports specific to your organization.

Print Count Sheets – Allows you to print the inventory count report.

Update Count Sheets – Allows you to adjust the count quantities.

Print Count Edit List – Prints a listing of count adjustments.

Print Over/Short Report – Allows you to print out over/short information.

Post Counts – Allows you to print a report on adjustments made to inventory.

Update Inventory Pricing – Allows you to make list prices changes to a set of inventory items.
Update Inventory Costs – Allows you to make standard cost changes to a set of inventory items.

Update Bin Location Quantities- Used to transfer items from one bin to another.

Delete Active Inventory – Allows you to remove items from the inventory that are no longer carried in the warehouse.

Clone Inventory Items - Allows you to create a new item from an existing one and have all the information associated with the existing item transferred to the new item.

Rename Inventory Items - converts an item code from one value to a new value in the item master and changes the associated entries in all application tables where the original item code is used.

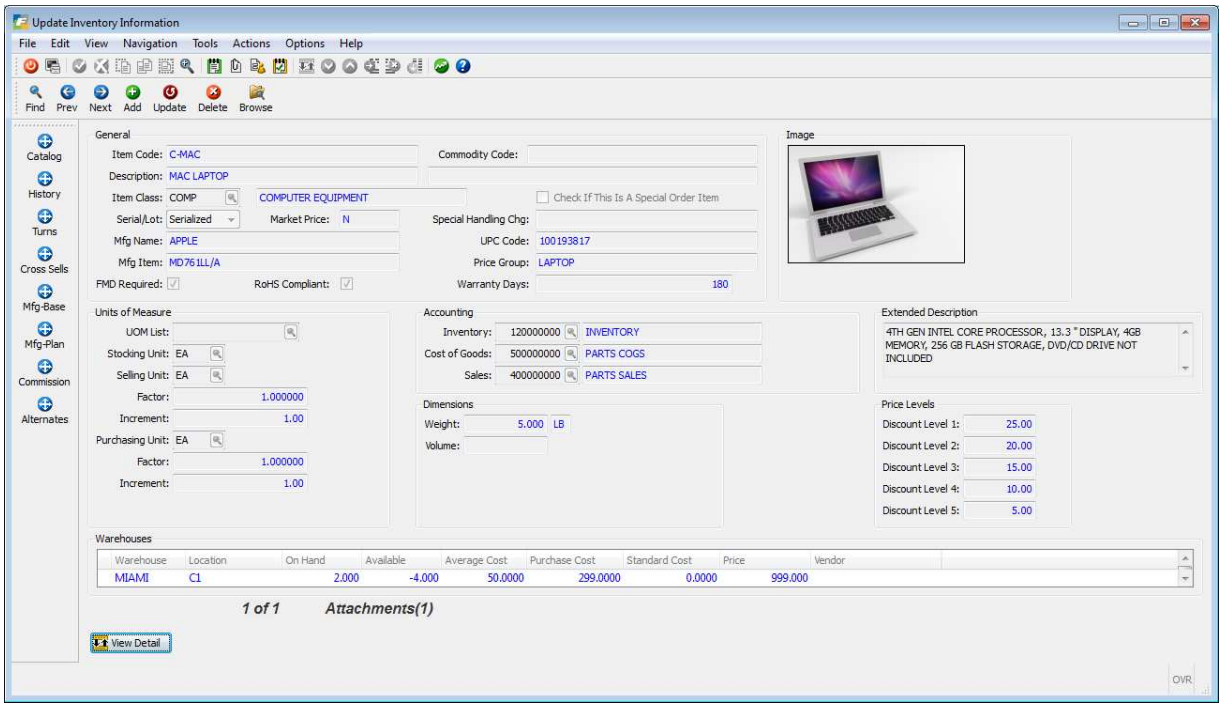
Merge Inventory Items - Allows you to merge all of the information for one item code (quantity on hand, serial numbers, sales activity, etc.) into that of another existing item code.

Update Serial Master - this program allows the user to maintain warranty information on serial or lot controlled items

Update Inventory Information

This selection takes you into the Maintain Inventory Item Screen. You can select items to view current inventory information, add new inventory items, delete old and inactive inventory items, or browse through the Inventory file.

Choose **(option a)** to view the following screen.



Maintain Inventory Item Header

After you select Update Inventory Information, the system returns the Maintain Inventory Item Screen. You use this screen to enter, update, or display basic information about an inventory item.

The header section of the Maintain Inventory Item screen contains the following fields:

Field	Description
Item Code:	Inventory Item Code. This is a required field that stores a unique item code set up to identify each item in inventory. You can enter an item code up to 20 characters. Zoom is available to select from existing item codes.
Commodity Code:	This field is freeform where you can enter any code (up to 20 characters). It is designed for those businesses that use codes set forth by the Federal government to classify and identify all types of commodities, but its function is simply reference and classification.
Description:	Item Description. There are two lines (up to 30 characters each) for the description. These fields are free form, so you can enter any information you need.
Item Class:	Item Classification. You can enter a code in this field, up to three characters, used to categorize an inventory item. All items to which you assign the same code are in the same class. You must have defined the code in the Item Class file, which is maintained via Update Item Classifications **(option 4-d)**. Zoom is available allowing you to select a valid Item Classification.

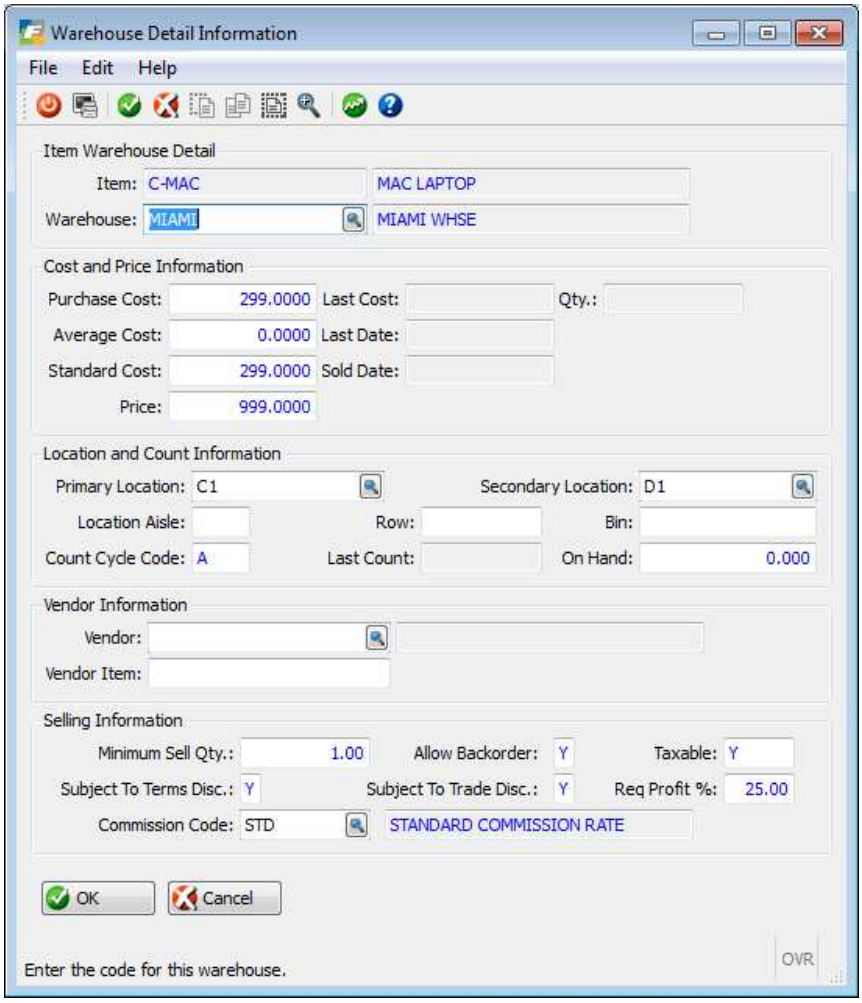
Field	Description
Special Order Item:	When entering sales orders, the user needs to be aware of when the item is a special order item so they can advise their customer of this and the fact that it is not carried and will be backordered. If this field is checked: 1. When user enters a sales order they get this message: "This is a special order item that will be backordered. Continue Y/N?" 2. When user enters a vendor purchase order they get this message: "This is a special order item. Continue Y/N?" 3. The inventory replenishment programs will ignore these special order items since the items are not ordered on a regular basis.
Serial/Lot	This field accepts one of three flags: S for "serialized," which indicates that each item has a serial number associated with it and is therefore under serial control; L for "lot," which indicates this item is grouped into lots with lot numbers; or B for "both," which indicates this item is under both serial and lot controlled. You can also leave the field blank, which indicates no serial or lot control so the system uses the default costing method. Serial and lot numbers provide an exact means for tracking and costing items.
Market Price:	In this field, enter Y or N depending on whether or not the item's price is subject to change based on the market value. If set to Y, you can change the price right up to the point of invoicing. If set to N, price may not be changed in the Update Invoice program.
Special Handling Charge	This is the special handling fee that will be added to the sales order for this item. The total amount charged will be this fee multiplied by the quantity ordered
Mfg Name	Enter the manufacturer's name
UPC Code	Enter the UPC Code
Mfg Item	Enter the manufacturer's part number
Price Group:	Price Group Code. You can enter a code so that the system groups this item with other items that have the same price group code. On a customer order, the system combines the quantities of items that have the same price group, which helps achieve volume quotas for price breaks. For example, you give a 3% discount if 1,000 or more widgets are ordered. Customer orders 600 blue widgets and 400 red widgets. If they both have the same price group, the customer will receive the 3% discount.

Field	Description
FMD Required	Check this box if this item requires a Full Materials Declaration document be submitted to you by your supplier. If checked and the vendor has not submitted the document a line item note will be added to the vendor purchase order requesting this documentation. Once received check it as received in the item catalog (see *Purchasing User Guide* for more details).
RoHS Compliant	Check this box if the item is been deemed RoHS Compliant (**R**estriction **o**f **H**azardous **S**ubstances).
Warranty Days	For serialized inventory enter the number of days this product is covered by a warranty agreement. When the sales order is posted the warranty expiration date that displays on the Update Serial Master screen will be set to the invoice date plus this number of days.
UOM List:	If a UOM List code is entered, the Stocking Unit, Selling Unit and Purchasing Units must be defined for the UOM List. In addition, the Sell Unit must have a Type of Sell or Both for both sell and purchase and the Purchase Unit must have a Type of Purchase or Both. If a UOM List code is entered, the related Factor and Increment fields are skipped. The Factor field is looked up using UOM List code. The Increment fields are left blank.
Stocking Unit:	Stock unit of stock keeping unit (sku). Enter a two-character abbreviation for the unit in which you stock the item (EA for each, BX for boxes, PT for pallets, etc.) **Weight** – Inventory item weight. You can enter the weight of 1 sku of this item up to 99999.999. You can also specify weight unit (unmarked field). **Volume** – Volume of Inventory Item. You can enter the volume of one sku of this item up to 99999.99. **Selling Unit** – Enter a two-character designation for the unit of measure in which you sell this item (EA, CS, BX, etc.) *Note:* For serialized items, all the conversion factors are 1, which is the default.
Conversion Factor:	Enter the number of stocking units that are in a sell unit. For example of you stock in eaches, sell in boxes and there are 6 eaches in a box the factor should be set to 6. Conversely if you stock an item in boxes and sell the item as eaches, and there are 6 selling units per box, then the conversion factor is 1/6 or 0.166667.
Purchasing Unit	Purchase unit of measure. Enter the two-character designation for the unit of measure in which you purchase this item (CS, TN, PT).
Conversion Factor:	Enter the number of stocking units that are in a purchase unit. For example of you stock in eaches, purchase in cases and there are 24 eaches in a case the factor should be set to 24. Conversely if you stock an item in cases and purchase the item as eaches, and there are 24 units per case, then the conversion factor is 1/24 or 0.04167.
Inventory Acct:	Inventory account number. The Inventory account is where the system posts financial transactions involving inventory items. The field is required and it defaults to the Inventory Account number set up in Inventory Defaults.

Field	Description
Cost of Goods Acct.:	Cost of goods account number. The Cost of Goods account is the where the system posts the amounts of costs for inventory purchased. This field is required and it defaults to the Cost of Goods Account number set up in Inventory Defaults.
Sales Acct.:	The Sales account is where the system posts sales of inventory items. This field is required and it defaults to the Sales Account number set up in Inventory Defaults.
Sell Unit Increment:	For items that you must sell in increments of 2 or more, use this field to set your incremental quantity. The Update Customer Order program has been modified so that the item quantity entered must be in line with this value.
Purchase Unit Increment	For items that you must purchase in increments of 2 or more, use this field to set your incremental quantity. The Update Purchase Order program has been modified so that the item quantity entered must be in line with this value.
Extended Description	Enter up to a 256 character extended description for the item.
Price Levels	Use these levels to determine the price to charge your customer if you do not have prices set up in the special price file (See Order Entry chapter). You then enter this discount level in the customer master. Using the example above any customer that has a discount level of 1 will be charged 25% off list for this item.
Warehouse	The warehouse in which the item is received and stored.
Location	The bin location in the warehouse where the item is stored.
Vendor	Primary vendor code that item is purchased from. Information purposes only.
Qty on Hand	The amount currently on hand
Available	The amount currently available (on hand quantity less quantity committed to open sales orders and production work orders).
Costs	Average, Purchase, and Standard costs per stocking unit.
Price	List price per unit. Please note that this should be the list price based on stocking unit not selling unit. For example, you stock in eaches, sell in cases, and they are 6 eaches in a case. The list price per each is $60 and when you sell a case the list price will be multiplied by the sell conversion factor of 6 to come up with a case price of $320 ($60 x 6 eaches).

Modify Warehouse Detail

From the detail section of the screen click on the Whse Dtl icon. When you select this option, the system returns the Item Warehouse Detail screen where you enter detail information about an inventory item.



The information on this screen pertains to a single warehouse. You can have multiple warehouses, and therefore, multiple sets of this information for each inventory item. **All quantities, costs and prices entered are entered in stock units.**

The top section contains

Field	Description
Item:	This is the item code .
Warehouse:	The current warehouse displays. You can zoom from this field to select a different distribution warehouse..

The next section holds Cost and Price Information. This section shows the cost detail for a given item at the warehouse level. All quantities and costs are in stock units.

Field	Description

Field	Description
Purchase Cost:	Enter or update the standard purchase cost of one stock unit. If your customer pricing is based on a markup from cost, it is this cost that will be used.
Last Cost:	This cost is recorded automatically during receiving/purchasing.
Qty:	Last quantity received
Average Cost:	You can enter an average cost for items you have on hand when you initially set up an item in a warehouse. After set up is complete the system will automatically calculate the average cost based on purchases/receipts.
Last Date:	This field stores the date this item was last received into inventory. It is automatically maintained by the system.
Standard Cost	Enter the standard cost if you are using Standard Costing. See the *Standard Cost User Guide* for more information on standard cost tracking and analysis.
Price:	List price. This is the price your customer will be charged unless you have set up special pricing for them.
Sold Date:	This field represents the date of the most recent shipment of this item. It is automatically maintained by the system.

The next section is Location and Count Information.

Field	Description
Primary and Secondary Locations:	The primary bin location entered should the bin location this item is typically picked from for outbound shipments. The secondary bin location should be the bulk location of the item. Entry of these values is optional. 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.
Location Aisle:	Aisle (up to four characters), Row (up to three characters), Bin (up to three characters). These are three separate fields that hold the alphanumeric references for the physical location of the item in this particular warehouse.
Row:	Row the inventory item is located in.
Bin:	The shelf/floor location of the inventory.
Count Cycle Code:	Leave null if you always count all items at the same time. You can enter a code for an item so that the system will group it with other items that have the same code. It groups them when you create count sheets and you use count cycle codes to select items to go on a count sheet. Count cycle codes can be any single character (A-Z, 0-9). You can accept the default cycle count code you set up in the Defaults file.
Last Count:	The system maintains this field and updates it when a count including this item is posted.
On Hand:	You cannot change the On Hand quantity in this field during normal date entry; you can only change the quantity during inventory set up. After that, it can only be changed by receiving, shipping, transferring, or adjusting this inventory item.

The Vendor Information section contains the following fields:

Field	Description
Vendor:	You can enter the code for the primary vendor from whom you purchase a particular item. If the Accounts Payable module is installed you should have vendor codes set up in the Accounts Payable Vendor file. Other vendors you purchase this item from can be set up in the Item Catalog program along with this one.
Vendor Item:	This field is to reference the vendor's item code if it is different than yours. You can enter a code of up to fifteen characters. *Note:* This information is also maintained in the vendor item catalog program in the Purchasing Module. If a vendor item is entered it will print along side your item code on your vendor purchase orders.

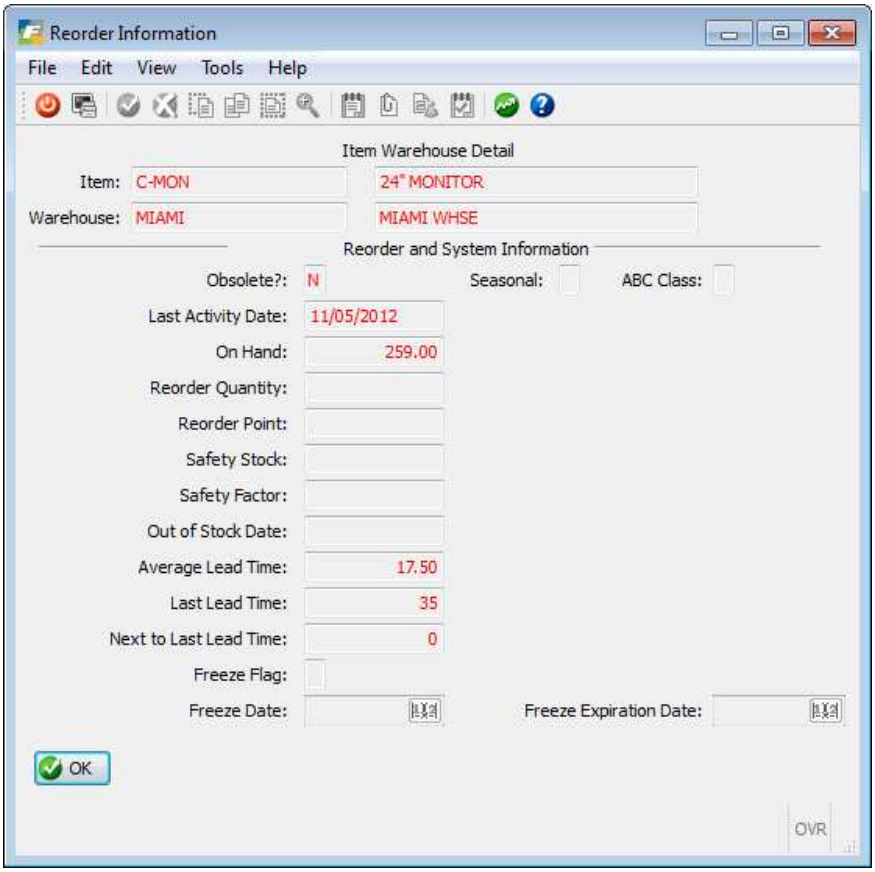
The last section of the Warehouse Detail screen is labeled Selling Information, which pertains to Order Entry. All these fields have defaults that should be set up in the Inventory Defaults file:

Field	Description
Minimum Sell Qty:	You can enter this number up to seven digits, which indicates the minimum quantity (in stock units) that a customer must purchase on a single order line.
Allow Backorder:	Enter Y or N as to whether you allow this item to be backordered or not.
Taxable:	Controls taxation of the item. Enter Y or N.
Subject to Terms Disc.:	Another Y or N field entry is required here based on your choice. Enter Y if you want this item to be included in the calculation of terms discount. Enter N if it should not be.
Subject to Trade Disc.:	The same as above applies here.
Req Profit %:	The lowest percentage of profit allowed. This affects the Order Entry module. If the price entered is below this required profit percent, the user will be notified during order entry.
Commission Code:	Type of Commission. Enter a commission code that applies to the item.

Modify Reorder Detail

Click on Reorder Detail icon.

Use this option to add, update or view information pertaining to reorder and system information. The top portion of the screen contains the item code, item description, warehouse code, and warehouse description that appear on most of the screens available on the Warehouse Detail Zoom men. You cannot modify this information.



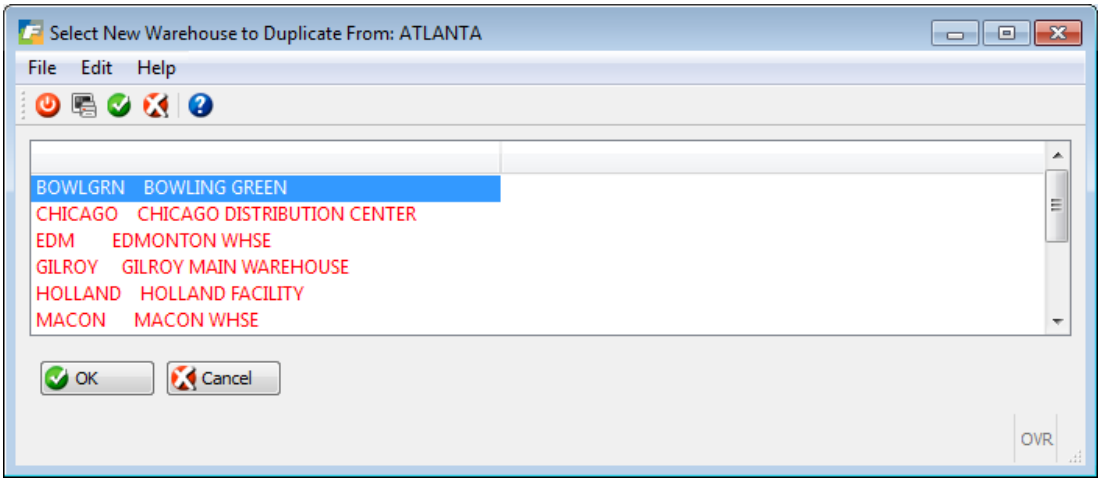
Field	Description
Obsolete?	Enter Y if the item is obsolete or N if it is not. If marked Y, purchase orders cannot be entered for the item.
Seasonal	This field is currently a reference only field.
ABC Class	ABC Classification. You can enter the class this item based on the ABC classifications set up in the Inventory Control Defaults file. *Note:* This value is only used if the Replenishment Module is installed.
Last Activity Date	The system maintains this transaction date for the inventory item (non-entry).
On Hand	Item Quantity on Hand (non-entry).

Field	Description
Reorder Qty	Enter the quantity of the item (in stock units) you want to reorder when inventory drops to the reorder point. The amount you reorder is usually based on usage rate, lead-time, and safety allowance. You must calculate the reorder point manually. If the replenishment module is in use, the reorder point will calculated for you automatically and stored in the Replenishment Data table.
Reorder Point	Enter the quantity (in stock units) at which the system flags the item for reorder. Items appear on the Reorder Advice report when the quantity on hand reaches or drops below this point. If the replenishment module is in use, the reorder point will calculated for you automatically and stored in the Replenishment Data table.
Safety Stock	Enter the safety stock level (in stock units). Safety stock is the quantity below which you do not want inventory to fall for a particular item. This safety stock is your "pad" against variations in usage rates and lead times that might otherwise cause you to run out of an item. **Note: This value is only used if the replenishment module is installed.**
Safety Factor	This is a percentage of the total order that is added to the order and will be the safety stock. It is calculated based on usage. **Note: This value is only used if the replenishment module is installed.**
Out of Stock Date	This is the date that the item ran out.
Average Lead-Time	The system calculates the average lead-time once you begin purchasing inventory. It is calculated as the average of the past two lead time performances. The system calculates lead times based on the request date (or the PO date if no request date) and subtracts that from the receive date.
Last Lead-Time	This field is automatically updated by the system and holds the last lead-time, in days.
Next to Last Lead-Time	This field is automatically updated by the system and records the next to last lead-time.
Freeze Flag	Reserved for future use with the replenishment module.
Freeze Date	Reserved for future use with the replenishment module.
Freeze Expiration Date	Reserved for future use with the replenishment module.

Copy Warehouse to Another

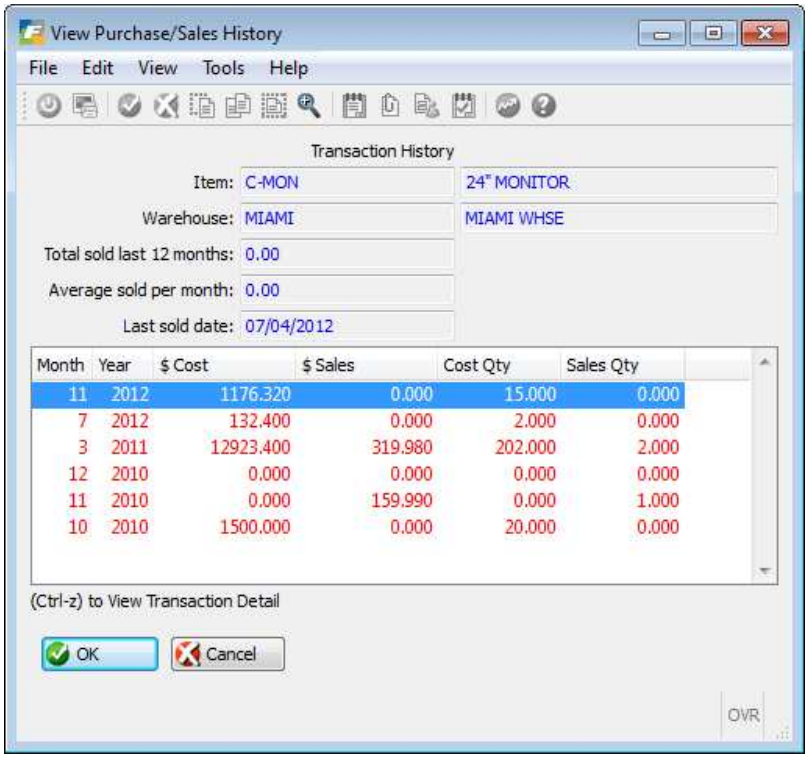
Click on the Copy Whse icon.

This option allows you to copy information about this inventory item from an existing warehouse, and set the item up in another warehouse with all the same warehouse detail information. The only exception is the quantity on hand field which must be entered. The screen will list any warehouse codes that do not have this item code.

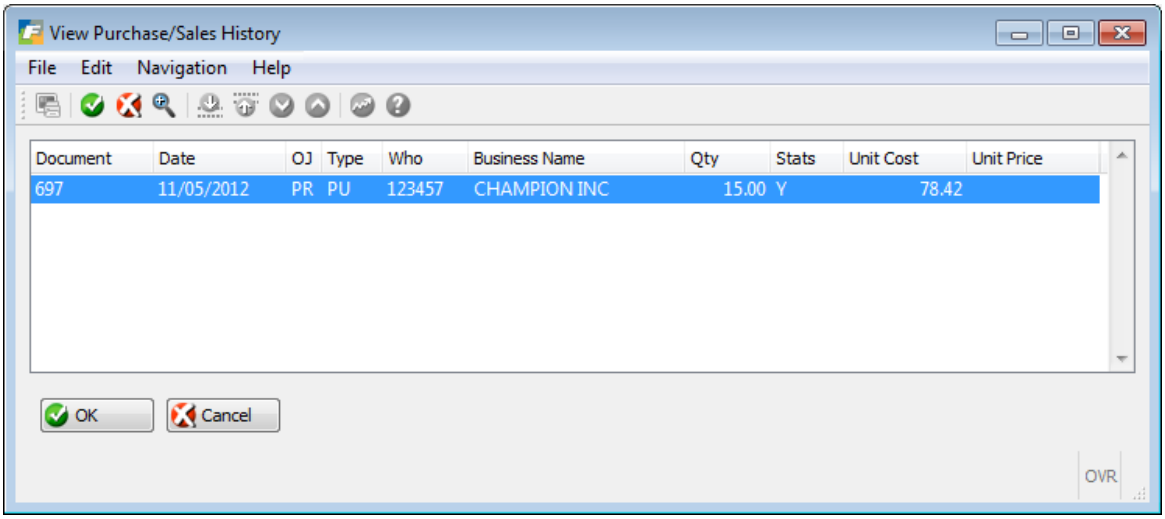


View Usage History

Click on the Usage History icon.



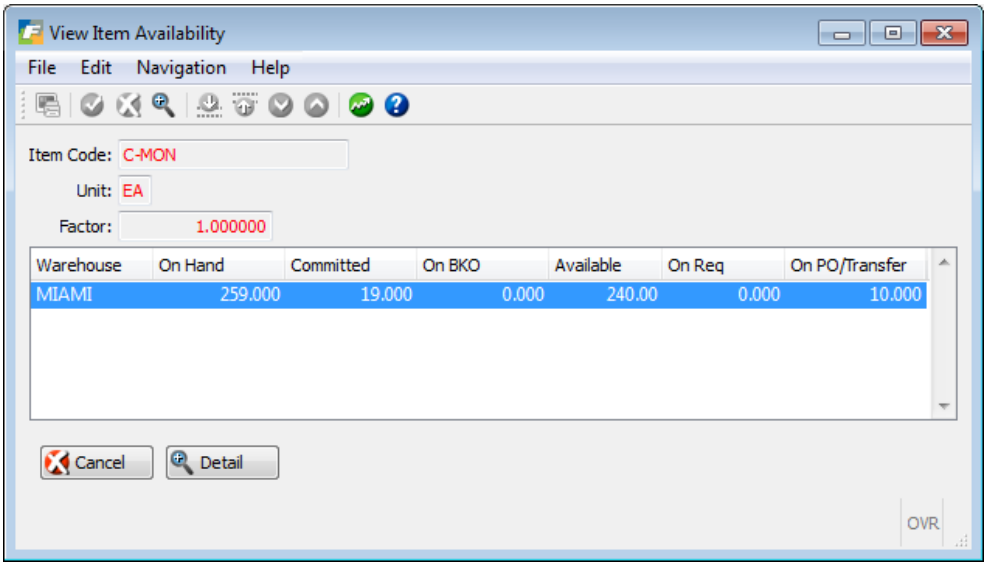
The top portion of this screen has the item code and warehouse code. Inventory items can have year, cost, sales, and quantity. You can zoom to see the detail that makes up the totals on the screen pictured above.



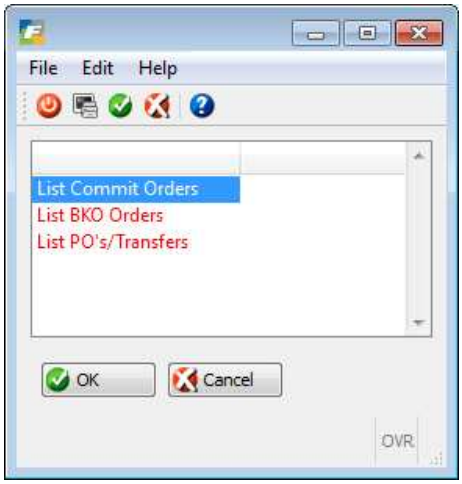
View Item Status

Click on the status icon.

The Item Status screen allows you to view the status of an item in multiple warehouses, whereas the Maintain Inventory Item screen stores limited status information about an item only for one warehouse.



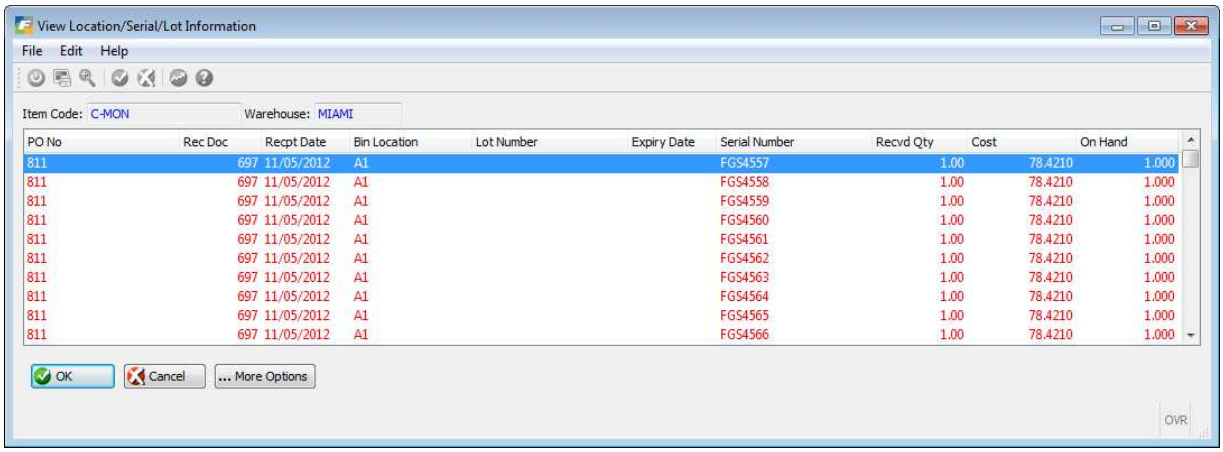
You can zoom in further to see the details that make up the various quantities.



Serial/Lot Numbers

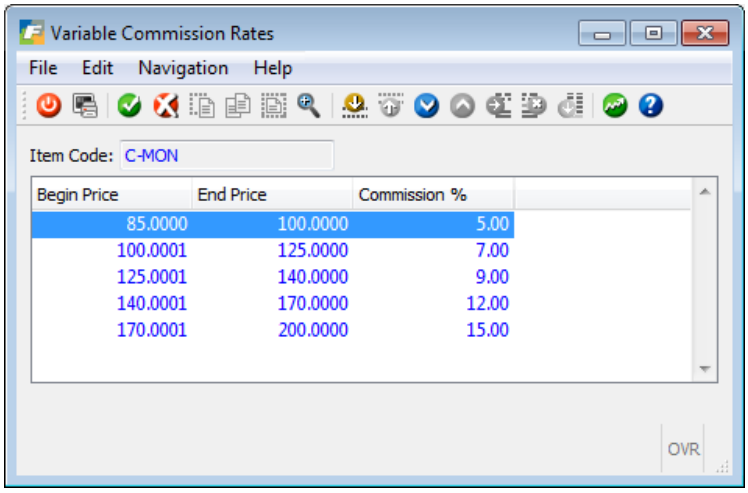
Click on the Serial/Lot icon.

If an item is either serial or lot number controlled you will use this screen to set up the serial or lot number during Inventory Set Up. Once inventory is set up, this information is view only.



Variable Commission Rates

Click on the Commission Rates icon. You can use this screen program to set up variable commission percentages based on sales price rather than one flat rate on the warehouse detail screen discussed above. If the item is sold below the lowest begin price no commission is earned. If sold above the highest end price the commission percent is the same as the highest percent. These commission levels can also be overridden at the individual customer level using the Update Customer Information screen.



Alternate Items

Click on the Alternate Items icon to set up alternate or substitute items for your item. This screen program can also be accessed from the Setup Inventory menu as discussed above.

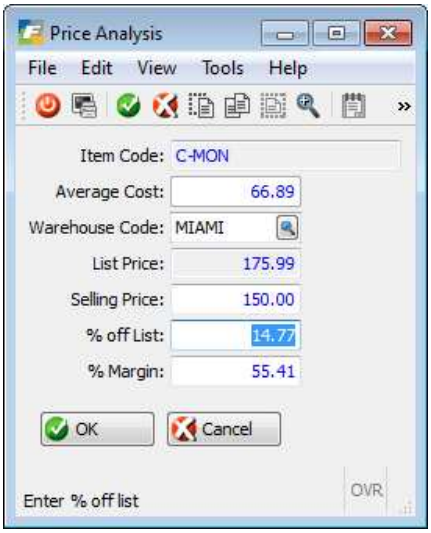
Cross Sells

Click on the Cross Sells icon to set up cross sell items for your item. This screen program can also be accessed from the Setup Inventory menu as discussed above.

Price Analysis

Click on the Price Analysis icon.

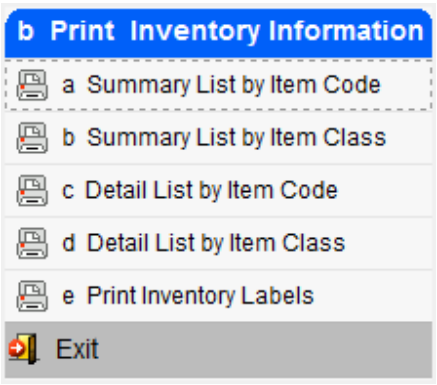
This screen program can be used determine sales price based on a % discount off list and what the profit margin will be. You can also enter a sales price and the % off list and profit margin will be calculated for you.



Print Inventory Information

This menu item prints the inventory information entered under Update Inventory Information. Executing Print Inventory Information brings up the Print Inventory Information sub menu. From that menu you can choose the Summary report , Detail report, or Item labels. The Summary report shows the most basic information about each inventory item. The Detail report shows all of the item's detail, including detailed warehouse information. You can choose from a Selection Criteria screen so you can specify the scope of the inventory to print. You can choose from Item Code, Desc, Type, Class, Warehouse Code, and Stock Location. To run these reports select **(option b)**.

Your options are to print:

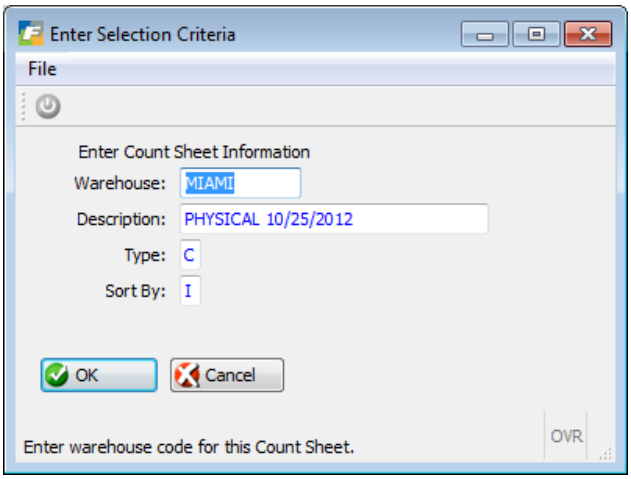


Inventory Counts

To view this screen select option (d)

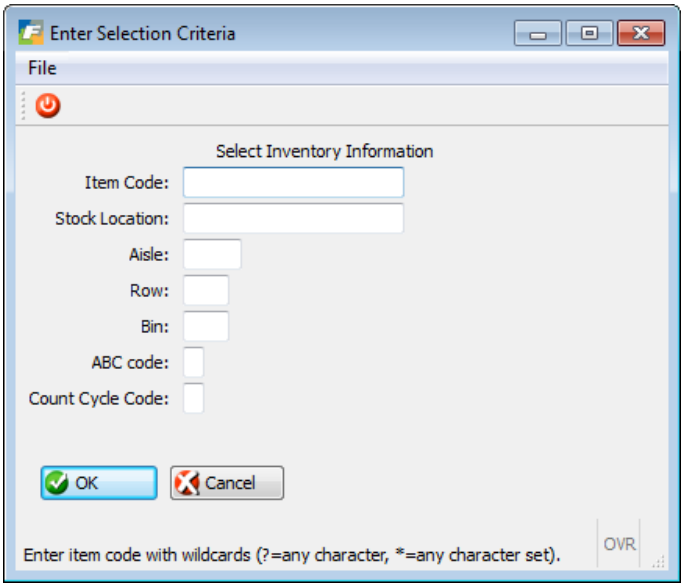
Cycle counts are a way to count your inventory in blocks. You might do as many as 200 cycle counts per year where different combinations of inventory are counted. The Create Count sheets menu item lets you produce Count Sheets used to take a physical inventory of your warehouses.

When creating a count sheet you enter information about the count in the Create Count Sheets Information screen.



If you create the count sheet for a Cycle count, then the system will print the current quantity on hand on the count sheet; for a Blind count, the system will not print quantity on hand on the count sheet.

Upon entering this information, you press {ENTER} to bring up the Select Inventory Information screen. With this screen you select the inventory items you want on this count sheet using specific information or wild card searches. You may use Item Code, Stock Location, ABC class, or Count Cycle Code to narrow your search.



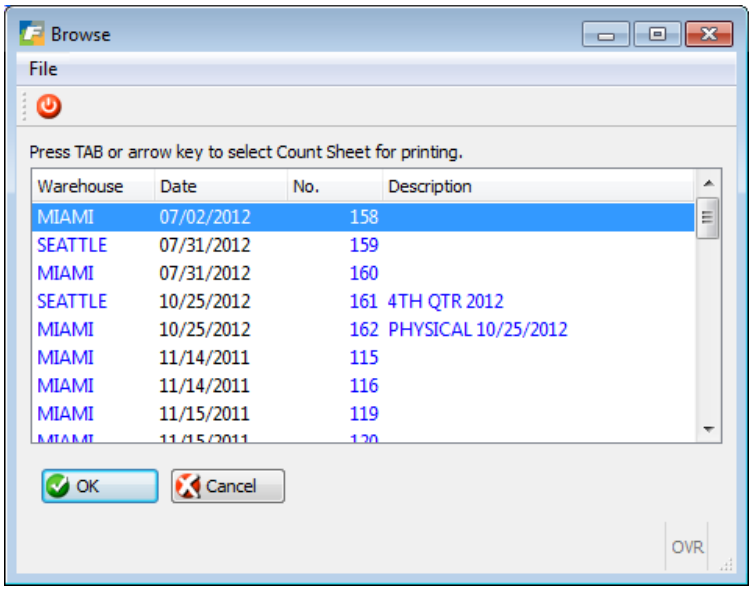
Follow these steps to create count sheets.

Step	Action
1	Choose option **Create Count Sheets (option d)**. From the Inventory Maintenance menu. The Print Count Sheet screen displays.
2	Select the option **Screen Pager**.
3	Click the **Print/Direct Report** button. The Enter Count Sheet Information screen displays.
4	Fill in the information, and then press the **ENTER** key or click on OK button. The Select Inventory Information screen displays.
5	Fill in the information, and then press the **ENTER** key or click on OK button.
6	All records are retrieved. Click the **Nxt** or **Prv** buttons to navigate to the record you wish to view.

Print Count Sheets

To view this screen, select option (e)

The system uses the selection criteria you enter to gather the items you want to go on a particular cycle count. The system assigns each count sheet a unique number. You can use the Print Count Sheets option to view the count sheets you created and to print hard copy count sheets for personnel to record the results of the physical inventory count.

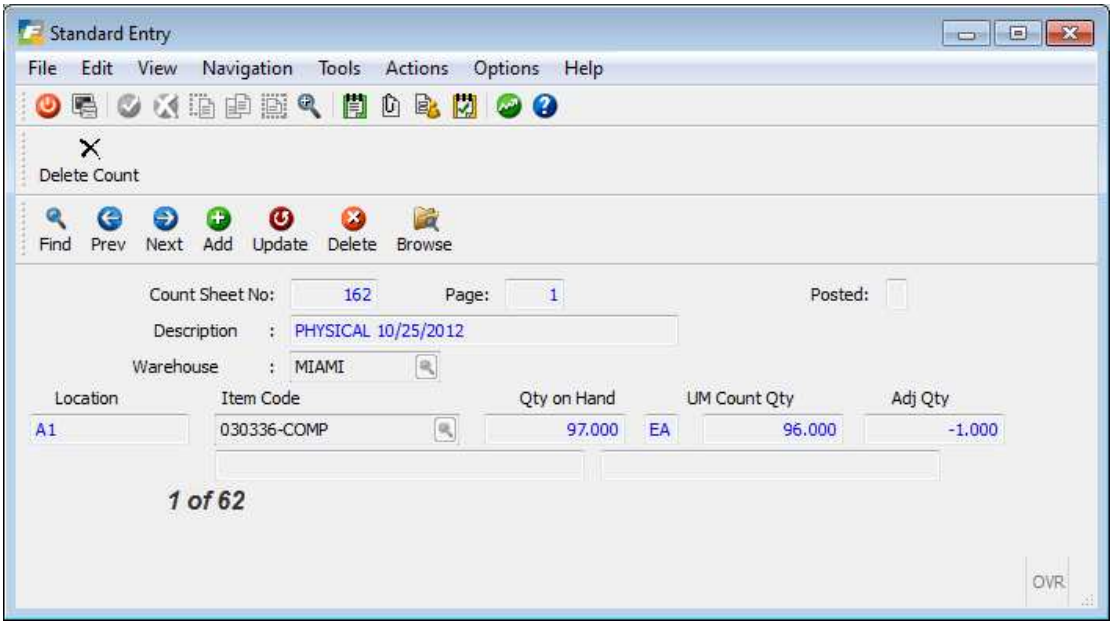


Update Count Sheet- Standard Entry

To view this screen select option (f-a)

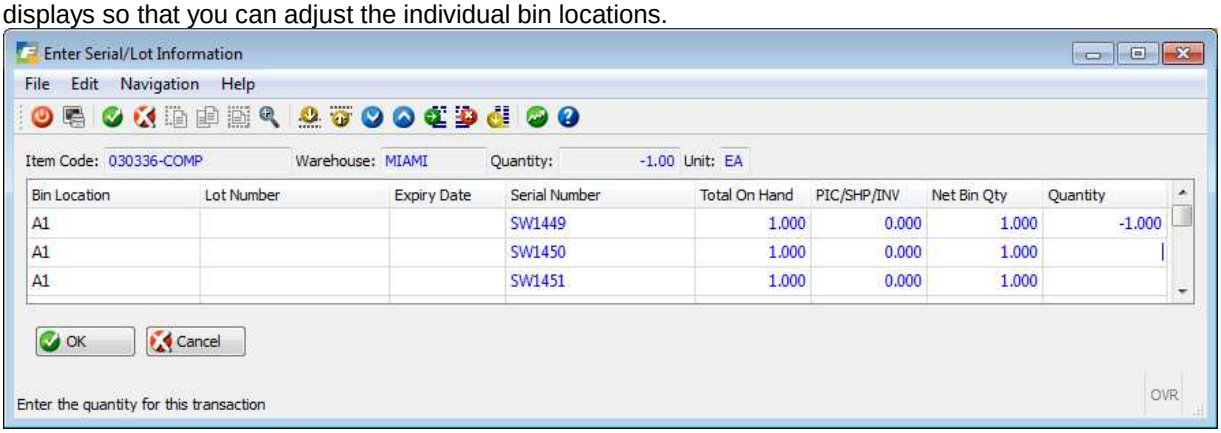
You can use this option to enter the results of a physical inventory count based on the count sheets created in the system or you can add the results of a count directly without calling up the count sheets.

Once counters have recorded physical inventory on the actual count sheets, you can find the matching count sheet file. Using the Next, Prev, and Browse commands, you can find the items you need to update on the Update Count Sheets screen.

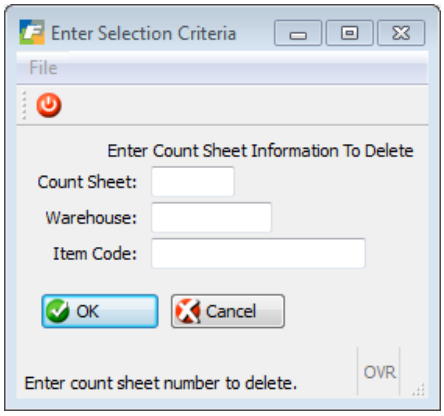


You can enter the results of counts directly without first creating a count sheet in the system. In this case, you use the Add command and fill in the Update Count Sheets screen with the results of an inventory count.

If the warehouse has Location Controlled = Y, after you enter the count quantity for your item this screen displays so that you can adjust the individual bin locations.



Notice the delete icon on the Other toolbar. By clicking on this icon, you will get the following screen:



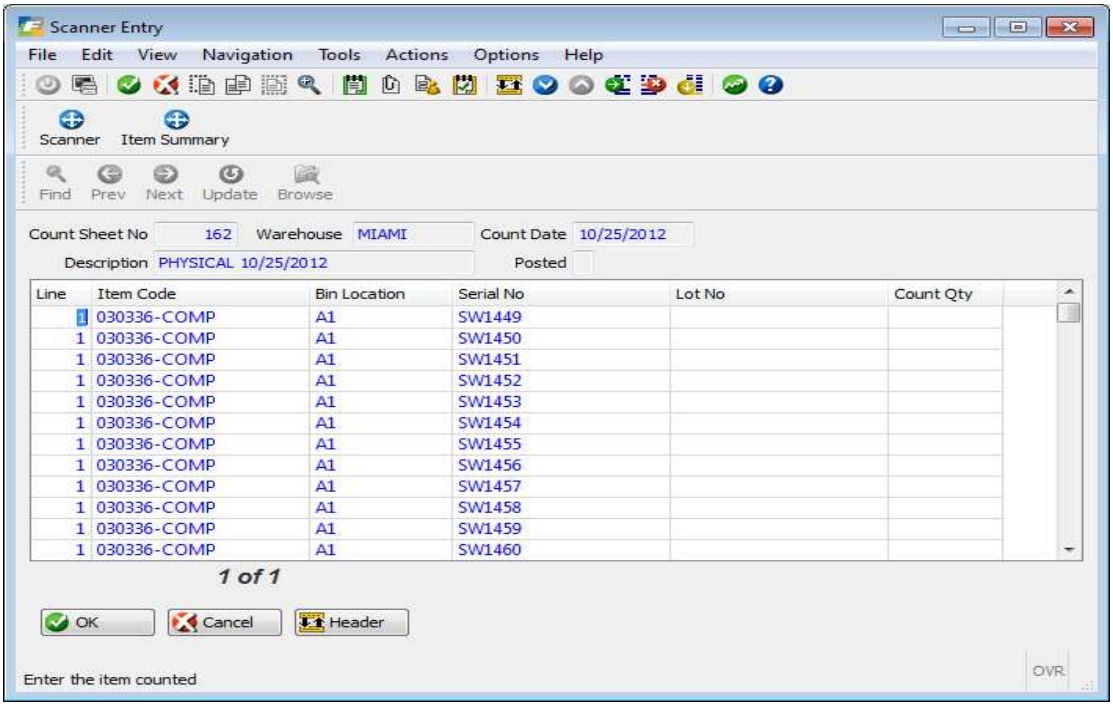
You can then delete a specific count sheet from this list. The delete function should only be used for count sheets in which no quantity adjustments were done. You will want to save the count sheets that had quantity adjustments so that you may use the GL drilldown feature to view them if needed.

Update Count Sheet- Scanner Entry

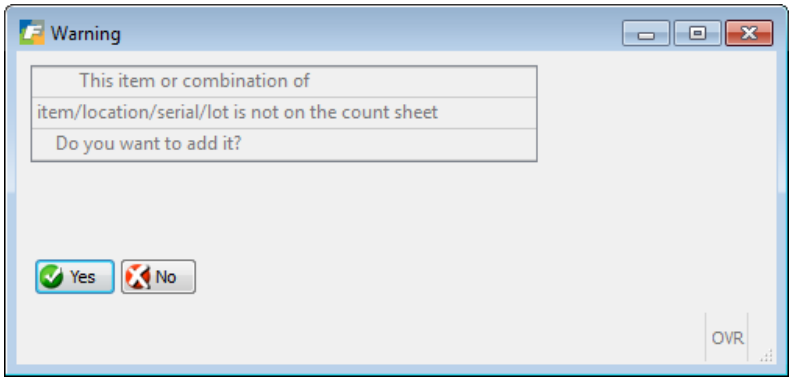
To view this screen select option (f-b)

Use this program to enter the results of a physical inventory count based on the count sheets created in the system by scanning the items barcodes.

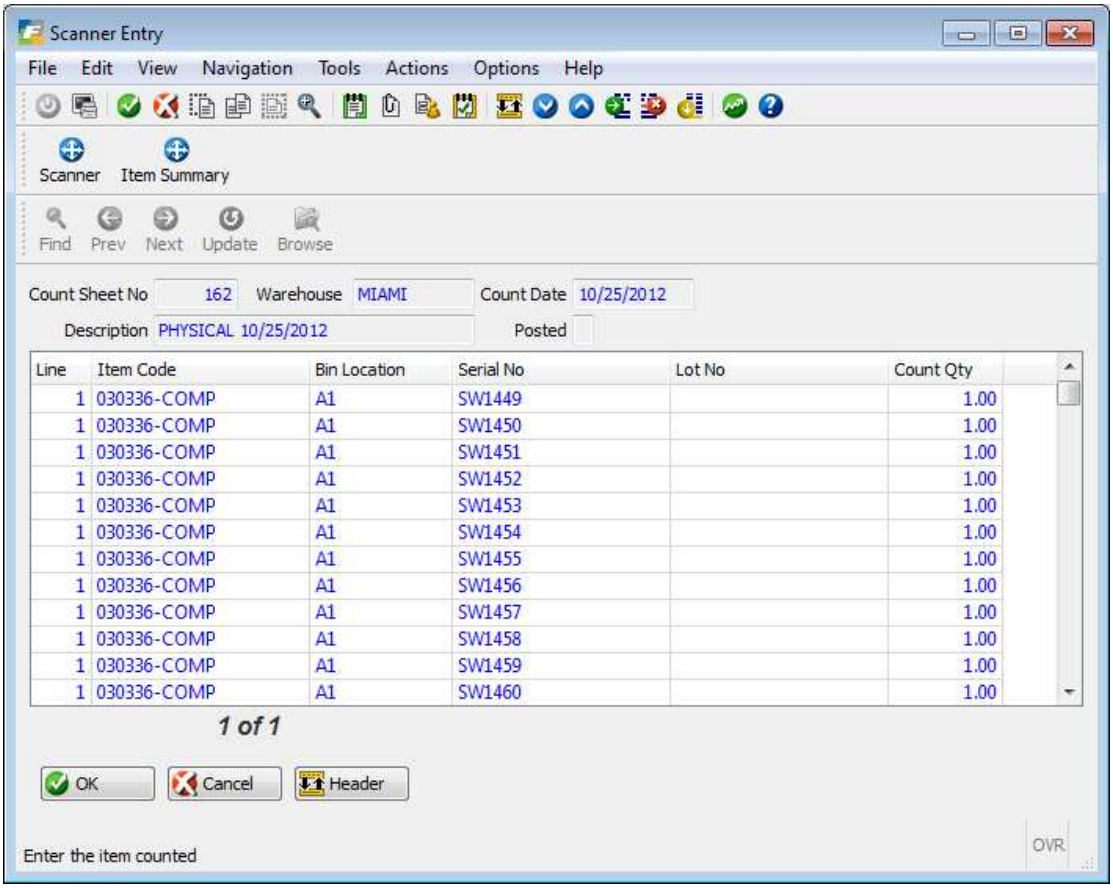
Do a Find and select an existing count sheet number. The items included on the count sheet will display. Next go into Update mode and click the button on the toolbar labeled “Scanner” and you will be placed into this blank scanner screen and can begin scanning in your items



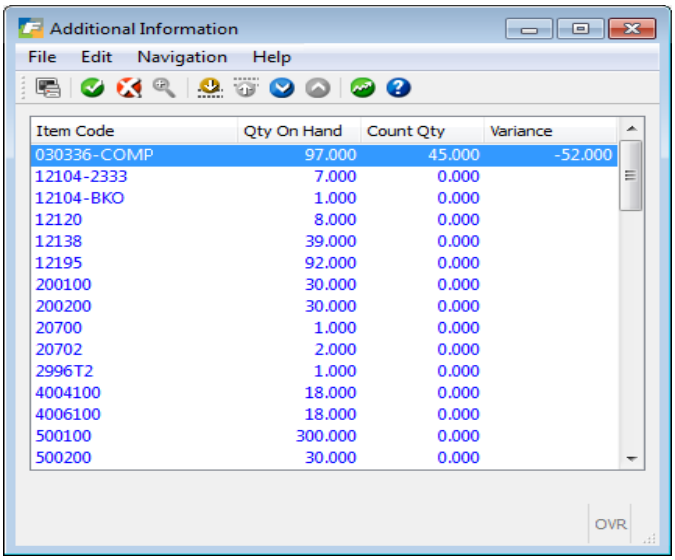
If an item is scanned that does not exist on the count sheet you will receive this warning:



Once you are done scanning click OK and you will be returned to the main screen and scanned quantities will display.



You can also click on the item summary button on the toolbar to see in summary format the perpetual on hand quantity and the total quantity scanned.



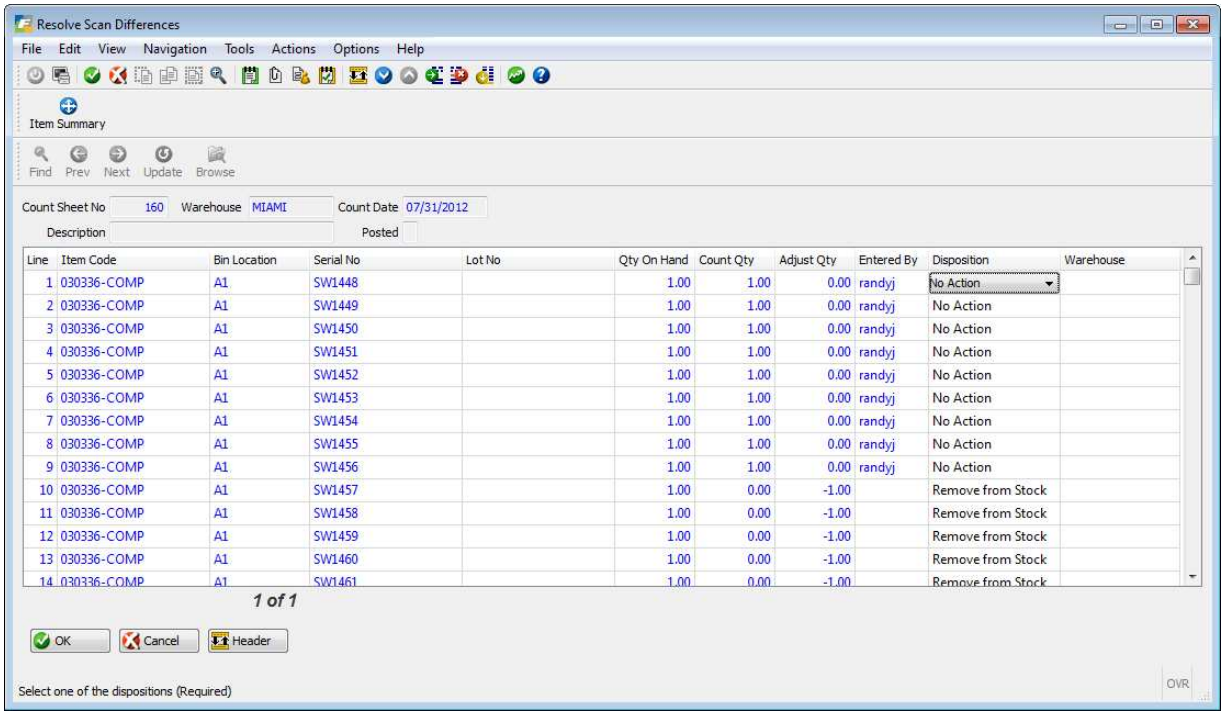
Item Code	Qty On Hand	Count Qty	Variance
030336-COMP	97.000	45.000	-52.000
12104-2333	7.000	0.000	
12104-BKO	1.000	0.000	
12120	8.000	0.000	
12138	39.000	0.000	
12195	92.000	0.000	
200100	30.000	0.000	
200200	30.000	0.000	
20700	1.000	0.000	
20702	2.000	0.000	
2996T2	1.000	0.000	
4004100	18.000	0.000	
4006100	18.000	0.000	
500100	300.000	0.000	
500200	30.000	0.000	

Resolve Scan Differences

To view this screen select option (f-c)

This program is option (c) on the Update Counts submenu. Any item where the scanned quantity is different than the perpetual quantity must be assigned a resolution code before the results can be posted and you on hand quantities updated.

User will do a Find and enter the count sheet number.



There are five possible dispositions codes:

No Action- no action required as the perpetual and scanned quantities match.

Remove from Stock – item was short so quantity on hand will be reduced. Any items short will default to this disposition code.

Move to Warehouse- item was short but further investigation as to why is warranted. This disposition will reduce the quantity on hand in the count warehouse and move to an alternate warehouse of your choosing.

Add to stock – overage so quantity on hand will be increased. Any items found or where quantity scanned exceeds perpetual will default to this disposition code.

Move from Warehouse – item was found or scanned quantity exceeded perpetual quantity. Use this option if this overage was a result of moving the item from an alternate warehouse to the count warehouse.

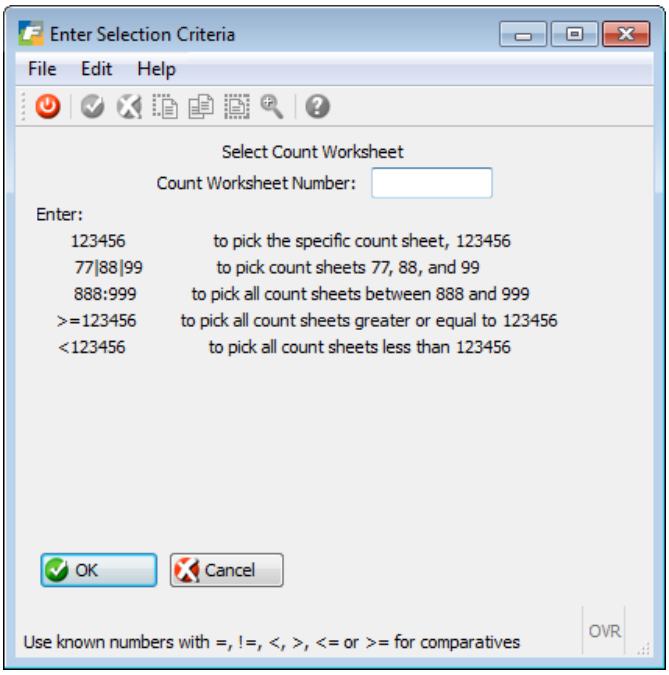
Once all disposition codes have been set correctly, user may run the edit and post programs.

Print Count Edit List

To run this report select option (g)

This menu option provides two functions: first, the system verifies information internally to prepare the posting of adjustments; and second, you can print out the results of entries you made via Update Count Sheets and check for data-entry errors by comparing this edit list with your completed count sheets. The edit list only shows the items for which you made adjustments, and for each item the system displays the Item Code, Warehouse, and Adjustment Quantity.

Once selected you must choose a print option, and then enter the Count Worksheet Number. See the screen below:

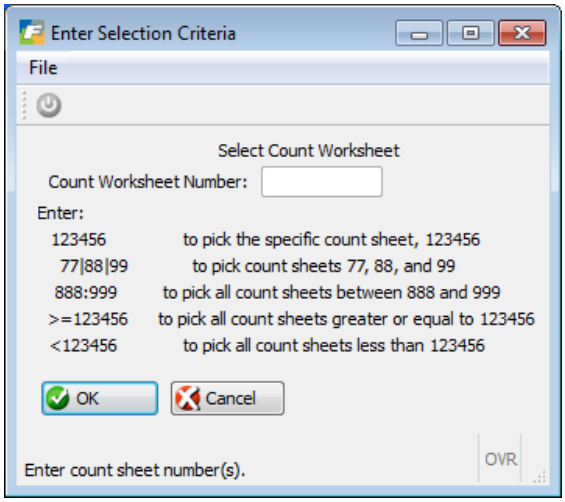


Print Over/Short Report

To run this report select option (h)

The Over/Short report shows the difference between your physical count ant the amount on hand in the database. Unlike the Count Edit List this report shows all the items on the count sheet whether they had any adjustments or not. It prints the item code, warehouse, on hand quantity, count quantity, and adjustment quantity.

Once selected you must choose a print option, and then enter the Count Worksheet Number. See the screen below:



If you find any discrepancies, it may be a good idea to recount any items in question. You can make changes through the Update Count Sheets option if you discover your count was incorrect. Actual adjustments are made to the inventory when you run the Post Counts option.

Post Counts

To run this report select option (i)

When you run this option, it prints out a report that shows the adjustments made to inventory and to the inventory ledger accounts.

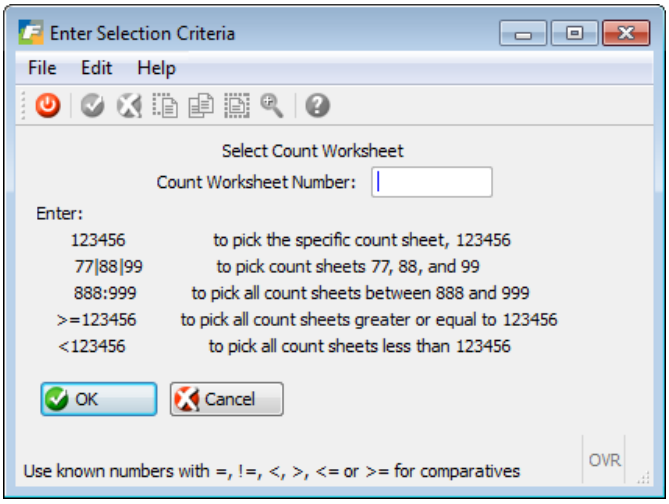
You can post each count individually based on the count sheet number and you do no have to complete a count sheet before you post adjustments. This way, you can adjust the inventory incrementally as the count is completed.

Before posting you should do the following:

Compare the Count Edit list with the original Count Sheet printouts to determine any data entry errors.
Check the Over/Short report for any discrepancies.
If there are differences between the physical count and the systems Quantity On Hand, check inventory again to see that you have not miscounted.
Update any differences via Update Count Sheets and rerun the edit list.

The posting process adjusts the quantity on hand in inventory and makes an adjustment to the ledger accounts. The monetary value represented by the amount an inventory item is over or short is balanced between the specific inventory item's Inventory ledger account and the Adjustment account referenced on the Count Sheet.

Once selected you must choose a print option, and then enter the Count Worksheet Number. See the screen below:



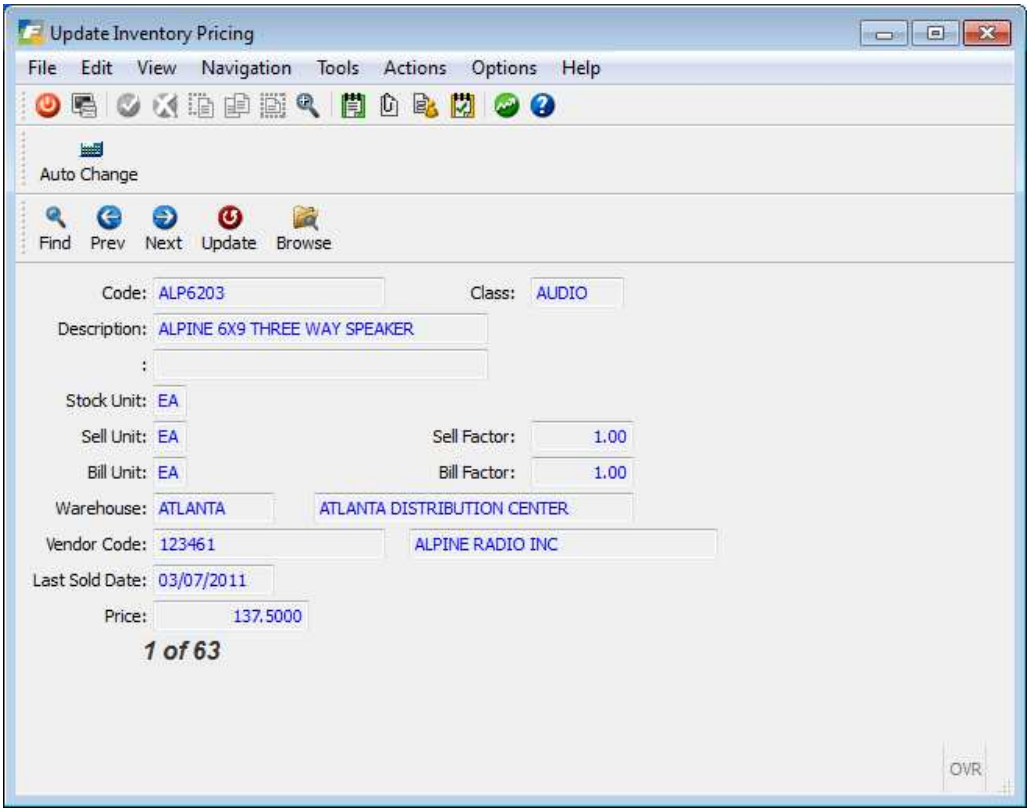
The system produces a posting report that shows the results of the adjustments to inventory and ledger accounts.

Update Inventory Pricing (List Price)

To view this screen select option j.

You can use this option to make a price change to a given set of inventory items. You can change prices for a selected set of inventory items either manually (item by item) or automatically (update the entire set of items at one time).

It is important to remember that an item sold from more than one warehouse can have a Sell Factor and a Bill Factor that is different from the other warehouses. Consider this before choosing to change pricing automatically.



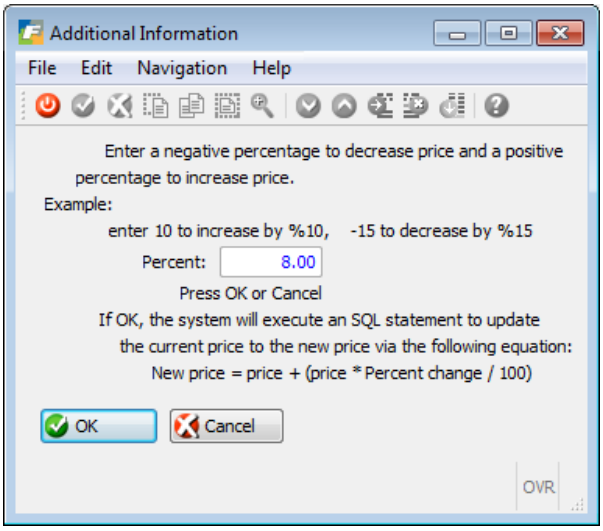
When you select the Update Inventory Pricing option, the system displays the Item Price Screen.

The first step in updating prices is to **Find** those items whose price you want to change. Once you have selected a set of inventory items, you cannot update the header section because that information is specific to Inventory Maintenance screen.

The lower section of the screen shows the current price for each inventory item, and it is here that you can change the price manually, on a per item basis, via the **Update** command. Any change here changes the price in the Price field on the Item Warehouse Detail Screen.

Price Change by Percent

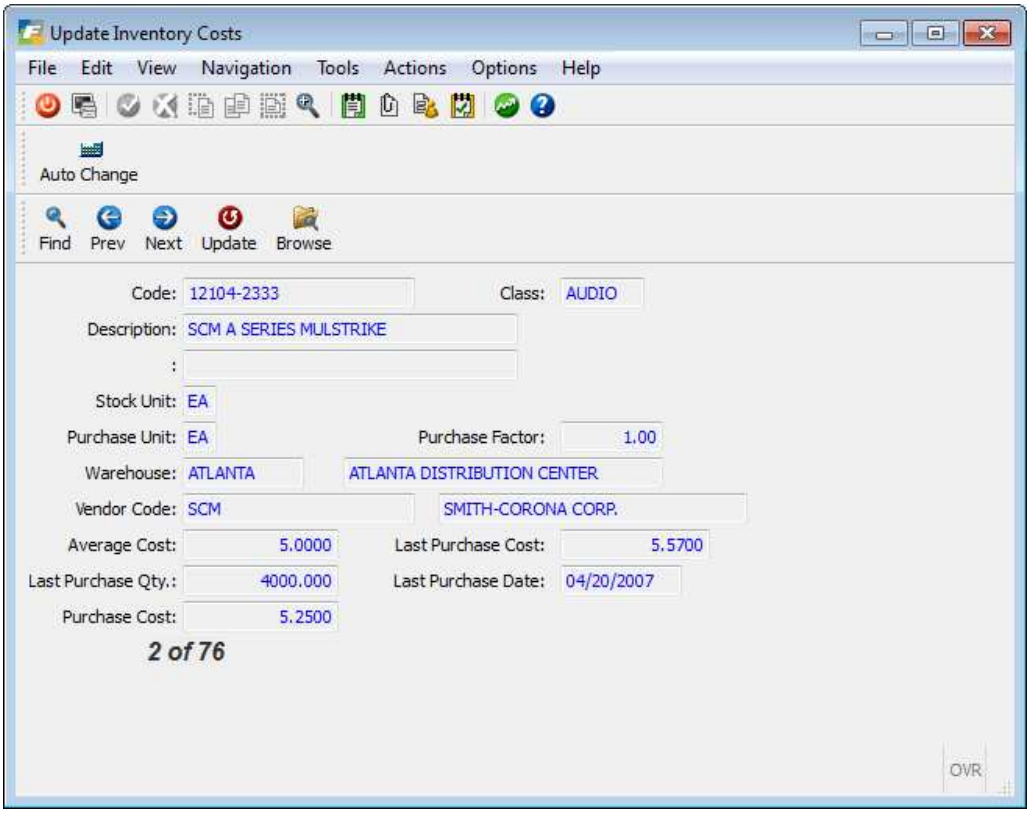
To change the prices of a group of items, click on the Auto Change icon which brings up the Automatic Changes screen.



Update Inventory Costs (standard cost used for markup)

To view this screen select option k.

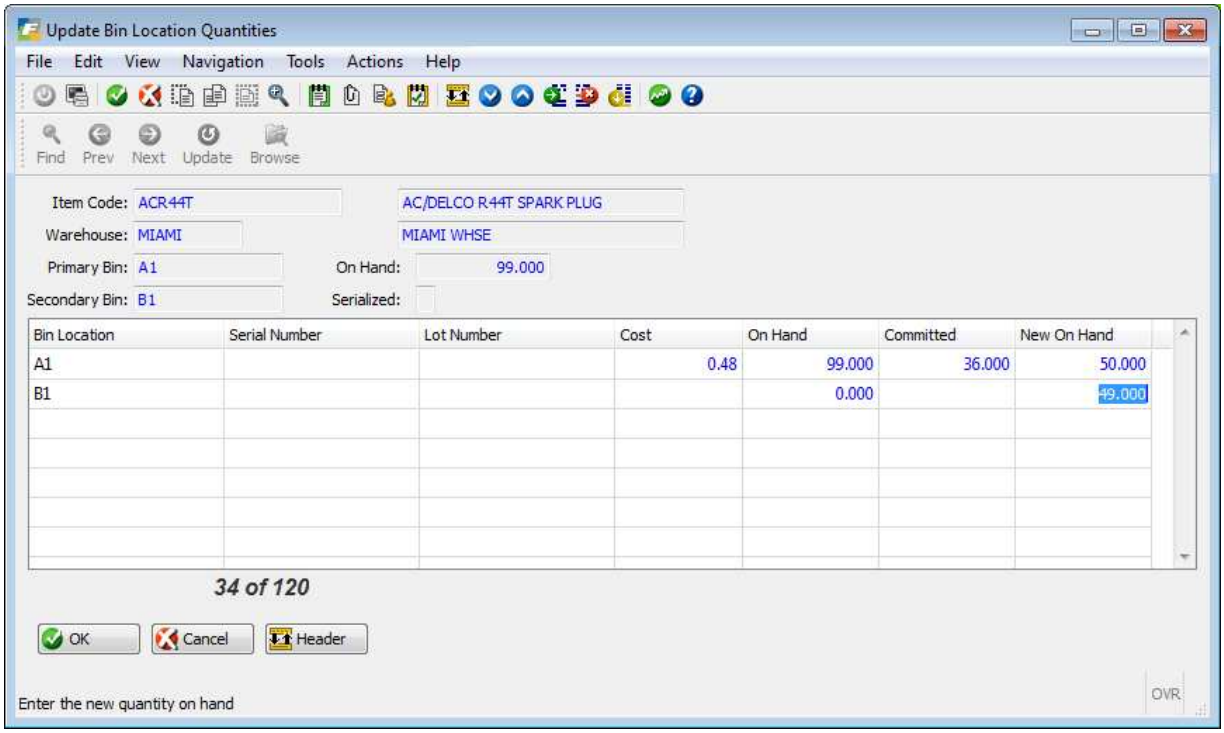
Updating the cost of inventory items is basically the same as updating the prices for inventory items.



The main differences are that the screen says Cost and what you are updating is the item cost from the warehouse detail.

Update Bin Locations

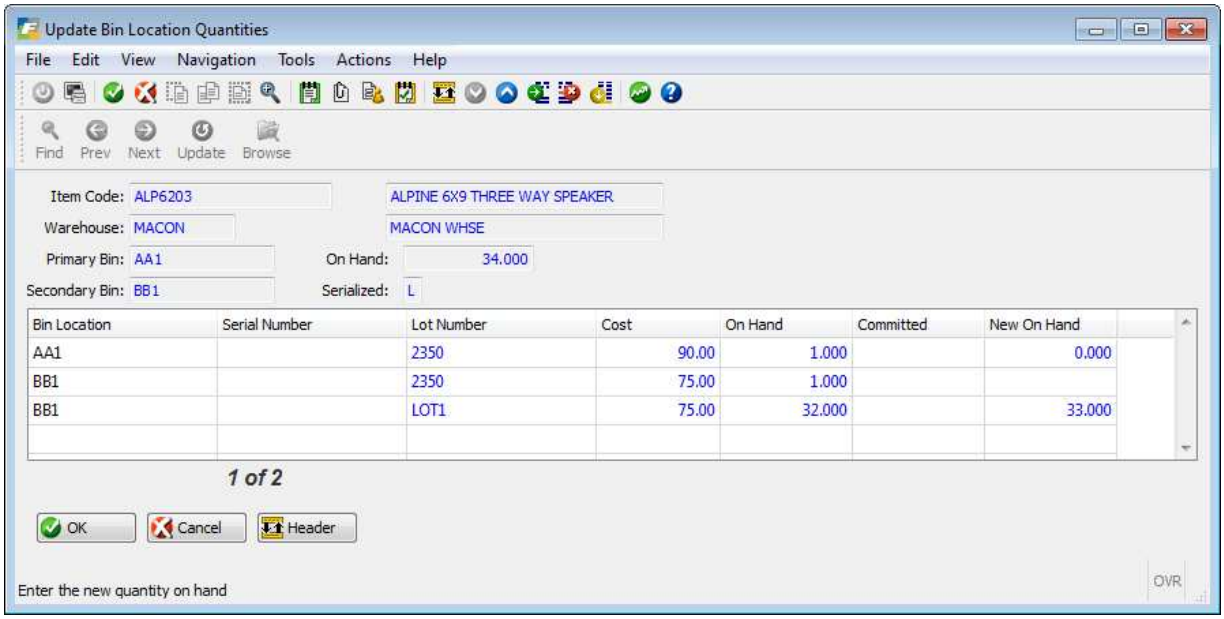
This program is option (I) on the Inventory Maintenance menu. It is used to move items from one bin location to another (ie- from secondary bulk location to primary picking location).

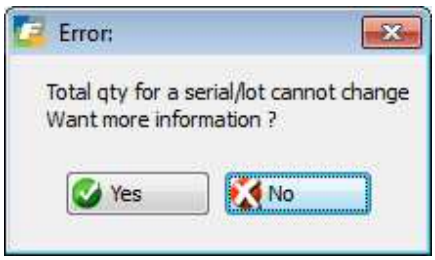


In the example above we are moving 49 from location A1 to location B1.
The committed quantity is the sum of any open sales orders that have not yet been posted. You cannot move a quantity greater than what is available to be moved which is quantity on hand less committed. In the example above you would only be able to move 63 out of bin A1 (On Hand of 99 less Committed of 36).

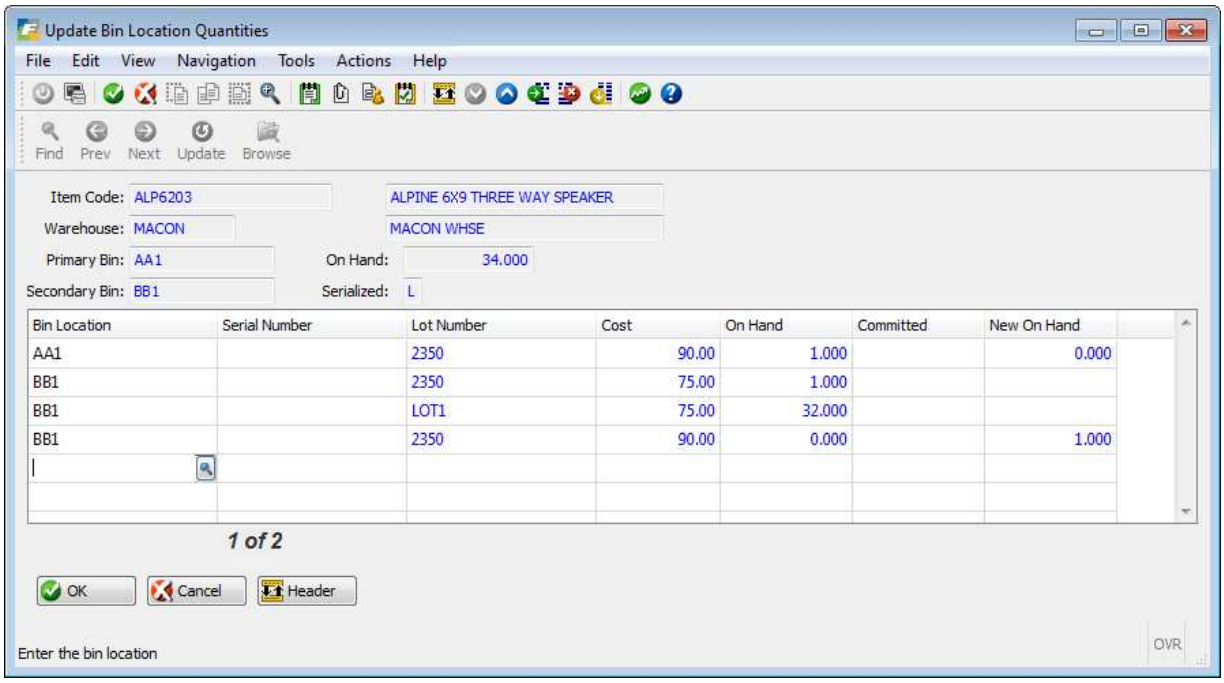
If when picking merchandise the item does not exist in the bin location that prints on the picking ticket use this program to relocate the item to its correct bin location. Using the example below if this item did not exist in the primary bin location because it was moved but the move was not recorded using this program, move 63 to the correct bin location and let the sales order posting program remove the remaining 36 that are already committed to this bin.

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 1 of lot 2350 from AA1 to BB1. Because the lot number on that row is not the same you receive this error message:





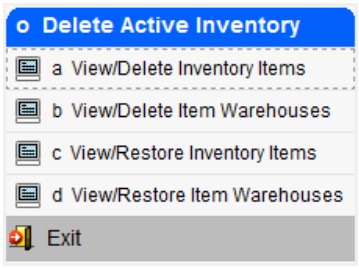
In order to move it I need to create a new row like this:



This same logic also applies when moving serialized inventory.

Delete Active Inventory

These programs give users the ability to delete inventory items and warehouse codes regardless of previous activity and these items will no longer print on the various inventory control reports. This option O on Inventory Maintenance menu and the submenu are as follows:



Menu option (a) View/Delete Inventory Items:

This screen program is similar to the Inventory Information' screen and will delete all the corresponding item/warehouse codes for the item code selected.

Items are deleted using the delete icon on the toolbar. In order to delete the item code the item must pass three tests:

1) No open orders, 2) No open purchase orders, 3) No warehouses with quantity on hand.

Menu option (b) View/Delete Item Warehouses:

Warehouses are deleted using Options via the ring menu. In order to delete the warehouse code the warehouse must pass three tests : 1) no open orders, 2) no open purchase orders, 3) no quantity on hand.

Menu option (c) View/Restore Inventory Items:

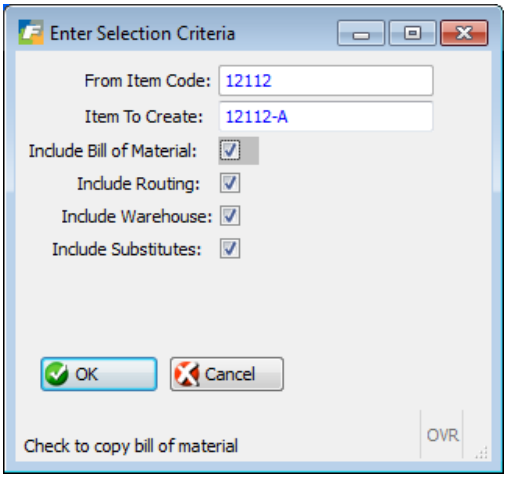
This program displays deleted items and warehouses. Using options via the ring menu user can choose to undelete item & all associated warehouses.

Menu option (d) View/Restore Item Warehouses:

This program displays deleted warehouses. Using options via the ring menu user can choose to undelete the warehouse.

Clone Inventory Items

This program is option (p) on the Inventory Maintenance menu. This program allows you to create a new item from an existing one and have all the information associated with the existing item transferred to the new item.



From Item Code – enter an existing item code.

Item To Create – enter the new item code you are creating.

Include Bill of Material – check this box if you want the new item to have its bill of material cloned from the existing item.

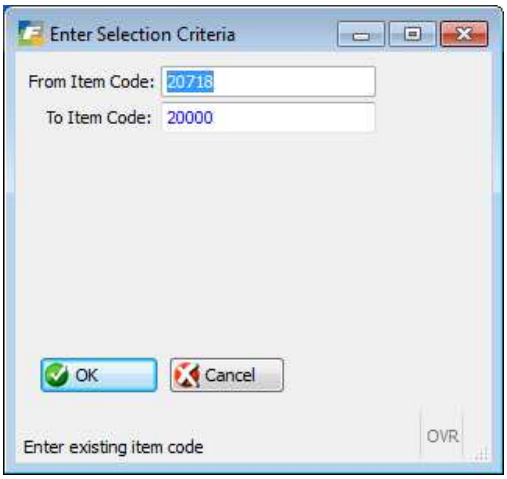
Include Routing - check this box if you want the new item to have its routing cloned from the existing item.

Include Warehouse - check this box if you want the new item to have its inventory information (standard cost, list price, etc.) cloned from the existing item

Rename Inventory Items

This program is option (q) on the inventory maintenance menu. This program converts an item code from one value to a new value in the item master and changes the associated entries in all application tables where the original item code is used.

Input Screen:



From Item Code – enter the existing item code that will be renamed.

To Item Code – enter new name for existing item code.

Merge Inventory Items

This program is option (r) on the Inventory Maintenance menu. This program allows you to merge all of the information for one item code (quantity on hand, serial numbers, sales activity, etc.) into that of another existing item code. The average weighted cost will also be updated.

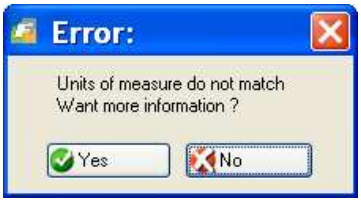
Input screen:

From Item Code – enter the existing item code that will be merged and then deleted.

To Item Code – enter existing item code you are transferring information to.

There are two checks in place:

1. If the two items do not have the same units of measure you will receive this error message and the merge cannot take place:

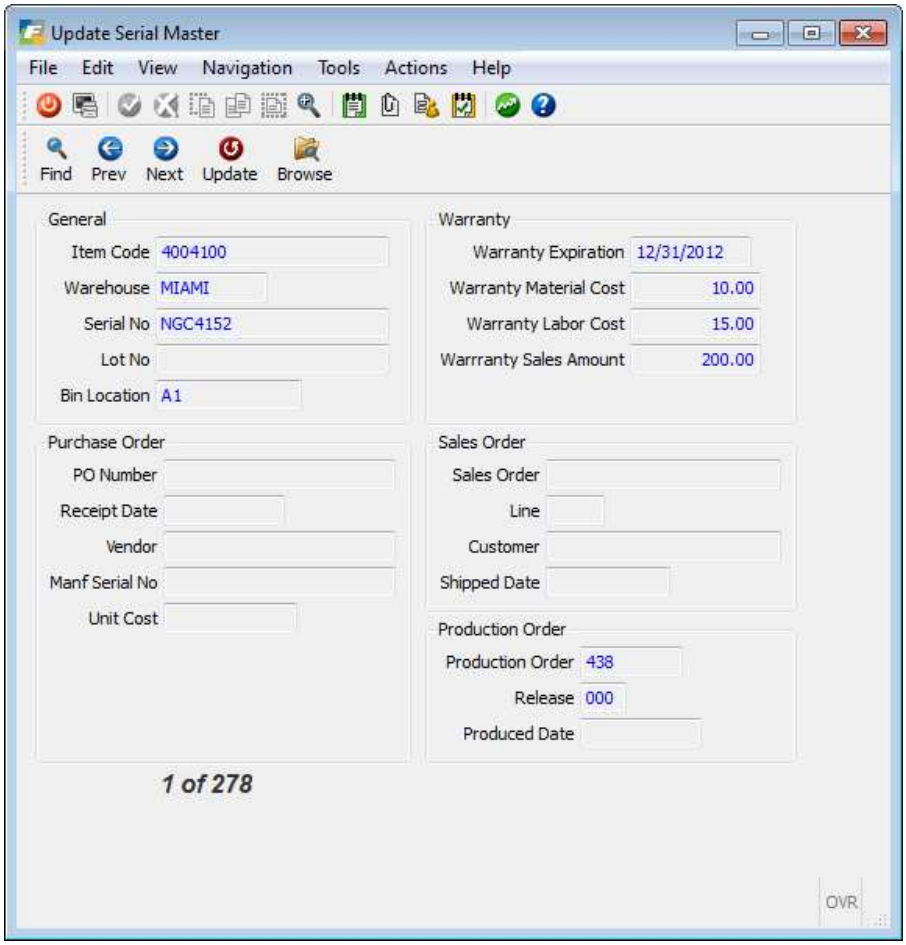


2. If the two items do not have the sale serial/lot flag setting in item master you will receive this error message and the merge cannot take place:

Update Serial Master

This program allows the user to maintain warranty information on serial or lot controlled items. The following values can be updated:

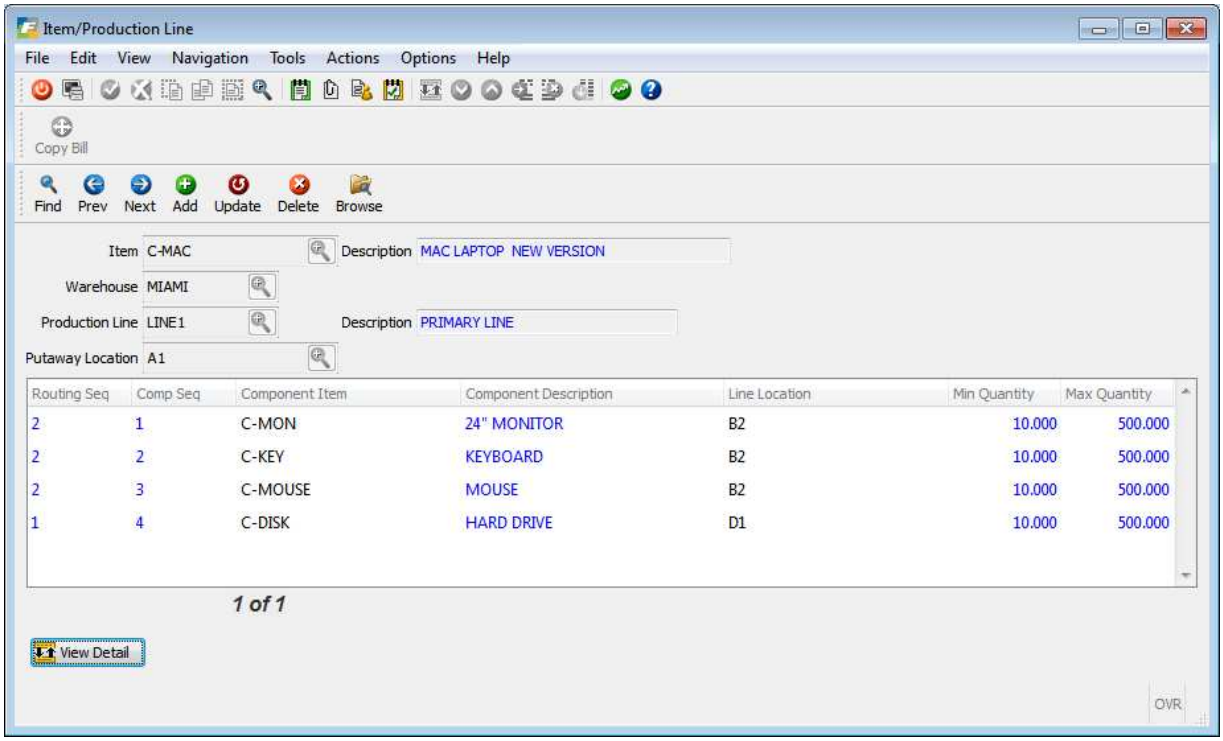
Manufacturer's serial number
Warranty expiration
Warranty material cost
Warranty labor cost
Warranty sales amount



Item/Production Line

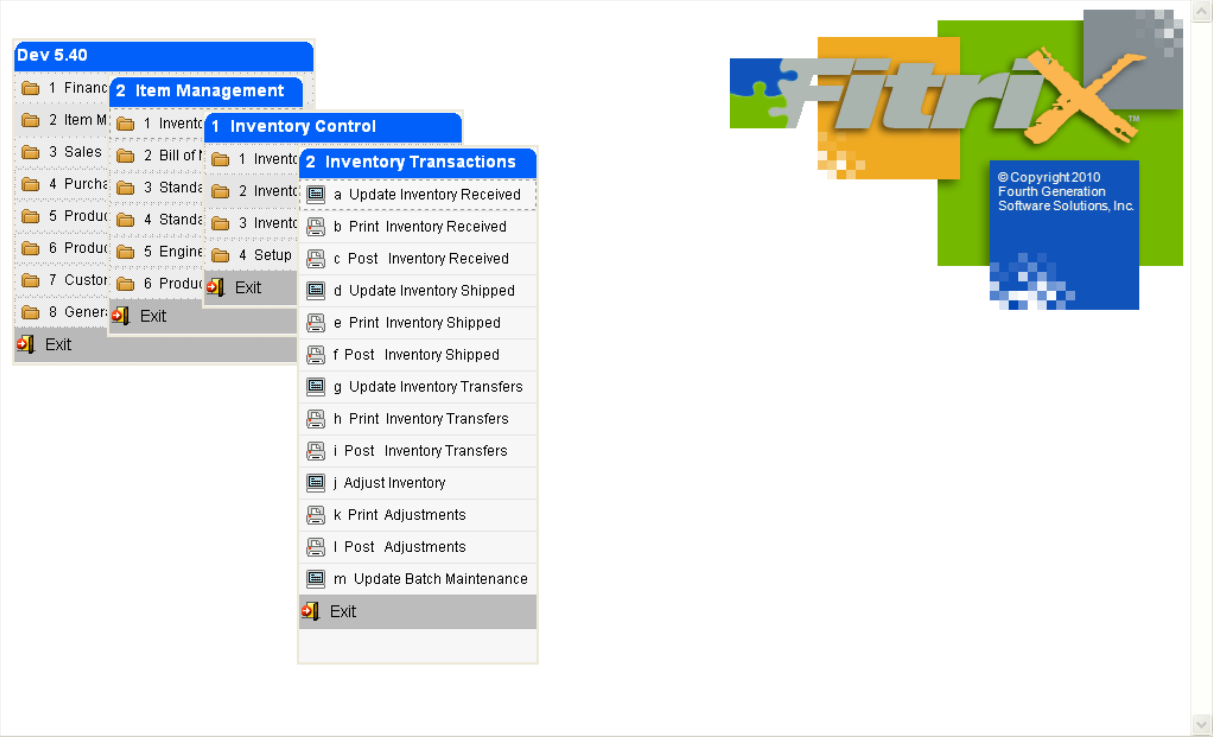
Use this program to assign bills of material to a production line and also identify the bin locations from which to issue material during a component issue by routing. The line code must first be defined using the Production Line program found on the Standard Routing File Maintenance submenu.

The minimum and maximum quantities are references for the user-defined minimum and maximum balances which can or should be stored at the line location. The Production Line Inventory report uses these values to print an exception when the line location balance is below the minimum, or above the maximum.



Inventory Transactions Menu

The second menu option on the Inventory Control Main menu is the Inventory Transactions menu. To view this select **(option 2)** from the Inventory Control menu.



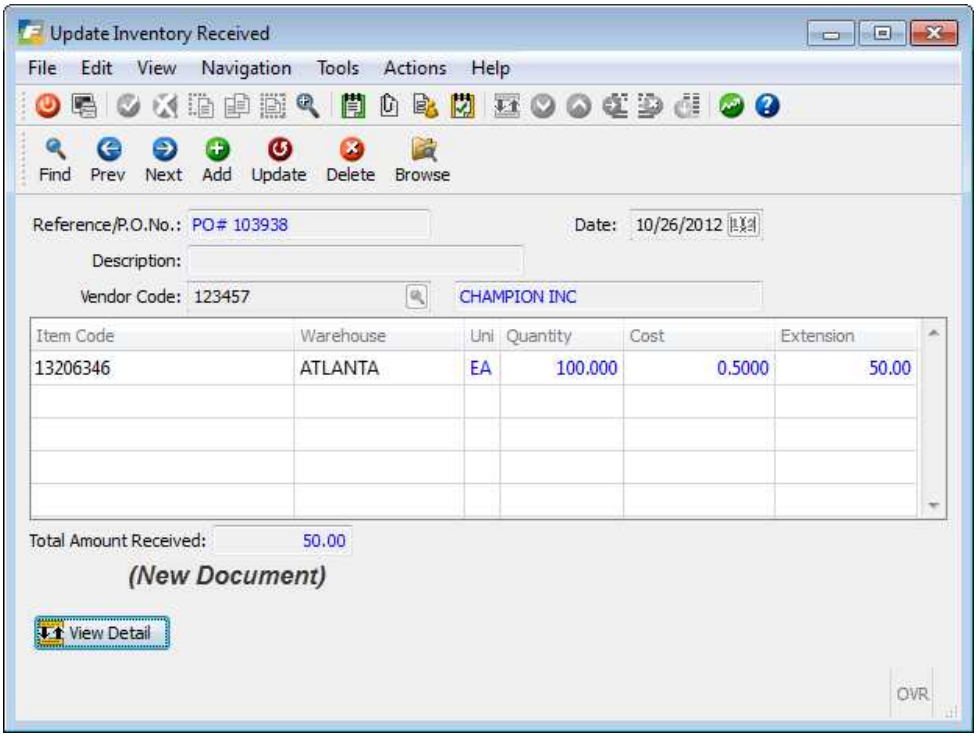
You use the options on this menu to record the different types of transactions, print edit lists to insure accuracy of data entry for the transactions, and update the inventory via posting based on the type of transaction.

If you are using Fitrix Order Entry and/or Fitrix Purchasing, you do not need to use the Shipping or Receiving options. These functions are handled by O/E and PU. They handle not only the inventory adjustments, but they track the orders and also feed Accounts Receivable and Accounts Payable if these modules are installed.

If you are using Fitrix Accounts Receivable and/or Fitrix Accounts Payable, but not Order Entry or Purchasing, you need to understand how A/R and A/P works in relation to inventory accounting. When you ship inventory based on a sale, the Inventory Shipped function reduces the quantity on hand and that is all. It does not perform any general ledger transactions, because there is no way for the program to know how the customer is paying for the sale without O/E. Depending on whether the customer pays cash or you invoice the customer via A/R, you must enter a transaction in G/L or A/R to create the general ledger activity for the sale . Also when you receive the inventory you purchased, the Inventory Received functions increase the quantity on hand but you still need to enter a separate transaction in G/L or A/P to create the general ledger activity for the receipt.

Update Inventory Received

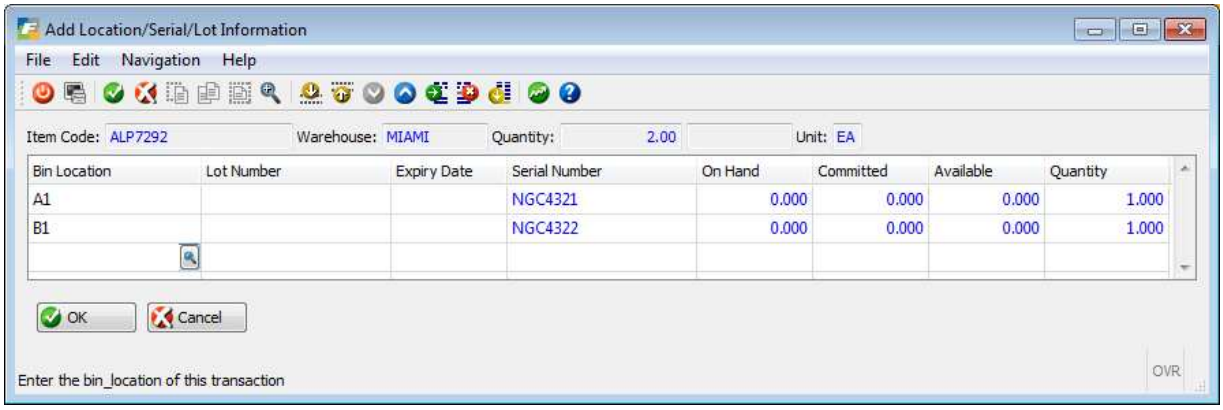
You select **(option a)** to record the receipt of inventory.



The header section of the Inventory Received screen contains general information about the receiving document.

Field	Description
Reference/P.O. No.:	Use this ten-character field to enter your purchase order number or some other reference to this transaction.
Date:	This is the date the items were received. The default is today, but you can override the default date.
Description:	Description of the receipt. 30 character optional field.
Vendor Code:	Vendor for this Receipt.
Item Code	Must be set up in Inventory first.
Warehouse	Warehouse Code
Unit	Purchase Unit (no-entry field)
Quantity	Number of units purchased.
Cost	Purchase cost per unit
Extension	Total cost for the line
Total Amount Received:	Document Total

If any of the items being received are serial or lot number controlled or if the warehouse is location controlled this screen will display so that you may enter serial, lot, bin location information. The quantity entered in the detail section must equal the quantity that displays at the top of the screen.



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 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.

Print Inventory Received

Print Inventory Received prints an edit list of Receiving transactions. You must print an edit list before posting. You can use this list to verify the accuracy of data entry.

Post Inventory Received

The Post Inventory Received menu option updates the following data:

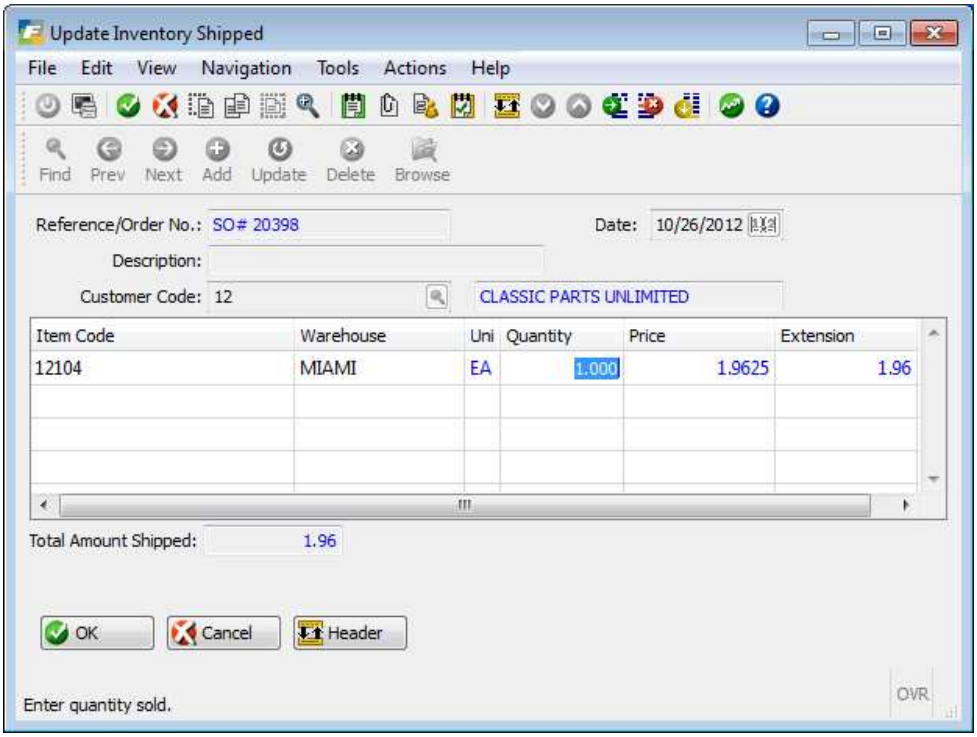
Quantity on Hand is increased by the amount received.

Average Cost of each item is recalculated based upon the Cost entered during receipt.

Last Purchase Date and Last Purchase Cost

Update Inventory Shipped

Select **(option d)** to view this screen and to record the shipment of inventory.



The header section contains basic information about the Inventory Shipped form:

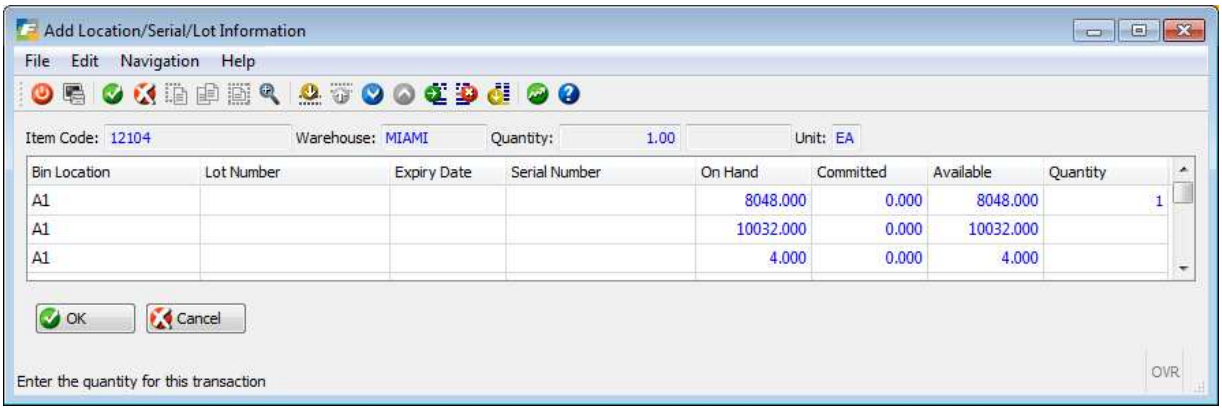
Field	Description
Reference/Order No:	10 character freeform field. You can enter your PO number or other reference
Date:	Date order was received
Description:	(optional)
Customer Code:	Contains customer code if shipment is recorded against a specific customer.

The detail section contains specific inventory items shipped. Press Ctrl TAB key to access the detail section.

Field	Description
Item Code	Inventory Item Code

Field	Description
Warehouse	Warehouse Code from where you are shipping the item
Unit	Sell Unit (no entry)
Quantity	Number of units sold.
Price	Selling price per unit
Extension	Total price of each line item - cost multiplied by quantity ordered.
Total Amount Shipped:	Total of all line item extension totals.

If the item is serial or lot number controlled or if the warehouse is location controlled this screen will display where you may enter the serial, lot, or location information. The quantity entered in the detail section of the screen must match the quantity that displays at the top of the screen.



Print Inventory Shipped

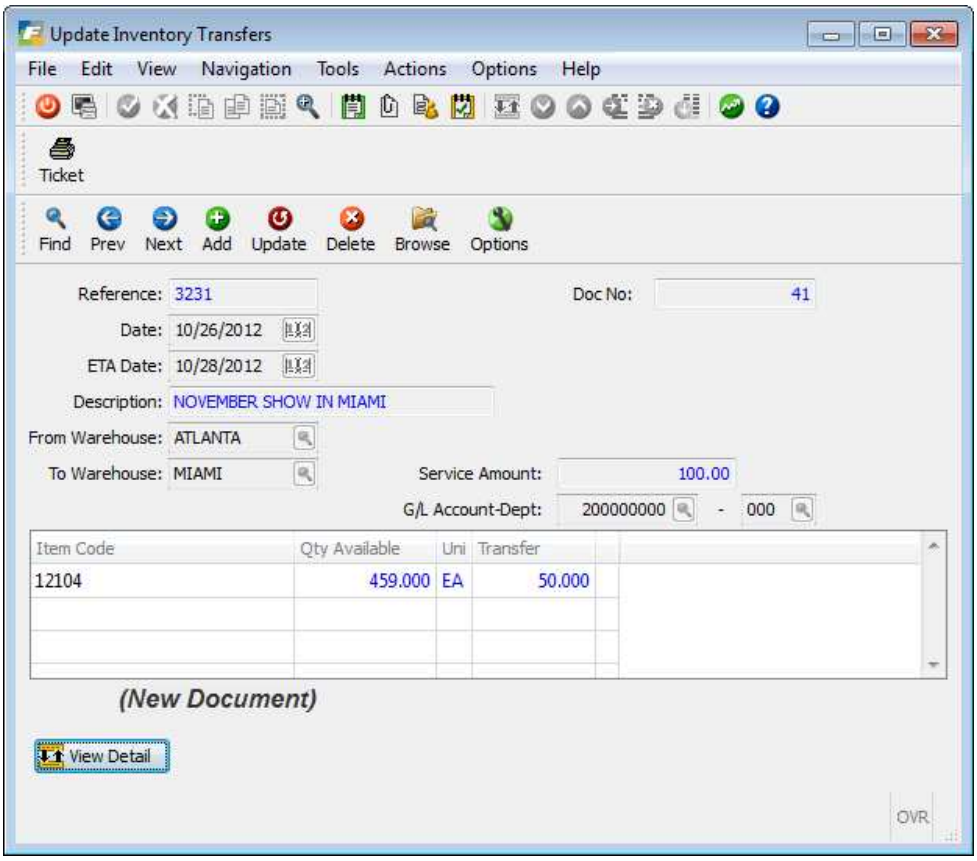
This process prints an edit list of shipping documents. You should check this list against the original documents, before posting, to verify the accuracy of data entry.

Post Inventory Shipped

This option updates Quantity on Hand, Last Quantity, Last sold date, Last Activity date, and Recurring Usage Activity.

Update Inventory Transfers

You use this menu **(option g)** to record the transfer of inventory from one warehouse to another, thus creating a Transfer document in the system. After selecting Update Inventory Transfers, the system displays the Transfer Inventory Item Screen.



The header section stores basic information about the inventory transfer:

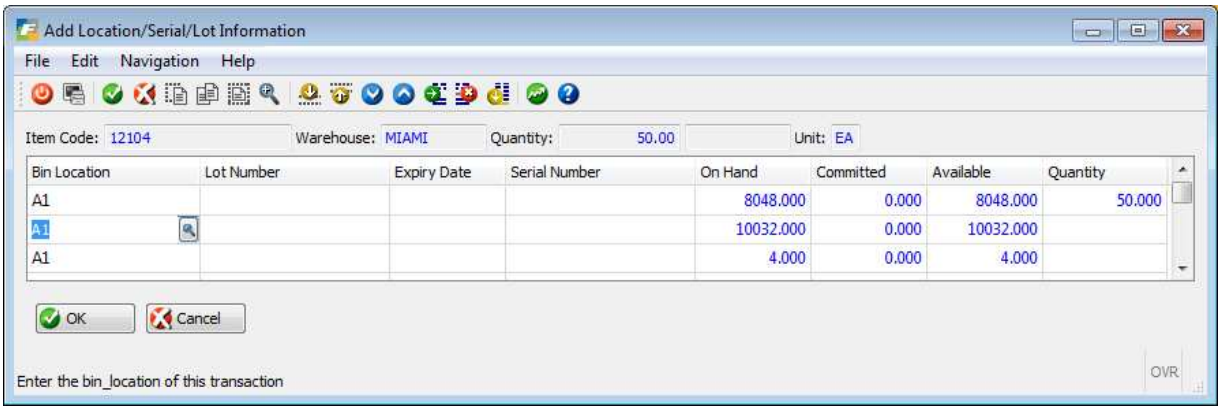
Field	Description
Reference	Reference or transfer number (required)
Date	Enter transfer date (required)
ETA Date	Date goods are expected to arrive in receiving warehouse
Description	30 character optional description
From Warehouse	The warehouse merchandise is shipping from
To Warehouse	The warehouse merchandise is shipping to.

Field	Description
Service Amount and GL account number	These fields are used to add the transfer freight amount and the GL account number and department that should credited. This same GL account number and department should be used when entering the freight invoice into Accounts Payable so the net result is a debit to inventory and a credit to accounts payable. If the freight amount is not known at time of entry it should be added prior to the transaction being posted. This freight amount will be added to the item's cost in the receiving warehouse.

The detail section contains specific inventory items transferred. Press TAB to move to the detail section.

Field	Description
Item Code	Inventory Item Code (required)
Qty On- Hand	Displays the quantity of hand in the From/To Warehouses
Unit	Stock keeping unit of measure
Transfer	Quantity to be transferred.

If the item is serial or lot controlled this screen will display for both the From and To warehouse so that you may select the serial, lot, bin location of the item being transferred and also the bin location the item will be placed into in the To warehouse.



After entering the bin quantities and if the TO warehouse is also location controlled the screen above will display so you can select the bin locations the merchandise will be put into. A list if 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 Transfer Ticket

Once the transfer is entered and stored click on the ticket icon when in the transfer program to print the ticket. This ticket lets the receiving warehouse know what they should expect to receive.

Print Inventory Transfers

The Print Inventory Transfers option prints an edit list of transfers entered into the system. You can check the edit list against the original transfer transaction entries before posting to verify the data entry accuracy. You must print an Inventory transfer edit list before you can post transfers.

Post Inventory Transfers

When you post Inventory Transfers between warehouses, the system updates the following data:

Decreases the Quantity on Hand of items in the “From” warehouse and increases quantity on hand of items in the “To” warehouse.

Updates the Average unit cost in each of the warehouses.

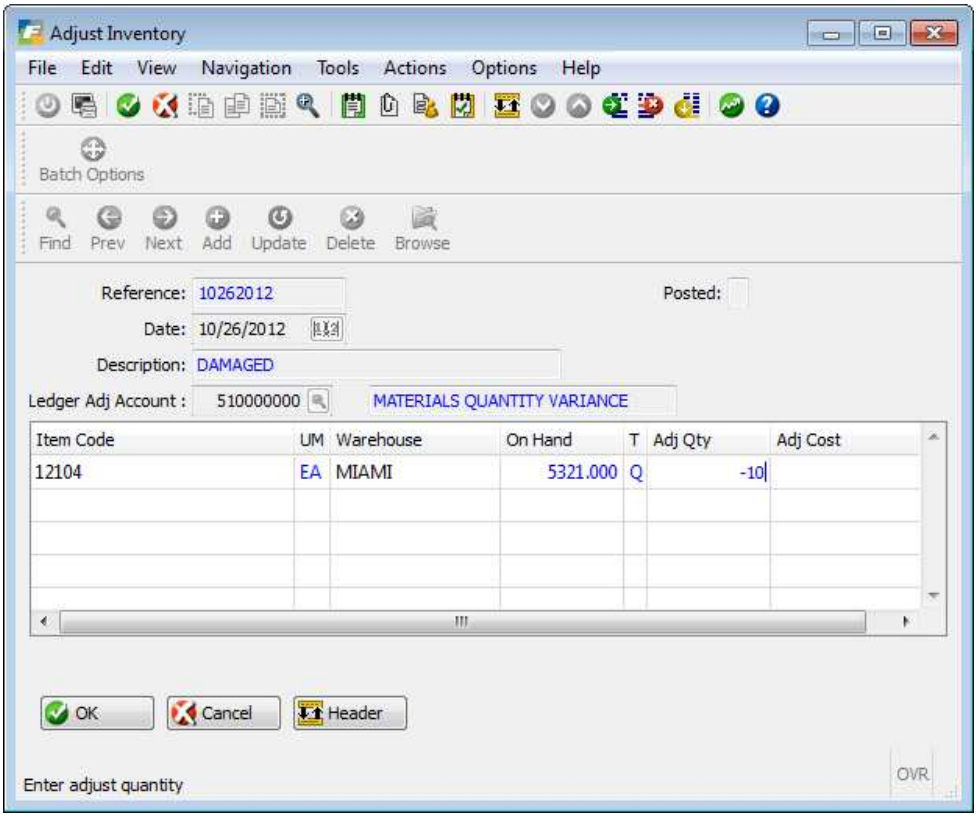
Updates the Last Activity date in each of the warehouses.

Updates the Recurring Usage activity – if line item is flagged as recurring usage, and the Replenishment module is installed.

Releases customer backorders in the receiving warehouse if you answered yes to the prompt to release backorders.

Adjust Inventory

To view this screen select **(option j)**. This menu option allows you to enter a transaction that will adjust the on-hand quantity for an inventory item and/or adjust the average cost.



The header section contains basic information about the Inventory Adjustment document.

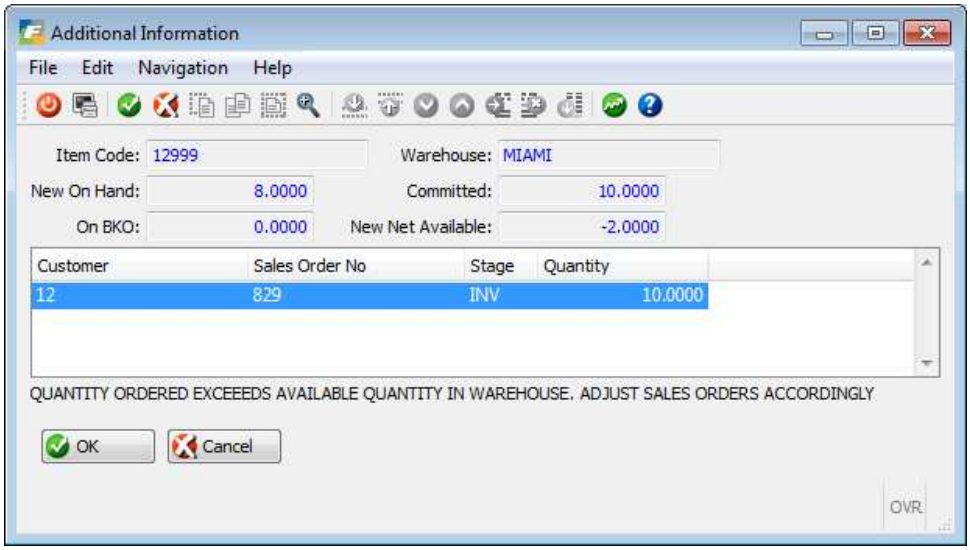
Field	Description
Reference:	Information field- 10 characters (required)
Posted:	A Y indicates the transaction has been posted.
Date:	Date of adjustment (required)
Description:	30 character optional field
Ledger Adj. Account:	Adjustment General Ledger Account (required)

The detail section contains specific inventory items that you need to adjust. Press Ctrl TAB to access the detail section.

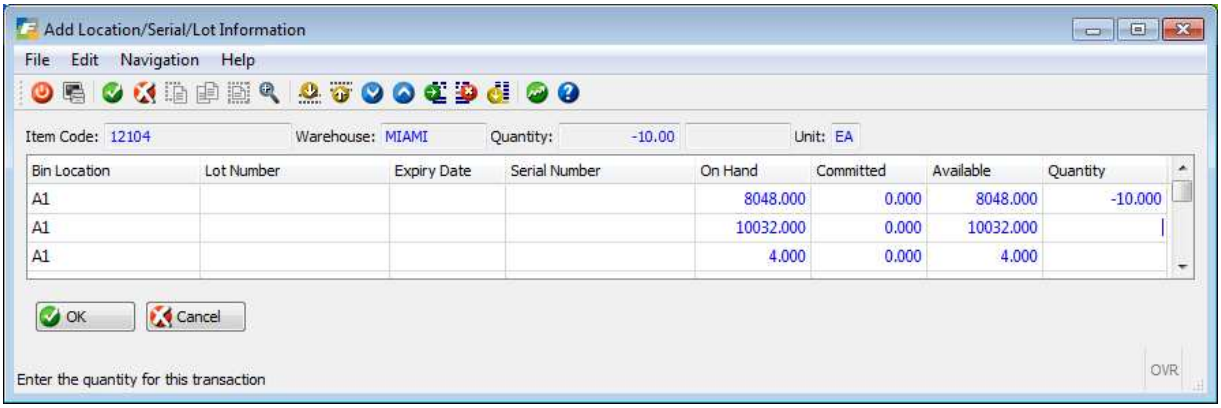
Field	Description
Item Code	Inventory Item Code (required)
UM	Stock keeping unit of measure
Warehouse	Warehouse code where the item is located. (required)

Field	Description
Available Qty Hand	Quantity on hand less any commitments for the item at the time the adjustment is made.
T	Enter C for “cost” or Q for “quantity”
Adj. Qty	Adjustment quantity, use this field to increase or decrease quantity OR Enter the quantity of items involved in average cost adjustment discussed below
Adj. Cost	Adjustment to Cost. Enter the cost that will be applied to the number of items entered in **Adj. Qty** discussed above. For example, you have a quantity on hand of 10 items and all were purchased at a cost of $ 100.00, giving you an average cost of 100.00. Let’s say that you want to adjust the cost of 5 of those items to 110.00. In the Adj. Qty column, you enter 5. In the Adj. Cost column you enter 110.00 The system will remove 5 items at 100.00 from inventory, and then adds 5 items at 110.00 back to inventory, and calculates a new weighted average cost of $105.00 ((5 x $100) + (5 x $110)).

If you happen to enter a quantity adjustment that will now prevent you from fulfilling all of the outstanding commitments you have on sales orders this screen will display so you know which sales orders are outstanding that you may have to reduce the order quantity, or delete the item and re-enter as a backorder.



If the item is serial or lot controlled this screen will display so that you may select the serial, lot, bin location of the item being adjusted.



Print Adjustments

Print an edit list of adjustment transactions before posting to ensure the accuracy of data entry.

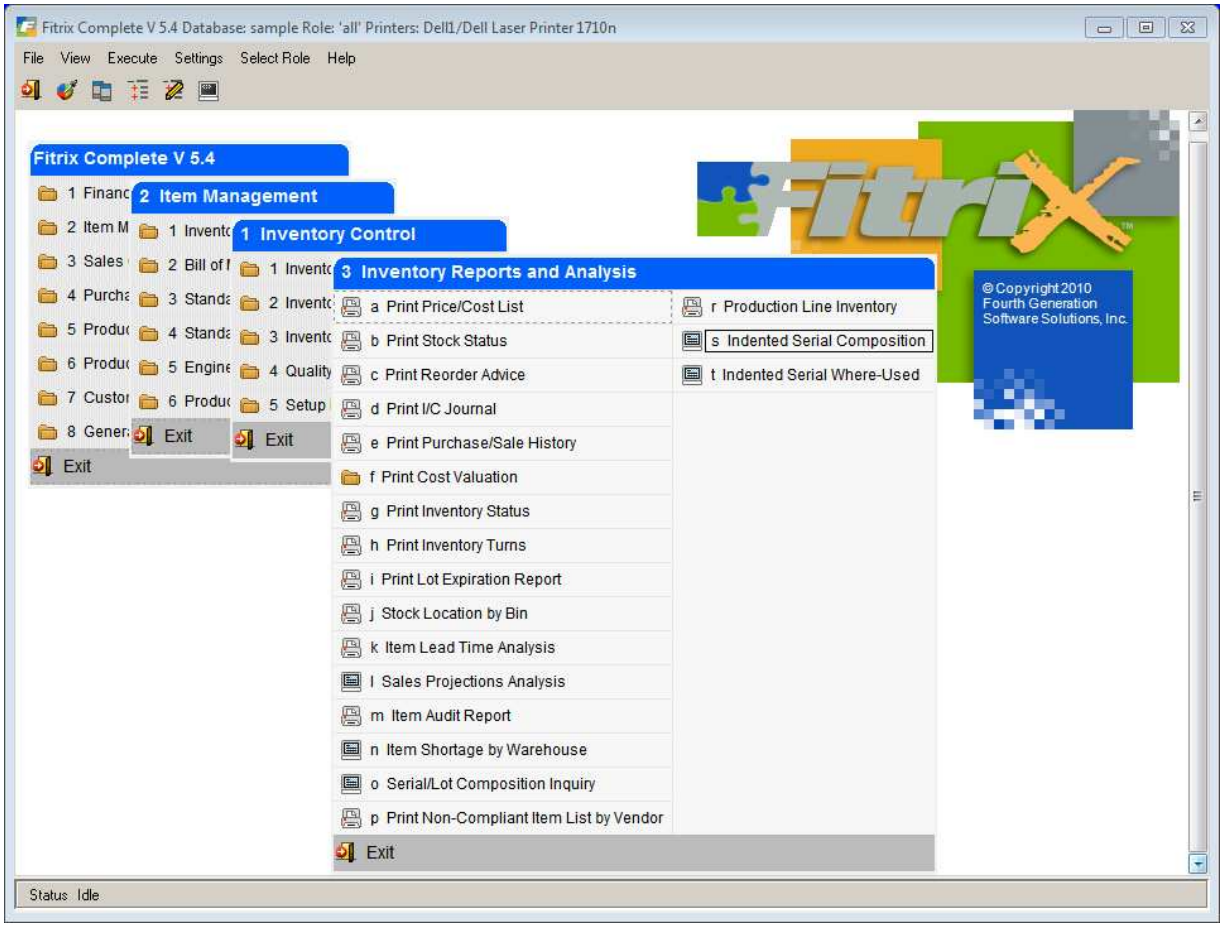
Post Adjustments

When you post adjustments, the system updates the following data depending on the kind of adjustment:

for a quantity adjustment, Quantity on Hand
for an average cost adjustment, Average Cost

Inventory Reports and Analysis

The following menu is returned when you select **(option 3)** Inventory Reports and Analysis from the Inventory Control menu.



When you select any of the report options the system returns a selection criteria screen so you can narrow the information that prints on the report.

The reports available are:

Price/Cost List – This report lists the quantity on hand of each item along with the base price, base cost, dollar margin, and margin percentage.

Stock Status Report – Prints each item listing all warehouses and quantity on hand in each one.

Reorder Advice Report – Prints all items that have fallen below their reorder point.

Inventory Control Journal – Prints a listing of all IC transactions that have affected General Ledger for the date range specified.

Purchase/Sale History Report – Prints a listing of items purchased and sold along with dollar amounts and quantities for the date range specified.

Cost Valuation Reports – There are three reports available:

Cost Valuation – total quantity and cost valuation

Lifo/Fifo – total quantity and cost per Lifo/Fifo stack.

Average – total quantity and average cost as maintained by the system.

Inventory Status Report – Prints status for each item quantity on hand, quantity committed to orders, quantity on backorder, quantity on requisitions, and quantity on purchase orders.

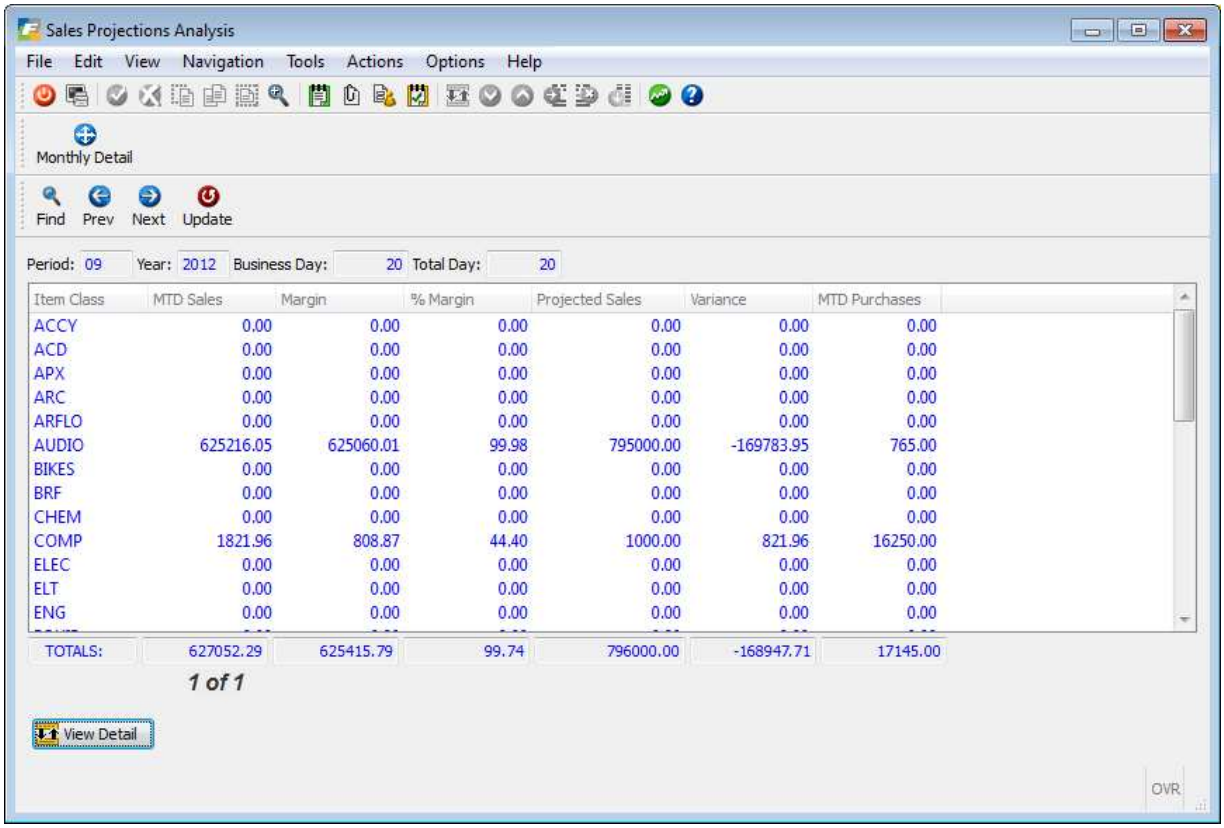
Inventory Turns Report - This new report advises you which items are moving and which ones are not. The classic method for calculating inventory turns is to determine the number of months in inventory by dividing the total inventory dollars by the average COGS for the last several months. The result is the number of months in inventory. Dividing this figure into 12 (months per year) gives the number of inventory turns per year. For example, if you have $1,000,000 in inventory and the average monthly COGS over the last quarter was $290,000, you have 3.5 months of inventory on hand, or 3.4 inventory turns.

Lot Expiration Report – this report will list all lots that have or will expire before the date the user enters on the selection criteria screen.

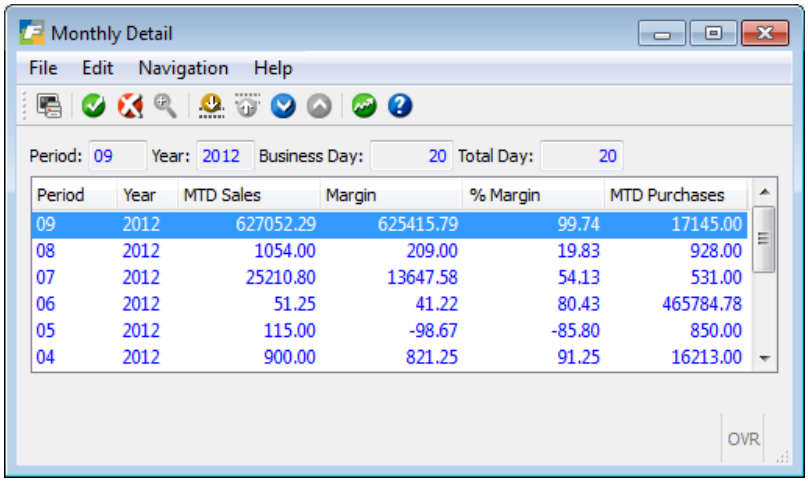
Stock Location by Bin - this report prints where items are located in the warehouse. It can also assist the warehouse personnel in determining what bin locations the merchandise should be put in and should be run prior to receiving merchandise.

Item Lead Time Analysis – this report prints user-defined lead times for selected items within a warehouse. It will also print historical actual lead times from completed purchase and production orders

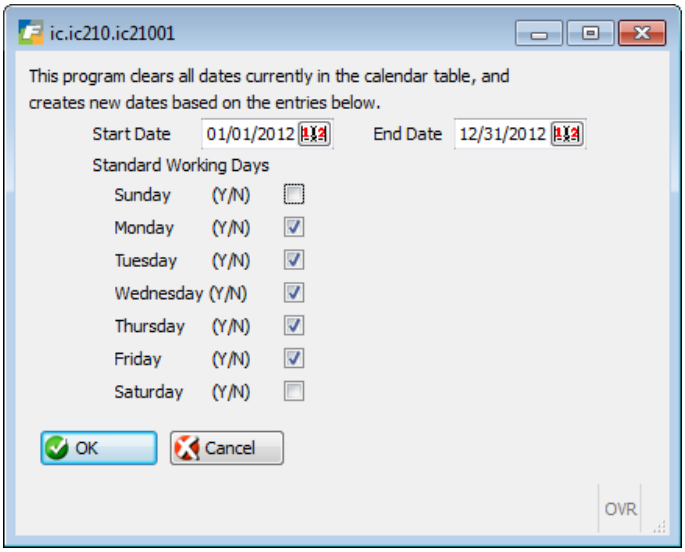
Sales Projection Analysis – this screen program makes use of the sales projection by item class previously entered and compares them to actual sales for the month.



By clicking on Monthly Detail you can view the total sales of all items classes by month.



Before this program can be used you must let the system know which days you are open for business so that the total days in the month and business day number that display on this screen program are accurate. You do this by running the calendar initialization program (IC-1-4-k).

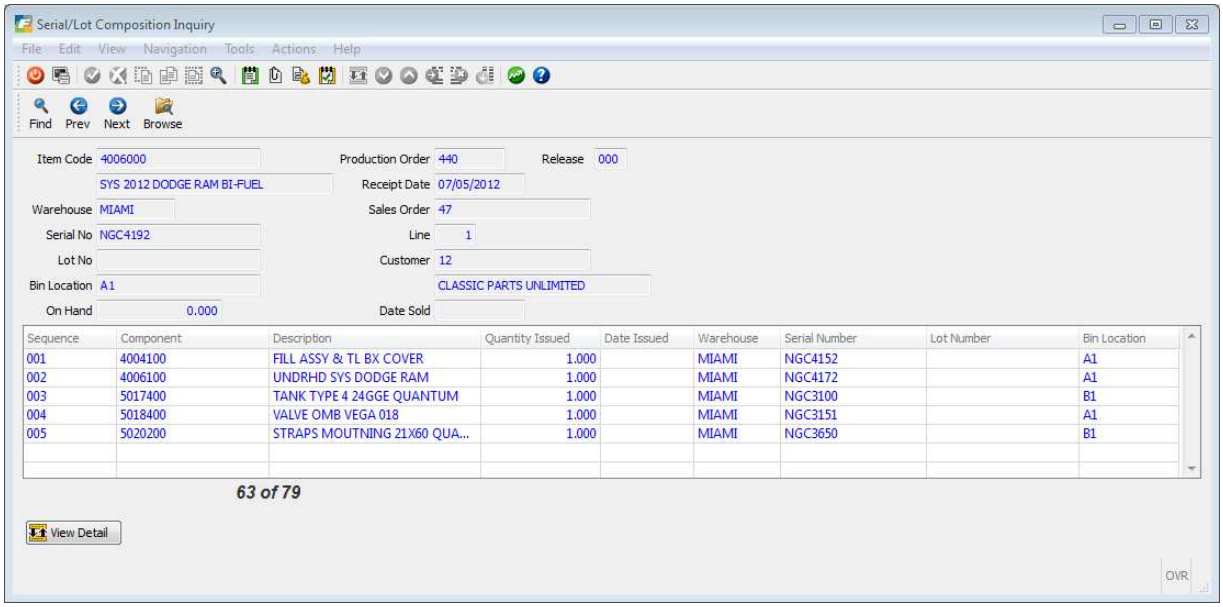


If you then need to add or delete from the calendar you run the calendar maintenance program (IC-1-4-l).

Item Audit Report - This report is option (m) on the Inventory Reports and Analysis submenu and details an item's movement for a date range specified by the user.

Item Shortage by Warehouse- query program that displays a list of items where available quantity is less than zero.

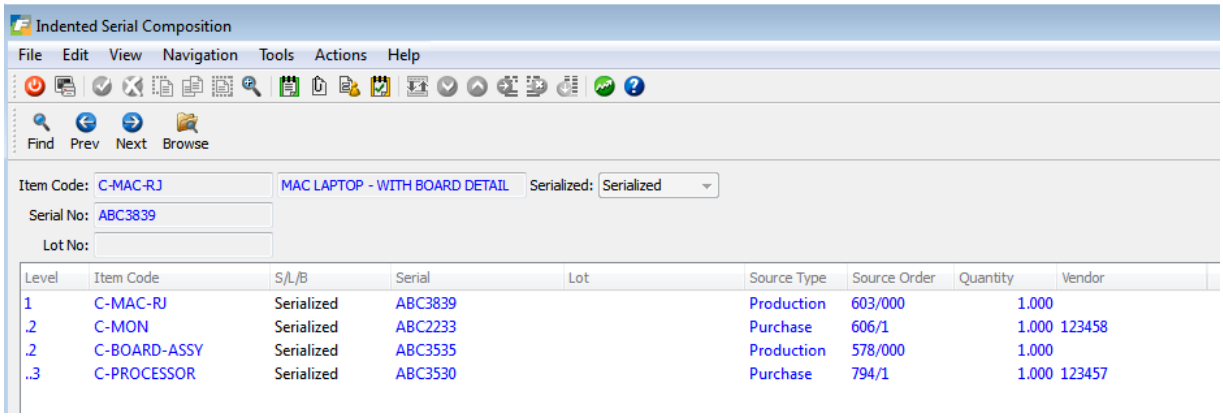
Serial/Lot Composition Inquiry - Use this screen to view what serial or lot numbers went into making a manufactured item.



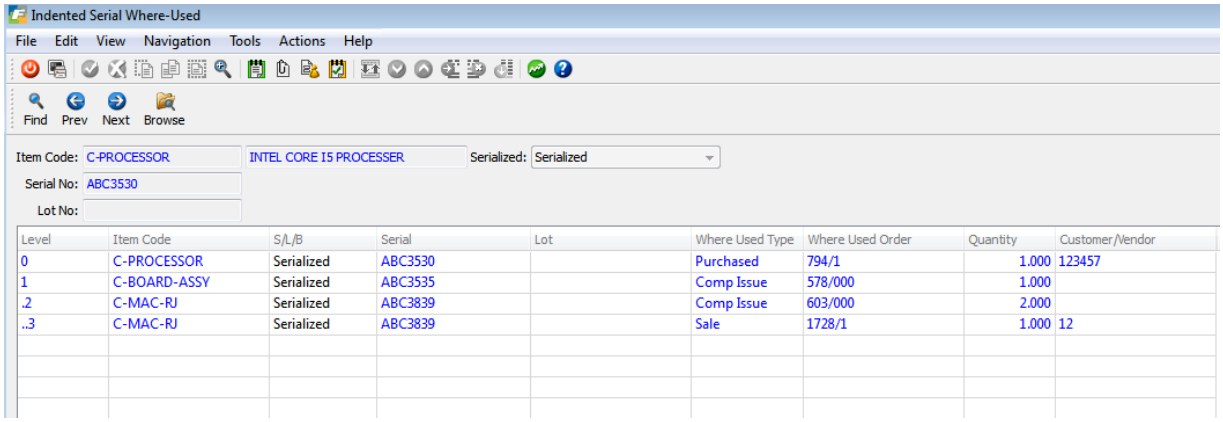
Print Non-Compliant Item List by Vendor – prints a listing of items by vendor that the vendor has yet to submit a Full Materials Declaration form for items that must be RoHS compliant .

Production Line Inventory - Lists on hand balances for bin locations associated with a Production Line.

Indented Serial/Lot Composition - This screen shows indented serial and lot number traceability for a produced/sold product. Enter an item code and a serial or lot number and an indented list of serial and/or lot numbers that were purchased or produced to make the item is displayed.



Indented Serial/Lot Where Used - This screen shows indented serial and lot number where used traceability for a produced/sold product. Enter an item code and a serial or lot number and an indented list of serial and/or lot numbers that that consumed the serial/lot is displayed.



Quality Control

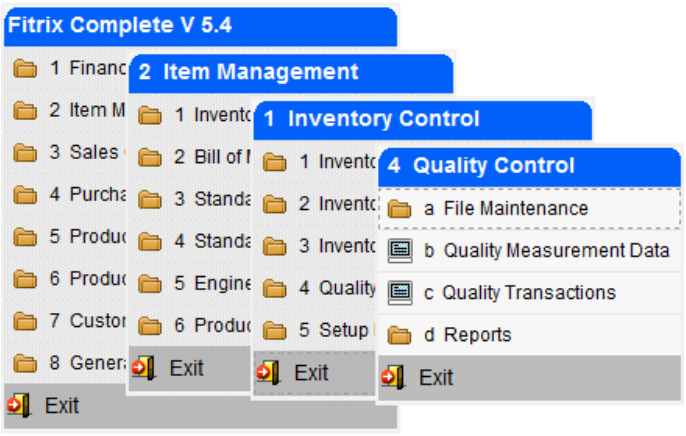
With Fitrix Quality Control you have the ability to collect quality control information related to items purchased or produced. The collected data is used for statistical reporting and can also impact downstream transactions for active orders, such as order holds and corrective actions.

Items can be flagged to automatically prompt the user to enter QC data within the following transactions:

- Purchase Receiving
- Production Receipt
- Component Issue
- Labor Entry

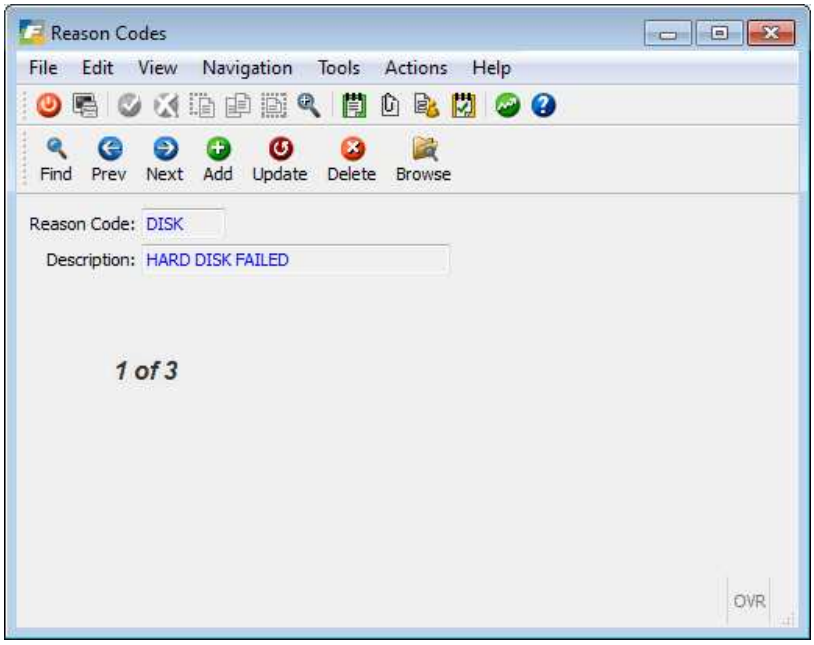
Please note that if you are using handheld devices/barcoding to process the above transactions you will need to enter your quality transactions manually using the Quality Transaction program (option c on the Quality Control menu).

The Quality Control programs can be accessed via option (4) on the Inventory Control submenu.



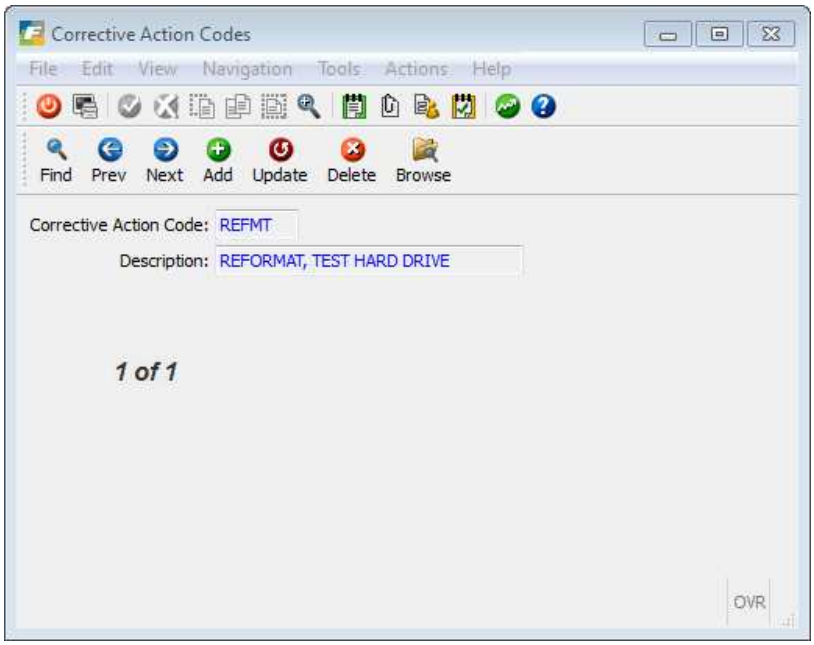
REASON CODES

Use this program to set up reasons that an item has failed a QC measurement



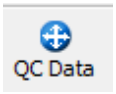
COREECTIVE ACTION CODES

Use this program to set up codes that define the corrective action needed to fix a QC issue.

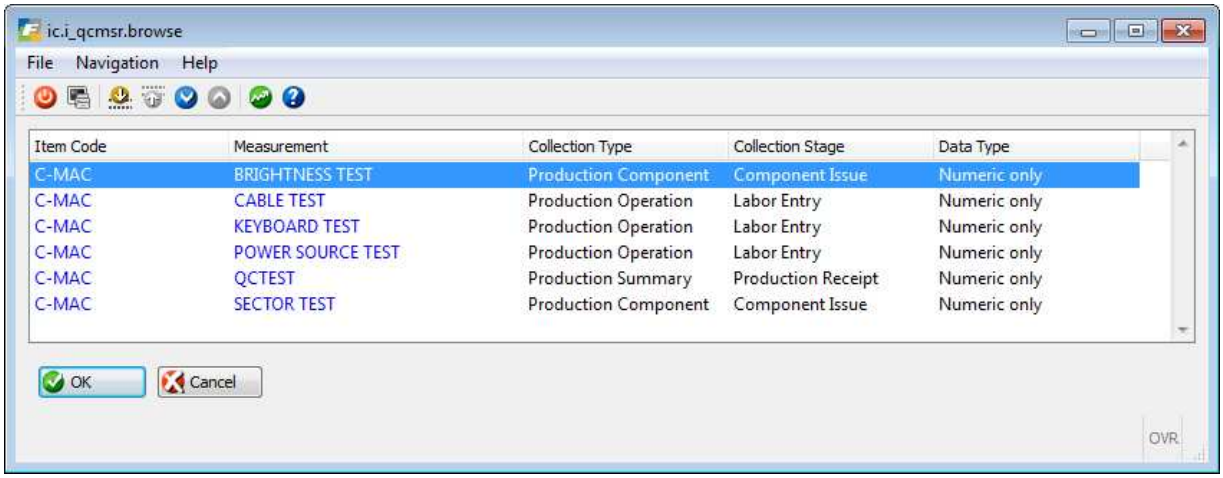


QUALITY MEASUREMENT DATA

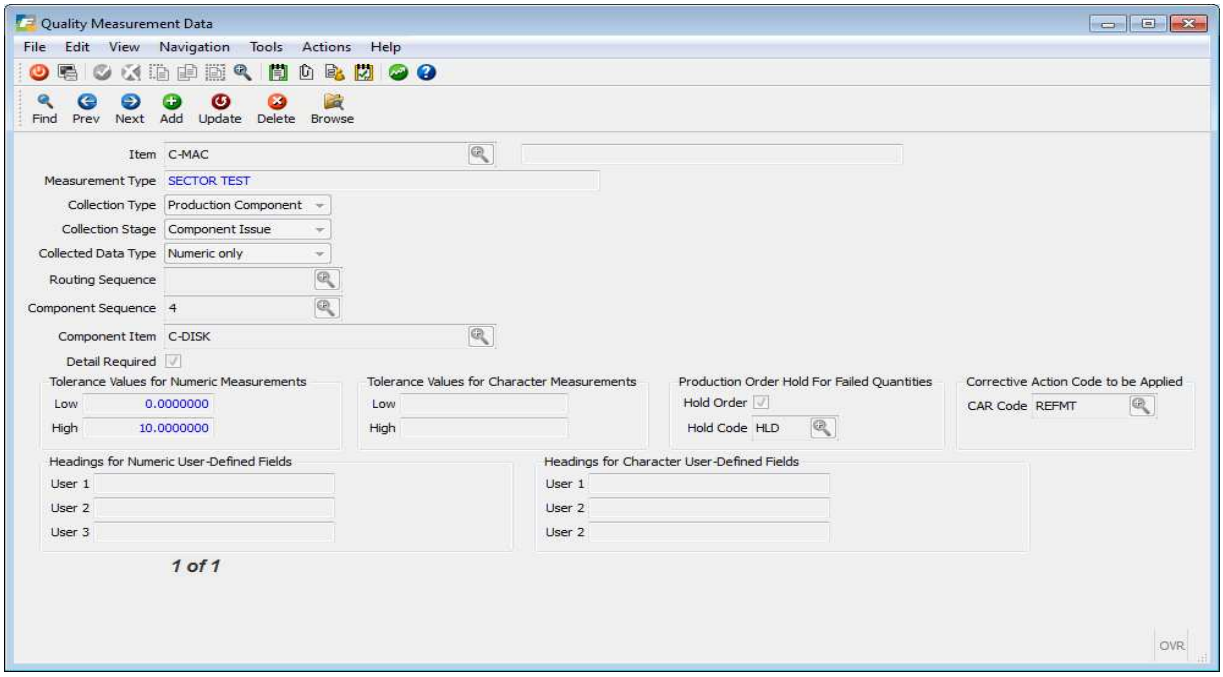
Use this program to enter data for items that are subject to quality control. The transactions must be associated with either a purchase or production order.

Quality measurement data can be entered via the menu option or using the 

Button on the Update Inventory Information toolbar. You can enter multiple measurement types per item. The C-MAC laptop six different quality control tests as shown here.



The Quality Measurement screen:



Item

Enter or drilldown to find the item quality data should be collected for.

Measurement Type

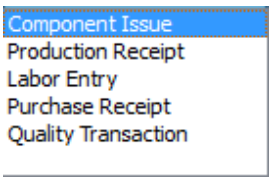
Freeform description of the type of test.

Collection Type

- Production Summary – QC data collected for the production order, independent of a specific routing step or component item. This is typically related to an inspection done before a completed item in placed into inventory.
- Production Operation – QC data collected for a production order at a specific labor step in the routing.
- Production Component – QC Data collected for a component on a production order. This is typically related to a component being issued from inventory before being issued to a production order.
- Purchased Item – QC data collected as a purchased item is being moved into inventory.
- Miscellaneous – QC Data collected that is not specifically linked to a production or purchase order. This could be related, for example, to inspection of an item that has been in inventory for an extended period of time, and must be inspected prior to shipment. It could also be related to an item that has been returned via an RMA.

Collection Stage

The value defined here determines when the user will be prompted to enter quality control test results. Valid values include:



Be careful when setting this value and make sure it coincides with the collection type. For example if your collection type is “Purchased Item” you would not want to set the collection stage to” Component Issue” since components are not issued for purchase order receipts.

Collected Data Type

Valid values are Numeric only or Character and Numeric. If Numeric is selected access to the Character Measurement fields is not allowed and if Character and Numeric is selected access to the Numeric Measurement fields is not allowed.

Routing Sequence

Drilldown to find routing sequence number. Required when Collection Type is “Production Operation”.

Component Sequence

Drilldown to find component sequence number. Required when Collection Type is “Production Component”.

Component Item

Drilldown to find component item. Required when Collection Type is “Production Component”.

Detail Required

Check this box if transactions require the user enter serial and or lot number detail about the items being test. You may also check this box if you want to capture unit or sample size level details for items that are not serial or lot-controlled.

Tolerance Values for Numeric Measurements

Enter numeric measurement values.

Tolerance Values for Character Measurements

Enter character measurement values (can be alphanumeric).

Hold Order

Check to hold production order (fields skipped for purchased items).

Hold Code

Enter valid hold code. Entry required if Hold Order box is checked.

CAR Code

Enter valid corrective action code. Entry is optional.

Headings for Numeric User Defined Fields

The quality control transaction screen has three optional fields for you to store additional data. Enter the headings for these fields here.

Headings for Character User Defined Fields

The quality control transaction screen has three optional fields for you to store additional data. Enter the headings for these fields here.

QUALITY TRANSACTIONS

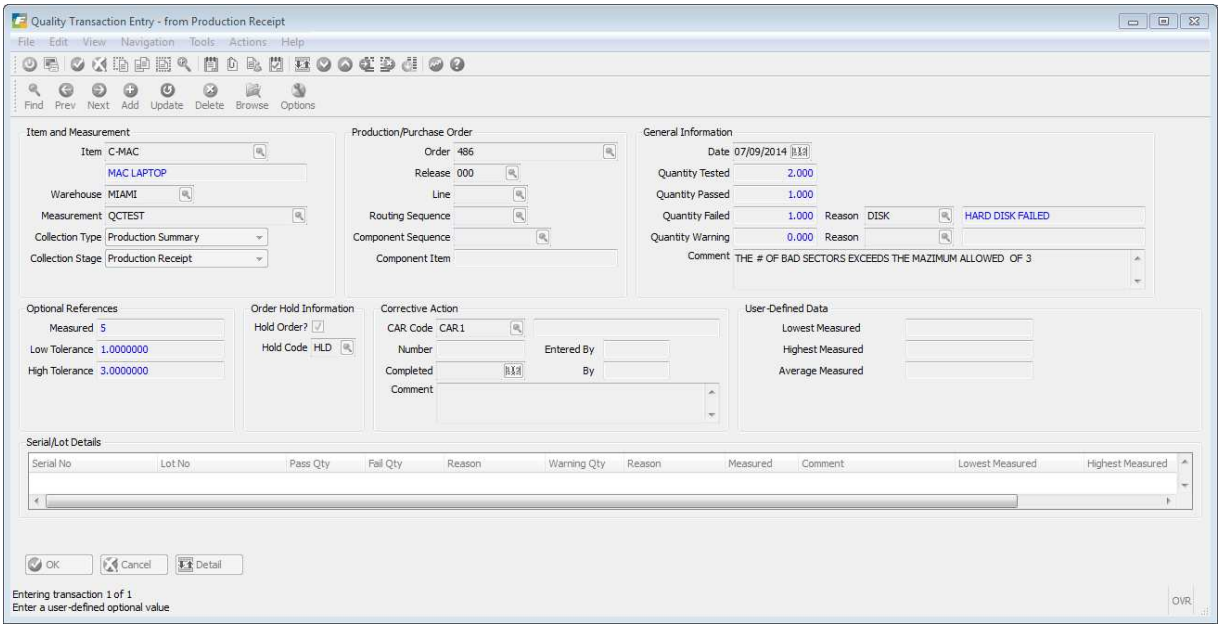
Items can be flagged to automatically prompt the user to enter QC data within the following transactions:

- Purchase Receiving
- Production Receipt
- Component Issue
- Labor Entry

Please note that if you are using handheld devices/barcoding to process the above transactions you will need to enter your quality transactions manually using the Quality Transaction program (option c on the Quality Control menu).

When the transaction is saved this message displays:

Click Close and the Quality Transaction screen will display:



Quantity Tested

Display only field that defaults to the total quantity in the transaction. When you enter the pass and fail quantity the quantity tested will be updated to be the total of the two.

Quantity Passed

Enter the quantity that passed. Cannot exceed the quantity of the transaction and if you enter a quantity greater than that you will receive this error:

Quantity Failed

Enter the quantity that failed. Cannot exceed the total quantity for the item on the work order or purchase order and if you enter a quantity greater than that you will receive this error:

Reason

Enter reason for failure (optional)

Quantity Warning

Enter the quantity that failed

Reason

Enter reason for warning (optional)

Comment

Enter optional comment

Measured

Enter data measured

Hold Order

Checked if order should be held. Change as needed

Hold Code

Change as needed

CAR Code

Corrective action code. Change as needed.

Entered By

Who entered this quality transaction. Will default to login ID.

Completed

Date completed

By

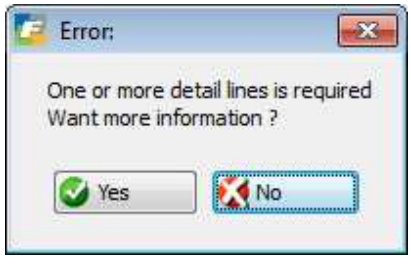
Who completed this quality transaction. Will default to login ID.

Comment

Enter optional comment

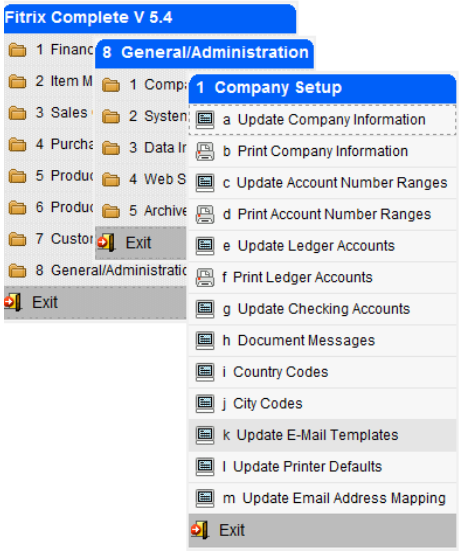
Serial/Lot Details

If the quality measurement “Detail Required” check box is required this message will display when you try to save the transaction without this detail:

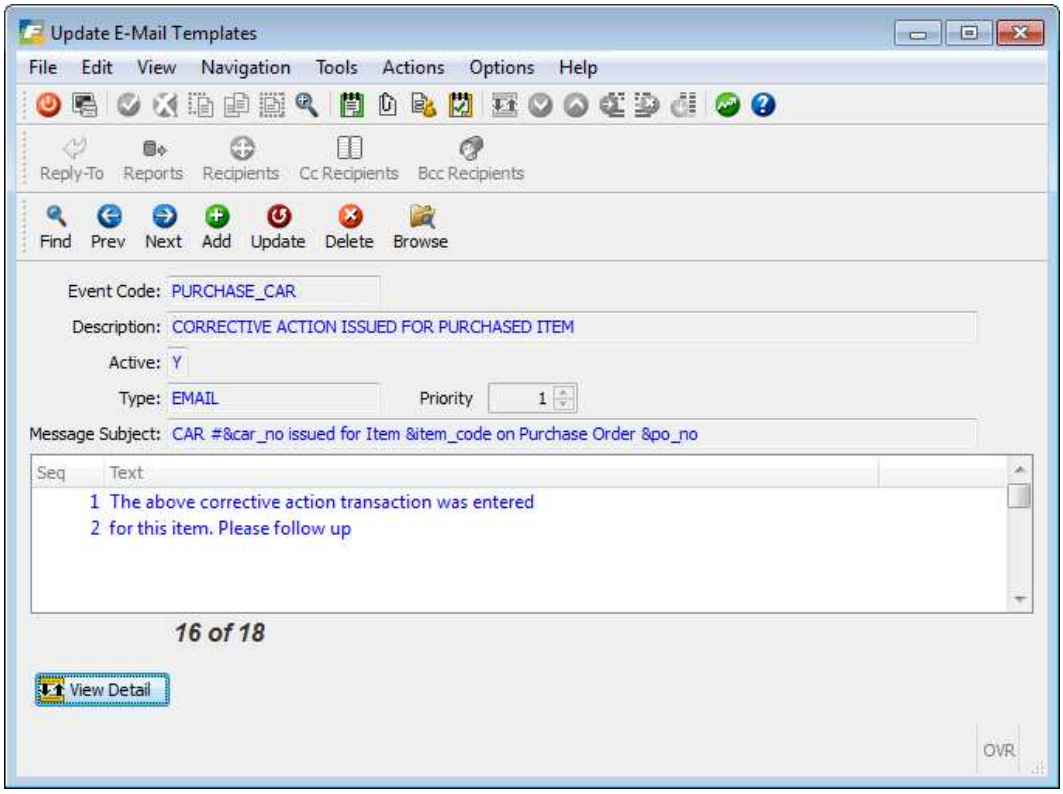


EMAIL ALERTS

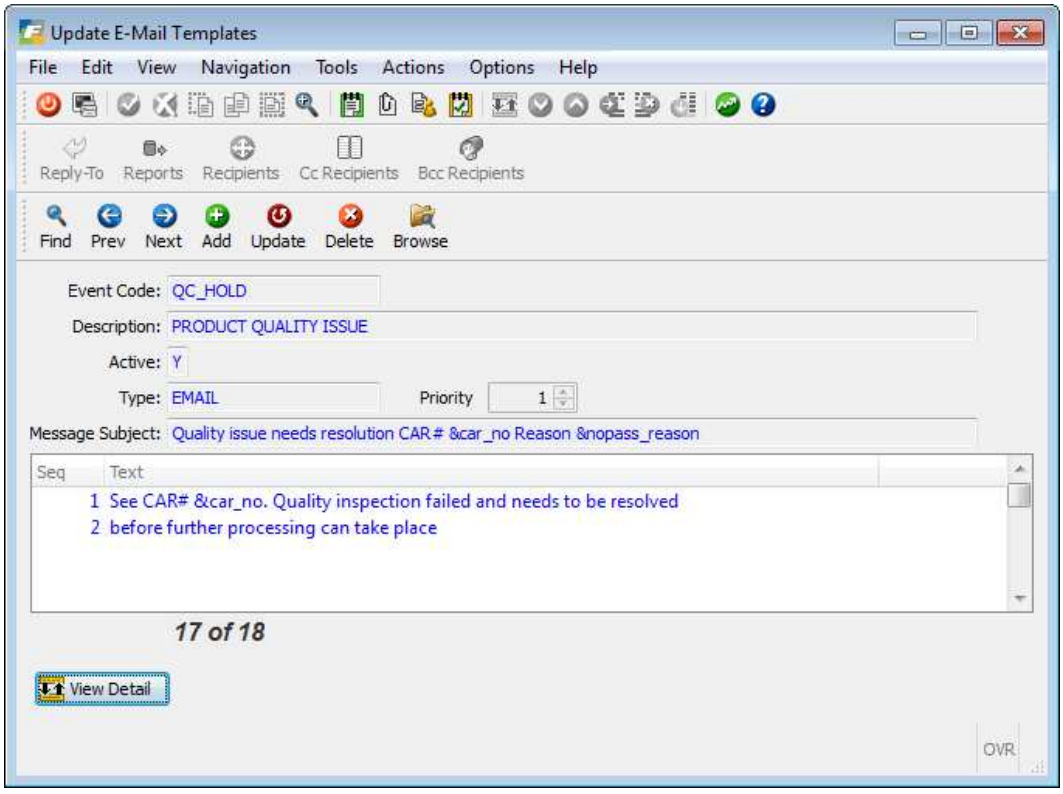
There are two email alerts that can be activated and will be sent when quality transactions are saved. These are accessed via Option (k) on the Company Setup submenu:



Sent to the buyer assigned to the purchase order:

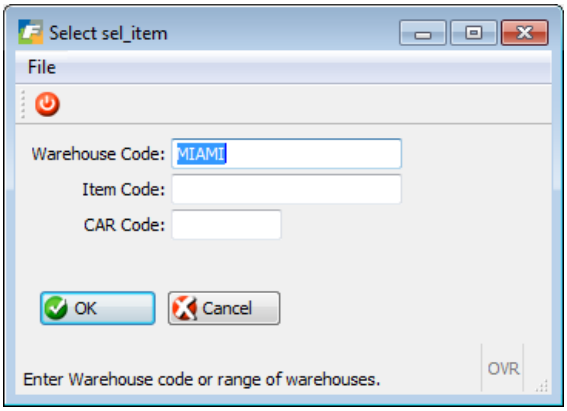


Sent to the person responsible for the production work order



CORRECTIVE ACTION STATUS REPORT

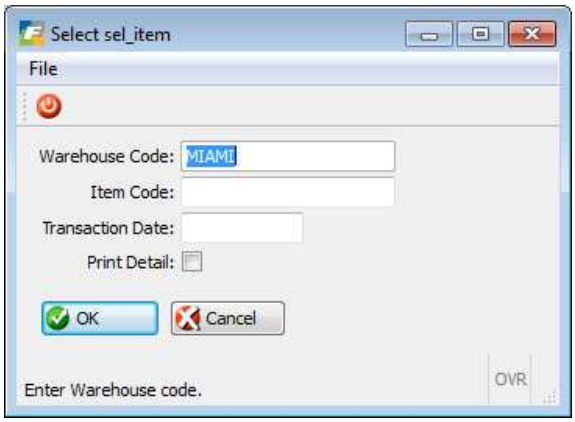
Selection criteria:




```
Date: 06/16/2014                                    ABC MANUFACTURING
Time: 17:01:17                              Corrective Action Status Report                                                    Page: 1

=============================================================================================================================================

Item Code:12104-QC                  SCM A SERIES MULSTRIKE          Warehouse:MIAMI

      Order          Rel Line  Date       QC Type    Fail Qty  Fail Rsn    CAR Code  Car No  ------- Comment/Entered By ----------
560                        1 06/03/2014 Purch Rcpt       0.0 RSN1       CAR1               TESTED OK

561                        1 06/04/2014 Purch Rcpt       1.0 RSN1       CAR1

562                        1 06/04/2014 Purch Rcpt       2.0 RSN1       CAR2

561                        1 06/04/2014 Purch Rcpt       1.0 RSN1       CAR2

562                        1 06/04/2014 Purch Rcpt       3.0 RSN2       CAR1

603                        1 06/16/2014 Purch Rcpt       1.0 RSN1       CAR2            16
                                                                                          bettyb
602                        1 06/16/2014 Purch Rcpt       0.0            CAR1            15
                                                                                          bettyb
603                        1 06/16/2014 Purch Rcpt       0.0            CAR1            17
                                                                                          bettyb
602                        1 06/16/2014 Purch Rcpt       5.0 RSN1       CAR2            14
                                                                                          BOB
```

QUALITY ANALYSIS REPORT

Selection criteria




```
Date: 06/16/2014                                    ABC MANUFACTURING
Time: 17:10:50                                  Quality Control Analysis Report                                    Page: 1

=============================================================================================================================
Item Code: 12104-QC                  SCM A SERIES MULSTRIKE          Warehouse:MIAMI

                    Rel/
      Order         Line   Date      Type       Pass Qty  Fail Qty  Fail Rsn   Warn Qty  Warn Reason          Comment
-------------------- ---- ---------- ---------- --------- --------- ---------- --------- ----------- --------------------------------
560                  1    06/03/2014 Purch Rcpt     45.00      0.00 RSN1            0.00
561                  1    06/04/2014 Purch Rcpt      2.00      1.00 RSN1            0.00
562                  1    06/04/2014 Purch Rcpt      8.00      2.00 RSN1            0.00
561                  1    06/04/2014 Purch Rcpt      2.00      1.00 RSN1            0.00
562                  1    06/04/2014 Purch Rcpt      7.00      3.00 RSN2            0.00
603                  1    06/16/2014 Purch Rcpt     49.00      1.00 RSN1            0.00
602                  1    06/16/2014 Purch Rcpt     50.00      0.00                 0.00
603                  1    06/16/2014 Purch Rcpt     50.00      0.00                 0.00
602                  1    06/16/2014 Purch Rcpt     45.00      5.00 RSN1            0.00
-----------------------------------------------------------------------------------------------------------------------------
                Item Totals        Pass     258.00  95.20%    Fail      13.00   4.80%    Warn       0.00   0.00%
-----------------------------------------------------------------------------------------------------------------------------
```

Section Summary

Inventory Control maintains information about items that are stocked in inventory including unit prices and cost: unit conversion factors; unit quantities and warehouse locations; and unit reorder information.

Setting up Inventory Control includes: defining reference codes (some of which may be in Order Entry Setup); defining the system defaults; adding inventory items and the beginning quantity on hand ; and setting the Inventory Setup Complete to “Y”.

The main tasks which are performed in Inventory Control include:

Maintaining Item Information
Physically Counting Inventory and Count Adjustments
Updating Item Pricing and Costing Information
Updating Bin Locations
Receiving Inventory (if Purchasing is not installed)
Shipping Inventory (if Order Entry is not installed)
Transferring Inventory between warehouses
Adjusting Inventory Quantities

Receiving and Shipping Inventory are not processed in Inventory Control if you have Order Entry and Purchasing installed.

There are three main data entry screens for maintaining item information: the main information window, the warehouse detail window, and the reorder detail window.

There are two types of inventory counts, a cycle count and a blind count. The difference between the two types of counts is a blind count does not print the quantity on-hand on the count sheet.

Transferring items between warehouses updates the warehouse quantities on hand.

Item adjustments can be done for quantities and cost amounts. Transactions for adjustments post to the general ledger activity table.

Lab Exercise a: Inventory Set up Tasks

The Parts Plus Distribution Company has already been set up with inventory items and beginning balances. In this lab you will be setting up inventory defaults and reference files and adding to the Parts Plus Distribution Database.

Set up a Warehouse (option b on Set Up menu):

1. Set up a new warehouse:

   Warehouse: AUSTIN
   Austin Distribution Center
   000 Admin. Office
   14590 Memorial Drive
   Austin, TX 77078
   513-531-0687

Define Item Commissions (option c on Set Up menu):

1. Set up the reference files for the following Item Commission Rates:

AUD	Audio Class Items	12.5%
PHN	Cellular Phones	14%

Define Product Classifications (option d on Set Up menu):

1. Set up the following Product Class Codes and Descriptions:

Code	**Description**
FINISH	Finishes, Waxes, & Protectants
ENG	Engines

Define a UOM list (option b on the UOM List submenu

Define an Alternate Item (option e on the Setup Inventory menu)

Define a Cross sell Item (option j on the Setup Inventory menu)

Lab Exercise b: Inventory Maintenance

Add Inventory Items (option a on the Inventory Maintenance menu):

1. Item Code: MEGPC16

   This item is called “Meguiar’s MG Plastic Cleaner”
   It is in the FINISH product class
   It is not a serialized item
   The stocking unit is by the box (BX), selling unit is by the carton (CT), and the purchasing unit is by the box (BX). There are 8 boxes in a carton so the sales conversion is 8.
   The GL COGS account is 500600000 and the GL Sales account number is 410000000.

   Warehouse Detail

   This item will be distributed throughout all the distribution centers and the stocking information is the same throughout. First set up the new item in the Atlanta Warehouse and then use the Copy Warehouse information to set up the Chicago, Seattle and Austin Warehouses.
   Boxes are purchased for a cost of $320.00 and sold at a value of $400.00 per box.
   This item will be located in Aisle A, Row 2, Bin 2, and the Cycle Code is F.
   The Vendor Code is 123457 and the vendor item number is M1708.
   The minimum sell quantity is 1.
   Backorders-Y, Taxable-Y, Terms Disc.-Y, Trade Disc.-Y, Commission Code-STD.

2. **Item Code: AACW 16**

   This item is “ArmorAll Car Wax Liquid”
   It is in the FINISH product class.
   It is not a serialized item.
   The stocking unit is by the box, selling unit is by the box, and the purchasing unit is by the box.
   The GL COGS account is 500600000 and the GL Sales account number is 410000000.

   Warehouse Detail

   This item will be distributed throughout all the distribution centers and the stocking information is the same throughout. First set up the new item in the Atlanta Warehouse and then use the Copy Warehouse information to set up the Chicago, Seattle and Austin Warehouses.
   Boxes are purchased for a cost of $400.00 and sold at a value of $660.00 per box.
   This item will be located in Aisle B, Row 3, Bin 2, and the Cycle Code is F.
   The Vendor Code is 123458 and the vendor item number is 20160.
   The minimum sell quantity is 1.
   Backorders-Y, Taxable-Y, Terms Disc.-Y, Trade Disc.-Y, Commission Code-STD.

3. **Item Code: GM366292**

   This item is a 292 cubic inch in-line six-cylinder engine. It is purchased from your vendor, General Motors and you do not know the vendor item code. It is a serialized item and part of the product class ENG. Crated weight is 436 lbs. with a volume of 8 cubic meters.
   GL COGS – 500200000, GL Sales-402000000.

   Warehouse Detail

   This item is distributed out of the Chicago warehouse only.

It has a purchase cost of $353.00 and sells for $513.00.
Location is Aisle C, Row 4, and Bin J.
The Vendor Code is 123458 and the vendor item number is 52500.
The minimum sell quantity is 1.
Backorders-Y, Taxable-Y, Terms Disc.-Y, Trade Disc.-Y, Commission Code-STD.

Update Inventory Item Information

1. Add the following item to the new Austin Warehouse (use the copy warehouse icon).

Item Code	Location	Sell Price	Cost
MOTANT	J-9-7	$39.95	$19.43

2. There are no beginning on-hand balances for any of the new items, MEGPPC16, AACW16, and GM366292, or for MOTANT in the Austin warehouse. You can create an on-hand balances by receiving inventory either through the Inventory Control Transactions or through the Fitrix Purchasing Module.

   Add a beginning on-hand balance in Austin for the following items by receiving inventory from Inventory Transactions. The location for this function is Inventory Control –
   (2) Update Inventory Transactions – (a) Update Inventory Received.

   Update Inventory Received – Add Mode
   PO Number: BEGBAL
   Vendor: 123457
   Description: Austin Whse. Beg. Balances

Item Code	Quantity	Cost
MEGPC16	20	$ 320.00
AACW16	24	400.00
MOTANT	50	19.43

3. Print the Inventory Received.

4. Post Inventory Received to update the on-hand balance.

Lab Exercise c: Inventory Counts

Physical Inventory Counts (on the Inventory Maintenance menu):

1. Cycle Counts: Perform a cycle count in the Austin Warehouse. This product has a Cycle Count Code of “F”.

   Create the Count Sheet

   Print the Count Sheet

2. Blind Count: Perform a blind count in the Austin Warehouse for MOTANT.

   Create the Count Sheet

   Print the Count Sheet

3. Based upon the physical inventory count from the Austin Warehouse cycle count of the “FINISH” product class, make the entry to adjust the inventory balance:

----Location -----	Item Code ----------	Desc ----------	UM -	On Hand	---Count—	Adj. Qty
A - 2 - 2	MEGPC16	MEGUIR’s MG PLAST	BX	20.00	23	+3
B -3 - 2	AACW16	ARMOR ALL CAR WAX	BX	24.00	22	-2

4. Based upon the count from the Austin Warehouse blind count of the item “MOTANT”, make the entry to adjust the inventory balance:

----Location -----	Item Code ----------Desc ----------UM -	Qty On Hand – Actual ---	
J - 9 - 7	MOTANT MOTOROLA ® ON-GEA	50	48

5. Print the Edit List.
6. Print the Over and Short Report
7. Post the Inventory Count.

Lab Exercise d: Inventory Transfers and Adjustments

Transfer Inventory (option g on the Inventory Transactions menu)

1. Transfer the following item from the Atlanta warehouse to the Chicago warehouse using a freight amount of $250.00 (write down Doc No):

   Description: Atlanta to Chicago Transfer

Item Code	Quantity
FRMPH27	300

   Save the record and print the transfer ticket. Run the edit (option h) and then post the Transfer (option i)

Adjust Inventory (option j on Inventory Maintenance menu)

1. Make an adjusting document for three (3) Item CAS1030 that were found damaged in the Atlanta Warehouse.
2. Print the Adjustment Edit List (option k).
3. Post the Adjustment (option l).

Update Inventory Costs (option k on the Inventory Maintenance menu).

1. Parts Plus (vendor 123457) has issued a price increase for all items purchased from them and kept in your Chicago warehouse.
2. Find all items meeting the above criteria.
3. Click on the Auto Change icon.
4. Create an automatic 5% cost increase.

Update Inventory List Price (option j on the Inventory maintenance menu).

Now you must increase your list price by 5% for the above items.

Chapter 2 - Order Entry

Learning Objectives

To learn the type of information and tasks that are maintained and completed in Order Processing.

To learn the relation of Order Entry to other modules in the Fitrix Accounting System.

To learn the steps involved in setting up the Order Entry module.

To learn the stages that orders go through in order processing.

To learn the steps involved in entering customer orders.

To learn how to process credit card orders.

To learn how to update picked and shipped quantities.

To print customer invoices for order processed in Order Entry.

To post Order Entry transactions

Overview of Order Entry

What type of information is maintained in Order Entry?

Order entry stores the system information for processing customer orders including:

Reference codes for filling orders including
Order and line types
Kit and alias definitions
Payment terms
Discount definitions and special pricing
Credit and debit reasons and statuses
Commission & salesperson definitions
Customer and ship to location information

What tasks or activities are performed in Order Entry?

Setting up the order entry module
Adding and maintaining customer and ship to location information
Placing customer orders
Creating credit and debit memos
Shipping inventory
Customer invoicing

What relation does order entry have to other Fitrix Modules?

Order entry is tightly integrated with four other Fitrix modules: General Ledger, Accounts Receivable, Purchasing, and Inventory Control.

Ledger information posts to the **General Ledger** activity table to update ledger account balances for Sales, Cost of Goods, Accounts Receivable, Returns and Allowances, etc.

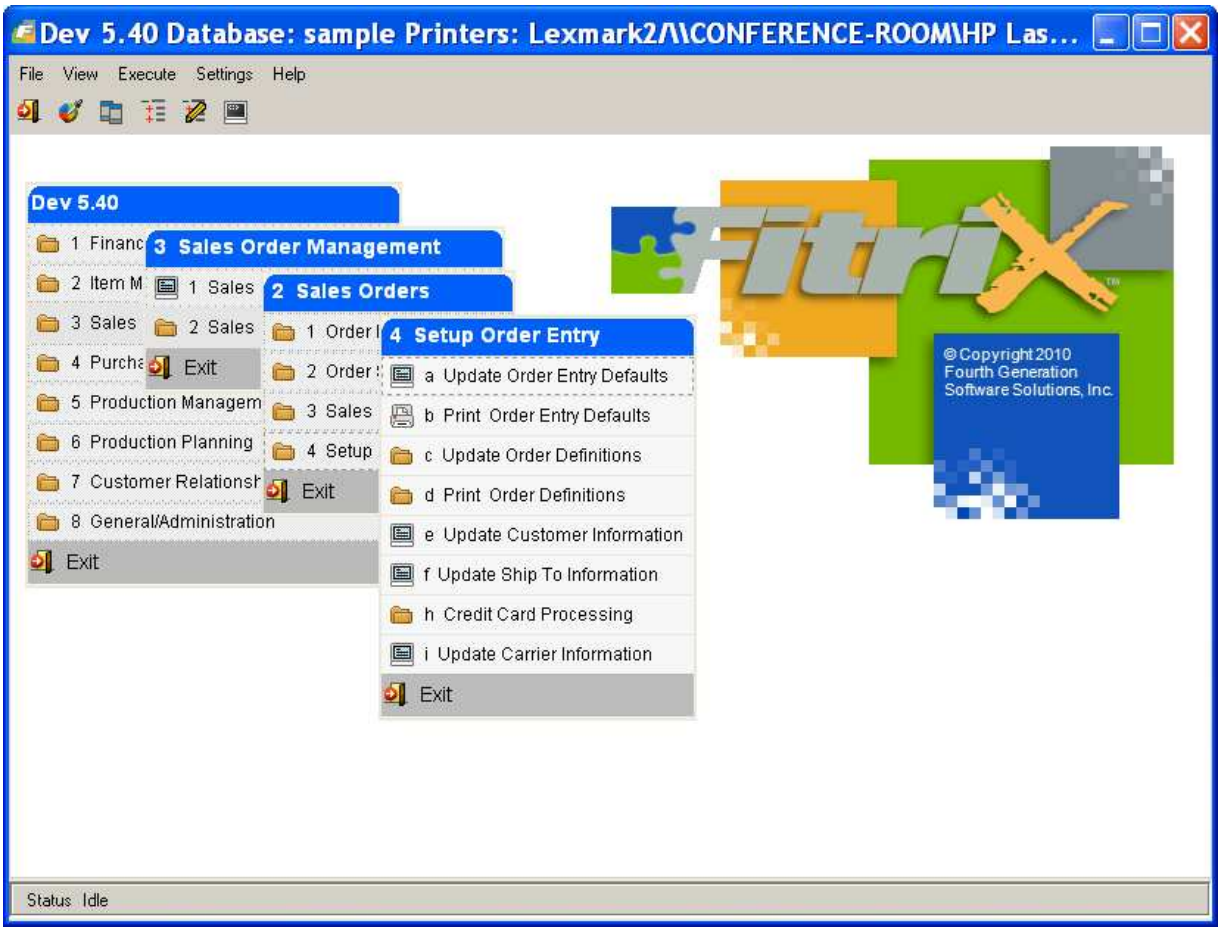
Accounts Receivable data and programs relating to customer information are shared with Order Entry. Customer Invoices are posted from Order Entry and create Accounts Receivable Open Items.

Inventory Control feeds the Order Entry system information about item availability.

Purchasing is updated directly by Order Entry when processing two types of orders, backorders and direct shipment orders.

Setup Order Entry Menu

Options on the Setup Order Entry menu allow you to set up a number of reference files for the order entry system. To view this menu from the main menu select **Financial management > Sales Order management > Setup Order Entry (option 4).**



The following options are available on this menu.

Update Order Entry Defaults – Used to enter default information that the Order Entry system uses. It also contains information that controls some aspects of the order process (i.e., tax rates, document notes, and document numbering).

Print Order Entry Defaults – Allows you to print a file copy record of the Defaults file. This and other printouts may be used to verify data-entry accuracy and then filed as permanent records your reference.

Update Order Definitions – Brings up a submenu of options you use to set up most of your reference information files.

Print Order Definition – Allows you to print a file copy record of the reference files.

Update Customer Information – Used to enter and store information about your customers.

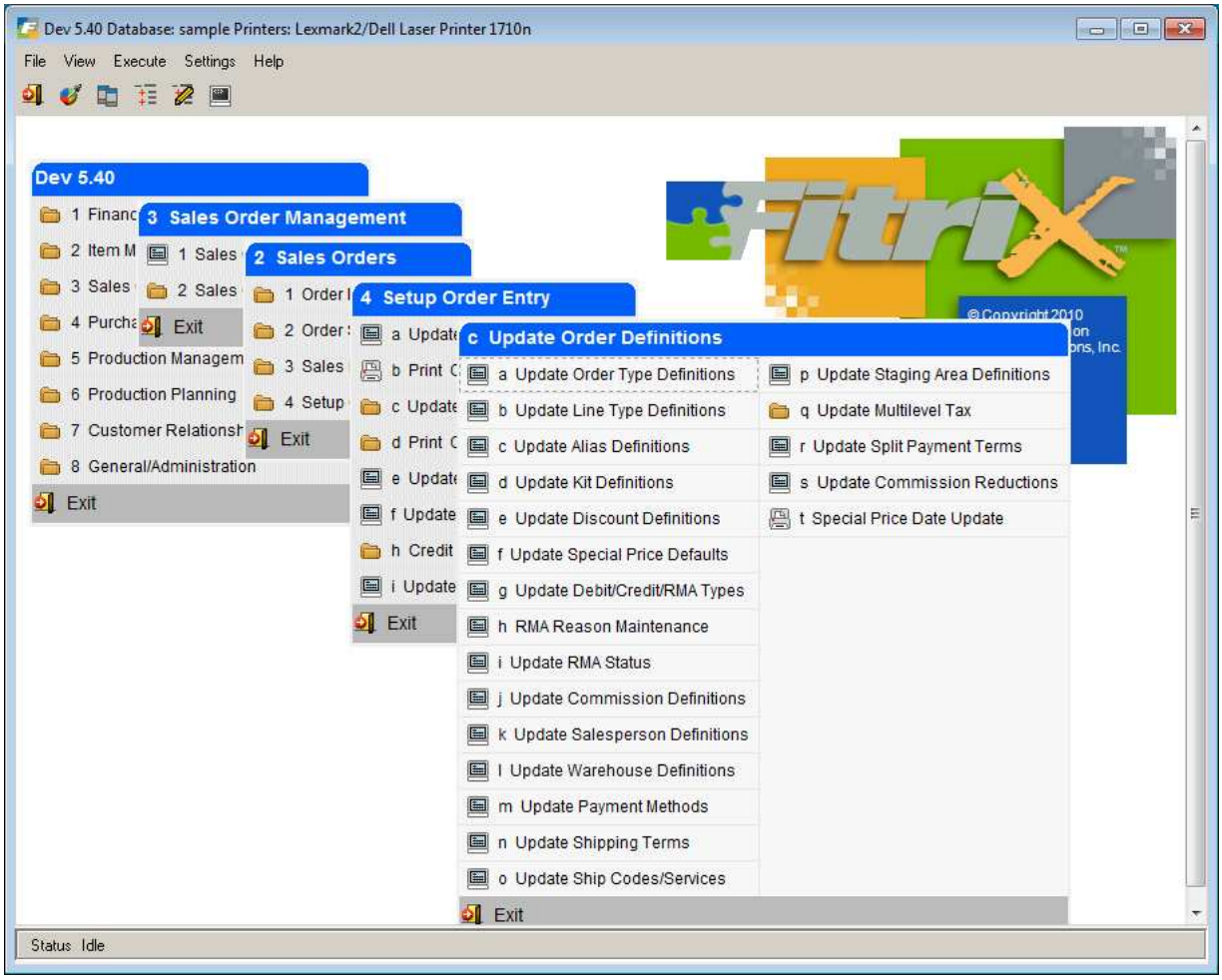
Update Ship To Information – Entry of addresses and other information relevant to shipping of the customer's orders.

Credit Card Processing- enter credit card information for your customers.

Update Carrier Information – used to enter account number, login, and password if you use UPS Worldship and/or Federal Express Ship Manager.

Update Order Definitions

Options on this submenu allow you to set up special codes and definitions that are used regularly when entering Order Entry transactions. To view this, menu select Update Order Definitions **(option c)** from the Setup Order Entry menu.



Update Order Type Definitions - Allows you to set up new order type definitions based on types previously defined by the system.

Update Line Type Definitions – Allows you to set up new line type definitions based on types already defined by the system.

Update Alias Definitions – Allows you to assign customers' inventory codes to your in-house inventory item codes.

Update Kit Definitions – Allows entry, deletion, and editing of kits. Kitting enables you to define a group of items that are frequently sold together under a single kit code.

Update Discount Definitions – Allows you to set up codes for trade discounts and markups.

Update Special Price Defaults – Allows you to set up special item pricing schemes.

Update Debit/Credit/RMA Types – Allows you to set up specific explanations for different debit and credit reason codes.

RMA Reason Maintenance – Allows you to set up reasons for returned merchandise.

Update RMA Status – Allows you to set up status codes for returned merchandise orders.

Update Commission Definitions – Allows you to set up commission codes that represent commissions for salespeople, customers, and individual ship-to locations for a customer, or individual inventory items.

Update Salesperson Definitions – Allows you to set up the code, name, and commission code for each salesperson.

Update Warehouse Definitions – Allows you to set up warehouse codes, a description of the warehouse, a department in which to record transactions affecting the warehouse, and shipping lead time.

Update Payment Methods – Allows you to set up payment method codes. Cash payment, credit card payment, payment on account, and third party billing are examples of payment methods.

Update Shipping Terms – Allows you to set up shipping codes.

Update Ship Codes/UPS Services– Allows you to set up shipping services by code with UPS as the carrier. Can also be used to set up carriers other than UPS to be used as ship via codes in order entry.

Update Staging areas – Allows you to set up staging area codes for your warehouse (i.e.- loading dock, etc.). You can then assign a staging area to the sales order so that you know where to locate the order.

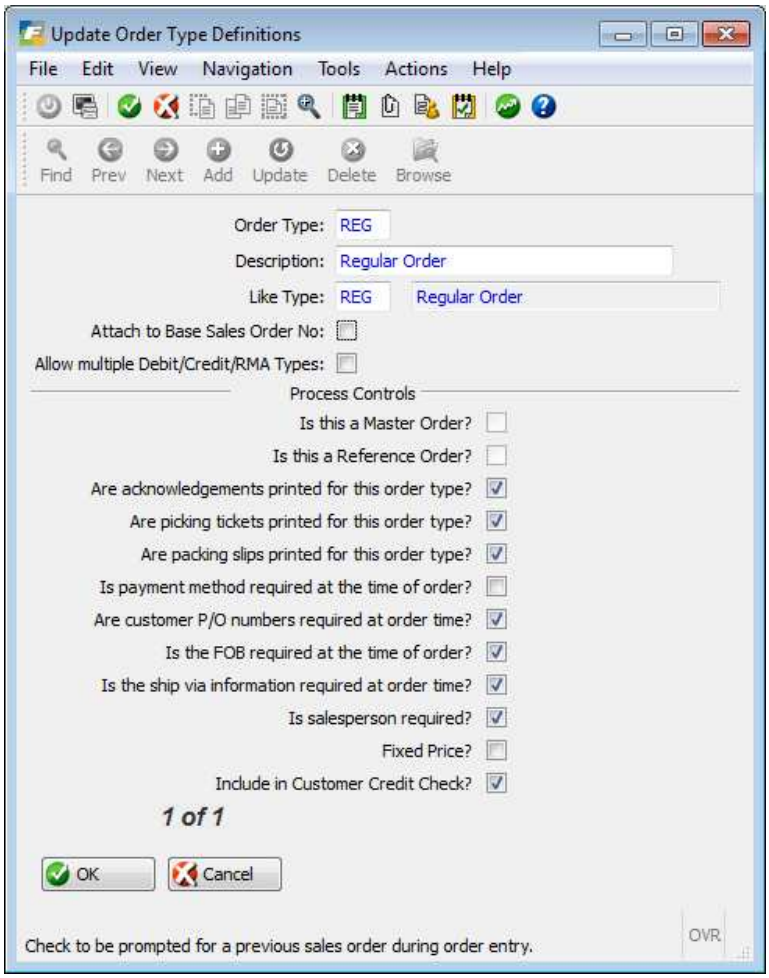
Update Split payment Terms – Allows you to set up split payment terms for (i.e.- 30,60,90 day installment terms) for invoices processed through Order Entry.

Update Commission Reductions - allows you to set up reductions on commission percentages paid based on the days past due an invoice is.

Special Price Date Update – used to update the date for the pricing date range end date on pricing set up for your customers.

Defining an Order Type

You must define an order type before you can use it in a customer order. Several order types come pre-defined with the Order Entry system, so it is not necessary to create new types to begin order entry. New order types are set up and updated with the Order Types screen below. Select Update Order Type Definitions **(option a)**.



Step	Action
1	Execute the **Add** command to add an order type definition. Enter a unique three-character order type code and brief description in the **Description** field.
2	In the **Like Type** field, enter the known type that this new type is like. Each new order type must be like one of the order types the system recognizes: **REG** – Regular order, **CRM** – Credit memo, **RMA** – Returned Materials Authorization, **DBM** – Debit Memo, **DIR**- direct shipment from vendor, **DRW**- direct shipment from vendor with a stop at your warehouse, **QUO** – Quotation.

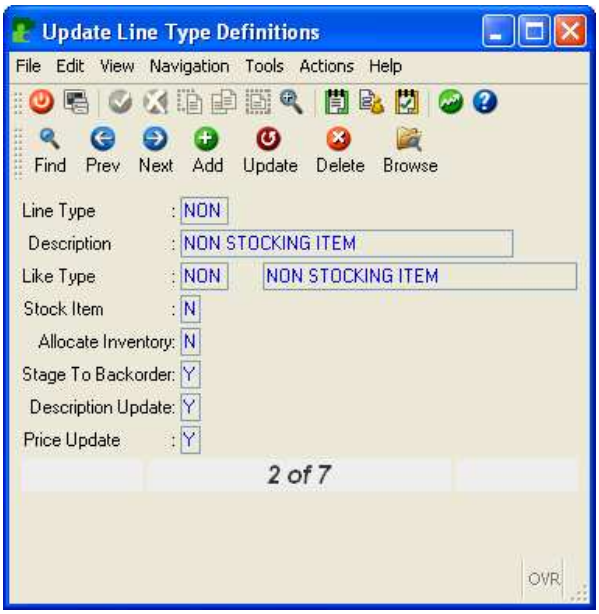
Step	Action
3	Attach to Base Sales Order Number - If this order type will be used to enter orders for new shipments then do not check this box. For RMA type orders that will be based on existing sales order check this box and you will be prompted to select the original sales order number (and select items that were shipped on that original sales order number) when processing the RMA.
4	Allow Multiple Debit/Credit/RMA Types - When entering an RMA you must select the type of RMA it is. This value will be stored with all detail lines on the RMA. If you wish to allow for multiple types (ie- one line is being returned to stock and one is being scrapped) then set this value to Y.
5	Is this a Master Order? Reserved for future use
6	Is this a Reference Order? This no entry field is checked if the order type is a reference order, and not checked if it is not. A reference order cannot advance beyond the "NEW" stage. Because the order lines cannot advance, picking lists won't be printed, items won't be shipped, and nothing can be invoiced. You can change a reference order to one of the regular order types at any time.
7	Are Acknowledgements printed for this order type? In this field, indicate whether or not you want it required to print an acknowledgement for this order type.
8	Are picking tickets printed for this order type? Check if you want picking tickets to be printed for this order type or don't check if they should not.
9	Are packing slips printed for this order type? Check if packing slips should be printed for this order type or don't' check packing slips need not be printed.
10	Is payment method required? Reserved for future use
11	Are PO numbers required? Indicate by checking this box if customer purchase order numbers is required at the time of order entry.
12	Is the FOB required at the time of order? The entry in this field indicates whether or not the free on board point information is required at the time the order is taken.
13	Is the ship via information required at order time? Check this box if the shipping carrier information is required at the time of order or don't check if it is not required at the time of order.

Step	Action
14	Is salesperson required? Check if it is required that a salesperson be assigned to the order.
15	Fixed Price? Check this box if the price of the item being produced by a production work order (line type MTO or MTN) should be fixed and not rolled up from the prices on the work order.
16	Include in Customer Credit Check? Check if this type of order should be included when the order entry program calculates total amount due from the customer and compares this to their credit limit to see if the order should be placed on hold.
	Press **{ENTER}** to store the completed order type.

Note: The Master Order and Payment method fields currently have no functionality so set to N.

Defining a Line Type

A line type code must be defined before you can specify it on a customer order. Several line types come pre-defined with the system, so it is not necessary to create new types before beginning order entry. New line types are set up and maintained through the Line Type screen as below. Select Update Line Type Definitions **(option b)**.



Entering a Custom Line Type:

Step	Action
1	Execute the **Add** command to add a line type definition.
2	Enter a unique three-character line type code and brief statement in the **Description** field.

Step	Action
3	Enter the line type that this new line type is like in the **Like Type** field. Each new line type must be like one of the line types the system recognizes. **STK –** stock items are the items you stock in inventory. When you enter a STK line type, you are telling the program to commit items for this order. This does not actually reduce the amount of inventory, it just reduces the amount available for sale on subsequent orders for these items. The amount on hand is not reduced until the order is shipped and posted. **NON –** non-stock items are not part of your stocked inventory but are items you can readily order from your vendors. When you use this line type , the item will go on backorder. If you have Purchasing installed, a requisition can be created for backordered items which in turn will create a vendor purchase order. **STN –** stock treated as non-stock are items that you stock in your inventory, but you want to ship them directly from your vendor rather than pick from your inventory. **SUR –** surplus items are treated like STK except that the usage history is not recorded. Usage history is used to calculate usage rates for inventory replenishment and surplus items are generally discounted so the stock will move quickly. You therefore do not want the purchasing department looking at usage rates based on sales history for surplus items because they may think they need to buy more. **FOU –** found items are available for sale but are not in your inventory. These can include office furniture, computers, or anything you want to sell that isn't kept in inventory. Found items are treated as non-stock but do not create backorders. **DRN –** direct ship non-stock are treated like non-stock items except that a purchase order will be automatically created to your preferred vendor since these items will ship from the vendor. **DRS -** direct ship stock are treated like stock items except that a purchase order will be automatically created to your preferred vendor since these items will ship from the vendor. **KIT**- kit line type is entered with a kit code that expands to show all the line items that make up the kit. This line type is not a defined line type in this screen program. **CAN –** cancel is used to cancel the order line or part of the line. Any inventory allocated is de-allocated. You cannot cancel a line item once it has reached the SHP stage. This line type is not a defined line type in this screen program. **MTO** – make to order item. Using this line type will automatically create a production work order so that the item can be manufactured. The line stage on the sales order will be set to NEW until the production work order is completed and received into inventory. At that time the line sate will b reset to ORD so that it can be picked and shipped. **MTN** – works like an MTO line type but the item is a non-stock item. This type of line is typically used for job shop sales orders and is an accumulation of costs for a job (i.e.- refurbishing a piece of equipment) that is then billed to the customer.

Step	Action
4	Respond with **Y** in the **Stock Item** field if the item number should be compared to the inventory file. If this is a stock item, then the item(s) will be committed at order time.
5	Enter a Y in the **Allocate Inventory** field if this line type should commit/reserve inventory
6	Enter a Y in the **Stage to Backorder** field if the line stage should go to backorder if not enough inventory on hand available.
7	Enter an **Y** in the **Description Update** field if the user should be allowed to override the inventory item description read in from the inventory file.
8	In the **Price Update** field, enter **Y** if the user should be allowed to override the unit price, enter **N** if the user should not. Press **{ENTER}** to store the completed line type document.

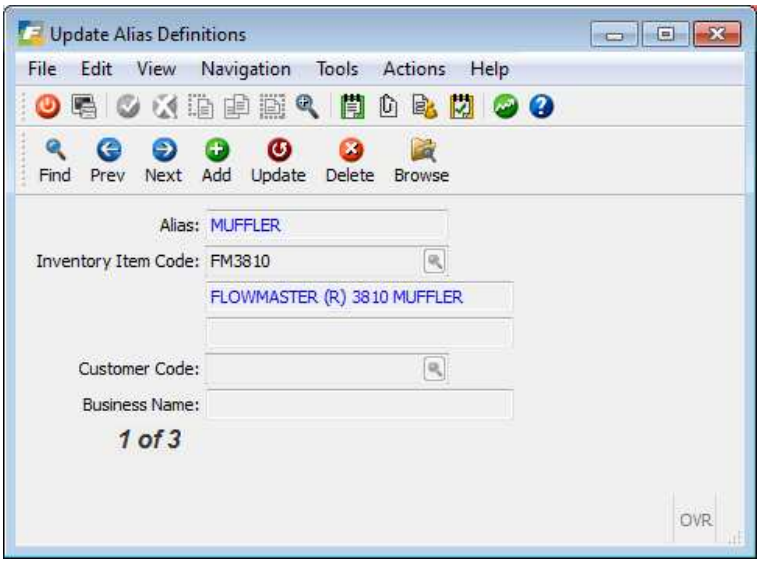
Alias Definitions

With aliases, you can enter the customer's item code in the Item Code column in the detail section of the Customer Order. The customer's item code is then displayed in the Alias field on the sales order screen, and will print on all shipping documents and invoices.

For instance, a customer may order an item with the code MUFFLER. You can define an alias, MUFFLER, for this customer, which automatically references FM4810, which is your in-house code for the same item. You can define any number of alias codes for the Order Entry system.

If you leave the customer code blank, this is a global alias meaning you can use it when entering all orders regardless of the customer code used for the order.

To view this screen, select Update Alias Definitions **(option c)**.

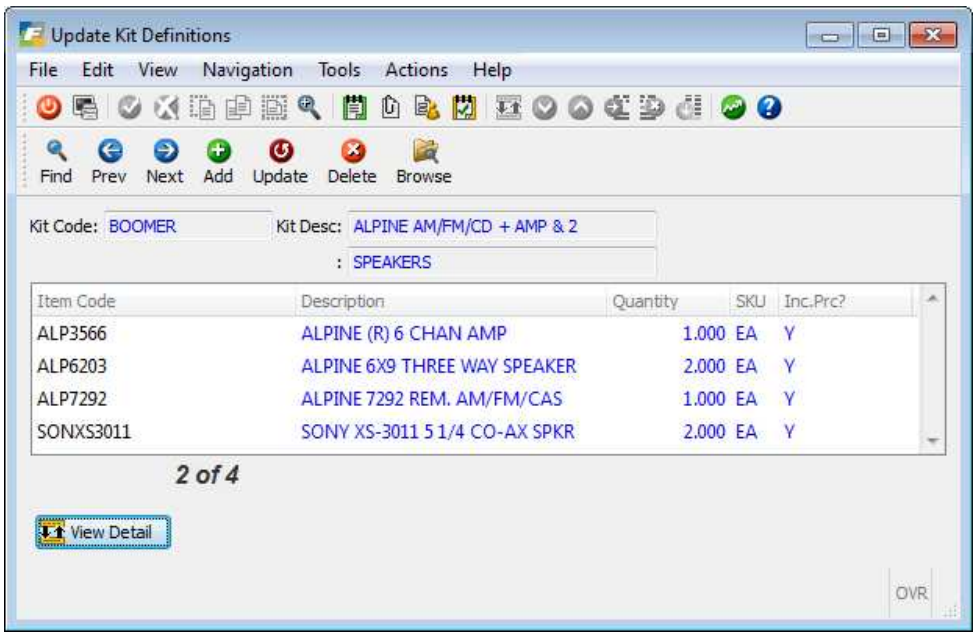


Step	Action
1	Select Update Alias Definitions **(option c).**
2	Execute the **Add** command and in the Alias field enter the code that the customer uses to order the item.
3	Supply your corresponding in-house item code in the Inventory Item Code field.
4	Enter the customer code to which this alias code applies. The system verifies the code and displays the customer's business name. If this is a global alias, meaning it applies to all customers, leave this field blank.
5	Press **{ENTER}** to save this inventory item alias definition.

Kit Definitions

Kits enables you to group any number of inventory items that are commonly sold together under a single "kit" code. This way, when a customer order is entered using the line type of KIT, one kit code can be entered rather than manually entering each item that makes up the kit. After the system verifies the kit code all items in the kit are displayed.

To view this screen, select Update Kit Definition **(option d)**.



Step	Action
1	Select Update Kit Definitions **(option d)**, and execute the Add command to add a kit definition. Enter a unique kit code and brief description of the kit in the Kit Desc field.
2	The kit code can be up to 15 characters. Use the Ctrl {TAB} key to move the cursor to the detail portion of the screen and enter the inventory items that make up this kit. The Zoom feature is available to select items from the inventory. Enter "Y" Inc Prc field if the line item's price should be included in the price of the kit; enter "N" if $0.00 should be used as the line item's price in the kit. This offers flexibility in kit pricing. For example, you might sell both tires and wheel rims individually, as well as the "kit" consisting of a tire and rim sold together. When the rim is sold as part of the kit, you could enter "N" in the Price column for the rim; in effect, you would sell the tire at the regular price and include the rim "free of charge."
3	Press **{ENTER}** to store the definition.

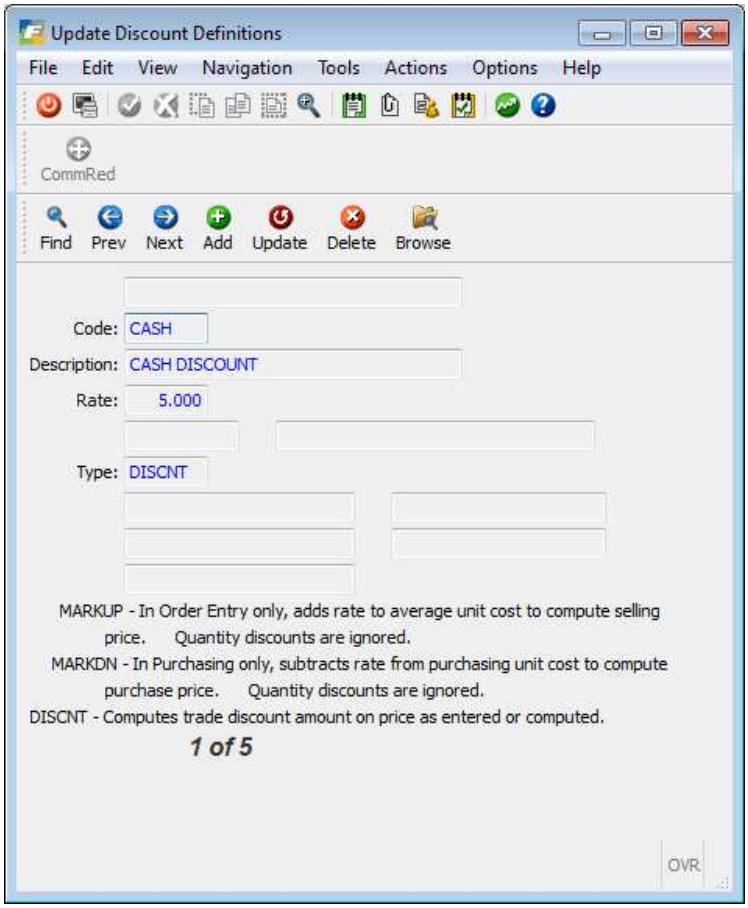
Discount Definitions

These discount codes are used as follows:

• If you insert the discount code in the customer record or the customer's ship-to record, this discount will apply to all items on the order that have the "Subject To Trade Discount" field set to "Y". For example, if the order is for $1,000.00 and the customer record has a 5% discount code, the net order will be for $950.00

• You can also use the discount codes as a customer class in the Special Pricing program. This effectively groups a class of customers together so that they receive special pricing based on their class. For example, you can set up a discount code with a rate of 0% , use this code as a customer class in the Special Pricing program with a 15% discount (discount type = D), and enter this discount code in the customer record. Customers with this class code in their customer or ship-to record will receive 15% off list price.

To view this screen, select Update Discount Definitions **(option e)**.



Entering a Discount Definition Summary:

Step	Action
1	Select Update Discount Definitions **(option e)** and execute the Add command to enter a new discount definition.
2	Enter a unique discount code (up to six characters) and a brief statement in the Description field.
3	Enter the discount/markup rate in the Rate field. The rate should be entered in percent form. For example, a 25% discount would be entered as 25.0.

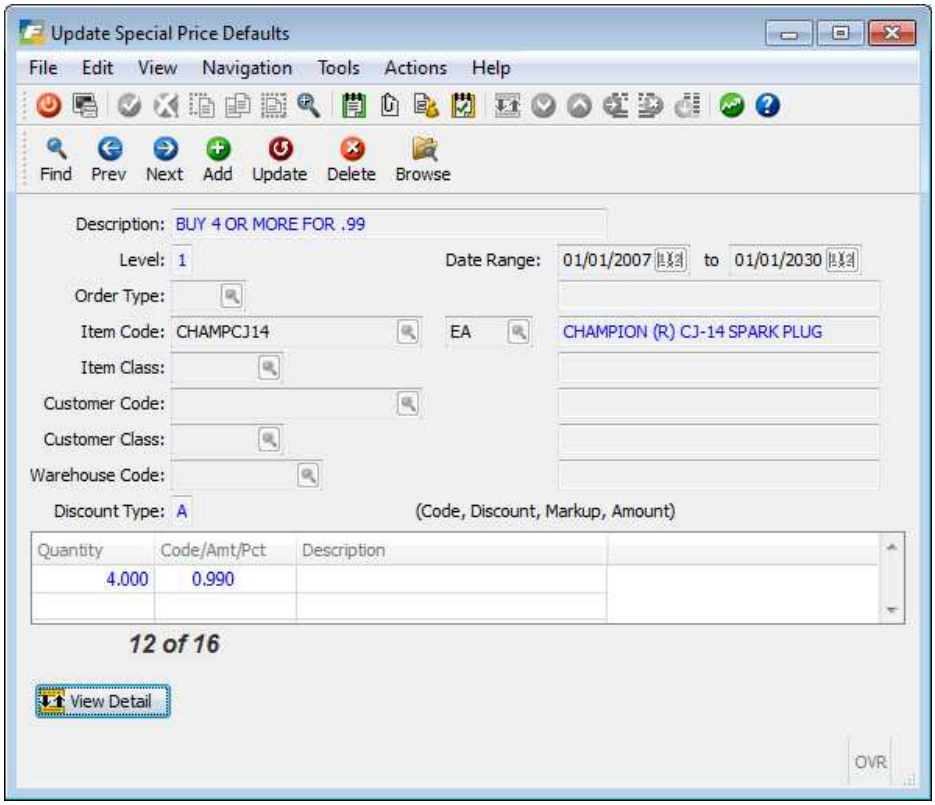
Step	Action
4	Enter the type of discount definition the code and its rate represent. The type determines how the discount is applied. The valid entries for this field are as follows: • **MARKUP**–the percentage associated with this code is applied to the purchase cost or is it average like screen shot has, update user guide too (stored in the Inventory file) to determine the amount to add to that cost to set a selling price for an item. • **MARKDN**- this type of discount is not currently used in order entry or purchasing. • **DISCNT**–this results in a discount being computed off list price for all items on the order. that are subject to trade discount (the Subject To Trade Discount field in the Inventory file is set to Y or N for each item in each warehouse that stocks the item). This discount is computed based on the list price of the item after any quantity discounts have been computed. The discount code can also be used in conjunction with special pricing to group customers together by class (aka discount on OE info screen in customer master).
5	Press **{ENTER}** to store the completed discount definition.

Special Price Defaults

The Special Price Defaults option offers a flexible method for you to set special pricing based on a number of parameters: order type, item class, item code, customer class, customer code, date range, or price level. Or you can alternately use the discount level in the item master to offer pricing that is a percent off list price (see the Inventory Chapter in this training guide)

Special Price Defaults overrides the normal item list prices set at the item level. Price level definitions can work in conjunction with the discount definitions, they can specify a discount or markup percentage, or they can define the price level as an exact amount. Use the following form to define special pricing.

To view this screen, select Update Special Price Defaults **(option f)**.



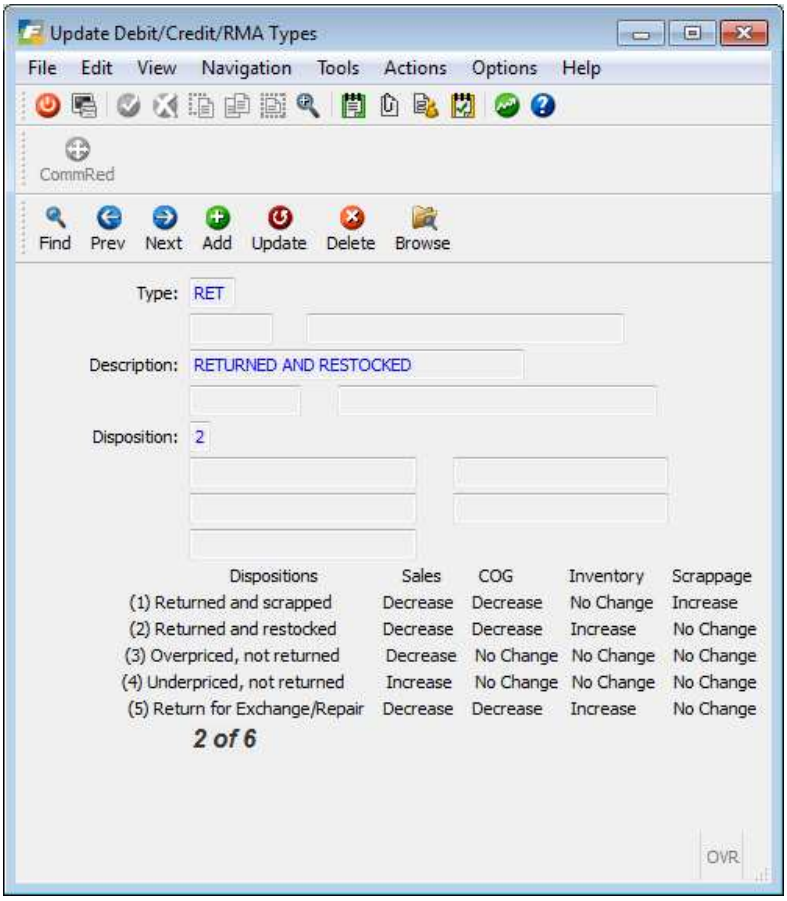
Step	Action
1	Select Update Special Price Defaults **(option f)** and execute the Add command to enter a new special price definition.
2	Enter a description for the special pricing scheme and enter a number in the Level field (0-9); the highest number is the overriding level.
3	Define the criteria for this pricing record by making entries in the Order Type, Item Code, Unit of Measure (UM), Item Class, Customer Code, Customer Class, (aka, Trade Discount), Warehouse Code for a specified date range. **Note:** You either use item code to define special pricing for a specific item, or item class to define special pricing for a group of items (within that class), but not both item code and item class. The same restriction applies to customer code and customer class.
4	In the Discount type field, enter one of the following codes: **C** – means discount type is based on customer class which is synonymous with discount code (see discussion under discount codes above). **D** – The system prompts you to enter a percentage rate that it will apply to orders that match the parameters you set forth above. **M** – The system prompts you to enter a percentage rate from which it will calculate an amount to add to the item cost (markup), based on cost information set up in inventory. **A** – The system prompts you for an amount that the system will directly apply to the order as the discounted amount (price).
5	Press **Ctrl {TAB}** to move to the detail section and enter quantity/price breaks and percentages, codes, or amounts.
6	Press **{ENTER}** to store this new pricing definition.

After the special pricing definitions are created, the system automatically applies this pricing on customer sales orders.

Debit/Credit/RMA Reason Types

Reason codes allow you to define how the different accounts involved are affected when you must debit or credit a customer's account for whatever reason – returned merchandise, over priced or under priced, etc. When you enter a debit or credit memo for a customer, you must supply a reason code or it will default to the reason code set up in the Update Order Entry Defaults program. Each debit or credit reason code represents both the reason for issuing the memo and the general ledger accounts the memos should post to.

To view this screen, select Update Debit/Credit Reasons **(option g)**.

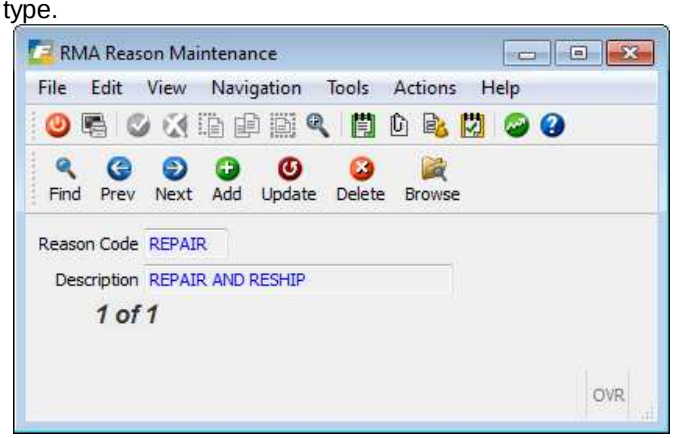


Step	Action
1	Select Update Debit/Credit Reasons (option g) and execute the Add command to add a debit or credit reason code.
2	Enter a unique three-character code and a brief statement in the Description field.
3	In the Disposition field, enter a number (1 through 5) for the reason. Each reason type number is defined in the lower portion of the screen, along with information on how each reason type affects the sales, cost of goods, inventory, and scrap page accounts.
4	Press **{ENTER}** to store the debit/credit reason definition.

RMA Reason Maintenance

To view this screen, select option (h).

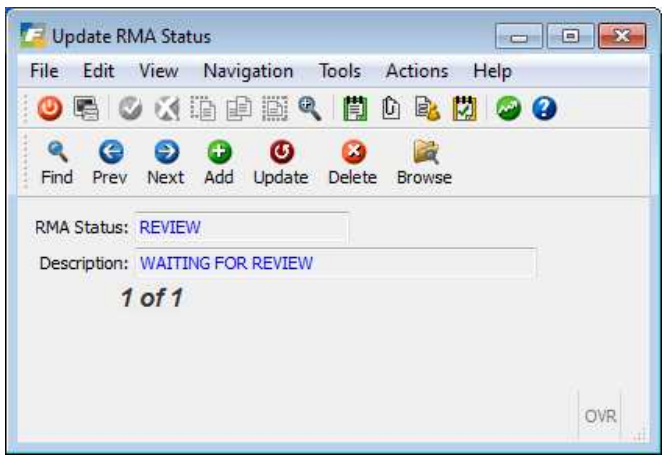
This program is used to set up the reasons for returns. A reason is entered when entering the RMA order type and it is a required value. The RMA History report gives a statistical analysis of all RMAs issued grouped by this reason type.



RMA Status Codes

To view this screen, select option (i)

Use this program to set up status code for returned merchandise orders.



Commission Codes

Commission codes allow you to associate commission rates with inventory items. Before you can use a commission code, it must be defined in the Commission file.

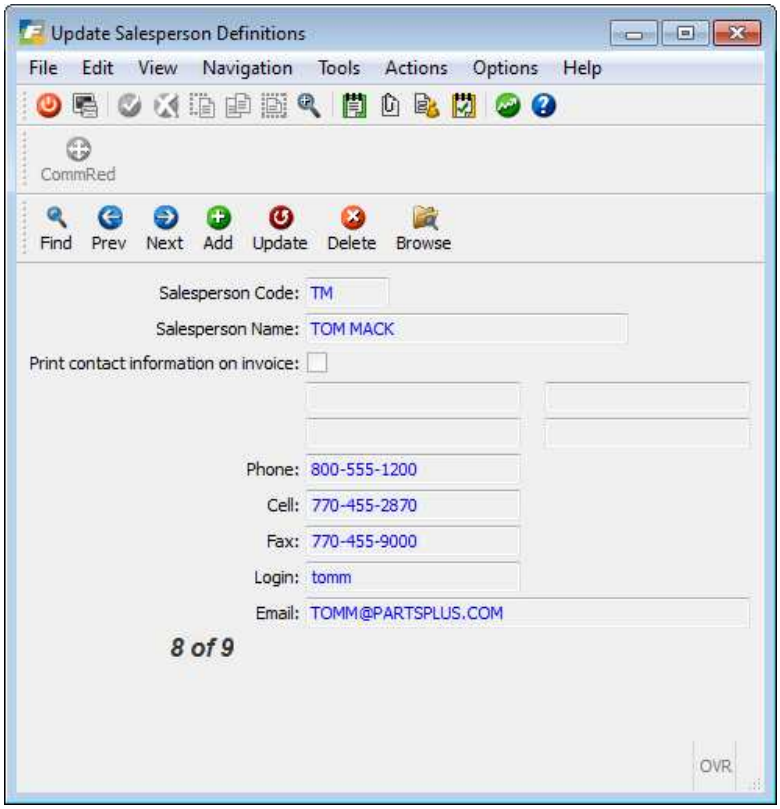
To view this screen, select **(option j).**

Step	Action
1	Select Update Commission Definitions **(option i)**, and execute the Add command to enter a new commission code.
2	Enter a unique code (up to six characters) and a brief description for this commission code.
3	Specify a rate in the Commission Rate field. The commission rate should be entered in percentage form. For instance, if the rate is 12 percent, 12 should be entered.
4	Press **{ENTER}** to store the new Commission Code.

Salesperson Code

Salesperson codes are used to track orders by salesperson or sales department. The Salesperson Codes form enables you to add or modify data in the Salesperson file at any time.

To view this screen, select **(option k).**



Defining a Salesperson Code

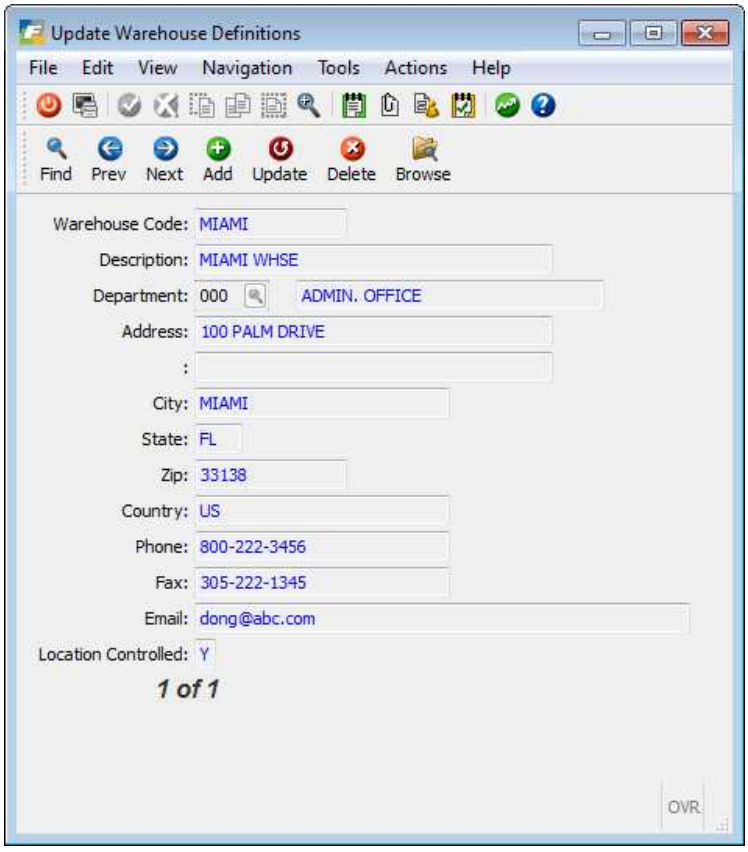
Step	Action
1	Select Update Salesperson Definitions **(option k)**, and execute the Add command to add a new Salesperson code.
2	Enter a unique code for this salesperson in the Salesperson Code field.
3	Use the Salesperson Name field to enter the salesperson's name.
4	Check the Print Contact box if you want the salesperson's information to print on the invoice.
5	If you want the salesperson that is assigned to the sales order to be based on the login of the person entering the order instead of you entering a salesperson at the customer or ship-to level, enter the Linux login ID here. If you do have a salesperson assigned at the customer/ship to level they will override this login id/salesperson combination.

Step	Action
6	The email address entered will be the one to send various alerts to the sales rep (i.e. – sales order put on credit hold, released from credit hold, etc)
7	Press **{ENTER}** to store the Salesperson Code.

Warehouse Code

The Warehouse table stores all the warehouse codes, their descriptions, addresses, and an optional department number associated with the warehouse. Each warehouse code represents one of the locations from which your company ships inventory. You can also use different warehouses to represent different pricing.

To view this screen, select **(option l)**.

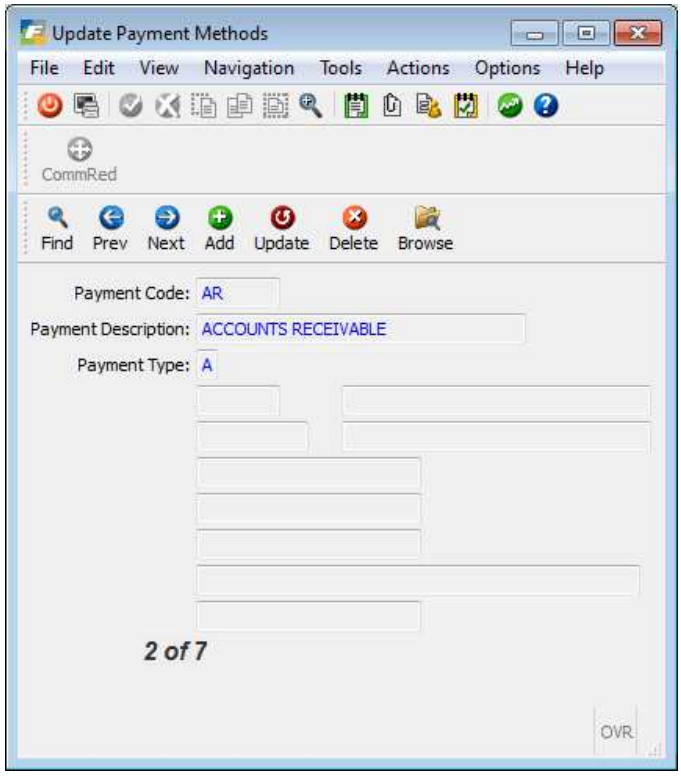


Step	Action
1	Select Update Warehouse Definitions **(option k)**, and execute the Add command to define a new warehouse code.
2	Enter up to a ten-character code in the Warehouse Code field and a brief description in the Description field.
3	Enter a valid department number for this warehouse. If you use different departments or profit centers, you might use Department field to indicate that items shipped from this warehouse should post to certain general ledger departments.
4	Enter remaining address and phone information (optional) and click on the OK button or press **{ENTER}** to store the completed warehouse code.
5	If you need to store your merchandise in multiple bin locations set Location Controlled to Y. If you just need one static location per item , leave this set to N.

Payment Method

You define payment method codes to indicate how customers plan to settle their accounts. Each payment method falls into one of three broad categories: on account, cash or check, or credit/debit card. You must define a payment method prior to using it for a customer order.

To view this screen, select **(option m)**.



Defining a Payment Method

Step	Action
1	Select Update Payment Methods **(option l)** and execute the Add command to add a payment method code.
2	Enter a unique code for this payment method (up to six characters) and a brief description in the Payment Description field.
3	In the Payment Type field, specify the value for the payment type.

Update Shipping Terms

The UPS interface automatically adds a freight amount to the invoice. Logic has been added to the order entry programs to handle the various shipping terms so that freight will only be included on the invoice to the buyer if the shipping term warrants this.

There are four basic shipping terms of sale.

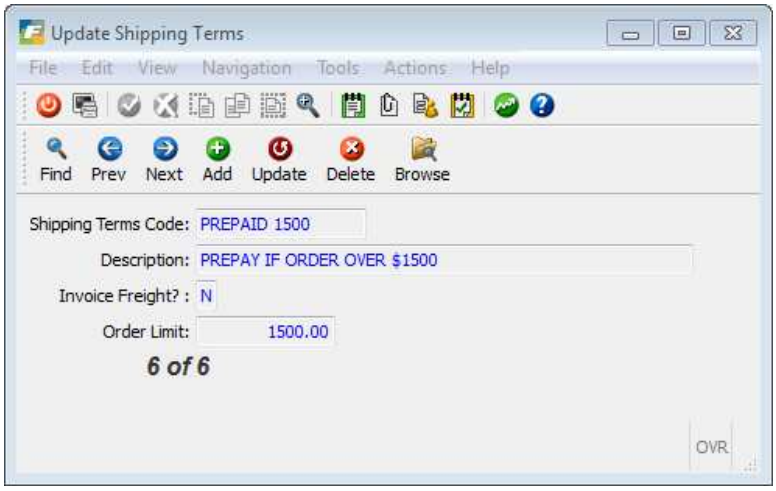
Freight Collect – buyer pays freight. No freight invoiced to buyer
Freight Prepaid- seller pays freight. No freight invoiced to buyer.
Freight Prepaid And Add – seller pays freight and invoices the buyer
COD – seller invoices freight to buyer. UPS collects funds for merchandise and freight (entire invoice amount) and then remits funds to seller. The Invoice Freight field will be equal to Y.

How this feature modification interacts with the UPS interface:

If the invoice freight flag for the shipping term used = N, then do not add any freight to the invoice.
If the invoice freight flag for the shipping term used = Y, add the freight amount added to the order at order entry time.
If the invoice freight flag for the shipping term used = Y, and there was no freight added during order entry, add the freight amount charged by UPS to the invoice.

Note: User can still change freight amount if they need to.

To view this screen, select **(option n).**



Step	Action
1	Select Update Shipping Terms **(option m)** and execute the Add command to add a payment method code.
2	Enter the Shipping Terms Code, and a description.
3	Invoice Freight? Enter Y if freight to be invoiced to customer
4	Order Limit - For any shipping terms code that has an order limit not equal to null, when the order total is greater than or equal to this limit the shipping terms will automatically change the order summary ship terms to PREPAID so the user knows freight should not be added during invoicing. For example, if a customer's terms are PREPAID 1500 , order limit is $1,500, and they place an order for $2,500, the shipping terms on the order will change from PREPAID 1500 to PREPAID and no freight charges should be added to the order.
5	Click the OK button or press **{ENTER}** to save the new code.

Update Ship Codes / Services

The Fitrix Federal Express and UPS tracking interfaces allows their tracking system to update shipping data into the Fitrix system for shipment reporting.

The Service Type Definitions associated with an order determine which service is used.

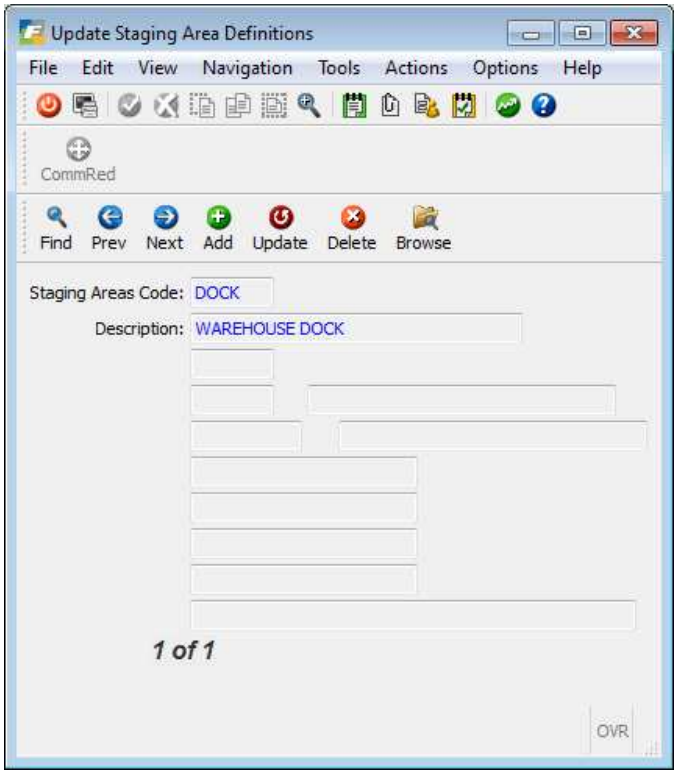
This program can also be used to set up ship via codes used in Order Entry for carriers other than Federal Express and UPS. It is the ship code value that prints on order entry documents.

To view this screen, select **(option o).**

Step	Action
1	Select Update Ship Codes/UPS Services **(option n)** and execute the Add command to add a service type code.
2	Enter the Ship Type reference.
3	Enter the Ship Code associated with that shipping type, and then enter a description.
4	Click the OK button to save the new service type.

Update Staging Area Definition (optional)

You can set up order staging areas if you need to track where the order is in your facility. This code can then be inserted on the sales order defaults screen.



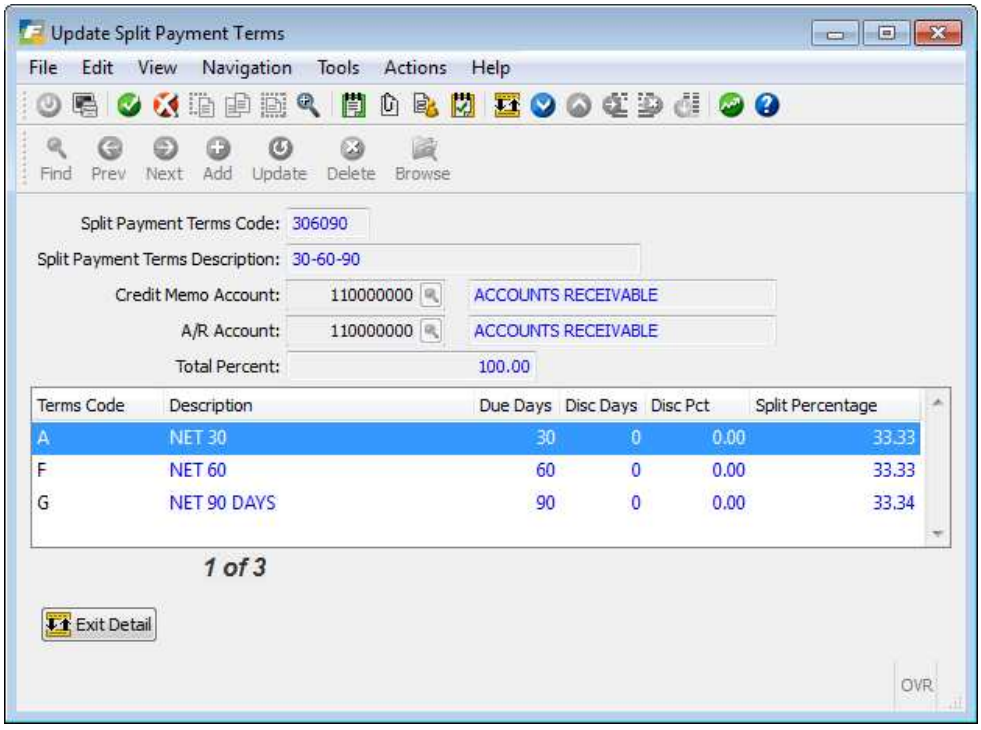
Update Split Payment Terms

Split payment terms allows you to split payment of invoices into multiple payments. When you setup the split payment terms you use the Customer Terms you have already setup. Each split payment can have its own discount or no discount as defined by your Customer Terms.

You define the percentage of the payment when you enter the split payment terms.You can setup default split payment terms at the customer level using Update Customer Information. You can override this default split payment term at the time of order entry. You can also change or remove the split payment terms when you invoice a shipment.

The split payments are created when you Post Order Entry Documents. When an order entry invoice is split into multiple payments the original AR open item is created, the open item is then credited by an attached credit memo and new AR open items are created for the split payments. A separate AR open item is created for each split payment with the customer term you defined for the split payments.

You setup Split Payment Terms using the Update Split Payment Terms window on the Update Order Definitions menu:



Split Payment Terms Code:
Enter a unique split payment terms code. Split Payment Terms Code is a required field.

Split Payment Terms Description:
Enter the description for this split payment term. Split Payment Terms Description is a required field.

Credit Memo Account:
If left blank, the account to debit for the credit memo to the original Order Entry invoice is the Accounts Receivable account for the customer. Enter another account in the Credit Memo Account field if you would like to debit a different account in the credit memo. If not blank, the Credit Memo Account is also used as the account to credit for the spit payments. You are not required to enter an account in the Credit Memo Account field.

A/R Account:
If left blank, the A/R account for the split payment AR open items is taken from the AR account for the customer. If you require a different account for the outstanding split payment open items, enter that account here. You are not required to enter an account in the A/R Account field.

Total Percent:
Total Percent is always 100%.

Terms Code:
Enter the Customer Terms Code for this split. The Terms Code must be already setup using Update Customer Terms on the 1 Financial Management, 2 Accounts Receivable, 2 Customer Information menu. Terms Code is a required field.

Description:
Displays the description of the customer terms code you entered.

Due Days:
Displays the due days for the customer terms code you entered.

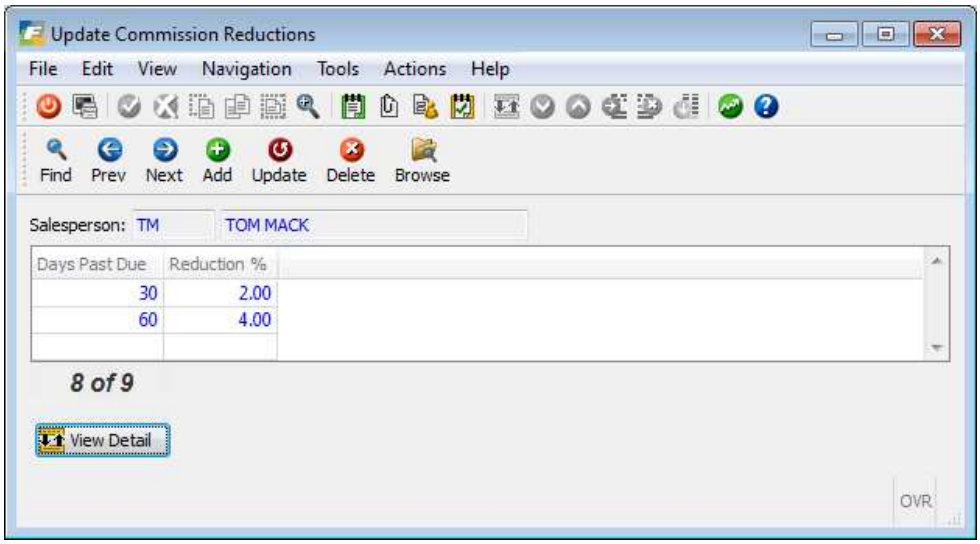
Disc Days:
Displays the discount days for the customer terms code you entered.

Disc Pct:
Displays the discount percent for the customer terms code you entered.

Split Percentage:
Enter the percentage of the payment to split out to the terms code. The total of all Split Percentages must add up to 100% before you can save the Split Payment Term. Split Percentage is a required field.

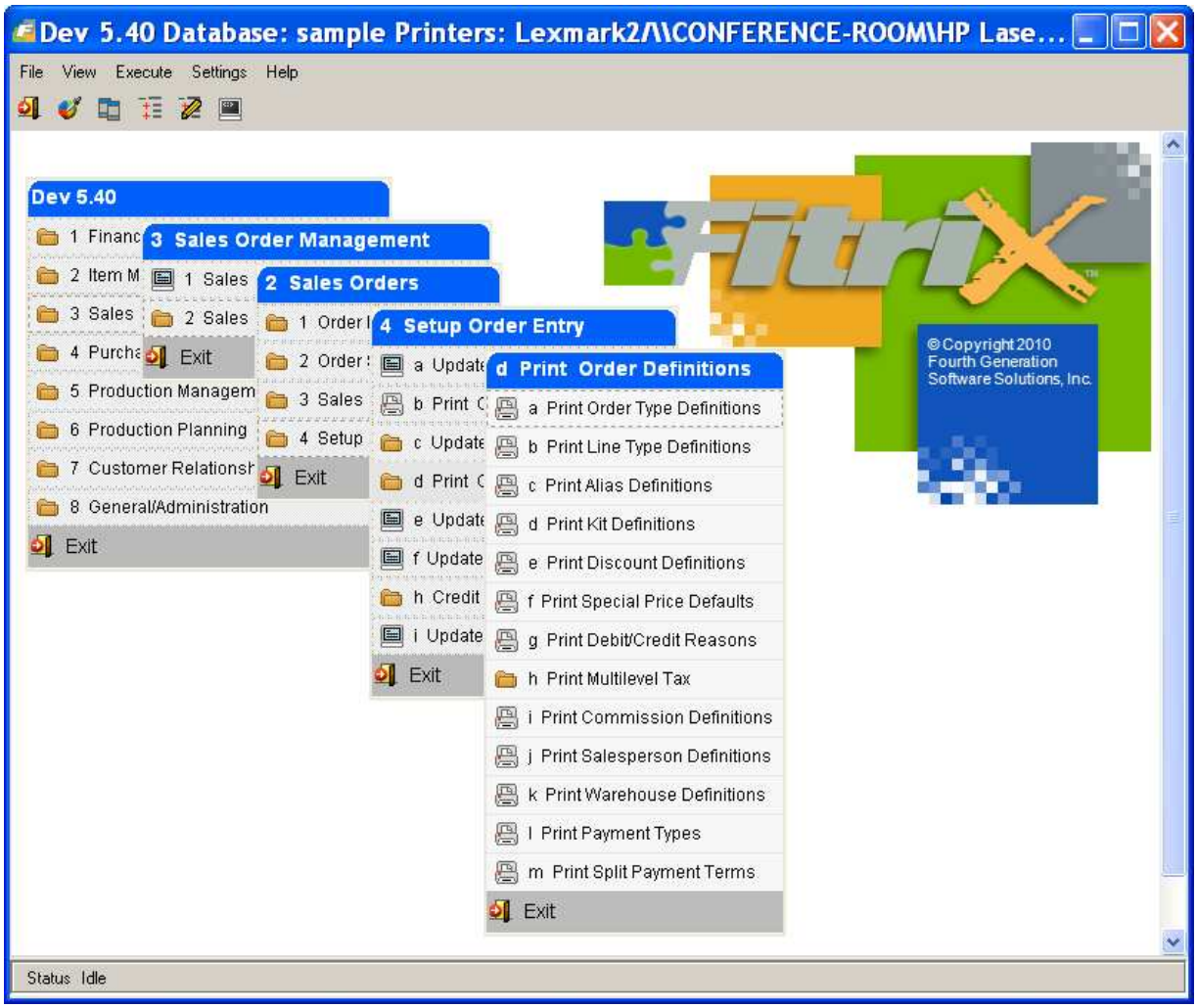
Update Commission Reductions

This program allows you to set up commission reduction levels if you pay your salespeople once your customer pays you. Using the example below, Tom Mack will have the commission percentage he's paid reduced by 2% for any invoices that are paid 30-59 past terms and 4% for any invoices that are paid 60 days or more past terms.



Print Order Definitions

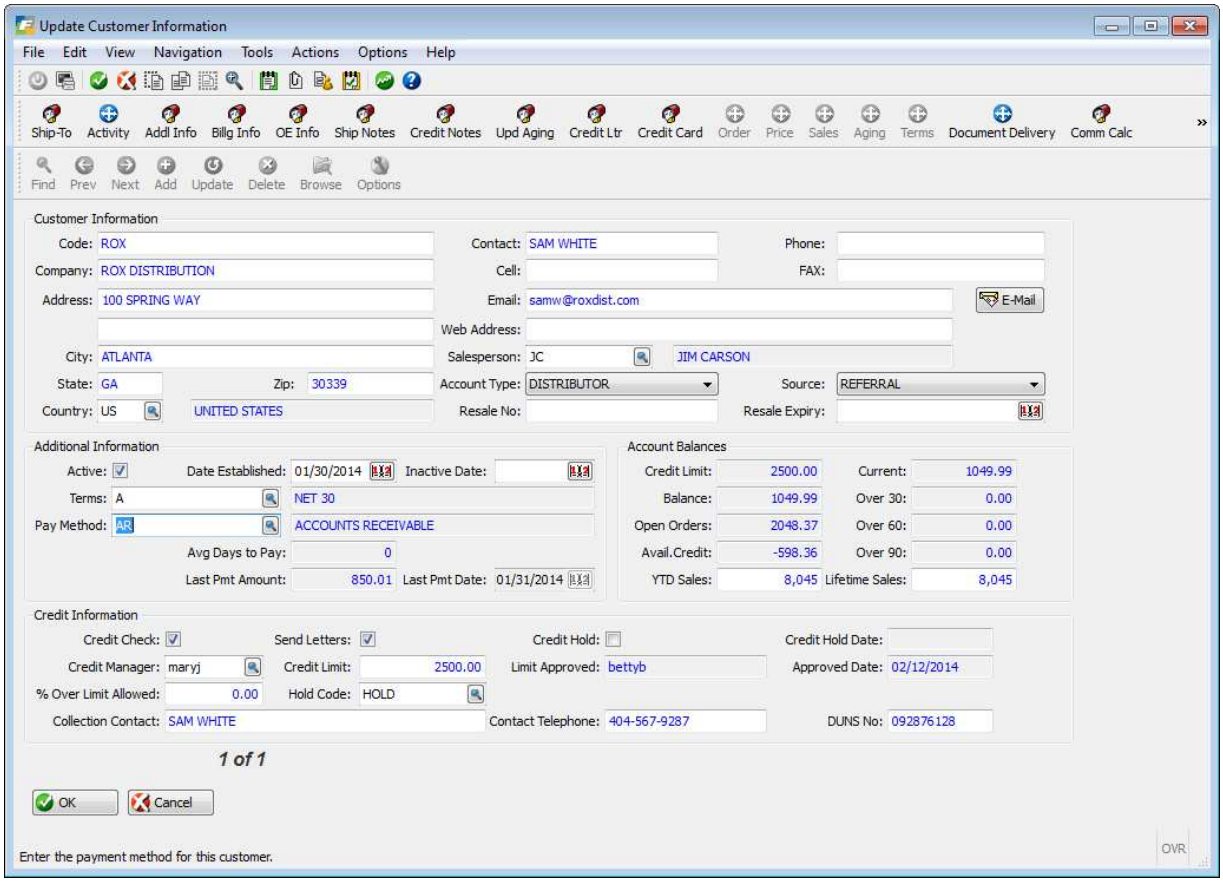
This menu option (d) displays the Print Order Definitions Menu, which provides twelve additional menu options. These print options produce hardcopies of the reference files that were set up through the Update Definitions submenu (option c). Use these reports to check the accuracy of the reference codes and default data.



Update Customer Information

To view this screen, press Quit and select Update Customer Information (option e).

This data entry screen allows you to add new Customer Information or maintain existing Customer Information. This data entry screen is located and accessible from the Accounts Receivable Customer Information Menu and in Order Entry from Setup Order Entry Menu.



Press Find and click the OK button (or press ENTER). Click the Next and Prev buttons to navigate to the desired customer record (or press P or N).

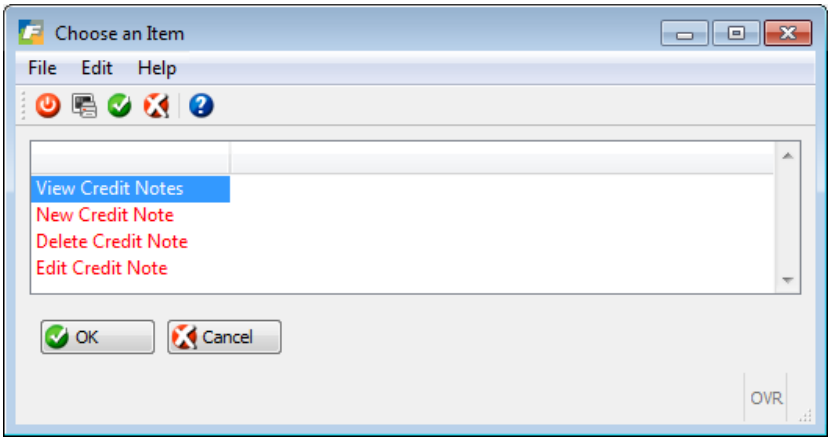
Using the Other Tool bar Icons to Access Additional Programs

Additional information is accessed and stored by using the toolbar icons.

Credit Notes

These notes display in the Update Customer Orders program once the customer code is entered.

Credit notes are accessible from the Update Customer Information program. When in update mode, click on the Credit Notes icon to bring up the picker menu.



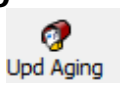
View Credit Notes- allows you to view all credit notes.

New Credit Note- allows you to add a new credit note and this note will be stored with your user id and date entered.

Delete Credit Note – brings up a list of note information (number, user id, and date) and you can delete a specific note by double clicking on the item.

Edit Credit Note - brings up a list of note information (number, user id, and date) and you can edit a specific note by double clicking on the item.

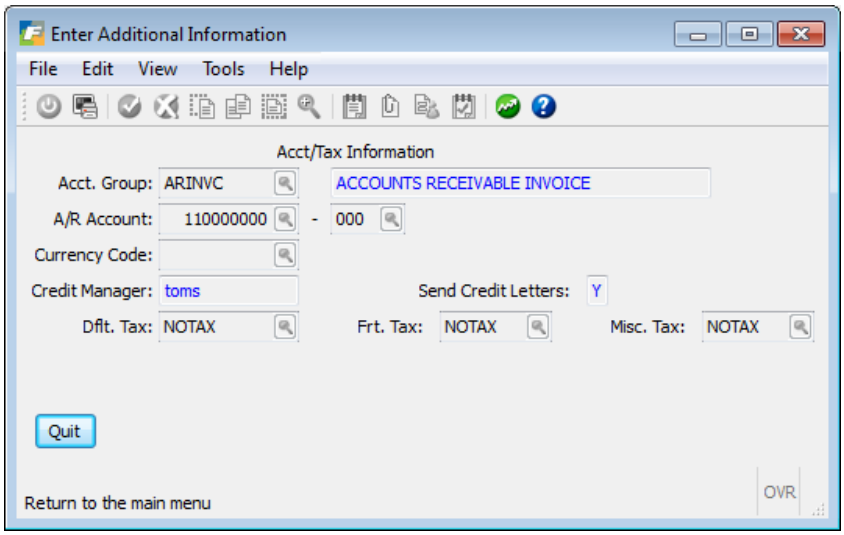
Upd Aging

Clicking on the 

icon updates the current, over 30, over 60 and over 90 day values to current values.

Acct/Tax Information

To view, click on the Addinfo icon.



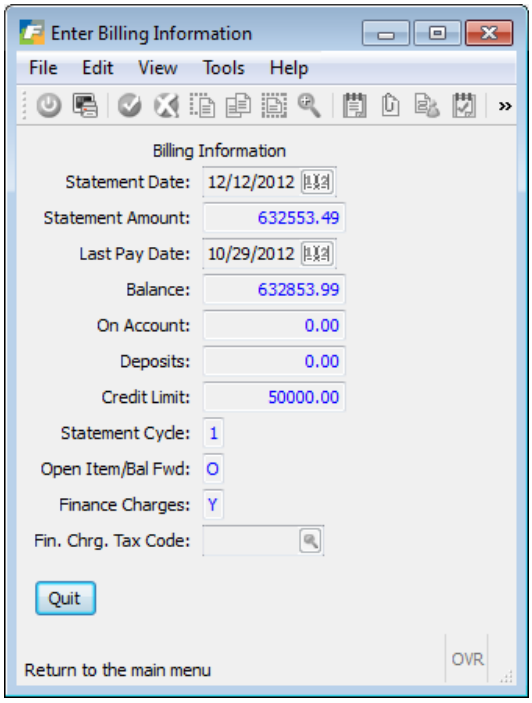
This screen allows you to define customer specific default general ledger account numbers for A/R posting and Tax reporting.

Field	Description
Account Group:	A default account group can be setup per customer. Optional.
A/R Account:	An Accounts Receivable account number can be defined for an individual customer. The customer default A/R account number is used if this account number differs from the A/R Module default. This entry is optional. If nothing is entered, the A/R default account number will be used.
Currency Code:	This code is the default currency code for the current customer record and only applies if the Multi currency module is activated.
Default:	This field provides the default tax setting when adding customer documents. This default can be overridden at the time of document entry.
Credit Manager	The value entered here is the credit manager responsible for this customer and must be a valid login ID. This user id must also be set up in the security table for users (table name is stxsecur) so that the program can find the name associated with the id (See chapter on Security in the Getting Started With Fitrix manual).It is this name that prints on the collection letters sent to the customer.
Send Credit Letters	This value defaults to Y which means a credit letter will be printed for this customer. If you do not wish to create credit letters for a specific customer you must change this value to N.

Press ENTER key to return to Customer Information screen.

Billing Information

To view, click on the Billing icon.



When setting up the customer billing information before setup is complete, previous account activity can be carried forward and entered in these fields. Once the A/R defaults are set to complete and transactions have been posted, the following fields are system maintained.

* Statement Date
    * Statement Amount
    * Last Pay Date
    * Balance
    * On Account
    * Deposits for Sales Orders

The following fields are maintained by the end user:

Field	Description
Credit Limit:	This is the dollar amount of outstanding debt allowed on this account.
Statement Cycle:	This optional field stores a number that is referred to as the “statement cycle number”. When you generate customer statements, the program prompts for one or more cycle numbers thereby allowing you to generate statements for a particular class of customers or different time cycles.
Open Item / Bal	This field accepts an entry of O (open item) or B (balance forward).

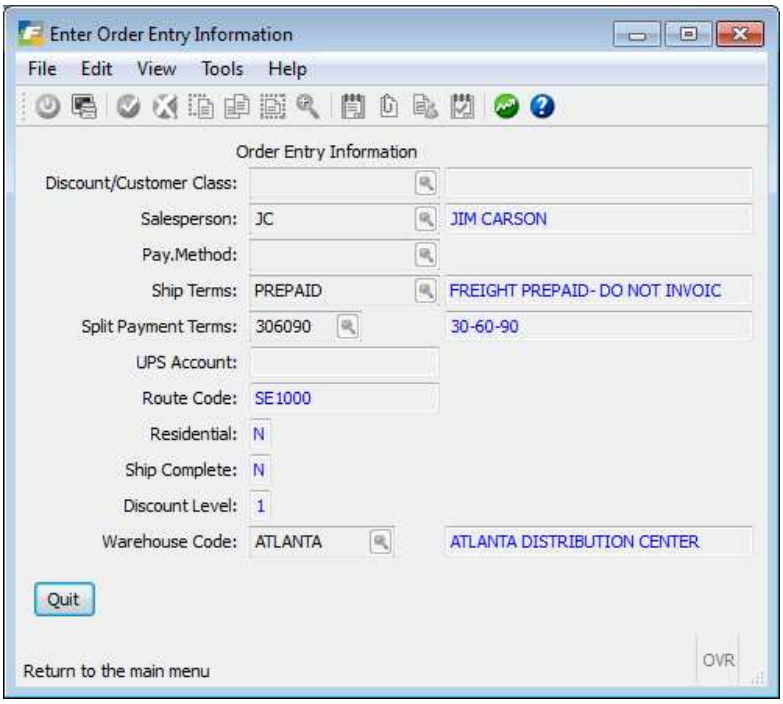
Field	Description
Forward:	This code determines the type of statement to be generated for the customer. If left blank, it defaults to O.
Finance Charges:	Determines whether customer is charged a finance charge. If left blank, the field defaults to “Y”.
Finance Charge Tax Code:	Enter tax code to be used when finance charge is created.

Press the ENTER key to return to Customer Information screen.

O/E Information

To view, click on the Oeinfo icon.

This screen maintains customer default information that is referenced in the Order Entry Module. This information can be overridden in Order Entry at the time an individual order is placed.

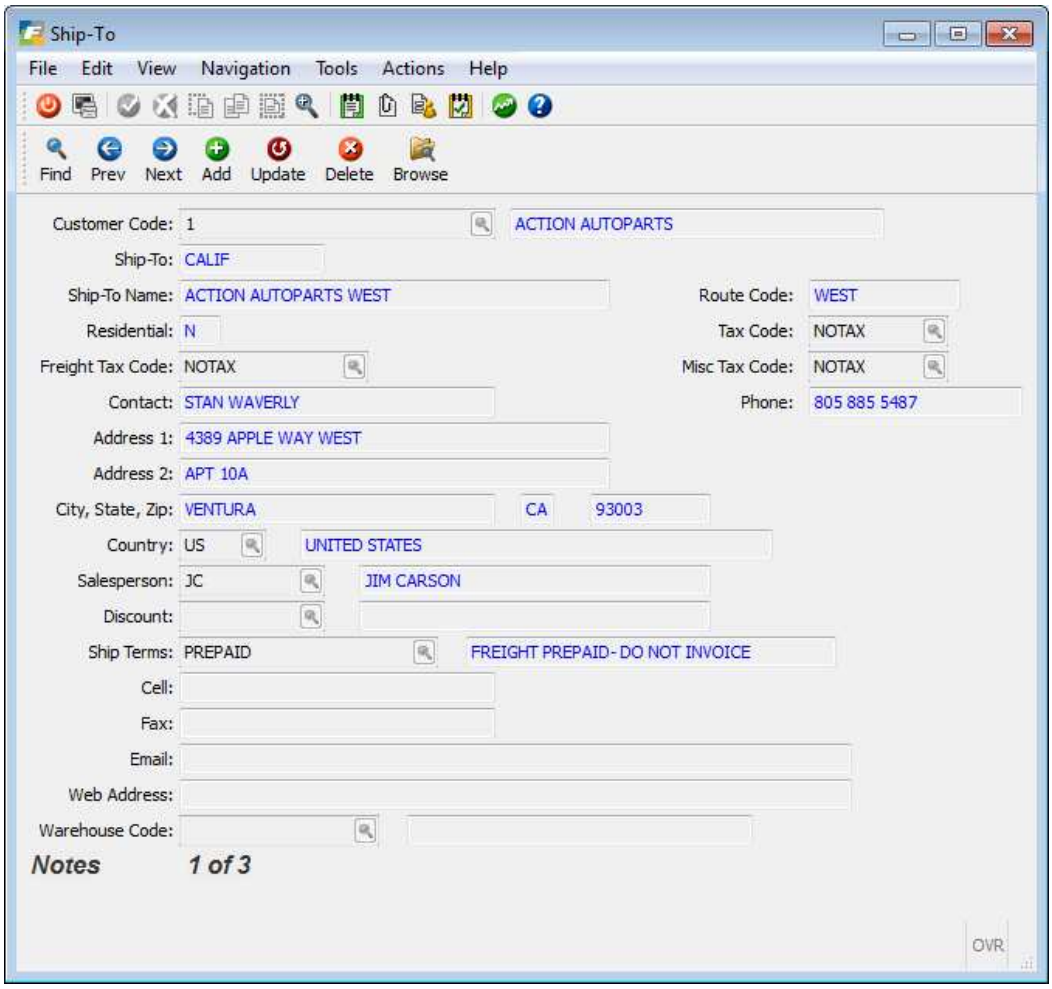


Note #1: The Discount/Customer Class and Discount Level fields are used for customer pricing in Order Entry and were discussed earlier in this manual

Press the ENTER key to return to the Customer Information screen.

Ship-To Information

To view, click on the Ship-To icon.

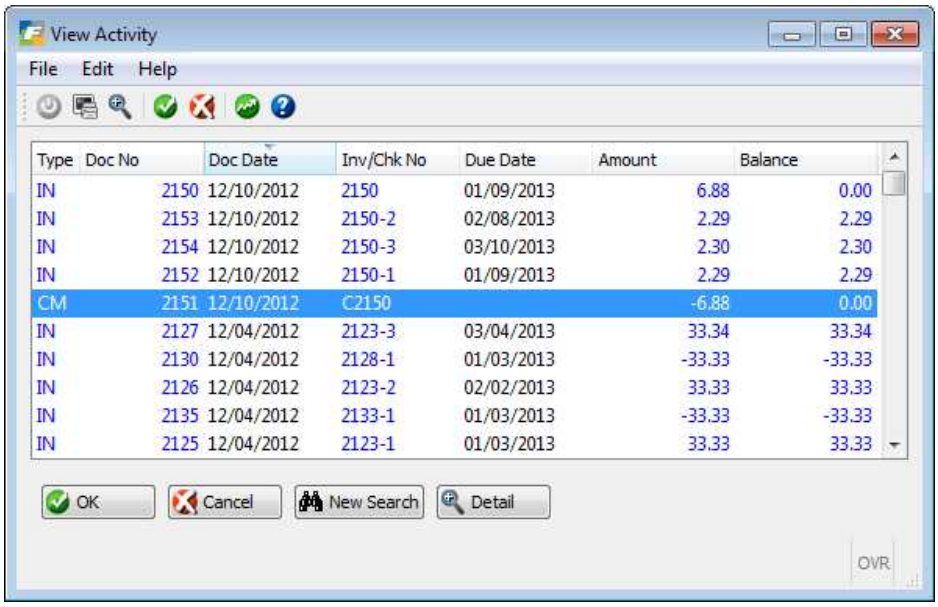


This screen maintains customer ship-to information. If you assign a ship-to during invoice processing, the bill-to and ship-to will print on shipping documents and invoice forms.

Press the ENTER key to return to Customer Information screen.

Activity Detail

To view, click on the Activity icon.



This screen allows you to view customer activity sorted by most current dates first. You can also change the sort order by clicking on the column heading.

You can zoom further into the activity by placing cursor on item you wish to research and clicking on the detail button. If the type of document is IN (Invoice) and you click on detail, the first screen to display is the invoice header information. When you click on activity to zoom further, the screen displays any payments that have been applied to the invoice. If the type of document is CR (Cash Receipt) and you click on detail the screen displays the invoice the payment was applied to.

If you would like to look for a specific document, click on New Search and press the TAB key until the cursor is located in the Inv/Chk No. field, enter document reference number, and press ENTER.

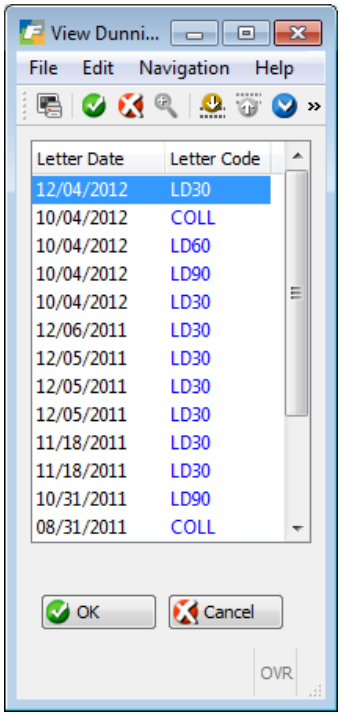
Shipping Notes

To view, click on the shipping notes icon.

The notes entered here are for special shipping instructions that relate to this specific customer. These notes will display when entering sales orders. When these notes display you have the option of changing the notes and will then be prompted “Store These Shipping Notes (Y/N). The default is Y and these notes will then print on the picking ticket and packing list. Any changes made to the notes in order entry will not change the default notes stored with the customer record.

Credit Letters

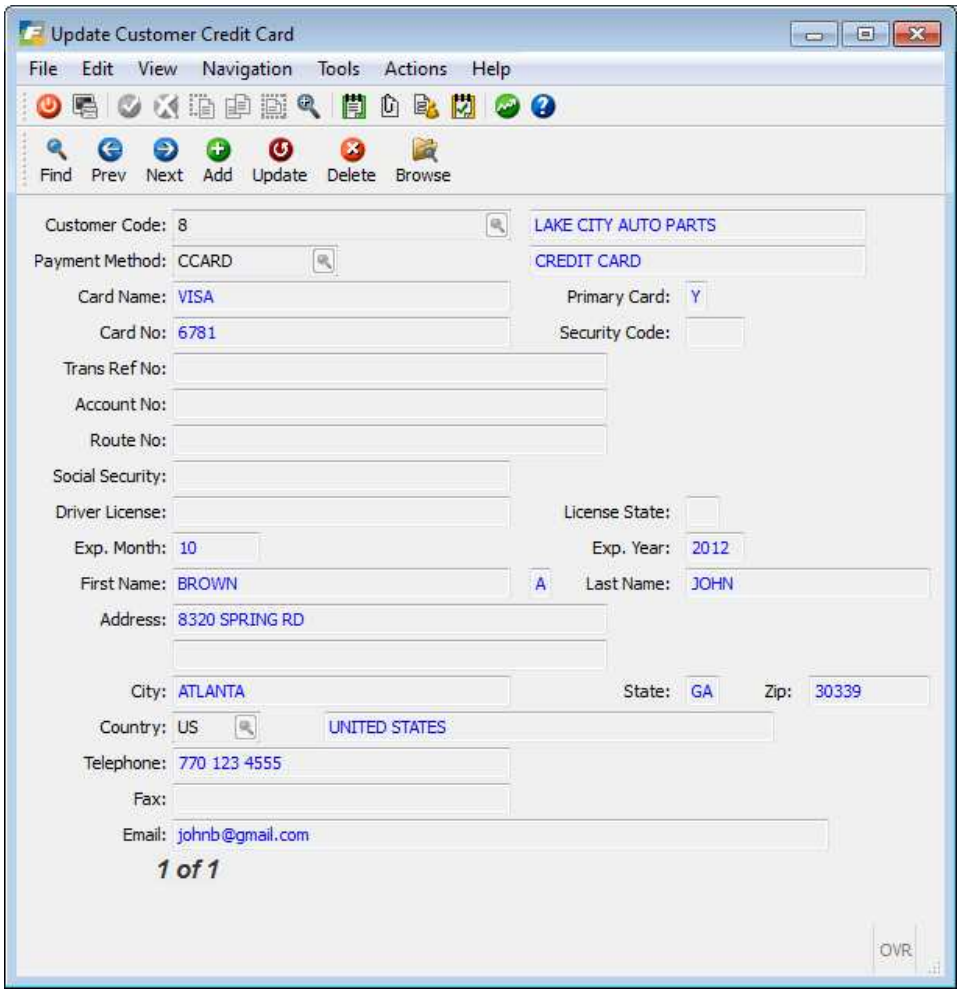
To view, click on the Credit letter icon.



This option lets the user view the code of the credit letters sent to the customer and the date they were created.

Credit Card

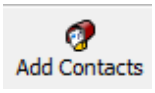
To view, click Credit Card icon.



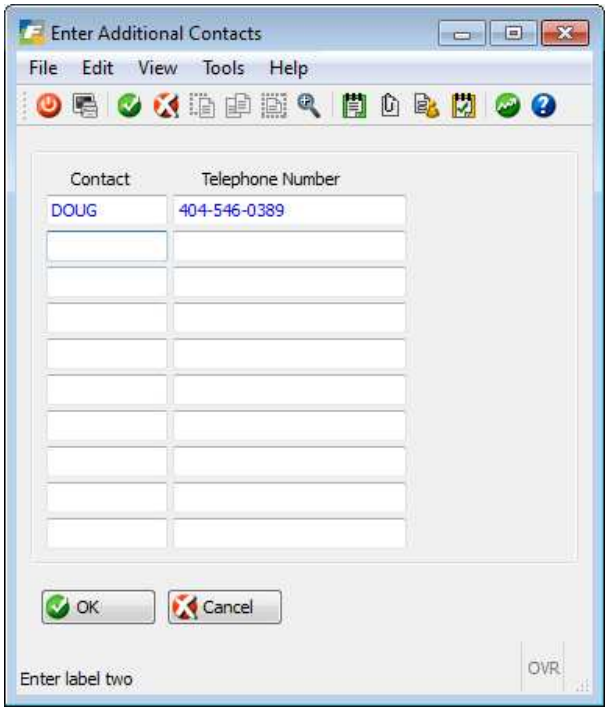
This option lets you view any credit card information that is on file with the customer. This information is set up in the Accounts Receivable module. Credit card is a method of payment used in Accounts Receivable and Order Entry.

Click the OK button (or press ENTER) until you are returned to Customer Information screen and then Quit to return to Setup Receivables screen.

Add Contacts

Clicking on the 

icon displays this screen used to store additonal contact information.



Additional Icons on Toolbar

There are additional icons found on the toolbar in the Customer Master record:

Order – launches the Update Customer Orders program.

Price – launches the Update Special Price Defaults program.

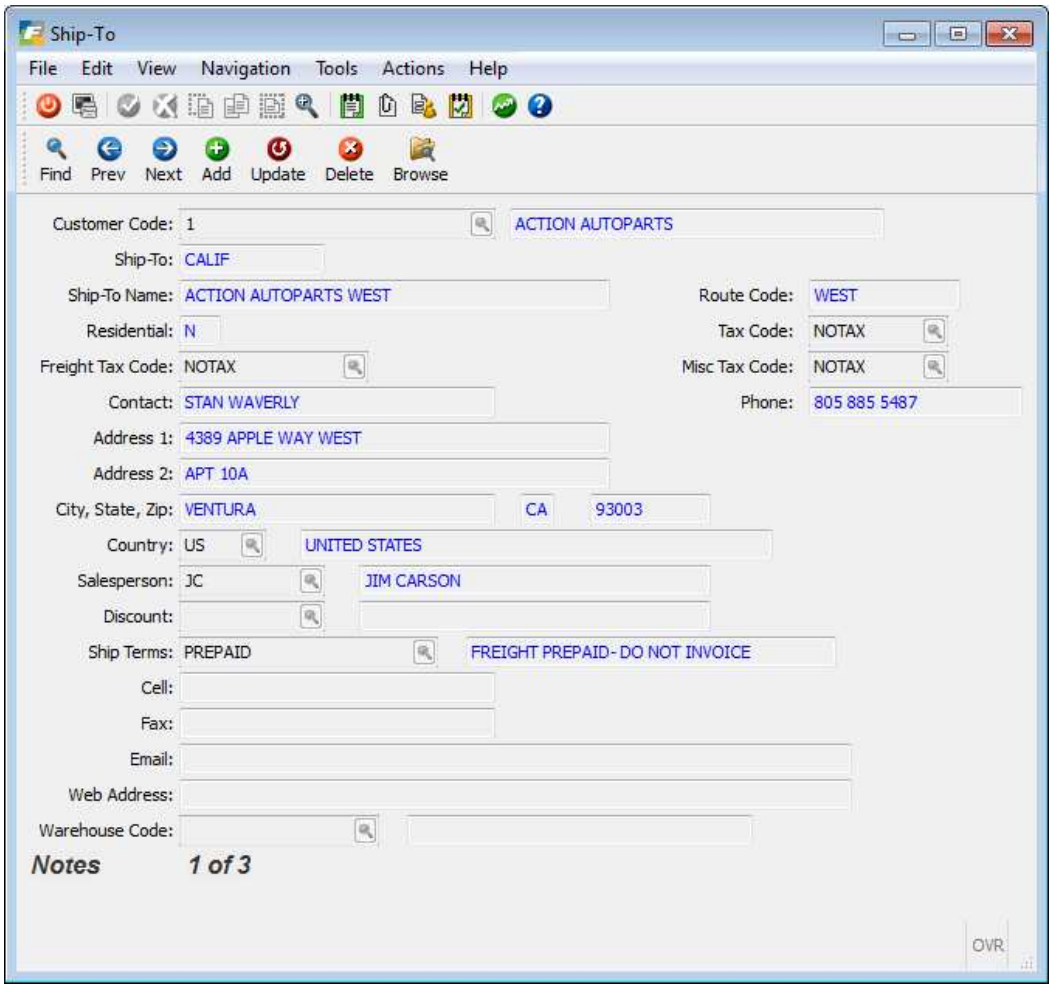
Aging- launches the AR Aging report program.

Terms – launches the Update Payment Terms program.

Document Delivery – used to set up how documents are to be delivered to your customer. See the section on Flexible Document Delivery in the *Getting Started with Fitrix User Guide*.

Update Customer Ship To

To view this screen, select option (f) from Setup Receivable menu, choose “Find”, and click the OK button (or press ENTER key) to Find All.



This screen allows you to maintain and add multiple customer ship to locations. When entering invoices and you define a ship-to code, this is the ship-to address that prints on the invoice. If you do not define a ship-to, the ship-to address defaults to bill-to address.

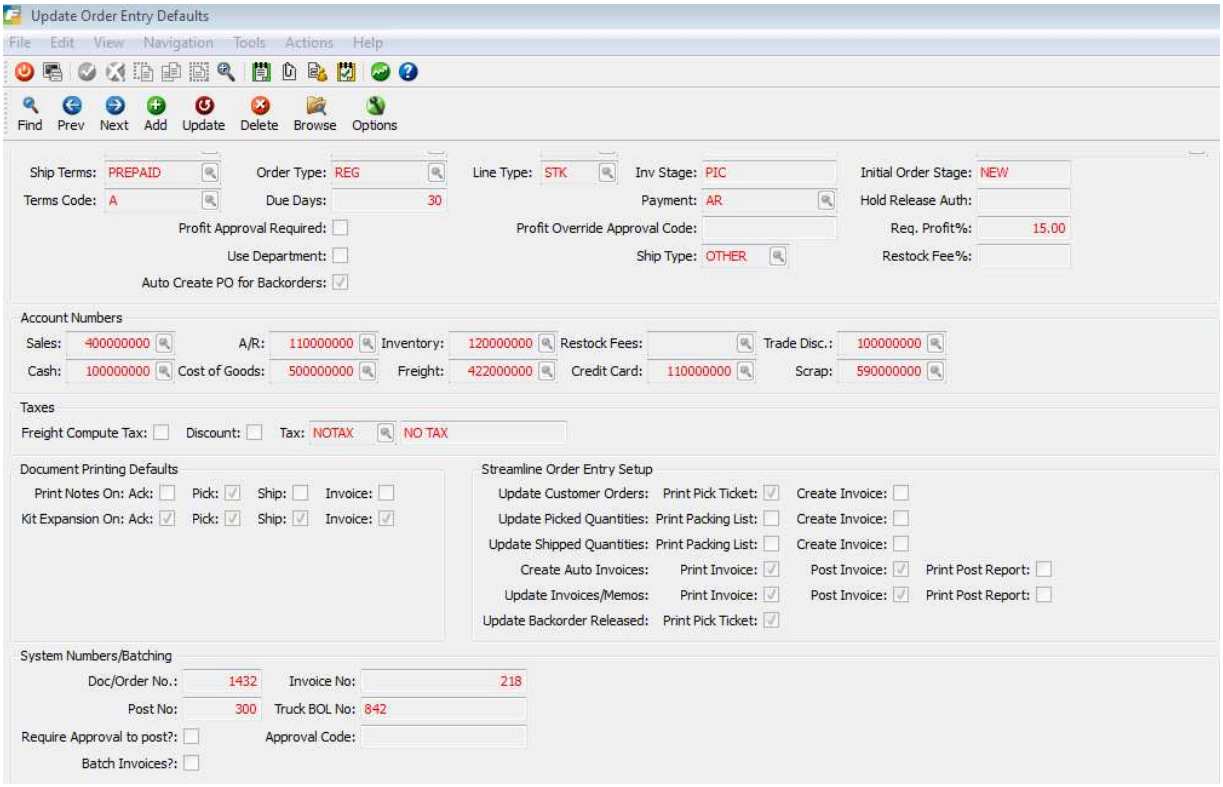
Press (Quit) to return to Setup Receivable menu.

Order Entry Defaults

Once you have set up your reference files, you can set up your order defaults. By setting up defaults, you can save time when entering orders because you set your most common data as defaults so it is entered automatically in certain fields. The Order Entry Defaults file stores this default reference information for the

Order Entry system. Most default values are entered by the system when a nothing is entered in a field that has a default value. You can update default values by simply entering the desired value.

To view this screen select Update Order Entry Defaults **(option a)** from the Setup Order Entry menu.



Note: Only the Update and Quit commands are active on this screen because the defaults table contains just one record and you cannot add or delete the record.

Execute the Update command to modify the default entries.

Move from field to field to make modifications as necessary. The codes entered in the default fields, the account numbers recorder in the accounting section and the codes entered in the tax section must exist (must be set up in reference tables) before you can use them as defaults. The Zoom feature is available in many fields.

When you have entered all changes, click on the OK button or press **{ENTER}** to store your modifications.

Streamline Order Entry Setup section:

If you want to streamline the ordering process check the boxes that apply. For example if you want to be prompted to print the picking ticket when save the order, check the Print Pick Ticket box.

System Numbers/Batching section:

Values in the System Numbers section of the Order Entry Defaults screen are used by the system to automatically number reports and transactions. The system maintains the numbers, incrementing them whenever they are used.

It is possible to modify the system numbers at any time; however, to maintain the integrity of your audit trail, you must not change the Doc/Order No. after orders have been entered or the Invoice No. after invoices have been printed. If these numbers are changed, the posting programs may fail if the user attempts to post a number that has already been posted.

Order Status and Stages

Orders are processed through the different stages of the system depending upon the Order Type and process controls that are defined for that order type. The state of an order is determined by two controls: Order Status and Order Stages.

The **Order Status** code identifies the status of the current order. An order can be in one of four stages:

ACT order is active
REF reference order (i.e. a quotation)
PST order has been posted
CAN order has been canceled

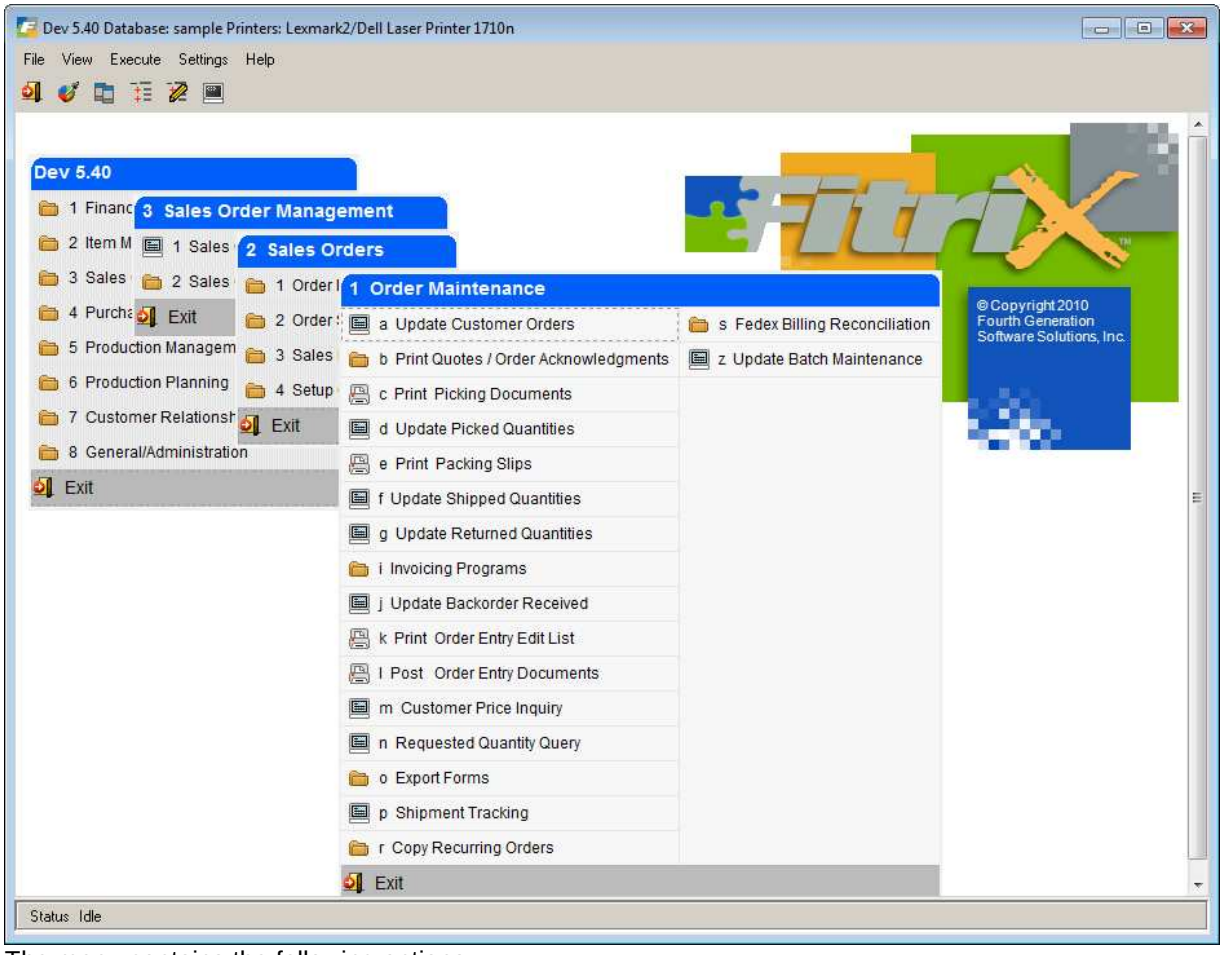
The **Order Stages** displays the current stage of the order or the current stage of a line item in the order. Line items within the same order can be at different stages. The overall order stage will always be equal to the line item stage, which is furthest from completion of the order processing cycle. Line detail can also have multiple stages per line item if different quantities of that item are at different stages. Orders are processed by the system through the following stages:

NEW line item status prior to inventory being committed
ORD line item committed in inventory status
BKO line item placed upon backorder
PIC line items picked from warehouse
SHP line items shipped from warehouse
INV line item invoiced
PST line item or order posted
CAN line item canceled
HLD order is HELD and cannot be processed until released with the default password

Order Maintenance

The Order Maintenance Menu

The Order Maintenance Menu is the most frequently used menu of the Order Entry system. Using this menu you can create, modify, and release regular orders, credit and debit memos, and reference orders. You can also enter and update picking, shipping and invoice amounts. To view this screen select Sales Order Management > Sales Orders> and then choose Order Maintenance (option 1).



The menu contains the following options:

Update Customer Orders – Use this option when entering a new customer order or modifying an existing order. This option is used to create or update regular orders, credit and debit memos and quotations.

Print Quotes / Order Acknowledgements – Use this option to print quotations and order acknowledgements.

Print Picking Documents – Use this option to print “picking” documents that indicate which items need to be taken from inventory to fill orders.

Update Picked Quantities – Use this option to indicate which items from an order have been picked for shipment.

Print Packing Slips – Use this option to print the shipping manifest, which lists items to be shipped and serves as a packing slip.

Update Shipped Quantities – Use this option to indicate which items from an order have are ready to ship.

Invoicing programs – this option brings up a submenu that has programs to create invoices, send and receive credit card settlements, and print invoices.

Update Backorder Received – Use this option to mark items as ready to pick that were on backorder.

Print Order Entry Edit List – Use this option to print an edit list of all documents prior to posting.

Post Order Entry Documents – Use this option to post all documents and thereby update the Inventory, Customer, and General Ledger files.

Customer Price Inquiry – lists the special price set up for each item for each customer.

Requested Quantity Query – a "what if" type of program that will let you know what affect a customer's order will have on your inventory availability. Can only be used if the Replenishment module is being used.

Export Forms – this submenu has the following programs:

Proforma Invoice -use this program to print the Proforma invoice.

Update Weight Information -use this program to enter the weight information that will print on the packing list. This is only used to enter weights for shipments out of the warehouse because for Direct shipments you are prompted to enter shipment weights when the purchase order is received.

Packing List -use this program to print the packing list.

Bill of Lading -use this program to print the bill of lading.

Commercial Invoice -use this program to print the commercial invoice.

Provisional Invoice -use this program to print the provisional invoice.

Final Invoice -use this program to print the final invoice.

Shipment Tracking Screen – use this screen to enter information about your shipments such as forwarder name, booking number, port of exit, etc..

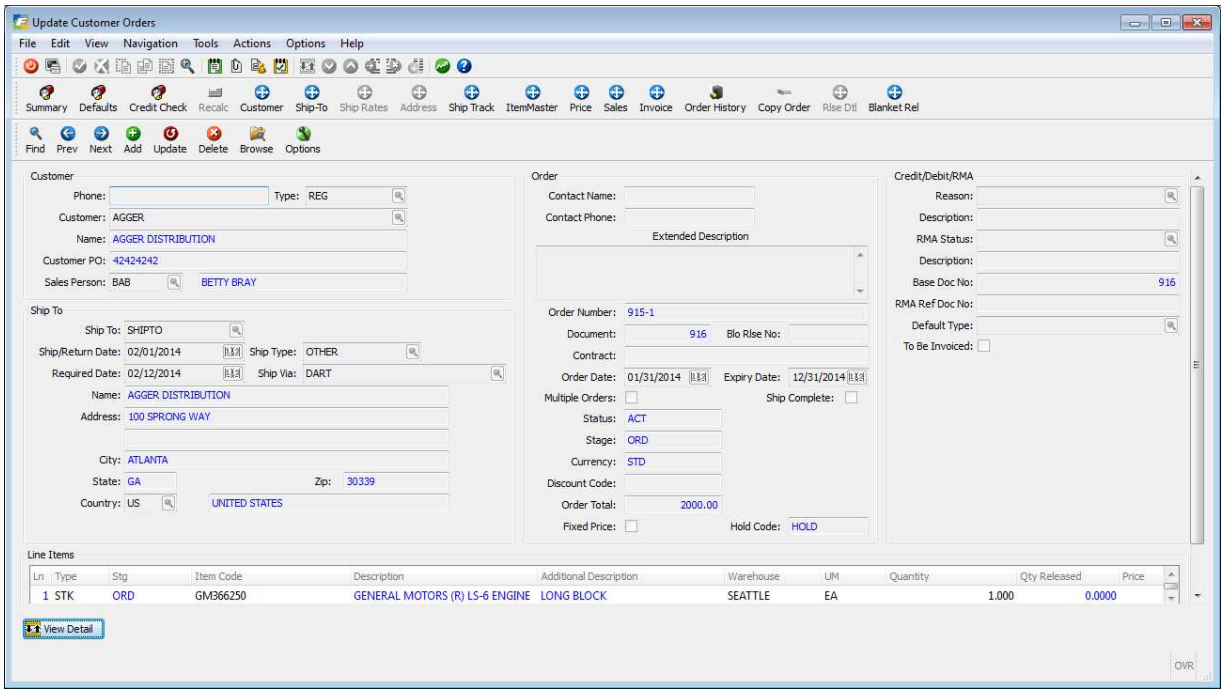
Copy Recurring Orders – use these programs to copy recurring sales orders from the standing order previously created.

Fedex Billing Reconciliation – use these programs so to import Federal Express actual billing amounts and compare to estimates previously received when the orders shipped. Refer to the *Federal Express/UPS Shipments User Guide* for more information on these programs.

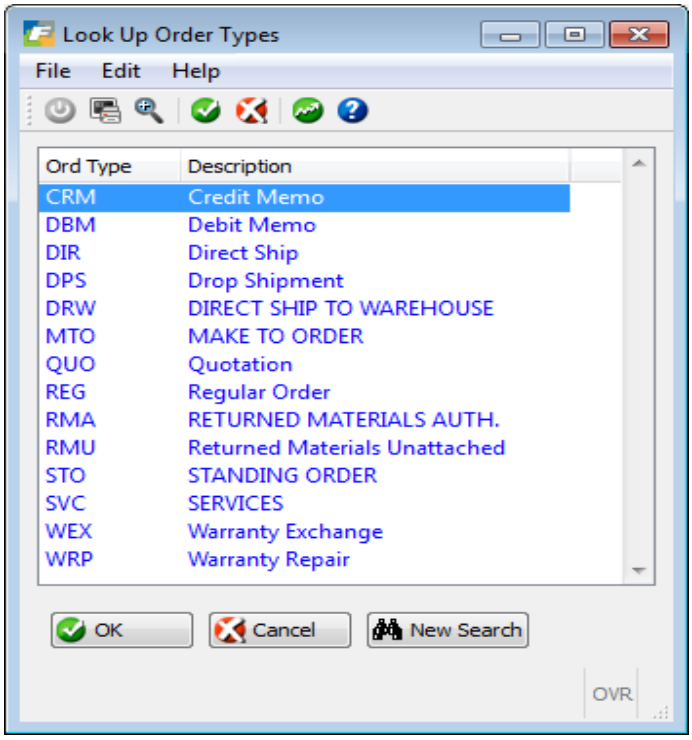
Update Customer Orders

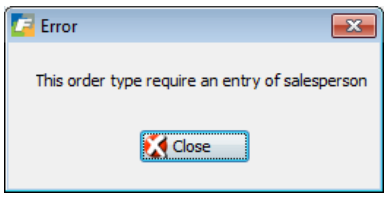
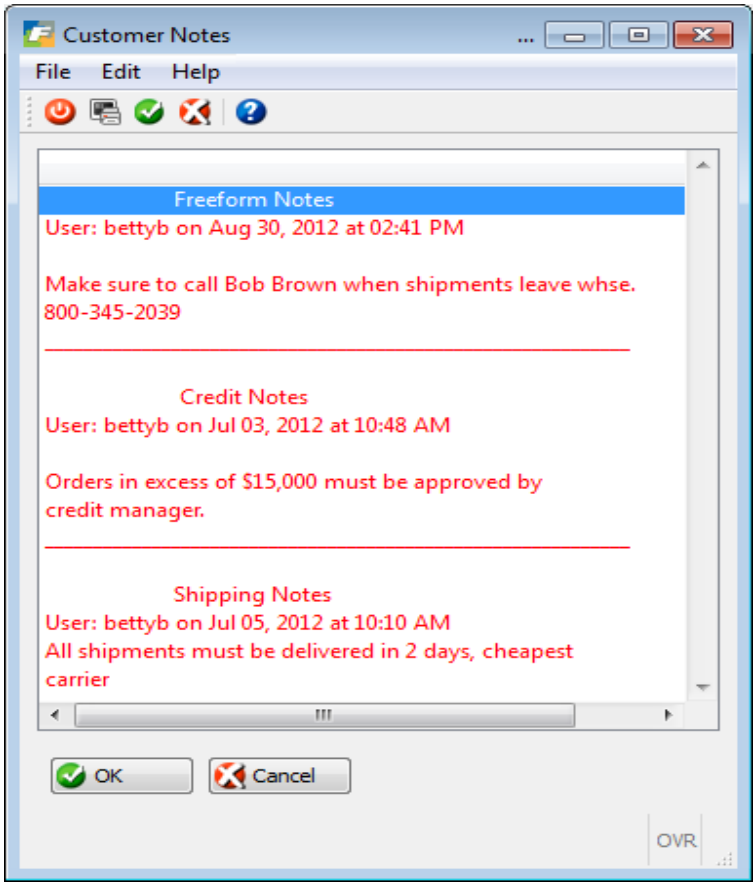
This option is used to enter or modify regular orders, reference orders, and credit and debit memos. You can break the customer order screen down into three sections: the header section, the detail section, and the line detail section.

To view this screen, select (**option a**) from the Order Maintenance menu.



Customer Order Screen – Header Section

Field	Description
Phone	Enter phone number if you want to find the customer by using their phone number.
Type	This field is for entry of the order type codes. The system order types are as follows:  The system recognizes these order types. You can also define your own customer order types that act “like” the system defined order types. Order types are defined through the Setup Order Entry Menu. You can Zoom to select from the current list of order types. **Note:** You do have the ability to change the following order types after the order has been entered and saved: Change REG to DIR- this will automatically create a vendor purchase order. Change DIR/DRW to REG- this will cancel the vendor purchase order.
Customer	This field contains the customer code. These are set up with Update Customer Information program. When you enter the customer code the customer name, and Ship to address (if there is just one) will display. Zoom to select from the current list of customer codes.
PO No	You can use this “free-form” field to enter the customer’s purchase order number. The information entered here can be up to 10 alphanumeric characters.
Salesperson	The value that displays here is retrieved first from the ship to record and if null from

Field	Description
	the customer record. If both are null then this value will also be null. If the order type requires a salesperson be assigned to the order you will receive this error and will need to select a salesperson: 
Ship To	The ship to code represents the location where the order should be shipped. (Option 4-f) Updated Ship To Information allows you to set up these codes. This will set to SHIPTO when you enter the customer code unless there is more than one ship to address in which case you are prompted as to which ship to to use for this customer order. Zoom to select from the current list of ship to codes. The ship to address information can be updated as needed on an order by order basis. After you enter the customer and ship-to codes any notes associated with the customer will display:  You will then be prompted as to whether you want to store the notes. If you enter Y these shipping notes will be stored with the order and print on the shipping documents.

Field	Description
Ship/Return Date	The estimated date the order will be shipped or merchandise returned.
Required Date	Date customer requires the shipment to be received.
Ship Type	The default ship type defined in the OE Defaults program will display but user can revise as needed.
Ship Via	The default ship via defined in the OE Defaults program will display but user can revise as needed.
Contact Name	Enter a contact name if there is a specific contact for this sales order. If this sales order creates a production work order (line item type is made to order) this contact name will transfer to the production work order that is automatically created.
Contact Phone	Enter a telephone number for the contact entered. If this sales order creates a production work order (line item type is made to order) this contact phone will transfer to the production work order that is automatically created.
Description	Use this field to enter an optional description about the order. The description can be up to 255 characters long. If this sales order creates a production work order (line item type is made to order) this description will transfer to the production work order that is automatically created.
Order No.	Order number. If left null it will default to the next sequential document number when the order is stored.
Document No:	The Document No. field is system-maintained. After you have saved the order, the value displayed in this field is used by the order entry system to uniquely identify the order. The system uses this unique number for audit trail purposes.
Blo Rlse No	Release number assigned by the system. See the section in this chapter “Entering Blanket Sales Orders”.
Order Date	You can enter the order date in the format “mm/dd/yyyy” for each order. This is simply the date the order is accepted and is not used for A/R or G/L postings. The order date defaults to the current system date.
Expiry Date	This is a required value for blanket orders (order type BLO). See the section in this chapter “Entering Blanket Sales Orders”.
Multiple orders	Check this box if you want to create multiple orders from one order (ie- quantity ordered is 1000 and you want to split into 4 separate orders of 250 each). You will be prompted for the number of orders to create when you save the order.
Ship Complete	This value will default to the value in the ship-to record and if none found there the value in the customer record. If checked the picking ticket will not print if there are any backorders on the order as the customer wants the order to ship complete.

Field	Description
Status	This is a system-maintained field that displays the status of the current order. Following are the status designations: **ACT –**Order is active. **REF –** Reference order. **PST –** Order has been posted. **CAN –** Order has been cancelled.
Stage	The Stag field displays the current stage of the order. As the order moves through the various stages the system automatically maintains this field. The following is a list of stage values for orders: **NEW –** New order waiting for you to enter line items. **ORD –** You have ordered items, committed (allocated) inventory. **BKO –** Items on backorder **PIC –** Items have been picked, waiting to be shipped. **SHP –** Items have been shipped, waiting for invoice approval. **INV –** Order has been invoiced, ready to post after invoice is printed. **PST –** Order has been posted, ready to archive. **CAN –** One or more line items have been cancelled. **HLD** – sales order will be held. When sales orders are entered, an option must exist for them to be saved initially as 'Held for processing'. They can then be released by an authorized user by entering the authorization code you used in the Update Order Entry Defaults program. Until they are released, they: Cannot have a pick list generated Will not allow any transactions against their associated Production Order: No production packet or pick list No Component Issue No Production Receipt Cannot allow pick entry, ship entry, or invoice entry The order can only be changed back from ORD to HLD if the pick ticket has not been printed.
Currency	Defaults to the customer's home currency if multicurrency is being used.
Discount Code	If the customer has special pricing based on customer class, the customer class will display in this field.
Order Total	System-maintained and displays the order total, which includes the sum of net totals for each shipment line, plus any shipping, miscellaneous charges, and tax (if applicable).
Fixed Price	Check this box if this order is tied to a job shop production work order and you do not what to update the unit price based on costs and/or prices entered on the work order.
Hold Code	Will default to the hold code found at the customer level if credit checking is

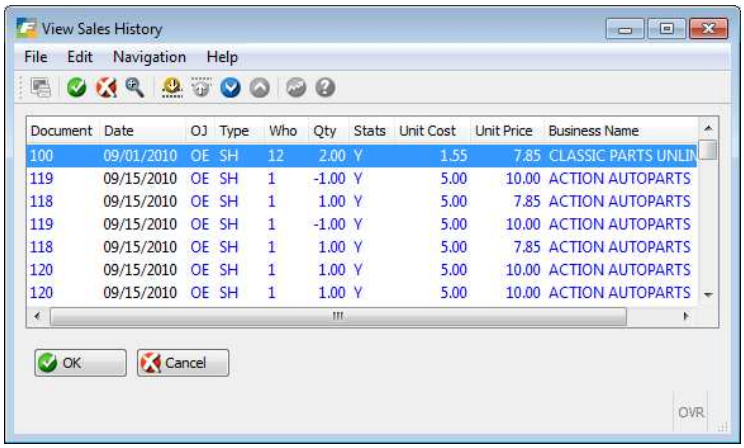
Field	Description
	turned on and the customer exceeds their credit limit when the sales order is saved.
RMA Fields	See description of these field under the section Processing RMA orders.

Customer Order Screen – Detail Section

From the header section, you access the detail section (the order lines) by pressing **Ctrl {TAB}**. The detail section of the screen is organized into columns rather than fields. The column headings are displayed along the single-dashed line just below the header.

As you enter the order lines for an order, the inventory items are allocated or committed
Column headings are as follows:

Field	Description
Ln	The first column displays the line number. Only ten lines appear at a time (unless you stretch the screen so more display), but the order can include up to one hundred lines.
Type	This column defines the type of each individual item. These codes are set up by **(option 4-c-b)** Update Line Type Definitions. The system recognizes the following line types: **STK** – Stock refers to an item stocked in inventory. If there is not sufficient stock available for sale, a backorder is created. Stock items available for sale are allocated and sales history is recorded. **NON –** Non-stock refers to items not stocked in inventory but available for sale. A Non-stock Item extension screen displays. Enter information about the non-stock item. The entire ordered amount is put on backorder, and a purchase request is generated for the item. **STN** – Stock handled as non-stock are items handled like a non-stock item, except that the item exists in inventory. While you can use item information (description, unit of measure, cost and so on) as it is stored in the system, inventory is not allocated for the order and sales history is not posted to inventory. **FOU** – Found item; items available for sale that are not in inventory. Found items are treated like non-stock items, except they do not create a backorder. **KIT** – Kit is a group of items sold together, which converts the line (and subsequent lines) into the breakdown of the specified kit. Line types of converted lines are set to the STK type as specified in the kit definition. **CAN** – Cancels this order line (or part of a line). Lines cannot be cancelled if they are at the SHP stage or above. Allocated inventory is de-allocated. **DRN** – Direct ship non-stock items. This line type will automatically create a vendor purchase order. **DRS** – Direct ship stock items. This line type will automatically create a vendor purchase order. **MTO /MTN** – make to order item, stock or non stock. Using this line type will automatically create a production work order so that the item can be manufactured. If the quantity entered is greater than one you will be prompted as to whether you want to create one work order for all or an individual work order for each item. The line stage on the sales order will be set to NEW until the production work order is completed and received into inventory. At that time the line sate will b reset to ORD so that it can be picked and shipped.

Field	Description
Stg	The Stg field in the detail section is system-maintained and the current stage is defined for individual line items as well as for the entire order. It displays the current stage for each item on the order. The same stage values are used for line items as are used for order stages in the Stag field in the header section.
Item Code	The Item Code column stores a pre-established description code for the item you are ordering. If the line type is STK, the entry in this field is validated from the inventory file. If the line type is a NON type, then you enter information about this non-stock item.
Description	Item's first description line
Additional Description	Item's second description line.
Warehouse	The order's default warehouse code.
UM	The UM column is used to indicate the Unit of Measure in which a quantity of the individual item is sold. Units of measure are established for the item in the inventory file. If the item can be sold in more than one unit of measure, you can zoom from this field and select the unit of measure you want to use.
Quantity	Enter the number of items to order in this Quantity column.
Quantity Released	For blanket sales orders this display only field will show what portion of the total order quantity has already been released for shipment. See the section in this chapter "Entering Blanket Sales Orders".
Price	This column stores the price per unit for the line item. If the item is non-stock, you must enter a price. If the item is a stocking item, the system calculates the price based on special pricing factors: customer, customer type, item, item type, order type, orders date, and order quantity. You can override this generated price if the system is set up to allow you to do so. If you want to see historical information about pricing on sales orders for this item click on the magnifying glass or Ctrl Z and this screen will display: 

Field	Description
Net Amount	The Net Amount column stores the net price for the order line. The amount displayed in this column is the product of the Quantity multiplied by the Price.
Alias	Customer's alias code if there is one set up for this item code.
Alias Description	Description of the customer's alias code.
Sls Psn	Salesperson code.
Tax	Customer's sales tax code.
CRM Rsn	Reason code if this document is a debit or credit memo.

BKO Ref.	If an order item must be backordered, you can use this ten-character field to enter the backorder purchase order number. If you create the purchase order through the requisition process in purchasing or create purchase orders when in the order entry program this field will automatically be populated with the purchase order number created.

Note: If you need to insert a line item, press F1. If you need to delete a line item press F2. You can also use the insert/delete detail row icons on the toolbar.

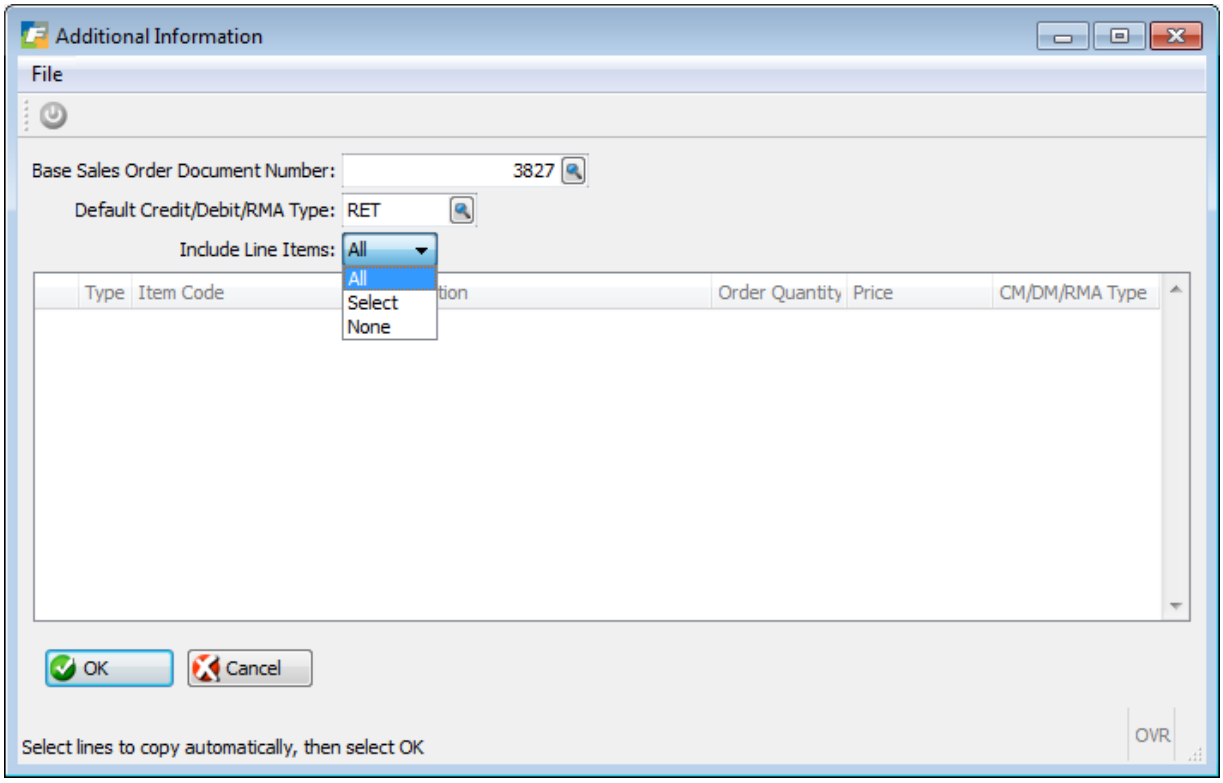
Processing RMA Orders

To enter an order for returned merchandise, use order type RMA or RMU if it is not to be attached to a base order. If it is attached to a base sales order the customer PO number will default to the PO number on the original order.

When you enter order type RMA, the first thing you are prompted for is the invoice number it should be applied to.

If a number is entered the invoice balance will be reduced by this credit. If a number is not entered an open credit will be placed on the customer's account when you post this transaction.

Next, this screen will display so that you may select the base order the merchandise was shipped on.



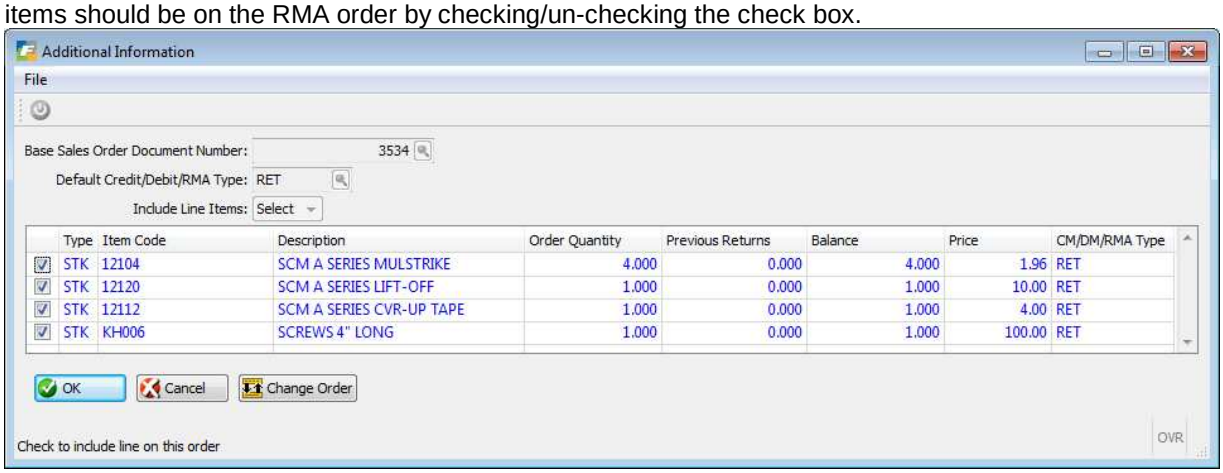
Base Sales Order Document Number
Enter the sales order number or zoom to find a list of sales orders for the customer

If you try to attach the RMA to a cancelled order this is not allowed and you will receive this error message:

Default Credit/Debit/RMA Type
Enter the type or zoom to find the type. This type will be assigned to all lines on the RMA but you can change at the line level if the order type allows for multiple RMA types as discussed above in the Order Types section of this document. If the type dictates that the merchandise is being returned to stock (disposition type is 2) you will be prompted to enter a restocking fee that will be deducted from the total credit due to your customer for the return.

Include Items to Select
If you choose **All** you will be returned to the main OE screen and the detail section will be populated with all items on the original sales. You can then delete lines and change quantities as needed.

If you choose **Select**, the line items on the original sales order will display and you can pick and choose which items should be on the RMA order by checking/un-checking the check box. If you choose **Select and click OK**, the line items on the original sales order will display and you can pick and choose which items should be on the RMA order by checking/un-checking the check box.

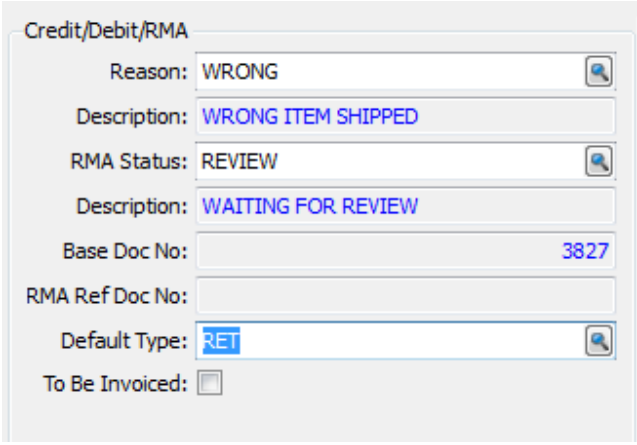


If you choose **None**, no items will be selected from the original order.

Restocking Fee
If the type dictates that the merchandise is being returned to stock (disposition type is 2) you will be prompted to enter a restocking fee that will be deducted from the total credit due to your customer for the return. This can be a set amount or a percentage of the value of the order as shown here.

The GL account that will be credited when the RMA is posted is the Restock Fee account number. Entry of a restocking fee is optional.

RMA Reason Code (required)
Once returned to the main screen you must enter an RMA reason code. It is this code that is used when sorting RMA processed on the RMA History Report.



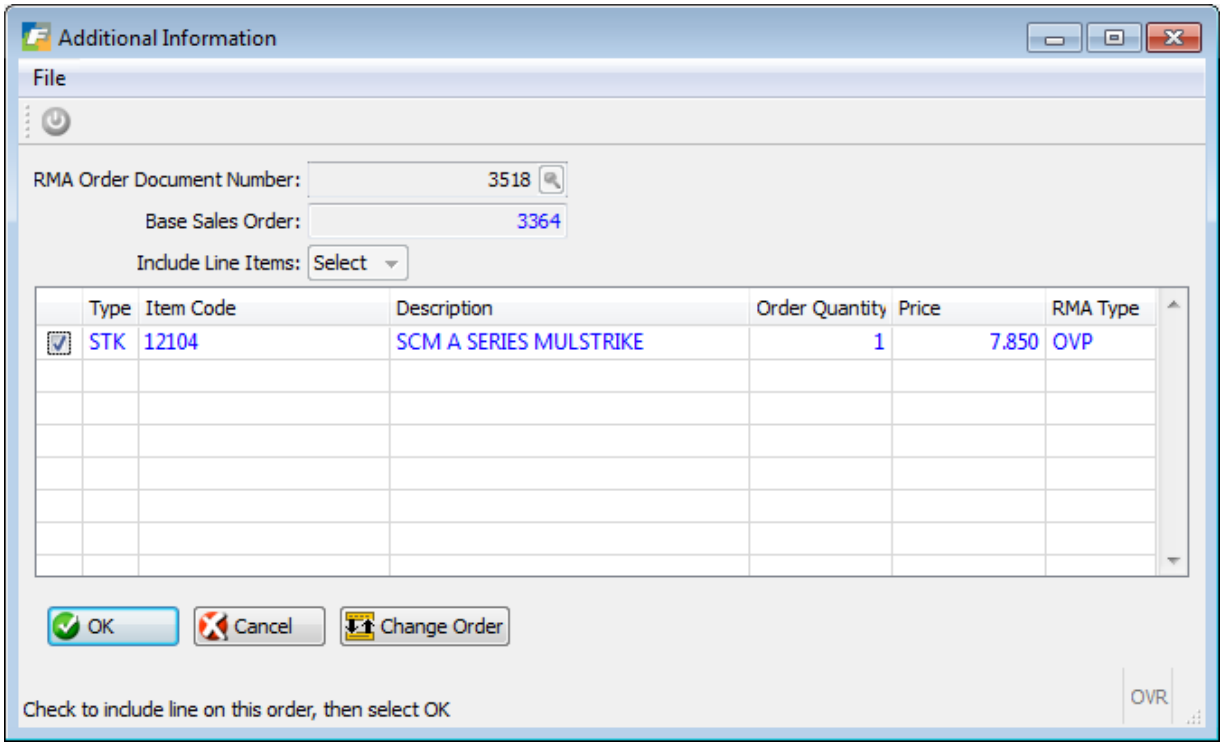
To Be Invoiced
When you are ready to process a credit memo for the RMA order, check this box. See further discussion about processing credit memos in the section that discusses Create Automatic Invoices/Memos.

Warranty Exchange and Repair Orders

On occasion you may receive a returned item that is covered by a warranty that warrants that the item be replaced and reshipped or repaired and reshipped. In this case you will use one of these two orders types.

WEX- replace and reship
WRP- repair and reship.

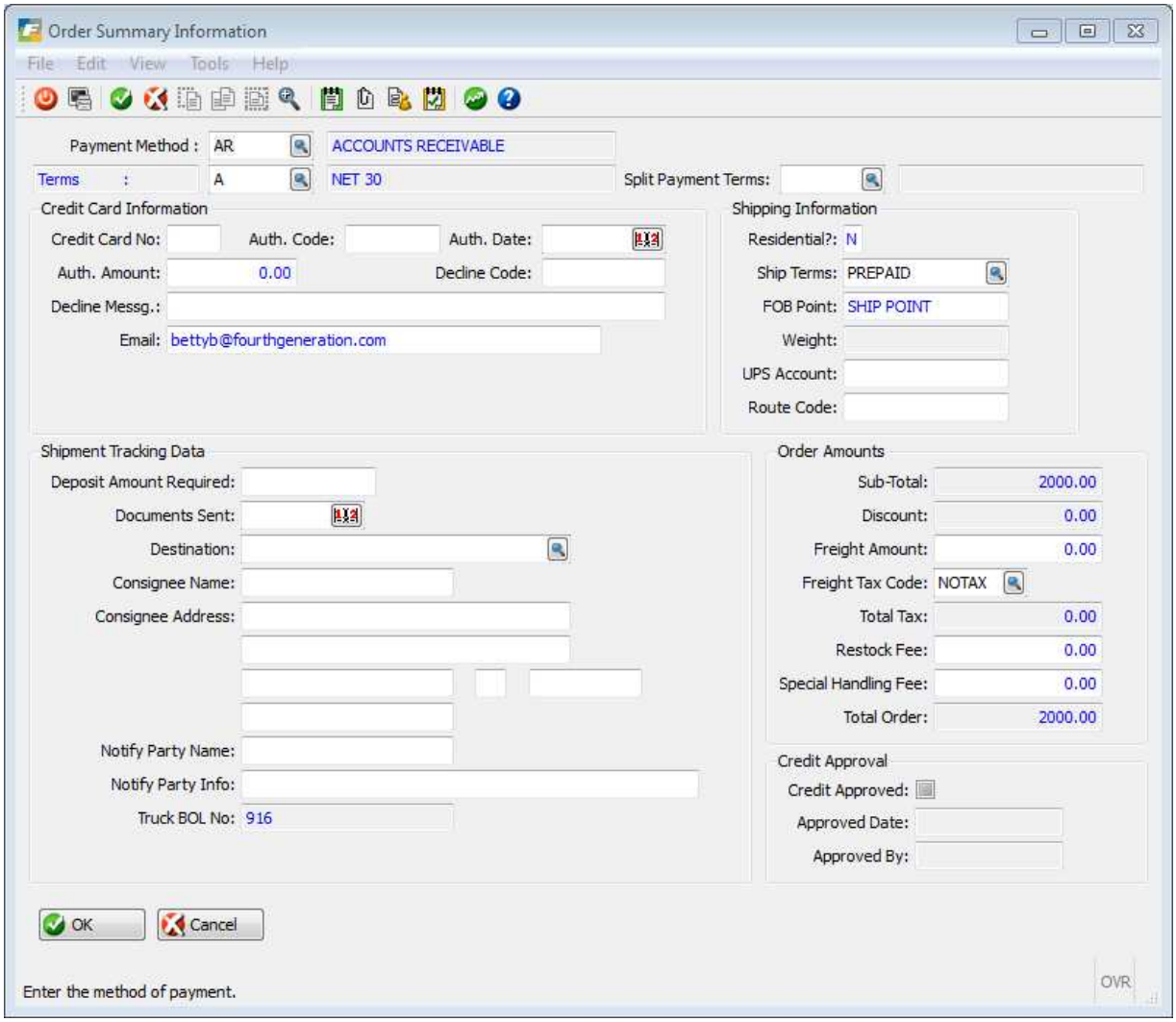
If the order type is WEX or WRP this screen will display after you enter the Order Type for you to select the RMA number it should refer back to. If the RMA was for a made to order item (line type MTO) as it is in the example below, when you save to sales order a production work order will automatically be created. Processing this WEX/WRP order is the same processing followed when processing a REG sales order.



Other Customer Order Supporting Screens

This section describes several of the primary supporting screens associated with the main customer order screen that can be accessed by clicking on the various icons found on the toolbar: the Order Summary screen, the Shipment Detail screen, the Order Line Defaults screen, the Customer/Credit screen, the Inventory Status screen, the Inventory Information screen, and the Backorder Information screen.

The Order Summary screen



The top section of the Order Summary screen has different fields depending on this customer's payment method. Payment methods include cash or check, credit card, and open terms. Zoom to select from a list of currently defined payment methods.

The lower section of the screen, Shipping Information, contains fields used to provide specific information regarding the charges for this particular order.

The Order Summary screen contains the following fields:

Payment Method - This field stores the payment method for this order. When entering an order, the payment method defaults to the payment method setup in the customer record. If there is not a method setup in the customer record, the method setup in the Order Entry Defaults table is used. You can override the payment method either before or after you have identified the customer for the order. The payment

methods must be setup through Update Payment Methods (option 4-c-l). Zoom to select from the current list of defined payment methods.

Check Number - This field is used to enter the number of the check the customer used to pay for the order if payment will be by check. This can be up to eight characters in length.

Credit Card No. - This field records the last four digits of the credit card number for credit card payments. See the chapter on Credit Card Processing.

Auth Code - Authorization Code for credit card transactions. See Chapter on Credit Card Processing.

Auth. Date - Date credit card was authorized. See Chapter on Credit Card Processing.

Auth Amount - Amount authorized on credit card. See Chapter on *Credit Card Processing*.

Decline Code - Reason credit card was declined. See Chapter on *Credit Card Processing*.

Messg - Declined message. See Chapter on *Credit Card Processing*.

Terms - This field stores the payment terms code. The terms code must have been setup in the Terms table in Accounts Receivable. Next to the Terms field is an unlabeled field that displays the terms code description after the terms code is validated. Zoom to select from a current list of terms code.

Residential - This value is used in conjunction with the UPS World Ship interface and defaults first to the value in the ship to record and if that is null, the value in the customer record.

Ship Terms - Shipping terms for this order (collect, prepaid, etc.). This value defaults to the value found in the ship to record and if null, the value in the customer record. Zoom is available if this value needs to be changed.

FOB Point - The Free on Board code designates the party responsible for transportation charges on merchandise shipped. If the free on-board point is "point-of-origin," the customer is responsible for freight charges; if the FOB point is "destination" the vendor is responsible for freight charges. The FOB code is printed on order acknowledgements, picking lists, and packing slips.

Weight - This system-maintained field indicates the total weight of this shipment.

UPS Account - Defaults to UPS account number found in the customer record.

Route Code – This code comes from the ship-to record if found there and if not found there it will come from the customer record. When picking tickets are printed they are group by truck route code.

Email Address - Defaults to the email address found in the customer record.

Ship Complete - Defaults to same value as order header record.

Sub-Total - This system-maintained field displays the order subtotal.

Discount - This is the dollar amount of all discounts calculated for the order.

Tax - This system-maintained field stores the amount of tax calculated for the entire order.

Freight Amount - You enter freight charge here, if applicable. This freight charge applies to the entire order and is included in the Total Order field. The charge is posted to the freight account specified on the Order Entry Default form. That account must have previously been setup in the Ledger Accounts file, which is maintained with the Update Order Entry Defaults (option 4-a). Freight may or may not be taxable, depending on your setup on the Order Entry Default form.

Freight Tax Code - This stores the value for the sales tax code to be used on any freight charged. This value defaults to the value found in the ship to record and if null, the value found in the customer record. Zoom is available if it needs to be changed.

Deposit Amount Required – Enter the deposit amount that is required for this sales order if any. This amount will display on the Shipment Tracking screen's Accounting Information screen.

Documents Sent – For International shipments enter the date the documents were sent to your customer. This date will display o the shipment tracking screen.

Destination – Enter the final destination of the shipment. The destination prints on the Export Bill of Lading and Commercial Invoice.

Consignee Name and Address – Enter the consignee name and address. This information will display on the Shipment Tracking screen.

Notify Name and Info- Enter the Notify Name and Info. This information will display on the Shipment Tracking screen.

Truck BOL No. – the bill of lading number is assigned by the system. This number displays on the Shipment Tracking screen and also prints on the Export Bill of Lading.

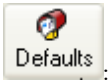
Total Tax - Display only field that displays sales tax calculation.

Restock Fee – enter the fee you charge to restock returned merchandise

Special Handling Fee – if any items on the order have special handling charges defined in the item master record, these charges will be added to the customer's order total.

Credit Approval - these values are maintained by the program and are updated when the order is released from hold using the Release Orders on Hold program in the Accounts Receivable module.

Total Order - This is the total dollar amount of the order.

The Order Defaults screen 

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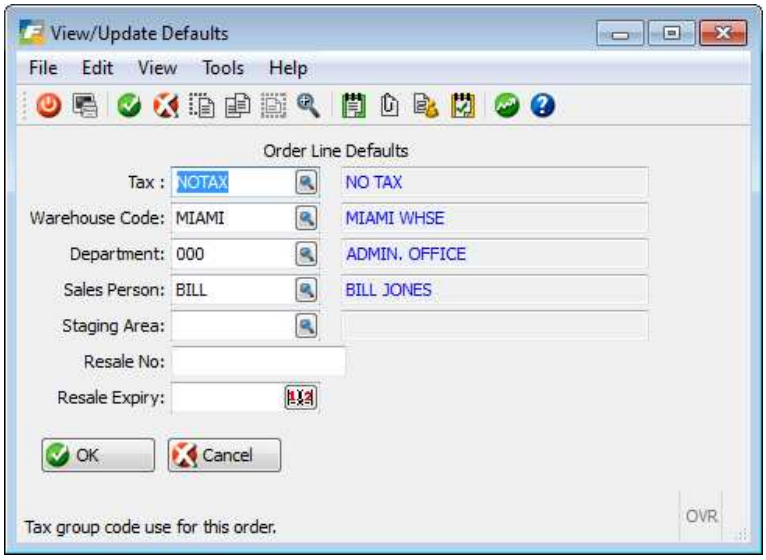


Tax – this auto fills with the tax code found at first the ship-to record level and none found there, the customer record level, and if none found there, the tax code found at the Order Entry defaults level.

Warehouse Code - Defaults to warehouse code found in the Order Entry defaults screen program..

Department - Defaults to 000.

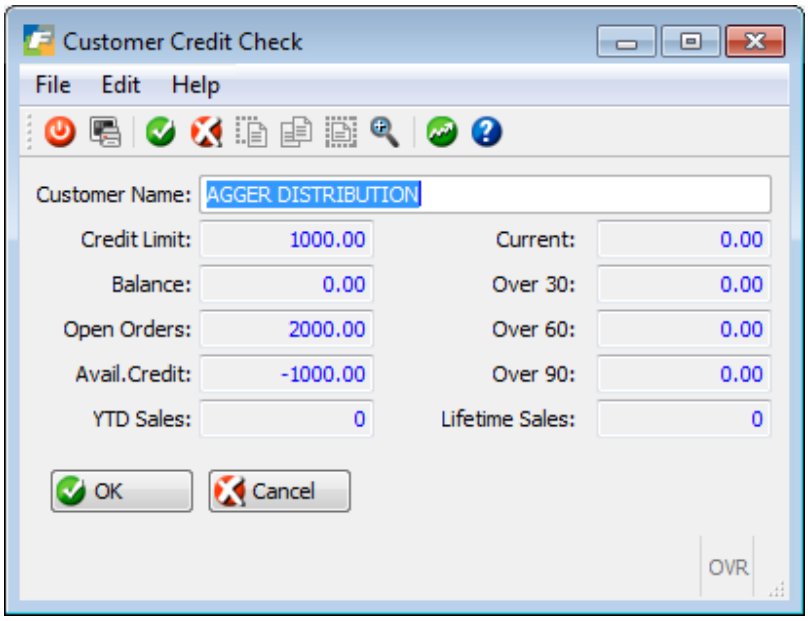
Sales Person - This auto fills with the sales person code found at first the ship-to record level and none found there, the customer record level.
Staging area – Enter the staging area in your warehouse where the order is being staged.

Resale No- sales tax exempt number. Defaults from customer record.

Resale Expiry – Expiration date for resale number. Defaults form customer record.

Credit Check

:



Recalc

:

Clicking on this icon does not launch a screen program. This recalculates the price on the order based on price groups or price breaks. This calculation runs automatically when the user saves the order but you can make it happen while in the order by clicking on this icon.

Customer

:

Launches the Update Customer Information screen program.

Ship-To

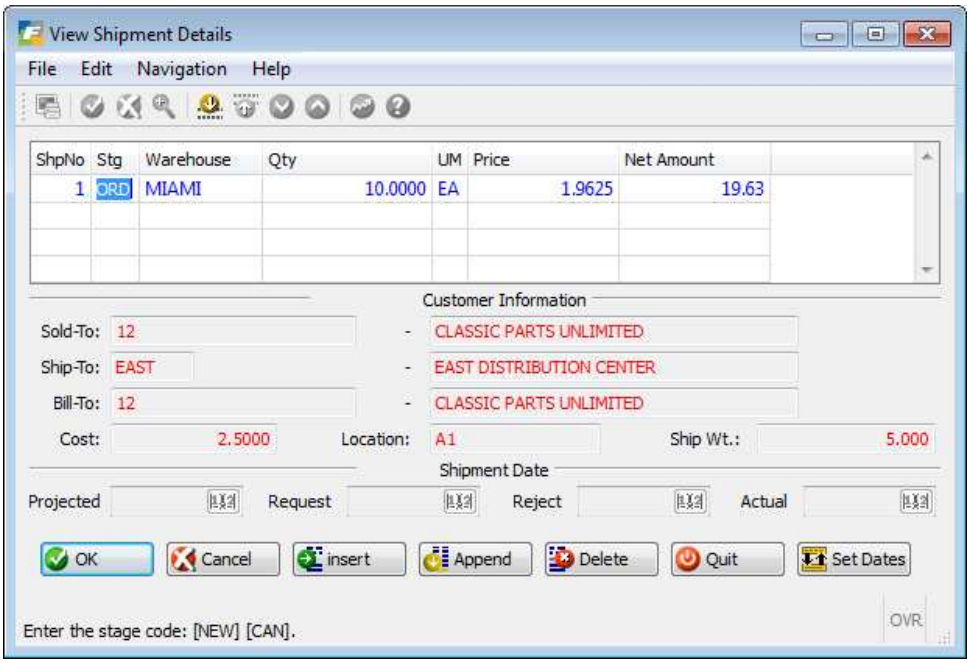
:

Launches the Update Ship-To screen program.

The following programs are accessed from the detail section of the Order Entry screen.

Shipment Detail Screen

:



ShpNo - This system-maintained field stores the shipment (line) number for this order line.

Stg - This field displays the stage that this order line has reached. You can enter CAN to cancel the line.

Warehouse - This field shows the warehouse from which items in this order line are shipped.

Quantity - The quantity of items for this order line.

Price - This field displays the price per item for this line item. This field is maintained by the system.

Net Amount - The Net Amount field is calculated by the system to display the net amount for this order line.

Sold-To - This non-entry field displays the customer code for this order line; the customer description appears adjacent to the customer code.

Ship-To - This non-entry field displays the customer ship-to code for this order line; the ship-to description appears adjacent to the ship-to code.

Bill-To - This non-entry field displays the bill-to code for this order line; the bill-to description appears adjacent to the bill-to code.

Cost - This system-maintained field displays the cost amount for the item in this order line.

Location - This non-entry field displays the location the item in the warehouse.

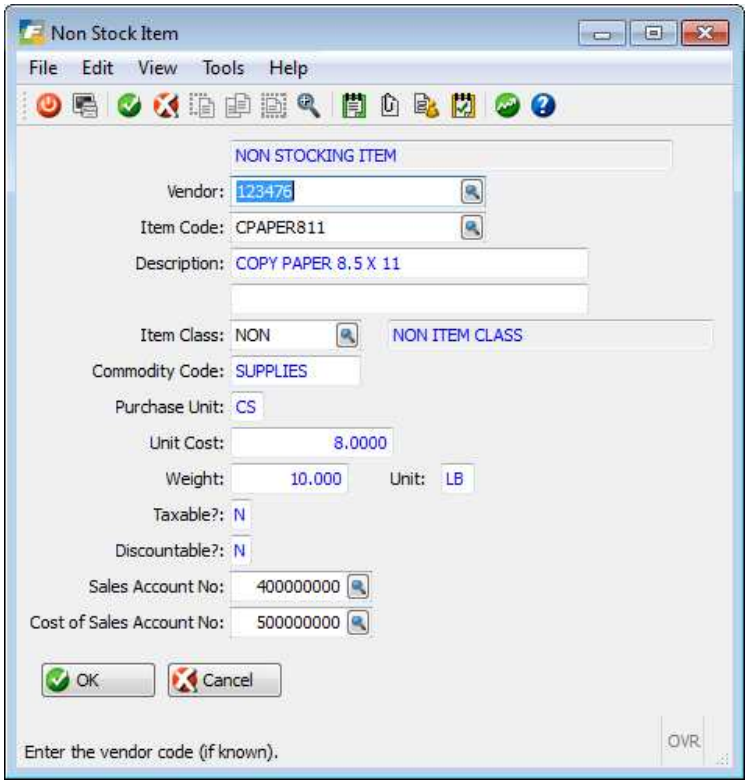
Ship Wt. - The shipping weight is calculated for all items in this order line and displayed in the Ship Wt. field.

The additional fields on this screen (projected, request, reject, actual), are not currently functional.

Nonstock

:

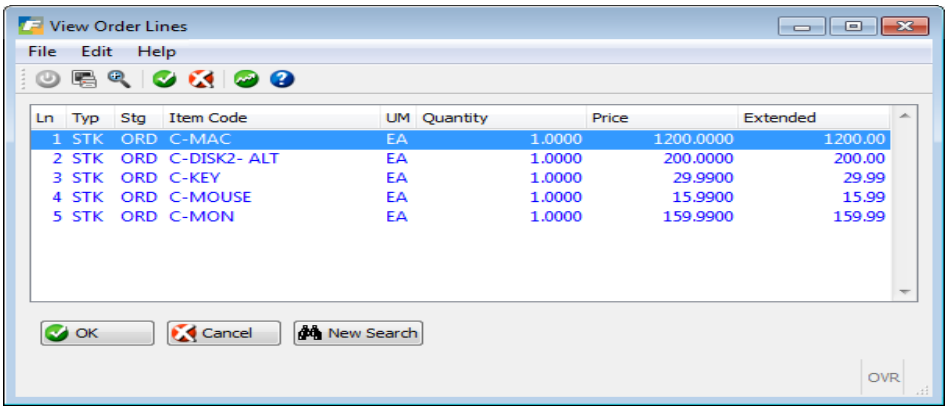
If the item is a non0stock item (line type = NON), this screen displays additional information about the item.



Line Item Browse

:

This option gives you the ability to find a specific line item on order that has too many lines to scroll through.

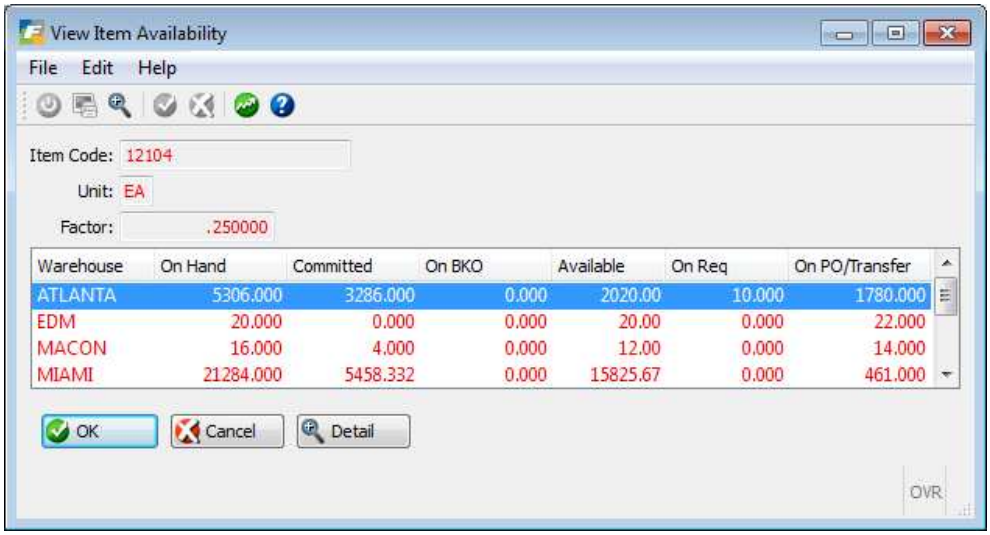


The following functions are available:

Ste	Action
1	Click New Search.
2	TAB to the Item Code field, and then enter the item code.
3	Click Search. The cursor will jump to that line item on the list.
4	Click OK. The Order Screen displays with the Item Code selected.

Inventory Status Screen

From the Quantity or Price columns in the detail section of the Customer Order screen, you can Zoom and select Inventory Status from the Zoom Picker.



The Inventory Status screen contains the following fields:

Item Code - This field stores the item code for the item ordered in this line.

Unit - This field stores the stock unit of measure for the inventory item.

Factor - This is the conversion factor that converts stock units to sell units.

Warehouse - This column stores the code for the warehouses where the ordered item is stocked.

On Hand - This system-maintained column displays the amount of this order line item "on hand" in the warehouse designated in the warehouse column.

Committed - This system-maintained column displays the amount of this item committed to orders and transfer out from this warehouse.

On BKO - This system-maintained column displays the amount of this item that is already on backorder for this warehouse.

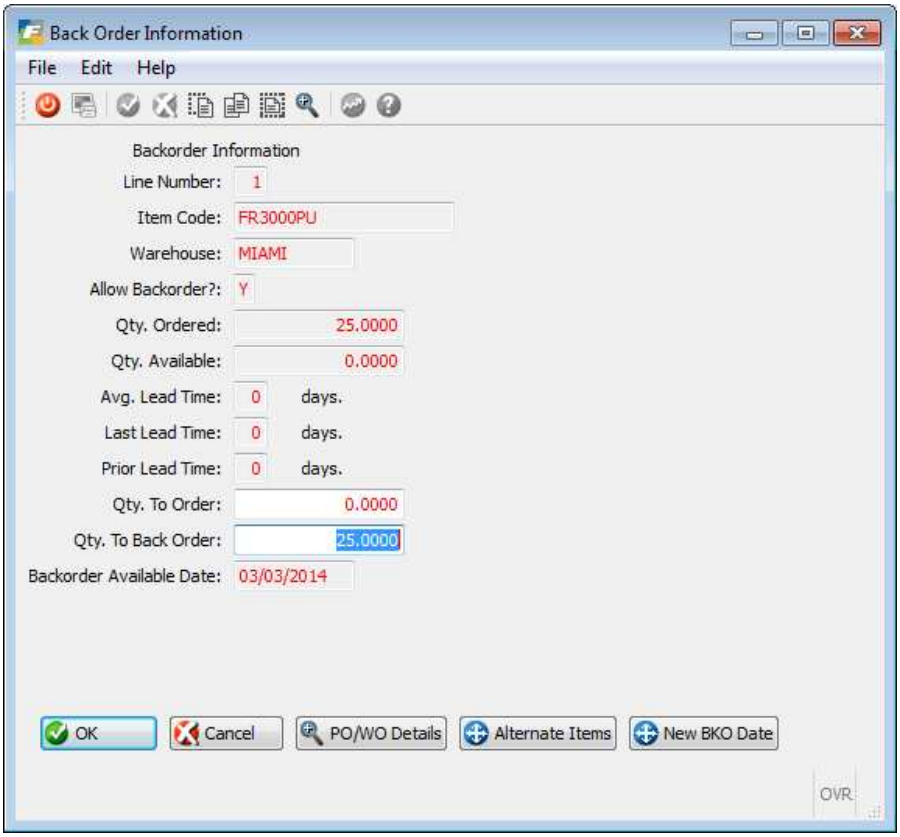
Available – On hand less committed less backordered.

On Req. - This system-maintained column displays the amount of this item that is on purchase requisitions.

On PO/Tsf - This system-maintained column displays the amount of this item that is currently ordered, and the amount transferred.

By clicking the Zoom button you can view the detail that makes up the committed, backordered, and on PO/Transfers quantities.

If the warehouse does not have enough quantity on hand, the following window displays on the screen.



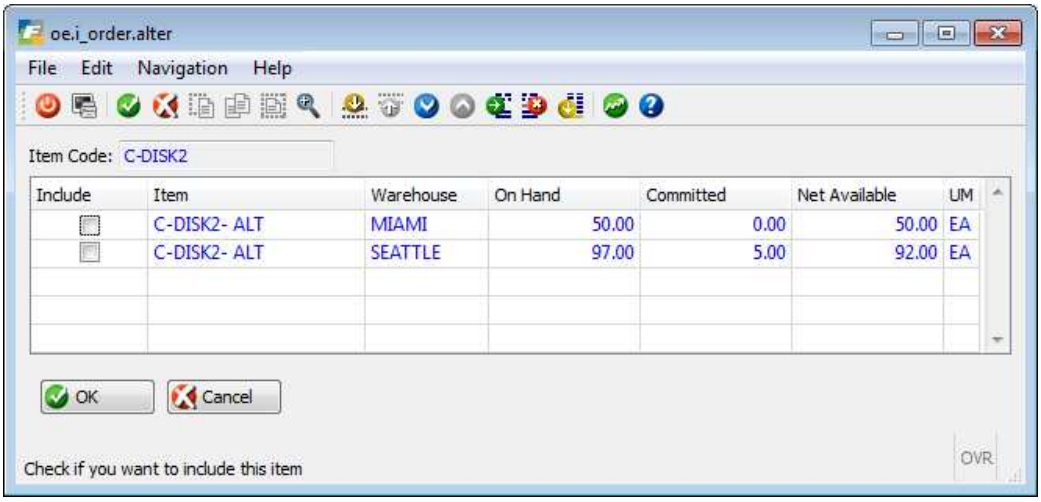
The backorder screen contains the following fields:

Field	Description
Line Number:	Reference number of each item from the order.
Item Code:	This is the item number.
Warehouse:	The warehouse code from which the order is to be filled.
Allow Backorder?:	This checkbox controls if the item can be placed on backorder.
Qty. Ordered:	The total amount of the item ordered.
Qty. Available:	The amount of the item available to fill the order.
Avg. Lead Time:	Number of days before order can be filled.
Last Lead Time:	Number of days of lead time before the last order was filled.
Prior Lead Time:	Lead time prior to last.
Qty to Order:	The amount of the item to request from the warehouse.
Qty to Back Order:	The amount of the item to backorder from the manufacturer/distributor.
Backorder Available Date	Date the product will be available. The program first looks at open purchase orders, planned MRP orders, and production work orders to see if the backorder can be filled. If the item is a manufactured item and no planned or open work orders are found it will start looking at component availability and lead times to calculate the earliest possible date the item can be manufactured by. See the Order Entry User Guide for the complete formula used.

Click on the **New BKO Date button** if you reduce the backordered quantity to see if this changes the backorder available date.

You can enter a 0 in the **Qty. To Backorder:** field and the line will be cancelled.

Click on the **Alternate Items button** to see if there are any alternate items that can be substituted if you do not want to backorder.

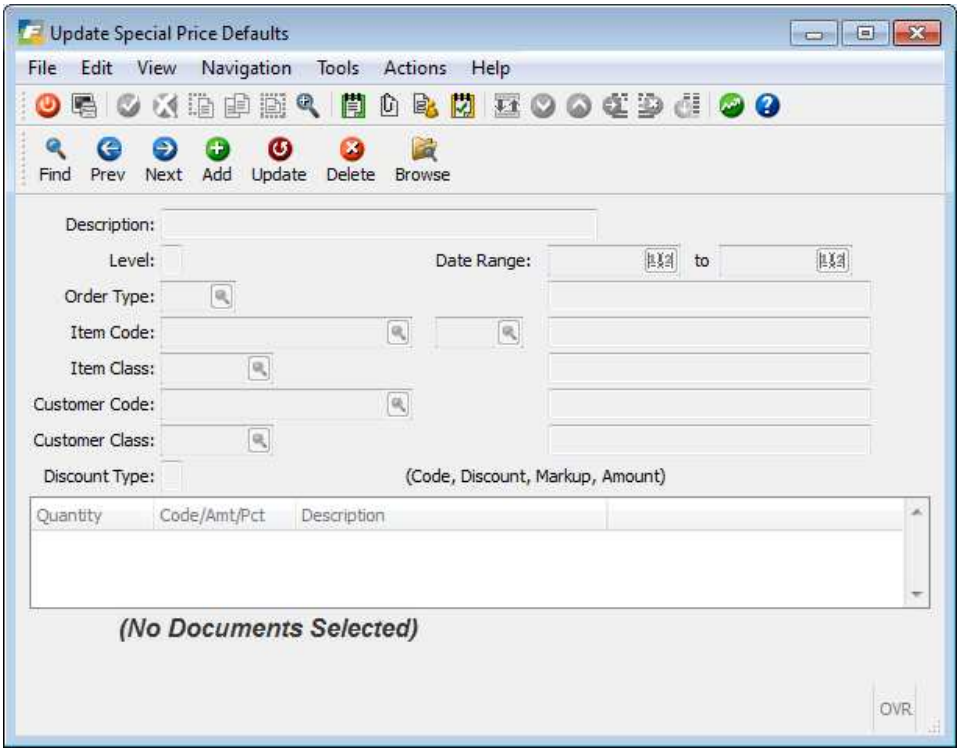


The STK and SUR line items will open this screen if there is insufficient inventory, whereas NON and STN line types automatically go to backorder: FOU line items do not create backorders.

Price

:

Clicking on this icon displays the Update Special Price Defaults screen program.



Sales

:

Clicking on this icon allows you to run the Sales History detail report .

Invoice

:

Clicking on this icon launches the Update Invoices screen program so you can view past invoices sent to your customers.

Item Master

:

Clicking on this icon launches the Item Master screen program so that you can add or view inventory items and their related information.

Loc/Lot Screen

:

If an item code is lot number controlled this screen automatically displays after you enter the quantity. You can also use this screen to change the bin location that was automatically assigned to items that are not lot controlled.

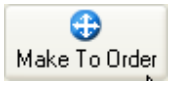
The program will automatically distribute the quantity being ordered to the various lot numbers using the oldest expiration date first. The user then has the option to change as needed.

Clicking on the loc/lot screen icon allows the user to view the lots that have been selected and change as needed.

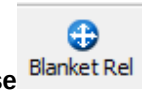
Tracking Screen

:

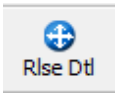
This will launch the shipment tracking screen that displays Fedex and UPS tracking information.

Make To Order 

If any items on the sales order are make to order (MTO or MTN) items a production work order is automatically generated. Use this icon to view the production work order.

Blanket Release 

Used to process releases from blanket sales orders. See the section in this chapter “Entering Blanket Sales Orders”.

Release Detail 

Used to view release details on blanket sales orders. See the section in this chapter “Entering Blanket Sales Orders”.

Ship Rates

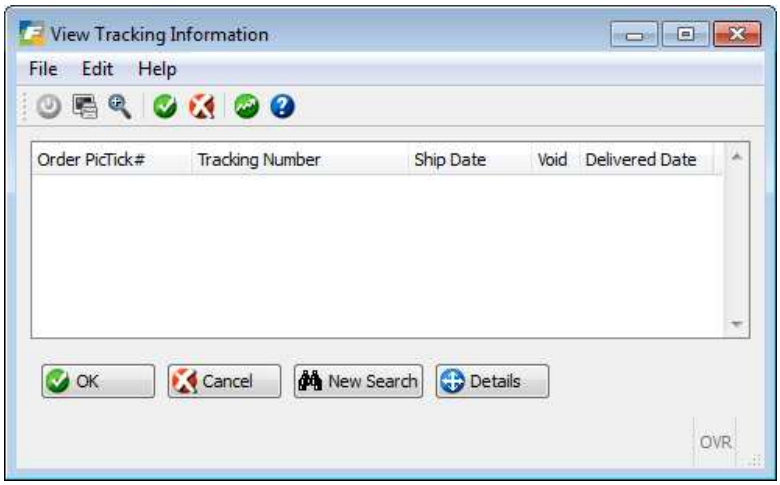
If shipping via Federal Express or UPS this screen will display the rate being charged to your customer based on the service selected.

Address

If shipping via Federal Express or UPS click on this button to verify that the shipping address entered is a valid address. You are also prompted to verify the address when you save the order.

Ship Track

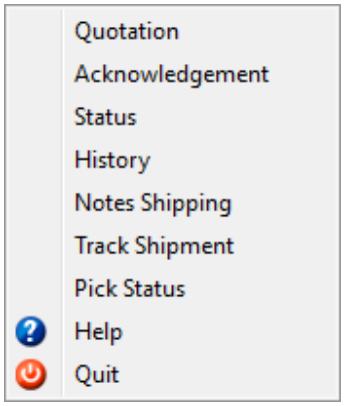
If shipping via Federal Express or UPS, this screen is used to track the progress of the shipment and the tracking number assigned by the carrier.



Options:

The following options are available when you click on the

icon on the toolbar.



Quotation:

When in view mode, click on the options icon. When you select Quotation from the picker list, you can print a quote for the customer. This can also be printed from the menu.

Acknowledgement:

When in view mode, click on the options icon. When you select Acknowledgement from the picker list, you can print an Order Acknowledgement for the customer. This can also be printed from the menu.

Status:

When in view mode, click on the options icon. When you select Status from the picker list, you can print a report on the order you are currently viewing that shows the status of each line item.

History:

When in view mode, click on the options icon. When you select History from the picker list, you can print a report on all the orders that customer has placed that shows the status of each line item.

Notes Shipping:

When in view mode, click on the options icon. When you select Notes Shipping from the picker list, you can view any shipping notes associated with this order.

Track Shipment:

When in view mode, click on the options icon. When you select Track Shipment from the picker list, you can view the Federal Express /UPS tracking information such as tracking number and delivery date.

Pick Status:

When in view mode, click on the options icon. When you select Pick Status from the picker list, you can view when the merchandise shipped. This is helpful when there are multiple shipments per order and the customer calls to inquire when the various items shipped.

Order Entry Notes

When you enter customer orders into the system, you can also enter special notes related to the order. There are four types of flexible order entry notes that you “attach” to an order. You may then print these later for reference on the order acknowledgement, picking ticket, packing slip, invoice, or the edit and posting lists. Additional types of notes (such as the Customer Notes) store information when you enter an order, which you can reference later through the notes feature. You access the Freeform Notes from the Customer Order screen by clicking on the notes icon or by pressing Control N.

Here is a list of the types of notes that are available:

Order Notes- These notes apply to the order as a whole; you can be print these notes on the order acknowledgement, picking ticket, packing slip, invoice, and the edit and posting lists. Entries in the Order Entry Defaults file (Update Order Entry Defaults) determine the documents on which these notes are printed. You could reserve these notes for internal use by setting the defaults for printing notes in the Order Entry Defaults file appropriately.

Order/Line Notes - You enter these notes through the detail portion of the Customer Order screen: the notes relate to a specific order line in the detail section. You can have order/line notes print on the acknowledgement, picking ticket, packing slip, and invoice. If there are extra description notes in Inventory Control for an inventory item, these extra notes appear when you enter the item code on an order line.

Picking Notes - You access these notes through the detail portion of the Customer Order screen and they print on the picking ticket. The picking notes are for the people assembling orders in the warehouse and usually are shipping instructions. The picking notes for a particular item might read, "Be sure to pack with antistatic foam and place a humidity eater in the package."

Inventory Item Notes - These notes are for reference only. If an item on the order has notes associated with it (notes entered in the inventory item record), you can access this notes option to display them. You can also check the Display Item Notes in OE check box on the Update Inventory Defaults screen if you want these notes to automatically display.

Item Alias Notes - If the item has a customer alias code associated with it, access this notes option to view any notes that are associated with the alias code.

Customer Notes - These notes are for reference only. If the customer has notes associated with it (notes entered in the customer master record), you can access this notes option to display them.

Item Pricing Notes - These notes are for reference only Use these notes to enter any notes as to why an item’s pricing was changed from the customer’s default pricing to another price.

Lost Sale Notes - These notes are for reference only. Use these notes to enter information as to why an order was cancelled.

PO Notes - Any notes using this option will print on vendor purchase orders if the customer order is a direct shipment order (order type –DIR) or a purchase order was created for the backordered items through the requisition process.

Shipping Notes - These notes print on the picking ticket and packing slip and work two ways. Default shipping notes for a customer can be entered using the Update Customer Information program. When you enter an order for a customer that has default notes, these notes will display in order entry and you will be prompted “Store These Shipping Notes?”. If you store them you can modify them as needed. If the customer does not have default notes, you can enter them during order entry by selecting shipping notes from the notes zoom picker screen.

Price Changed Warning

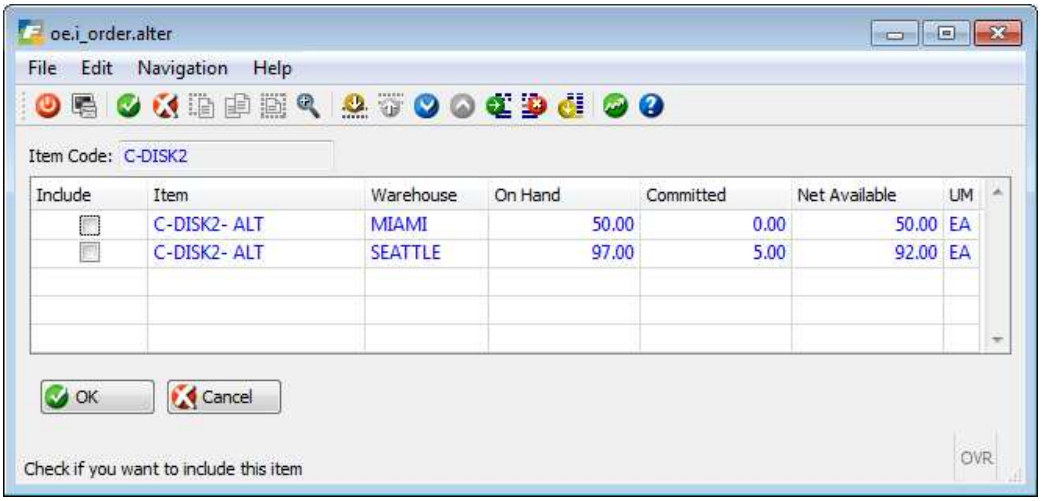
The Sales Order Entry program displays a warning when the selling price (entered or calculated) does not exceed the item cost by a specified percentage. The cost used for the comparison will be based on the costing method chosen (LIFO, FIFO, AVERAGE). The percentage will be set by item at the warehouse record level(Req Profit % field on warehouse detail screen) and if that is null it will use the default percentage found in the Update Order Entry default program (Req Profit % field). If both percentages are null there will be no profit checking done.

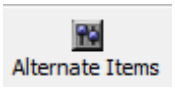
As soon as user leaves the price field the required profit % will be checked and if the price is too low this message will display:

For example, if the price entered is $25.00, cost is $20.00, and Required Profit Percentage is 40%, then the minimum price allowed is $28.00 ($20.00 x 1.40 = $ 28) .

Alternate/Substitute Items:

On the backorder screen there is a button you can click on to view alternate items:



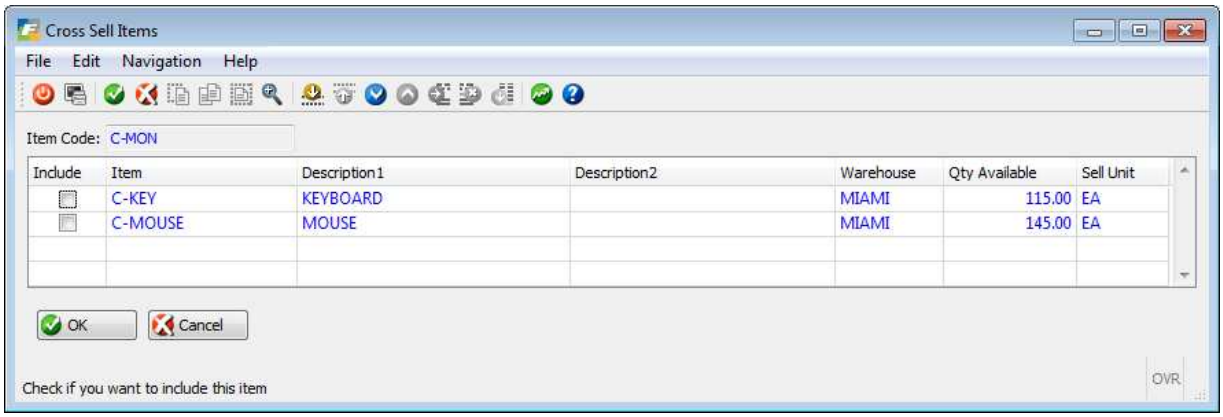
You can also access this alternates screen by clicking on 

icon on the toolbar at the top of the screen:

Cross Sell Items:

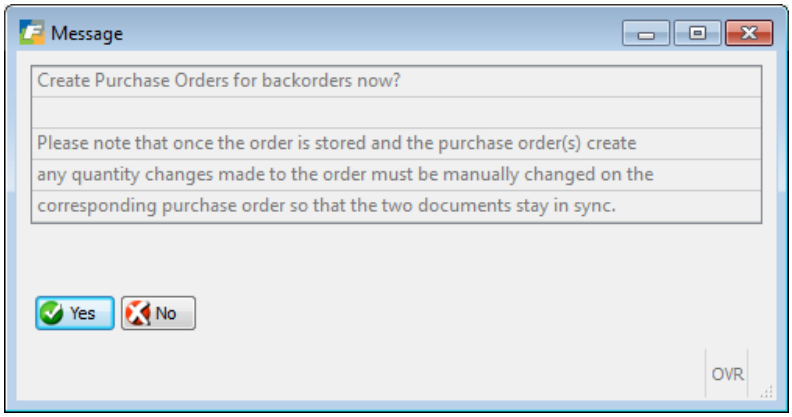
If the item entered on the order has cross sell items set up (See Inventory Control Chapter) you will receive this prompt:

If you select Yes this screen will display and you can choose any cross sell items you would like to add to the order

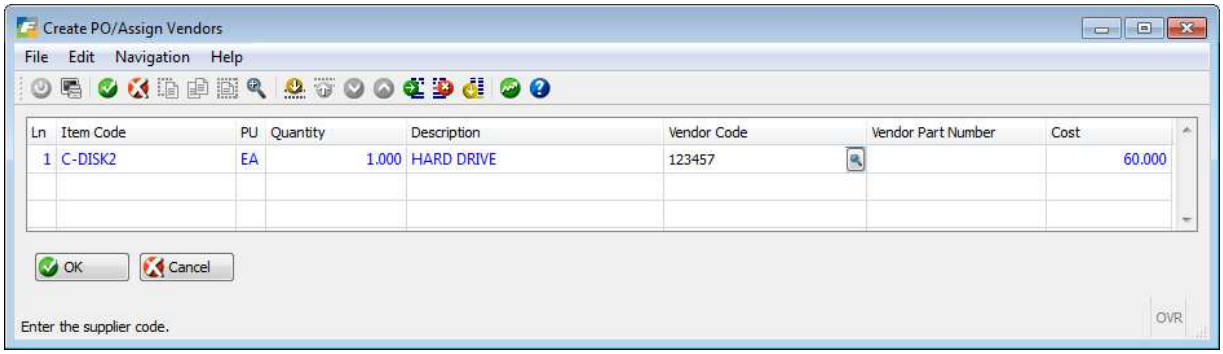


Creating Purchase Order for Backorders:

When the order is stored this prompt will display if there are any part numbers with a line stage of BKO and the Auto Create PO for Backorders check box in the Update Order Entry Defaults program is checked:



Select Yes if you want to create purchase orders. When you select Yes this screen will display:



If you want to select all vendors in the catalog or a vendor that is not in the catalog click on the magnifying glass or press control Z to receive this prompt:

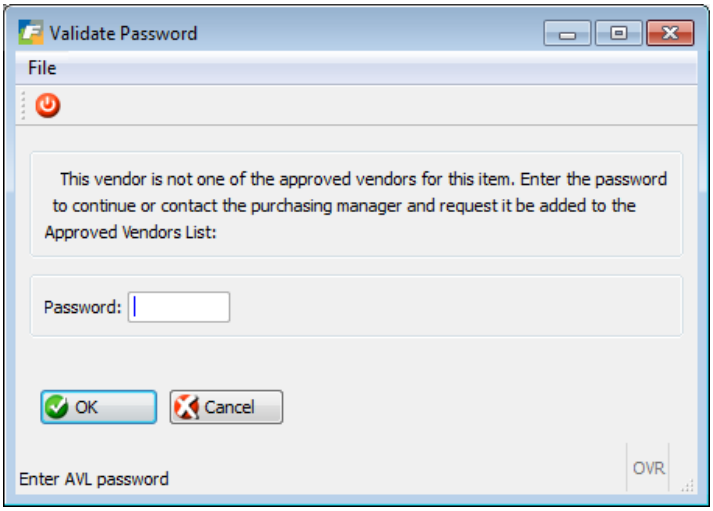
If you answer yes, all vendors found in catalog will display. If you answer No all vendors will display.

If the vendor is not in the catalog you will received this prompt:

If you will be purchasing this item from this vendor again select Yes. Store the transaction by clicking OK and purchase orders will be created for each vendor. You can view the PO number created for each item in the backorder reference field on the order entry screen.

When the vendor PO is received the sales order number it is linked to will print on the PO receipts report and the line stage on the sales order will change from BKO to ORD.

If the Approved Vendor List value in the Purchasing Defaults program is set to Y the vendor selected must be in the catalog. If they are not you will received this prompt:



Credit Checking

For customers that have credit checking turned on, every time an order is saved or an existing order has its amount changed a check is done to see if the customer has exceeded their credit limit. The formulas are:

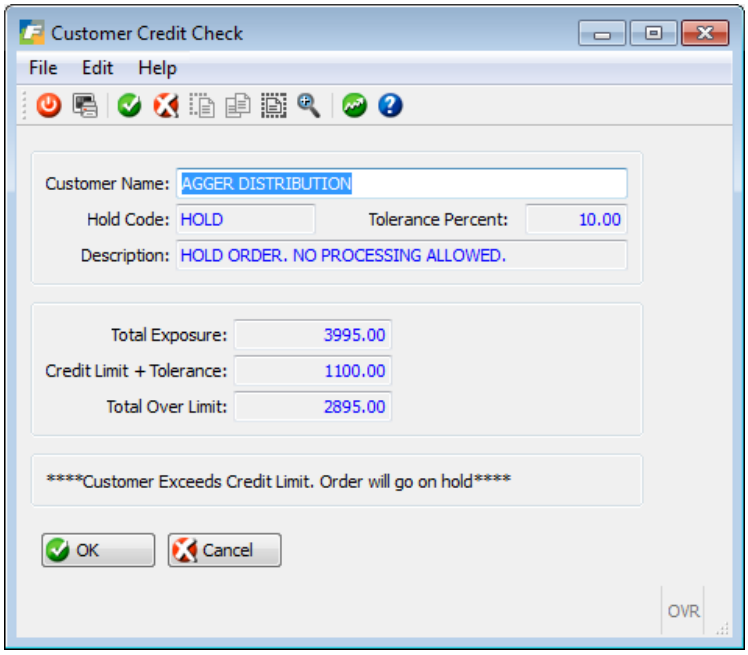
Total Amount Due from Customer:

Account balance + Total open sales orders + Current order being worked on

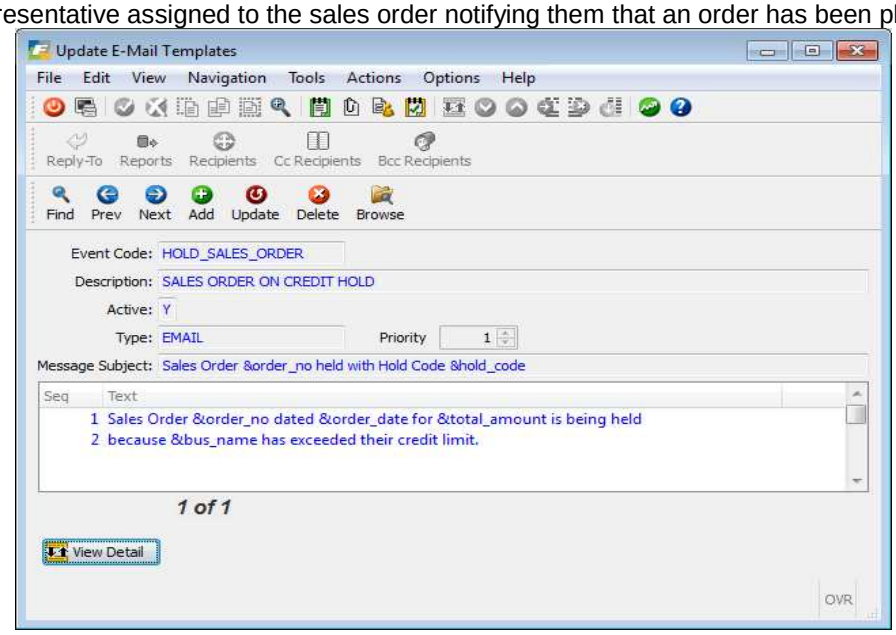
Credit Exposure Allowed:

Credit limit + (Credit limit x Over credit % allowed)

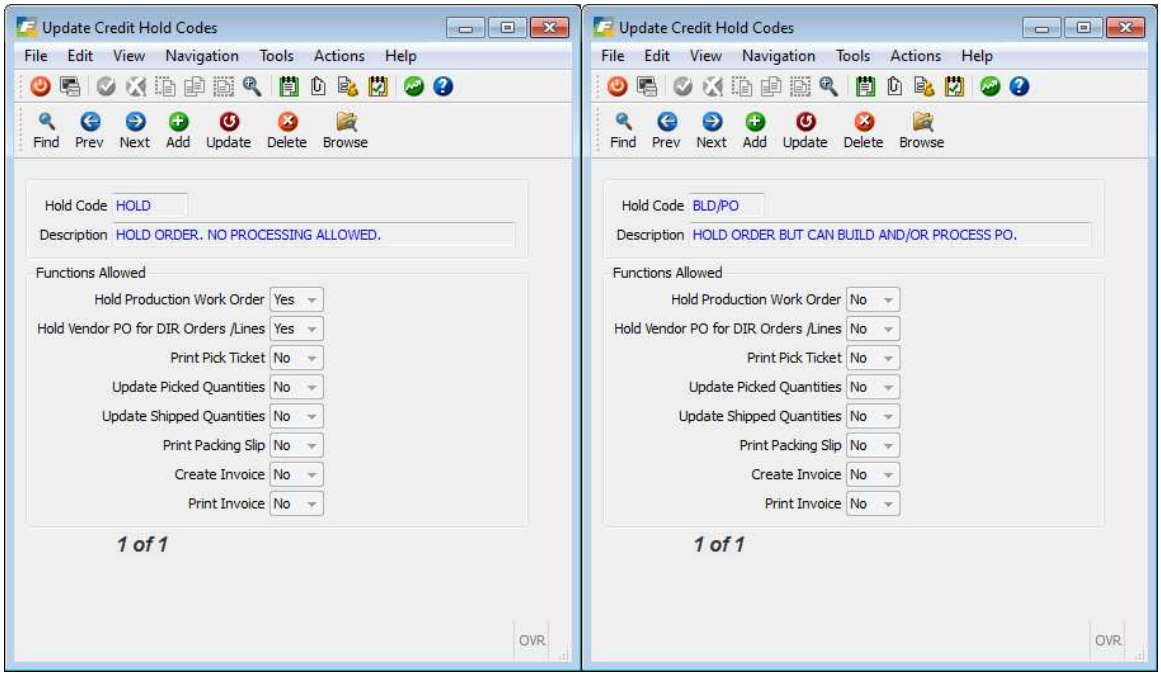
If the total due exceeds credit allowed this message will display and the Hold Code on the order header screen will be set to the hold code found in the customer record.



If the amount of an order on hold is reduced and this reduction puts the customer below their allowed credit exposure you will receive a message notifying you of this and the order will be removed from hold where saved.
If the email alert is Active an email will be sent to the credit manager assigned to the customer and also the sales representative assigned to the sales order notifying them that an order has been placed on hold.



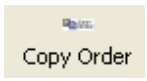
Depending upon how the flags are set for the hold code determines what further processing can be done to the sales order. There are two hold codes delivered with Fitrix and these can be edited as needed and new ones can be created.



For further information on hold codes and releasing customer orders from credit hold see the Customer Credit Management section in **Chapter 5** of the Accounts Receivable User Guide.

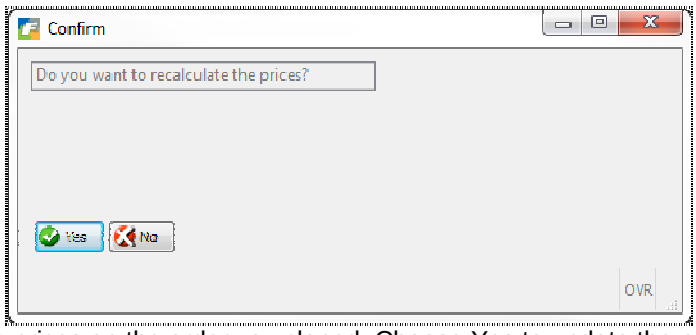
Cloning Sales Orders

You use the copy sales order feature to copy existing sales orders. When you clone a sales order a new sales order is created with an order type of QUO for quote. You can make changes to the new quote or accept it as is. When you are satisfied with the quote, you update the quote and change the order type to REG for regular sales order so that the order can be processed.
You use the Update Customer Orders program to clone sales orders. You can also copy quotes using the Sales Quotations/Recurring Orders program.

Select the order you want to copy and then click on the 

icon on the toolbar.

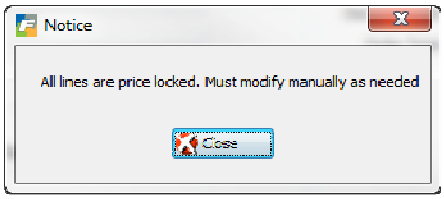
When you choose the Copy Order command a new instance of the Update Customer Orders appears with the new order as a quote (Order Type = QUO). You may make changes to the quote before proceeding. To continue processing the order, you must change this quote to a regular order. To do this you update the quote and change the Order Type to 'REG' for regular order. When you change the quote to a regular order you are asked if you wish to recalculate the prices.



Choose No to keep the prices on the order you cloned. Choose Yes to update the prices to current prices.

If any items go on backorder you are presented with the usual backorder window. In addition you are presented with the create purchase order window if you system is setup to do so.

If the item prices on the order you copied were changed they are considered price locked and the item prices on your new order are price locked as well. In this case you are notified that you must modify the prices manually.



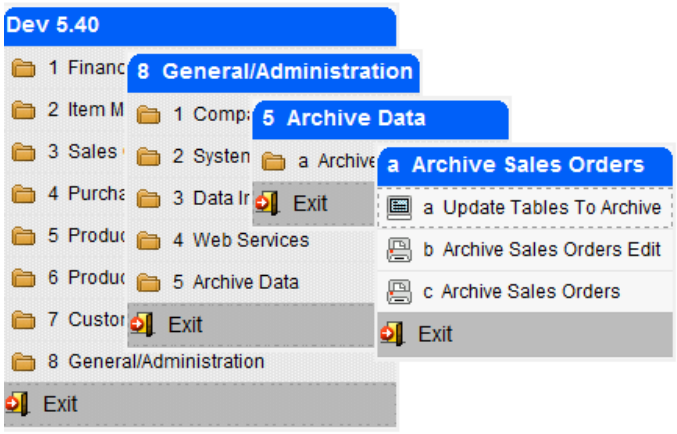
Once you have cloned an order and changed the cloned order to a regular order, the order can be processed as usual.

If you have been archiving orders, you can also clone archived sales orders. You clone archived sales orders the same way as you clone non-archived sales orders by using the Copy Order command. The cloned orders from archived orders are created like the cloned orders from non-archived orders. They are created as quotes that you can make changes to and then change the quote to a regular order.

You can also clone quotes. You clone quotes by using the Sales Quotations/Recurring Orders program.

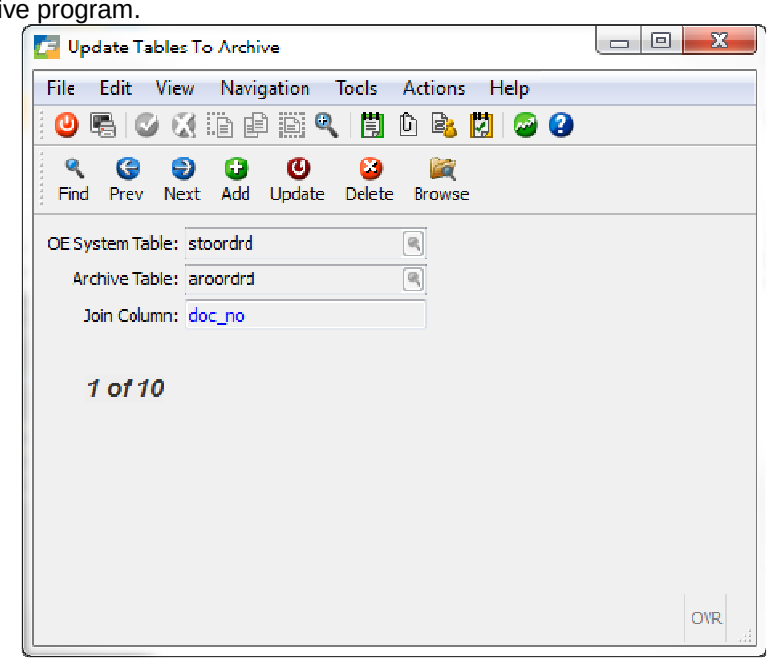
Sales Order Archiving

With sales order archiving you can store older orders in archive tables. This strategy can speed up sales order processing for operations with a large number of orders. Archived orders are searchable and available using the Order History option from within the Update Customer Orders program.
You access the sales order archiving programs using 8 General/Administration menu, 5 Archive Data, Archive Sales Orders.



Update Tables To Archive

The Update Tables to Archive program shows the tables that will be archived when you run option c, Archive Sales Orders. Unless you have added tables to the sales order process, you need not use the Update Tables to Archive program.

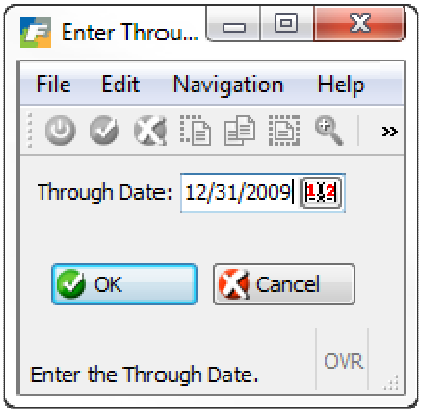


OE System Table: Contains the name of the table related to the main sales table stoordre to be archived. When you archive the data in the table, the data is deleted from the OE System Table and inserted into the related Archive Table.
Archive Table: Contains the name of the table to which to move the OE System Data. Both the OE System Table and the Archive Tables must have the exact same columns defined.
Join Column: Contains the name of the column in the Archive Table to use to join to the man sales order table (stoordre).
Your system administrator should in charge of updating data in this program if needed.

Archive Sales Order Edit

Use the Archive Sales Order Edit to produce a listing of the sales orders that will be archived when you run the Archive Sales Orders program. When you run the Archive Sales Order Edit program you are

required to enter a Through Date. The Through Date is used to select the orders to archive. All posted or cancelled orders with an order date on or before the Through Date are selected for printing on the Sales Order Edit report. Posted orders are orders with a Status field equal to “PST”. Cancelled orders are orders with a Status field equal to “CAN”. Reference orders (Status = REF) and active orders (Status = ACT) are never selected for archiving.



The Through Date is required. After you enter the Through date the Archive Sales Order Edit list is produced:

```
Date: 06/04/2011                    Archive Sales Orders Edit
Time: 19:47:24                                                                    Page: 1

Order               Document  Date              Type   Status    Complete    Total Amount
=============================================================================================
2024                2024   10/10/2009           REG    PST       06/03/2011          6.06
2025                2025   10/10/2009           REG    PST       06/03/2011          6.06
=============================================================================================
      Total Orders:2                                                                12.12
```

Archive Sales Orders

Use the Archive Sales Orders program to archive the sales orders When you run the Archive Sales Orders program you are required to enter Through Date. The Through Date is used to select the orders to archive. All posted or cancelled orders with an order date on or before the Through Date are selected for printing on the Sales Order Edit report. Posted orders are orders with a Status field equal to “PST”. Cancelled orders are orders with a Status field equal to “CAN”. Reference orders (Status = REF) and active orders (Status = ACT) are never selected for archiving.
The Through Date is required. After you enter the Through date the Archive Sales Order Edit list is produced:

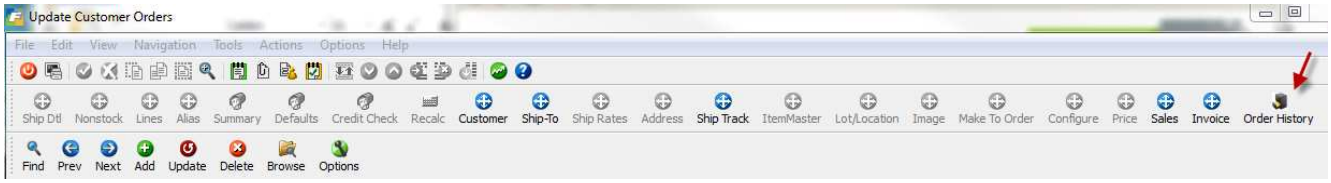
```
Date: 06/04/2011                    Archive Sales Orders
Time: 19:54:04                                                          Page: 1

Order              Document  Date          Type   Status   Complete   Total Amount
=================================================================================================
2024               2024   10/10/2009        REG    PST      06/03/2011          6.06
2025               2025   10/10/2009        REG    PST      06/03/2011          6.06
=================================================================================================
      Total Orders:2                                                          12.12
```

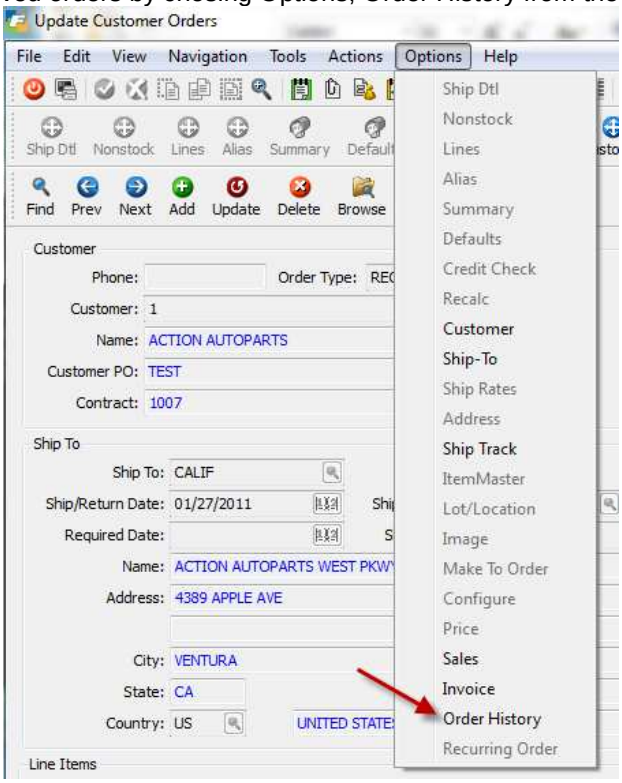
The sales orders that appear on the Archive Sales Order report have been archived. After orders have been archived, you must use an option in the Update Customer Orders program to access the archived orders.

Accessing Archived Orders

You access archived orders using the Update Customer Orders program on the Sales Order Management, Sales Orders, Order Maintenance menu. When in the Update Customer Orders program, access archived orders by clicking the Order History button shown below.



You can also access the archived orders by chosing Options, Order History from the top menu.



When you choose Order History the Order History window appears. Using the Order History window you can find the archived sales orders just as you would a non-archived order with the Update Customer Orders program.

Print Quotations

You use Print Quotations to print and reprint quotes entered through Update Customer Orders (option a).

When you select the option you receive this prompt:

Select Yes to reprint previously printed quotes, No to print quotes that have yet to be printed, or ALL to both print for the first time and reprint those that have been previously printed (Helpful Hint: if you are printing a quote and are not sure if it has been printed or not, select ALL)

Print Order Acknowledgements

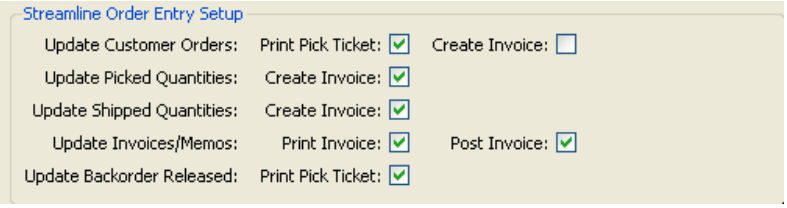
You use Print Order Acknowledgements to print and reprint acknowledgements for orders entered through Update Customer Orders (option a). Order Acknowledgements include item codes and descriptions, order quantity, shipping address, etc. The acknowledgements are not invoices, but you can send them to the customer to verify that their order has been entered and is being processed.

When you select the option you receive this prompt:

Select Yes to reprint previously printed acknowledgements, No to print acknowledgements that have yet to be printed, or ALL to both print for the first time and reprint those that have been previously printed (Helpful Hint: if you are printing an acknowledgement and are not sure if it has been printed or not, select ALL)

Print Picking Documents

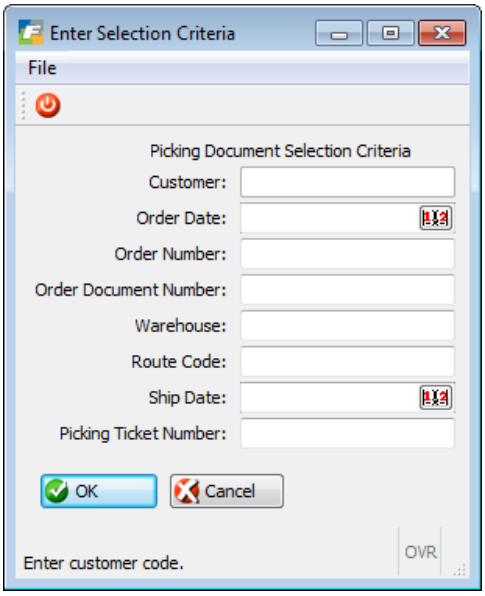
You use this menu option to print or reprint picking documents for orders entered through the Update Customer Orders option. If you want a picking ticket to print automatically when you save the order go to Update Order Entry Defaults program and check the Print Pick Ticket box:



Print Picking Documents identifies order lines that have reached the ORD stage and prints the picking ticket used by the warehouse personnel to select items and fill the order. Picking lists include information such as the warehouse, customer contact and business, phone number and ship to address, item and item warehouse location codes, order quantity, item description, and warehouse name, as well as a section for recording serial/lot numbers of items picked (if applicable).

If a truck routing code has been assigned to any of the sales orders (because either the ship-to code or customer code has a route code associated with it), the picking tickets will print grouped by the route codes. All picking tickets with no route code will print ahead of these. You can also print picking tickets for a specific route code by entering the code on the selection criteria screen.

If you print a picking ticket and then add an item or revise a quantity you should print the picking ticket again. It will print with the word “REPRINT” and there will be an asterisk next to the new item or the item whose quantity changed so the picker can easily identify what changed.



If you are shipping an order from more than one warehouse, a picking ticket will print for each warehouse and will print shipping information for the other warehouse.

(Helpful Hint: if you are printing a picking ticket and are not sure if it has been printed or not, select ALL when you receive the prompt below) and it will print regardless of whether it has been printed before or not.

Revising Order Quantities after Picking Ticket Printed

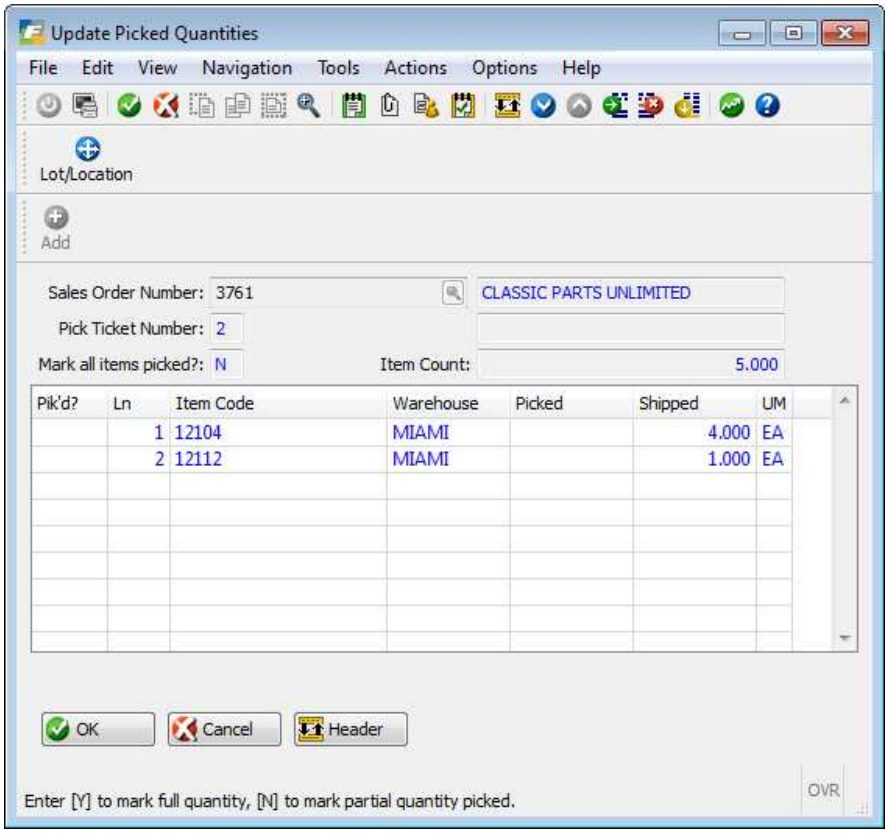
If you add items to the order, release a backorders, or revise quantities and reprint the picking ticket the word REPRINT will print on the ticket, the sales order number that prints will be appended with a -2 (or with whatever the last reprint # was incremented by 1) , and an * will print to the right of the quantity of the item so that it will be easy for the pickers to know what has changed.

If a backordered item is released after the pick ticket is printed the word REPRINT will appear on the ticket , the sales order number will be appended with a -2 (or with whatever the last reprint # was incremented by 1) , and only the backordered item just filled will print. The reason only the backordered item prints is that more than likely you have already shipped the rest of the order while waiting for this product to come in. If the program were to print all items again there is the chance that you would ship the entire order again in error. If the backorder is filled before you print the picking ticket the item will print on the ticket along with all other items on the order that have a line stage of ORD.

Update Picked Quantities (optional)

This menu option allows you to directly update line items that have been picked to fill orders entered through Update Customer Orders. After picking tickets are printed and the ordered items are picked from the warehouses, use this menu option to select the items that have been picked.

Select **(option d)** to view this screen:



The top section of the Mark Items Picked screen shows basic order information that uniquely identifies the order. The bottom portion of the screen displays all line items for the order that have reached the ORD stage and you will update some or all of these items as picked. This screen contains the following fields:

Field	Description
Sales Order Number	Enter the order number that corresponds to the Order No. Field on the Customer Order. Zoom is available to help you select a valid number for the.
Pick Ticket Number	This system-maintained field indicates the picking ticket number for this order. Used to verify that you are entering information for the correct picking ticket.
Mark all items picked?	Enter A if all items listed on this order have been picked. Enter N if all items have not been picked so you can select which items and the quantity of each item to mark as picked.
Item Count	This display only field displays total quantity on the order real time so you can compare to the total item count that printed on the pick ticket to verify nothing has changed on the order since the pick ticket printed.

The detail section of the screen:

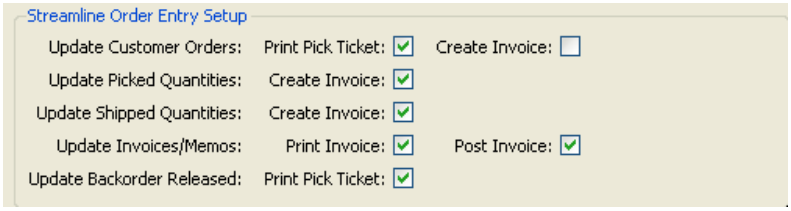
Field	Description
Picked?	In this column, enter Y to mark the full quantity as picked for this line. Enter N if not all the items on this line were picked.
Order Line	This system-maintained column displays the line number for this item.
Item Code	The Item Code column stores the code for each line item on the order.

Field	Description
Quantity Picked	Use this column to enter the quantity picked. Refer to the Quantity to Pick Column for the quantity ordered. If you enter a quantity less then what is in the Quantity to Pick column, a picker list displays for you to select an action of what to do with remaining quantities after picking only part of the order. **Put On Exception Report**- the line stage for the items not picked will be changed to NEW and a report can be run that will list all items with this line stage so that user can determine the next course of action (cancel the line, etc.) **Re-order Remaining Items**- the line stage for the items not picked will be changed to CAN so that they can be reordered on another order at a later time. **Backorder The Remaining Items** - the line stage for the items not picked will be changed to BKO. **Pick The Remaining Items Later-** the line stage for the items not picked will be left as ORD and they can be picked later after another picking ticket is printed for them.
Quantity to Pick	This column displays the quantity of items to pick to fill the order for this particular line item.

If you need to change the bin location click on the Loc/Lot icon and this screen will display:

Using this program changes the order line stage from ORD to PIC.

If you want to create the invoice when you save this transaction you need to have the Create Invoice box checked in the Update Order Entry Defaults program.



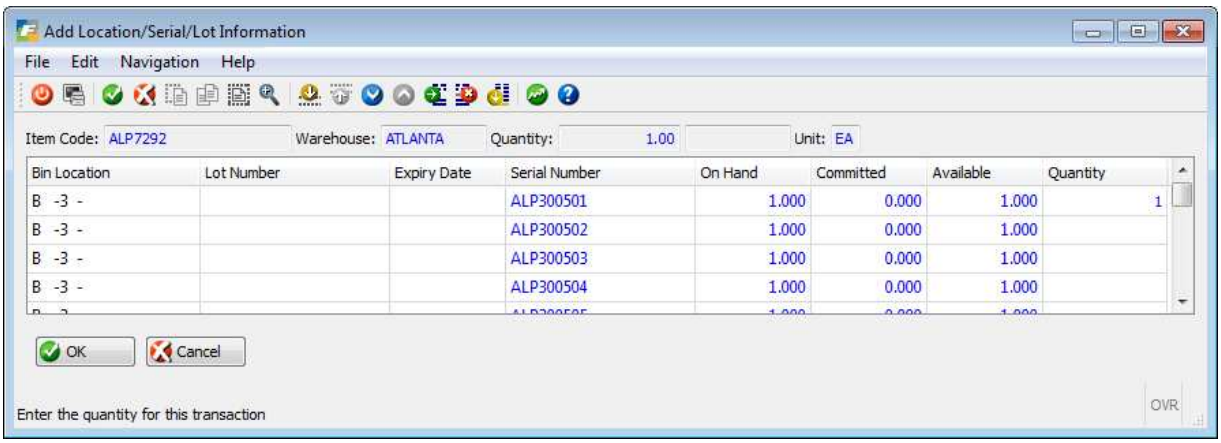
Picking Serialized Controlled Inventory

If you sell serialized controlled inventory items and they are marked as such in the item record, you will prompted to enter specific serial #s by the following programs:

- Update Picked Quantity
- Update Shipped Quantities
- Update Invoices

Note: Once serial numbers are entered in one program you will not be prompted to enter again in subsequent programs.

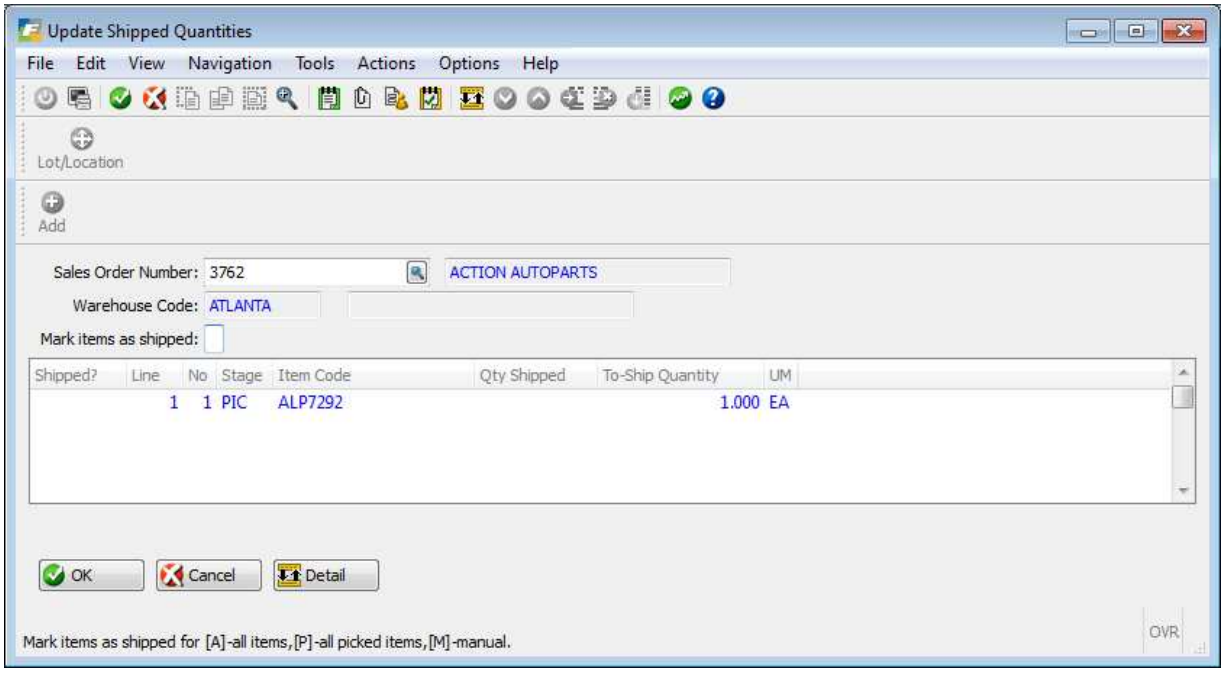
The serialized inventory screen displays once you approve one or all serialized items as picked. The screen below shows the item code, the warehouse code, and the quantity picked. Since the quantity picked is three, you need to enter three serial numbers.



Update Shipped Quantities(optional)

This menu option allows you to directly update line items that have been shipped for orders entered through the Update Customer Orders option

The Mark Items Shipped form is viewed from **(option f)**.

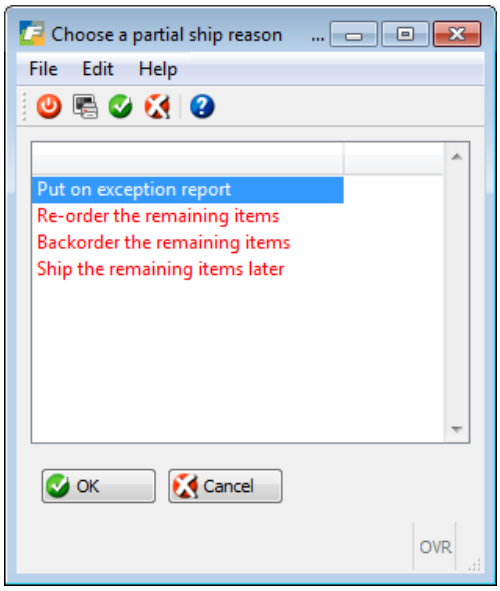


The Update Shipped Quantities option places you directly in the Add mode. The top part of the Mark Items Shipped screen shows basic order information that uniquely identifies the order. The bottom portion of the screen displays all detail lines for this order that have reached the PIC (picked) stage.

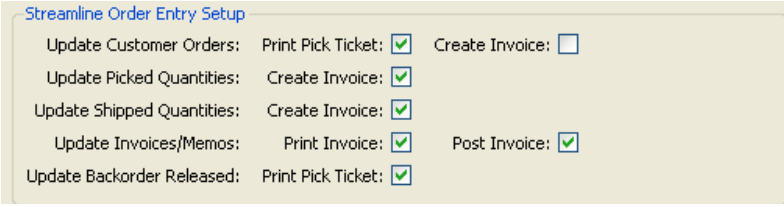
Field	Description
Sales Order Number:	Enter the order number that corresponds to the Order No. Field on the Customer Order form. Zoom is available to help you select a valid number for the order containing the items you want to update as picked. *NOTE:* Once you finish updating the picked quantities for one order, you can enter another sales order number over the current one; The system automatically saves the current one and calls up the new picking document.
Warehouse Code:	This system-maintained field indicates the warehouse from which the items are to be shipped.
Mark items as shipped?:	Enter A if all items listed on this order have been shipped; enter N if not all the items have been shipped.

The Order Ship section is a system maintained reporting area.

Field	Description
Shipped?	In this column, enter Y to mark the full quantity as picked for this line. Enter N if not all the items on this line were picked.
Order Line	This system-maintained column displays the line number for this item.
Ship No.	Picking ticket number.

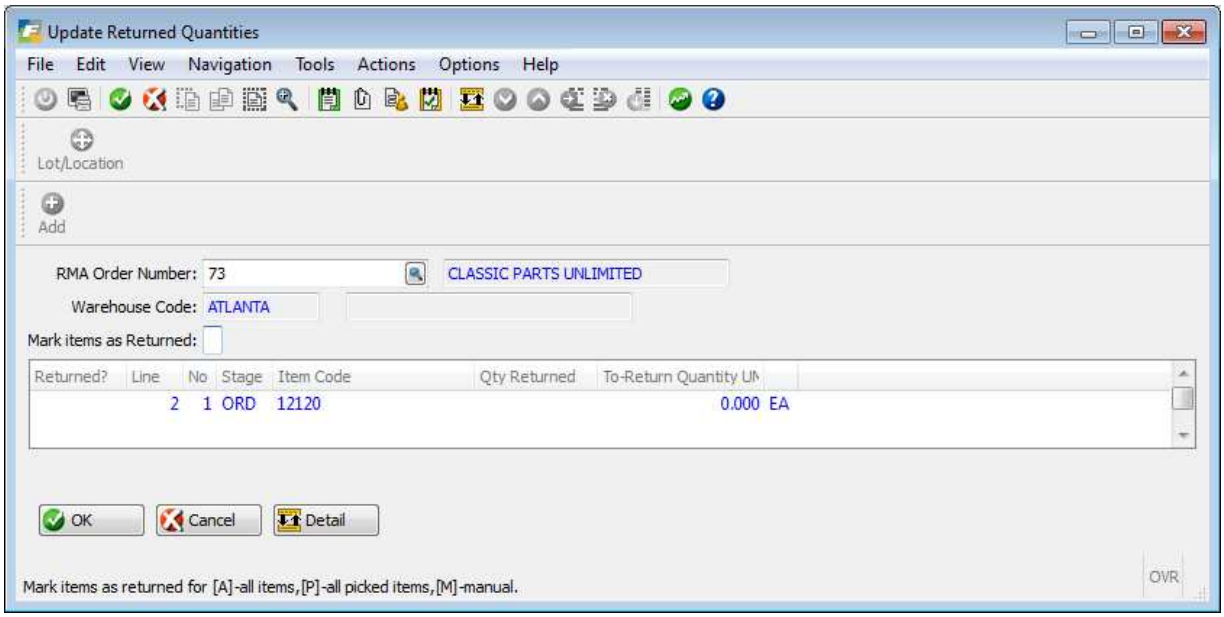
Field	Description
Stage	Line stage.
Item Code	The Item Code column stores the code for each line item on the order.
Quantity Shipped	Use this column to enter the shipped quantity. You may refer to the Qty Shipped column for the total quantity to enter for this order line. If you enter a quantity less than the amount entered in the Quantity to Ship column, an extension picker window opens for you to supply a reason for shipping only a partial order.  **Put On Exception Report**- the line stage for the items not picked will be changed to NEW. A report can be run listing all items with this line stage so that user can determine the next course of action (cancel the line , etc.) **Re-order Remaining Items** - the line stage for the items not picked will be changed to CAN so that they can be reordered on another order at a later time. **Backorder The Remaining Items** - the line stage for the items not picked will be changed to BKO. **Ship The Remaining Items Later -** the line stage for the items not picked will be set to either ORD or PIC so that they can be shipped later.
Quantity To Shipped	This column displays the quantity of items to ship to fill the order for this particular line item.

If you want to create the invoice when you save this transaction you need to have the Create Invoice box checked in the Update Order Entry Defaults program.



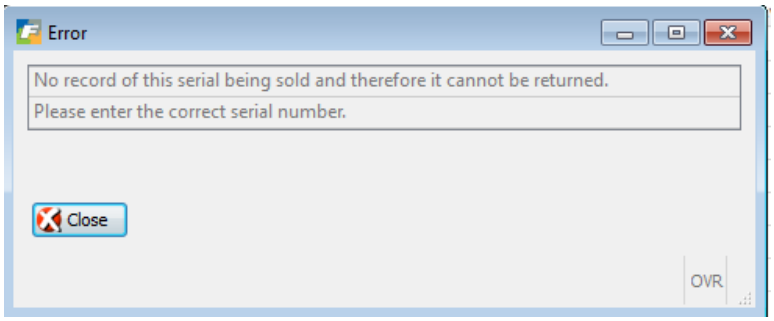
Update Returned Quantities (optional)

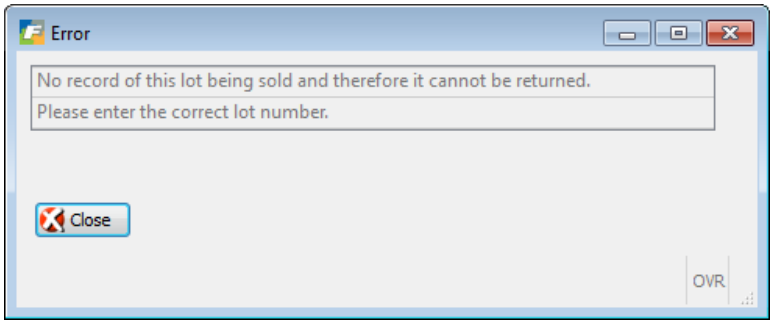
If the returned order type used requires a pick ticket be printed this must be done prior to running this program. This program is very similar the Update Picked, Update Shipped, and Update Invoices programs. Simply go into Add mode, enter or zoom to find the RMA/RMU number and select A if All was returned, or select P or M if it is a partial return. Please note that any line items with an RMA/RMU type that has a disposition of 1 (item to be scrapped) will not display on this screen since the item is not being returned to inventory.



For RMA order type if you are using a location controlled warehouse and/or if any if the items are serial or lot number controlled a screen will display the serial and/or lot #s from the original order so that you can choose which ones are being returned.

For RMU order type that is not attached to an original sales order you must enter the serial and/or lot #s and the program will look at the audit table and retrieve the most recent cost for the lot/serial #. If you enter a number that is not found in the audit table you will receive this message:





Print Packing Slips (optional)

This menu option is used to print and reprint packing slips for orders entered through the Update Customer Orders. The packing slips includes information such as order number, item description and order quantities, the name of the shipping carrier, and any special delivery notes. This slip is packed with the shipment. A separate packing slip is printed for each ship-to warehouse.

When you select the option you receive this prompt:

Select Yes to reprint previously printed packing slips, No to print packing slips that have yet to be printed, or ALL to both print for the first time and reprint those that have been previously printed (Helpful Hint: if you are printing a packing slip and are not sure if it has been printed or not, select ALL)

Entering Blanket Sales Orders

A Blanket Order is a type of Master Order that contains specific quantities for certain inventory items at set prices that the customer may draw against over a period of time. The Blanket order guarantees that the customer will be able to purchase a limited quantity of each item over time at the pre-set price. The customer can no longer place orders against the Blanket Order once the total blanket order quantities have been exhausted, or the Blanket Order has expired based on its expiration date. A Blanket Order is an order type BLO which is a reference order only (like type = QUO).

The quotation/acknowledgement form that is printed for the BLO will clearly state it is a blanket sales order. Once a Blanket Order (BLO) has been created, orders may be placed against this Blanket Order. These orders are known as releases and they will be treated just like any other order with these special conditions:

1. Items on a Blanket Order Release will be limited to items that are part of the Blanket Order.

2. The total quantities ordered for a given item on all of the Blanket Order Releases for that Master Blanket Order cannot exceed the total quantity indicated on the Blanket Order.

3. The price on the release must be the same as the price on the BLO.

Each Blanket Order Release will use the same order number as the Blanket Order, but will also include a sequential Release Number. The order number provides a means to link the releases to the proper Blanket Order. This allows separate customer purchase order numbers be assigned on each release if desired by the customer.

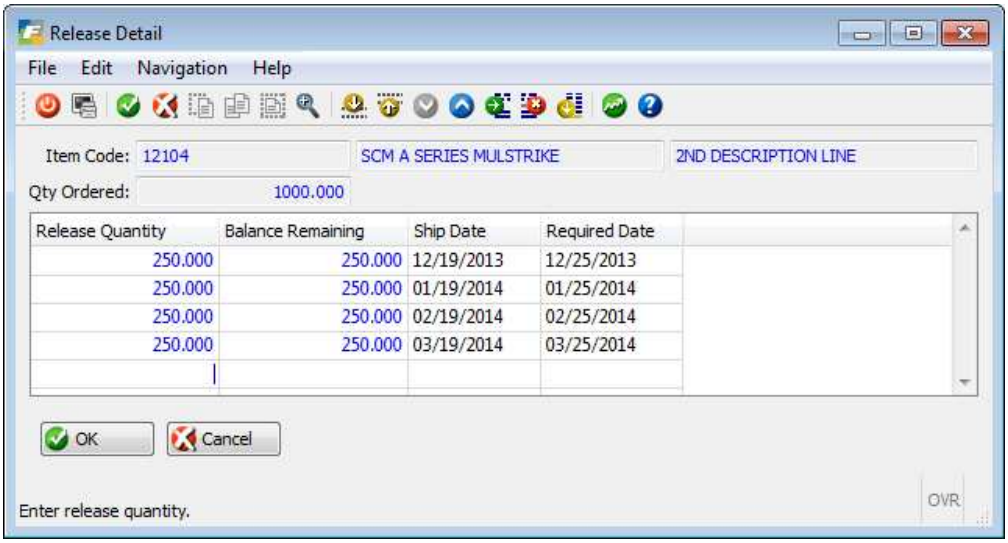
The user has the ability to view the Blanket Order on demand and view the total item quantities released (and scheduled for the future) on an item-by item basis. The user may edit the Blanket Order once it has been created and releases have been created against it.

When an Order Acknowledgment is printed for a Blanket Order Release, the total quantities display just as they do with a regular order. Additionally, the total Blanket Order remaining quantities will display for each item. This document also indicates that it is a Blanket Order Release and displays the Blanket Order ID.

The user has the ability to "suspend" a blanket order prematurely (prior to its expiration date or the completion of the item quantities) simply by changing its expiration date to less than TODAY.

Use order type BLO for blanket orders, once this order type is entered you will be prompted for the order's expiration date.

After you enter the quantity for each line item the release details creen displays so that you can designate the quantities and their ship dates.

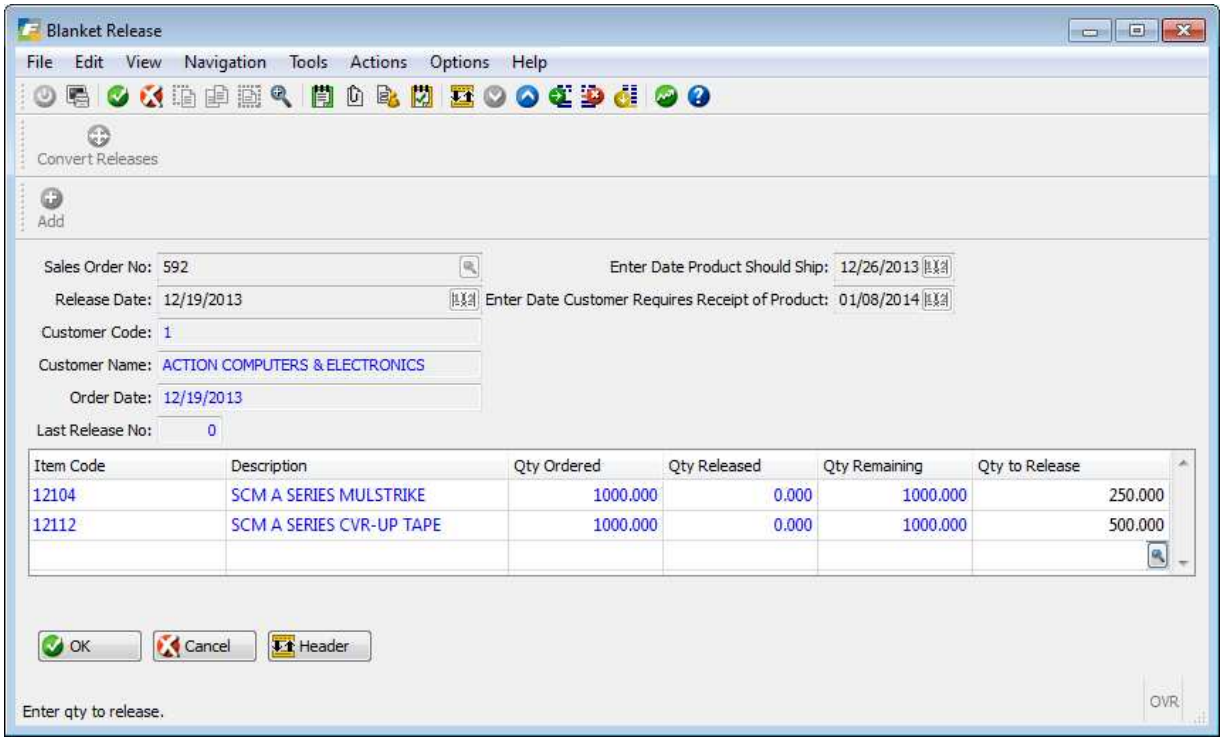


The ship date needs to be before the expiration date and the required date needs to be after the ship date but before the blanket order expiration date.

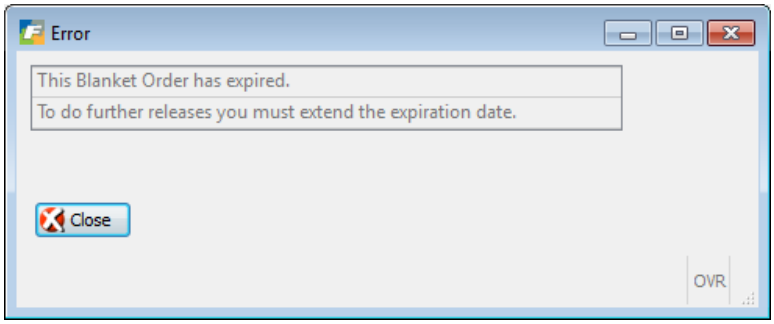
Processing Releases

To release product from a blanket sales order click on the

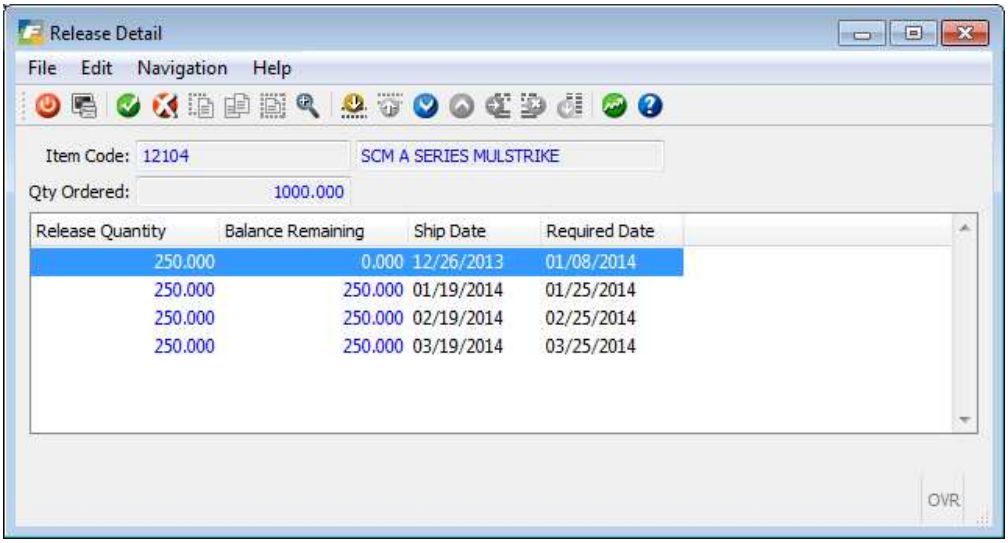
button on the order entry toolbar to access this release screen



In Add mode enter the blanket sales order number. If you enter a blanket sales order number and the orders was exipred you will receive this message:



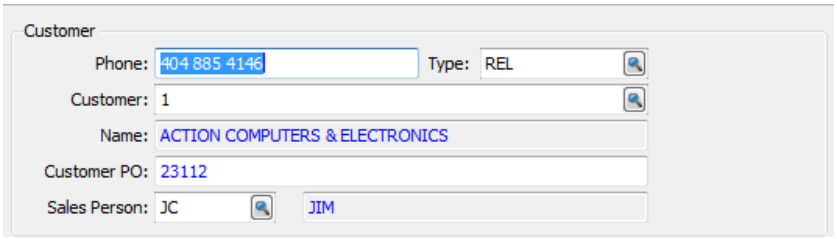
Next enter the ship date, required receipt date, and the quantity to be released for each item. To view the detail of the quantities and dates intially entered on the blanket sales order you can zoom from the Qty to Release field and this view only screen will display:



When you are done releasing press enter or click on OK to store the information entered.

To convert the release to a REG type sales order so that it can be processed for shipment click on the

button on the release screen. This will take you to the REL order and you simply change the order type from REL to REG. This will now commit inventory to this order. If any of the items on the sales order are make to order items (line type MTO or MTN) the release will also create the production work order.

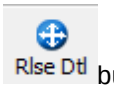


If you do not convert the order right away it will be saved with an order type of REL and cannot be processed for shipemnt until you update the order type to REG.

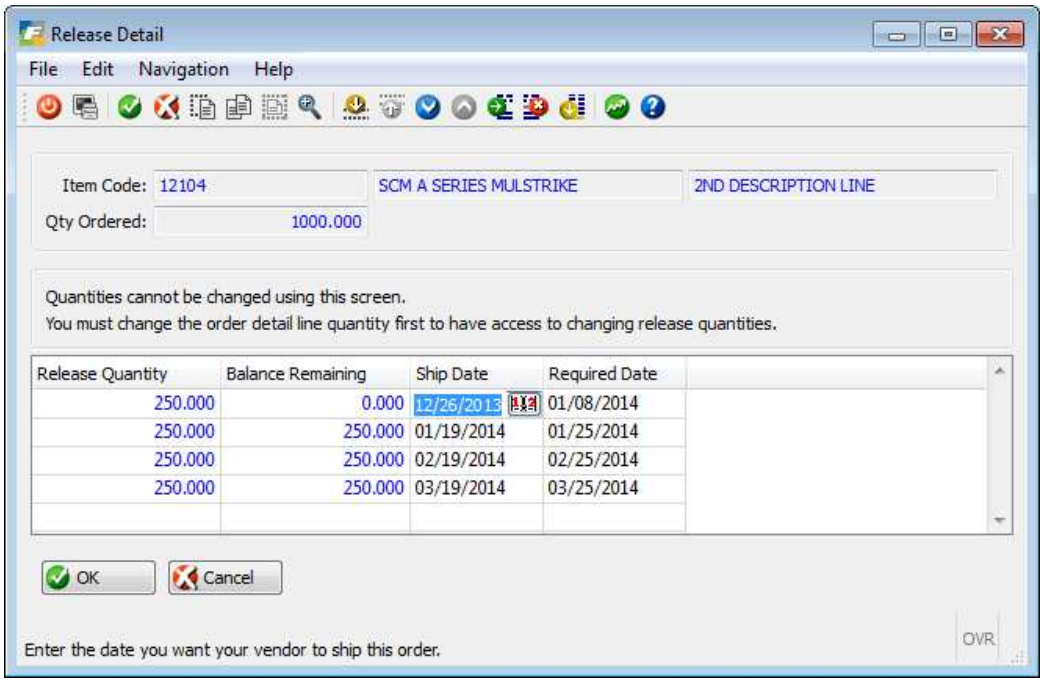
The newly created order will have the same order # as the blanket order followed by the release number.

The blanket order will have its release number incremented each time a release is processed and the released quantity will display in the detail section of the screen.

Description	Additional Description	Warehouse	UM	Quantity	Qty Released
SCM A SERIES MULSTRIKE	2ND DESCRIPTION LINE	MIAMI	EA	1000.000	250.0000

To view the release detail of each line, go into update mode, enter the line item detail section and click on the 

button.



Dates can be changed on this screen but not quantites. You can only change quantities on the main order entry screen and when you do the screen above will display so you can reallocate releases as needed.

Modified Reports

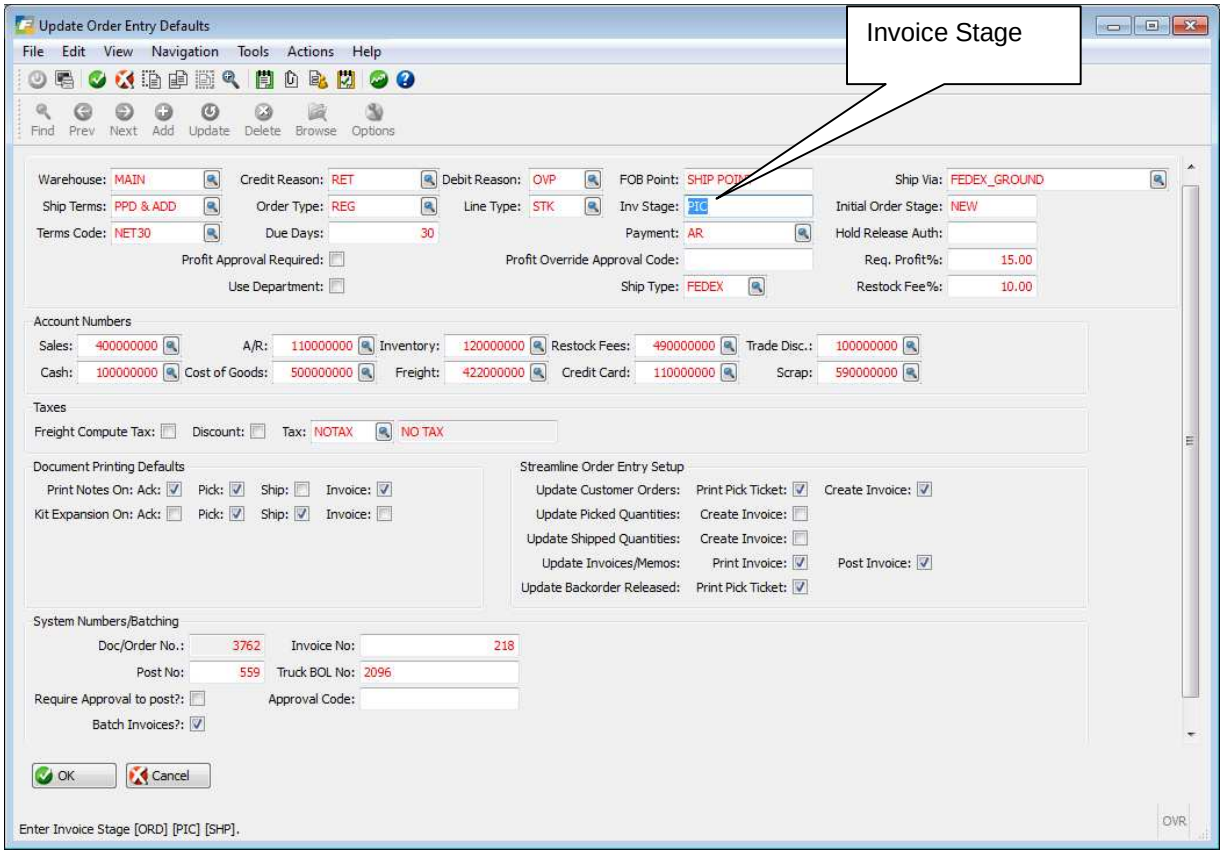
Both the quotation and order acknowledgement forms print the words “BLANKET ORDER” on the form. They also print the release quantity and ship date breakdown under each line item.

Invoices that are from blanket order releases print the words “BLANKET ORDER RELEASE” on the invoice form.

Invoicing Programs

Create Automatic Invoices/Memos

This program creates invoice records in batch for all order lines with the line stage equal to what the user defines as ready to be invoiced. The stage is set up in the Update Order Entry Defaults screen program in the field labeled Inv Stage.



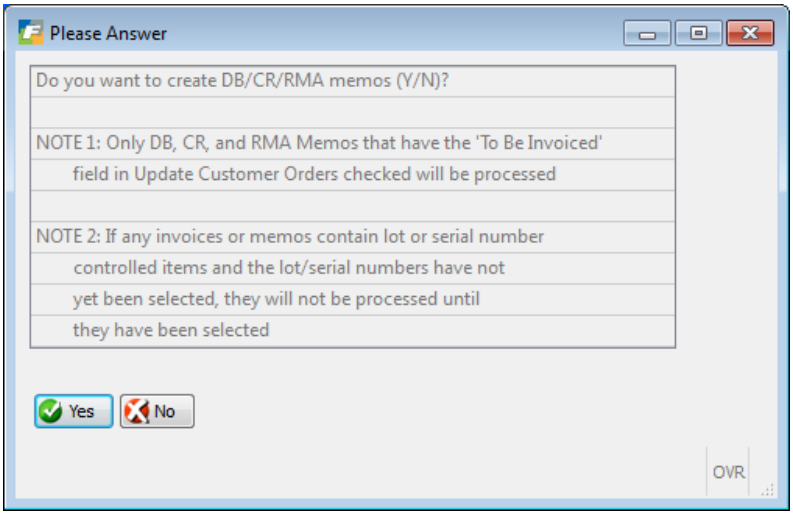
This value should be set as follows:

ORD - if you want all order lines with stage = ORD to be invoiced. (NOT RECOMMENDED)
PIC - if you want all order lines with stage = PIC to be invoiced.
SHP - if you want all order lines with stage = SHP to be invoiced.

When the Create Automatic Invoices/Memos program is run you will be prompted as follows:

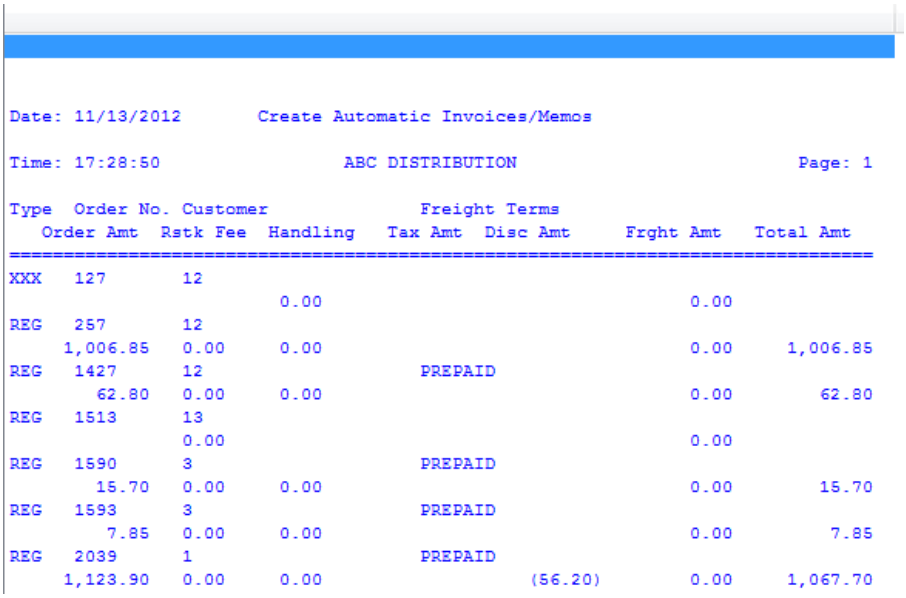
Enter "Y" to proceed.

Enter "Y" if you want to create invoice record for any open credit memos and debit memos in addition to open orders.



If after creating the invoice records you need to edit any of the information like adding freight, use the Update Invoices/Memos program to do this.

Here is a sample of the report output:



Date: 11/13/2012 Create Automatic Invoices/Memos

Time: 17:28:50 ABC DISTRIBUTION Page: 1

Type	Order No.	Customer	Freight Terms				
	Order Amt	Rstk Fee	Handling	Tax Amt	Disc Amt	Frght Amt	Total Amt
XXX	127	12					
			0.00			0.00	
REG	257	12					
	1,006.85	0.00	0.00			0.00	1,006.85
REG	1427	12		PREPAID			
	62.80	0.00	0.00			0.00	62.80
REG	1513	13					
		0.00				0.00	
REG	1590	3		PREPAID			
	15.70	0.00	0.00			0.00	15.70
REG	1593	3		PREPAID			
	7.85	0.00	0.00			0.00	7.85
REG	2039	1		PREPAID			
	1,123.90	0.00	0.00		(56.20)	0.00	1,067.70

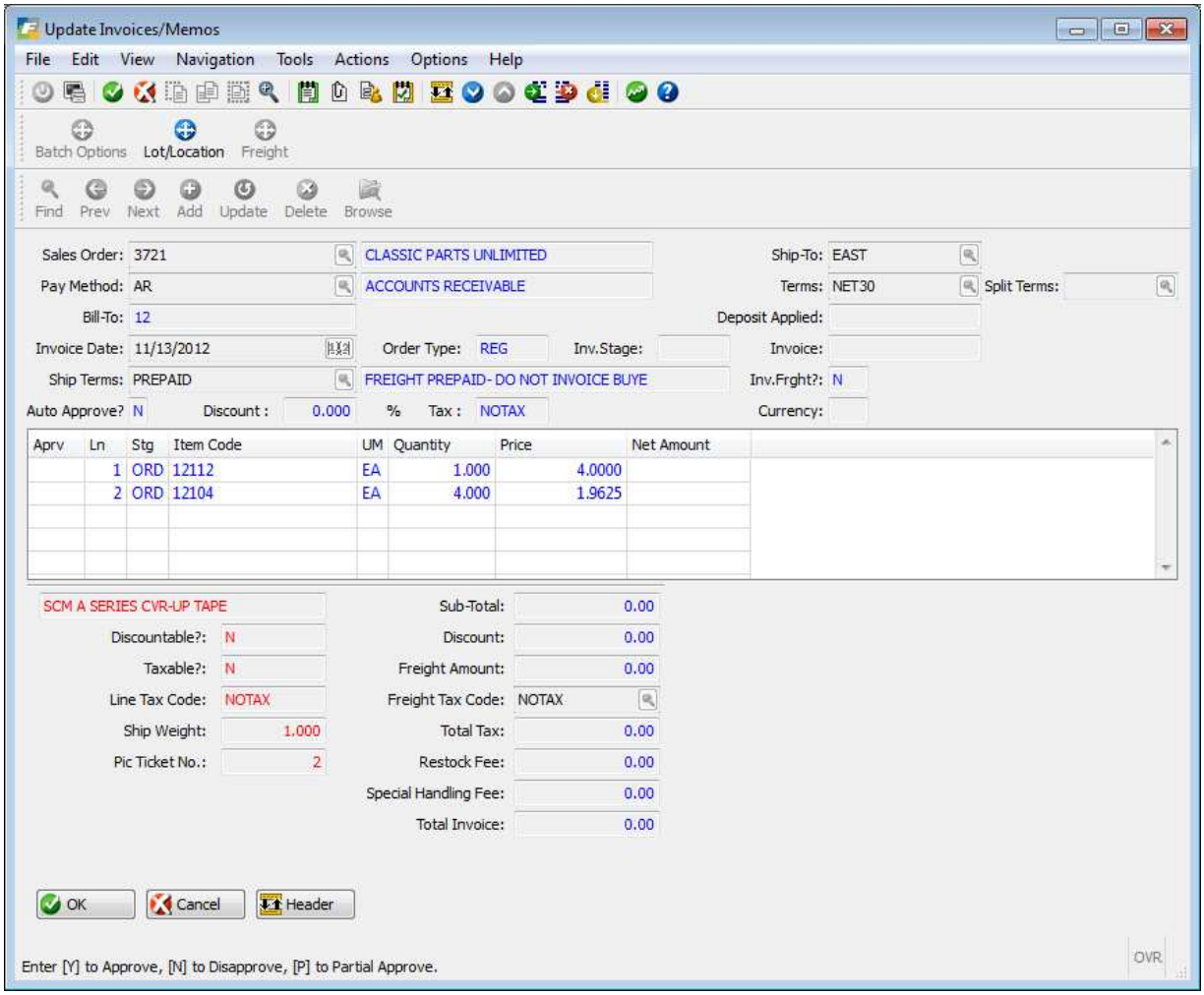
Update Invoices/Memos

If you would like to create your invoice records one a time instead of using the Create Automatic Invoices/Memos use this program.

Through the Update Invoices option, you enter the amounts shipped on a customer order to create an invoice.

To select the customer order you want to invoice, execute the ADD command and use the Zoom function to choose the correct sales order number for the customer order you want to bill.

The Update Invoice screen is viewed from **(option b)** on the Invoicing Programs submenu.



This Invoice screen is divided into three sections. The top section contains information identifying the specific order. The middle section displays detail lien item information for the order. Both order total information and detail information for the current line item appear in the bottom section of the screen.

In the Auto Approve field, enter a Y if you want to automatically approve all line items for invoicing. Enter a N if you want to approve or disapprove order lines on an individual basis. If you respond with a Y, the order will be totaled and the cursor moves to the Freight Amount field. If you respond with a N, the cursor moves to the first line of the detail section of the screen.

Aprv - Enter "Y" in this column to approve the order line for billing. Enter "N" in this column to change the order line quantity.

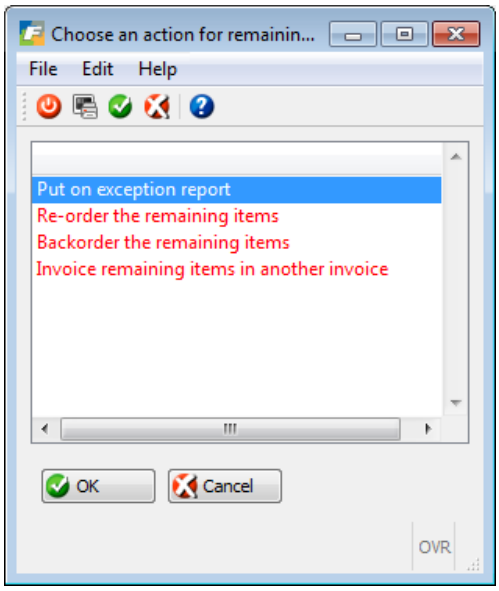
Ln - This number corresponds to the order line number assigned for each order item (row) in the detail section of the customer order document. The column is maintained by the system.

Stg - The Stg column in the detail section is system-maintained. It displays the current stage for each line item in the order.

Item Code - The twenty-character Item Code column stores a description code for the item ordered.

UM - The UM column is used to indicate the unit of measure by which quantities of the item are sold. For example, an entry of EA indicates that the items are ordered singly rather than by the case, pound, or dozen.

Quantity - This column stores the order quantity for this line. This amount may be adjusted (reduced only) if necessary to reflect the actual quantity shipped. If you do reduce the order quantity, the following window displays:



Put On Exception Report- the line stage for the items not picked will be changed to NEW and a report can be run that will list all items with this line stage so that user can determine the next course of action (cancel the line, etc.).

Re-order Remaining Items- the line stage for the items not picked will be changed to CAN so that they can be reordered on another order at a later time.

Backorder The Remaining Items - the line stage for the items not picked will be changed to BKO.

Invoice Remaining Items In Another Invoice-- the line stage for the items not picked will be set to either ORD, PIC, or SHP (whatever stage they are set to when you enter this program) so that they can be shipped later.

If you need to change the bin location because the item was picked from a bin location different from the one that was assigned during order entry click on the Loc/Lot icon and this screen will display:

Settle Credit Card Invoices (option c)

This program sends the batch of invoices to the credit card processor for settlement and marks the invoices settlement flag to S for “sent”. This program will be discussed in greater detail in the section of this manual that discusses Credit Card Processing.

Receive Settlement Invoices (option d)

This program sends the batch of invoices to Skipjack for settlement and marks the invoices settlement flag to S for “sent”. This program will be discussed in greater detail in the section of this manual that discusses Credit Card Processing.

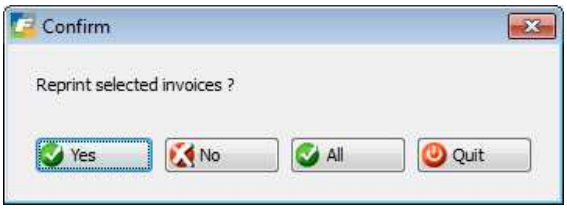
Invoices Not Settled Report (option e)

This report lists all invoices where settlement was declined and therefore alternate payment method must be worked out with your customer. This program will be discussed in greater detail in the section of this manual that discusses Credit Card Processing.

Print Invoices and Memos

This menu option prints invoices, credit memos, and debit memos. An invoice is a customer billing, whereas a credit or debit memo is an adjustment to a customer bill.

When you select the option you receive this prompt:



Select Yes to reprint previously printed invoices, No to print invoices that have yet to be printed, or ALL to both print for the first time and reprint those that have been previously printed (Helpful Hint: if you are printing an invoice and are not sure if it has been printed or not, select ALL)

Next you are prompted for a starting invoice number. This number prints on the first invoice and is incremented for each additional invoice. If you do not enter an invoice the system will assign the next sequential invoice number.

When this option runs, all orders that have had items shipped and approved for invoicing are selected, as created through either the Create Automatic Invoices/Memos option or the Update Invoices option. It also finds all un-posted credit and debit memos. The printed hardcopy documents are the physical record of a transaction and are to be sent to your customer.

Update Declined Invoices

This program is used to reset the settled flag on invoices where credit card settlement was declined. This program will be discussed in greater detail in the section of this manual that discusses Credit Card Processing.

Print Order Entry Edit List

Before you can post the invoices and the credit and debit memos, you must first print an edit list. Printing the edit list allows you to review the documents for accuracy and correct any errors before posting.

If some of the documents have errors detected by the system, error messages print on the edit list, "****One or More Document will not post – Review this report carefully." This will appear at the end of the edit listing just before the G/L Account Summary at the end of the report.

This edit list will contain some of the same information that prints on the posting report, with the exception of inventory GL transactions. They are not displayed because you cannot know the cost of an inventory item until you actually post the transaction. You cannot know the cost of an inventory item because of the dynamic nature of the cost stack. The cost returned by the posting program may be a different value today than if you posted it tomorrow.

Post Order Entry Documents

The posting process changes the status of a document. It also generates inventory, account ledger, and sales history information based on the recording of invoices, credit memos, and debit memos.

You can post documents only after an edit list has been printed with the Print Order Entry Edit List menu option.

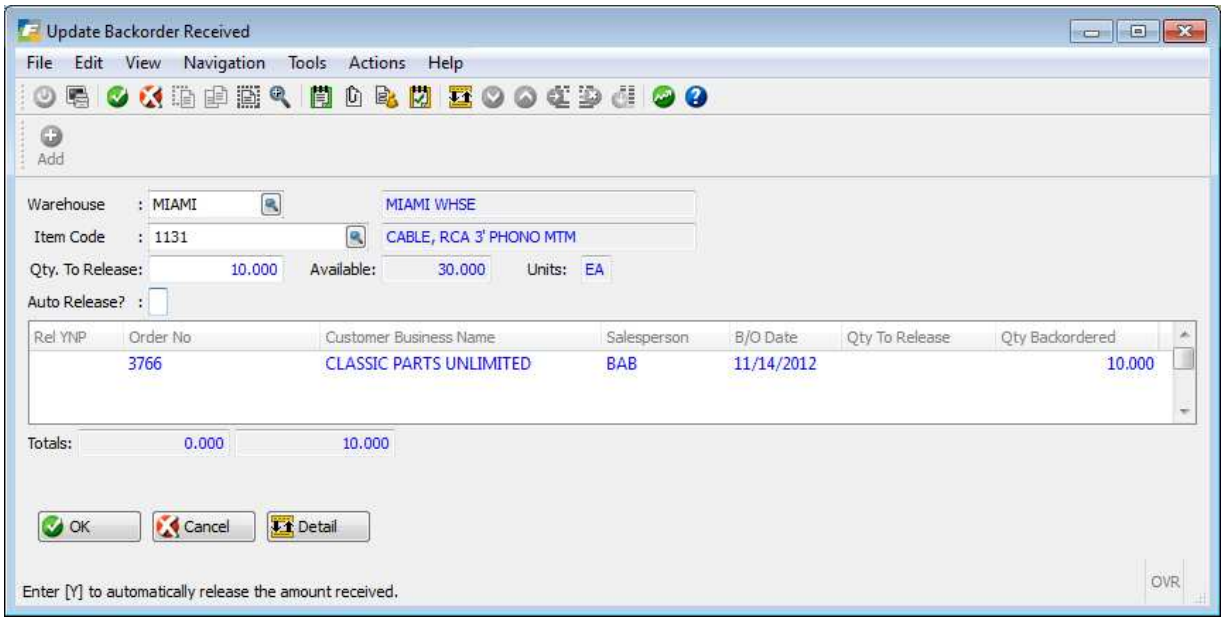
Posting produces a report that shows both the inventory and accounting information generated by the posting.

When you post invoices, credit memos, and debit memos, the information in those documents is stored in the order entry transaction history files. If you are using Fitrix General Ledger, Accounts Receivable, or Inventory Control, the posting process will also update information in those modules.

Update Backorder Received

The Update Backorder Received option allows you to release backorders when inventory is received via the screen below. When you release backordered items, this takes the line items from BKO stage to ORD stage. Receipt of purchase orders and warehouse transfers will automatically release backorders in oldest required ship date order. This program is only used when you opt not to have a warehouse transfer release backorders or an inventory adjustment or physical count results in “found” inventory.

To view this screen select **(option j)**.



Use the following fields to release backorders:

Warehouse - Use this field to enter the warehouse code for the warehouse where the items were received. The Zoom feature is available in this field to select the correct warehouse code.

Item Code - This field stores the item code for items received. In addition, a list of all backorders in the system for this warehouse/item code appears in the detail section of the form. The Zoom function is available.

Quantity to Release - In this field, you enter the amount of the backordered items you want to release. You cannot release more than is available.

Available - Amount available to apply to backorders.

Units - This field holds the unit in which an item is sold. The system maintains this field based the units set up for inventory in the inventory file.

Auto Release - Enter a "Y" to automatically release items in oldest ship date order, and disburse the amount to the orders listed in the detail section. Enter "N" to update each line manually.

Release - If you are releasing backordered items manually, this column accepts an entry of "Y" to release total amount backordered, "N" to not release any, or "P" for a partial release. With an entry of "P", you indicate how many units to release in the Amount to Release column.

Sales Order - This column displays the sales order number for each backorder.

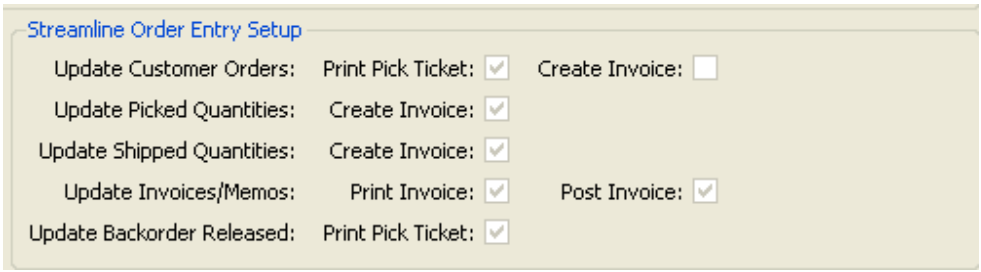
B/O Date - The B/O Date column records the date this sales order was placed on backorder. This column is system-maintained.

Amount to Release - You enter the amount to release for each backorder.

Amount Backordered - This column displays the total amount backordered for each sales order.

Totals - These Totals fields display the total amount of all orders released and the total amount of all orders backordered, respectively.

Note: If you want pick tickets to automatically print for any back order fulfilled with this release program check the print pick ticket box next to Update Backorder Release in the Update Order Entry Defaults as shown here:



Credit Card Processing

This section discusses Fitrix credit card processing functionality through an interface with Skipjack Financial Services. Other interfaces may be supported in the future. Please check with your Fourth Generation sales representative.

The order entry module interfaces with a payment transaction network for automated credit card processing. Credit card information is stored at the customer level. When orders are entered the order information is automatically sent for real time authorization. When orders are invoiced the information is automatically sent in batch mode for settlement.

Note: The order entry module is delivered with the credit card functionality turned off. This is because the tools needed to interface with Skip Jack vary depending upon what hardware platform you are running your Fitrix software on. Consult your authorized Fitrix reseller for assistance in turning on this functionality. You must also contact Skipjack at 1- 888-368-8507 to establish a merchant account with them.

Activating the Credit Card Process

Establishing Credit Card Customers

A customer record must be set up for each credit card company.

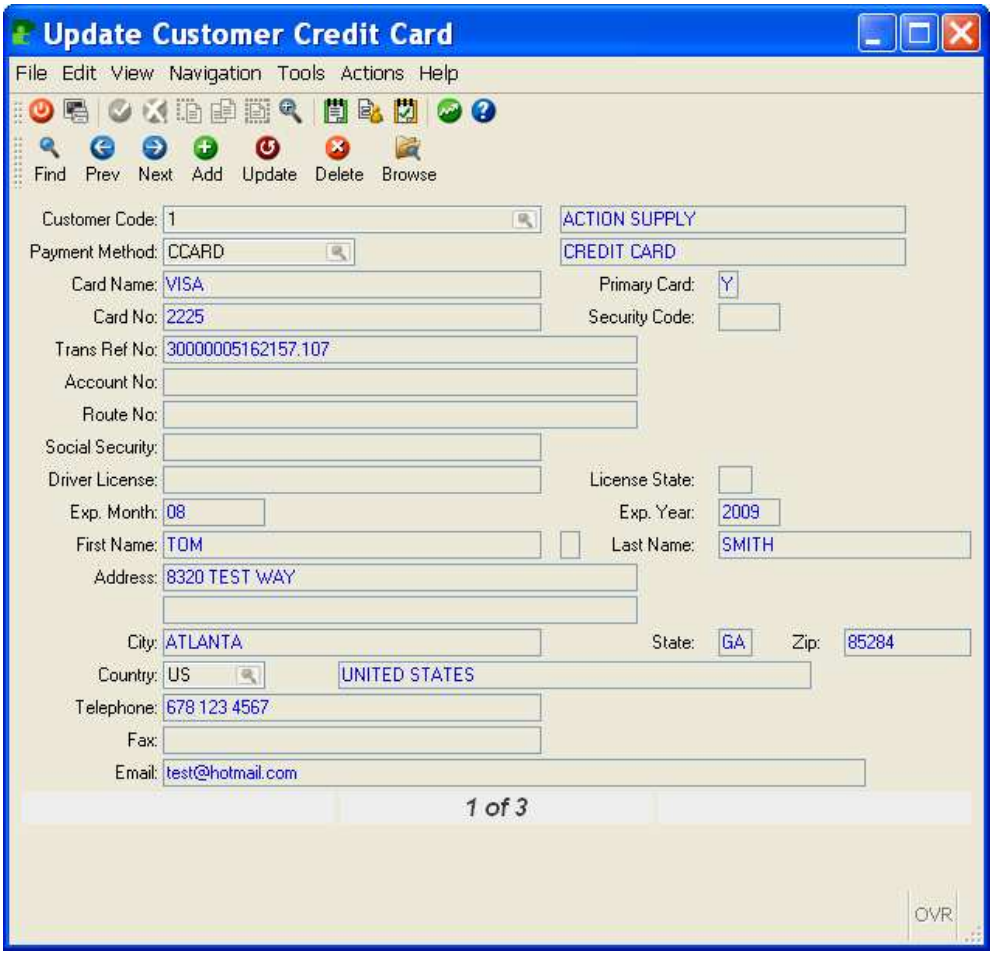
Enter Customer Credit Card Information

This program is used store credit card information for every customer. Each customer can have multiple credit cards.

Select Order Entry from the main menu.
Select option 4 - Setup Order Entry.
Select option H - Credit Card Processing.
Select option A - Update Customer Credit Card

Step Action

The following information is required and therefore must be filled in:
Step Action
Customer Code
Card Name
Card Number
Exp Month
Exp Year
First Name
Last Name
Address 1
City, State, and Zip
Telephone
Email



The following information is required for credit cards and therefore must be filled in:

Customer code
Card Name
Card Number
Security Code
Exp Month
Exp Year
First_Name
Last Name
Address1
City
State
Zip
Phone
Email

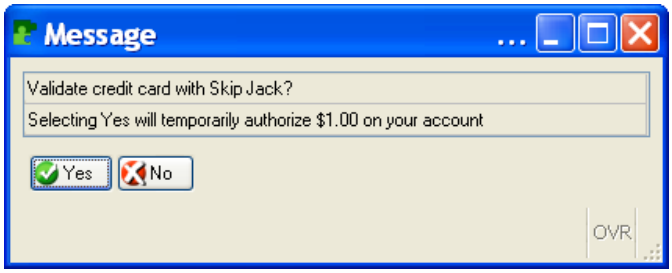
The following information is required for debit cards and therefore must be filled in:

Customer code
Account No.
Route No.
Either Social Security Number OR Drivers License and License State
Exp Month
Exp Year

First_Name
Last Name
Address1
City
State
Zip
Phone
Email

If the customer has multiple cards at least one must be marked as primary. It is this primary card number that is used if you run invoice authorization in batch since you are not prompted to select the credit card to be charged.

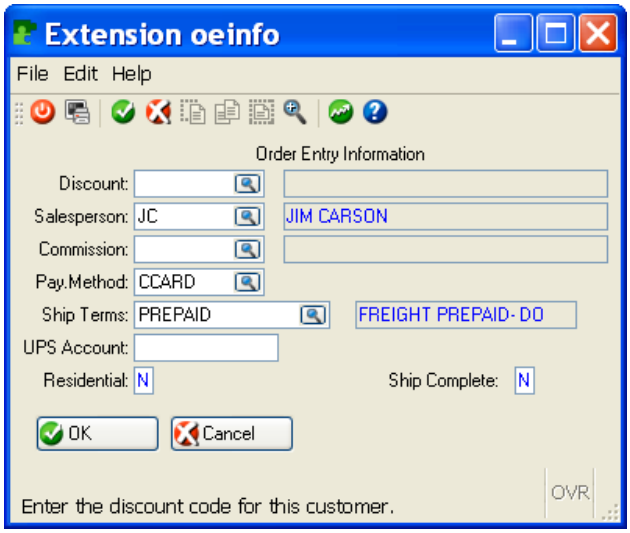
When you store the credit card information you will receive this prompt:



Click on Yes to validate the card with Skip Jack. This will temporarily put a $1.00 charge on your customer's card that will then be reversed by Skip Jack. This validation is needed to make sure the credit card is a valid card. This also returns a Transaction Reference Number that Skip Jack will use to authorize and settle transactions so that the entire credit card number does not need to be stored in the Fitrix database. Note that when you validate the card, the Trans Ref No is filled in and now only the last four digits of the card number you entered display.

Update Payment Method In Customer Record

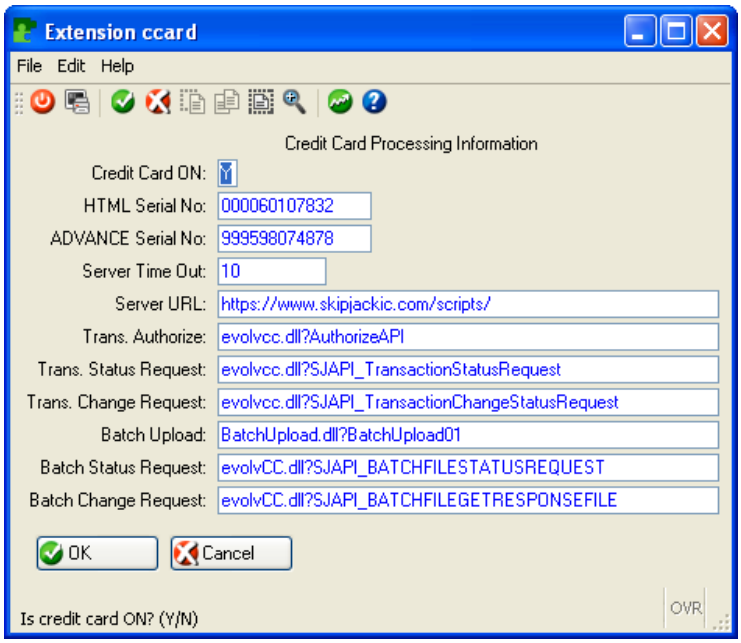
Update your customer records for those customer that pay via credit card to either CCARD for credit card or DDEBIT for debit card..
Step Action
Select Account Receivable from the main menu.
Select option 2 - Customer Information.
Select option A - Update Customer Information.
Find the Customer Code, and go into Update Mode.
Click on the OE Info icon.
Enter payment method.



Enter Credit Card Processor Information

Use the Update Company information program to store the interface information.

Select Order Entry from the main menu.
Select option 9 - Setup Company.
Select option A - Update Company Information.
Go into Update Mode.
Click on the Credit Card processing icon



The following fields are used on the Skipjack Credit Card processing screen.

1. HTML Serial No.- assigned by Skipjack.

The initial serial number assigned by Skipjack is for testing purposes only and will therefore need to be changed when you are ready to go live.

2. Advance Serial No.- assigned by Skipjack.

This also is for testing purposes only and will need to be changed when you are ready to go live.
Step Action
3. Server Time Out

Number of seconds before connection to Skipjack will be disconnected due to lack of response.

4. Server URL

Assigned by Skipjack

5. Trans Authorize

Assigned by Skipjack for authorization

6. Trans Status Request - assigned by Skipjack.

This field is used to get transaction id, authorize additional amounts if items are added to an order already authorized, or to delete an authorized transaction in the event the order is cancelled.

7. Trans Change Request- assigned by Skipjack

This field is used to get change status due to additional amounts or deletions.

8. Batch Upload – assigned by Skipjack

Used to upload batches for settlement

9. Batch Status request - assigned by Skip Jack.

Used to check batch file status (uploaded, processing, completed).

10. Batch Change request - assigned by Skipjack.

Once the batch status is completed this API is used to read the result of every transaction

Set Skip Jack Batch Settlement Settings

On the Skipjack website, click on Batch Settlement Preferences and set to manual daily so that Skipjack will settle all invoices once a day at a time of day specified by you.

Next, you need to set the following options:

1. Enable blind credits

Click "Edit Account" button and enable "Allow Blind Credits." option. This is so all outstanding credits automatically settle at the end of the day.

2. Enable batch processing

Ask Skipjack to enable this when you set up your merchant account.

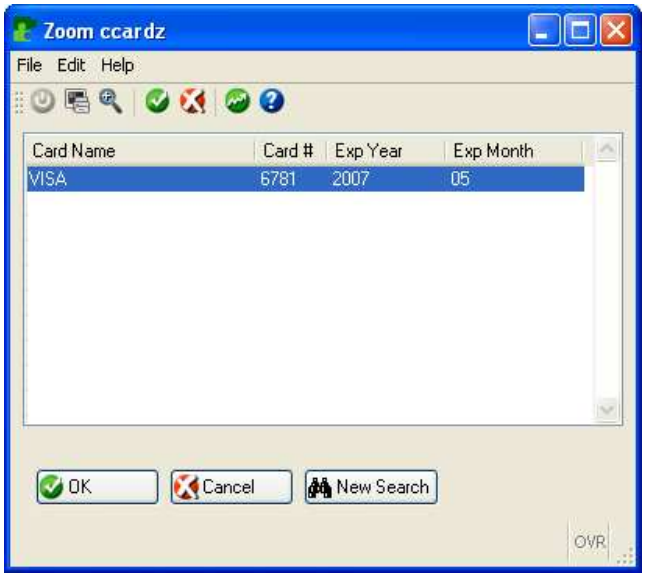
3. Turn on send email to customer (optional)

Click the "Edit Account" button and enable "Send E-mail Response to Customer" option. Customize the email message to reflect your company's information. This is optional. Do not turn this on if you do not want your customer to receive an email each time an order is authorized or an invoice is settled.

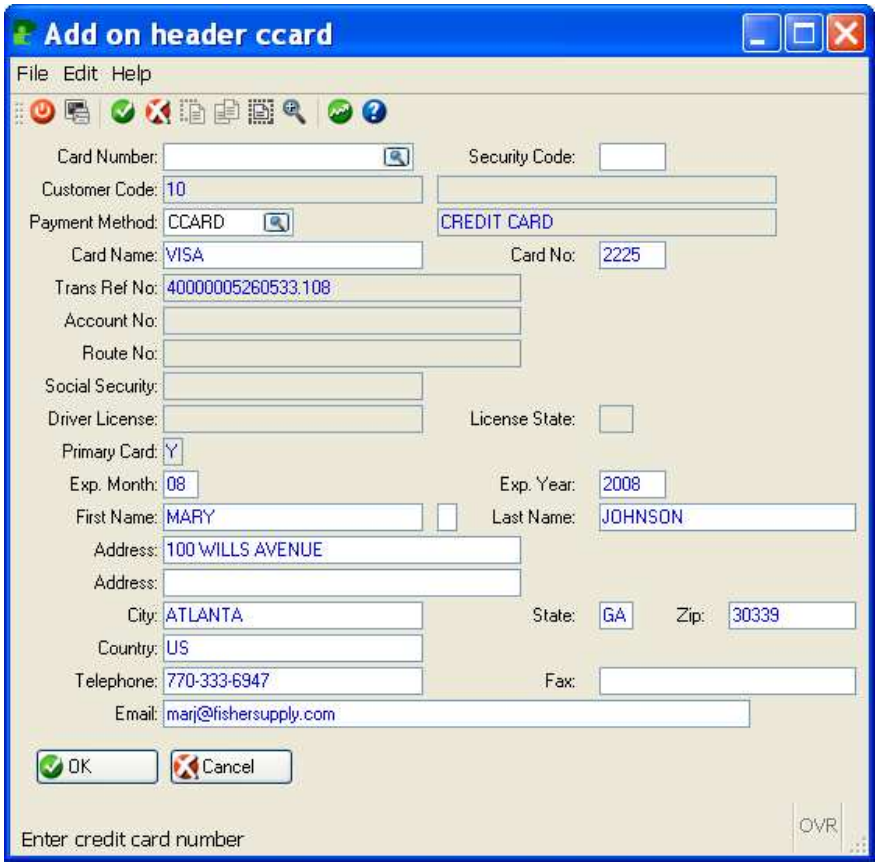
Order Processing

If an order is entered for a customer that pays via credit card (customer's payment method has a payment type =V), you will be prompted " Authorize Credit Card Now Y/N?" when the order is stored. If an N is entered the order will be stored without credit card authorization. Each time an order that is paid via credit card is updated and stored and no authorization code is found, you will receive this prompt.

A list of valid credit cards for the customer will display when you store the order. From this list, select the credit card the customer is using based on the type of credit card and the last four digits of the card the customer is using. Select the credit card and click on OK.



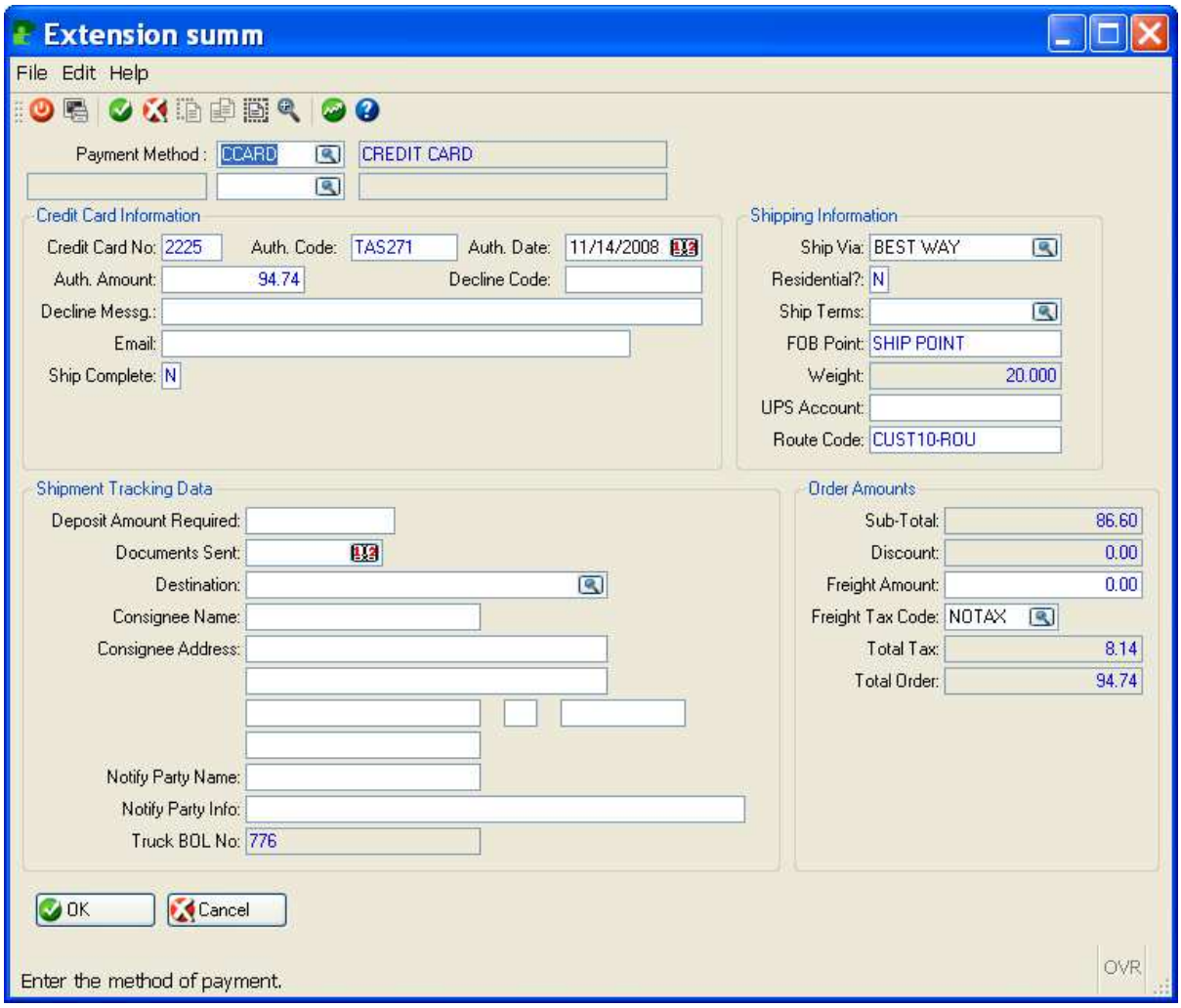
On the next screen that displays click OK.



Approved Card

If the credit card is approved the order will be stored with the following information in the order summary screen.

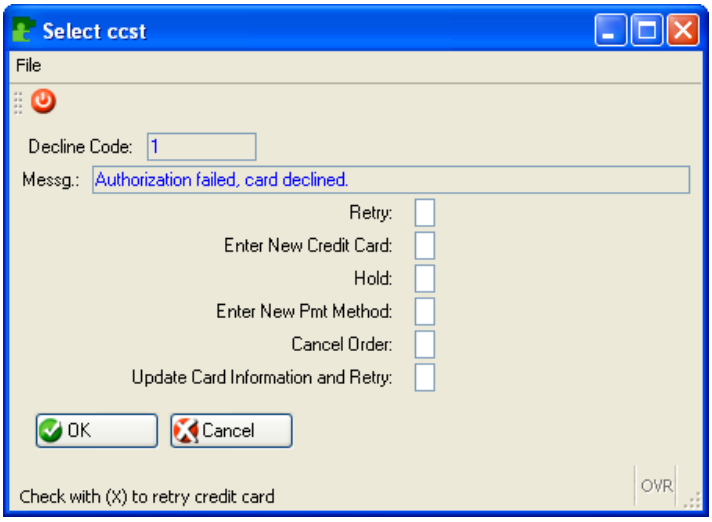
• Credit Card No. – last four digits of the credit card number
• Auth Code – authorization code returned by Skipjack
• Auth Date – authorization date returned by Skipjack
• Auth Amt- amount authorized



If email is turned on with Skipjack, an email is sent from SkipJack to the email address stored with the credit card used.

Declined Card

If the credit card is declined the following screen displays and you have the following options:



1. Retry

Check this box if you would like to try to authorize again using the same information.

2. Enter New Credit Card

Check this box if you would like to return to the list of credit cards for this customer and select another card to use.

3. Hold

Check this box if you do not want to try to authorize again at this time. Order will be stored with the decline code.

4. Enter New Pmt Method

Check this box if you want to change the payment terms to a term other than credit card. You will be returned to the Order Summary screen to enter a new payment method.

5. Enter Authorization Code Manually

Check this box if you want to enter the authorization code manually and you will be returned to the Order Summary screen. This will require a telephone call to SkipJack to get the authorization code.

6. Cancel Order

Check this box if you want to cancel the order.

7. Update Card Information

Check this box if you want to update the credit card information for the card being used and resubmit for authorization. If the card is declined and email is turned on with Skipjack, an email is sent from SkipJack to the email address stored with the credit card used.

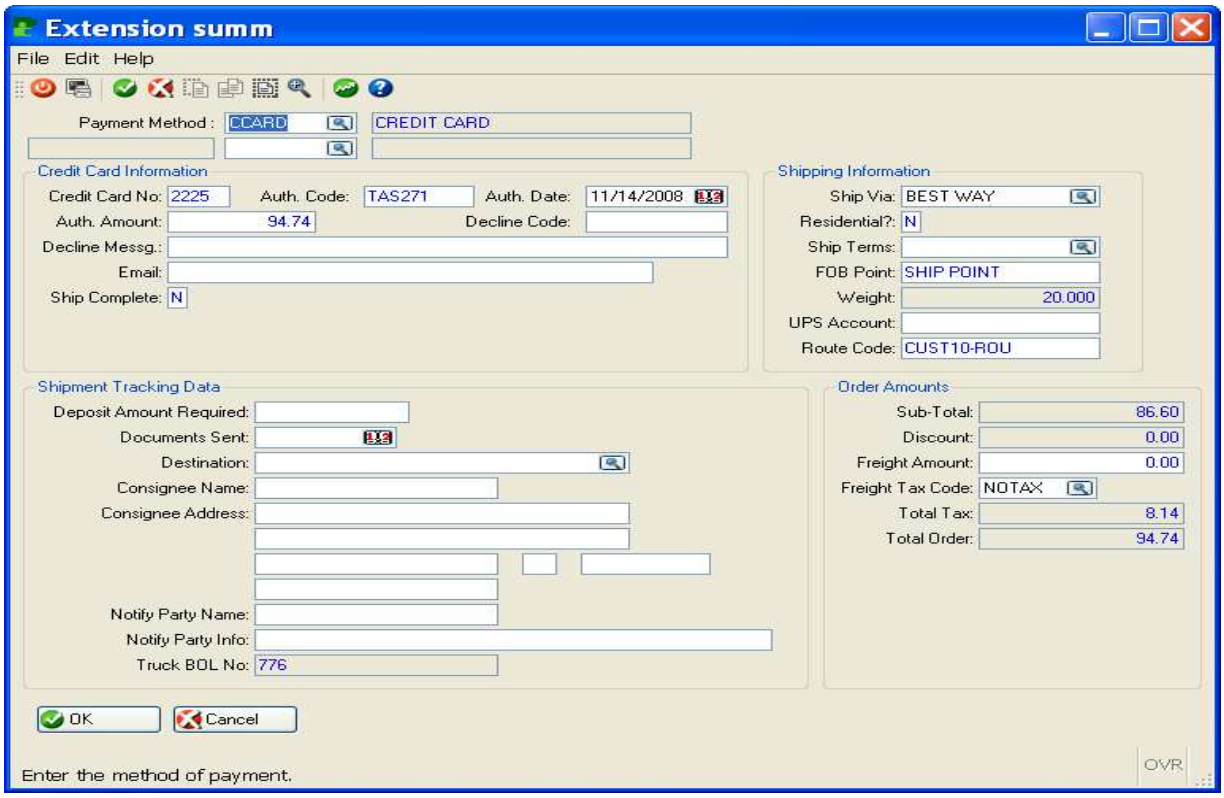
Note: If the credit card is declined you will receive a decline code of 1. There is no reason given by Skipjack and this is to prevent fraudulent activity. You must call Skipjack to find out why the card was declined.

Order Changes

If you increase the order amount, you will be prompted “Authorize Additional Amount Y/N?” If you decrease the order amount you ill be prompted “Reduce Authorized Amount Y/N?”.

Payment Method by Order

You can change the customer’s payment method to credit card for a specific order by entering the payment method on the order summary screen in order entry. If there is credit card information in the system for the customer a list of these credit cards will display. If there is not, a screen will display so that user may add the credit card information.



Picking Ticket Print Program

A picking ticket will not print for an order if the payment method is credit card and the credit card was declined or not yet authorized. This is to ensure the order is not picked and shipped by mistake.

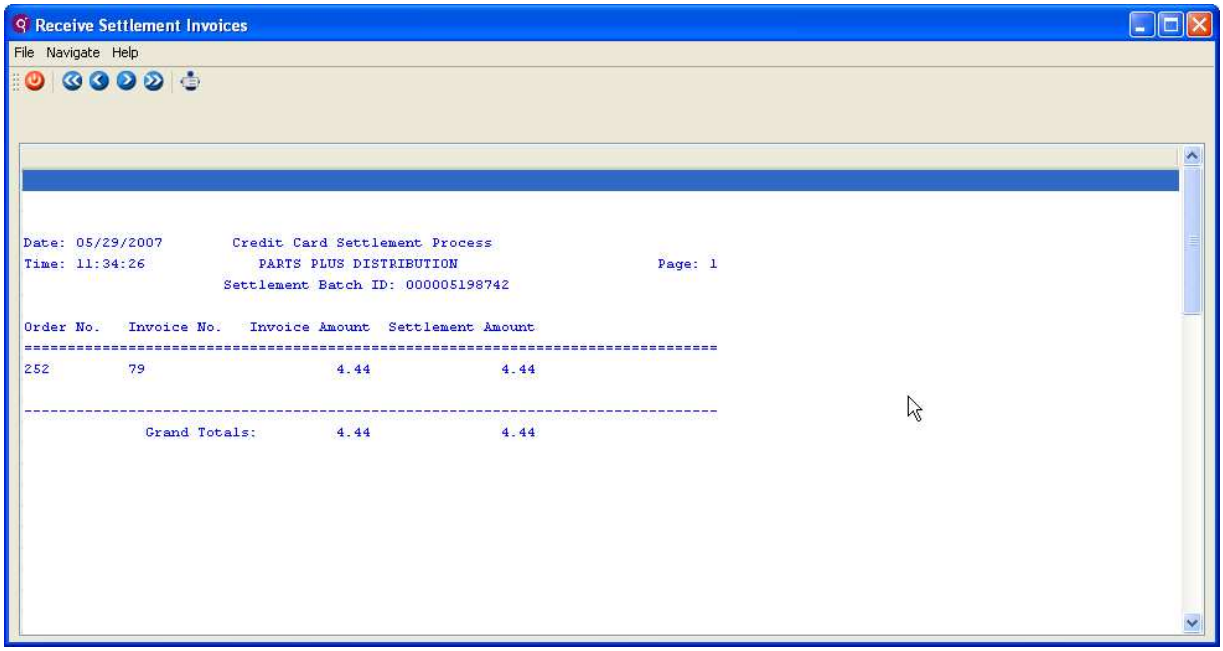
Settlement Process

Send for settlement (option c on the Invoicing Programs menu)

Once you have created invoices using the Create Automatic Invoices/Memos program or entered the invoice information using the Update Invoice program, the next step is to run the Settle Credit Card Invoices program. This program sends the batch of invoices to Skipjack for settlement and marks the invoices settlement flag to S for “sent”.

Receive Settlement Invoices (option d on the Invoicing Programs menu)

Due to the time it takes to settle invoices with the credit card processor, you print and post invoices after the send process is run and then run this receive program the following morning after adequate time has lapsed. This program sets the invoice settle flag to Y for those that settled successfully, to D for those that were declined, and prints out the settlement report.

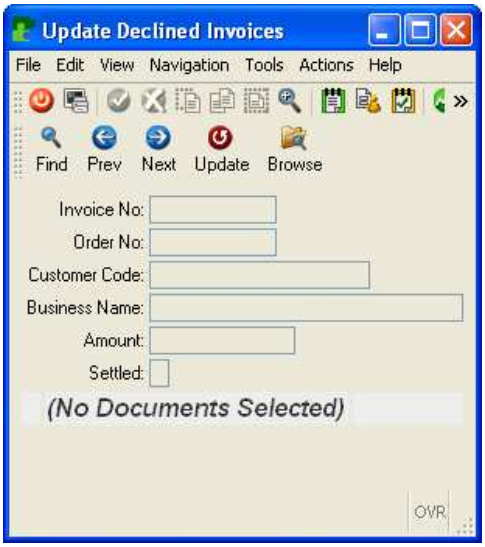


Any invoices that did not settle will have a null settlement amount. This report can be used to reconcile to the amount wired from your bank and to also apply cash receipts. If email is turned on with Skipjack, the customer will receive an email confirming that their payment was settled. Any invoice that does not settle will print on the Invoices Not Settled report (option e on the Invoicing menu). The customer should be contacted to make alternative payment arrangements. If email is turned on with Skipjack, the customer will also receive an email notification that payment was declined.

Update Declined Invoices (option g on the Invoicing Programs menu)

As previously mentioned invoices declined will have their settlement flag set to D and because of this they will print on the Invoices Not Settled report indefinitely. You will use this Update Declined Invoices program to reset this flag as follows:

Null- set to null if you wish to resend to Skipjack.
C – set to C if you wish to cancel and arrange alternate payment terms with the customer.



Invoice Print Program

For any invoices that have the payment type = V, this message will print on the invoice:

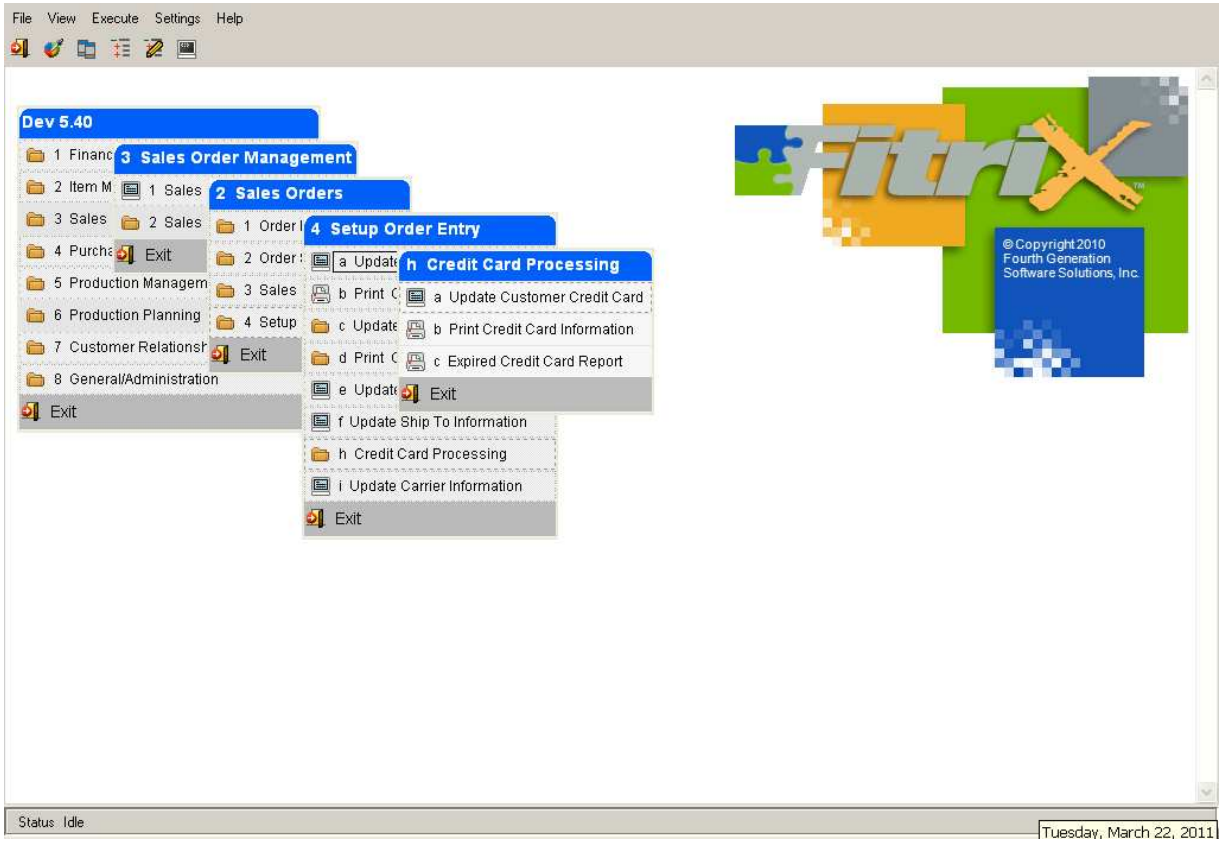
PAID VIA CREDIT CARD. DO NOT PAY FROM THIS INVOICE

Posting Process

When the invoice is printed and the order posted, the AR open item is created to the credit card company not the customer.

Reports

The following reports are available:

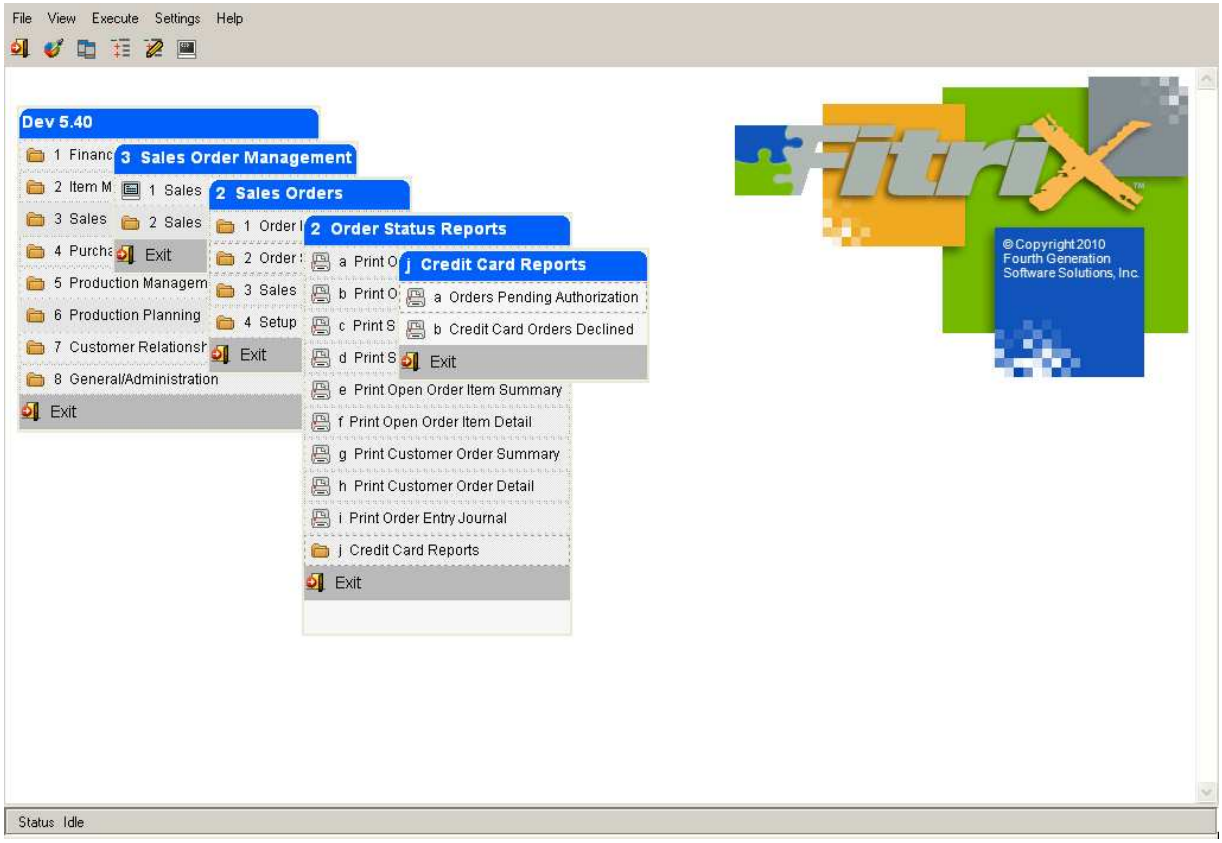


Print Credit Card Information - option (b) on menu above.

This report prints out credit card information entered for your customers.

Expired Credit Card Report- option (c) on the menu above.

This report will list all credit cards that are about to expire so that the you can contact the customer and get updated information. You are prompted to enter a date and all credit cards with an expiration date prior to this will print.



Order Pending Authorization – option (a) on the menu above.

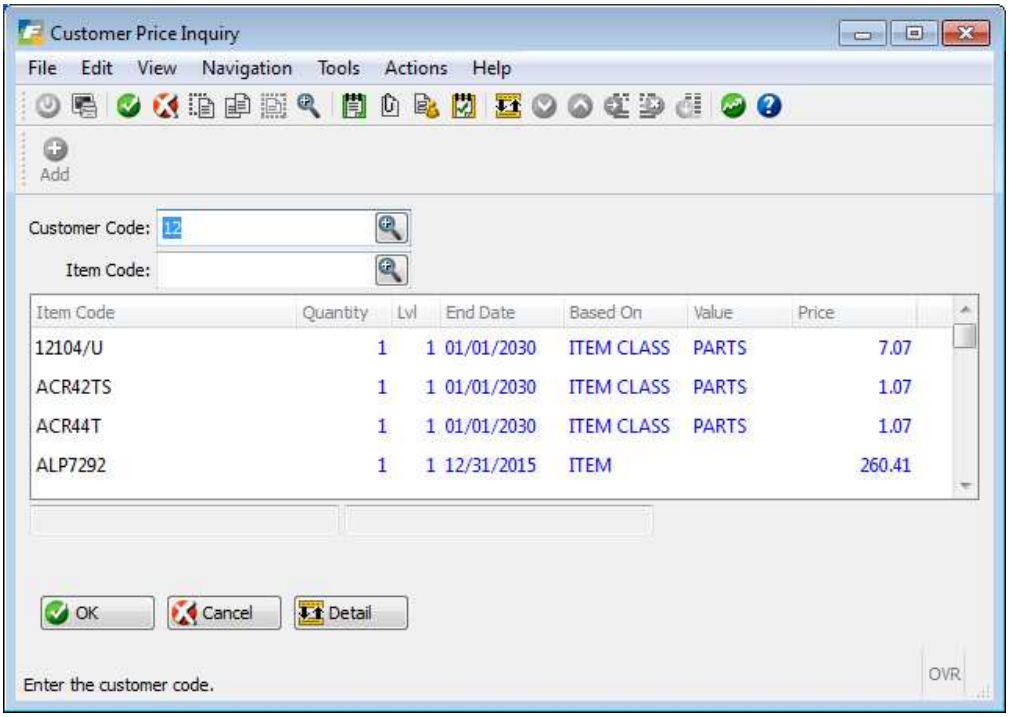
This report lists all open orders that have not yet been authorized through Skipjack.

Credit Card Orders Declined – option (b) on the menu above.

This report lists all orders where authorization has been declined and alternative payment arrangements should therefore be made with the customer.

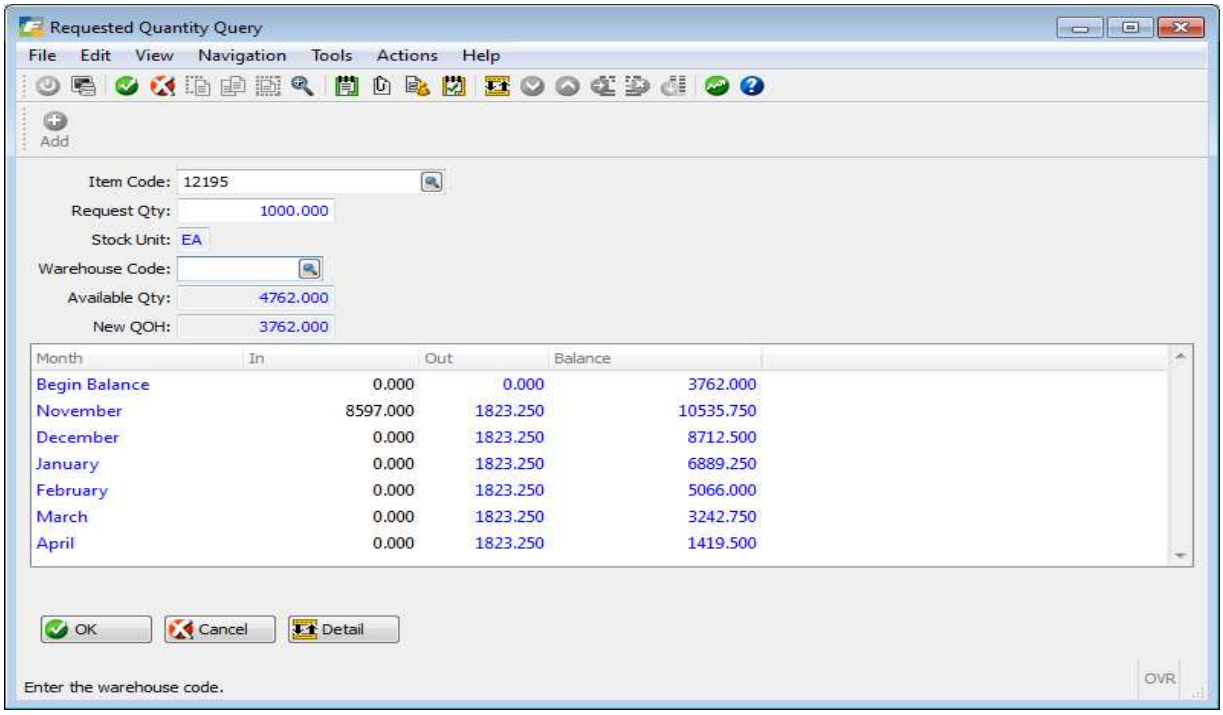
Customer Price Inquiry

Use this program to view current pricing for a customer.



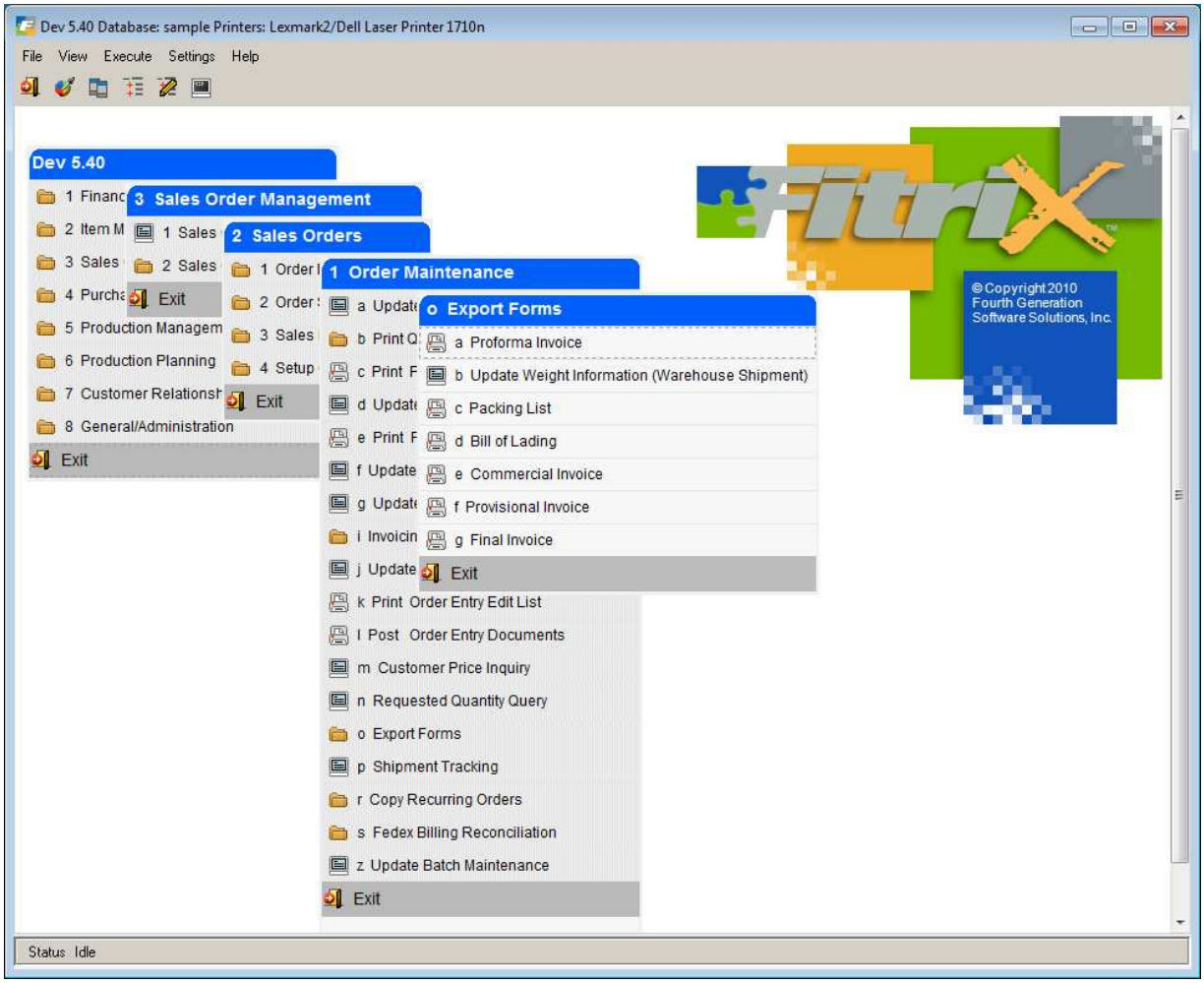
Requested Quantity Query

Use this program to do what if planning on projected sales.



Export Shipping Forms

Order Entry comes with a suite of export forms. Though the submenu these programs reside on is labeled Export Forms, these forms can also be used for shipments out of your warehouse.



Note:

For REG or out of warehouse shipments you must run both the Print Picking Ticket and Update Picked Quantities programs before you can print:

- Packing List
- Bill of Lading
- Commercial Invoice
- Provisional Invoice

For DIR/DRW shipments from your vendor to your customer you must first receive the vendor purchase order using the Update Receipts program before you can print:

- Packing List
- Bill of Lading
- Commercial Invoice

Provisional Invoice

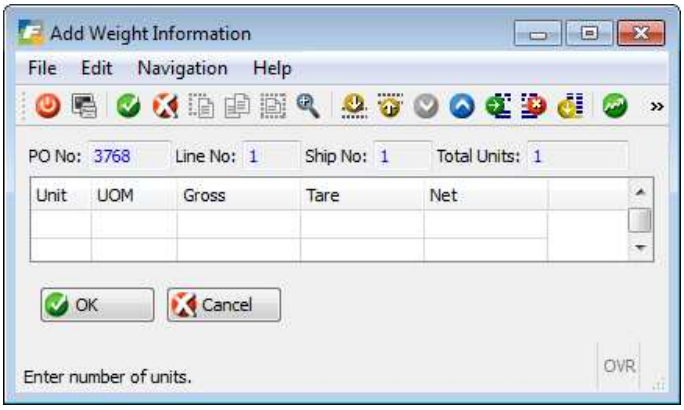
For both REG and DIR shipments you must run the Update Invoices/Memos program before printing the Final Invoice.

Update Weight Information For Out of Warehouse Shipments

For REG you must enter shipment weights before printing the Packing List using option (b) on the Export Forms menu.

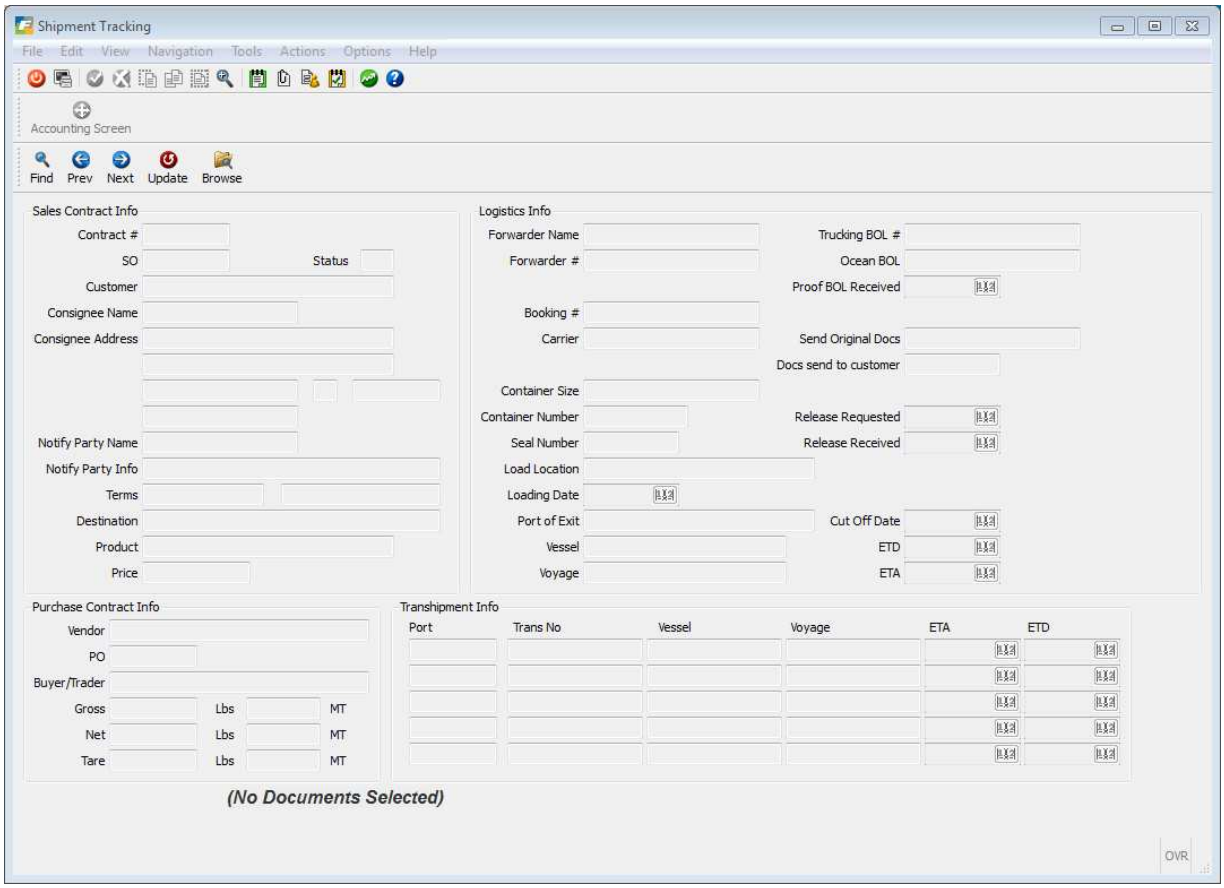
Prior to running this program you must first print a picking ticket and then run Update Picked Quantities program to update the quantities that were picked for the outgoing shipment. Once you've done this, select Update Weight Information program, do a (F)ind and enter the customer order number. Then go into (U)pdate mode and click on the Weight Screen icon on the toolbar to enter the shipping units and weights for each item on the order.

In this example, the customer order is for 100 lbs of copper and it is shipping in two boxes; one weighing 60 lbs and the other weighing 40 lbs.



Shipment Tracking Screen

This is option (p) on the Order Maintenance screen. Every time a customer order is entered in the database an entry is in the Shipment Tracking table. The screen program enables you to enter information relevant to your shipment that will aid you in tracking its progress.



Please note that if the order has a DIR order type and the product is being purchased from multiple vendors there will a record inserted into the tracking table for each sales order/purchase order combination.

The information that displays on this screen come from the following sources.

Sales Contact Info:

Contract # - this is a display only field that displays the contract number assigned to the sales order when it was entered.

SO – customer sales order number.

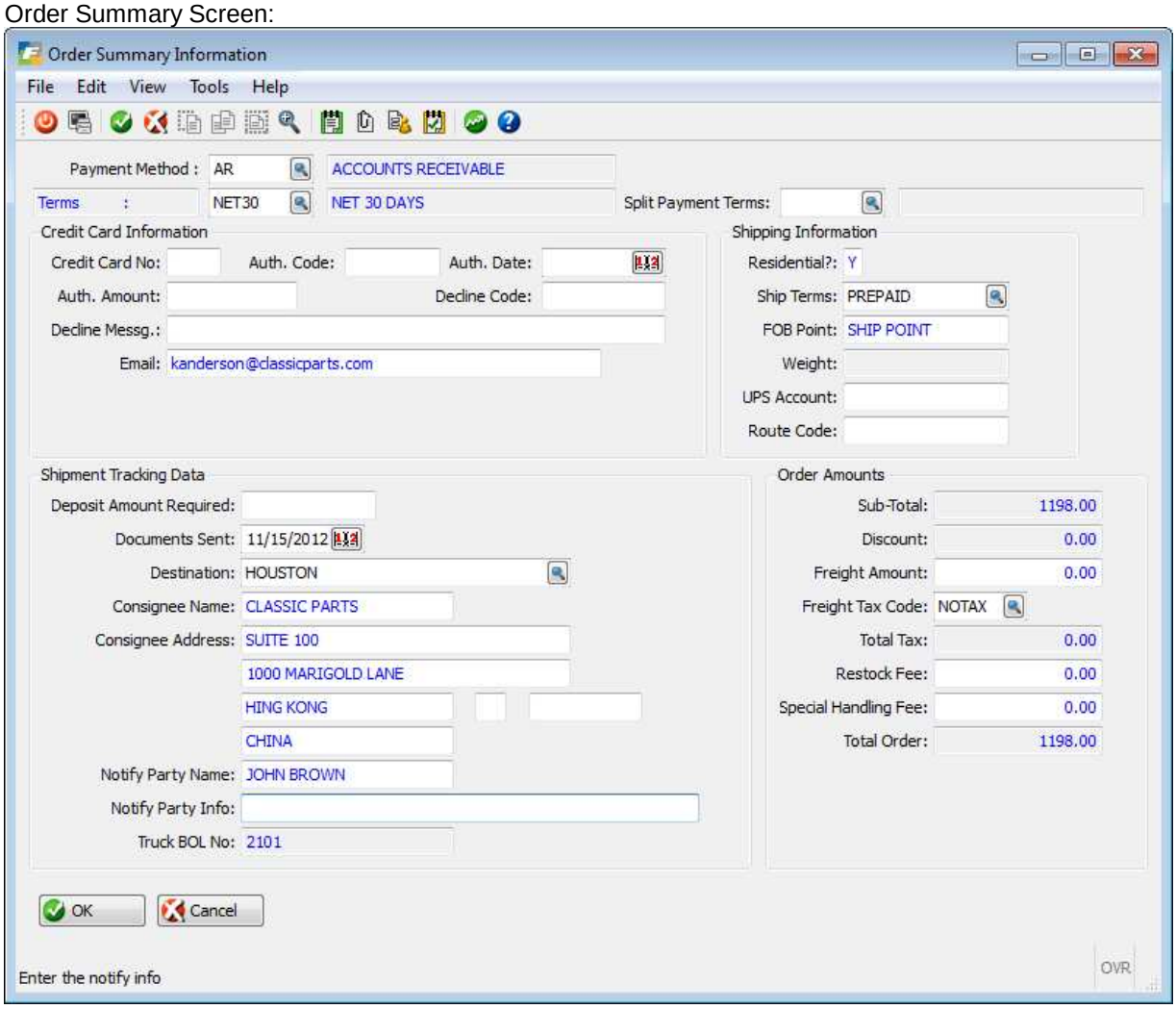
Status- display only sales order status. Possible values are:

ACT – active
PST – posted
CAN - cancelled

Customer – display only field for the customer's business name.

Consignee and Notify Information – this information is entered on the order summary screen when you enter the sales order but it can be modified here.

Order Summary Screen:



There has also been a field to the summary screen where you can enter the deposit amount required from your customer before the order will ship. This amount displays on the Shipment Tracking screen accounting screen discussed below.

Any modifications made here automatically transfer to the sales order summary screen.

Terms- customer payment terms on the sales order.

Destination – from the sales order summary screen.

Product – if the sales order has only one item code, the item code will display here. If there are multiple item codes, the word "multiple" will display here.

Price - if the sales order has only one item code, the item code's price will display here. If there are multiple item codes, the word "multiple" will display here.

Purchase Contract Information:

If the sales order has an order type of DIR meaning it is shipping directly from your vendor to your customer, a vendor PO is automatically created when the sales order is stored. The vendor business name, vendor purchase order number, and buyer/trader code will display in this section of the screen.

The weights that display here are the weights entered when the Vendor purchase order was received or prior to the Packing List being printed if this is an out of warehouse shipment . See the discussion on Feature # 1300 in this document and also the Purchasing Addendum.

Logistics Information:

All the information in this section is entered using the Shipment Tracking screen program with the following exceptions:

Trucking BOL # - this is a display only field and this number is automatically assigned when the sales order is entered. The beginning truck bill of lading number you want to use for your company should be entered in the Update Order Entry Defaults screen program (option (a) on the Order Entry Set Up submenu):

Docs Send to Customer – this is a display only field and displays the date entered in the Order Entry summary screen.

Container # - if this is a DIR sales order and therefore has a vendor purchase order associated with it, the container number entered with the purchase order displays here. A field for the container number has been added to the Update Purchase Orders header screen. The number entered must be 4 alpha characters followed by 7 numeric.

Transshipment Information:

All the information in this section is entered using the Shipment Tracking screen

Accounting Screen:

There is an icon on the Shipment Tracking screen labeled “Accounting Screen”.

Deposit Required- this is a display only field that displays what was entered on the Order Entry summary screen.

Deposit Amount Paid – this is a display only field that displays the deposit received form the customer posted through Update AR Cash Receipts.

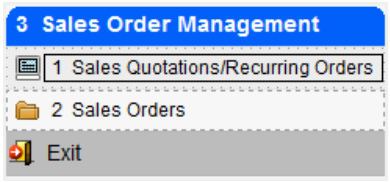
Ocean Marine Insurance - this is a calculation. A field has been added to the Update Purchasing Defaults program (option (a) on the Set Up Purchasing submenu) where you need to enter you ocean marine insurance (rate per $):

The calculation is:

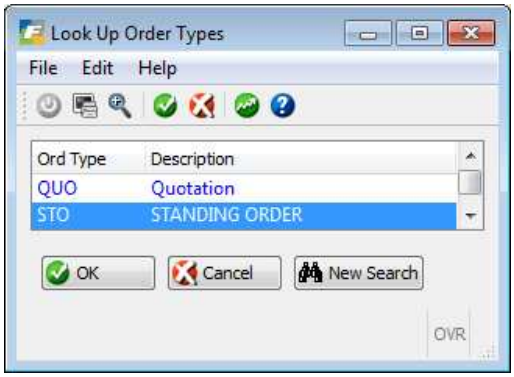
(total cost of merchandise on the order) /100 x ocean marine insurance rate.

Recurring Orders

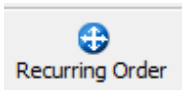
To create the template, go to the Sales Quotation/Recurring Orders menu option shown here:



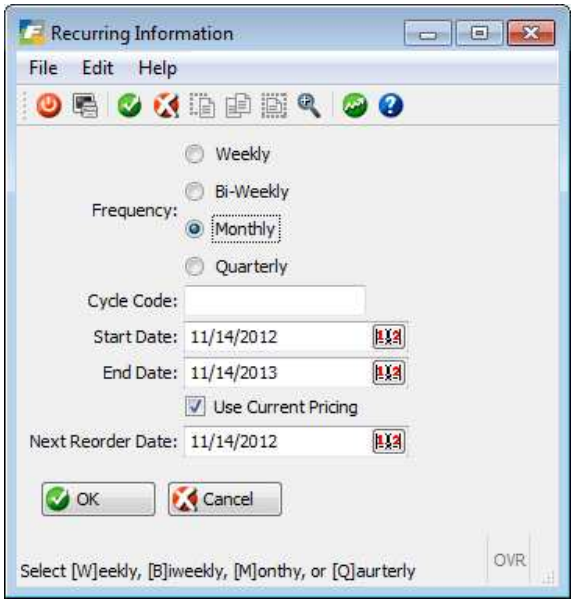
Add the order using order type STO:



When you enter the line items on this template the stage will stay set to NEW as the on hand inventory should not be committed.

To set up the start dte, end date, and tiem intervals click on the 

icon on the toolbar.



Frequency – select the frequency.

Cycle code (optional) – used to group reorders for duplication.

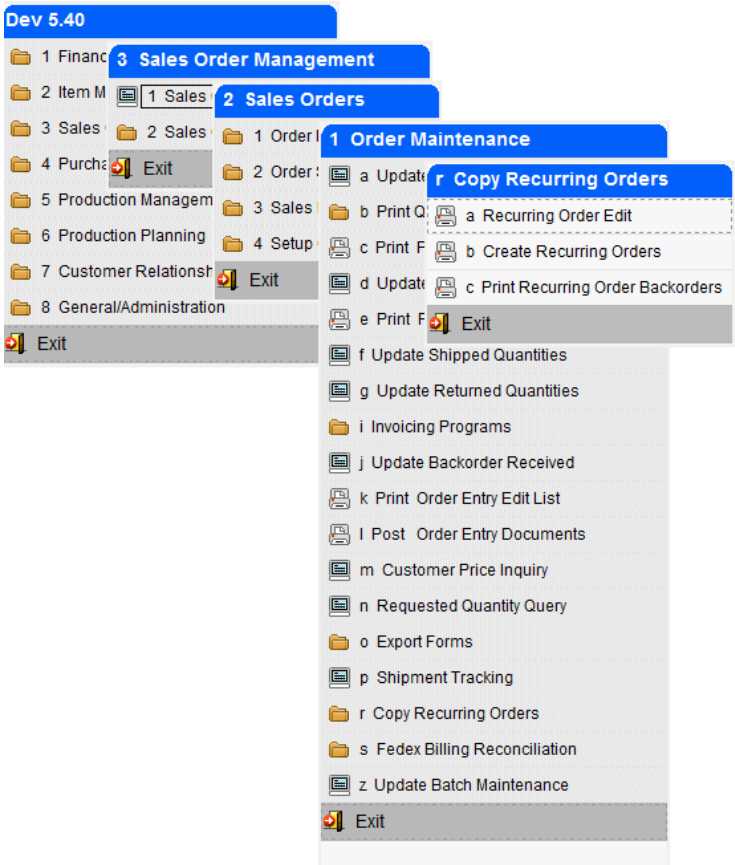
Start Date – enter the date the recurring order should first be created.

End Date – enter the date the order should no longer be created by the copy program.

Current Pricing – check if you want the copy program to use the current customer pricing should it be different than the standing order.

Next Reorder Date – next date order will be duplicated. Automatically updated by the copy program

To copy the recurring orders go to this submenu:



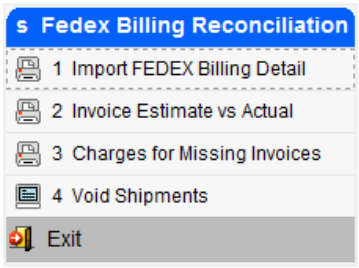
Recurring Order Edit – provides you with a list of orders that are going to be duplicated.

Create Recurring orders- duplicates the standing orders.

Print Recurring Backorders- reports items that went on backorder for recurring orders so user knows which items they are short on.

Fedex Billing Reconciliation

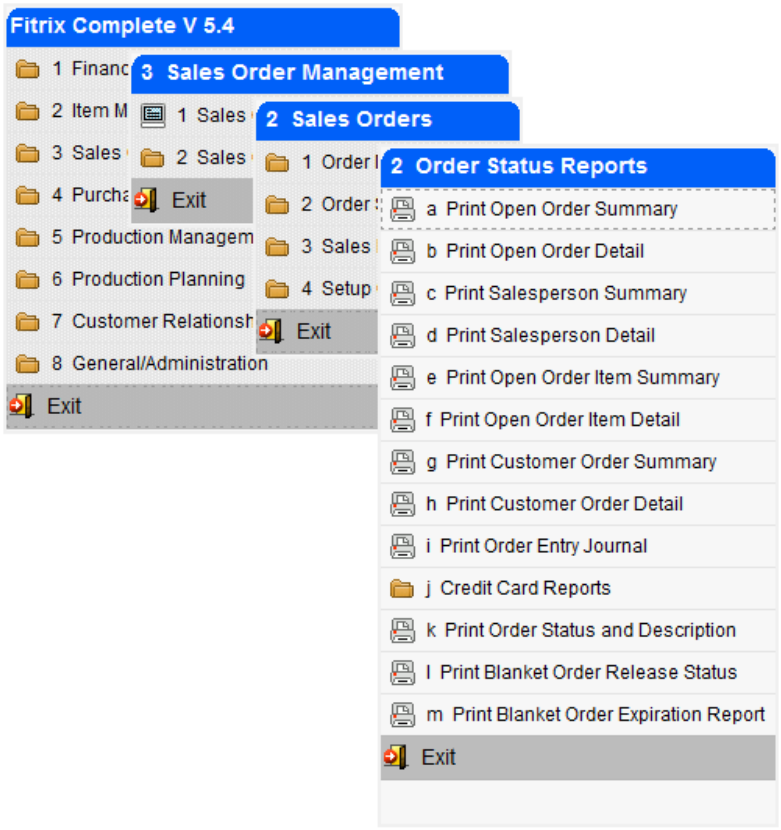
See the *Federal Express/UPS Shipments User Guide* for more information on how these programs are used.



Order Entry Reports

Order Status Reports

The Order Status Reports menu contains a number of reports that allow you to review activity in your Order Entry system. These reports provide information on what you have on order, salesperson activity, order information by item, and customer activity. This menu is viewed by selecting **(option 2)**.



Here is a list of the reports available and a brief summary:

Print Open Order Summary – This menu option prints a summary report that lists all outstanding orders with items that have not yet shipped.

Print Open Order Detail – This report lists all orders which have items that remain to be shipped and their line item detail.

Print Salesperson Summary – This menu option selects all open orders for each salesperson, organized by order type, and prints a report that lists subtotals for each customer for each salesperson.

Print Salesperson Detail – This menu option selects all open orders for each salesperson, prints information about each item on each order, and prints a report that lists subtotals for each customer for each salesperson.

Print Open Order Item Summary – This menu option selects all open orders and prints subtotals for each warehouse for each item that is on order and prints a subtotal for each item that is on order.

Print Open Order Item Detail – This menu option selects all unshipped order lines from open orders, prints a list of selected order lines grouped by item number, and provides subtotals by customer, warehouse, and item.

Print Customer Order Summary – This menu option selects all open orders and prints a list of selected orders for each customer as well as subtotals for each order and for each customer.

Print Customer Order Detail – This menu option selects all open orders and prints a list of orders with the status of each order line for each customer as well as subtotals for each order and for each customer.

Print Order Entry Journal – The Order Entry Journal report provides a daily summary of postings to the Accounts Receivable, Inventory, Sales of Inventory, and Cost of Goods Sold accounts within a date range you specify.

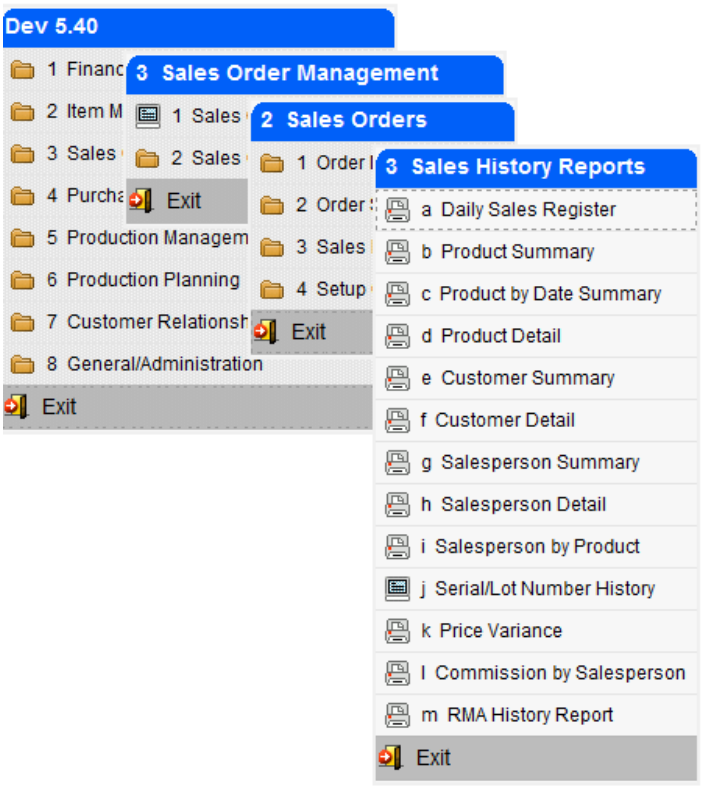
Print Order Status and Description- prints a listing of open orders and their status.

Print Blanket Order Release Status- this is used to aid the user in determining what blanket sales orders need to have product released.

Print Blanket Order Expiration Report- this is used to aid the user in determining what blanket sales orders are about to expire.

Sales History Reports

This menu provides options for printing a number of sales history reports. The reports include information by product, class, customer and salesperson, as well as a daily sales register. The Sales History Reports menu is viewed by **(option 3)**.



The following is a list of Sales History Reports and brief descriptions:

Daily Sales Register – This report provides a daily summary of sales and allows you to select invoice dates for the report. Each page corresponds to a specific day, with the last page showing the Totals for the date ranged specified.

Product Summary – This report provides a total sales figure for the range of dates you select. It allows you to select specific invoice dates and product classes for the report.

Product by Date Summary - This report provides a summary of sales and allows you to select invoice dates and product classes for the report. Totals are provided for each product class you select and for each date within each product class.

Product Detail – This report provides a summary of sales broken down by class. In addition, it shows detail for individual product sales transactions and allows you to select invoice dates for the report.

Customer Summary – This provides a summary of sales history by customer, for a selected date range. It also allows you to select invoice dates and customers for the report.

Customer Detail – This report provides line item detail of sales history by customer. It allows you to select invoice dates and customers

Salesperson Summary – This summary provides a total sales figure for the range of dates you select.

Salesperson Detail – This report allows selection of invoice dates and salespersons. It provides a sales analysis report including sales figures for each invoice in the date range you select, broken down by salesperson.

Salesperson by Product – Prints the same information or salesperson detail but in summary form.

Serial Number History – You can use this program to search for specific lot or serial numbers sold.

Price Variance - Lists all items sold below the required profit percent for a date range specified by the user.

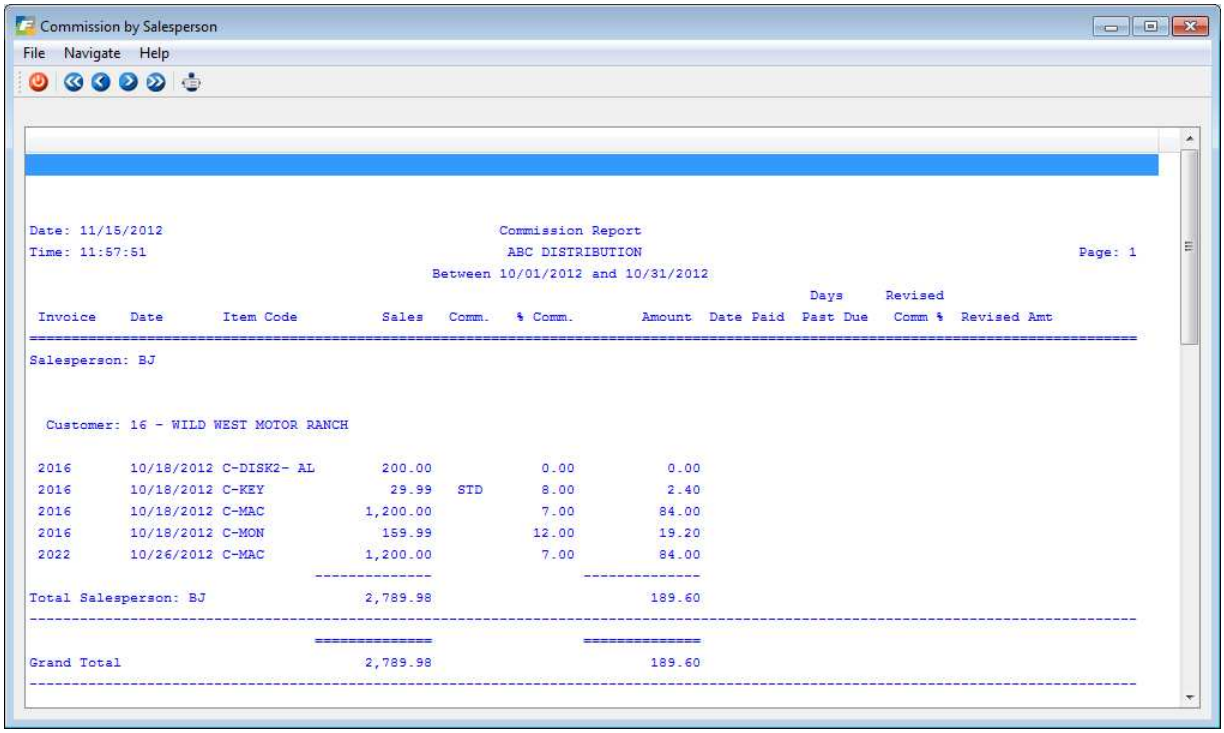
RMA History Report – lists the number of RMAs issued by reason code for the timeframe you enter.

Commission by Salesperson

This report calculates commission due to the salesperson associated with the customer sales order. This calculation is based on the percent commission due per the commission code set up at the item code level or the variable commission rates at the item code level. For example, if an item is sold for $100, and the commission code or variable rate for the item has a commission rate of 5 percent, the commission calculated will be $5.00.

This report lists commission due your salespeople either on open orders or paid invoices, whichever way you pay out commissions. The selection criteria you can choose from is:

A selects both open and paid invoices based on invoice date
P selects only paid invoices based on paid date
O selects all unpaid invoices based on invoice date


Commission by Salesperson
File Navigate Help
Date: 11/15/2012 Commission Report
Time: 11:57:51 ABC DISTRIBUTION Page: 1
Between 10/01/2012 and 10/31/2012
Invoice Date Item Code Sales Comm. % Comm. Amount Date Paid Days Past Due Revised Comm % Revised Amt
Salesperson: BJ
Customer: 16 - WILD WEST MOTOR RANCH
2016 10/18/2012 C-DISK2- AL 200.00 0.00 0.00
2016 10/18/2012 C-KEY 29.99 STD 8.00 2.40
2016 10/18/2012 C-MAC 1,200.00 7.00 84.00
2016 10/18/2012 C-MON 159.99 12.00 19.20
2022 10/26/2012 C-MAC 1,200.00 7.00 84.00
Total Salesperson: BJ 2,789.98 189.60
Grand Total 2,789.98 189.60

Section Summary

Order Entry is one of the three distribution modules and is closely integrated with Inventory Control and Purchasing. Item availability is looked up in Inventory Control. Purchase requisitions and orders are automatically created by Order Entry backorders.

Order Entry also shares programs and posts data to two of the financial applications: General Ledger and Accounts Receivable. Order Entry posts and updates ledger accounts for sales activities. It also posts orders with the AR payment method to create AR open items.

Setting up Order Entry includes defining the Order Entry reference files and codes, defining Order Entry Defaults, and setting up customer information.

The stages which orders are processed through the system are:

NEW
ORD
BKO
PIC
SHIP
INV
PST
CAN

The basic steps to entering a customer order include:

Enter Order Type Code
Enter Customer Code (zoom and auto zoom available)
Enter a Ship to Code
PO No. and Order No. are optional
Order Date and Ship Date field hold the processing dates
Enter a line type for the item
Enter an item code (zoom and auto zoom available)
Enter the Quantity and Price

Updating picked and shipped quantities generally includes completing these steps:

First the picking ticket is printed
Items are picked from the warehouse
Picked Quantities are updated on the system
Shipped Quantities are updated on the system
Packing slips are printed.

For partial picked and shipped quantities you are prompted to select an explanation. If items being picked and shipped are lot or serial items, you will be prompted to enter the numbers for the items.

Customer Invoices are printed in Order Entry for all orders that are processed through Order Entry and thn the edit and post programs are run. If the order has AR as the payment method, then the invoices post to customer open items.

Lab Exercise a: Setting Up Order Entry

Order Types (option a on Update Order Definitions menu)

Enter a new order type via Update Order Type Definitions to accommodate a direct sale:

SPE for Special Sale
Like type: REG
Set the Process Controls so you can go right from order to invoice (no acknowledgment is required, no pick ticket or packing slip is required).

Alias Definitions (option c on Update Order Definitions menu)

Fisher Supply (customer 10) uses the item code AMP for your inventory item ALP3566.

Kit Definitions (option d on Update Order Definitions menu)

Define a kit called MOTOROLA, Kit Description Cell Phone w/free Antenna to include the following items:

Item Code	Qty	Description
MOTMC750	1	Motorola MC750 Hand-held Cellular Phone
MOTANT	1	Motorola (R) On-Glass Antenna

With this kit, the customer will get the antenna free and the kit price will be based on the price of the phone.

Discount Definitions (option e on Update Order Definitions menu)

Set up discount definition code DLR.

Enter discount definition:

DLR is 15% markup over the item cost for dealers.

Special Price Defaults (option f on Update Order Definitions menu)

1. Use date range of Jan 1 through Dec 31 for the current year.

   Quantity discount that is a level 1, which gives discounts from minimum quantities ordered for item class AUDIO:

Quantity	% Discount
10	1%
20	3%
50	5%

2. Sale date range from 1st of the year to the last day of the year with a level 1 for the item ACR44T with a 0 minimum quantity and a discount of 5%

3. VIC (Very Important Customer) level 4 for customer 11 with a 0 minimum quantity and a discount of 5%.

Debit/Credit Reason (option g on Update Order Definitions menu)

1. Set up a credit reason code of "EXC". You will use this when customers exchange for another item. You will return the merchandise to inventory.

Lab Exercise b: Order Processing

Placing Customer Orders

After you press ENTER to save the information, the system will assign an order number. Please write this order number down beside each exercise so that you can refer to it later.

Place a regular Order for Fishers Supply.

Order the following items:

Item	Quantity
FRMPH27	50
FRMPH14	50

Place an Order that Creates a Backorder.

Action Auto Parts (Customer Code 1). Ship to CALIF.

Payment method will be Accounts Receivable with net due in 30 days.

Item Code: SONCDX4040
Order for 20 Sony CD Players from the Seattle Warehouse.
Accept the backorder quantity of 10.
Any items that are not in stock should be put on backorder, and not shipped from another warehouse.

When prompted to create PO enter Y and accept the default vendor code 123462.

Place Order for Classic Parts Unlimited.

Ship to Classic Parts Unlimited via UPS Ground
Ship the following items from Seattle Warehouse

Item	Quantity	
ALP3566	5	
ALP6203	2	select lot # 123
ALP7292	5	

Place order for Super Serve Auto Inc. (Code = 19).

Order the following items:

Item	Quantity
GM366250	l

Place an Order for a Non Stock Item for Wild West Motor Ranch (Code =16) for an engine that is not kept in stock (Line type = NON).

Vendor Code: 123460
Item Code GM366850
Description: GENERAL MOTORS (9)
LS8 ENGINE LONG BLOCK
Commodity: Leave blank
Purchase Unit: EA
Unit Cost: 1985.00
Unit Weight: 500
Unit: LB

The sales price on this item is $2,200.00. Attach an order note to the order to not ship the order and that Ed McCall will pick up the engine Saturday, at 8:00 a.m.

Place an Order using a Customer Alias for Classic Parts Unlimited (Code = 12)

Order two of the item under customer item alias MUFFLER.

Enter a Quote (order type = QUO).

MECCA New and Used Auto Parts called inquiring if the following two items were in stock and what the total cost of the order would be.

Item	Quantity
DEL357ALT	l
DEL417VR	l

Place an order and immediately print an Acknowledgment for Gideon All Around Auto Supply.

Order the following items

Item	Quantity
CAS1030	24
CAS1040	24

.

Gideon called back to cancel this order because they were able to get it sooner and at 10% less from another supplier.

Add a lost sale note

Cancel the order.

Printing Order Acknowledgment

Print all order acknowledgments, but do not reprint any that have already been printed.

Print Picking Tickets

Print picking tickets for all orders. Do not reprint any that have already been printed.

Update Picked Quantities for the order you've entered.

Mark all items on this order as picked.

Fishers Supply

Mark all items on this order as picked

Classic Parts Unlimited

Pick 1 of the 2 ALP6203 with lot # LOT123.The other one will be picked and shipped later.

Pick 2 ALP7292 with the following Serial Numbers:
ALPH35938802
ALPH35938803

Update Shipped Quantities for the order you've entered.

Mark items on this order as shipped

Fisher Supply (All Items)
Classic Parts Unlimited (All Picked Items)

Print Packing Slips for the order you've entered.

Print packing slips for

Fisher Supply

Classic Parts Unlimited

Approve Items for Invoicing (Update Invoices) for the order you've entered.

Print Invoices

Post Order Entry

Print the Order Entry Edit List

Post the Order Entry documents

Chapter 3 - Purchasing

Learning Objectives

To learn the types of information and tasks that are maintained and completed in Purchasing.

To learn the relationship of the Purchasing module to the other modules in the Fitrix accounting system.

To learn how to set up the purchasing module.

To set up vendor and item catalogs.

To learn the process in which data flows through the purchasing module.

To learn how requisitions are created and how they are turned into purchase orders.

To learn how to enter purchase orders.

To learn how to receive items into inventory.

To learn how to update accounts payable invoices and post them to Accounts Payable.

Overview of Purchasing

What Type of Information is maintained in Purchasing?

The Purchasing module maintains three types of information:

Purchase orders for orders that have been placed with vendors
Vendor and item catalogs
Vendor information

What Tasks or Activities are performed in Purchasing?

Collection of requests for purchases
Creation of purchase orders from requests
Receive Purchases in Inventory
Update Vendor Accounts Payable Information
Maintain Vendor Information

What Relation does Purchasing have to other Fitrix Modules?

Purchasing is one of the three distribution modules and is closely integrated to Inventory Control and Order Entry. Purchasing also integrates with two of the financial modules, General Ledger, and Accounts Payable.

Items purchased and received update the quantities on-hand in Inventory. Requisitions are created for **Order Entry** backorders and are then turned into Vendor purchase orders.

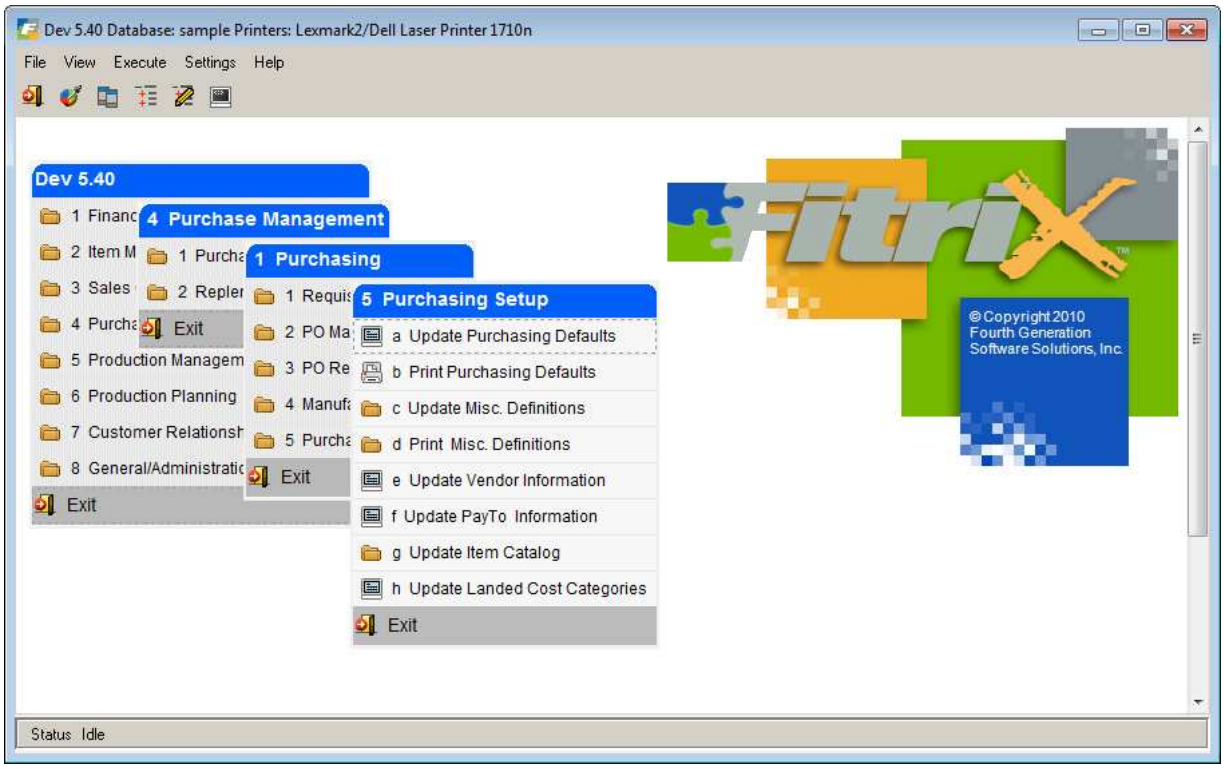
Purchasing posts ledger information to ledger accounts updating accounts payable, inventory, inventory holding, and expense accounts. Purchasing posts vendor invoices to **Accounts Payable** and updates the Vendor Open items records.

Ledger activity posts to the **General Ledger** Activity tables.

Purchasing Set Up

To view this menu from the main screen select Purchasing Management > Purchasing > Set Up Purchasing.

The Purchasing Setup Menu contains the options for setting up your Purchasing System



The items, which need to be defined for Purchasing Setup, are as follows:

Update Purchasing Defaults - allows you to define the Purchasing Module defaults.

Update Miscellaneous Definitions - allows you to set up the reference codes for:

Order Types
Order Line Items
Buyers
Warehouses
Requesters

Updating Vendor Information - allows you to add new vendor information (this program is also available in Account Payable).

Updating Pay To Information - allows you to add multiple pay to addresses (this program is also available in Account Payable).

Update Item Catalog - includes setting up item and vendor catalogs for stock items and a non-stock item catalog.

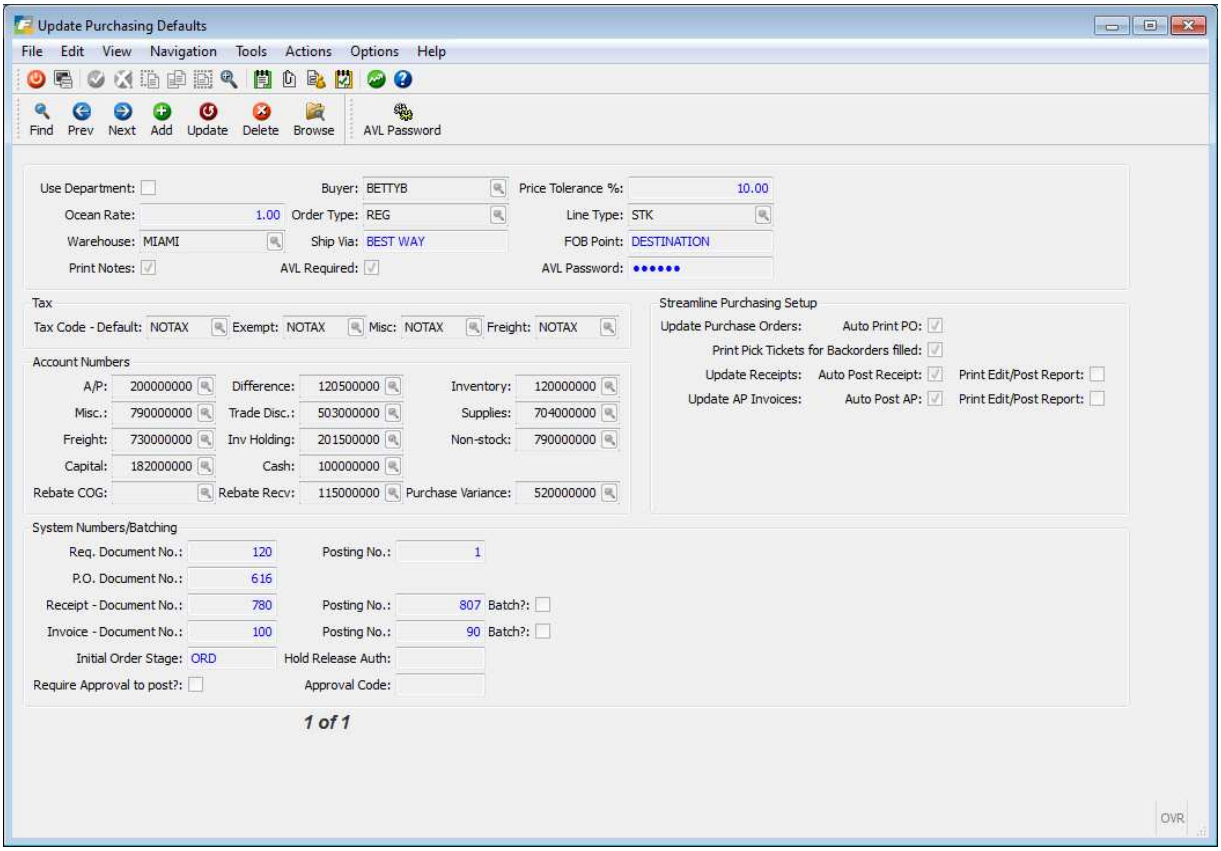
Update Landed Cost Categories – allows you to set up landed cost categories such as inland freight. You can then use these categories when entering vendor purchase orders to add these additional costs to you merchandise.

Updating Purchasing Defaults

To view this screen select **(option a)**. This entry screen contains the Purchasing Module Default definitions. These are the values used for transactions unless overridden when individual requests or orders are placed. This entry screen is divided into four sections.

Entry Defaults

Includes general defaults and reference codes that appear when requests and orders are placed. The Order Details section is a system maintained reporting area.



Field	Description
Use Department:	Use Department Codes allows you to enter a Y into this field if you want to use warehouse department codes when posting purchase orders to General Ledger accounts.
Buyer:	This field stores the default Buyer Code. All purchase orders will have a buyer assigned at the time of creation.

Field	Description
Price Tolerance %:	Price Tolerance is the percentage you enter to determine the maximum allowable difference that will be accepted when an invoice price is modified. During the invoicing phase of the purchasing cycle, the invoiced price for a particular item may be different from the original P.O. price. Setting this tolerance allows for some control to eliminate data entry errors. This tolerance can be overridden during invoice entry.
Ocean Rate:	Enter the insurance rate charged on you ocean shipments. This rate will then be applied to the cost of the shipment and the calculation will display on the Shipment Tracking screen found in the Order Entry module.
Order Type:	Default Order Type for new purchase orders. It will almost always be a regular purchase order (REG). If your particular operation requires an order type other than the default, you would enter it here.
Line Type	Here you choose the default type of item to purchase if no line type is specified during requisition or order entry. If most of your purchases are for inventory items, you will enter STK here for stocked items.
Warehouse	This field holds the default ship-to warehouse location. *Note:* Zoom is available to select from current Warehouses.
Ship Via	This field holds the default freight carrier.
FOB Point	This field holds the default-designated point at which responsibility for the shipped items changes from the vendor to your company.
Prt Notes	Check this box if you want to have notes entered print on the purchase order.
AVL Required	Check this box if vendors used when ordering parts must be set up in the item catalog as an approved vendor (AVL stands for Approved Vendor List)
AVL Password	If AVL is required enter the password that must be used to allow vendors to be used that are not approved vendors. You may need to do this if it is a one time by from a vendor other than your approved vendor.

Tax Section

Contains the multilevel tax defaults for calculating and reporting taxes on purchases.

Field	Description
Default:	This field holds the default multilevel tax group code. You must have set up multilevel tax and created tax group codes.
Exempt:	This will be a tax group code for multilevel tax that will correspond to tax exempt purchase. (Not implemented with this release).
Misc.:	The Miscellaneous Tax Code will be the default tax group for taxation of miscellaneous amounts entered into invoices.
Freight:	This tax group code will be used as a default for all taxable freight charges.

Account Numbers Section

Allows you to set up default General ledger account numbers for the following types of accounts:

Field	Description
A/P	This holds the Accounts Payable account number default used on orders from vendors that do not have a specific A/P account in the vendor file.
Difference	The Difference account is used to track differences between the original purchase order amounts and the final invoiced amounts.
Inventory	This field stores the default Inventory (asset) account that is affected when you receive goods into inventory.
Misc.	The Miscellaneous account default is for tracking miscellaneous amounts entered when invoicing.
Trade Disc.	This is the Trade Discount account default. It is used for posting discounts allowed by vendors.
Supplies	This is the default account for Supplies (Expense purchases). If a default account is specified for the SUP Line Type, that account number will be used instead of the account number entered here.
Freight	This is the default Freight expense account number.
Inv Holding	The Inventory Holding account number entered here is a liability account to balance the increased inventory asset value upon the receipt of inventory items. The Inventory Holding account is then reduced when invoices are posted and the Accounts Payable liability account is increased.
Non Stock	This is the default account number for Non-Stock purchases. Note that each Line Type also has a default account number, and that the Line Type account number will be used as a default if it exists.
Capital	This is the default account number for Capital asset purchases. It will only be used if the CAP Line Type does not have a default account number assigned.
Cash	This field records your company's default Cash account.
Rebate COG	This is the account that is credited when the Month End Rebate processing is run. See the section in this guide that discusses Manufacturer's rebates.
Rebate Recv	This is the account that is debited when the Month End Rebate processing is run. See the section in this guide that discusses Manufacturer's rebates.

System Numbers Section

Defines the document and posting numbers that will be assigned to a document as the document audit trail.

Important Note: These document numbers should be set up when you initially set up purchasing. It is **IMPERATIVE** that these numbers are not changed after you have begun transaction processing.

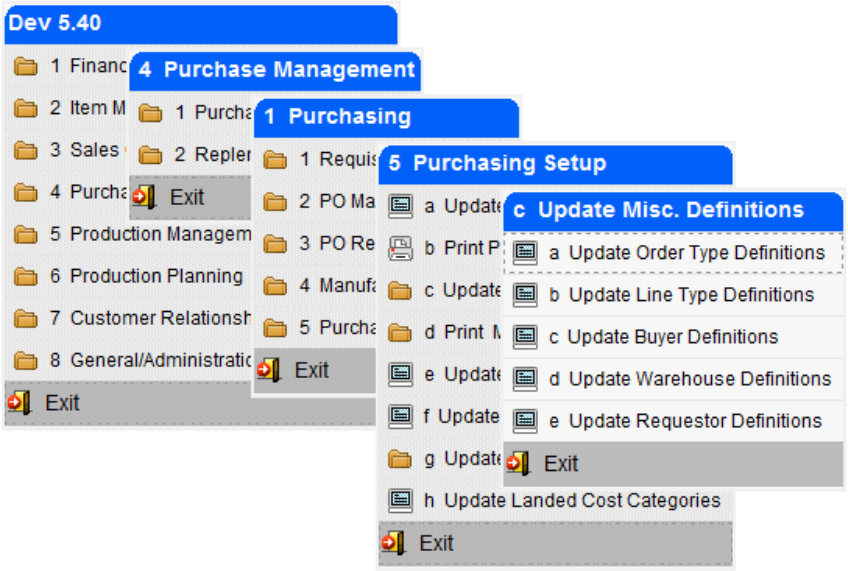
Field	Description
Req. Document No.:	This field stores the last "document number" assigned to a Requisition. Document numbers are used by the system as a unique key to identify transactions. The number is assigned when you enter a requisition and may not be changed. If you intend to use the automatically assigned numbers, you should change this value to the number directly preceding the first number to use. For example, if you wish the first order to be numbered 2000, enter a value of 1999, If you do not intend to use the document numbers as PO numbers, it is probably best to set this field to 0.
Posting No.:	The creation of purchase orders from requisitions is a posting process. In order to provide a complete audit trail each time this process is run, the Requisition Posting Numbers is automatically assigned and stored with the requisition. In all other respects this number is identical in function to the Document No. described above.
P.O. Document No.:	This field stores the last document number assigned to a P. O. *Note:* The P.O. Number used to reference a purchase order when entering receipts is the number in the P.O. No. field from a specific purchase order, which is not necessarily the same as the number in the Document No. field on the P.O. In the case where no number has been manually assigned to the purchase order via the P. O. No. field, these fields will contain the same number.
Receipt - Document No.:	This field stores the last document number assigned to a receipt.
Posting No.:	The receiving of goods and creation of receipts from purchase orders is a posting process. In order to provide a complete audit trail each time this process is run the Receipt Posting Number is automatically assigned. In all other respects, this number is identical in function to the Document No. described above.
Batch?:	Set to Y if you want to batch receipts posting.
Invoice - Document No.:	This field stores the last document number assigned to an invoice. See Requisition Document Number above.
Posting No:	The creation of invoices from receipts of purchase orders is a posting process. In order to provide a complete audit trails each time this process is run the Invoice Posting Number is automatically assigned. In all other respects, this number is identical in function to the Document No. described above. Press **(Q)uit** to return to submenu.
Batch?:	Set to Y if you want to batch AP invoice posting.
Require Approval to Post?:	Set to Y if you want to require that batches are approved before processing.
Initial Order Stage	Valid values are ORD for OK to process and HLD for Hold. If set to HLD user will not be able to print and process the purchase order.
Hold Release Auth:	Enter password required to change order status from HLD to ORD
Approval Code:	Enter the approval code needed to allow batches to post.

Streamline Purchasing Setup

- Check the Auto Print PO box if you want POs to automatically print when saved
- Check the Print Pick Tickets for Backorders filled box if you want to automatically print pick tickets for any backordered items a PO receipt fulfills
- Check the Auto Post Receipts box if you want to automatically post the receipt when saved
- Check the Print Edit/Post Report box if you want a hard copy of the receipt posting list
- Check the Auto Post AP box if you want Invoice to automatically post when saved
- Check the Print Edit/Post Report box if you want a hard copy of the invoice posting list

Updating Miscellaneous Definitions

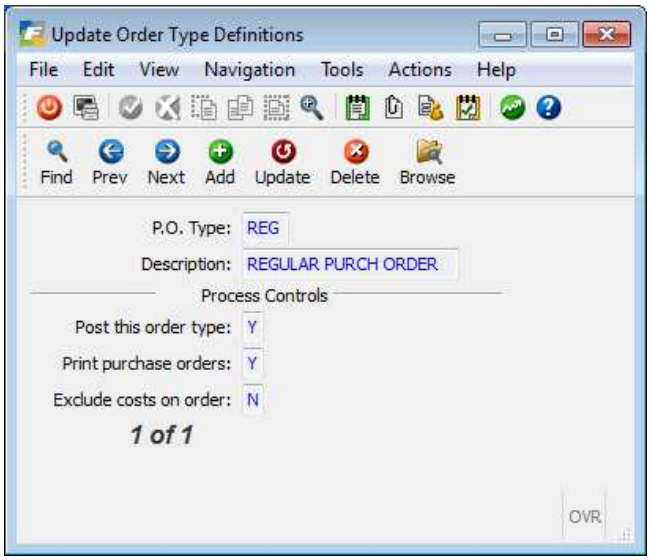
To view this screen, choose Update Miscellaneous Definitions **(option c).**



Use these options to update and maintain information used throughout the purchasing cycle.

Update Order Type Definitions

To view this screen select **(option a).**



Use this screen to view and modify the specific types of purchase orders. Order types tell the system how to process the PO's. You can modify the process controls based on your specific needs.

P.O. Type

The Purchase Order Type field holds the three letter code that denotes the type of purchase order. There are currently six pre-defined order types:

BLO - A blanket purchase order allows you to enter a PO for a large quantity in order to get quantity/price breaks but not take delivery on the entire quantity until later. The blanket PO is entered with this order type. On each line the user enters the quantity they want to order and are then prompted to break out this quantity into increments with varying required delivery dates.

DIR/DTP—DIR is direct ship to the customer and **DTP** is direct ship to production (linked to and will fulfill a production work order. See the *Production Order Processing User Guide*). This purchase order type cannot be entered but is generated by entering a DIR sales order type or creating a PO for a shortage on a production work order . It will be shipped directly from your vendor to your customer and bypass your warehouse or fulfill your production requirements. When you receive the purchase order the line stage on the sales order is changed from ORD to SHP so you know it is ready to be processed. Unlike REG purchase orders there is no entry made to general ledger when the PO is received. When you post the DIR PO receipt through to AP this GL entry is made:

Debit Cost of Sales
Credit AP

When you post the corresponding sales order this GL entry is made:

Debit AR
Credit Sales

When you post the DTP PO Receipt through to AP this entry is made:

Debit Work in Process
Credit AP

When you post the Production Work Order the entry is:

Stock items	Debit Inventory Credit Work in Process
Non-stock Items	Debit Cost of Goods Credit Work in Process

DRW – direct ship through warehouse. This is treated exactly like a DIR order with two exceptions:

1. When you receive the PO your QOH is increased but the inventory is reserved/committed to the corresponding DRW sales order.

2. The GL entries are as follows:

PO Receipt	Debit Inventory Credit AP Holding
PO Post to AP	Debit AP Holding Credit AP
Post Sales Order	Debit AR Debit Cost of Sales Credit Inventory Credit Sales

REG - regular . This purchase order will update your QOH when received

QUO - quotation. This type is used to send a request for quote to your vendor. You can then change it to an REG order if you accept the quote.

RET – return. This type is used to return merchandise to your vendor.

Description

Use this Description field to describe the type of order.

Post this order type

Enter Y or N depending on whether you want this order type to post to General Ledger and Inventory Control.

Print purchase orders

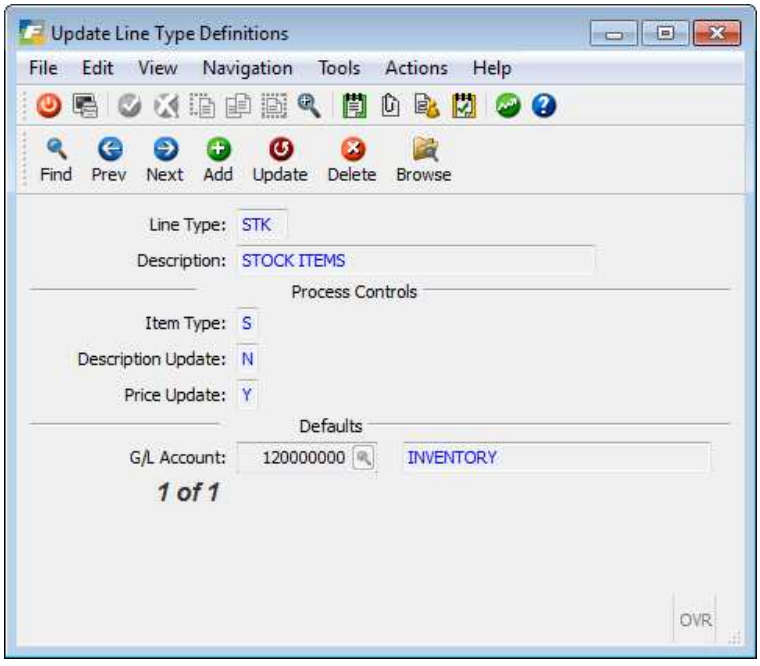
Enter Y or N depending on whether you want to print this purchase order type.

Exclude costs on order

Enter Y or N depending on whether you want cost and value details to print on this purchase order.

Update Line Type Definitions

To view this screen, select **(option b).**



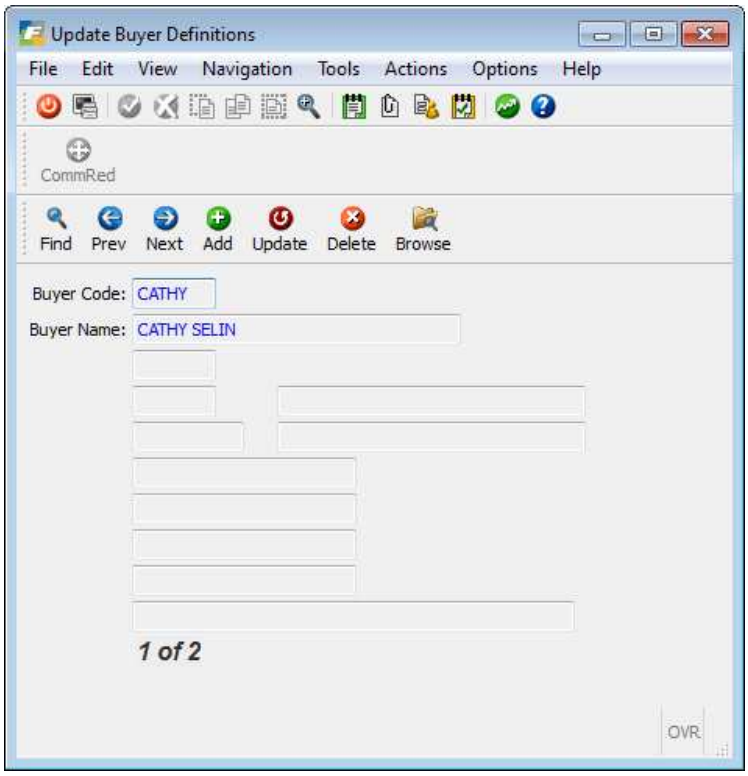
This option allows you to view and update existing line type definitions. Line types are used to control system actions of each line item entered into a requisition or purchase order.

The Line Type form contains the following fields:

Field	Description
Line Type	This field stores the identifying code for the line type. There are a number of system line types: **CAP –** Capital expenditures **NON –** Non-inventory items **SER –** Services **STK –** Stock items (inventory) **STN –** Stock Treated as Non-stock (direct shipment to customer) **SUP** – Supplies **DRN** – Direct ship non stock (direct shipment to customer) **DRS** – Direct ship stock (direct shipment to customer)
Description	Description of the line type can be entered in this field (up to 30 characters. *Note:* More specific details of this line type can be stored as notes keyed to this line type.
Item Type	The default item type designation in this field corresponds directly to the predefined line types. **C –** Capital Expenditures **E –** Services **N –** Non-inventory items **S** – Stock items **T –** Stock Treated as Non-stock **U –** Supplies
Description Update	Entering Y in this field allows the user to modify the description of the item being purchased during entry. If this field is N or left blank, the user will not be allowed to modify item descriptions.
Price Update	Use this field to indicate whether or not the user should be allowed to override the unit cost defaulted from the vendor-item catalog for a particular item. An entry of Y will allow this change to be made. An entry of N will force the user to accept the existing catalog cost for the item for this particular vendor.
GL Account	In this field you will enter the default General Ledger account number for this type of purchase.

Update Buyers Definitions

To view this screen, choose **(option c)**.

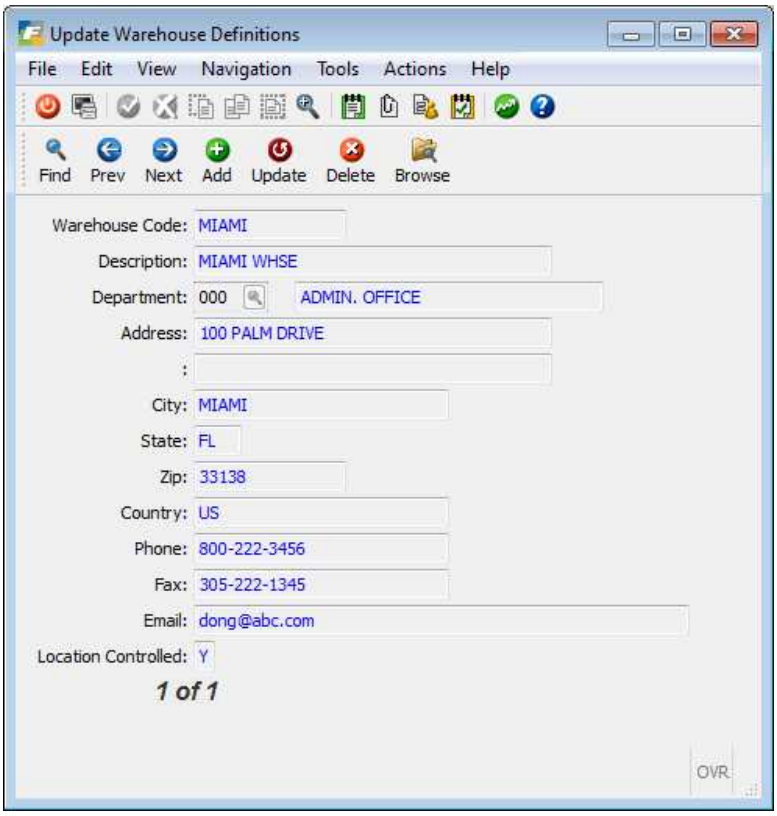


Allows you to set up the Buyer Code and Name for individuals who will be using the purchasing module.

Field	Description
Buyer Code	Buyer code is used to uniquely identify each buyer. One of these buyer codes will also be entered in the default Buyer field of the Purchasing Defaults screen. Up to six characters
Buyer Name	This field holds the Buyer's name, which will be used for reporting purposes. Up to 30 characters.

Update Warehouses Definitions

To view this screen, choose **(option d).**



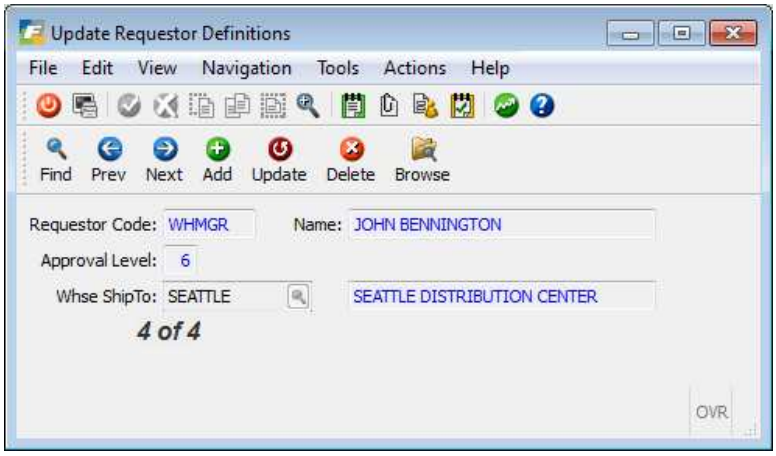
This option is also found in Inventory Control Setup and Order Entry Setup. This option is used to set up the Ship-To warehouse entries. These locations will print on your purchase orders as the Ship-To addresses for shipment of goods from the vendor. At least one warehouse must be entered in order to provide a default ship-to address. You may have as many warehouses as necessary and each requestor may have a default warehouse assigned.

This screen contains the following fields:

Field	Description
Warehouse Code	The Warehouse code uniquely identifies each individual ship-to location. This field holds up to 10 characters.
Description	This is a description or name for the warehouse. This field holds up to 30 characters.
Department	This field contains an optional department number associated with this location. If you enter Y in the Use Department field on the Purchasing Defaults screen, this department code will be used as the default for all purchases associated with this warehouse.
Address/City/State/ Zip/ Country	There are two address lines available for each warehouse location.
Phone	This field holds the phone number for this warehouse contract.
Location Controlled	Set to Y if you have multiple bin locations per item or leave set to N if you have one static location for all items in your warehouse.

Update Request Definitions

To view this screen, choose Update Requestor Definitions **(option e).**



This screen program allows you to specify to the purchasing system the various requestors authorized to create requisitions for items to be purchased.

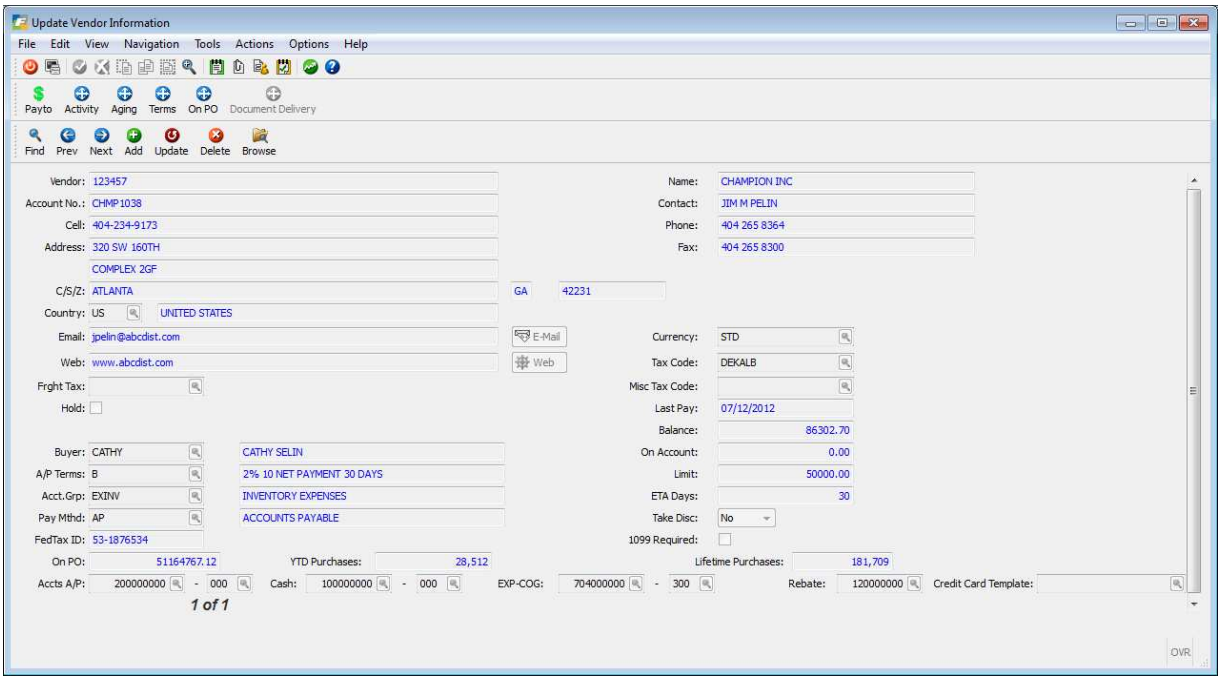
This screen contains the following fields:

Field	Description
Requestor Code	The Requestor code uniquely identifies each requestor known to the system. You must have at least one requestor identified in order to create requisitions. This field holds up to six alphanumeric characters.
Name	This field contains the full name of the requestor and is used for reporting purposes. This field holds up to thirty alphanumeric characters.
Approval Level	Each requestor will be assigned an approval level from 0-9. If a requestor has an approval level of 9, they may approve their own requisitions in addition to any requisitions made by someone with a lower approval level. Any requestor is automatically a valid approver for all requestors with lower approval levels. The default approval level for new requestors is 0.
Whse Ship-To	This field allows each requestor to be assigned to a warehouse and this will be the default warehouse for any requisitions they enter. Press **(Q)uit** or click on Exit to return to setup menu.

Updating Vendor Information and Vendor Pay-to Information

Updating Vendor Information

To view this screen, select Update Vendor Information **(option e)**.



The Update Vendor Information option is used to add and maintain information about vendors.

The fields on the Vendor Information screen are described below:

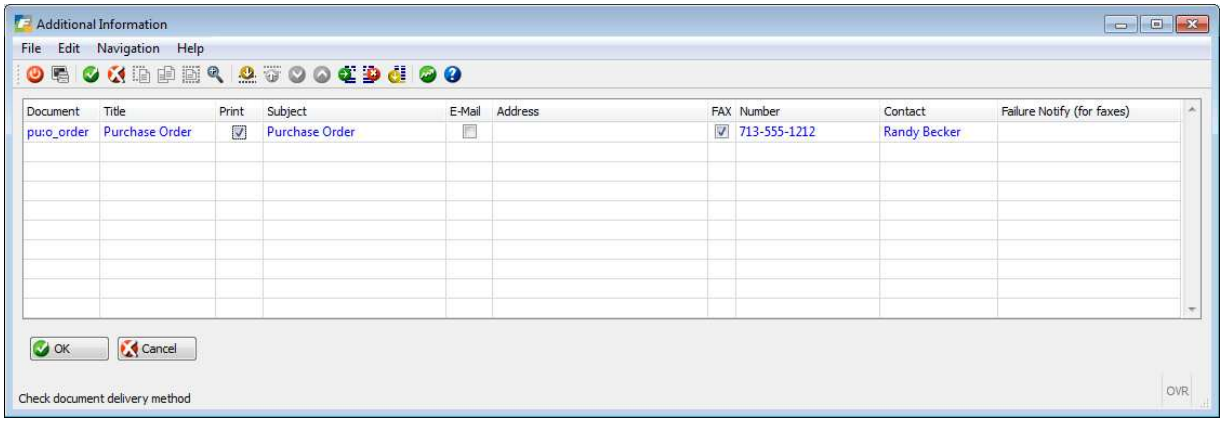
Field	Description
Vendor:	This field holds the code that identifies the vendor. Once a vendor has transactions in the system, you cannot change that vendor's code, nor delete the vendor record. This field holds up to twenty alphanumeric characters, and utilizes the Zoom function.
Business Name:	This field stores the business name of the vendor. If you do not enter a Pay-To address for the vendor, the information in this field appears on checks, and also on many reports and forms. This field holds up to 30 alphanumeric characters.
Account No	This is your account number with the vendor (entry optional). This account prints on both the Vendor PO and the Vendor AP Check.
Contact:	This field stores the name of the person that you most frequently telephone concerning payments to this vendor. This field holds up to 20 alphanumeric characters.
Phone/Cell/ Fax	This field stores the telephone, cellular, and facsimile numbers of the contact person. This field holds up to 20 alphanumeric characters.
Currency:	If you are using multicurrency, the Currency Code defaults to the home currency

Field	Description
	as defined in Update Multicurrency Defaults. If you are not using Multicurrency, the Currency Code field defaults to null. You cannot change the currency code of a vendor that has posted any activity. This is to ensure that the balance and activity for the vendor remain in a single currency. This is a required field.
Address:	This field stores the first line of the main address for the vendor. If you do not enter Pay-To Addresses, the main vendor address appears on checks. Up to 30 characters.
C/S/Z/C	This row stores the vendor City (up to 20 alphanumeric characters), State (2 characters), Zip Code (Up to 10 alphanumeric), and Country (up to 20 alphanumeric).
Email/Web:	These fields contain the email address for the contact person, and the web address for the company.
Tax Code:	This field is the multilevel tax group code for the vendor. It is the default multilevel tax group code for the Update Payable Documents and Update Non-AP Checks options. This field holds up to six alphanumeric characters, and utilizes the Zoom function.
Bill Ins.:	The Billing Instructions field can be used to record any special payment instructions from this vendor. This field holds up to 50 alphanumeric characters.
Last Pay:	This is a system-maintained, Last Payment Date field (mm/dd/yyyy). It displays the date on which a payment was most recently made to this vendor. The field is updated when a check is posted to the vendor's account via Accounts Payable.
Hold:	The Hold Payment field accepts an entry of Y or N or it can be left blank. When set to Y, it prevents the creation of automatic checks for a vendor.
Take Disc.:	This single-character Take Discount field accepts an entry of A, Y, or N to control how discounts are taken when Automatic Checks are created. If this field contains an A, discounts are taken even if the payment is after the discount date. If this field contains a Y, discounts are taken only if the payment is made on or before the discount date. If this field contains an N, discounts are not taken. The discount taken may be changed manually before checks are printed.
Discount:	This field is currently not functional.
Balance:	This numeric field displays the total amount owed to the vendor. This amount does include the On Account amount. This is a system-maintained field.
On Account:	This numeric field shows you the amount that you have paid the vendor on account; in other words, the amount that you have paid the vendor that is not associated with a particular invoice.
A/P Terms:	This field stores the Accounts Payable Terms code for the vendor. The vendor's terms are used to calculate when invoices are due, what discounts are allowed, and when those discounts are lost. The terms code must previously have been set up in the Terms file using the Update Vendor Terms option of the Vendor Information Menu in A/P. This field utilizes the Zoom function.
Limit:	This numeric field contains the maximum amount, if there is one, which this vendor allows you to owe.
Acct. Grp.:	This field stores the default Account Group to use for this vendor. Account Groups, the groups of related ledger accounts that can be used automatically in invoice entry, are generally used to specify different categories of purchase. Account Groups entered must have previously been set up in the Account Groups file in G/L.
FedTax ID:	This nine-digit numeric field stores the Federal Tax Identification Number used for 1099 reporting purposes. The proper format for this field is xx-xxxxxxx and xxx-xx-xxxx .
1099 Required:	This Y/N field determines if you want to report 1099 information for this vendor. If this field is set to Y then transactions with this vendor will be printed on the 1099 report.
On PO	Display only field of total $ amount of open purchase orders for this vendor.
YTD Purchases	System maintained field that stores YTD $ purchases. It is reset every fiscal year.

Field	Description
Lifetime Purchases	System maintained field that stores Lifetime $ purchases
A/P:	The first section of the A/P Account field is a numeric field that stores the default account payable vendor code. This is the account that appears in the Update A/P Checks, Update Non-A/P Checks, and the Payable Documents. If you do not make an entry in this field, the A/P account number from the Accounts Payable Defaults table is used. The number that you enter must be a valid account number in the Ledger Accounts field. The Ledger Accounts are maintained with the Update Ledger Accounts option on the Setup Company Menu. The second part of the A/P Account field is the default department code for this vendor. If you are using department codes, this field allows you to link the activity of a vendor with a department. This column defaults to the 000 department code. In order to use the department code feature, department codes must have previously been set up using the Update Company Information option of the Setup Company Menu. This field utilizes the Zoom function.
Cash:	This field stores the ledger Cash account used to pay this vendor. Any entry must correspond to an established cash account. If you do not enter an account number in this field, the default Cash account from the Accounts Payable Defaults table will be used for this vendor. A department code can be entered in the unlabeled field to the right of the Cash account field. This field holds up to nine alphanumeric characters, and utilizes the Zoom function.
EXP-COG:	This field stores the Expense Account/Cost of Goods Account used for purchases from this vendor. An unlabeled field next to the Expense field stores a department code associated with this Expense/Cost of Goods Account. This field holds up to nine alphanumeric characters, and utilizes the Zoom function.
Rebate	This is the account debited when Month End Rebate processing is run. If left blank the default Rebate Recv account number will be used. See the section of this training guide that discusses manufacturer's rebates.
Credit Card Template	If the vendor has a credit card template code then the vendor can be used in the credit card statement importing process. See the *Accounts Payable User Guide* for more information on the import process.

To determine how purchase orders are to be sent to your vendors, click on the

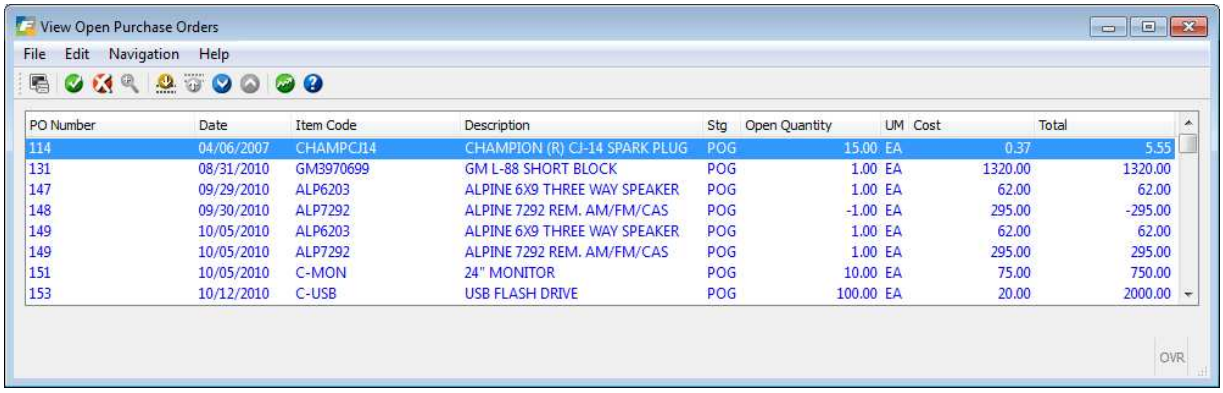
Icon on the toolbar and this screen displays:



When setting up new vendors the delivery method will default to Print and the PO will be mailed.

To view what makes up the detail of the On PO dollar amount click on the

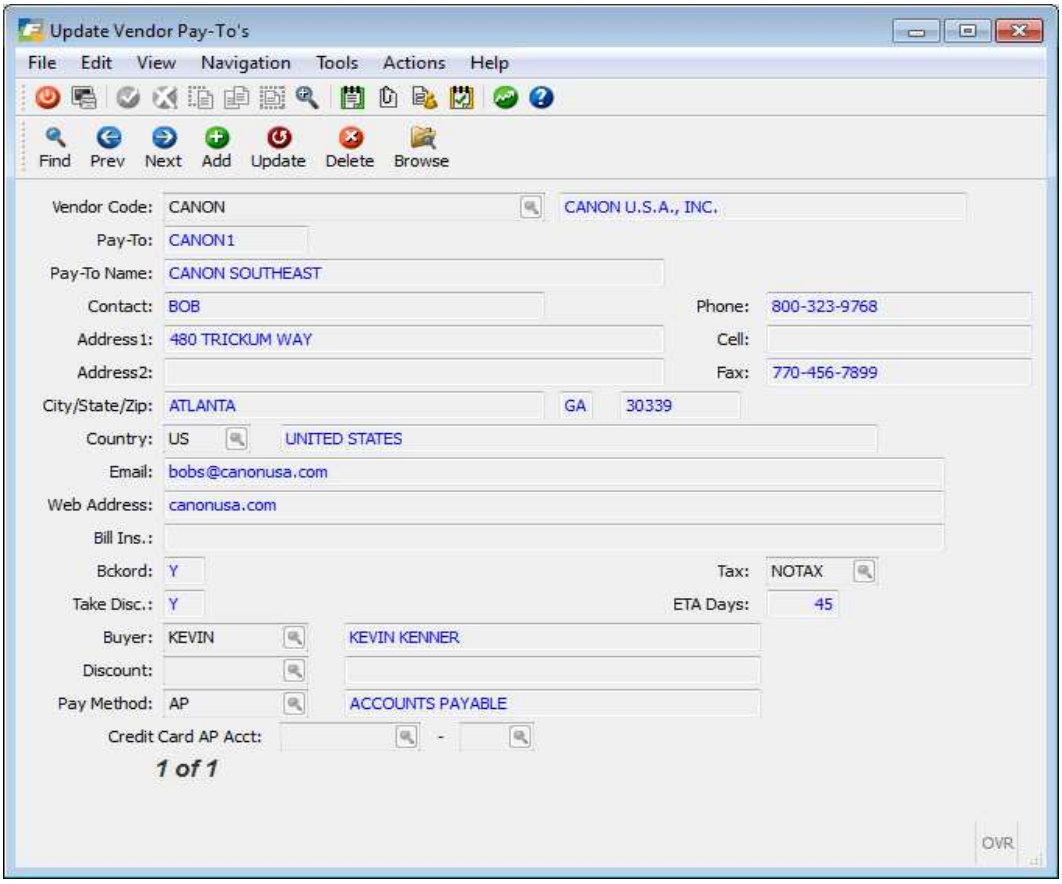
icon on the toolbar and this screen will display:



Update Pay – To Information

To view this screen, select Update Pay-To Information **(option f)**.

In addition to the information on the Vendor Information screen, you may enter one or more separate Pay-To Addresses for a vendor. This feature is often used when you want to keep one vendor account for a number of different vendor locations. The Pay-To address is where you will send the purchase orders and payments.



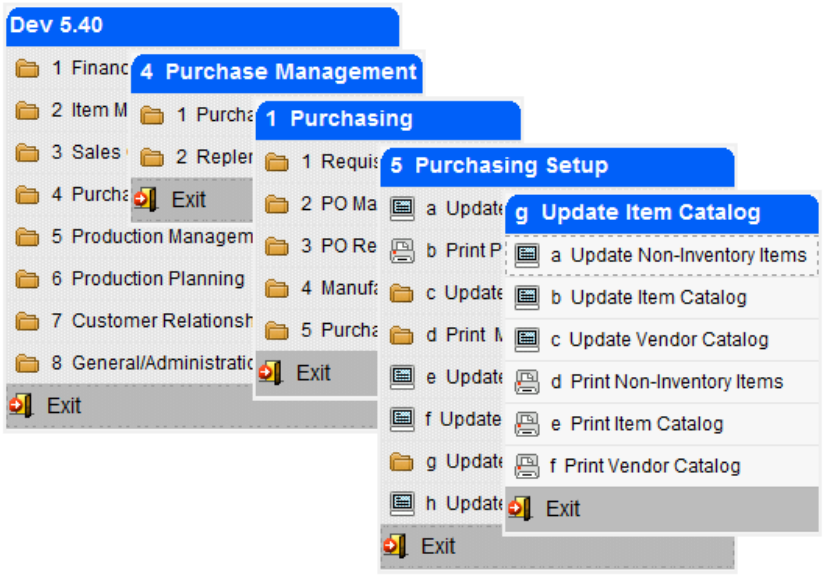
Field	Description
Vendor Code	This field holds the code that identifies the vendor. Once a vendor has transactions in the system, you cannot change that vendor's code, nor delete the vendor record. This field utilizes the Zoom function.
Pay-To Code	This field stores the unique code that identifies this Pay-To Address for this vendor.
Contact	This field stores the name of the person that you most frequently telephone concerning payments to this vendor. This field holds up to 20 alphanumeric characters.
Phone	This field stores the telephone number of the contact person. This field holds up to 20 alphanumeric characters.
Address Fields	This field stores the first street address line of the Pay-To address. This is the first line of the address that will appear on checks for this Pay-To location. The entire address consists of the fields Address 1, Address 2, City, State, Zip, and Country.
Email and Web	The email address of the Vendor contact and the Web Address of the company.
Bill Ins.	This Bill Instructions field stores any special payment instructions that this vendor may have.
Bckord.	In this Backorder field, enter a Y if you will allow backorders from this vendor.
Tax	This tax field accepts the multilevel tax group code for this vendor pay to location. This field holds up to 7 alphanumeric characters.
Take Disc.	This single-character Take Discount field accepts an entry of A, Y, or N to control how discounts are taken when Automatic Checks are created. If this field contains an A, discounts are taken even if the payment is after the discount date. If this field contains a Y, discounts are taken only if the payment is made on or

Field	Description
	before the discount date. If this field contains an N, discounts are not taken. The discount taken may be changed manually before checks are printed.
ETA Days	This field holds the Time of Arrival in days in terms of how long it takes you to receive items from this vendor.
Buyer	Enter the Buyer code for the person who ordered from this vendor.
Discount	This field is currently not functional.
Pay Method	This field holds the Payment Method code for this vendor.
Credit Card AP Acct and Department	Not required. Fill in AP account number and department to be used when creating credit card statement invoices if different than the AP account number and department stored with the vendor. See the section on the Credit Card Import programs in *Accounts Payable User Guide* for more information.

Updating Item Catalog

To view this menu, select Update Item Catalog **(option g)**.

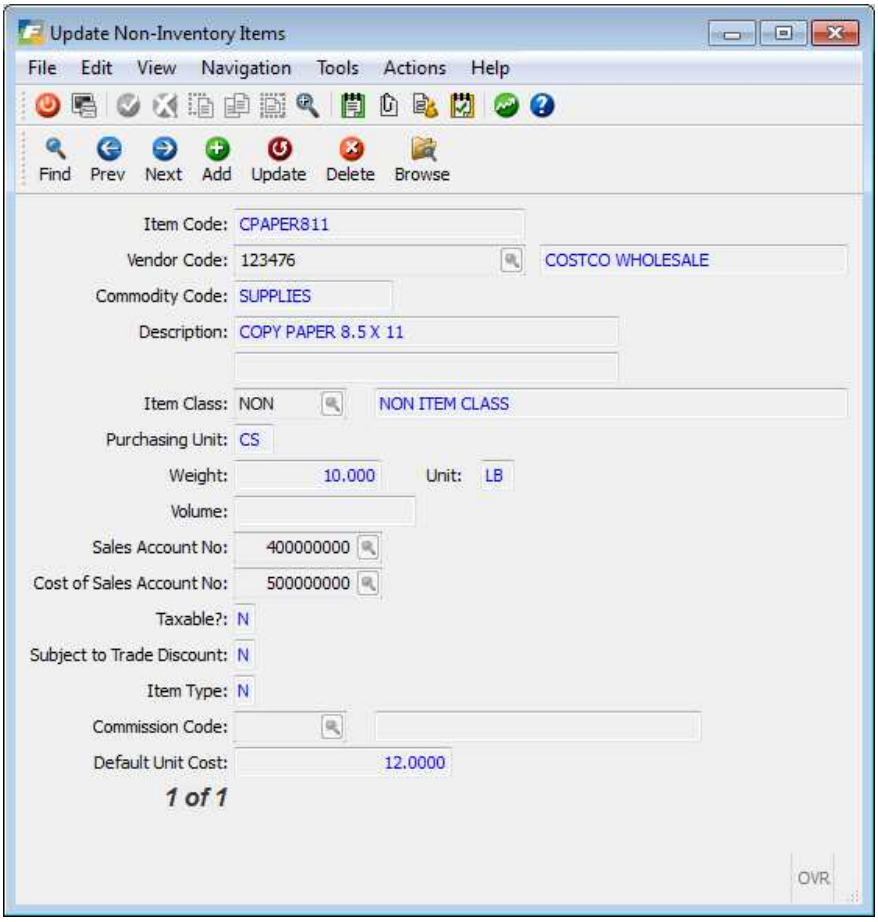
The Catalog Information option allows you to maintain your company catalog of items approved for purchase from your vendors.



Update Non-Inventory Items

To view this screen, select Update Non-Inventory Items **(option a**).

This option allows the addition and maintenance of non-inventory items approved for purchase. These items will be available for selection any time a line type other than STK or STN is entered for a requisition or purchase order line item. All STK items are maintained through the Fitrix Inventory Control module



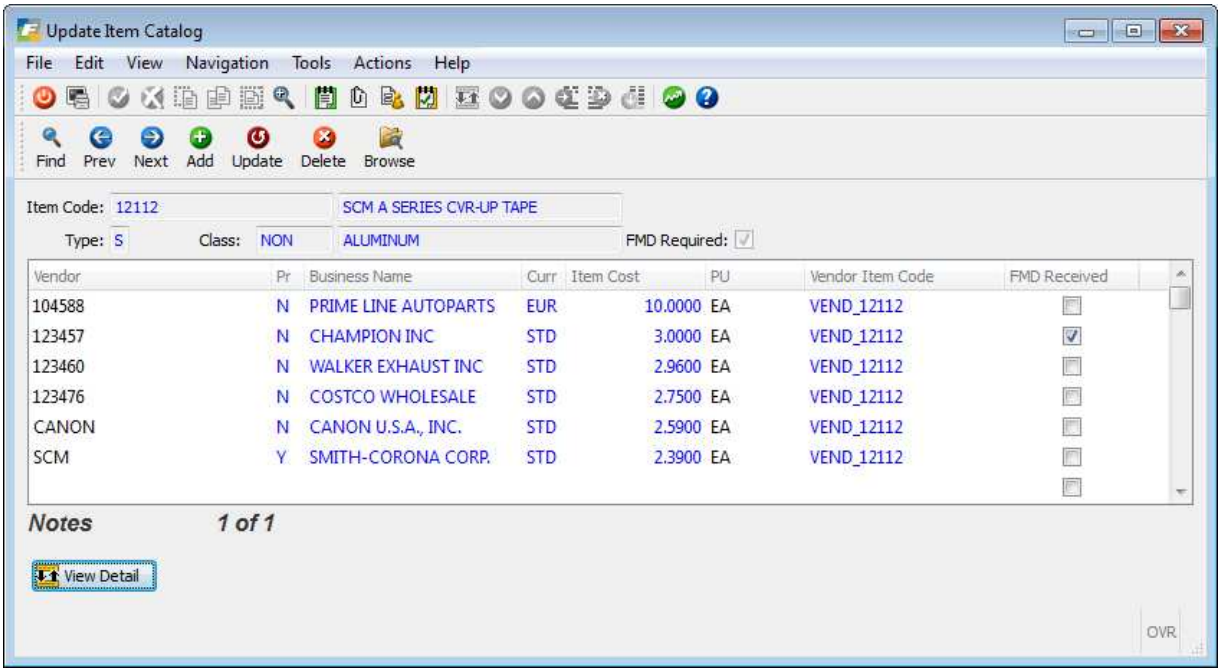
Field	Description
Item Code:	This code uniquely identifies each non-inventory item to the system. This field holds up to 20 alphanumeric characters.
Vendor Code:	This is the default vendor code for this item.
Commodity Code:	This field holds the unique commodity code for this item. Certain industries use standard commodity codes to identify items they buy and sell.
Description:	There are two description lines available for each item entered.
Purchasing Unit:	This two-character field is required and specifies the default unit of purchase for this item.
Weight:	The weight of each unit can optionally be entered in this field.
Unit:	This field contains the unit of measure for the weight entered in the previous field.
Volume:	Volume of item
Sales Account No:	This field will contain the default sales account for nonstock items. This field only needs to be changed if the sales account for this item differs from the default account number specified with the appropriate line type entry.
Cost of Sales Account No:	This field will contain the default cost of sales account for nonstock items. This field only needs to be changed if the cost of sales account for this item differs from the default account number specified with the appropriate line type entry.
Taxable:	Enter Y if subject to sales tax, N if not.
Subject to	Enter Y if this item is subject to a customer's trade discount or N if not

Field	Description
Trade Discount:	
Item Type:	This is a non-entry field. It contains an N, for a Non-stock item.
Commission Code:	Enter commission code if commission is paid on this item. Zoom available.
Default Unit Cost:	Enter a default cost if this item is used as a non-stock item in a bill of materials (ie- labor is $15.00 per hour).

Update Item Catalog

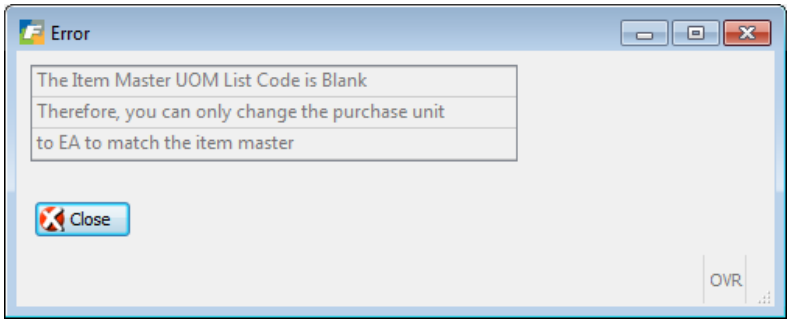
To view this screen, select Update Item Catalog **(option b)**.

This header-detail screen gives one of two views of the Vendor-Item Catalog used in catalog maintenance. All approved items should have at least one entry in the detail portion of this screen where vendors are assigned that you purchase the item from.



The header portion of the field is used only for the purpose of selecting items to assign vendor(s) to via Update. No data entry is allowed in the header section.

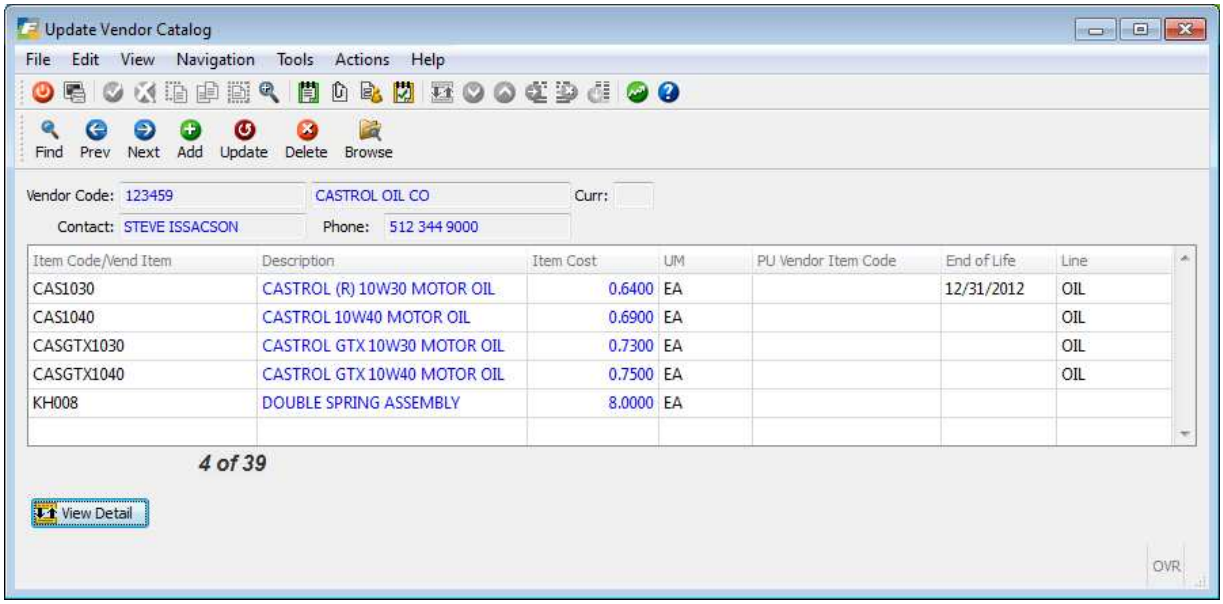
Field	Description
Item Code	This code uniquely identifies each item. This field holds up to 20 alphanumeric characters. Beside the Item Code is the item description field.
Type	Item type can either be S, signifying a stock or inventory item, or N, signifying a non-stock item as described above. This is a display only field.
Class	This field holds the product class to which this item belongs. Product classes are set up in Inventory Control and allow you to further group your inventory. This is a display only field.

Field	Description
FMD Required	Display only field that displays the value in the item master. FMD stands for Full Material Declaration Document (part of RoHS or Restriction of Hazardous Materials compliance). If FMD required is checked and the FMD Received in the detail section of the screen is not, a line note is automatically added to the vendor purchase order requesting the vendor send one with the shipment.
Vendor	This field contains the vendor codes of each approved vendor. Up to 100 vendors can be listed to provide the item. Zoom is available.
Primary Vendor	In this unmarked field, enter a Y for the vendor that is your main or primary vendor for this item, and N for all other secondary vendors that you can purchase this item from. One primary vendor must be assigned for each item.
Business Name	This is a display-only field.
Currency	This unmarked column holds the currency code for the vendor if you have Fitrix Multicurrency installed and activated.
Item Cost	This field allows you to enter the currently quoted cost for this item from this vendor.
PU	Purchase unit of measure. If the item does not have a UOM list assigned to it in the item master the value entered here must equal the pruchase unti of measure in the item master 
Vendor Item Code	This field allows the optional entry of the vendor's unique item code for this item. This vendor code will be print on the purchase order to allow the vendor to quickly fill your order.
FMD Received	Check this box if the vendor has sent you a Full Material Declaration document for this item.

Update Vendor Catalog

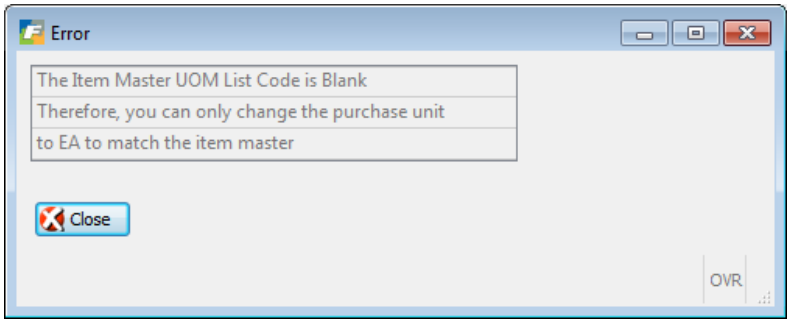
To view this screen, select Update Vendor Catalog **(option c)**.

This is another view of the vendor-item catalog by vendor, which shows all the items you can order from a specified vendor.



It is a header-detail screen in which the header portion is used only for selection of vendors and display of vendor information. No data entry is allowed in the header portion of this screen. It contains the following fields:

Field	Description
Vendor Code	The vendor code represents the vendor whose item catalog you are updating. A non-labeled field next to the vendor code holds the vendor's business name that comes up when you find the vendor code. You can update vendor information via Update Vendor Information **(option 4-e).** This information is actually stored in A/P and you can also update it there.
Currency	If the Fitrix Multicurrency module is installed and activated, this field holds the currency code for the home currency of this vendor.
Contact	This field holds the name of the main contact or representative from this vendor.
Phone	This is the telephone number associated with the main contact.
Item Code/Vend Item	This is your code for a particular approved item. It is an item that is defined as an inventory item in I/C, or defined as a Non-stock item via Update Non-Inventory Items **(option 4-g-a)**. See below for description of Vend Item, which you can enter once you have entered an item cost.
Description	This non-entry field displays the description of this item.
Item Cost	The vendor-quoted cost for this item is entered in this field.
Vend Item	This field, below your item code field, is for the vendor's item code for this particular item if it is different than yours. This item code will print on purchase orders.
UM	Purchase unit of measure. If the item does not have a UOM list assigned to it in the item master the value entered here must equal the pruchase unti of measure in the item master

Field	Description
	
End of Life	The date the vendor will no longer carry this item.
Line	If using the replenishment module the reorder line assigned to the item. See the replenishment user guide for more information.

Update Landed Cost Categories:

Landed cost categories give you the ability to receive merchandise at landed cost which will be the sum of the item's cost, freight charges, broker fees, and any other costs associated with the merchandise. This will ensure that the profitability of the item is accurately reflected to include its total landed cost when received and ultimately sold.

The first step in using the landed cost is to set up your cost categories.

Category – this is a 30 character field where the name of the cost category is entered.

Variance Account – this field is used to enter the GL account number that any variances between estimated and actual costs will post to. See the discussion below on the Post Landed Cost Variances program.

Allocation Method – enter the value here to determine how additional merchandise costs such as freight should be allocated to the product when you receive the purchase order so that the item's cost is a true landed cost. Valid values are:

W- cost will be allocated based on the item's weight. If this method is used it is imperative that you have assigned a weight to the item when it was set up using the Update Inventory Information program. If a purchase order can have items on it with different units of measure (LB vs OZ) then this method should not be used as there is no mechanism in place to calculate a common UOM to be used for all items when apportioning the cost.

V – cost will be allocated based on the item's volume. If this method is used it is imperative that you have assigned a volume to the item when it was set up using the Update Inventory Information program.

C – cost will be allocated based on the item's cost as it relates to the receipt as a whole.

Q – cost will be allocated based on the item's quantity as it relates to the receipt as a whole.

M – cost will be manually allocated by the user.

Purchasing Process

Data Flow in Purchasing

Requisitions

Purchase Orders (POs)

Receipts

A/P Invoices

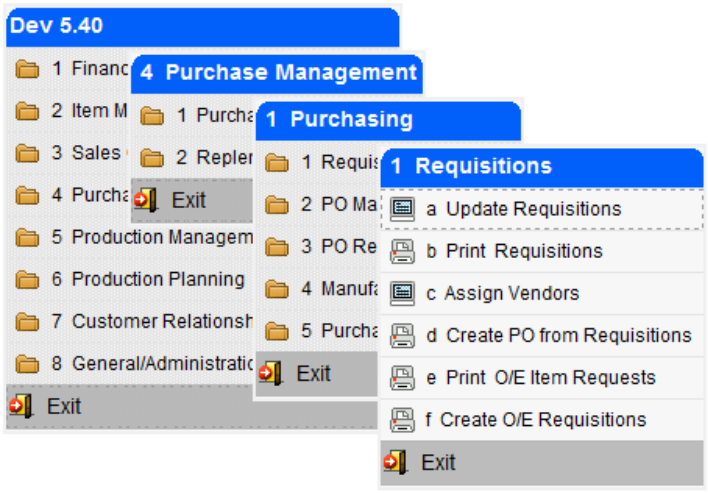
The basic procedural flow of the Fitrix Purchase Order System is as follows:

Step	Action
1	Requestors, or backorders from Order entry, create requisitions for items.
2	Designated approvers either approve or reject the requisitions.
3	The buyer assigns vendors to requested items.
4	Buyer creates purchase orders (PO) from requisition items that have been approved and assigned a vendor. You may also enter a PO directly without going through the requisition process .
5	An Expected Receipts report is printed for each ship-to warehouse detailing items they should be receiving.
6	Receipt of items is validated against outstanding purchase orders and recorded. Upon posting of receipts, the following are updated: Purchase Order status Inventory quantities General Ledger account balances
7	Invoices are received from vendors and are matched against outstanding purchase receipts. Upon posting of invoices, the following is updated: Purchase Order status General Ledger account balances

Requisitions

To view this screen from the Purchase Management menu, select Purchasing and then option 1.

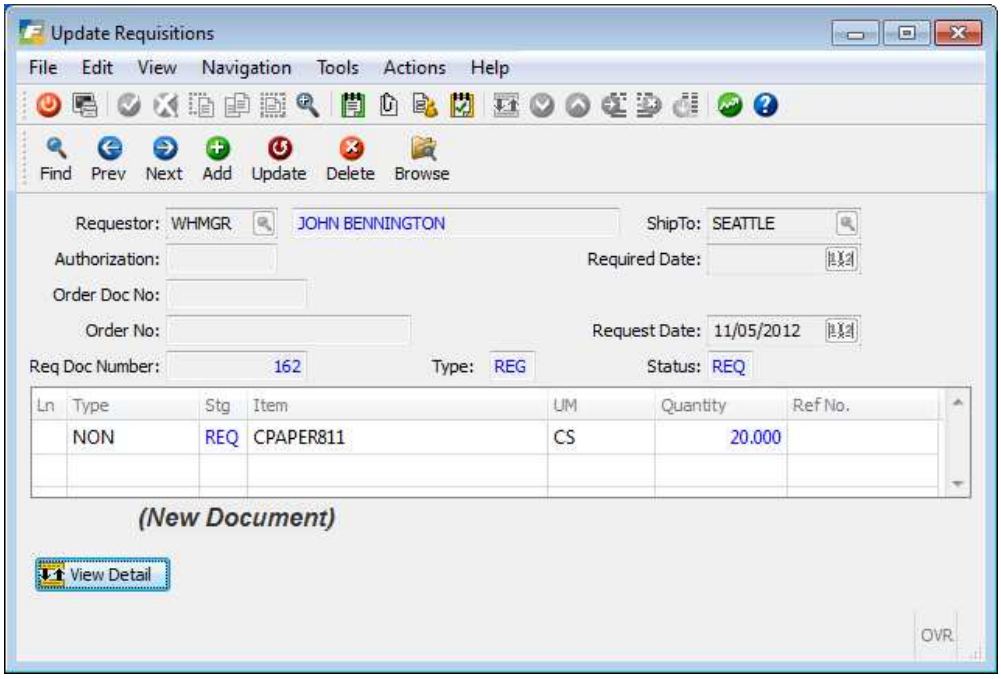
The Requisitions menu is the starting point for many purchasing processes but use of requisitions is optional. The options in the Requisition menu allow you to create and modify requisitions, assign vendors to requested items, and create purchase orders from approved requisition line items.



The following are screen views and descriptions of each option on the above menu.

Update Requisitions

To view this screen, select Update Requisitions **(option a)**.Update or create requisitions for items that you need to order. Use this menu option to approve requisitions or view approval status of requisitions online.



ENTERING A REQUISITION

To begin the process of entering a requisition you select Update Requisition **(option a)**. This brings up the above screen from where you select Add to enter the request information.

The following fields are the data entry fields you use to enter information about a requisition.

Field	Description
Requestor:	Enter your requestor code. This code is set up via Update Requestor Definitions (4-c-e).
Ship To:	This will initially default to the warehouse code assigned to the requestor but it can be changed.
Authorization:	The field for an authorized person to enter their requestor code to authorize an existing requisition. Once authorized the requisition can't be changed except by authorizer.
Required Date:	Enter the date you want to receive requested item(s). Current date is default.
Order Doc No.:	The reference document number if the create requisition from the Order Entry process was run for a specific customer order.
Req Doc No.:	System maintained field that holds the unique document number assigned to the document once you save the requisition.
Request Date:	Current date is default.
Type:	Holds the code that represents the order type for this requisition.
Status:	System maintained field that shows the status of the order.
Ln	Line number assigned by the system. Used for audit trails.
Typ	There are six line types programmed into the system. You can define additional line types. CAN = Cancelled

Field	Description
	CAP = Capital NON = Non-stock keeping item STK = Stock item STN = Stock treated as non-stock SUP = Supplies
Stg	The stage of the line item is updated by the system as it proceeds through the requisition process. REQ = Active requisition waiting for authorization. Can be modified. AUT = Authorized requisition awaiting vendor assignment and transfer to a PO. Only authorized approver can modify at this stage. LCK = Locked requisition, approved and assigned a vendor. Only authorized approver can modify at this stage. ORD = Ordered, requisition has been transferred to a PO CAN = Line item has been cancelled.
Item	Enter the item code
UM	Unit of measure or purchasing unit for this item
Quantity	Number of items in purchasing units
Ref No.	Freeform reference field if you are adding the requisition. If the requisition was created with the Create O/E Requisitions program discussed below, this field will hold the customer order number and line item number the requisition was created for.

Once you have completed entering all the line items for this requisition, click on the OK button or press **{ENTER}**. This assigns the document number and saves the requisition to the database.

Summary for Creating a Requisition

Step	Action
1	Select Update Requisition (option a) and execute the Add command.
2	Enter your Requestor code, Ship to code, and the date you require the items.
3	Press Ctrl {TAB} to go to the detail section and enter the Line Type for the item or Zoom to select from the defined line types.
4	Enter the item code or Zoom to select from a list of items. Enter the quantity you want and a reference number for that line item (reference number is optional).
5	Enter additional items until requisition is complete. When you are finished, click on the OK button or press {ENTER} to save the requisition.

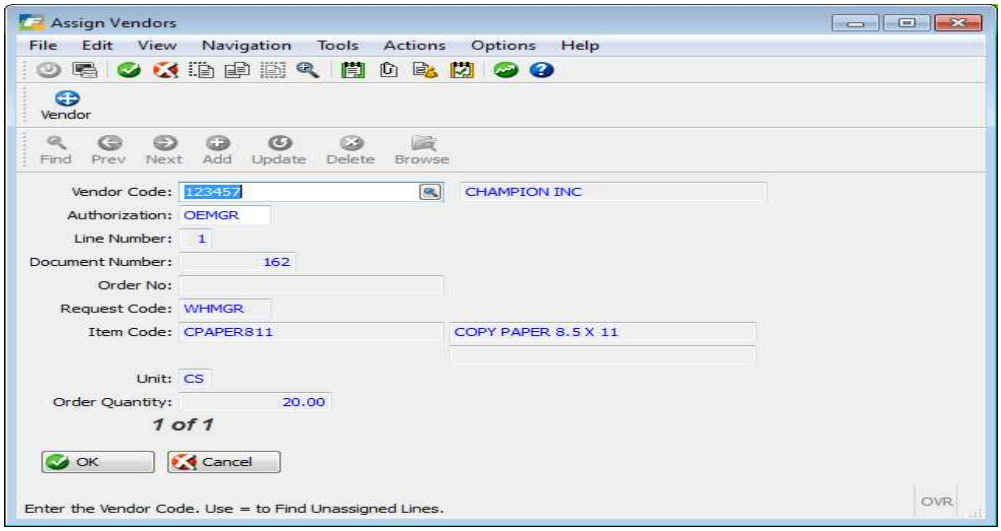
Before a requisition can be assigned to a PO, two things must happen:

The requisition must be “authorized” meaning the items being requested get a stamp of approval from an authorized person. Authorization “locks” the requisition so it cannot be changed.

The items on the requisition must have a vendor assigned to them. Assigning a vendor also assigns a cost to that item.

Assigning Vendors

You use Assign Vendors by choosing Assign Vendors **(option c)**. You use this option to assign vendors to specific line items that do not have a main vendor, or to override the main vendor. You can also use this option as the second method of authorization, which allows you to authorize specific lines of a requisition.



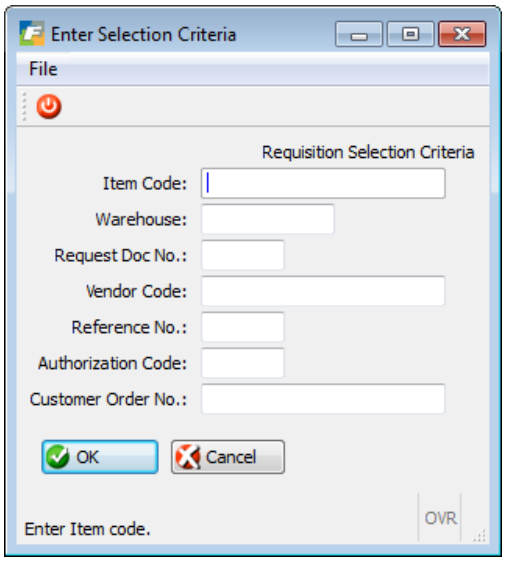
To assign a vendor and authorize specific requisition line items:

Step	Action
1	Find the requisition and then select the Update command. The cursor goes to the Vendor Code field.
2	Enter the Vendor Code and Authorization Code, and then click the OK button or press enter to save the record.
3	Click the **Nxt** button and repeat Step 2 to assign the next vendor. Press **(Q)uit** to return to submenu.
4	When all vendors are assigned, review the original requisition via Update Requisitions **(option a)**. The stage and status for this requisition is locked **(LCK)** and these lines are ready to be transferred to purchase orders.

Create PO from Requisitions

Create purchase orders from approved requisition line items. To view this screen, select Create PO from Requisitions **(option d)**.

When you execute the print menu, the following selection criteria screen comes up for you to select what requisitions you want to go on PO's:



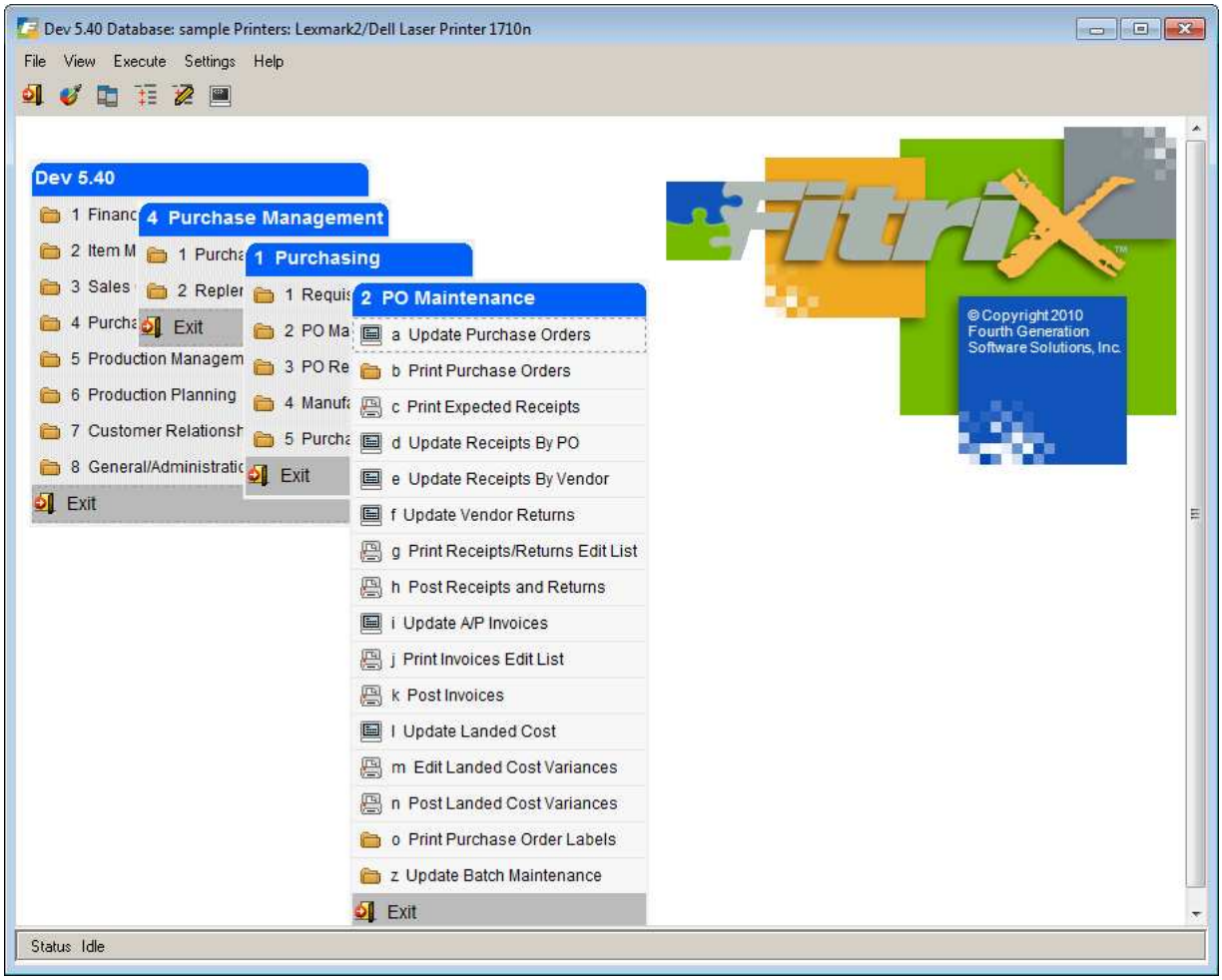
Here you select the requisitions you want to go on the PO. Then you are ready to print your PO. A single PO is printed for each vendor.

Create OE Requisitions

Create O/E Requisitions **(option f)**. With Fitrix Order Entry installed, any backorders created from sales are automatically transferred to Purchasing (unless you created purchase orders for the backorders while in the sales order program) where you can create requisitions for these backordered items via this option. Once this option is run you must go through the standard requisition process of approving the requisition and assigning vendor codes. You can first review the orders that will create the requisition by running option e, Print O/E Item Requests.

Purchase Orders

To enter P0s directly or to update those POs already in the system, select PO Maintenance (Purchase Management > Purchasing > PO Maintenance).



Below is a brief description of the options on this menu:

Update Purchase Orders – Enter or modify POs.

Print Purchase Orders – Print and reprint POs.

Print Expected Receipts – Prints a list of items you expect to receive at your Ship-To warehouse(s). If any purchase orders will fulfill components on production work orders this detail will also print on the report.

Update Receipts and Returns – Enter or modify documents for goods received and matched to a PO.

Edit and Post Receipts – Posts receipt information to Inventory, updates General Ledger.

Update A/P Invoices – Enter or modify Accounts Payable invoices matched to receipts.

Print Invoices Edit List – Use to print a list of invoiced items.

Post Invoices – Posts invoices to Accounts Payable.

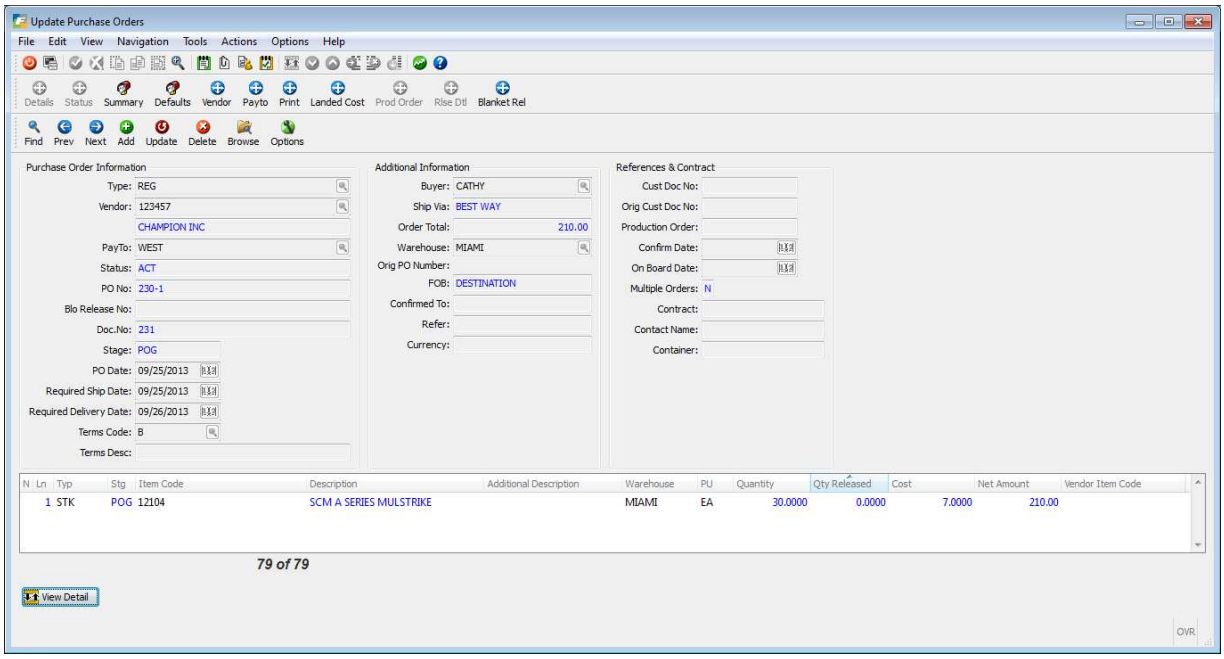
Update Landed Costs - Once all costs for a purchase order have been recorded, if there were any variances in costs between the time the estimated costs were initially entered when the purchase order was entered and when it was received or posted to AP, these variances can be found here.

Edit and Post Landed Cost Variances - When you are ready to post the variance to your general ledger, set the OK to Post flag to Y in the Update Landed Costs program and run the edit and post landed cost variances programs.

Print Purchase Receipt Labels – prints labels for items received on purchase orders.

Enter and Update Purchase Orders

To select this screen and option choose Purchasing from Main Menu, select Update Purchase Orders **(option a)**.



Here is a description of the fields you enter data in for POs.

PO Header Fields

Field	Description
Type:	Enter a PO Type. REG is the default. (Order Type Definitions (option 4-c-a) is where the types are set)
Vendor:	Enter vendor code from whom you are ordering, and the vendor name is automatically returned once you press {ENTER}.
PayTo:	Enter the pay to code for the vendor. If the vendor has more than one pay to address you can choose from the list that displays.
Status:	This system maintained field holds the status of the order.
P.O.:	Enter the vendor's PO number (optional up to 10 characters)
P.O. No.:	Enter a PO number (optional to 10 characters) Defaults to Doc. No.
Blo Release No:	This display only field displays the latest release number for blanket purchase orders (order type BLO) and is updated automatically each time a PO is released from the blanket purchase order.
Doc. No.:	Holds the system assigned document number, which is a unique number used for document tracking.

Field	Description
Stage:	The program will initially set the stage to either ORD or HLD based on the default value found in the PU Defaults program. If set to HLD user cannot print or process the purchase order. To change to ORD requires a password also defined in the PU defaults program. Once processing begins the stage is set based on the stage of the line items (i.e.- POG means the PO has been printed/generated,etc.).
P.O. Date:	Enter the date the PO is generated.
Req. Ship Date:	Enter date you require the vendor ship the product
Req Delivery Date:	Enter the date you require receipt of the product
Terms Code:	Payment terms code.
Buyer:	Enter your buyer code if you are the person entering or processing a PO (optional)
Ship Via:	Enter the freight carrier (up to 15 characters)
Order Total:	Holds the total cost for this order, which includes the sum of the net amount for each order line, plus tax, and any freight or miscellaneous charges.
Warehouse:	Enter the warehouse code for where you want the vendor to ship the items.
FOB:	Enter the freight on board destination (up to 15 characters)
Confirmed To:	Enter the name of the vendor representative who confirmed your PO (up to 20 characters), (optional)
On Board Date	Enter the date the vendor shipped the merchandise (optional).
Multiple Orders:	If you want to create multiple purchase orders enter a Y in this field. In the detail section enter the total quantity for all the purchase orders you are going to create (ie – 10,000 for 10 truck of 1,000 each). When you store the order you will be prompted for the number of purchase orders you want to create. Using the example here you would enter 10 and 10 purchase orders for 1,000 each will be created.
Contract	This system maintained field stores the Order Entry contract # if you entered multiple sales orders with order type of DIR or DRW.
Contact Name:	The name entered here will print on the purchase order preceded by “Attn:”
Container:	For ocean shipments enter the ocean container number. If this is a DIR/DRW order type linked to a customer sales order this container number will display in the Shipment Tracking screen found in the Order Entry module.
Refer:	Enter any reference info. (up to 13 characters). Defaults to information entered in line reference field on the requisition if the PO was created through the requisition process.
Currency:	Holds the currency code for the vendor when Multicurrency is installed (USD = U.S. Dollars).
Cust Doc No:	This display only field displays the customer doc/order number if this is a direct ship purchase order (type=DIR,DRW) that was automatically created through order entry or if the PO was created from a production work order that is ties to a customer sales order
Orig Cust Doc No	System maintained. If the user deletes a sales order with order type DIR r DRW they will be prompted to create a new sales order. If they answer Y a new one will be created and the original sales order number will be stored in this field. If they answer N both the sales order and purchase order will be deleted.
Production Order	If the PO was automatically generated from a production work order, the work order number will display in this field.

Once you have entered all the needed information in the header press Ctrl {TAB} to go to the detail section and enter or update line items for this PO.

PO Detail Fields

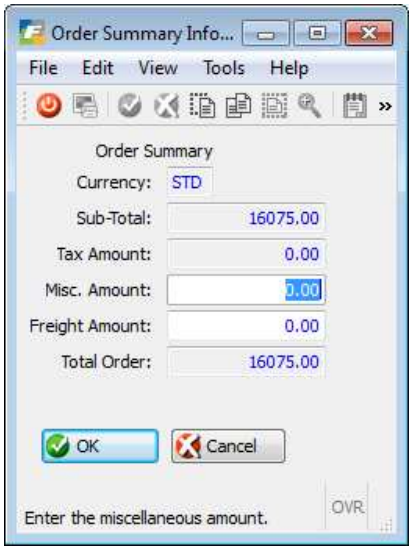
Field	Description
Ln	Holds the line number for the order lines.
Typ	Enter the type of items that you are ordering (stock, non-stock, service, etc.) Zoom is available to select from a list of line types.
Stg	Holds the stage code for a particular line. In the above case, the purchase order has been generated but not printed so the stage is POG.
Item Code	Enter the item code for the item you are ordering. Zoom is available to select from a list of item codes.
PU	Holds the purchasing unit for the item, which is set up in inventory (case, box, carton, etc.). The conversions between purchasing unit, stocking unit, and selling unit are handled in inventory control.
Quantity	Enter the number of items you want to order (default is 1).
Quantity Released	For blanket purchase orders this display only field shows the quantity that has been previously released for this line item.
Cost	Enter the cost if it is different from the default cost.
Net Amount	Holds the cost for the PO, which includes the sum of all the detail line items, plus any tax, freight, or miscellaneous charges.
Description:	Located at the bottom of the screen, updates with a description of each line item.
G/L Account:	The General Ledger code for the line item.

Adding a Line Item

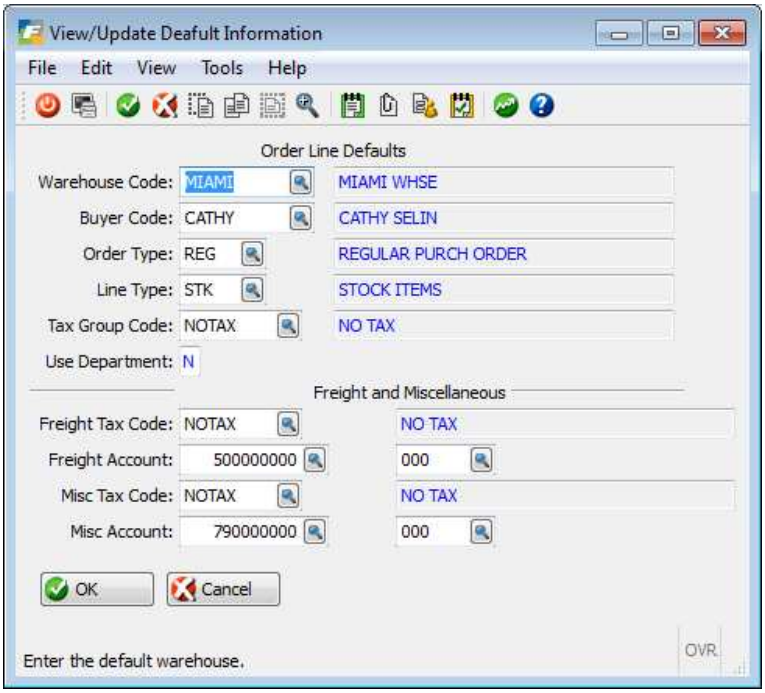
Use the following steps to add a line item.

1. Select Update Purchase Orders (option a) and execute the Add command.

2. Enter the header information. For a description of the fields, see the PO Header Fields section above. To view the order summary screen, click on the Summary icon.

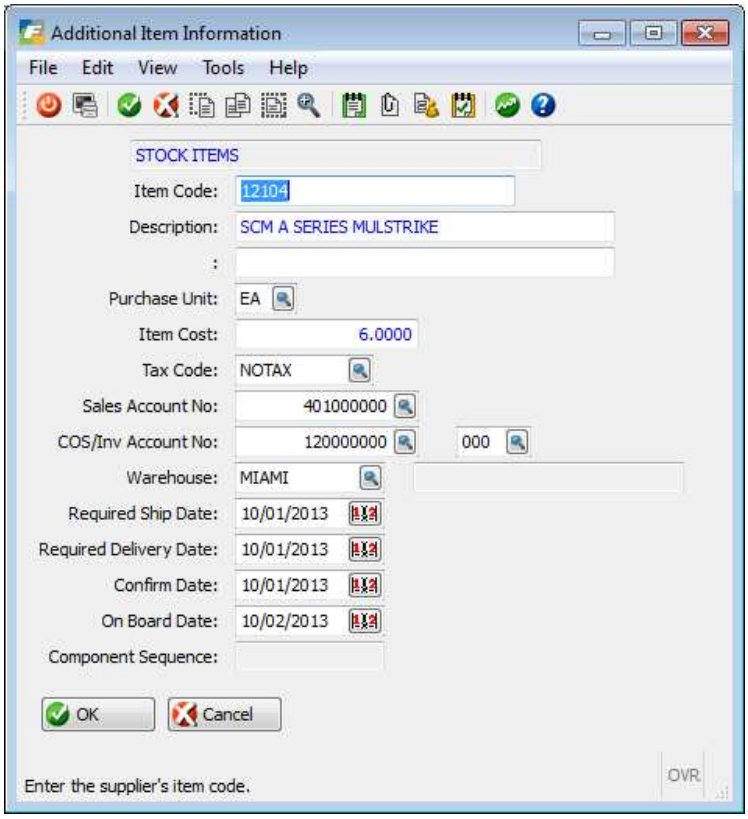


To enter the defaults screen, click on the Defaults icon.

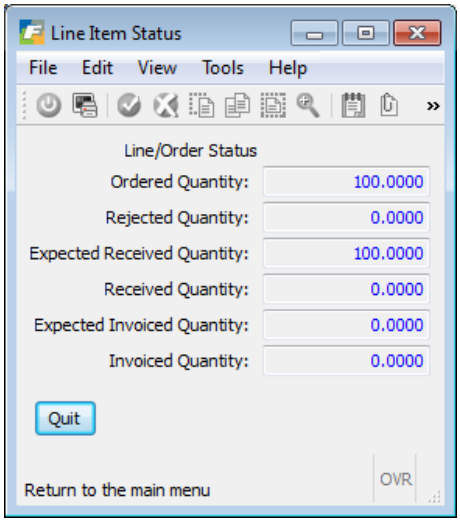


If the purchase order was created from a production work order click on the Prod Order button to view the work order.

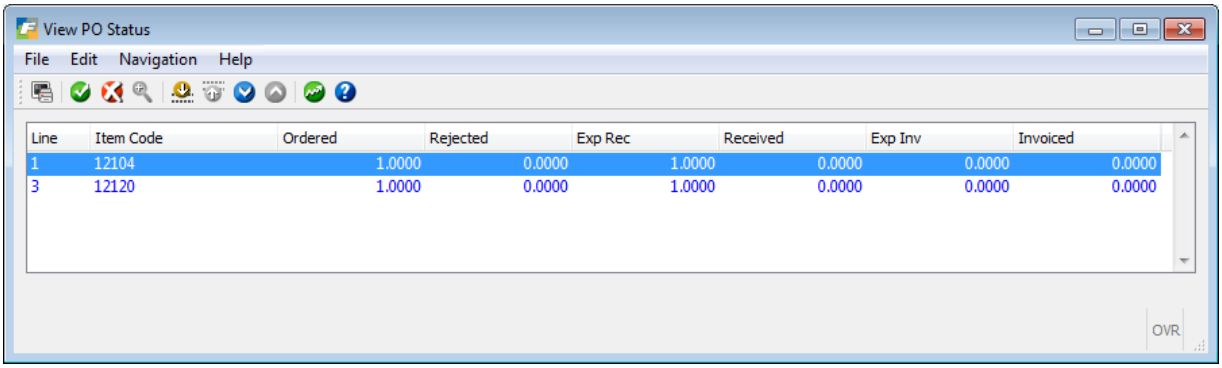
3. Ctrl Tab to enter the detail section of the screen. Enter each line item. To update line detail information, click on the detail icon on the toolbar.



To view the status or a line item, you can select the Status icon.



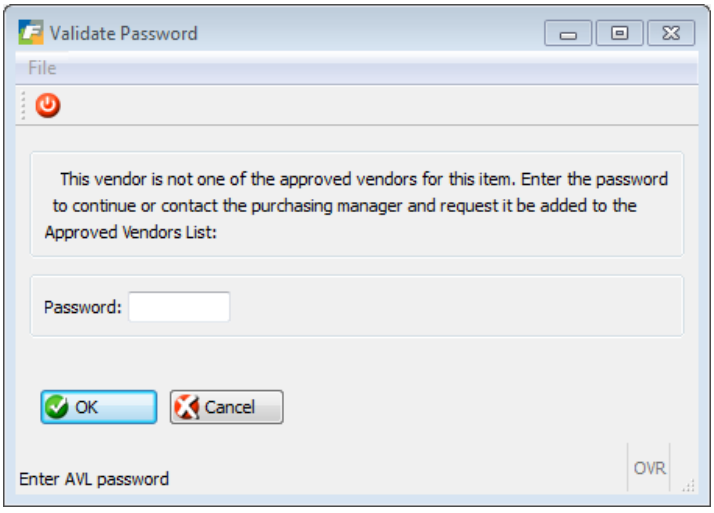
If you would like to view the status of all line simultaneously, get out of update mode and click on options icon and then select status.



4. If the item is not found in the vendor catalog, the following prompt is returned: "Add this Entry to Vendor/Item Catalog? (Y/N) Press Y to add the item to the vendor's catalog.

   Note: Typing N does not add this item to the vendor's catalog, and puts you back to the PO detail Quantity field where you can enter a quantity for this item and continue to order.

5. If you have the AVL checkbox in the Purchasing Defaults program checked and try to order an item from a vendor that is not set up as an approved vendor in the item catalog you will receive this message.



6. Once you have completed the order, click on the OK button or press **{ENTER}** to save the PO. Now you are ready to print and process the PO.

Entering Vendor Returns:

When entering vendor returns the order type used should be **RET**. This order type creates a “negative” purchase order. Other differences in the Update Purchase Order screen program for vendor returns include the following:

Return Reason – enter the reason you are returning the merchandise to the vendor. To add additional information about the return use Order Notes. You can enter different return reasons at the line item level should they differ from the return reason entered in the header section of the screen.

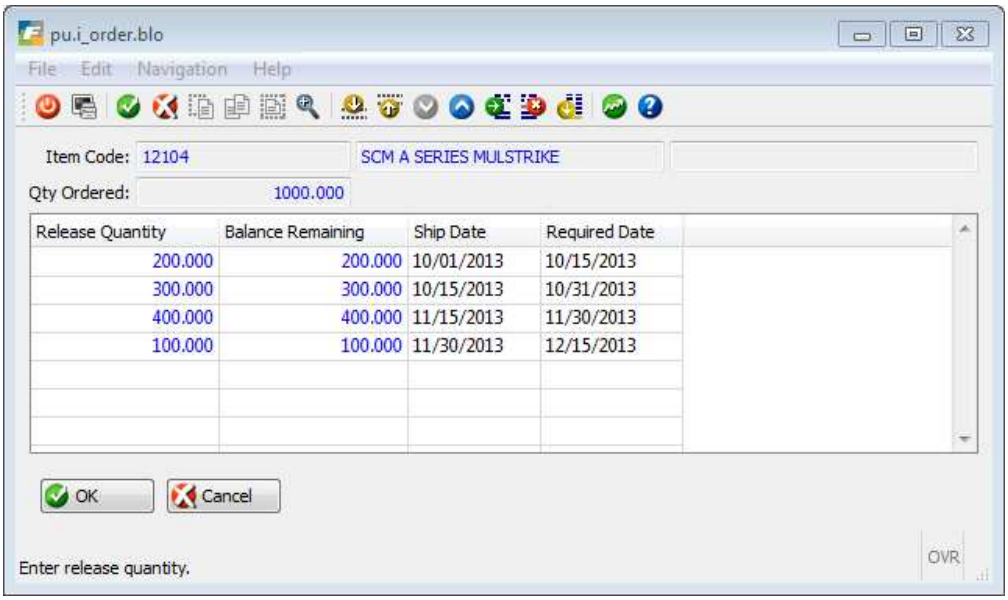
Original PO Number – entry here is optional. If you want to reference the original PO number you can enter it here and the detail lines will automatically populate with the items on the original PO and the quantity still in inventory from the PO. For example, if there was a quantity of 10 on the original PO but 3 have since been sold, the quantity that displays in the detail will be 7 as that is all that is left to return. You can delete lines and change quantities as needed.

If you do not enter an original PO number and manually enter the line items the program will check to see what is available for return. For example, if you try to return 10 of an item and there are only 7 available you will receive this message “Return Quantity Decreased to the Available Inventory Quantity” and the quantity will be reduced to73. If there are none available you will receive this message “There Is No Available Inventory of this Item to Return”.

Processing Blanket Purchase Orders

Entering Release quantities and Dates

If the order type is BLO when you enter the quantity for the item this release screen will display so that you can break out the total quantity to be shipped with varying dates. The total release quantity must equal the total ordered quantity and the required date must be later than the ship date and both dates must be entered in ascending order as shown here.



Please note that you can change dates on this screen but not the order quantity. To revise the order quantity you must first change it on the PO detail line item itself and this screen will then display so you can revise the ship quantities to match.

Releasing Purchase Orders from a Blanket Purchase Order

1. Go to the Update Purchase Orders program.

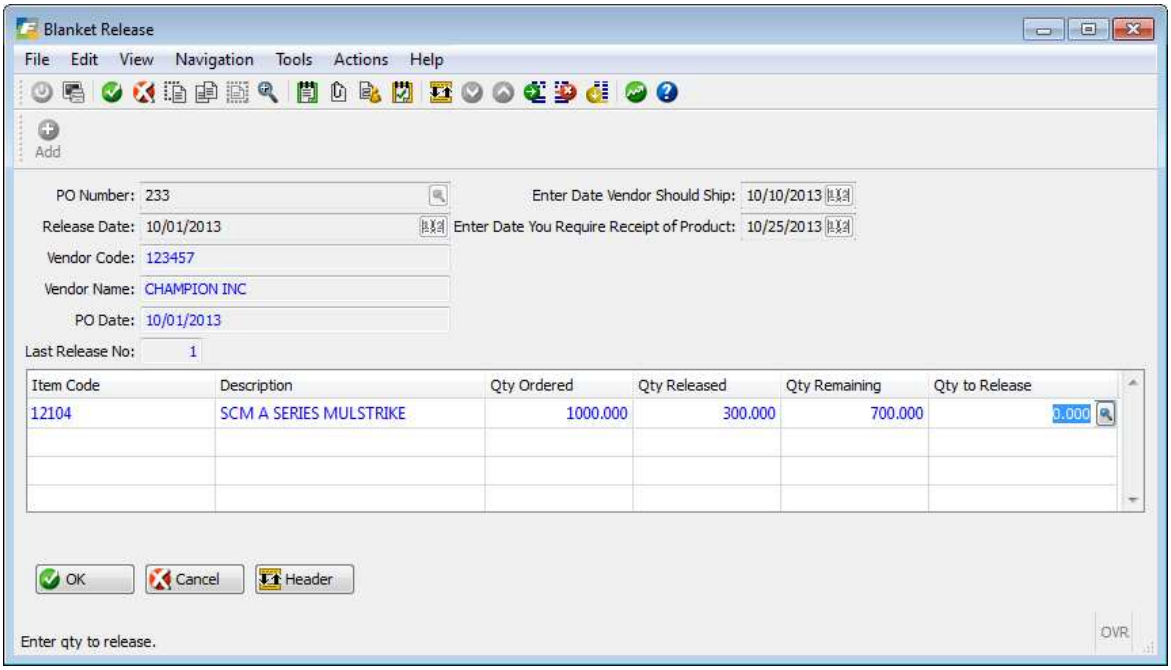
2. Click on the

on the toolbar.

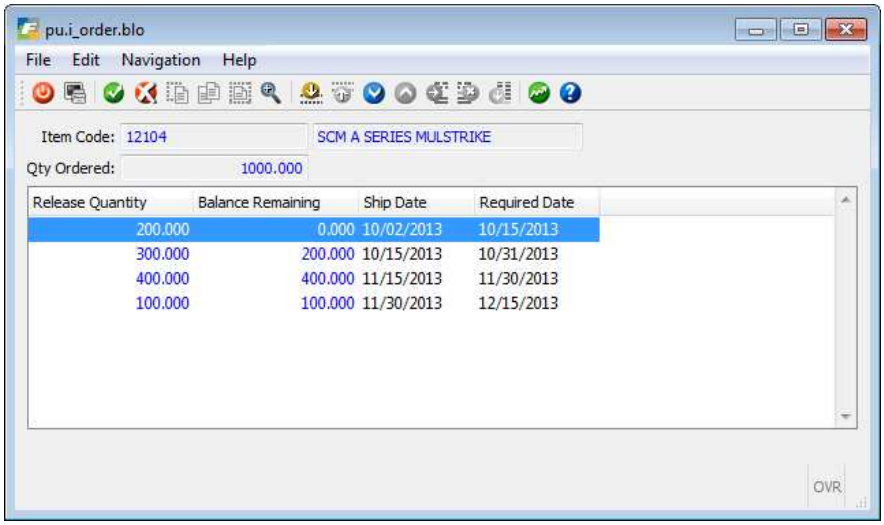
3. Click on Add and enter the PO number or zoom from the PO number field to find all blanket purchase order numbers that still have quantities that have not been released.

4. Entry of the date the vendor should ship the product and the date you should receive the product is mandatory as these dates will be used on the released PO.

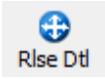
5. Click on Detail and enter the quantity you want to release for each line item. The quantity entered cannot exced the quanity remaining to be released. When you save the transacton a new PO will be created and the PO number will be the blanket PO number followed by the release number. For example the first release for PO # 5000 will have PO# 5000-1, the second release will have PO # 5000-2, etc.. The blanket PO will have its Blo Relase No updated accordingly after each release.



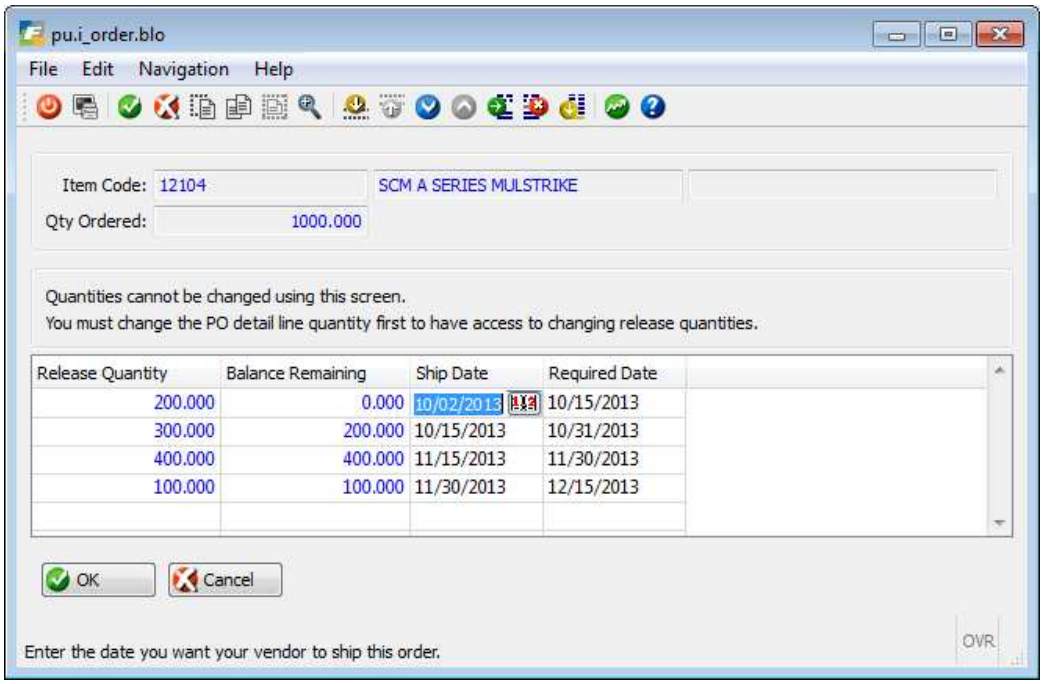
You can zoom from the Qty to Release field to view the release detail.



Viewing Release Information

To view the release detail go to the line item on the blanket PO and then click on the 

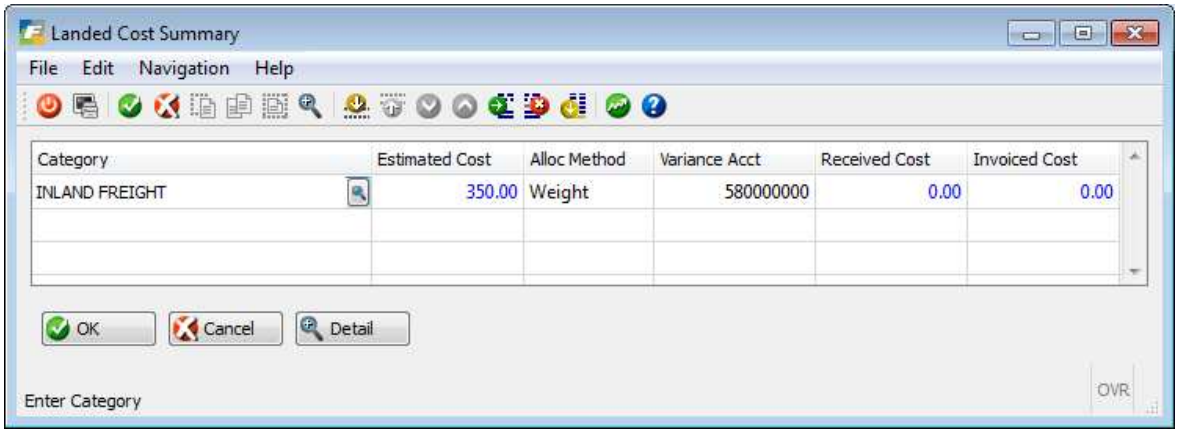
button found on the toolbar to view this screen.



Entering Landed Costs

While in update mode and in the header section of the PO entry screen, click on the

icon to enter landed costs that will then be added to the product cost when received.

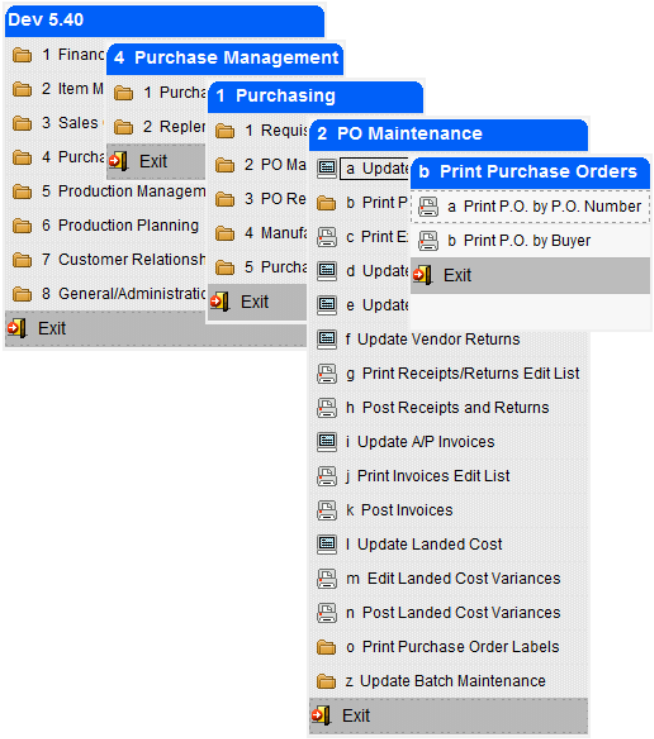


Click on the magnifying glass to drill down to a list of your pre-defined landed cost categories. Enter the estimated cost. The allocation method and variance account will default to the values set up when you set up the landed cost category but you can change here as needed. The received cost and invoiced cost fields will automatically populate as the purchase order is received and posted to Accounts Payable.

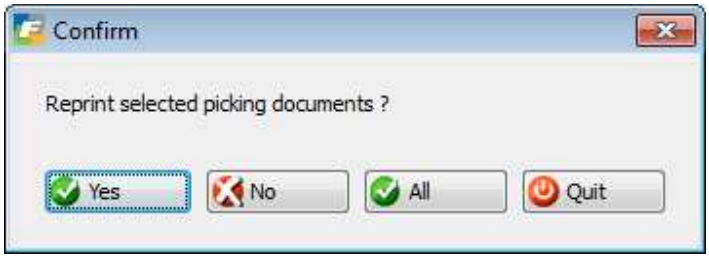
If there are multiple part numbers on the PO, the costs entered here will be allocated based on the allocation method associated with the landed cost category (weight, volume, etc.).

Printing a PO

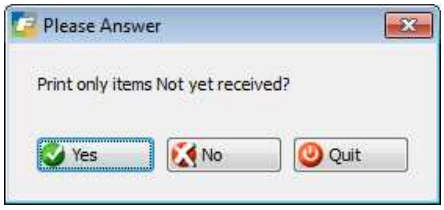
Print Purchase Orders **(option b)** on the menu below. You will see a submenu with (a) Print P.O. by P.O. Number and (b) Print P.O. by Buyer as your choices.



You will receive two prompts:

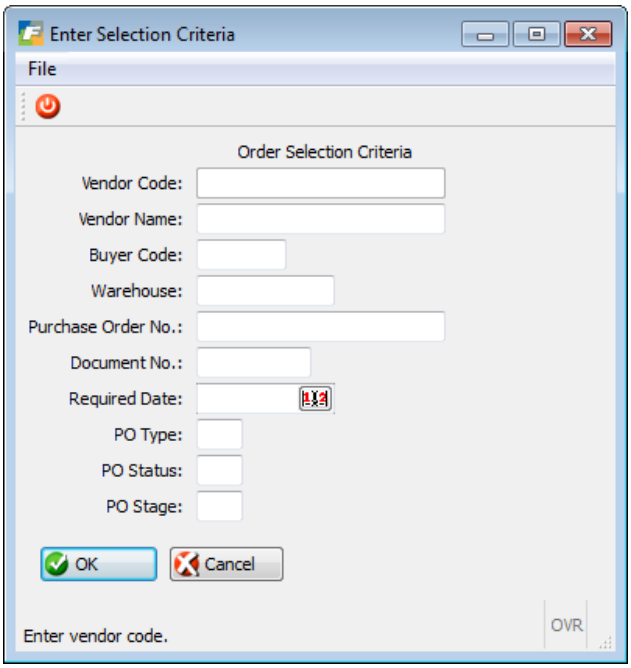


Select Yes to print purchase orders that have previously been printed, No to print only those purchase orders that have not yet been printed, and All to both print for the first time and reprint those that have been previously printed (Helpful Hint: if you are printing a PO and are not sure if it has been printed or not, select ALL)



By selecting Yes only items not yet received will print on the purchase order. This is useful if your vendor has already partially shipped some items and requests another copy of your PO. This will prevent duplicate shipments.

You can enter selection criteria in one or more of the fields in the Order Selection Criteria form to specify the POs you want to print.



If the purchase order is for a return to your vendor “Purchase Return” will print on the PDF instead of Purchase Order.

If the purchase order is a blanket order “Blanket Purchase Order” will print on the form and the release detail (ship quantities and dates) will print underneath each line item.

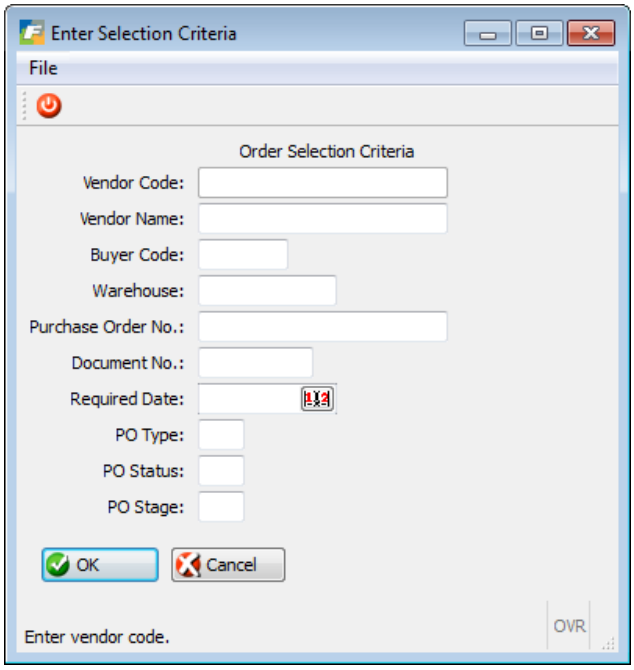
If the purchase order is a release from a blanket order “Blanket Release Purchase Order” will print on the form.

If the purchase order was created form a production work order the work order will print on the PO. If the production work order is linked to a sales order, the sale order number will also print.

Expected Receipts

Once you have generated POs, you can review what items you have on those purchase orders (the items you expect to receive). Use Print Expected Receipts **(option c)** to print out a list of the items currently on order.

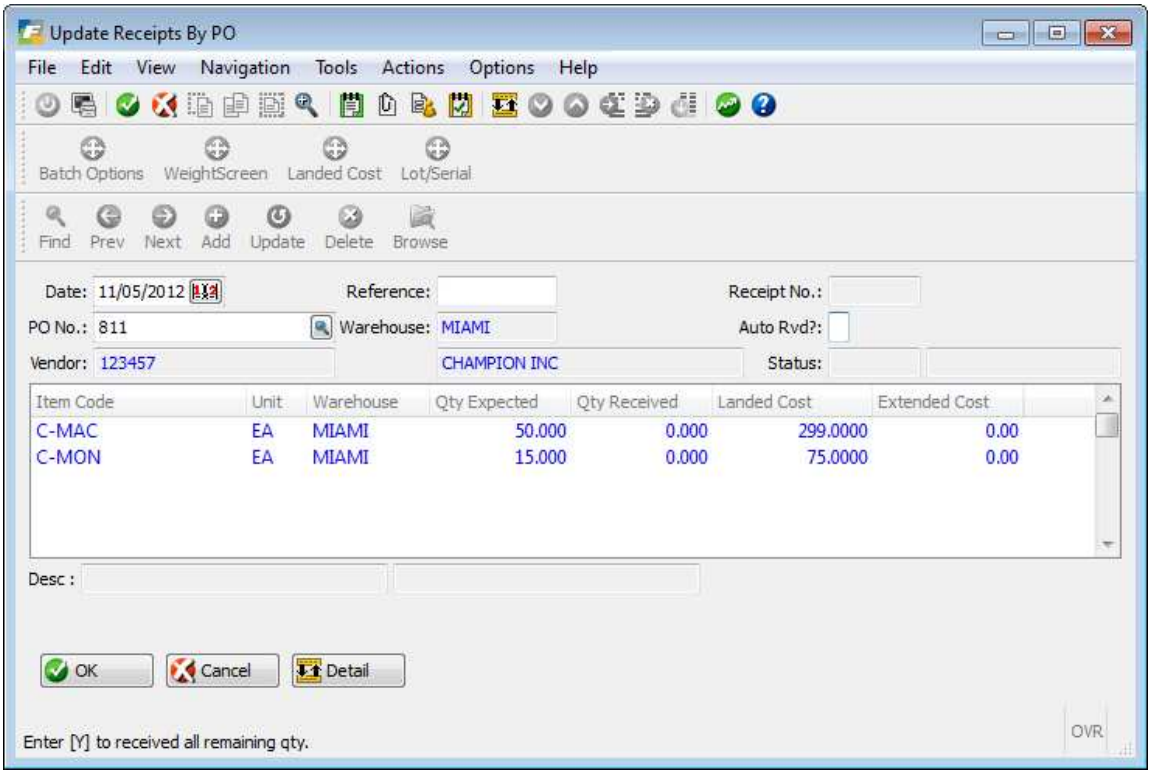
Either click on OK button (or press **ENTER**) to select all the expected receipts, or enter selection criteria in the appropriate fields to select specific receipts.



If any purchase orders will fulfill components on production work orders this detail will also print on the report.

Update Receipt by PO

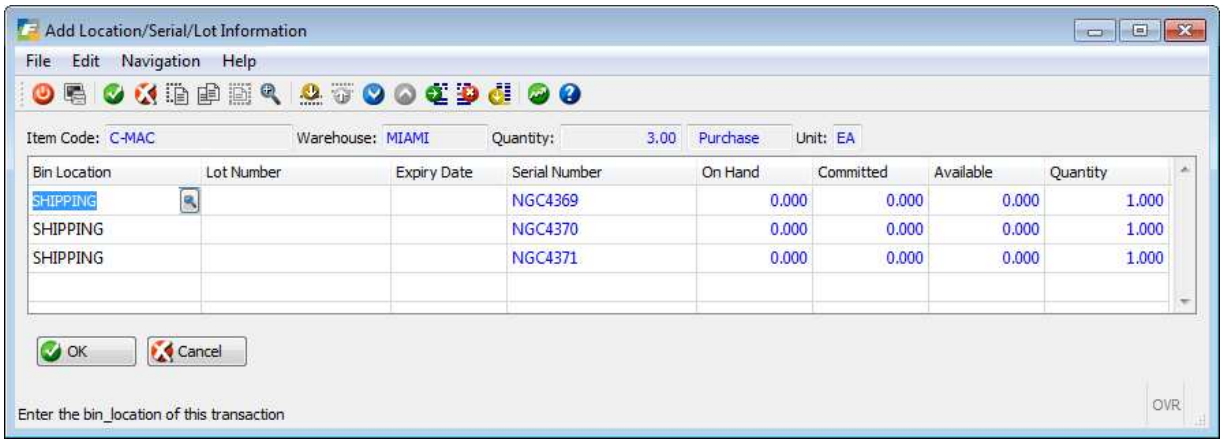
When you receive items, you enter them as received with Update Receipts **(option d)**, which brings up the Goods Received screen. Execute the **Add** command and enter the following information for receipts.



Field	Description
Date Received	Automatically defaults to the current date. You can accept the current date by pressing **{ENTER}** or override the current date by entering a new one in the format of mmddyy.
Reference	Accepts any information you want to use to refer to this receipt. This is freeform field up to 10 characters.
P.O. No.	Accepts the number of the purchase order for the items you are receiving. When you enter a valid PO number, the warehouse, vendor, and detail information is returned.

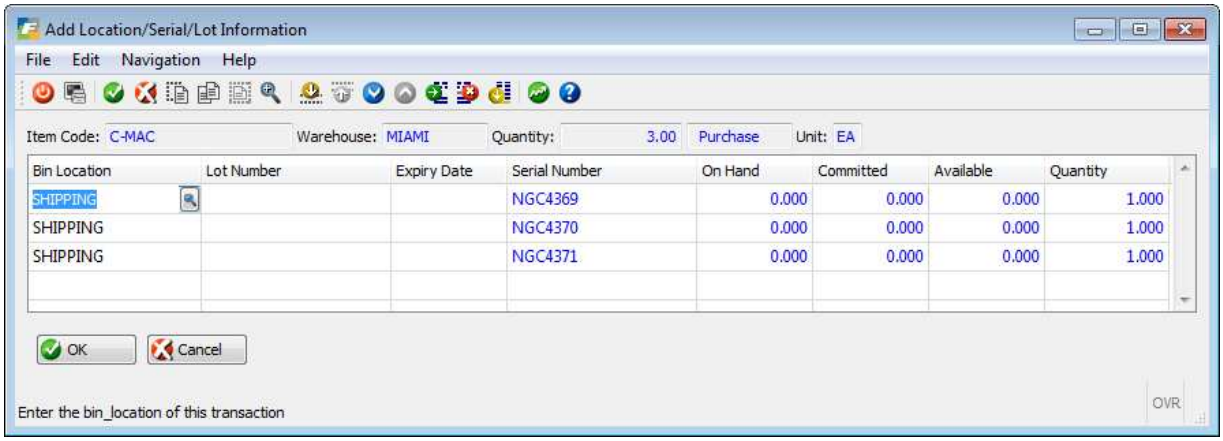
Field	Description
Auto Rvd?	If all the items are received from the vendor you could enter Y in the Auto Received field, and once you click on the OK button or press **ENTER** to save this document, the system assigns a Receipt No. to this new document. If all the items were not received or you rejected some of the items you would enter a N in the Auto Rvd? and press **Ctrl {TAB}** to go to the detail section. Enter the amounts of each item received in the Qty. Rcvd. Field. If you enter a partial quantity (e.g., if the quantity in the Qty. Expected Field is 10 and you enter 8 in the Qty. Rcvd. Field), then a picker menu comes up with options for you to deal with the quantity not received. Options on this menu include **Enter Rejection Quantity** which brings up an additional screen where you are allowed to enter the number of items you are rejecting, and a code of up to six characters for you are rejecting the items (e.g., DAMAGE). The next option is **Cancel Remaining Qty., which** cancels PO. **The Further Receipt Expected** option tells the system to keep the un-received items open until they are received.

When receiving purchase orders into a warehouse that has multi-bin turned on and/or for items that are lot or serial number controlled, this screen will display.



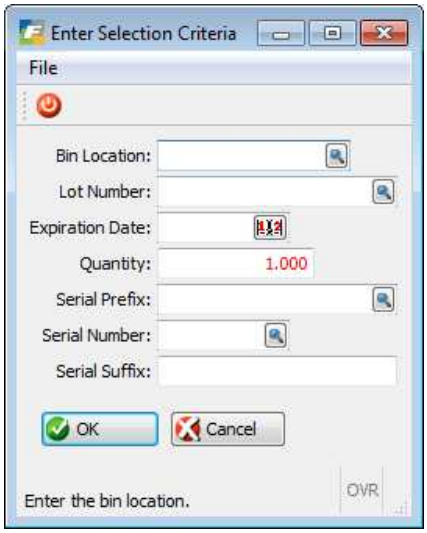
Receiving Serialized/Lot Controlled Items

The logic used here depends upon how you have set up Fitrix. If you set up your Inventory Control Defaults so that the receiving program automatically assigns serial #s for you (see chapter two of the Inventory Control User Guide) this screen will display the serial numbers the program has assigned to each item.



If the warehouse you are receiving the product into is location controlled the bin location defaults to the primary bin location defined with the item code but it can be changed. If the warehouse is not location controlled the bin location that displays is the static location defined with the item code and it cannot be changed.

If the auto serialization function is not turned on or you are receiving a Lot controlled item, you must manually enter the serial numbers or lot numbers on this screen.



Fill in the appropriate information in the following fields:

Bin Location:

If the warehouse is location controlled you must enter a valid bin location (zoo available).

Lot Number:

Up to 20 alphanumeric characters

Quantity:

This field holds the number of items you are receiving and assigning serial numbers.

Serial Prefix:

This field holds the actual serial number for a single item, or can make up the prefix part of the serial number for multiple items. As a prefix, this field is optional; if included, the prefix would be the same for each subsequent item serial number. If you use this field to type in the unique serial number for individual items, then the subsequent fields are optional.

Up to 20 alphanumeric characters

Serial Number:

Up to 10 numeric characters

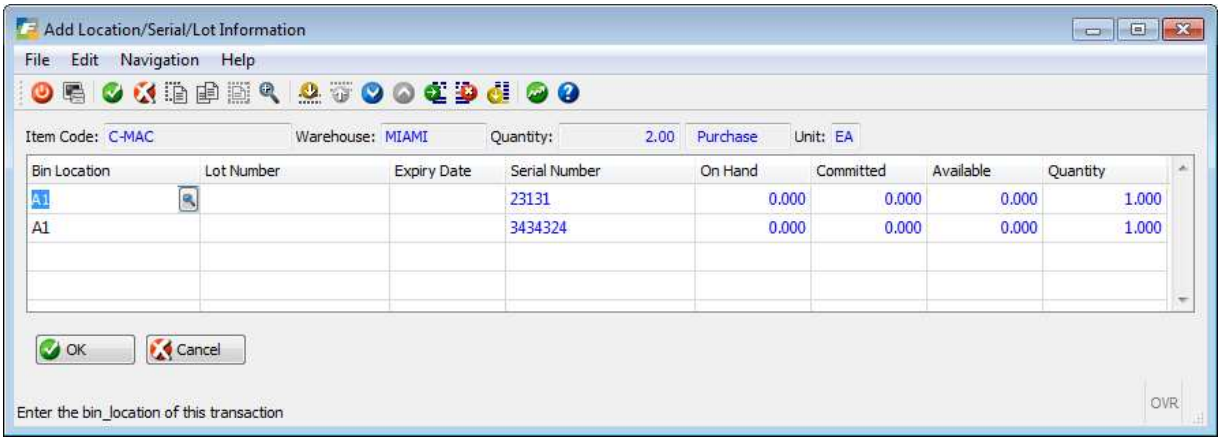
This field holds the numeric portion of a serial number. You would use this number field to assign serial numbers to multiple items automatically. For example, if you have a quantity of five items, by simply typing in the number 100 for the number portion of the serial number, the program automatically assigns the numbers in sequence to all five items, 100-104. This is a time saving feature if you happen to receive the items you want to serialize all at the same time. If you only have a single item to serialize or if you receive items randomly, you must assign subsequent serial numbers manually, either in the Serial Prefix field or, if you are utilizing a common prefix for all items, enter remaining part of the numbers in the Serial Number field. Remember that serial numbers that have been assigned to this item are stored on the previous screen for reference.

Serial Suffix:

Up to 20 alphanumeric characters

This field holds the suffix portion of a serial number if you choose to have one. Like the prefix, the suffix would be the same for subsequent serial numbers for the same items.

Once all of the information is entered on the screen, click OK. The following screen displays when the PO quantity equals the lot/serial number quantity and you can change the information if needed.

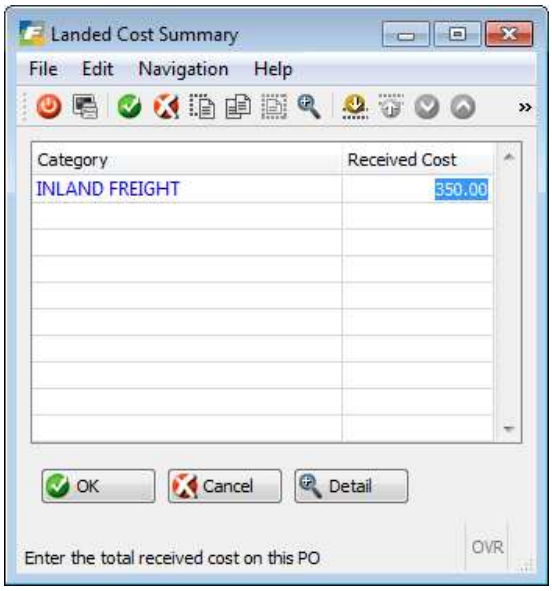


Click OK to return to the Update Receipts screen.

Updating Landed Costs For Receipts:

After you store the PO receipt, if there were landed costs entered when you entered the purchase order you will receive this prompt:

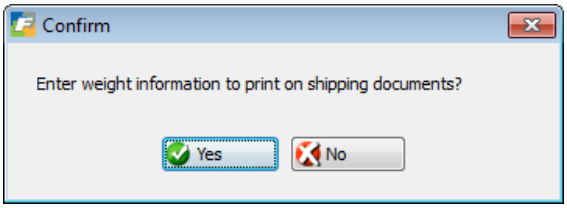
If there are no changes to the costs select No. If there are changes select Yes and this screen will display and you can enter the revised cost.



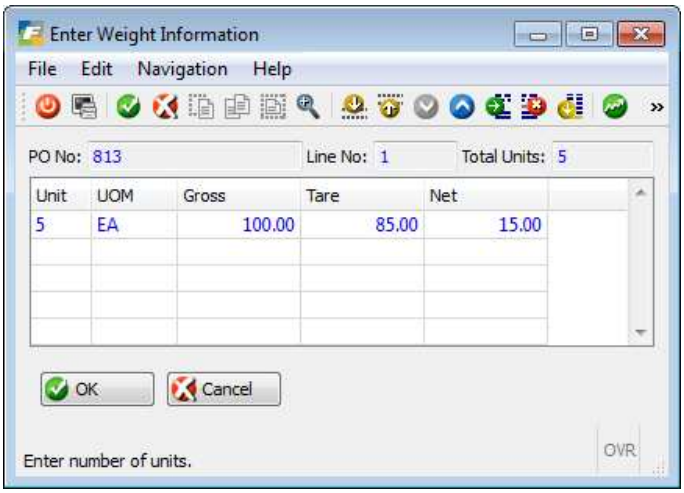
Once you have entered the cost click OK you will be returned to the PO Receipt screen and the unit cost of the item now reflects the true landed cost. Any changes to landed cost after this point will post to a variance account as discussed below in the AP Invoicing section of this document.

Assignment of Shipping Units and Weights:

If the purchase order type is DIR (direct ship from vendor to customer) or DRW (direct ship from vendor to customer with a stop in your warehouse for inspection, etc.), you will be prompted as follows when you store the Po receipt.



If you select Y you will must then Ctrl Tab to enter the detail section of the screen and click on the Weight Screen icon on the toolbar for each item code on the receipt to enter the units and weights.

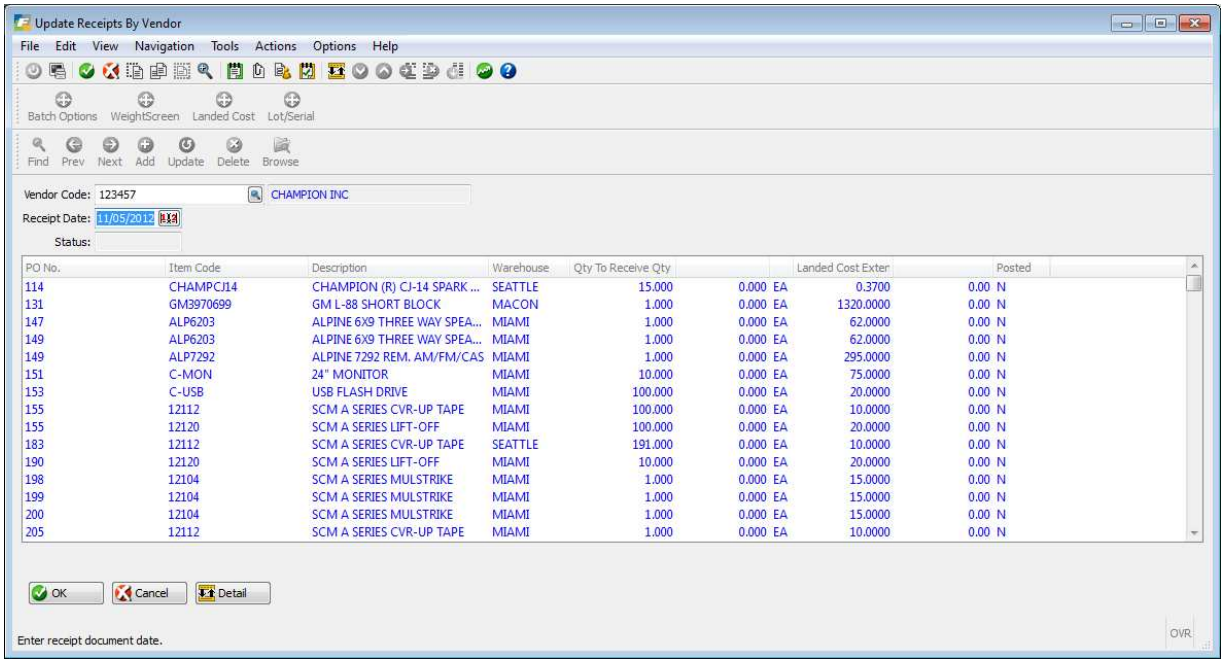


This information will print on the various Export/Shipping forms in Order Entry.

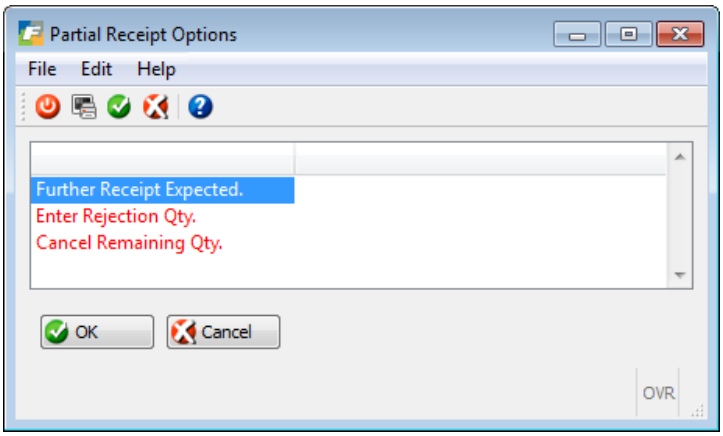
Update Receipt by Vendor

If you want to receive a group of purchase orders for a particular vendor at the same time, you enter them as received with Update Receipts by Vendor **(option e).**

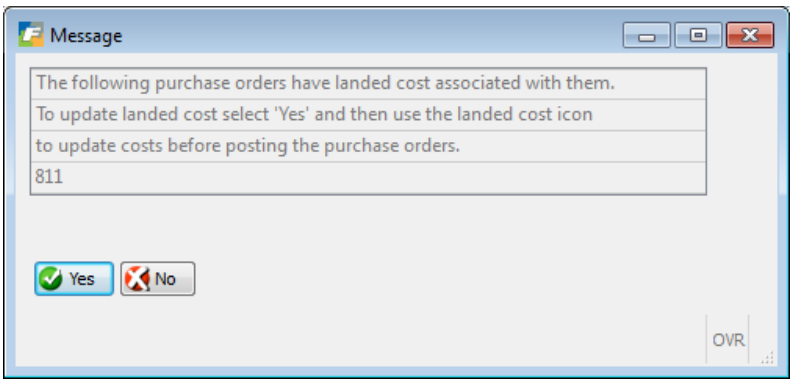
This program works exactly like the Update Receipts By PO program except that when you enter a vendor code all purchase orders that have part numbers that have yet to be received will display.



Go to the detail section of the screen and enter the receipt quantity for each purchase order. If you make a partial receipt for an item you will receive this prompt:

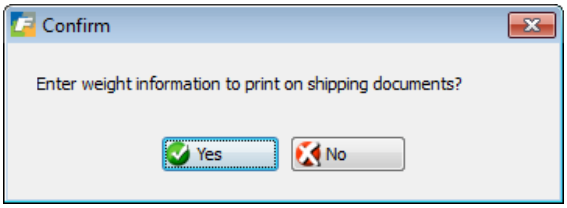


If any of the purchase orders you are receiving have a landed cost attached to them you will receive this prompt:



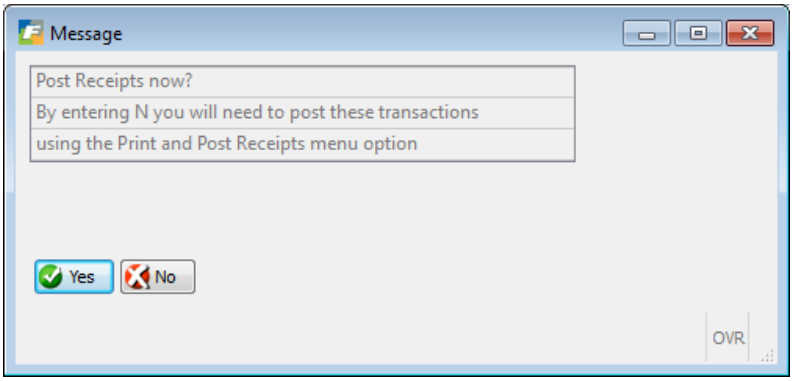
If you want to update the landed cost amounts prior to posting the receipt, select Yes and then click on the Landed Cost icon on the toolbar to update the amounts.

If any of the purchase orders you are receiving are PO type DRW (direct to warehouse) you will receive this prompt:



If you need to update the weights that will print on the Bill of Lading, select Yes and then click on the Weight Screen icon on the toolbar to update the weight information.

Once you have received the quantities and updated Landed Cost and Weight information, click OK and you will receive this prompt:



Select Yes to post the receipts. If you select No you will need to run the Receipt Edit and Post programs from the menu to post receipts entered.

Update Vendor Returns:

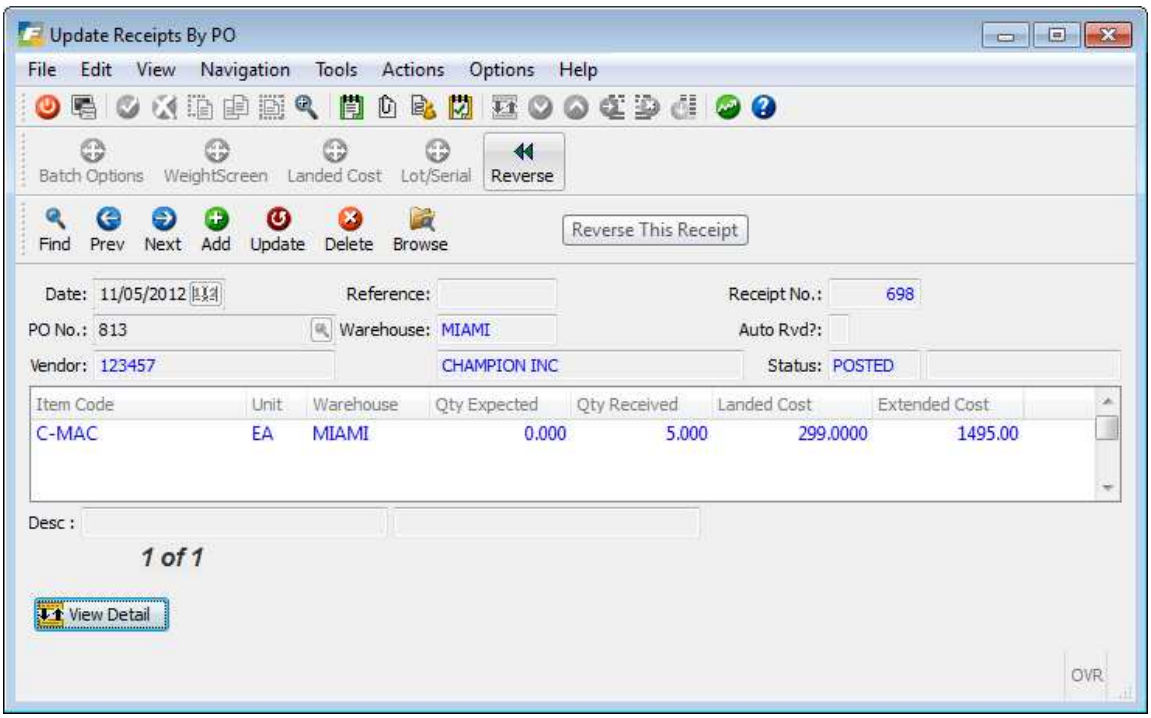
This program works exactly like the Update Receipts programs but is used only for vendor returns. Simply enter the vendor return number (or zoom to find) and auto receive if everything is being returned or manually enter the quantity being returned.

If your warehouse is location controlled or the item is serial or lot number controlled this screen will display for you to enter the bin, serial, or lot number information. In this example the warehouse is location controlled so you need to enter the bin(s) the item is being removed from.

Reverse Posted PO Receipts

In the event that you receive the wrong PO or the quantities or cost were wrong, you an use this function to reverse the receipt . The posted PO can be deleted and all tables affected by the original receipt will be updated. You can then fix the quantities and costs and receive again.

You can only reverse purchase orders that have not yet been posted to AP (stage = INV). To reverse the receipt go into Update Receipts by PO and do a (F)ind to find the purchase order. Next click on the reverse icon on the toolbar shown here. If all the related PO lines have not yet been invoiced, are still in stock and have not yet been reversed, the 'Reverse' Button will be active.



Once you click on this you will get the Post Receipt No message mentioned above. Press Y or click on Yes to post the receipt reversal now or run later from the menu.

Print Receipts Edit List

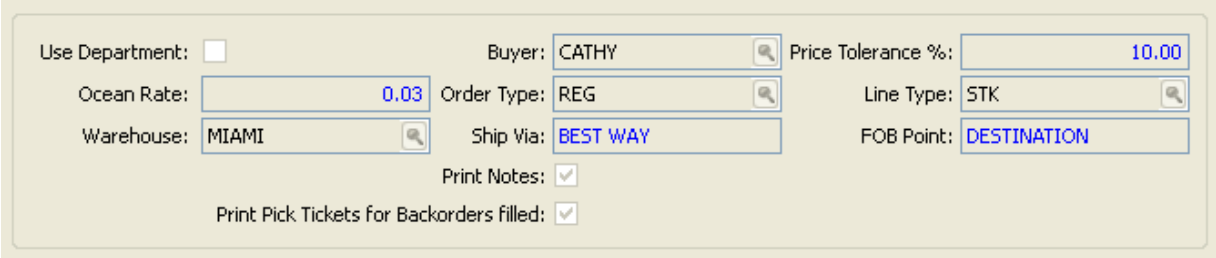
Before posting, use Print Receipts List **(option g)** to print a copy of all the receipts and use it to check the accuracy of your data entry. You must print an edit list before you can post the receipts.

Posting Receipts

Once you are confident that all the receipts are accurate, you can post the receipts to update inventory and general ledger accounts using Post Receipts **(option h)**. Once you post the receipts, the stage of received items goes to REC, quantity on hand is updated, and an entry is made to the General Ledger to debit inventory and credit AP Holding.

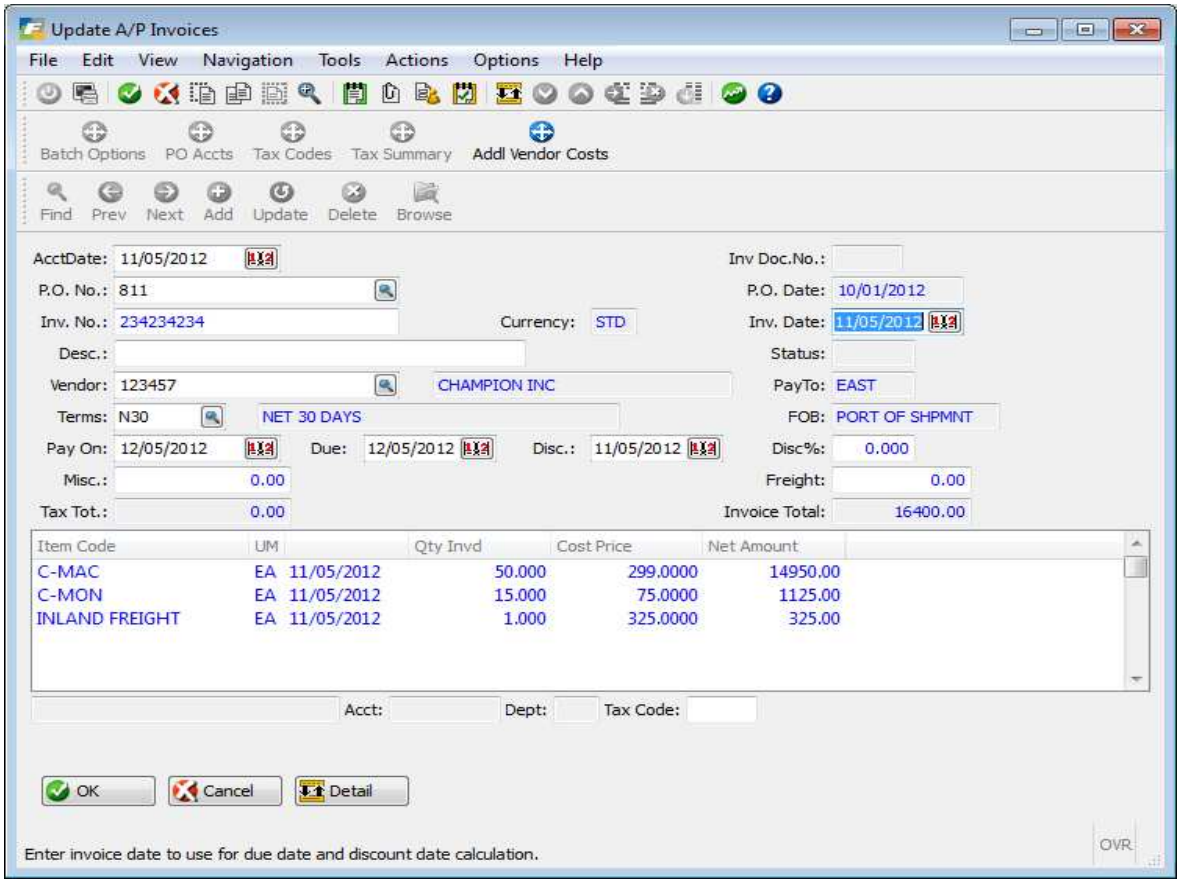
If there are any receipts that fulfill backorders on sales orders and components on production work orders, a list of those sales orders and work orders will print on the posting list.

If you have the Print Pick Tickets for Backorders filled box checked on the Update Purchasing Defaults screen as shown here, pick tickets for those back orders filled will print.

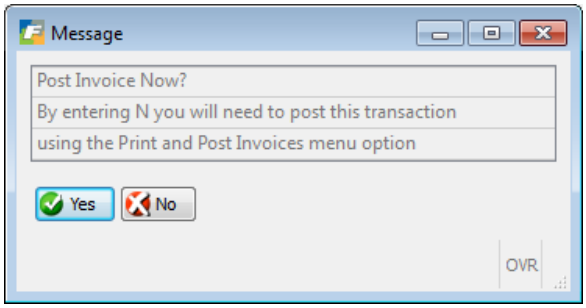


AP Invoicing

To transfer the goods received to accounts payable, use Update A/P Invoices **(option i)**. To enter an invoice, execute the Add command and enter data in the following fields:



When you save the transaction you will receive this prompt. Select Y to post immediately or N to post later using the edit and post programs on the menu



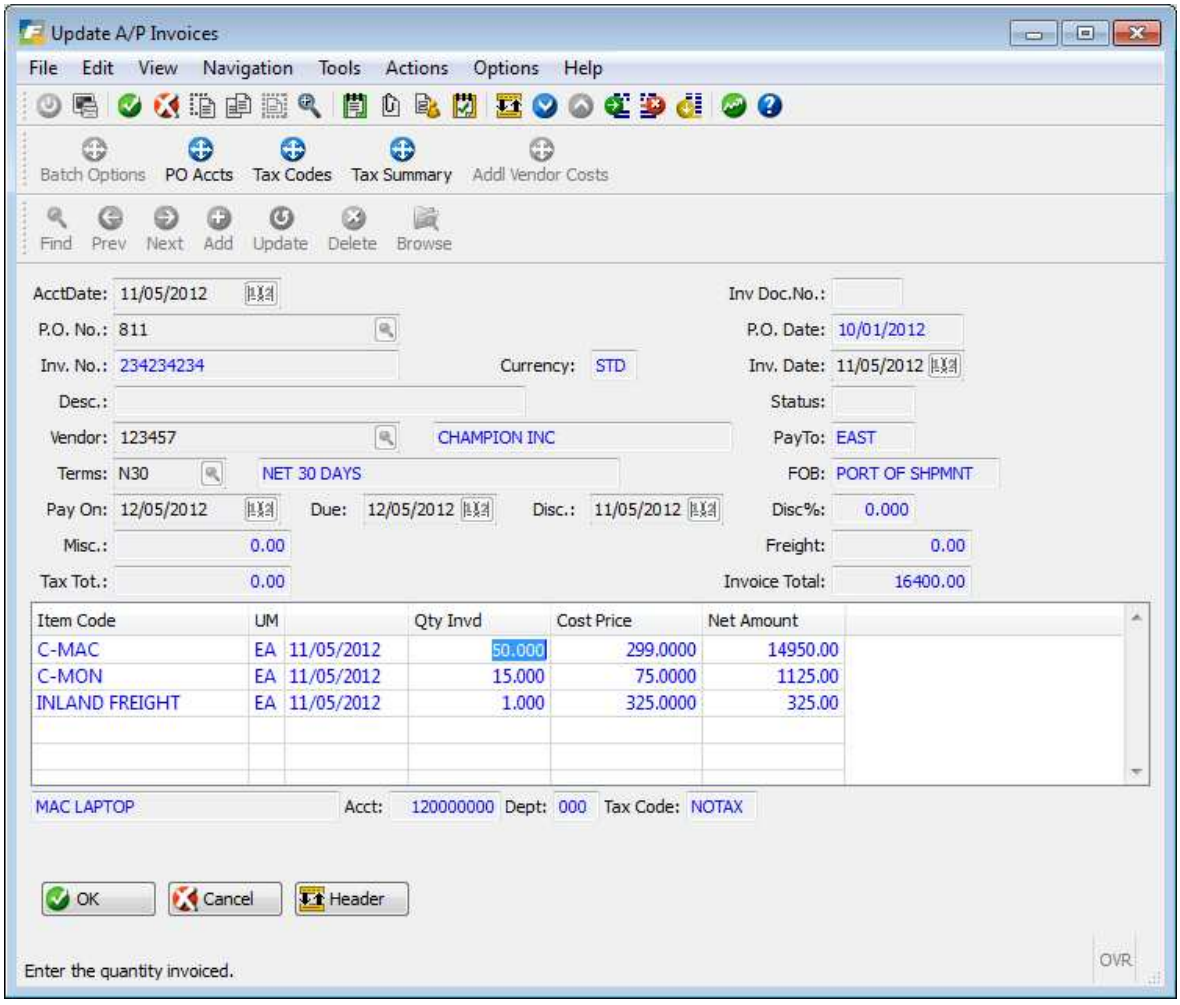
Field	Description
AcctDate:	The general ledger date you want this transaction to post to (default is current date).
Inv Doc. No:	Automatic number assigned through the system.
P.O. No.:	Accepts the purchase order number for items you have received and want to invoice.
P.O. Date:	Date that the purchase order was received.
Inv. No.:	You enter the vendor's invoice number in this field.
Currency:	The currency code for the currency used by the vendor.
Inv. Date:	Enter the vendor's invoice date.
Desc:	Up to 30 characters can be entered for a short description of the invoice.
Status:	Set to "POSTED" when the transaction is posted.
Vendor:	The vendor code from the P.O.
Pay-To:	The payee company name from the P.O.
Terms	Enter the code for payment method. You can override the default.
FOB:	Enter the Freight on Board code from the P.O.
Pay On:	Holds the date you should pay the invoice to receive the discount.
Due:	Holds the date the invoice payment is due.
Disc.:	Displays the date the discount for early payment expires.
Disc%:	Displays the percentage discount the vendor gives for early payment (0.5-0.5%).
Misc:	This field is optional and the default is 0.00. Any miscellaneous charges on this invoice can be entered.
Freight:	Enter any freight charges on this invoice.
Tax Tot.:	Automatically entered based on tax code.
Invoice Total:	System maintained and includes the following: tax amount, miscellaneous amount, freight charges, and net amount for each detail line.

When you enter the PO number or other information in the header section, the detail lines for items received, printed and posted on the PO appear with the following columns:

Field	Description
Item Code	Item code is a non-entry field that holds the code for the item being invoiced.
UM	Unit of Measure is a non-entry field that holds the purchasing unit for this item.
Date Rcvd	Date item was received.
Qty Invd	Will default to quantity received but this can be overridden for partial invoices.
Cost Price	Will default to price on PO, but you can override. If price exceeds price on PO at a % above tolerance in defaults, a warning will be given.
Net Amount	This is calculated by multiplying the Quantity Received by the Cost.

Updating Landed Cost in AP Invoicing

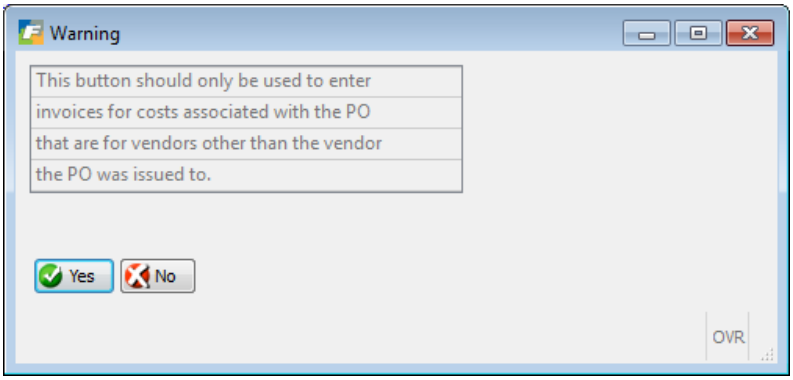
In the example below notice that the PO receipt has both merchandise and costs for duty and freight on the screen.



If all the costs are to be paid to the vendor the purchase order was issued to, simply enter the vendor's invoice number and invoice date and then run the edit and post program to create an open AP item for the entire cost to the one vendor. If however the costs are from different vendors the process is different. Using the example above let's assume that the freight was not charged by Champion Inc. You must enter the detail section of the screen and zero out the freight amount.

When the invoice is posted it will create an open AP item to Champion Inc for only the cost of the merchandise.

Now the invoice from the vendor that needs to be paid for the freight is received. Again using the Update AP invoices program, enter the purchase order number, vendor invoice number, and vendor invoice date. The vendor code field is a no entry field and will display the vendor code that the purchase order was issued to. To change this code to the correct vendor code, click on the **Addl Vendor Costs** icon on the toolbar and you will receive this warning message:



Select Yes to continue and enter the correct vendor code. When the edit and post are run, an open AP item will be created for freight for the vendor code entered. In this example below the freight is being increased to $345 because that is what is on the vendor's invoice. How this variance is handled from an accounting perspective is discussed in the section below titled Landed Cost Variances.

Print Invoices Edit List

Use Print Invoices Edit List **(option j)** to print a list of the items you invoiced to assure accuracy prior to posting. You must print an edit list before you can post invoices.

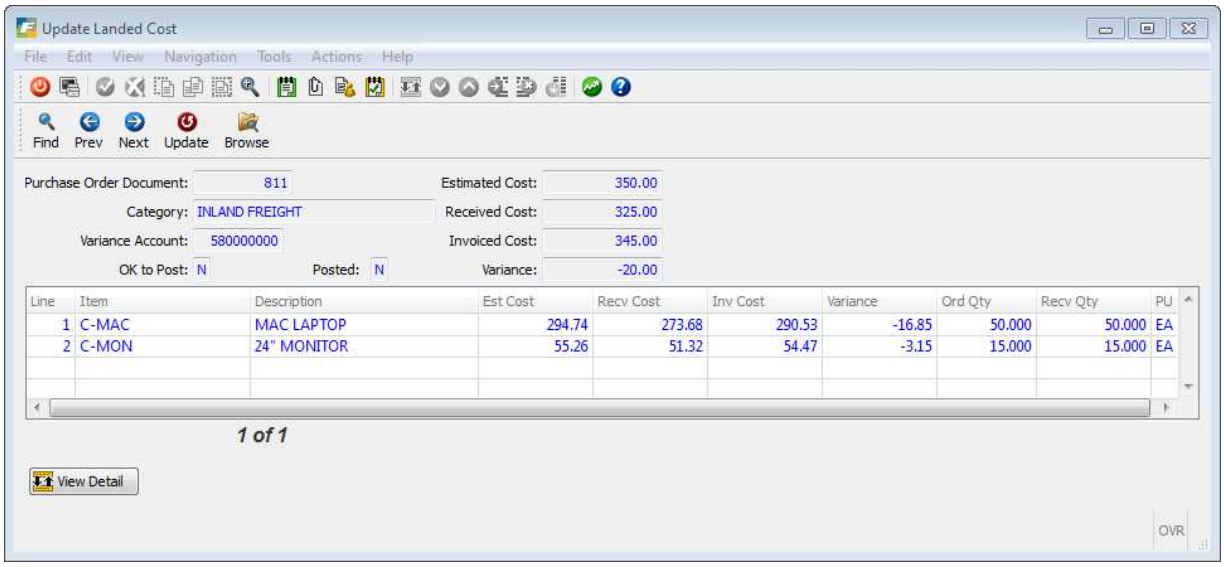
Post Invoices

Use Post Invoices **(option k)** to post the invoices, which updates accounts payable and general ledger accounts. This program will create the open item on the Vendor's account and make a GL entry to debit AP Holding and credit AP.

A/P invoice posting is the last step in the purchasing process.

Update and Post Landed Cost Variances

This program is option (l) on the PO maintenance menu. Once all costs for a purchase order have been recorded, if there were any variances in costs between the time the estimated costs were initially entered when the purchase order was entered and when it was posted to AP, these variances can be found here. In the example below, the estimated freight cost when the purchase order was received was $325.00 but when the invoice from the vendor was received and posted to AP the freight cost was for $345. This created a freight variance of $20.00.



When you are ready to post the variance to your general ledger, set the OK to Post flag to Y and run the edit and post landed cost variances programs.

The general ledger transactions created in each posting routine for the purchase order number as follows:

Receive and post PO:

Debit Inventory
Credit AP Holding

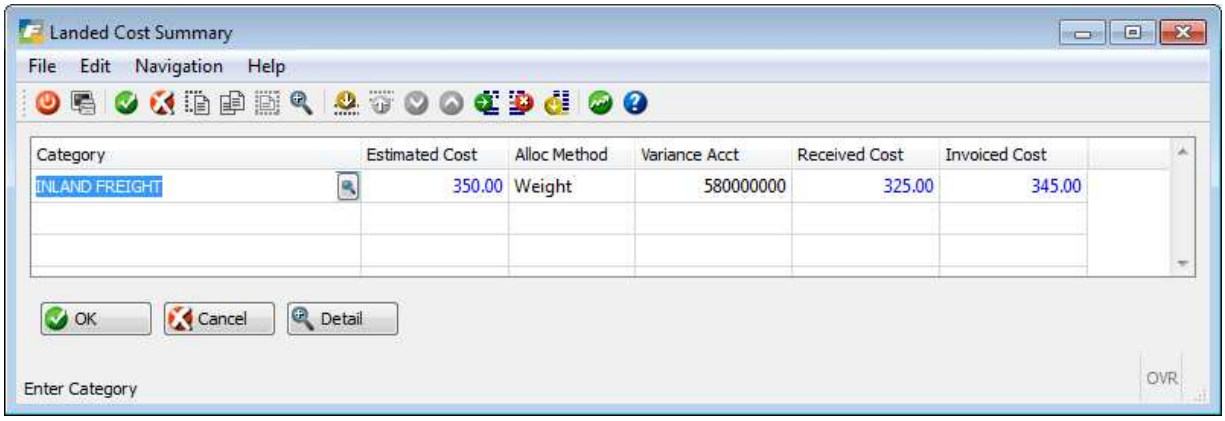
Post purchase order to AP:

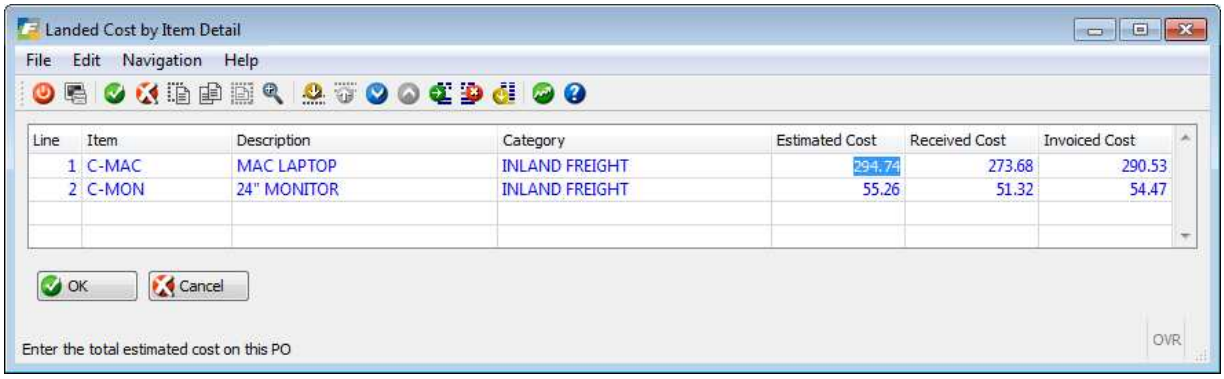
Debit AP Holding
Credit AP

Post landed cost variance:

Debit Variance Account defined with the landed cost category
Credit AP Holding

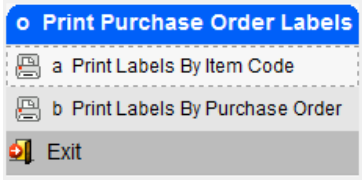
You can view the landed cost detail in the Update Purchase Orders program by clicking on the Landed Cost icon. This way you will always know what additional costs were associated with your purchase orders.





Print Purchase Receipt Labels

Use these programs to print labels for items in inventory. Menu option (a) prompts you for item code and # of labels you need to print. Menu option (b) prompts you for a purchase order number and will print a label for each item on the PO and for the quantity ordered.



Direct Ship Purchase Orders (order type DIR)

This section covers direct ship order type DIR. You cannot enter this type of order directly in Purchasing but, in conjunction with Fitrix Order Entry, you can enter and process direct ship orders.

Direct Shipment orders (a.k.a. Drop Ship) allows you to have customer orders shipped directly from the vendor to the customer. This type of order is considered a regular order, but the items ordered never enter your warehouse so the order process skips the picking and shipping stages.

There are four three system line types for this order type, and these line types will not affect inventory or create backorder activity. The line types are NON for non-stock items, STN – stock items treated as non-stock, DRN for direct ship non stock, and DRS for direct ship stock items.

All items on a DIR customer order type remain at the NEW stage until released by receipts.

Direct ship orders will automatically generate a purchase order to the primary vendor.

The receipt of goods sent (bill of lading) that the vendor sends you is what you use to update receipts for DIR order types.

Upon posting the receipts, the customer order stage goes to shipped (SHP) for items shipped from the vendor to your customer, as indicated on the vendor's bill of lading.

The customer can then be invoiced.

The accounting entries for a DIR order are as follows:

Purchase Order

PO receipt

No entry made to General Ledger

Post receipt to AP

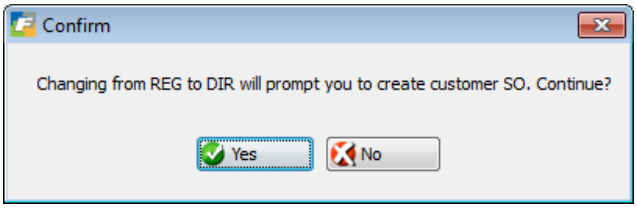
Debit cost of goods
Credit AP

Sales Order

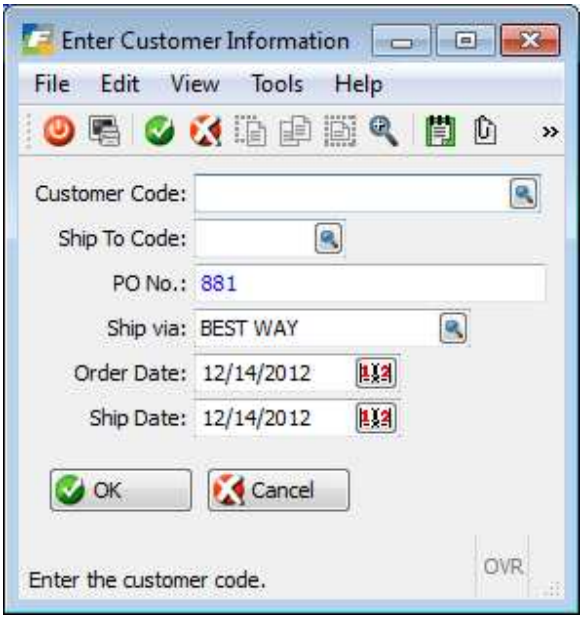
Post invoice

Debit AR
Credit Sales

Note: You do have the capability of changing a REG purchase order to A DIR/DRW purchase order in the event you decide to ship the PO directly from your vendor to your customer and not put it into inventory first. If you do change the order type you are prompted as follows:



If you select Yes you will be prompted as follows:



Enter the customer code and ship to code and change any other information that may need changing on this screen and a sales order will be created and linked to the PO.

Direct Ship Purchase Orders (order type DRW)

DRW stands for Direct Shipment to Warehouse. This order is used for customer orders that will be shipped directly from your vendor but first must become your property for inspection purposes, shipping arrangements etc. DRW orders work exactly like DIR orders when the purchase order is received, your quantity on hand is increased (though committed to a specific customer order).

The accounting entries for a DIR order are as follows:

Purchase Order

PO receipt

Debit inventory
Credit AP holding

Post receipt to AP

Debit AP holding
Credit AP

Sales Order

Post invoice

Debit AR
Debit cost of goods
Credit Sales
Credit inventory

Direct to Production Purchase Orders (order type DTP)

This section covers direct ship order type DTP. You cannot enter this type of order directly in Purchasing. These purchase orders are created from shortages on Production work Orders.

The accounting entries for a DIR order are as follows:

Purchase Order

PO receipt

No entry made to General Ledger

Post receipt to AP

Debit Work in Process
Credit AP

Production Receipt for stock items

Debit Inventory
Credit Work in Process

Production Receipt for non-stock items

Debit Cost of Goods
Credit Work in Process

Stage and Status

The different stages and status codes for a requisition or purchase order are simply reference labels to let you know where a document is in the process.

Requisitions

Header Status: The following codes are displayed in the header status field as a requisition is processed.

ACT – Tells you the requisition is active and waiting for authorization. You can modify the requisition at this stage (change information, add, or delete line items).

LCK – The requisition has been locked by authorization and vendor assignment, and is awaiting transfer to a PO. You cannot modify the requisition at this stage.

ORD – Tells you that the requisition has been ordered via a PO.

CAN – Tells you that the requisition (or all line items) has been cancelled.

Individual Requisition Lines: The following are the stages that individual requisition lines may have.

REQ – This line item is on request and is awaiting authorization and vendor assignment so it can be transferred to a PO.

AUT – This stage tells you the line item as been authorized and is awaiting a vendor assignment.

LCK – This is the last requisition stage that tells you the requisition has been “locked” and cannot be changed: a vendor has been assigned and the item is authorized for purchase.

ORD – This line item has been transferred to a PO, so it is on order.

CAN – Tells you the particular line item is cancelled.

Purchase Orders

Status Field: The following codes are displayed in the Status field, which is in the header section.

ACT – Tells you that this PO is in the initial stage, a new “active” order.

COM –Tells you all the lines on the order have been received and invoiced: the PO process is complete.

CAN – Tells you the PO has been cancelled.

PO Detail Lines: The PO header stage simply represents the lowest stage of any line in the detail of the PO. The following stages related to the PO detail lines.

ORD – This is the initial stage of an order line on a PO.

POG – Purchase order generated means the line item is printed on a PO.

REC – All items for the line have been received and posted. Only lines with stage POG can be received.

INV – Items received have been invoiced and posted to accounts payable. Only lines with stage REC can be posted to AP.

HLD – purchase order is held and cannot be processed.

PO Reports

The PO Reports option is the third option on the Purchasing main menu. Below is a list of the reports available and a brief description.

Order Summary (option a)

Order Summary by PO Num – The report shows the PO number, PO date, vendor code and name, buyer code, and the remaining value, which is amount you owe the vendor from that PO. The summary here is done by PO number.

Order Summary by Buyer – Same information as above but broken down by buyer code.

Order Summary by Vendor – Same information as above but broken down by Vendor.

Order Detail (option b)

This section of reports is broken down similarly to the Order Summary section. You choose from the various options, which include **Order Detail by PO Number, Order Detail by Buyer, Order Detail by Vendor, Order Detail by Item Code, and Order Detail by G/L Code.**

In addition to the details you get with the Order Summary reports, you also get the document number, reference number, required date for the items, ship-to warehouse, and details of items ordered.

Goods Received by G/L Code (option c)

The information on this report will be sorted by the G/L accounts that the receipts affected.

Price Change (option d)

Use this report to see the price changes that may have taken place from purchase order to A/P invoice. You can select for specific invoices, item codes, and invoice descriptions, or press escape to select all line items where the price changed.

Direct Ship Status (option e)

This report option lists the current orders that are direct ship orders (order type – **DIR or DRW**). You can use it to see where these orders are in the direct ship process via the order stage shown on this report.

Purchase Journal (option f)

This report lists all GL activity generated by the Purchasing module.

Purchase Replenishment Advice (option g)

This report is a good tool in helping you determine which items needs to be purchased. It prints 12 periods of usage history, available on hand, purchase orders due to come in and number of months' supply on hand.

AP Holding Account Report (option h)

Use this report to see what purchase orders have been received but have not yet been posted to Accounts Payable. This report will balance back to the AP Holding account number on your balance sheet.

Print Purchasing Log (option i)

This report lists all purchase orders for the year entered. Excel is the best output choice given the width of this report.

Blanket Release Status (option j)

This report will be used to aid the user in determining what blanket purchase orders need to have product released based on the required ship dates that were entered when the blanket PO was entered.

Manufacturer Rebates

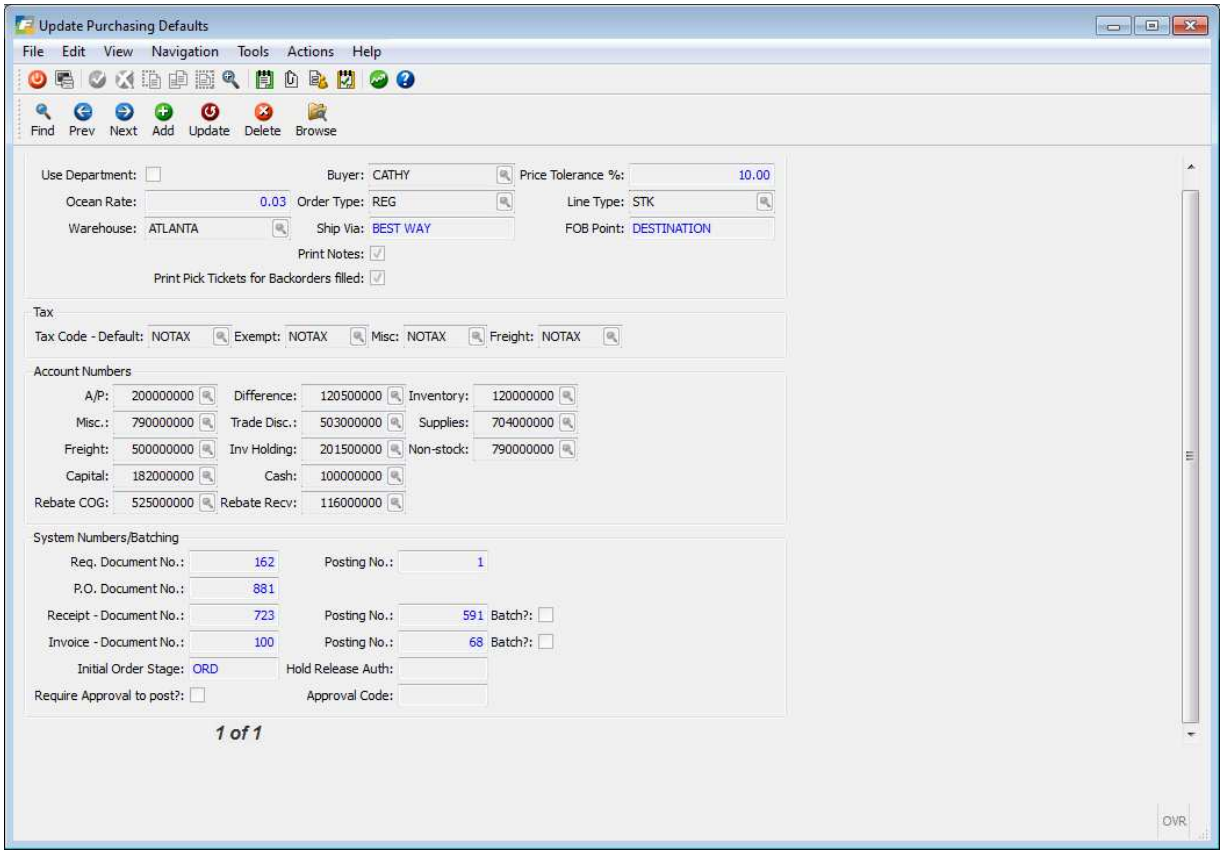
The Manufacturer Rebates feature addition to Fitrix Purchasing supports the definition of items purchased from manufacturers offering rebates when the items are sold. After sale of an eligible item, reports analyze the rebate amounts to be processed, and update processes post the amounts as credits to cost of sales in the General Ledger.

Manufacturer Rebates is composed of the following functions:

- Update Import Templates – define layouts of rebate data being imported
- Update Rebate Date – create new contracts by vendor/item, update contracts, delete contracts
- Import Rebate Import – Import contract data from an external source to create a new contract
- Rebate Report – print report of items sold within a time period, to determine the rebate amount to be paid.
- Process Rebates Report – creates General Ledger journal of rebate requests to be sent to manufacturers.
- Rebate Expiration Report – prints list of rebate contracts due to expire within a user-defined number of days.

Update Purchasing Defaults:

Enter the rebates accounts for Rebates Receivable and Rebates Earned in the Update Purchasing Defaults program shown here:



Update Import Templates

The following screen displays:

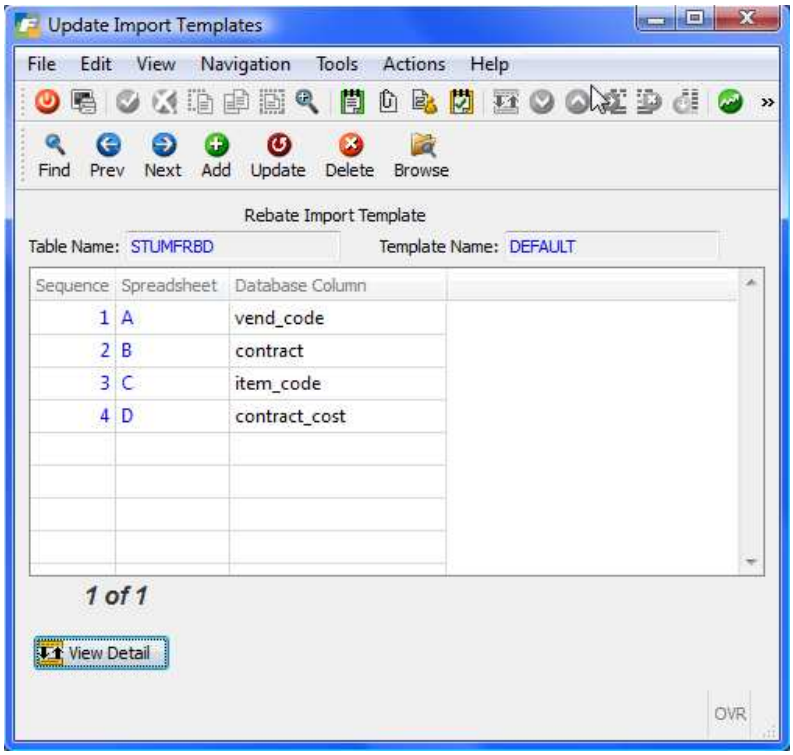


Table Name – enter STUMFRBE for the contract header data, or STUMFRBD for the contract detail data.

Template Name – enter a value unique to this template for table STUMFRBE/STUMFRBD

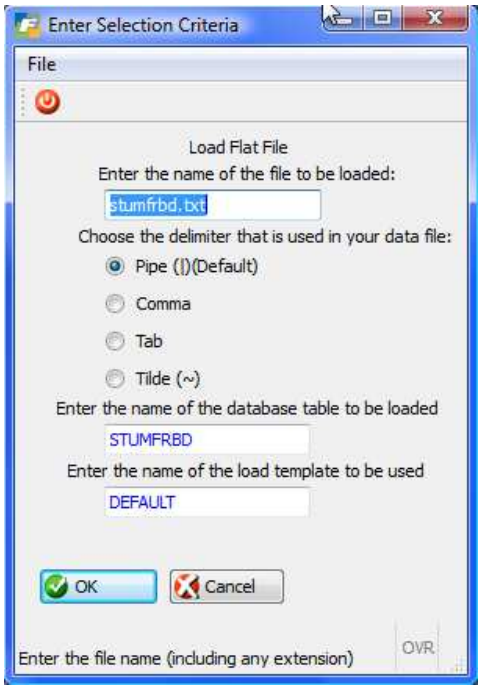
Spreadsheet – Enter the column from the spreadsheet or text file
Database Column – Enter the column from table STUMFRBE/STUMFRBD that is to receive the data

NOTE 1: All columns in the spreadsheet or test file must be defined on this screen. If any columns containing data are not included, it is possible that incorrect data will be loaded into the database columns.

NOTE 2: It is not necessary that the spreadsheet/text columns be defined in the order by column. The program will rearrange the columns after maintenance is completed, by assigning a unique sequence number to each column.

Import Rebate Data

After selecting the destination for the print output, the following screen appears:



Enter the name of the file to be loaded: The file containing the spreadsheet or text data must be placed in a specific directory on the server's system. Work with your system administrator to place the file in the correct directory ($fg/data/load). Once you verified the proper location, enter the name of the file, including the extension assigned to the file.

Choose the delimiter that is used in your data file: Select one of the choices, based on the character you used to separate the columns in your spreadsheet or text file. For Microsoft Excel spreadsheets, the most common separators are: comma (save as a 'Comma-separated' file) or tab (save as a 'Tab-delimited' file).

Enter the name of the database table to be loaded – Enter STUMFRBE for the import header, or STUMFRBD for the contract detail.

Enter the name of the load template to be used – Enter the template name you defined in 'Update Import Templates'.

Click OK to process the file.

A report will printed, showing the status of the imported data. Each successfully imported line is included in a total count of successful import. If any errors are encountered with a line, a message is printed with the column and its values, and a description of the error in more detail. Possible error messages are:

' The number of values do not match the number of rows in the template'
' Character data is too long'
' Invalid numeric data'
'Invalid date'
'Row already in table. Cannot add'

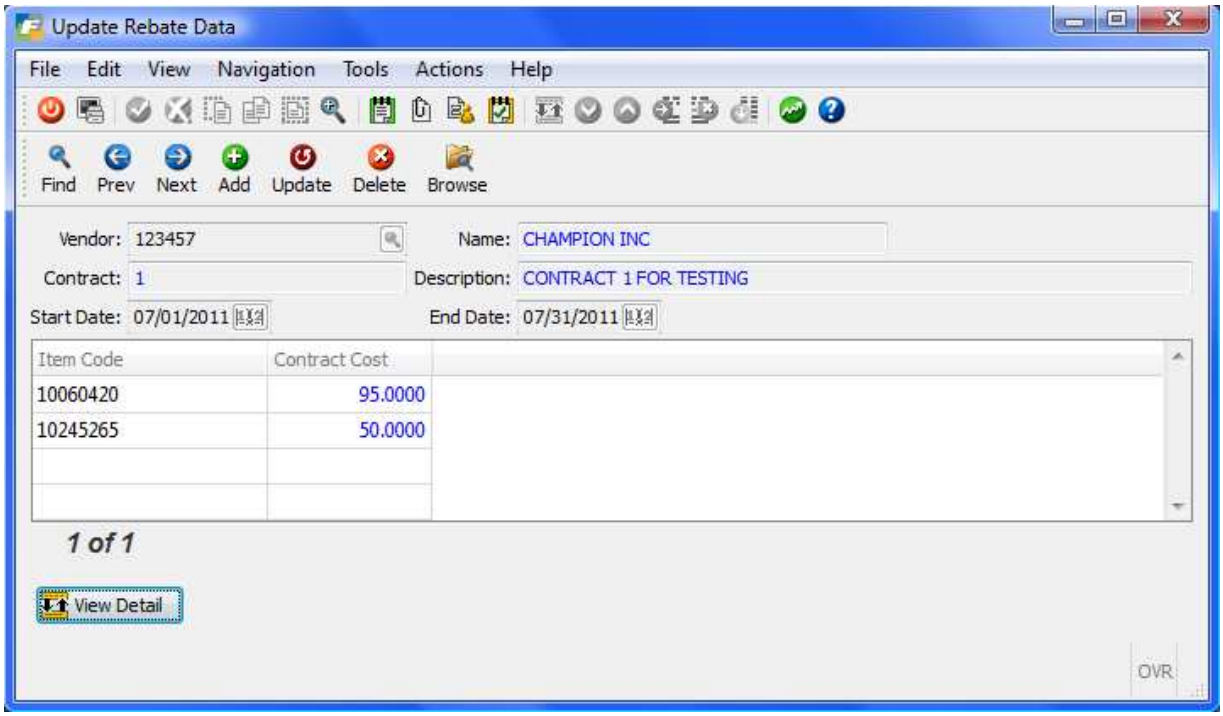
Any errors must be corrected with the lines rejected, and another import must be executed.

NOTE: If a file you imported contains accepted and rejected lines, you can correct the data in the rejected lines directly, then:

- Re-import the entire text file again. If you choose this approach, the lines previously accepted will be rejected as duplicates.
- Re-import only the rejected lines again, by placing them in a separate file with a new name, them importing the newly named file.

Update Rebate Data

Use this option to maintain Rebate Contract information. You can use this option to manually enter a new contract (as an alternative to the Import Rebate Option), or to perform updates to an existing contract.



Vendor – Enter the vendor code for the manufacturer, or use the Zoom key to see a list. The name for the vendor displays automatically.
Contract – Enter the unique contract identifier for this vendor
Description – Enter a description for the contract
Start Date – Enter the date this contract starts. Any sales after this date will use the contract costs for the items in the contract.
End Date - Enter the date this contract ends. Any sales before of on this date will use the contract costs for the items in the contract.

Item Code - Enter the item code to include in the contract
Contract Cost – enter the rebate cost for the item on this contract.

NOTE 1: The amount due per unit sold, from the manufacturer on the Rebate Report and Rebate Processing Report, will be the difference between the purchased cost of the item and the Contract Cost defined on this screen.

NOTE 2: As items are sold and invoiced in the Order Entry module, the Post Order Entry Documents menu option in Order Entry will create rebate transactions which will be included in the Rebate Reports and Rebate Processing Reports.

Rebate Report

Use this option to print a report that compares the cost of sold items to their associated rebate costs, to compute an amount due from manufacturers. After selecting the destination for the print output, the following prompt screen appears:

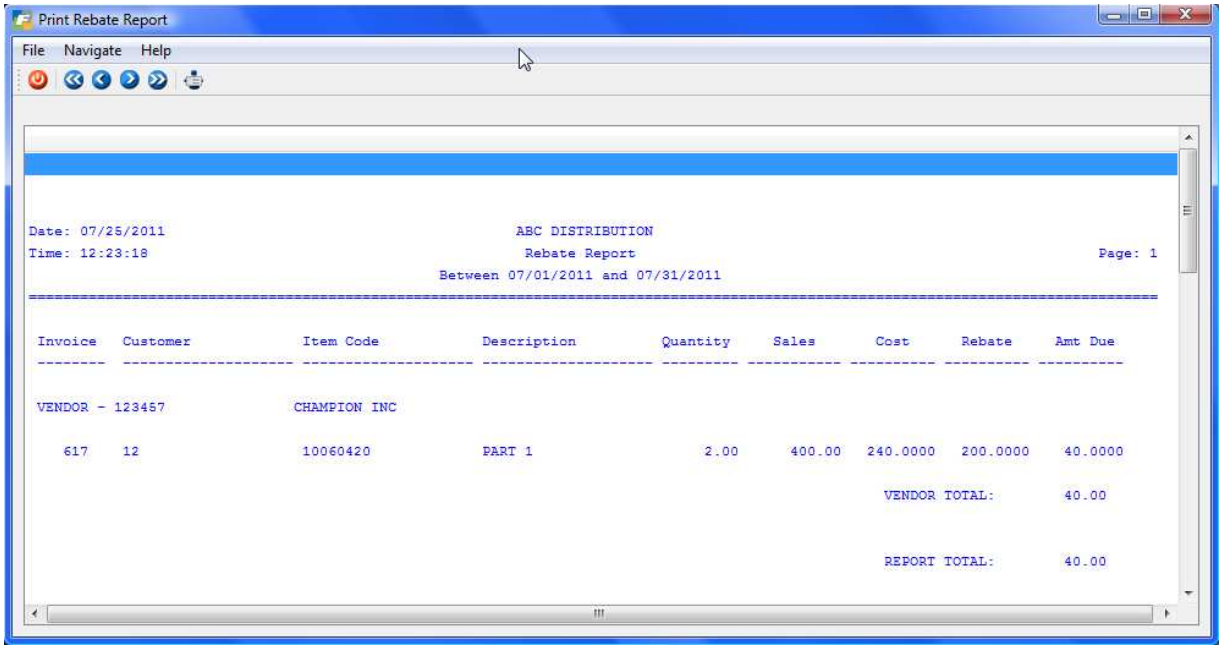
Invoice Date – Start – Line items on invoices with invoice dates on or after this date will be included on the report.

Invoice Date – End – Line items on invoices with invoice dates on or before this date will be included on the report.

Vendor – Enter an option vendor code, or leave blank for all vendors

Print Invoice Details – Enter Y to print one line per invoice/line item for each eligible invoiced items. If you enter N, only vendor totals for cost amount, rebate amount, and amount due are printed.

The following report prints:



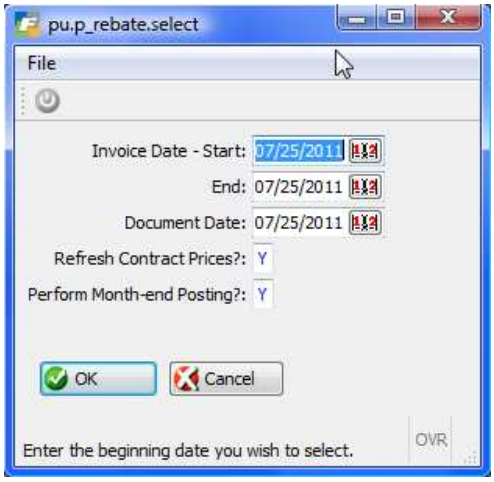
Sales – The net sale amount to the customer on the invoice
Cost – The extended cost of goods sold for them
Rebate – The extended rebate cost of the item
Amount Due – The total amount due from the manufacturer for the item sold

Process Rebates Report (Month End Processing)

Use this option to print a report that compares the cost of sold items to their associated rebate costs, to compute an amount due from manufacturers, and to optionally:

- Refresh the contract price for any items sold. Useful if the contract rebate cost changed since the invoice was posted.
- Post the new amount due from the vendor to a General Ledger Transaction Journal, with offsetting entries credited to Cost of Goods Sold.

After selecting the destination for the print output, the following prompt screen appears:



Invoice Date – Start – Line items on invoices with invoice dates on or after this date will be included on the report.

Invoice Date – End – Line items on invoices with invoice dates on or before this date will be included on the report.

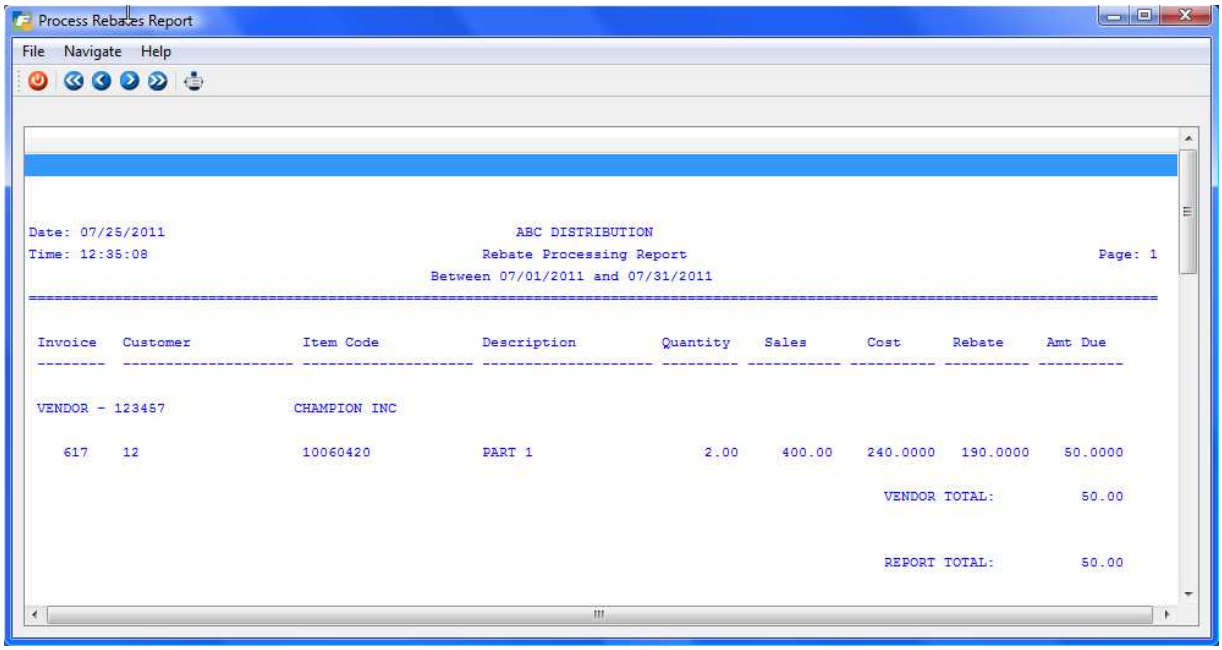
Document Date – Enter the date to be used for the General Ledger Journal posting. The default value is the current system date.

Refresh Contract Prices ? – Enter Y to update the rebate cost assigned at Invoice Posting with the current contract cost in the Rebate Contract file for the vendor/item.

Perform Month-end Posting? – Enter Y to create a General Ledger Journal of the amounts dues by vendor.

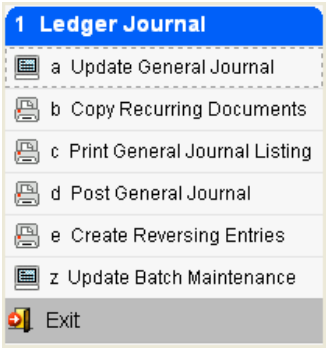
> **NOTE:** if you select Y, all transactions included in the Amount Due calculation for the report are flagged as POSTED to the General Ledger, to prevent a possible additional re-posting of the same transactions on another report execution.

The following report prints:



Sales – The net sale amount to the customer on the invoice
Cost – The extended cost of goods sold for them
Rebate – The extended rebate cost of the item
Amount Due – The total amount due from the manufacturer for the item sold

If you select 'Perform Month-end Processing' with Y, a General Ledger journal entry is created and you must post this using the options (c) and (d) on the Ledger Journal menu.



Section Summary

Purchasing maintains information primarily on requests for items to be purchased, purchase orders that have been placed with vendors, vendor and item catalogs, and vendor information.

Although Fitrix Financial and Distribution Applications can be installed and used independently, the modules are integrated to provide a complete system. Purchasing is one of the distribution modules and is tightly integrated with Inventory Control and Order Entry. It is also closely integrated with two of the Financial modules: Accounts Payable and General Ledger.

Setting up Purchasing includes setting up the system defaults, defining miscellaneous definitions or reference codes, adding vendor information, and building the vendor and item catalogs.

Data flows through the following stages in Purchasing:

REQ – Requested
ORD – Ordered
POG – Purchase Order Generated
REC – Received
INV – Invoiced

Purchase Orders can have multiple stages per line item, and individual line items can have multiple stages. The overall order stage will always be equal to the stage of the line item that is furthest from completing the purchasing cycle.

Requisitions can be created two ways: Requested by individuals set up as requestors on the system or generated automatically from Order Entry for backordered items.

When backorders are created, the system automatically adds that item to a list of requested items to be purchased. The Order Entry document number is retained as a reference to the origin of the requests and as part of the system audit trail.

Purchase Orders can be created in three ways: Entered directly by buyers in the Update Purchase Orders entry screen; generated automatically from requisitions, or created automatically by the Order Entry system for Orders that are DIR/DRW or direct shipment orders.

Before items can be received, the line item stage must be POG (meaning PO has been printed). When items received are posted, the quantity on hand is updated, backorders are released, inventory account number is debited and inventory holding is credited until the vendor invoice is received.

Update Accounts payable invoices allows you to update the purchase order information once the vendor invoice is received. If price changes exceed defined tolerance rates, you will be flagged at this time. When Invoices are posted, Vendor Open Items are created in Accounts Payable. When invoices are posted the following entries are posted to the General Ledger Activity: Stock Items (Debit to Inventory Holding and Credit to Accounts Payable). All other item types: (Debit to Expense and Credit to Accounts Payable.

Lab Exercise a: Purchasing Set Up

Update Requester Definitions (Option e on the Update Miscellaneous Definitions menu)

Add the following requester:

CODE: DH
NAME: Debbie Hines
APPROVAL: 6
WHSE: Seattle, Washington

Click on the OK button or press {ENTER} to store.

Update Buyer Definitions ((Option c on the Update Miscellaneous Definitions menu)

Set up a buyer code for the following individual:

MARNI for Marni Dunlap

Click on the OK button or press {ENTER} to store.

Update Non-Inventory Catalog (Option a on the Update Item Catalog menu)

Add the following item to the Non Inventory Item Catalog for item to be purchased for internal company use.:

Item Code:	Pencils
Vendor Code:	123476
Commodity Code:	leave blank
Description:	Yellow Pencils
Item Class	leave blank
Purchasing Unit:	BX for box
Weight:	2
Unit:	OZ
Volume:	leave blank
Sales Acct No:	400000000
Cost of Goods:	704000000
Taxable	N
Trade discount	N
Item type:	N for non-stock
Commission code	leave blank
Default unit cost	leave blank as this is reserved for items used in bill of materials

Click on the OK button or press {ENTER} to store.

Update Vendor Catalog (Option C on the Update Item Catalog menu)

Add the following item to the Motorola Cellular (vendor 123464) catalog:

MOTANT Motorola on-glass antenna
COST = $19.43
UOM = EA
VENDOR ITEM: MAT8954
End of life and line – leave blank

Update Item Catalog (Option b on the Update Item Catalog menu)

Add the Holley Mfg. (123466) as an additional vendor for item GM366250.

General Motors will remain as the primary vendor, and when necessary this item will be ordered from Holley. Holley's price for the item is $1,275.00 and the vendor item code GM LS-6E.

Add Costco (123476) as an additional vendor for item ALP7292.

Alpine Radio Inc. will remain as the primary vendor. Costco's cost for the items is $350.00.

Click on the OK button or press {ENTER} to store.

Lab Exercise b: Requisition Processing

Requisition from Requesters (Option 1 on the Purchasing menu)

After you click on the OK button or press ENTER to save the Requisition, the system will assign a document number. Please write this document number down next to the exercise so that you can refer to it later.

Add the following Requisitions:

Request 1: Debbie Hines has requested 15 ALP7292.
Request 2: Sue Blake (OEMGR) has requested 2 boxes of pencils.
Request 3: Create a request from Juan Carosso for item GM366250 quantity 1.
Request 4: Sue Blake has requested the following items ordered from Alpine:

Qty/Item Code
10 ALP7292
10 ALP6203
10 ALP3566
Press {ENTER} to store each requisition entered.

Print Requisitions for the above requests. (Redirect to the screen)

Assign Vendors and Authorize Requisitions as the OEMGR.

Request 1: Assign Alpine (123461) as the vendor.
Approve this request with authorization code of OEMGR

Request 2: Assign Costco (123476) as the vendor.
Authorize the request for 2 boxes of pencils with a code of OEMGR.

Request 3: Assign General Motors. (123467) as the vendor for this request.

Request 4: Assign Alpine (123461) as the vendor for all three items on this request.

Print Order Entry Item Requests

Create Order Entry Requisitions

Create Purchase Orders from Requisitions

Requisitions are changed into Purchase Orders, any requests that have been assigned the same vendor will be consolidated to one purchase order and the request will be listed as individual line items.

Write down your PO numbers because you will need them for the next exercise

Lab Exercise c: Purchase Orders Processing

Purchase Orders (Option a on the PO Maintenance menu)

Update Purchase Order:

In addition to items already ordered, add 25 of item ACR44T to the PO for Alpine Radio.

Process a Blanket PO:

Use any item and the order quantity will be 1000. You want this quantity to ship at a rate of 250 per month. Once this PO is saved create a release PO for the first 250.

Print Purchase Orders for (PU-2-b, Redirect to the Screen)

Alpine (123461)
Gen Motors (123467)
Costco (123476)

Receive Inventory by PO number

Print expected receipts for the Seattle warehouse.(PU-2-c, Redirect to the screen)

Update Items Received: (PU-2-d)

Request #1:

Alpine Order: Mark this purchase as partially received.
The serial # prefix is ALP, the first number is 900 and they are in consecutive order.

5 ALP7292

Request #3:

Holley Order: Mark this item as automatically received. The serial number is GM-366250.
Costco Order: Mark as automatically received.

Print Receipts Edit List. (PU-2-g)

Post Items Received. (PU-2-h)

Accounts Payable Invoices

Update Accounts Payable Invoices: (PU-2-i)

Alpine Invoice. Update the invoice clearing for this document to include the Invoice #234578.

Holley Invoice. Update the AP Invoice clearing document and add a freight charge of $24.00. The price of this item has changed, and the actual invoice amount for this item is $1,350.00.

Costco Invoice. Update the AP invoice price to indicate the actual price was $10.00.

Print Edit List. (PU-2-j, Redirect to the screen)

Post Accounts Payable Invoices. (PU-2-k).