Affordable, Adaptable ERP Software

Distribution

Course Workbook

Version 5.40

Fitrix
Distribution

Course Workbook

Version 5.40
Revised March 2011

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Chapter 1 - Learning Fitrix Accounting

Learning Objectives

To become familiar with the Fitrix Accounting System

To become familiar with Fitrix Menus and Data Entry Commands

To become familiar with Fitrix User Control Libraries

To become familiar with the Set Up Company menu and options

To become familiar with the Set up Multilevel Tax codes menu and options

To become familiar with Batch Processing

Fitrix Accounting System

Transactions are events that are recorded in an accounting record. Typically, these events involve the transfer of money, product, or services. In the Fitrix Accounting System transactions are referred to as documents.

Relational Database. Data in the Fitrix Accounting System is stored in a relational database. A relational database organizes its data into one or more tables or relations of records.

Reports or the system output includes inquiry reports, customer statements, etc., and ultimately the financial statements.

Fitrix Modules

Fitrix offers accounting solutions for three business operations; Financial, Distribution, and Manufacturing:

Financial

General Ledger (gl)
Accounts Receivable (ar)
Accounts Payable (ap)
Payroll (py)
Fixed Assets (fa)
Multicurrency (mc)

Distribution

Order Entry (oe)
Inventory Control (ic,
Purchasing (pu)
Replenishment (rl)

Manufacturing

Production Order Processing (sc)
Bill of Materials(bm)
Material Planning (rp)

Phases of the Accounting Process

The cycle of activity within Fitrix Accounting follows a basic pattern that is consistent across all modules. At the most basic level, it consists of the following phases:

These three phases must be performed in sequence. Setup must be complete before any transaction processing can begin. Transactions must be entered and checked against an Edit List in order to be posted. To complete the process all transactions are posted and End of Period processing is run.

Set Up Accounting

Activities required to set up the accounting system are performed during the Setup phase of Fitrix Accounting. Company Setup procedures must be done before module specific set up.

Company Set Up procedures include entering the name and address of your company, assigning department codes, and establishing ledger account number ranges. You can then enter ledger accounts and designate cash ledger accounts as checking accounts.

Module specific set up activities includes designating default ledger accounts for the module and entering existing open items. Activities performed during module set up include entering account groups, entering customers and vendors, entering beginning balances, etc.

Once the set up processes are completed the next phase, transaction processing, can begin.

Transaction Processing

Transaction processing is the day-to-day handling of documents. Transaction processing consists of three separate steps that are consistent throughout the Fitrix applications:

Entry. A transaction is initiated by entering a document. Documents entered may be updated at any time before posting.
Edit. An edit list is printed after documents are entered and before they are posted. This list shows all documents waiting to be posted. If mistakes are found on this report, corrections can be made and another edit list must be printed prior to posting.
Post. Posting is the process that posts the document to the General Ledger Activity table. Once a document is posted it cannot be updated. Changes must be made by posting correcting entries.

End of Period

End of Period activities include posting general ledger activity, posting recurring documents, and printing period end statements and reports, etc.

Fitrix Menus

The Fitrix Main Menu displays all modules purchased by your company however access to any given module is dependent upon authorization. For instance, if your company has purchased all Fitrix modules, but the Accounts Payable team is only authorized to enter data in two of the modules, only two menu options will be activated. The other eight will appear grayed out.

The Menu options available on the Ring menu are as follows:

Field	Description
File	Allows you to exit the Fitrix system.
View	Offers user preferences to change the way Fitrix screens display. Your choices are Classic, Explorer, and Edit.
Execute	Manage configuration and security settings
Settings	Allows you to change the color scheme or database
Help	Displays Fitrix information

To select an option from a menu, use the mouse to highlight the option, and then left-click to select. You can also use the keyboard to select a menu option by pressing the number or letter associated with the menu option.

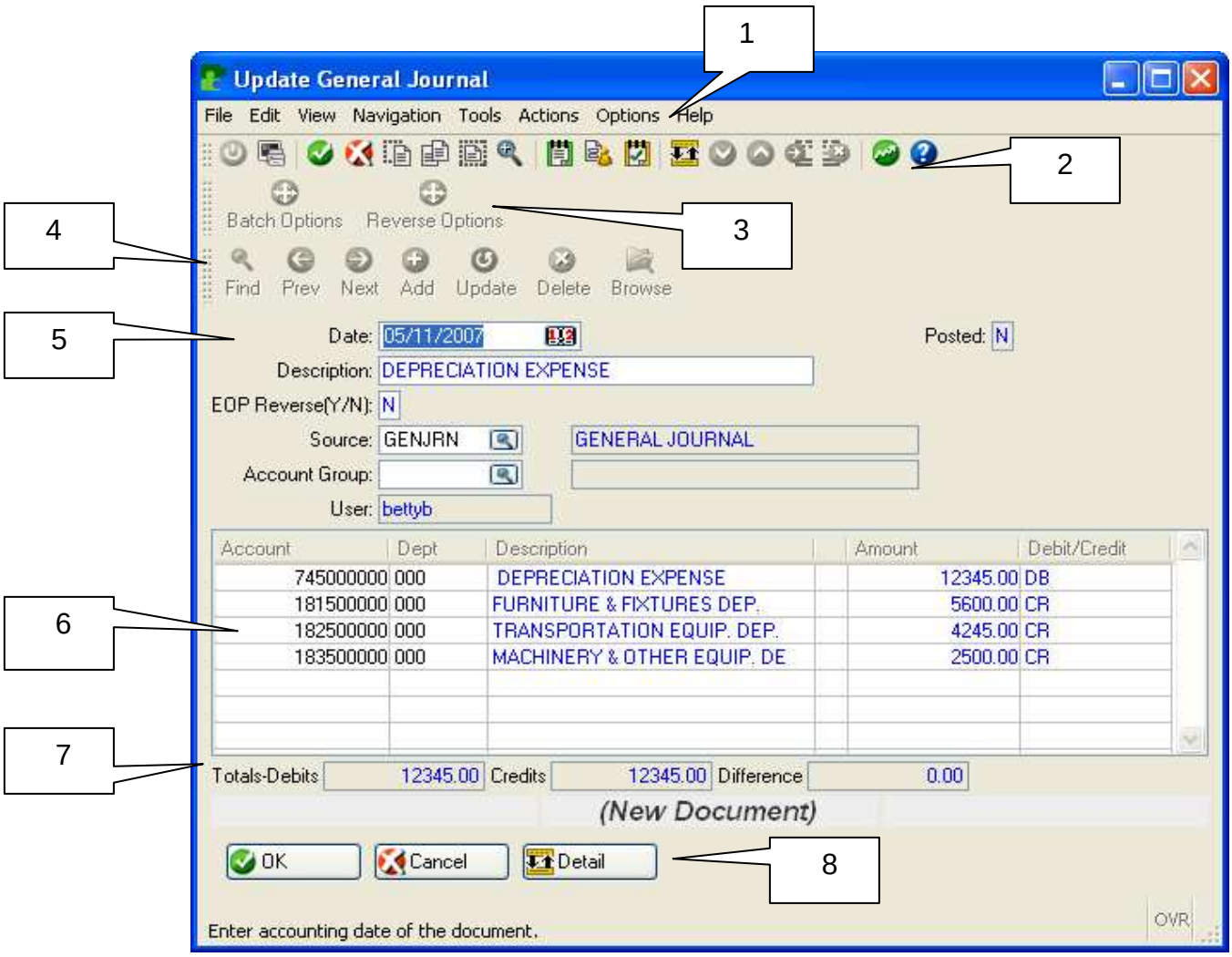
Note: When a menu item icon is a file folder, an additional submenu is available.

Fitrix Data Entry Screen

Standard Fitrix Data Entry forms or screens have several sections. To view this screen from main menu, select Financial Management, General Ledger, Ledger Journal, and then Update General Journal.

Note: For a more detailed explanation of all the options available on the four toolbars, review the Getting Started With Fitrix User Guide.

Note: To enable or disable the text that display beneath each icon on the toolbar, right click at the beginning of the toolbar and click on enable text.



Number	Field	Description
1	**Menu Toolbar**	These options perform routine functions, and are often referred to as the User Control Library functions. The Menu Toolbar is available on every screen.
2	**Standard Toolbar**	The icons on the standard toolbar perform many of the same functions as the options found on the menu toolbar.
3	**Other Tool Bar**	The Custom Tool Bar area has buttons that are specific to your company and the current module. Some screens may not have any buttons on the Custom Tool Bar.
4	**Action Toolbar**	This toolbar contains icons that represent actions such as add, update, and delete.
5	**Header Section**	This section is just below the Action toolbar and contains basic or general information about a document.
6	**Detail Section**	This section contains labeled columns that correspond to information in lines or rows.
7	**Totals**	This section is a reference section displaying debit and credit totals information.
8	**OK, Cancel, Detail**	The OK button accepts new data or any changes you have made. This is exactly the same as pressing the **ENTER** key. The cancel button will abort any new data or changes you have entered. This is the same as pressing the **ESC** key. When in the header section of the screen, clicking on the Detail button will put you in the detail section of the screen. When in the detail the button is now labeled “Header” and clicking on it will put you back in the header section of the screen.

When entering information on a data entry screen there are often related screens that are accessed using Zoom picker windows from the Standard Toolbar.

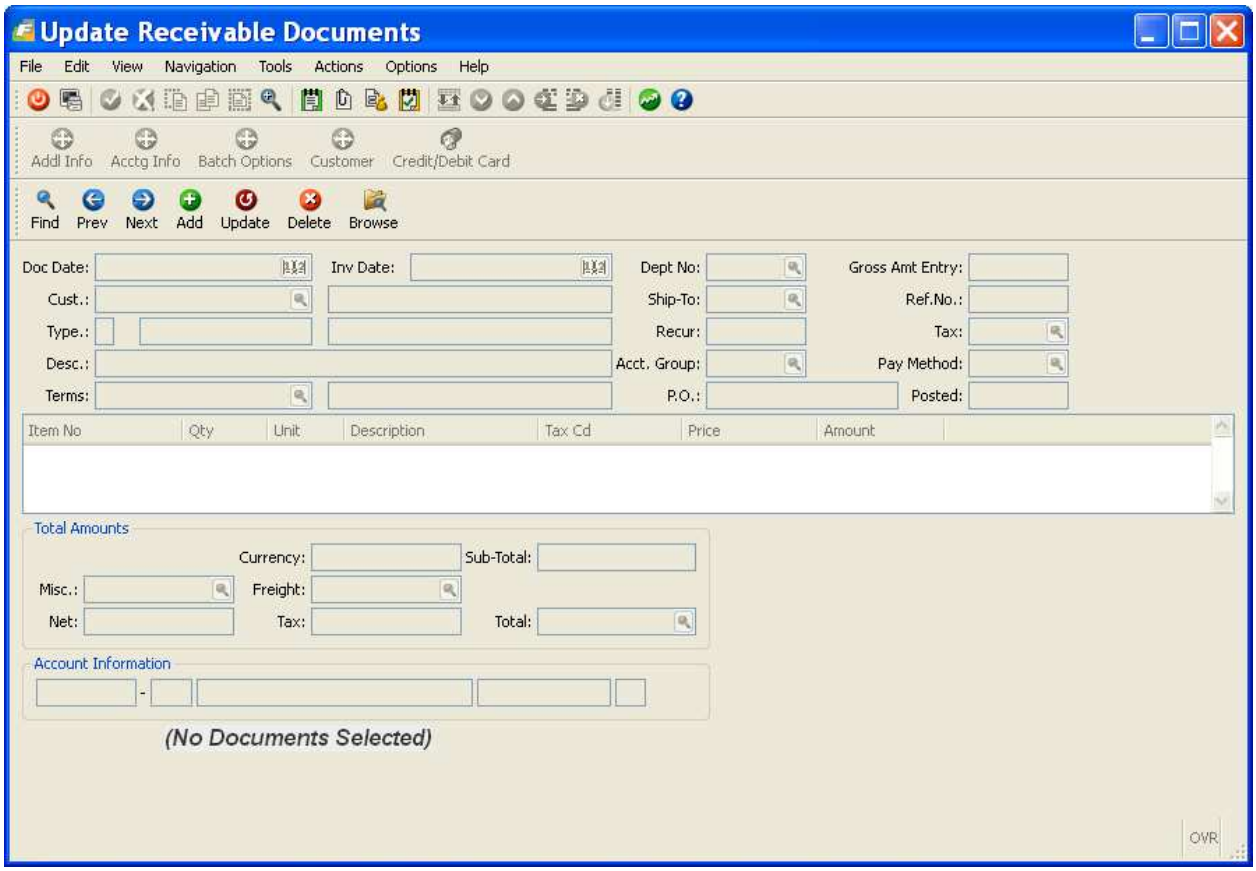
Select Exit or press Q to close the data entry screen. The General Ledger Menu displays. Press ESC key to return to the main menu.

Action Toolbar Commands

Data Entry Commands can be selected from the Action toolbar two ways:

1. Click the command.
2. By typing the first letter of the command name either uppercase or lowercase (ie- a for Add).

To view this screen, select **Financial Management>Accounts Receivable > Receivable Ledger** > **Update Receivable Document**.



Below are the fields and descriptions for data entry commands:

Field	Description

Field	Description
Add	Allows you to add any new document.
Update	Allows you to modify an existing document once it has been selected or found.
Delete	Allows you to delete a document if it is not posted.
Find	Use the find command to retrieve one or more records. There are three ways to use the Find command. 1. **To find all records** stored for a program, click the OK button (or press ENTER key) without entering any data in the screen. 2. **To find a particular record,** enter a piece of information that is unique to that record (i.e.; customer code, invoice number), and then click OK or press ENTER. 3. **To find a group of records** enter search criteria using wild cards or relational operators (for more information, review chapter 7 in the Getting Started With Fitrix User Guide.).
Browse	Arranges all found documents into a list displayed to the screen. You can scroll through the documents using the scroll bar or using the various movement icons on the toolbar.
Next	Allows you to view the next document by paging down through the found documents.
Prev	Allows you to view the previous document by paging up through the found documents.

Depending upon the menu option you have selected, your system setup, or system security, all options may not be available. If you select a command that is not available, the system will display a message stating it is not available, and upon pressing enter, you will return to the action toolbar.

Select Exit or press Q and then ESC key three times to return to the main menu.

Print Selection Dialog Box and Flexible Document Delivery (FDD)

Flexible Document Delivery (FDD) allows the user to direct report output to printers (host or client), email, or fax. This feature is only available for Fourth Generation clients that are running Fitrix version 5.2.

The following report programs have been modified to have background print so that forms no longer need to be purchased. These programs also support FDD.

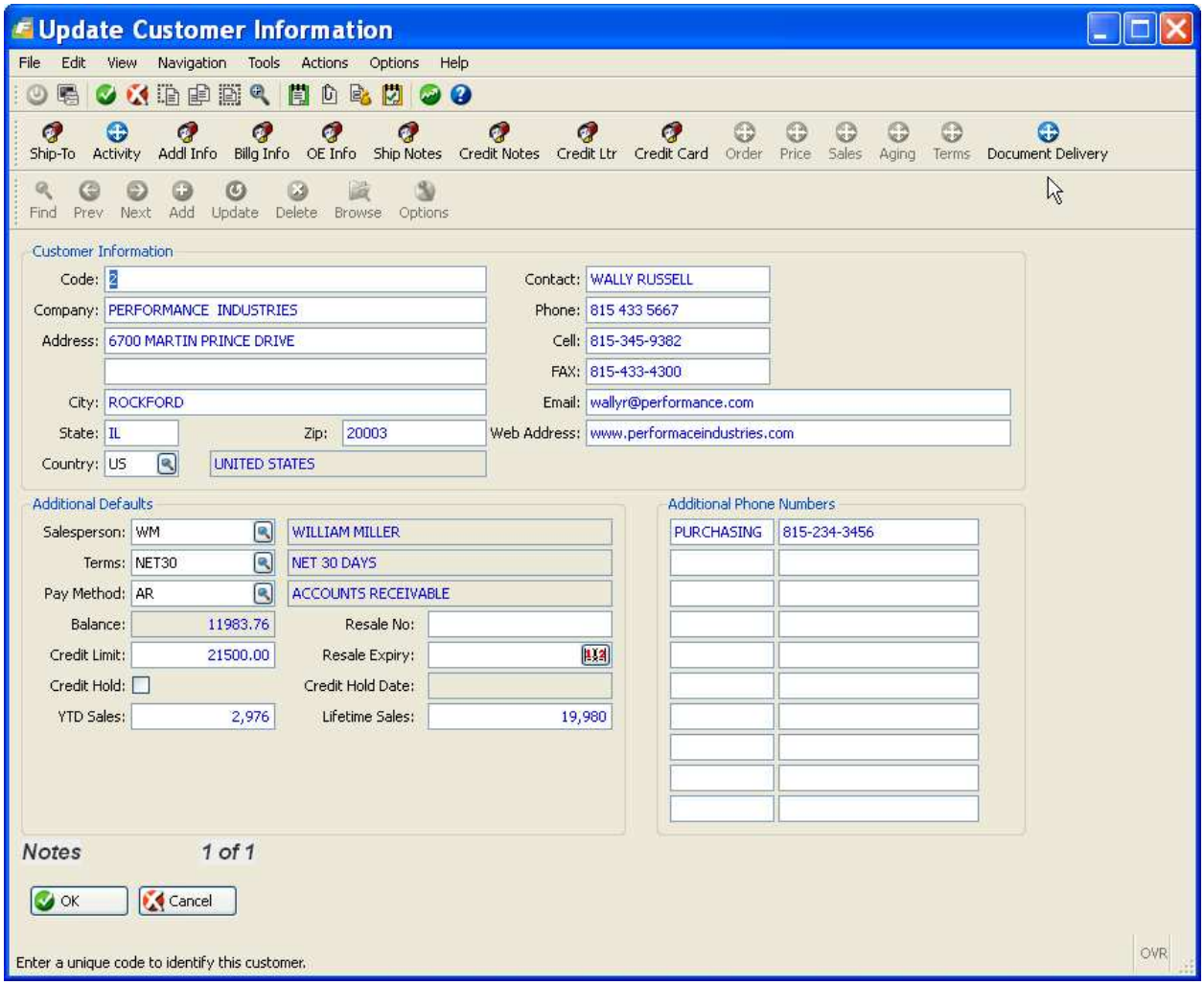
Order Entry:

Order Acknowledgement
Packing List
Invoice
All Export forms (Proforma, Packing List, Bill of Lading, Commercial Invoice, Provisional Invoice, and Final Invoice)

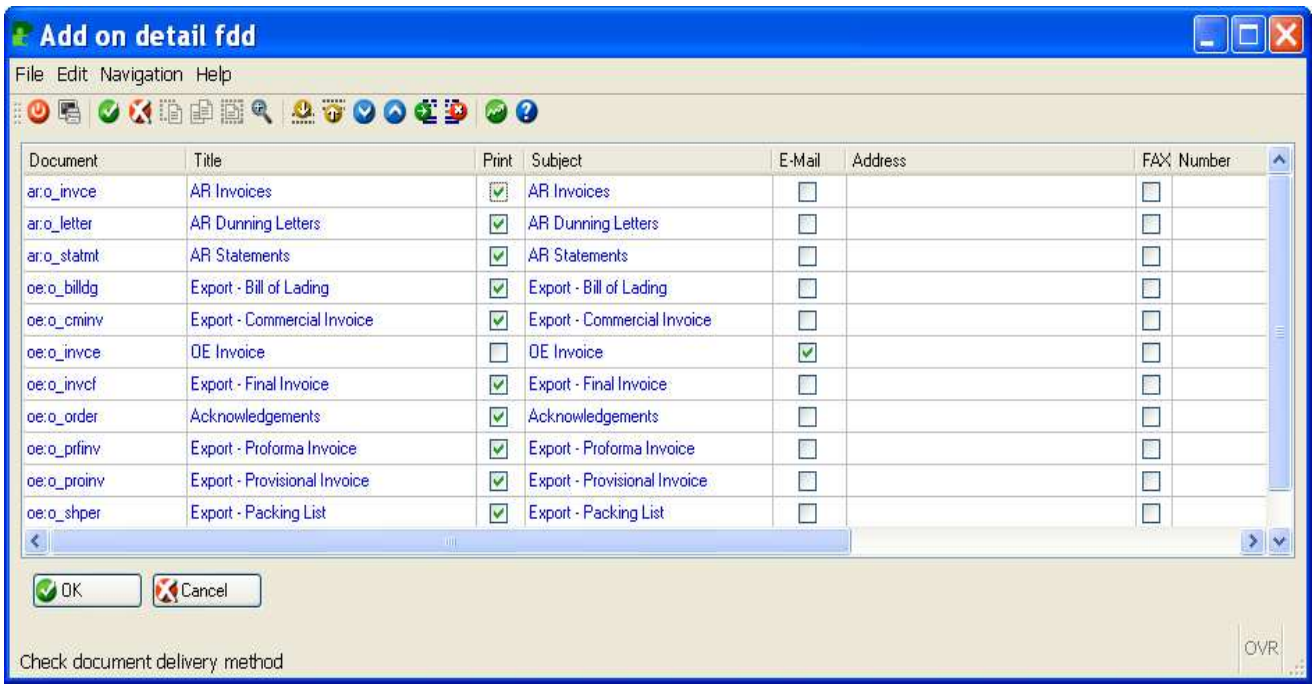
Purchasing:
Vendor Purchase Order

Accounts Receivable:
Invoice
Customer Statement
Dunning Letters

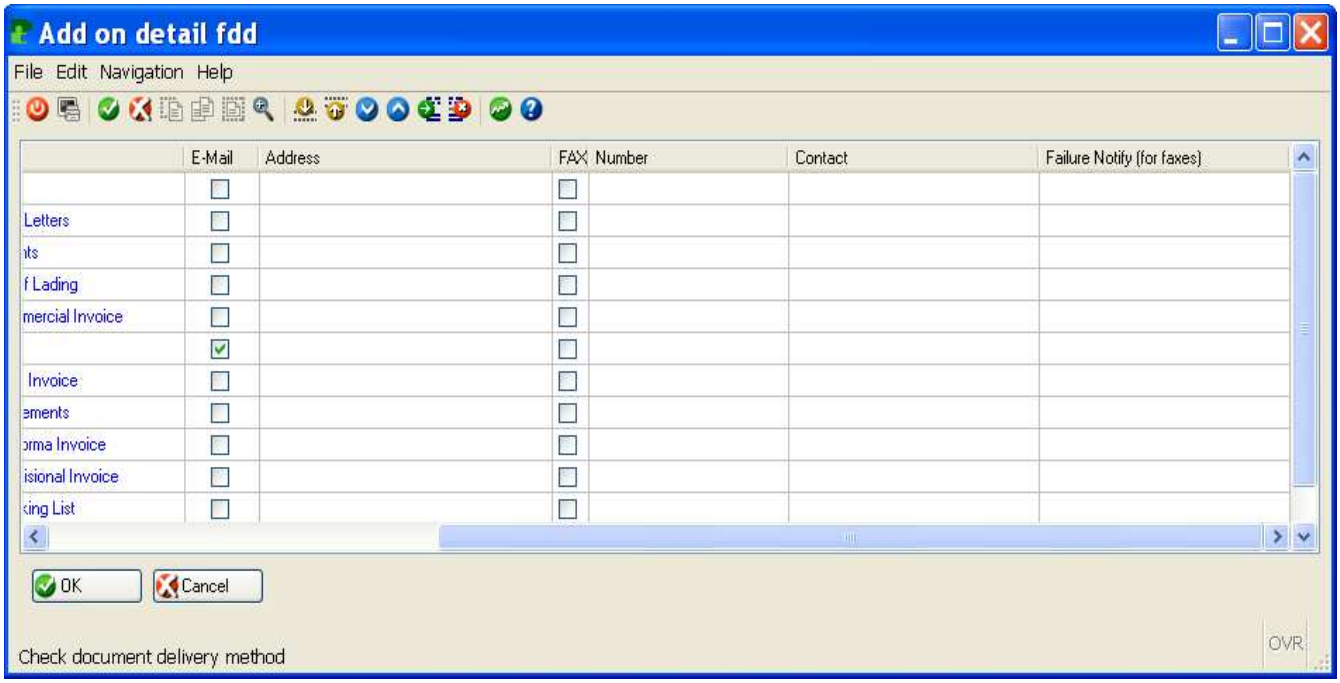
A new icon labeled Document Delivery has been added to the Update Customer Information and Update Vendor Information Toolbar and is only accessible when in Update mode.



When you click on this icon the following screen displays listing all report programs that currently support FDD/Background Print:



By scrolling to the right the two additional fields for fax Contact and Failure notify can be viewed.



After FDD is installed by going into update mode for each customer the default setting will be set to Print for all reports. You can then update for each customer as necessary.

Field Definitions:

Document – Fitrix program name.

Title- Title of program.

Print- check this check box if the delivery method is to send the report to a printer.
Subject – subject line for your fax cover sheet.

E-mail- check this check box if the delivery method is to send the report via email.

Address- the email address you wish to send the report to.

FAX - check this check box if the delivery method is to send the report via fax.

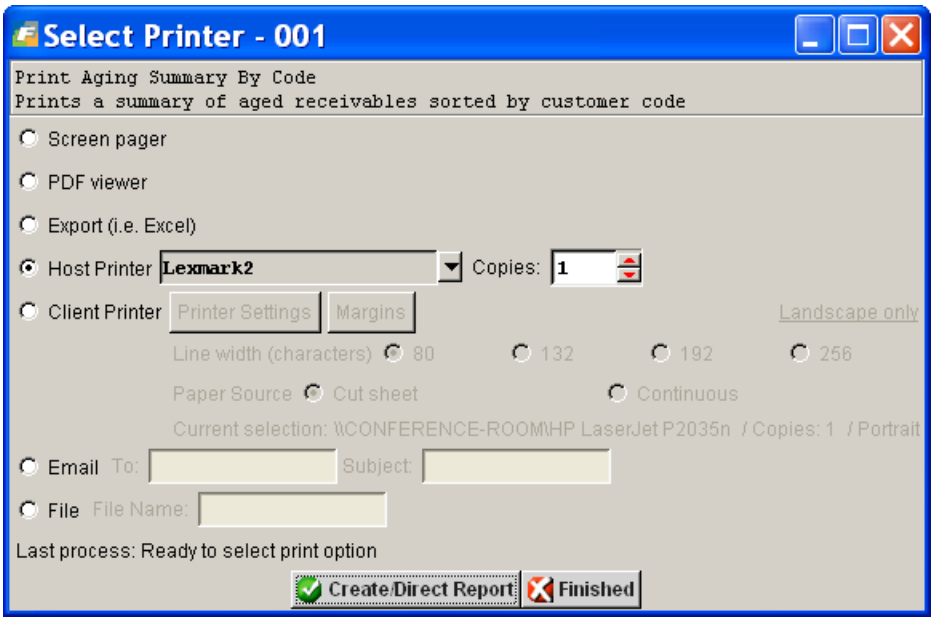
Number- the fax number you wish to send the report to.

Contact – the name of the person that will print on the fax cover sheet that will receive the fax.

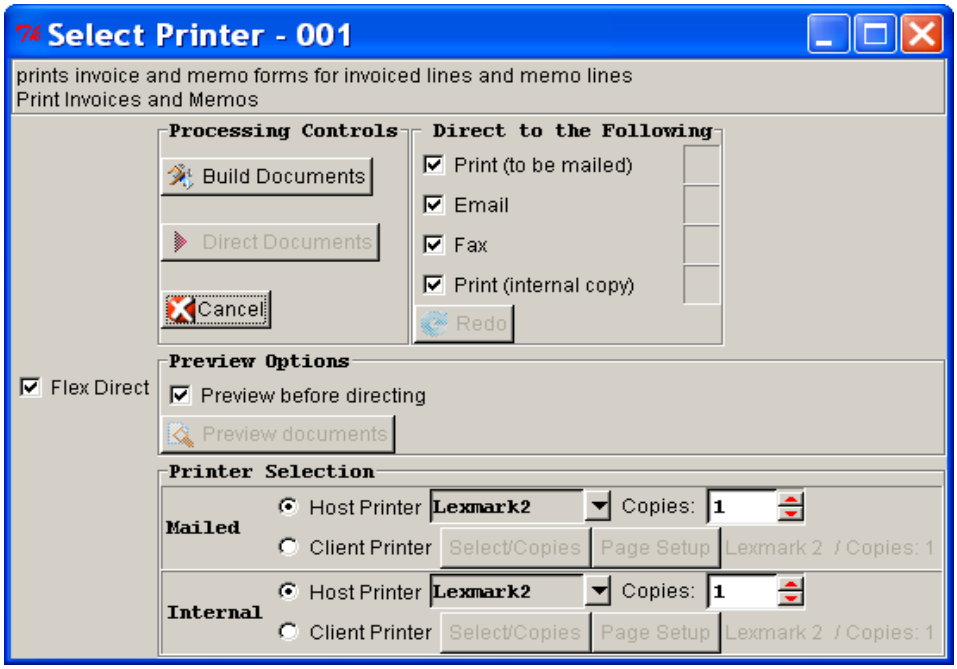
Failure notify – the email address of the employee that should be notified in the event the fax was not sent.

FDD PRINTER DIALOG BOX:

Report programs that do not support FDD will have this standard printer dialog box:



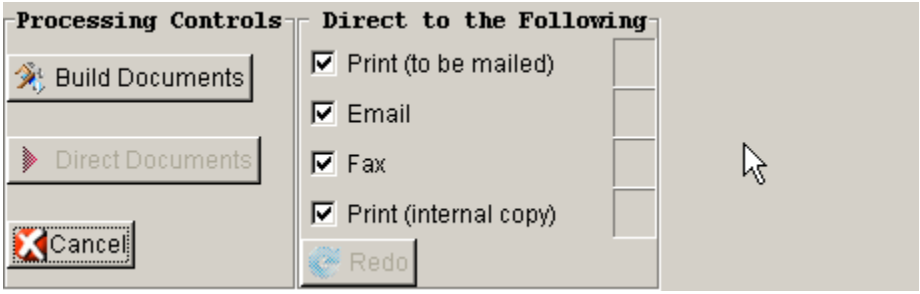
Here is the FDD printer dialog box:



If you do not wish to use the flex direct options simply uncheck the flex direct box and the printer dialog box will disable the FDD options and display all options that are on the non FDD printer dialog box.

The FDD printer dialog box is divided into three sections:

Processing controls:

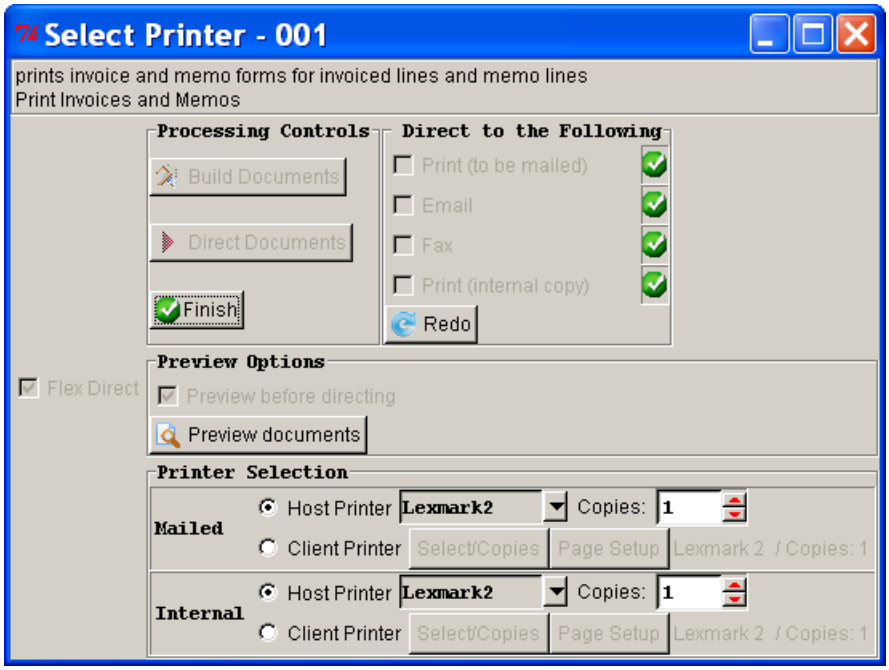


The example above shows that the documents will be processed via print to be mailed, email, fax, and internal print to be filed. These boxes can be unchecked as needed.

The first step is to click the Build Documents button. If the Preview before directing check box is checked, you will be able to view a PDF of the documents prior to sending/printing them. Please note that if you click the Cancel button before clicking the Direct Documents button you will need to select the reprint option when you process your documents as the Build Documents options sets the print flag to Y at the table level even though you have not printed/sent your documents.

The next step is to click the Direct Documents button. This will send/print the documents. See discussion on Printer Selection section below for directing the documents to your various printers.

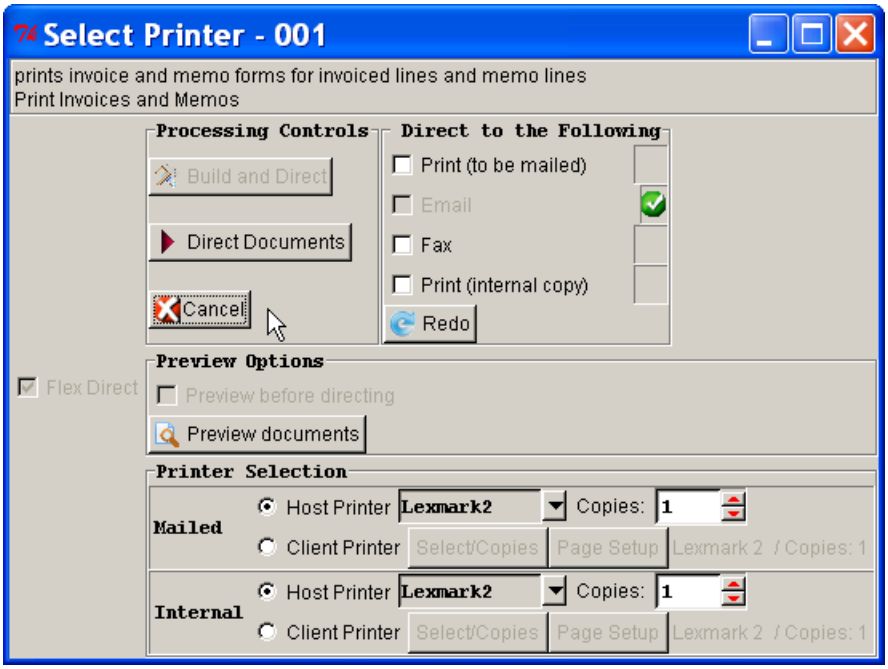
If all Direction method check boxes were checked, the printer dialog box will look like this after the documents were printed/sent:



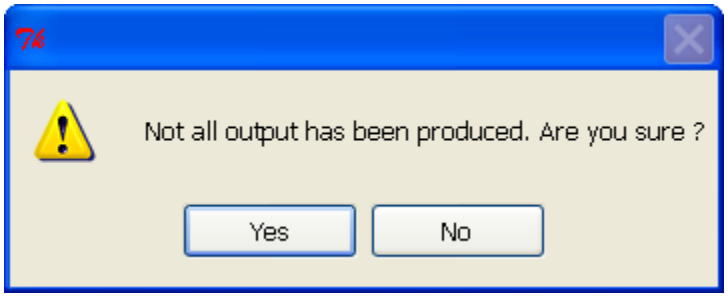
The green check marks indicate the direction methods that were processed. To return to the menu, click the finished button.

In the event that you want to process the documents again (an example of the need for this would be if the printer ran out of paper or the paper jammed) click the redo button and then check the direction method check box that you wish to process again. Once the direction method check boxes are checked, click the Direct Documents button to reprint/resend your documents.

If you uncheck some of the selection methods (ie- only check email check box) and then process the documents the printer dialog box will have a Cancel button instead of a Finished button



To return to the menu click the Cancel button and you will receive this warning:

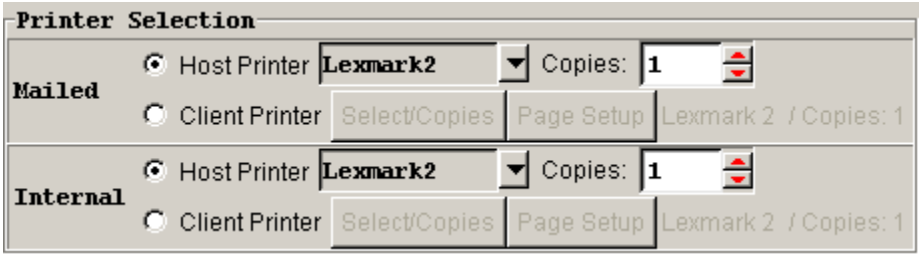


This warning is just to let you know that all delivery methods were not selected. Click Yes if this is correct. Click No if you wish to display the printer dialog box again.

Preview Options:

If this check box is checked (and that is the default setting) you will be able to preview a PDF of the documents by clicking the Build Documents button prior to Directing/Processing them. If you do not wish to preview, uncheck this box.

Printer Selection:



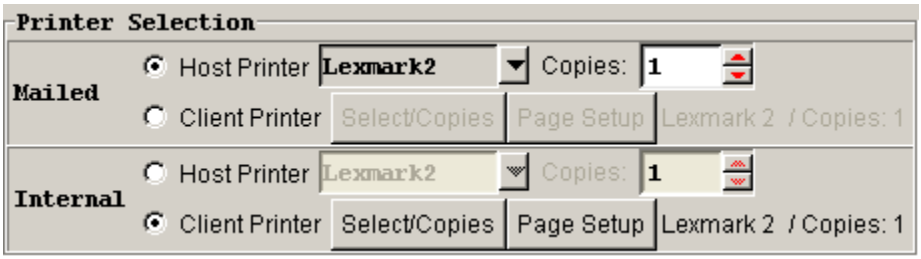
This section of the screen controls printer selection.

Mailed – printer selection will only be accessible if the Print (to be mailed) check box is checked. Select either a network printer or a client printer and the number of copies to print for the documents that will be mailed.

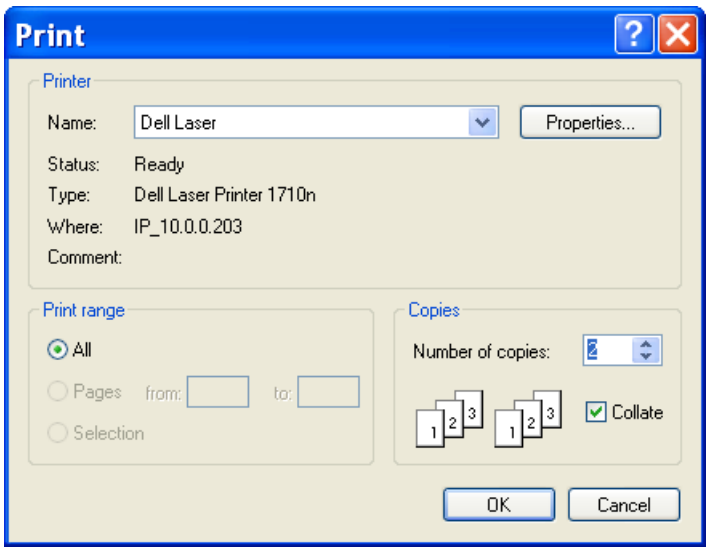
Internal - printer selection will only be accessible if the Print (internal copy) check box is checked. Select either a network printer or a client printer and the number of copies to print for the documents that will be printed for internal purposes.

Note about Client Printers:

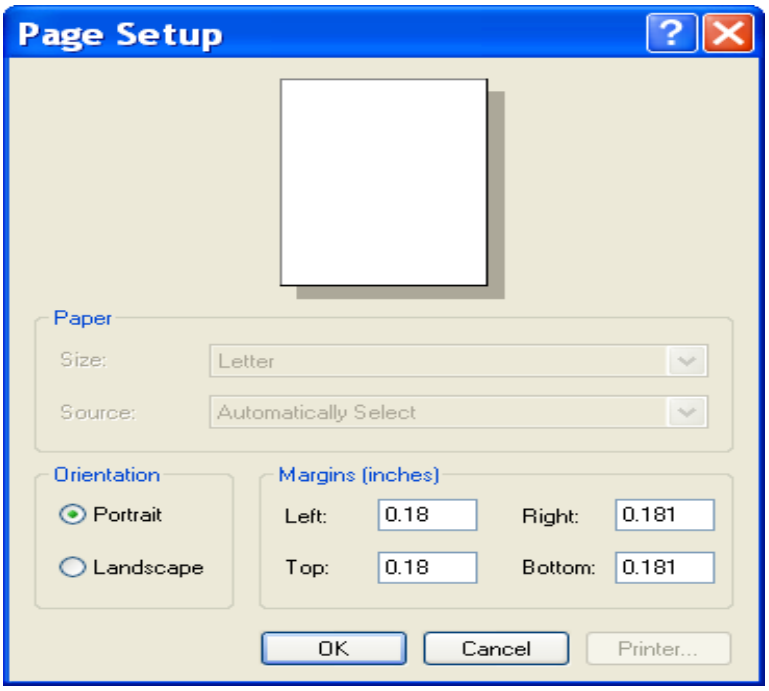
If you change your printer selection to a client printer the printer selection section will display two new buttons:
Select/Copies and Page Setup.



Select/Copies – click this button to select the client printer and the number of copies you wish to print:

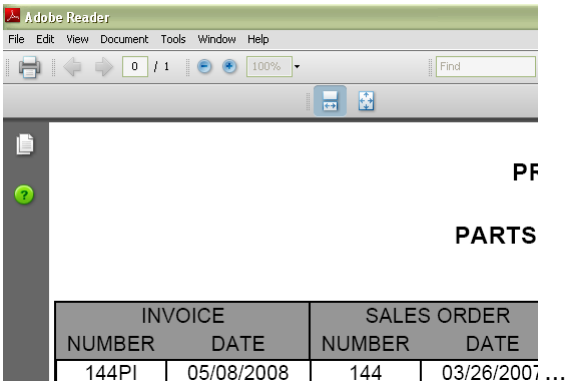


Page Setup – click this option to review/change the page set up:

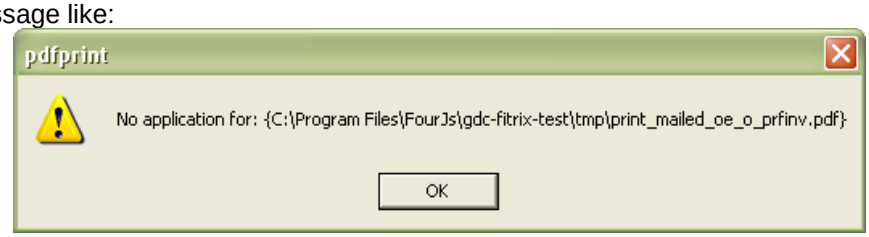


To proceed click the Build Documents button. Since a client printer was selected, Adobe Acrobat will direct copy(s) to the printer.

The user will see Adobe Acrobat Reader Launch and appear briefly:



You may see a message like:



This means that Adobe Acrobat Reader is not installed. This is a free product and may be downloaded and

installed from: http://www.adobe.com by clicking on:
.

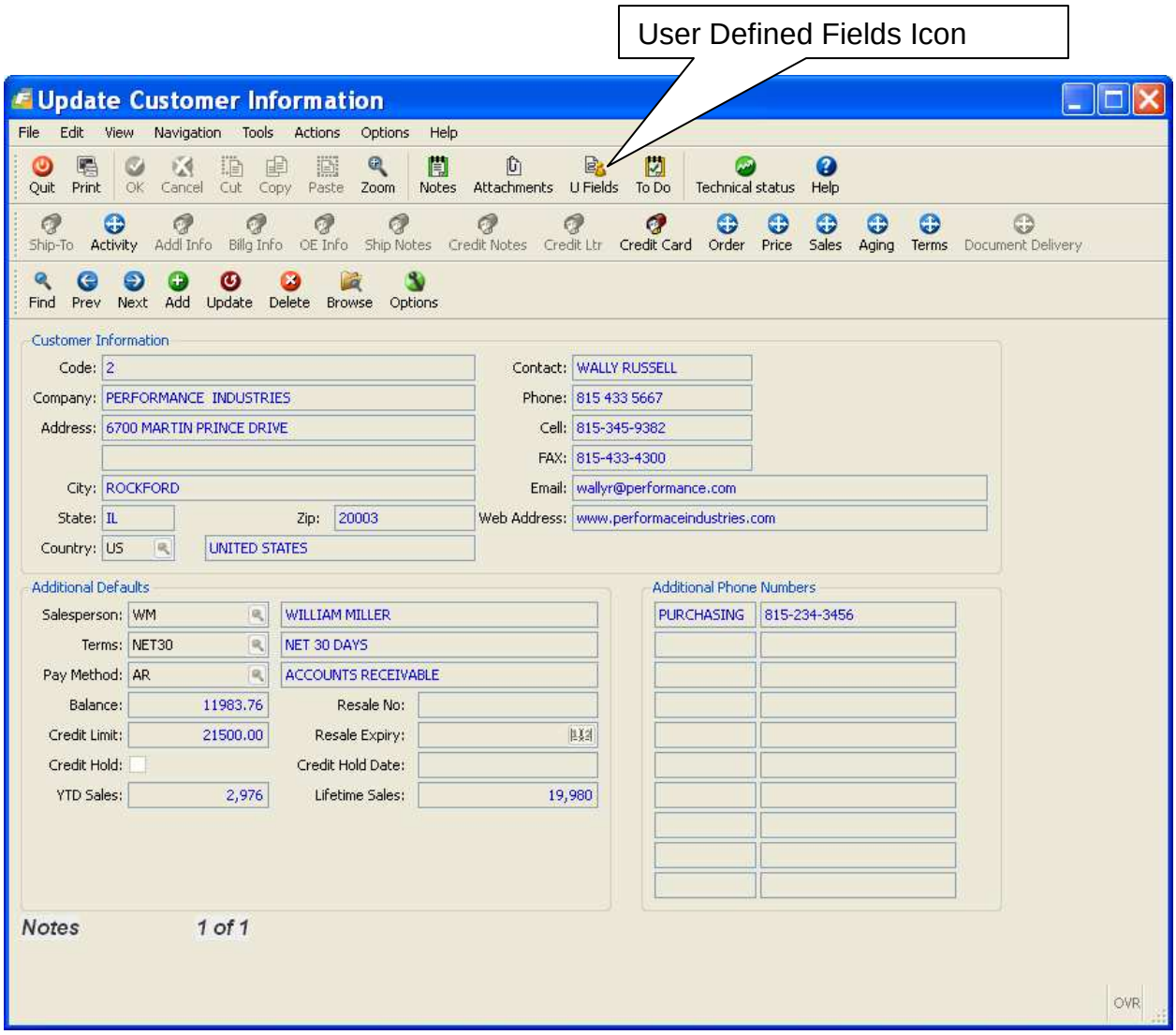
User Control Libraries

User Control Libraries (UCL's) are advanced features which give you control over the Fitrix Accounting system. Included in these libraries are:

• User Defined Field	User Defined button (or Ctrl-F)
• Freeform Notes (Sticky Notes)	Notes button (or Ctrl-N)
• Personal "To Do" Notes	To Do button (or Ctrl-T)
• User Defined Help	Help button (or Ctrl-W)
• User Defined Error Messaging	Help button (or Ctrl-W)

All of these UCL's are available on the Standard Toolbar.

User - Defined Fields

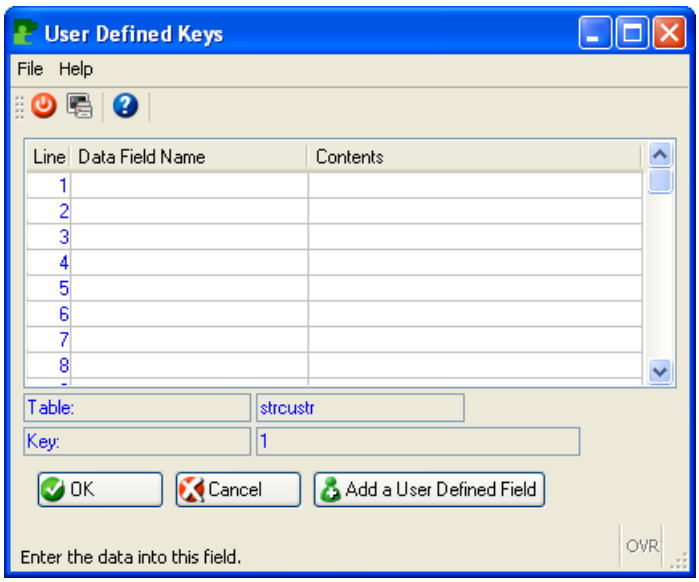


User defined fields allow you to store additional information within a given program without modifying the programs. These fields are only used in data entry screens and are specific to the data entry screen. Up to fifty User-Defined Fields can be defined for every data screen.

To access the User Defined fields screen you must be in a data entry screen and in update mode.

To view the screen above, select **Accounts Receivable** > **Customer Information** > **Update Customer Information**. Click **Find**, and then press the **Enter** key to retrieve all records. Click **Update** to enter update mode.

Click the **U Fields** button (or press **Ctrl F**) to display the User defined fields screen:



Line, Data Field Name, and Contents are the three columns that appear in the window:

Line indicates the number of the field.

Data Field Name is the title of the field being defined.

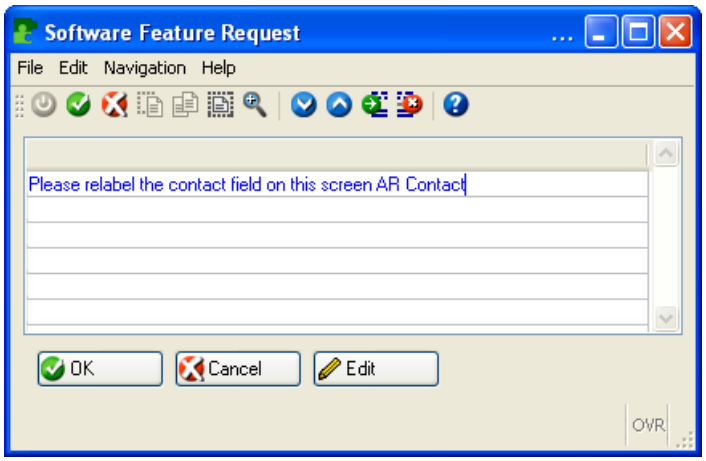
Contents is the column where the document specific data will be entered.

Click on the Add a User Defined Field button to move between field name and contents. Press TAB or use the arrow keys or to move from one line to another. Click the OK button (or press ENTER) to store entry. Click the Cancel button (or press ESC) to cancel.

Once a User Defined Field has been created, all users will be prompted to make an entry in this field the next time a record is entered and stored.

Feature Request

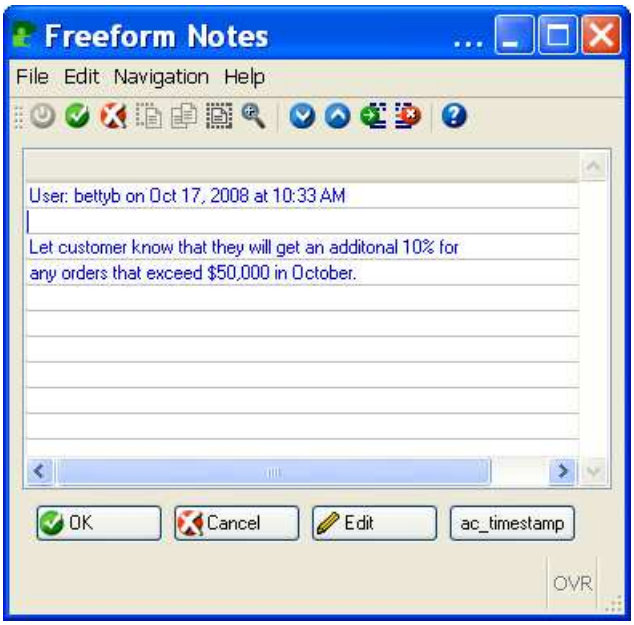
This option launches a screen program where you can enter any program features you need. This information is then logged in the errlog file so your system administrator can review it and make the requested changes.



Freeform Notes

Freeform Notes allow the entry of text to be applied to any document. Up to 99 lines of free form text can be added to a document. To access Notes you must be in a Data Entry screen and in Update Mode.

Click the **Notes** button (or press Ctrl-N) to display notes window.



By clicking on the ac_timestamp button you can also insert the user id, date, and time entered into the note. There is a tool setting available so that notes can be automatically time stamped. Have your systems administrator update this setting:

```
cd $home
vi .bash_profile
```

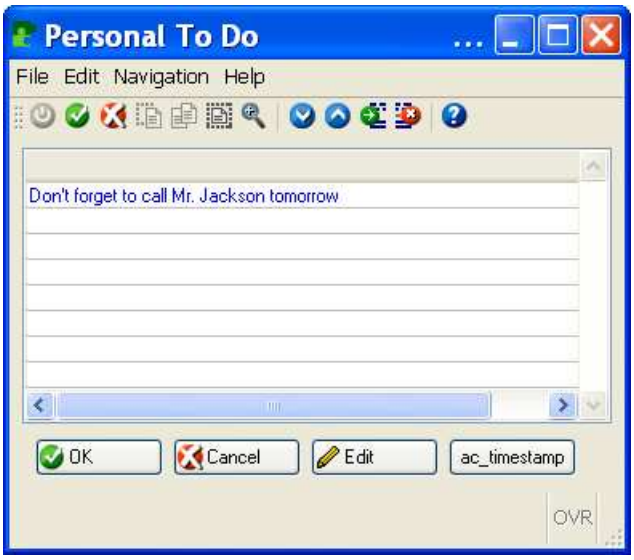
Hit I to enter insert
include the following line at the end of the file export fx_auto_timestamp=1
Esc to exit insert mode and then :x to save and exit

Click the OK button (or press ENTER) to store and return to main menu.

Personal "To Do" Notes

To-Do notes allow users to manage a personalized To-Do list from within any accounting module.

This list is specific to the user login and is accessed by clicking the **To Do** button (or pressing Ctrl-T) at any time the system is *not* in update mode.



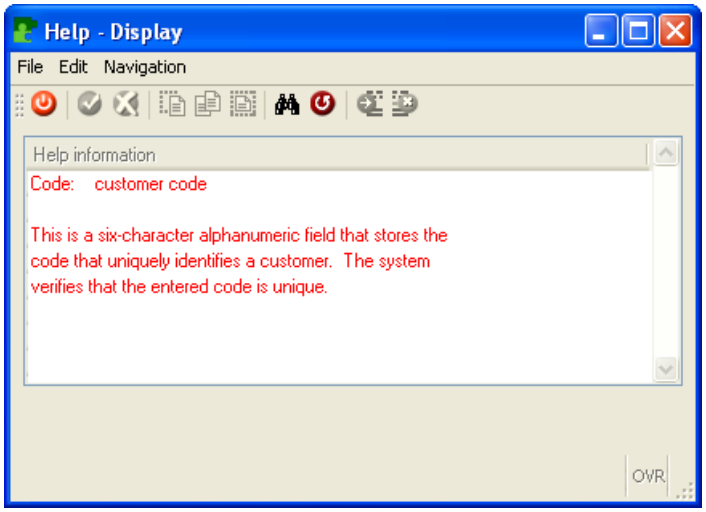
By clicking on the ac_timestamp button you can also insert the user id, date, and time entered into the note.

Click the OK button (or press ENTER) to store.

User Defined Help

User Defined Help can be created for each field in a data entry screen. This allows you to clarify existing help text or customizes it to be specific to your operation.

Click the **Help** button (or press Ctrl-W), (U)pdate, and click the OK button (or ENTER) to store when done.

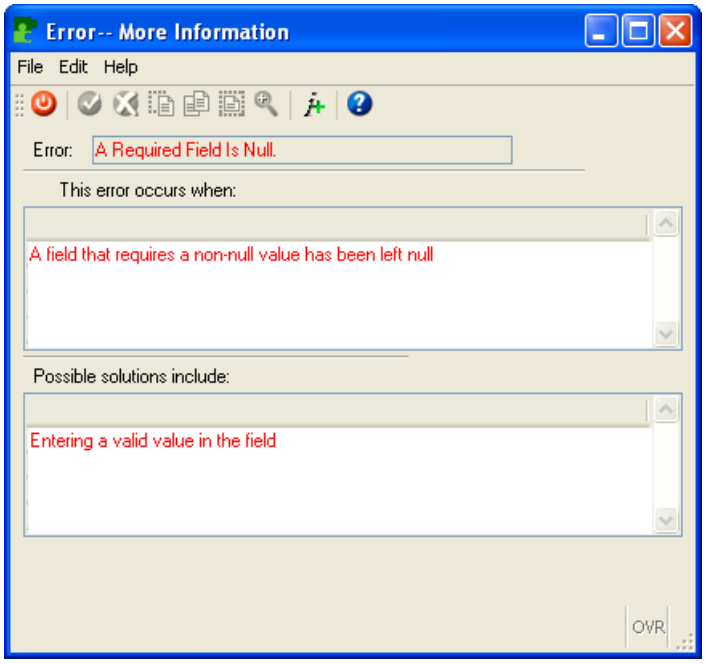


Click on Exit button or press (Q)uit to return to the Customer Information screen.

User Defined Error Messaging

User Defined Error Messaging is a context sensitive system for displaying user-friendly error messages and instructions on how to deal with those errors. It allows user to see more detail about how an error might have been caused and how it can be corrected. The update command allows for clarification of error help message so that learning can be captured on the system.

To update an error message an error must first occur. To create an error, enter AAA in customer code field, ENTER to store, and “Y” to view error information.



Field	Description
Edit- View	Allows you to scroll through text with arrow keys.
Edit - Update	Used to update error messages.
Help - Technical Status	Displays information about the program where the error is occurring. If you are reporting an error to your technical support, you may be asked for this information.
Log	Allows you to automatically log system information and add comments to the error log. This is also useful information for your technical support.
Quit	Closes the User Defined Error Messages window.

Query by Example

Wildcards

Wildcards are special characters used to represent other characters. The wildcards that can be used on a selection criteria screen are listed below. Wildcards may be used *only with character or alphanumeric fields*.

Wildcard Symbol Definition:

* Asterisk - The asterisk replaces any group of zero or more characters in a character field.

? Question Mark - The question mark replaces any single character in a character field.

Relational Operators

Relational operators are symbols used to compare two values. These values can be character, numeric, or date types. A variety of operators are available to help you specify ranges or lists.

When using the first five relational operators (greater than, greater than or equal to, less than, less than or equal to, and not equal to), the relational operator is entered first, followed by the number or alphanumeric character(s).

Relational Operator Definition:

> Greater Than - Finds all values greater than the specified value.

>= Greater Than or Equal To - Finds all values greater than or equal to the specified value.

< Less Than - Finds all values less than the specified value.

<= Less Than or Equal To - Finds all values less than or equal to the specified value

<> Not Equal To - Finds all values not equal to the specified value.

= Null - Finds records that have a null value in the field. A null value means that the field has no value—it is empty.

!= Not Null- Finds all values that are not null. Selects all records that have *any*thing in the field.

: Range - Search for a range of values. Can be used with numeric, character, alphanumeric, and date fields.

| Pipe - The pipe symbol is used to represent "or". On most keyboards, the pipe symbol is found above the backslash "\".

Search Criteria Examples

GO TO UPDATE CUSTOMER INFORMATION SCREEN:

1. Search for all customers that salesperson code TM

In the salesperson field enter TM and press enter or click OK to accept.

2. Search for all customers that an account balance > $50,000

In the balance field enter >50000 and press enter or click OK to accept.

3. Search for all customers that have a credit limit greater than or equal to $50,000.

In the credit limit field enter >=50000 and press enter or click OK to accept.

4. Search for all customers that have a name beginning with C.

In Company field enter C* and press enter or click OK to accept.

5. Search for all customers that have A in their business name.

In the Company, enter *A* and press enter or click OK to accept. This selects all customers where an A is preceded and followed by one or any number of characters.

6. Search for customer codes with A as the second character.

In the Company field, enter ?A* and press enter or click on OK to accept. This selects all customers where A is preceded by exactly one character and followed by none or any number of characters.

7. Search for all customers where salesperson code is either TM or WM.

In the salesperson field enter TM|WM and press enter or click on OK to accept.

GO INTO UPDATE AR CASH RECEIPTS SCREEN (Financial management-2-1-e-b):

1. Search for all transactions dated from January 1st 2007 through today.

In that Date field, enter 010107 : today's date and press enter or click on OK to accept.
This search selects all transactions between the specified dates, *including* those dated January 1 and today. Remember, when entering dates, any of the following formats are valid: m/d/yy, mm/dd/yy, mmddyy, or mm-dd-yy.

2. Search for all transactions where check number is blank.

In the check number field enter = and press enter or click OK to accept. The = means you are searching for all transactions where the check number is null.

3. Search for all transactions where check number is not blank.
In the check number field enter != and press enter or click on OK to accept.
The != means you are searching for all transactions where the check number is not null.

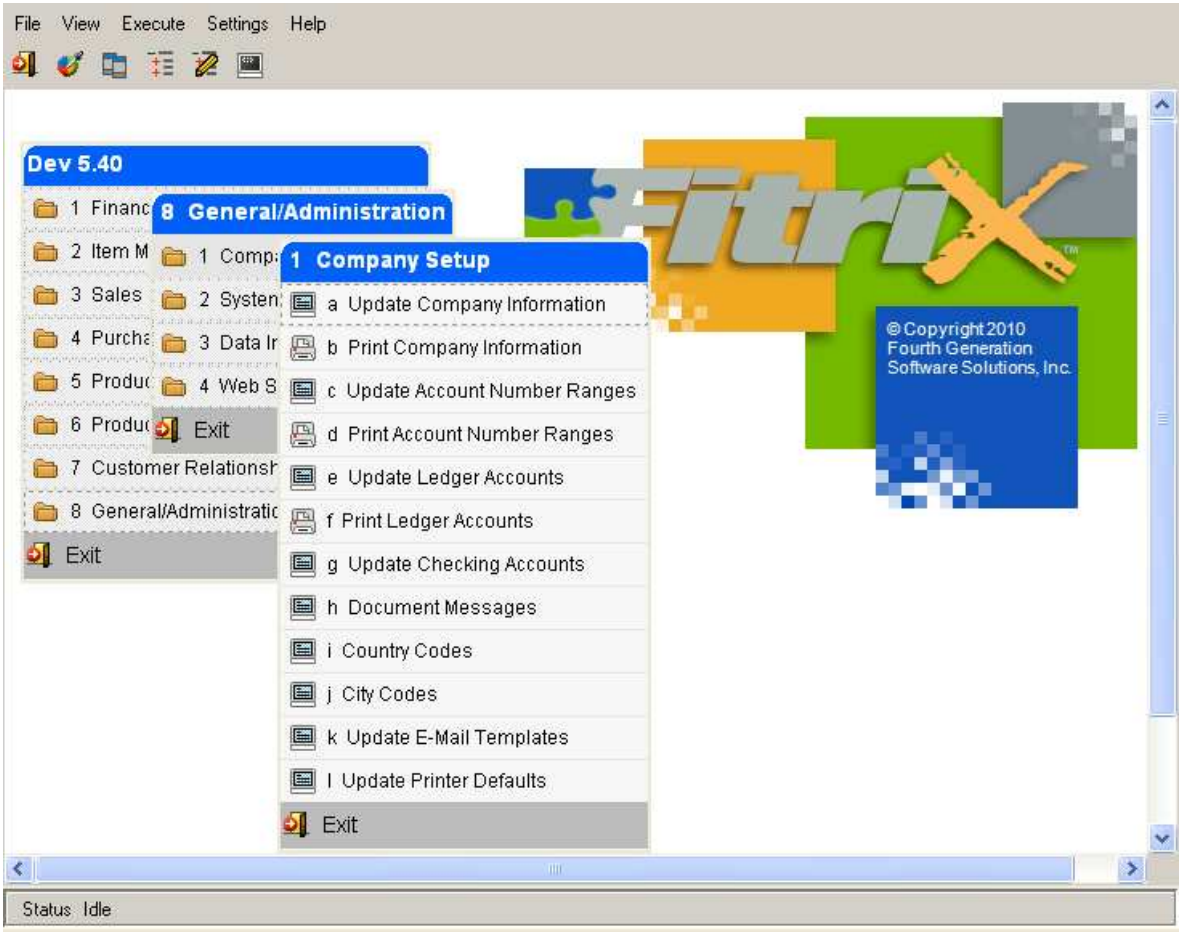
Company Set Up & Multilevel Tax

A company must be set up in the Fitrix system before any accounting transactions can be entered. Updating and editing company information also occurs in the menu selections described in this chapter.

Set Up Company

The Set Up Company Menu contains the menu options for setting up company information and base files.

To view this screen, select any General/Administration from the main menu, and then select Company Setup.



The menu selections are:

- **Update Company Information** - The data entry screen for company information such as company address and department codes.

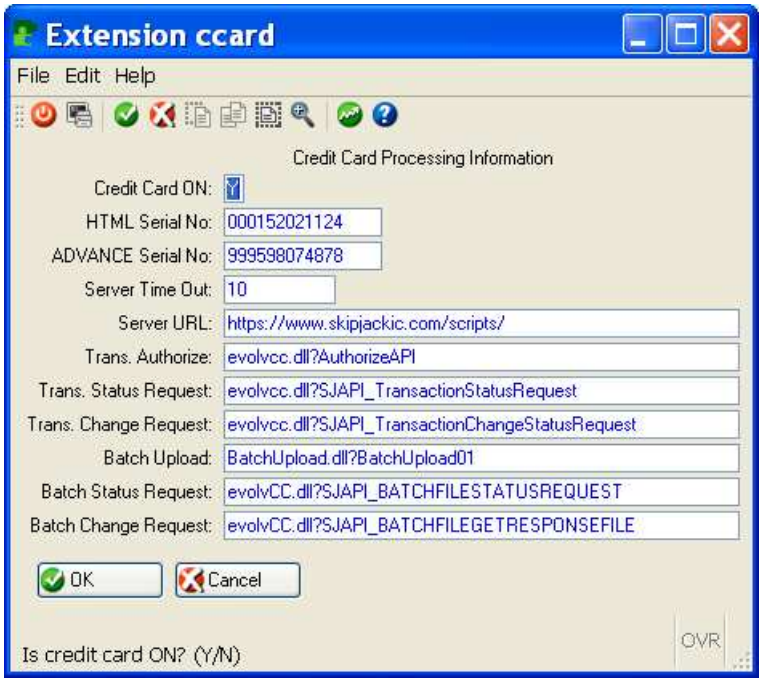
  Note: This is also where you set flag for multilevel tax to (Y) if sales tax is charged on your products.

  Note: By clicking on the Addl Info, a screen containing additional information, such as telephone number, displays.

Note: By clicking on Remit, a screen will display for you to enter your company's remittance address for cash receipts. This remittance address prints on both the Order Entry Invoice and Accounts Receivable invoice.

Note: By clicking on Web Services, a screen will display for you to turn on Web Services. Web Services need to be turned on if you are using Federal Express/UPS in Order Entry and want a real time connection to their database to retrieve freight rates and tracking numbers. See the Order Entry User Guide for more information on this interface.

Note: By clicking on Credit Card icon, a screen containing information needed to use Credit Card processing displays.



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.

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.

Server Time Out- number of seconds before connection to Skipjack will be disconnected due to lack of response.

Server URL- assigned by Skipjack

Trans Authorize- assigned by Skipjack for authorization

Trans Status Request – assigned by Skipjack 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.

Trans Change Request- assigned by Skipjack to get change status due to additional amounts or deletions.

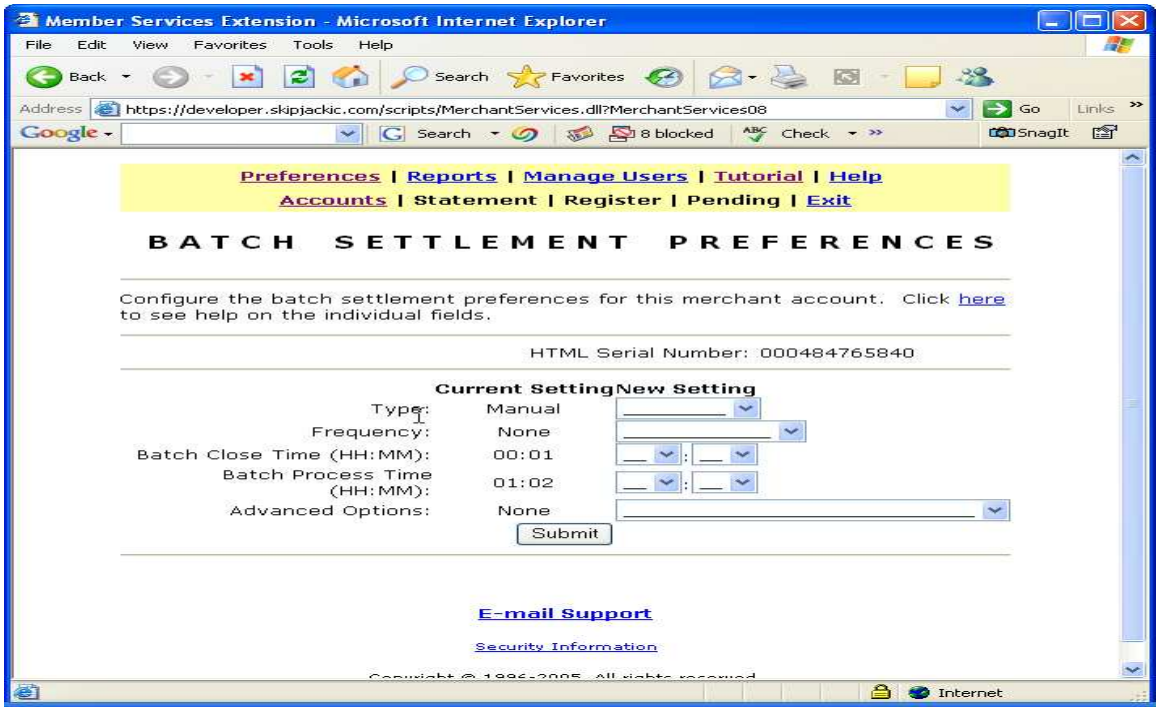
Batch Upload – assigned by Skipjack to upload batches for settlement

Batch Status Request - assigned by Skip Jack. Used to check batch file status (uploaded, processing, completed).

Batch Change Request - assigned by Skipjack. Once the batch status is completed this API is used to read the result of every transaction uploaded in the batch.

To complete set up to process credit cards you must then go to the Skip Jack Website (www.skpjack.com).

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.



You will also need to:

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.

Enable batch processing- have Skipjack enable this when you set up your merchant account.

Turn on send email to customer- Click "Edit Account" button and enable "Send E-mail Response to Customer" option. Also customize 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 invoice is authorized or an invoice is settled.

Print Company Information - Provides output options to the screen or printer.

Update Account Number Ranges - This data entry screen that allows you to define the starting account number for a type of account. You must define your ranges before creating your chart of accounts.

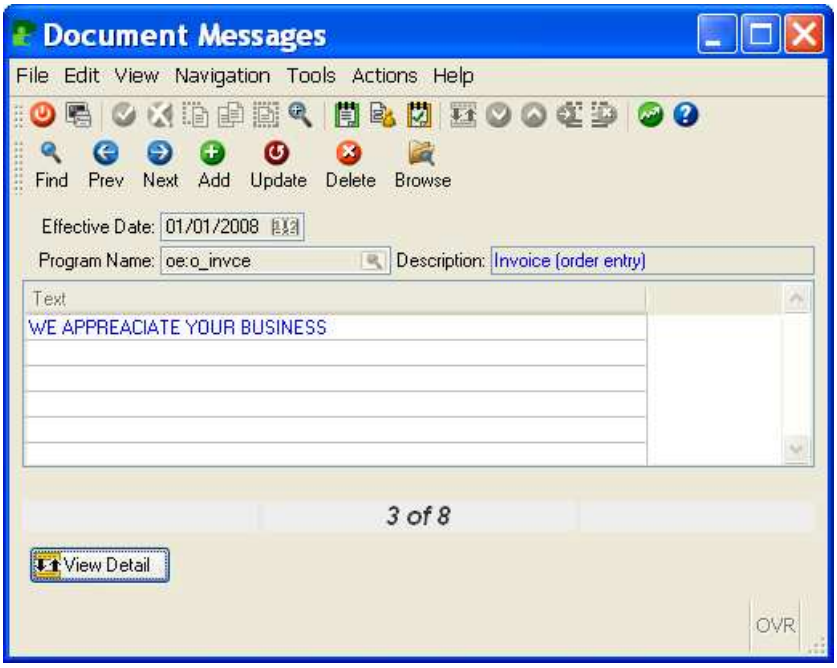
Print Account Number Ranges - Provides output options for the Account Number Ranges.

Update Ledger Accounts - This data entry screen that allows you to enter the Company Chart of Accounts.

Print Ledger Accounts - Provides output options for the Chart of Accounts.

Update Checking Accounts - Defines your checking accounts GL account numbers. All checking accounts that you want to reconcile using the Reconcile checking Accounts program in Accounts Payable must be set up here.

Document Messages - This program enables to enter messages on various forms.



1. Go into Add mode.
2. Enter the effective beginning date for the message.
3. Enter the program name. Zoom is available and the following programs have been modified so that the message entered here will print:

Name	Description
oe:o_order	Order Acknowledgement

oe:o_picker	Picking Ticket
oe:o_shipr	Packing Slip
oe:o_invce	Invoice (order entry)
oe:o_prfinv	Proforma Invoice (export)
oe:o_shper	Packing List (export)
oe:o_billdg	Bill Of Lading (export)
oe:o_cminv	Commercial Invoice (export)
oe:o_proinv	Provisional Invoice (export)
oe:o_incf	Final Invoice (export)
pu:o_order	Purchase Order
ar:o_invce	Invoice(accounts receivable)
ar:o_stmt	Statement of account

4. Enter the detail section of the screen to enter your message.
5. Click OK or press Enter to store.

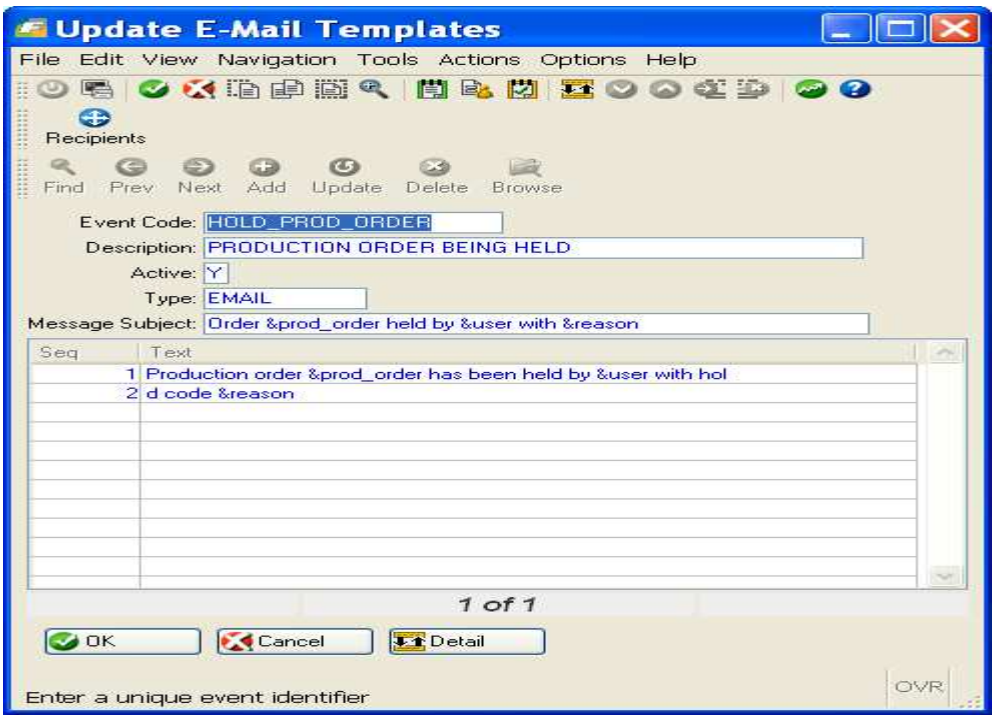
Country Codes - this program comes preloaded with countries around. When setting up customer, ship-tos, vendors, and pay-tos the country code is validated against the countries found here.

City Codes – this program comes preloaded with cities around the world. The data stored in the city code table is used to validate the shipment destination entered on the Order Entry summary screen.

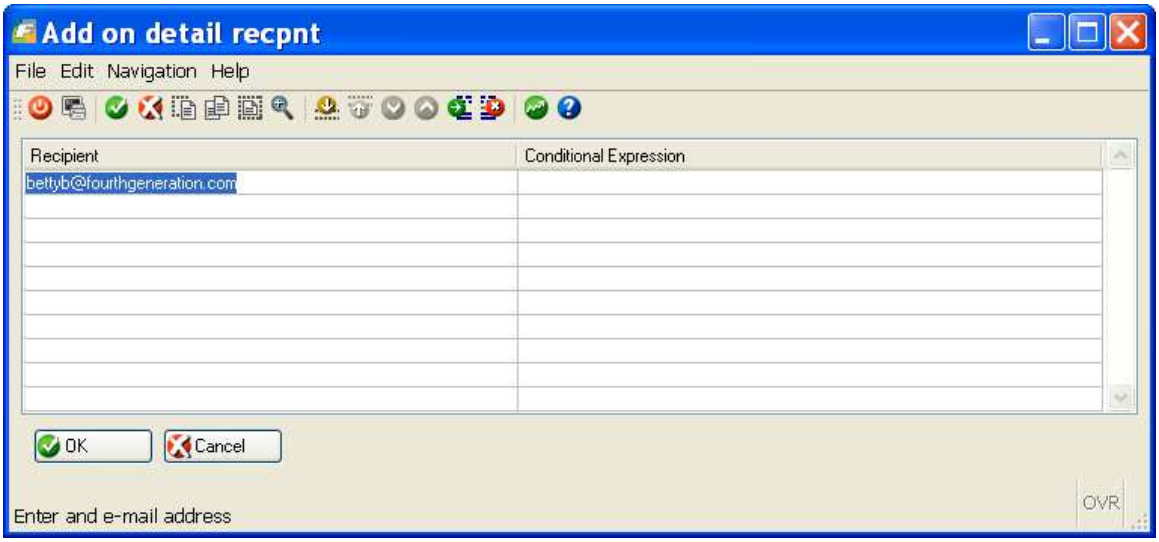
Update Email Templates – this program is used to set up email alerts

If a production order is placed on hold an email will be sent to the person defined as the contact in the Email Templates program. If the production order is linked to a sales order, an email will also be sent to the sales person assigned to that sales order.

Please note that the email template below will be delivered with the software and is the only template available at this time. Future templates that may be needed will need to be coordinated with a programmer as there is some programming involved to extract the specific data needed using the special characters (ie- &) below.



Next click on the Recipient icon on the toolbar and enter the recipient's email address. The conditional expression field is reserved for future use and can therefore be left blank for now.



The mail addresses used must be internal company email addresses. Addresses not internal will require additional configuration by your IT department.

You must also make sure to enter an email address for every salesperson so that they too will receive emails for production orders put on hold that are linked to sales orders.

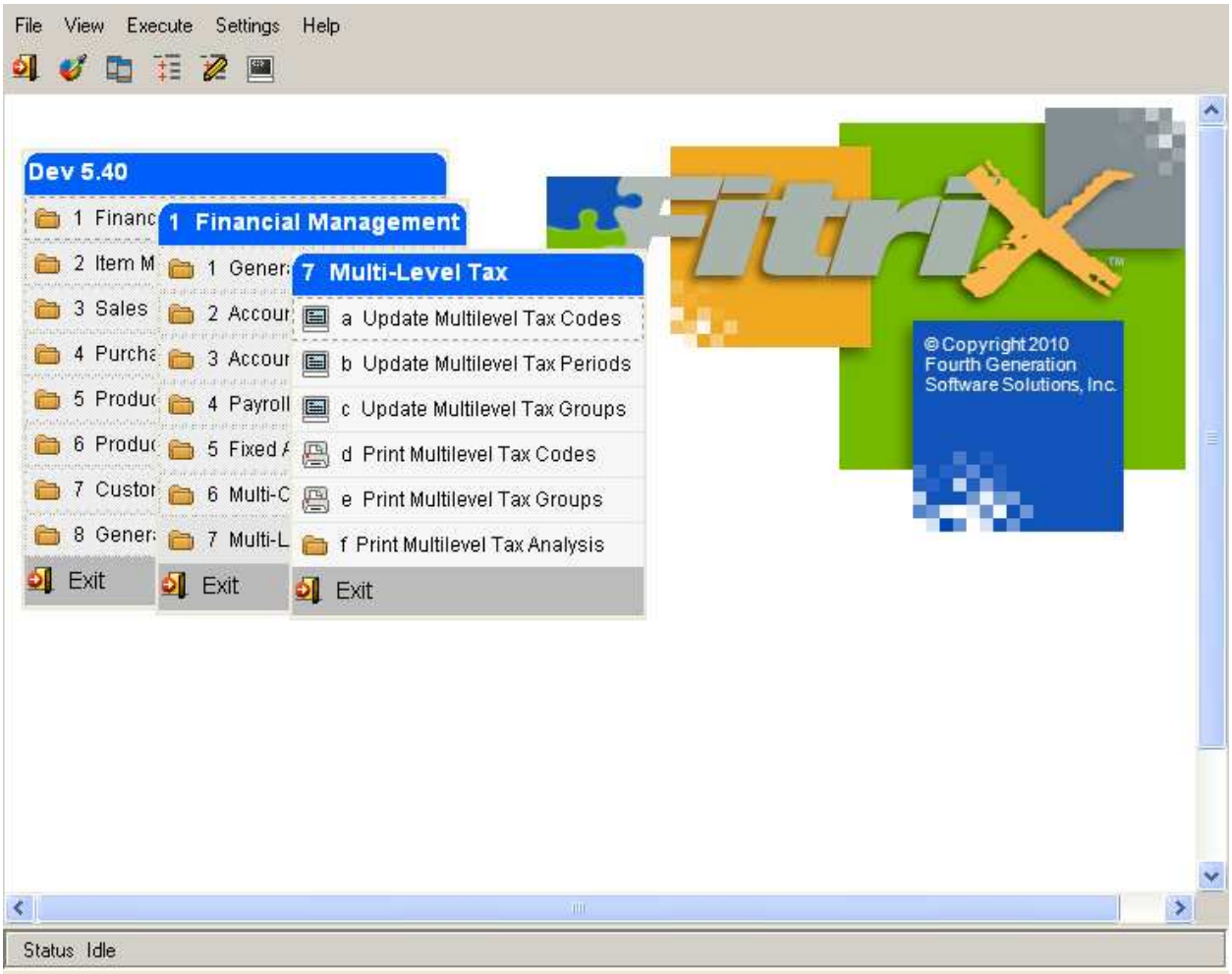
Menu path (3-2-4-c-j):

Update Printer Defaults – this program is used to set up default printers for outbound customer and vendor forms.

Click **Exit** to close the **Setup Company** menu.

Multilevel Tax

For multilevel tax recording and reporting purposes, there are three entry screens and three reporting options associated with Multilevel Tax. To view this screen from main menu select Financial Management and , then select Multilevel Tax.



The menu selections are:

- **Update Multilevel Tax Code -** A specific code that identifies a percentage for taxation.
- **Update Multilevel Tax Group -** A grouping of one or more tax codes that comprise a specific tax situation. For example, if a sales tax is comprised of a county and city tax, you would first set up a tax code for county tax, a tax code for city tax, and then set up a tax group that will be comprised of both tax codes. The cumulative should be set to (N) if tax is to be calculated on goods amount only and set to (Y) if tax is to be calculated on goods amount plus any tax amount for a tax that displays on a previous line.
- **Update Multilevel Tax Period -** A calendar period defined for calculating tax amounts for reporting purposes.
- **Print Multilevel Tax Codes -** Provides output options for the information defined for a tax code.

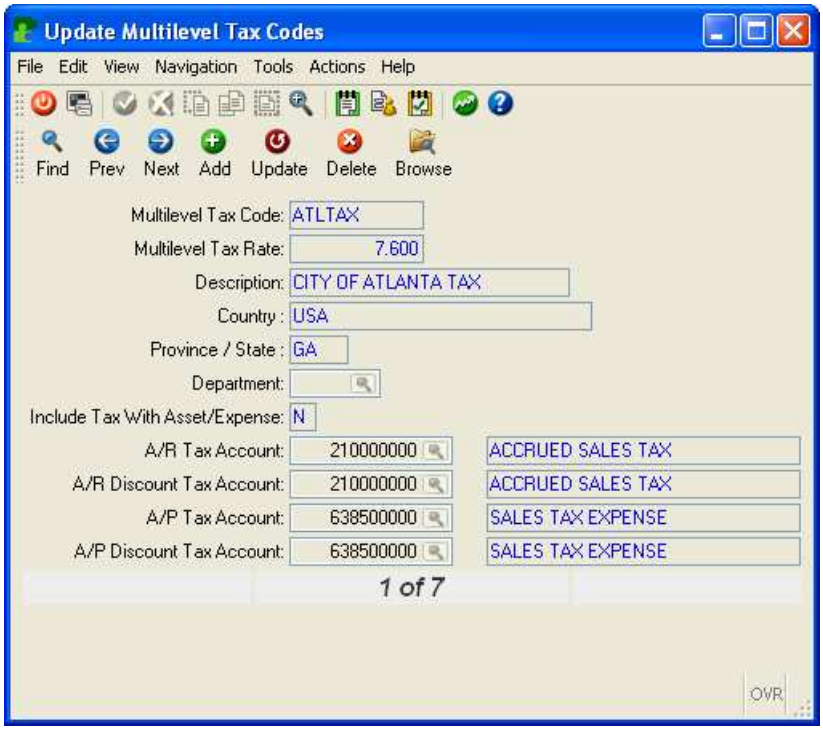
- **Print Multilevel Tax Group -** Prints with a breakdown of the Tax Codes the group is comprised of.
- **Print Multilevel Tax Analysis -** Prints a summary or Detail Analysis of tax amounts for Accounts Payable or Accounts Receivable for a specified time period.

Tax Codes

To view all of the Multilevel Tax Codes in the system:

Step	Action
1	Choose option **(a) Update Multilevel Tax Codes**. The Multilevel Tax Code data entry screen displays
2	Click the **Find** button
3	Press the **Enter** key. All multilevel tax code records are retrieved.
4	Click the **Nxt** or **Prv** buttons to navigate to the record you wish to view.
5	Update the record, and then click OK.
6	Press **Quit** to return to the Multilevel Tax menu.

Tax codes are defined for each tax rate in Update Multilevel Tax Code:



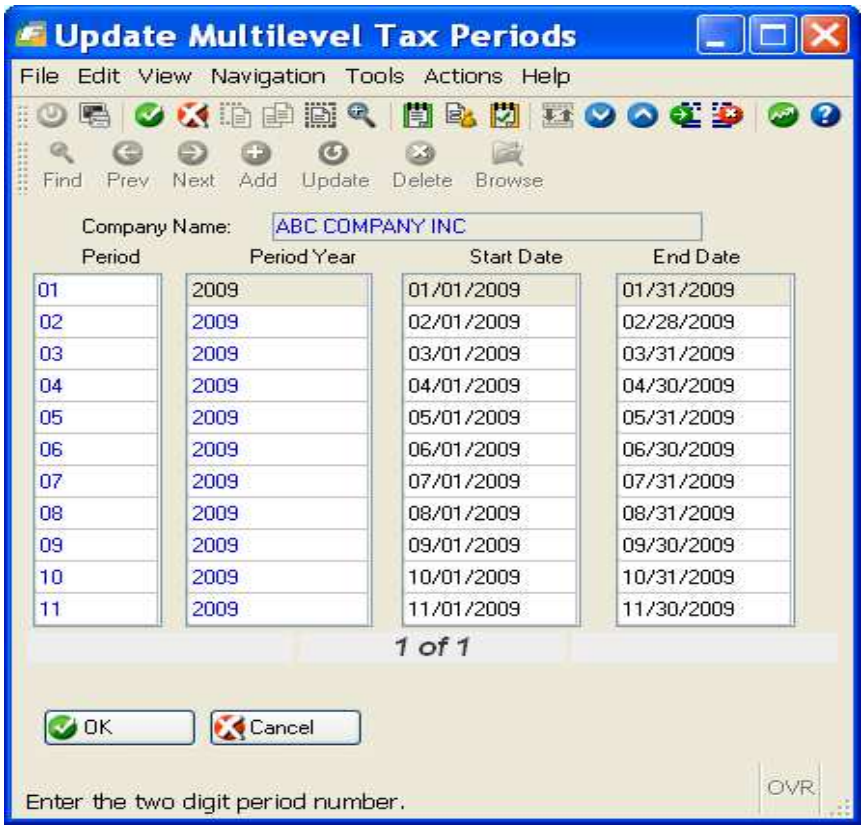
The field descriptions for this screen are:

Field	Description
Multilevel Tax Code:	User defined code unique for a specific tax rate.
Multilevel Tax Rate:	Tax rate entered as a percentage.
Description:	User defined description for tax code and rate.
Department:	Allows you to identify a specific department code for this tax to be posted to. If a department code is not entered, the tax will post to the department specified at the time the transaction is entered.
Include Tax with Asset/Expense:	If you want to include the tax amount with the cost of an asset or expense in the purchasing module enter (Y) in this field. This allows you to post the “fully landed” cost of an inventory or asset item. If you do not want to include the tax with the cost of an asset or expense, or if you do not have the purchasing module installed enter (N).
A/R Tax Account::	Enter the appropriate accounts receivable account number to which the tax will post. This field is required.
A/R Discount Tax Account:	Enter the appropriate amount of the discount subject to taxation for the accounts receivable account. If the Company Defaults Multilevel Tax field is set to “Y” and the Update Receivable Defaults Calculate Tax on Cash Discounts field is set to “Y”, the account entered here is the account that multilevel tax discounts are posted to.
A/P Tax Account::	This is the ledger account used by Update Payable Documents and Update Non-A/P Checks for this tax code. If documents are entered with this tax code, the tax amounts are posted to this ledger account. This field is required.
A/P Discount Tax Account:	Enter the appropriate amount of the discount subject to taxation for the accounts payable account. If the Company Defaults Multilevel Tax field is set to “Y” and the Update Payable Defaults Calculate Tax on Cash Discounts field is set to “Y”, the account entered here is the account that multilevel tax discounts are posted to. This field is required even if the A/R Discount Tax Account is set to “N”.

Tax Periods

Tax periods entered with the update Multilevel Tax Periods option enable you to run the Multilevel Tax Analysis reports for the precise periods that you want. You can use the periods defined here in the selection criteria screens when tax analysis reports are run.

Step	Action
1	Choose option **(b) Update Multilevel Tax Periods.** The Multilevel Tax Code data entry screen displays
2	Click the **Update** button. *Note:* Since there can only be one record in this file, only the update option on the menu can be used. The Add, Delete, Find, and Browse commands have been disabled.
3	**Update** the Tax Periods as required, and then click OK or press Enter.
4	Click Exit or press Quit to return to the Multilevel Tax menu.



Tax Group

Multilevel Tax Groups allow you to track multiple level of tax for a given document. To use multilevel tax groups you must define a Y in the Multilevel Tax Group Codes field on the Company Information form.

Step	Action
1	Choose option **(c) Update Multilevel Tax Groups** The Multilevel Tax Code data entry screen displays
2	Click the **Find** button
3	Press the **Enter** key. All multilevel tax groups are retrieved.
4	Click the **Nxt** or **Prv** buttons to navigate to the record you wish to view.
5	Update the record, and then click OK.
6	Click Exit or press **Quit** to return to the Multilevel Tax menu.

Field	Description
Multilevel Tax Group Code:	A unique User defined code identifying a tax group
Description:	Tax Group Description.
Tax Code:	Allows you to define at least one code for a Tax Group. You can have up to four tax codes.
Description:	System generated, based upon the tax code defined.
Rate:	System generated, based upon the tax code defined.
Cumulative:	Allows you to define "N" if the tax amount should be calculated on the net amount only or "Y" if the tax amount should be calculated on the cost of goods plus the amount of tax on those goods.

Click Exit or press Quit to return to the Multilevel Tax Menu.

Batch Control

NOTE: Batch control is covered in greater detail in Chapter 11 of the Getting Started with Fitrix User Guide.

Batch control is an optional feature that allows different users to independently enter separate batches in the same application at the same time. For example, before entering invoices in Accounts Receivable, user #1 will create a batch and a batch ID# will be generated. All data entry, edit list, invoice printing, and posting for user #l will be done within this batch. When user #2 enters invoices in Accounts Receivable, all of these transactions will be entered in a batch created by user #2. These transactions will post separately from those entered by user #1.

Batch control has been added to the following Fitrix modules:

Module	Application	Batch Type
Accounts Receivable	Update Receivable Documents Update Cash Receipts	AR CR
Accounts Payable	Update Payable Documents Update Checks	AP CD
General Ledger	Update General Journal	GJ
Order Entry	Update Invoices	OE
Purchasing	Update Receipts Update A/P Invoices	PR PU
Inventory	Update Inventory Adjustments	IC

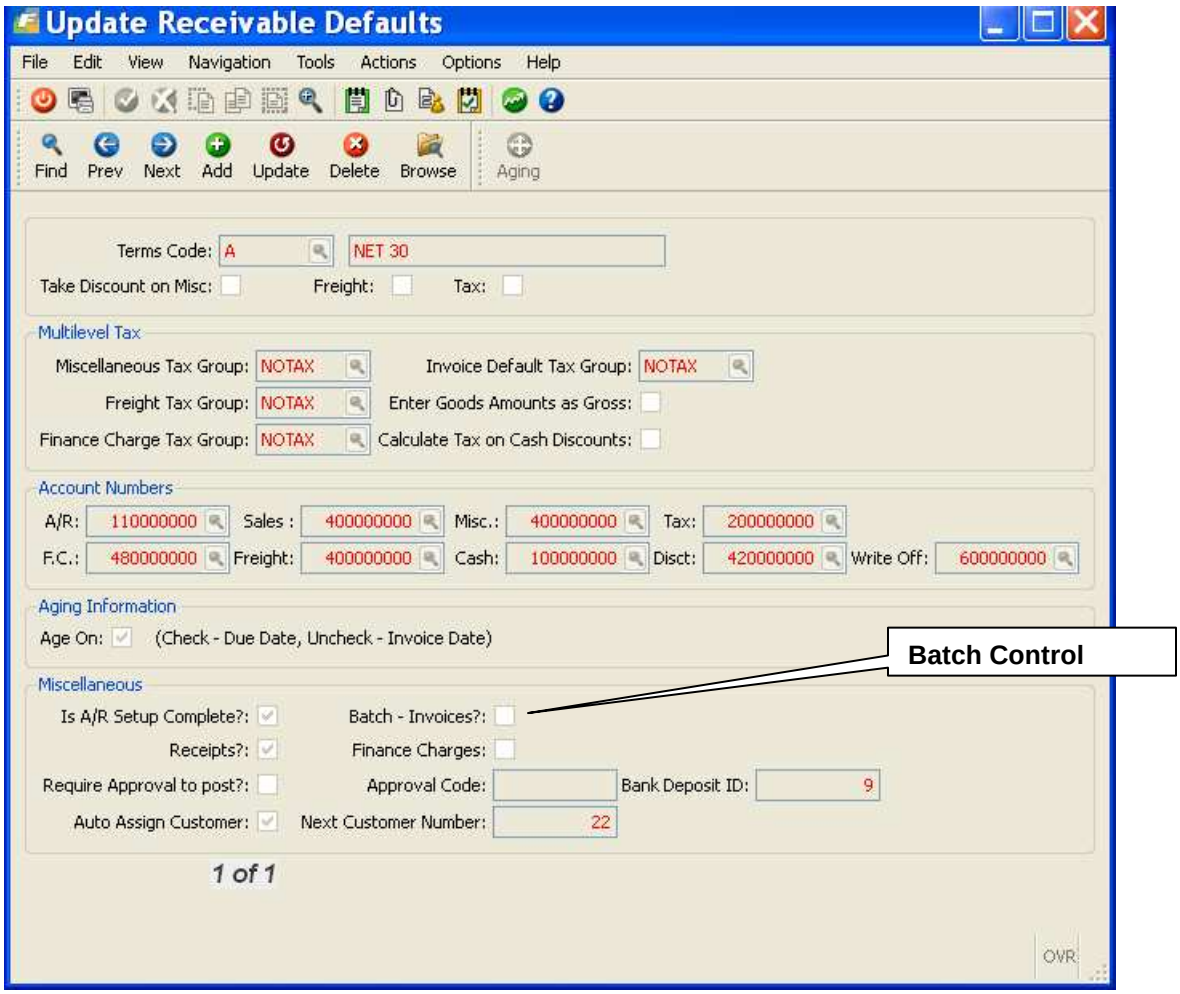
The mechanics of batch control are identical in each application.

Activating Batch Controls

TO ACTIVATE BATCH CONTROL (INITIAL SET UP):

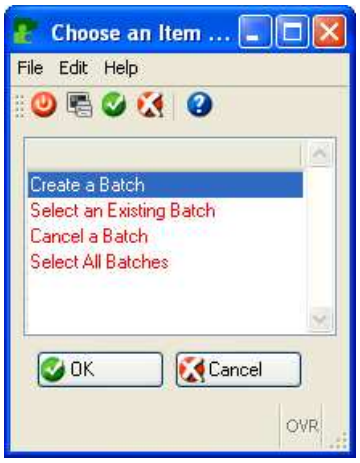
Step	Action
1	Select the Set up menu for each module and then select the update defaults menu.
2	Select update from the menu and move cursor to batch field.
3	From the **Batch** field, change flag to **Y** to activate batch control.

Step	Action
4	From the **Require Approval To Post** field choose **Y** or **N**. • If flag is set to **Y**, user will be allowed to enter transactions and perform other procedures but will not be allowed to post the batch until it has been approved for posting. • If approval is not necessary, the flag should bet set to **N**. *Note:* Once a batch has been approved for posting, the user can make no changes to the batch.
5	From the **Approval Code** field, enter the approval code needed to approve batches for posting. *Note:* The Code entered will not be visible on the screen. *Note:* If at a later date this code needs to be changed, original code will be needed to access this field.
6	Finish updating, and then click OK.
7	Click Exit or Press Quit to return to the menu.



Transaction Processing (using batches)

From a data entry screen that supports batches, click on the batch icon. The following picker window displays:



Create a Batch- This option will create a new batch. A batch must be created prior to entry of transactions. All transactions a user enters will go into this batch until the batch is posted or the user creates another new batch.

Select An Existing Batch- This is a zoom window that will display all active batches for the current batch type (batch type= AR, CD, GJ, etc.).

The various batch stages are:

ACT	Active batch
APR	Approved
CAN	Canceled batch
PST	Posted batch

First a prompt displays, “View Your Batches Only?” If Y is entered, only batches owned by current user will display and the user can select any batch from this list. If “N” is entered, user will be prompted for the approval code. All batches will be displayed regardless of owner and user can select any batch from this list.

Cancel A Batch - This option will cancel the current batch the user is working in. Only batches that don’t contain transactions can be canceled (batch must be empty).

Select All Batches - This option is a manager level function and the approval code is required to access this option. This option allows manager to view and edit all transactions in all active batches simultaneously. Batches can also be posted simultaneously without prior individual batch approval. Selecting a batch through Select An Existing Batch option will remove manager from All Batches mode.

Batch Approval

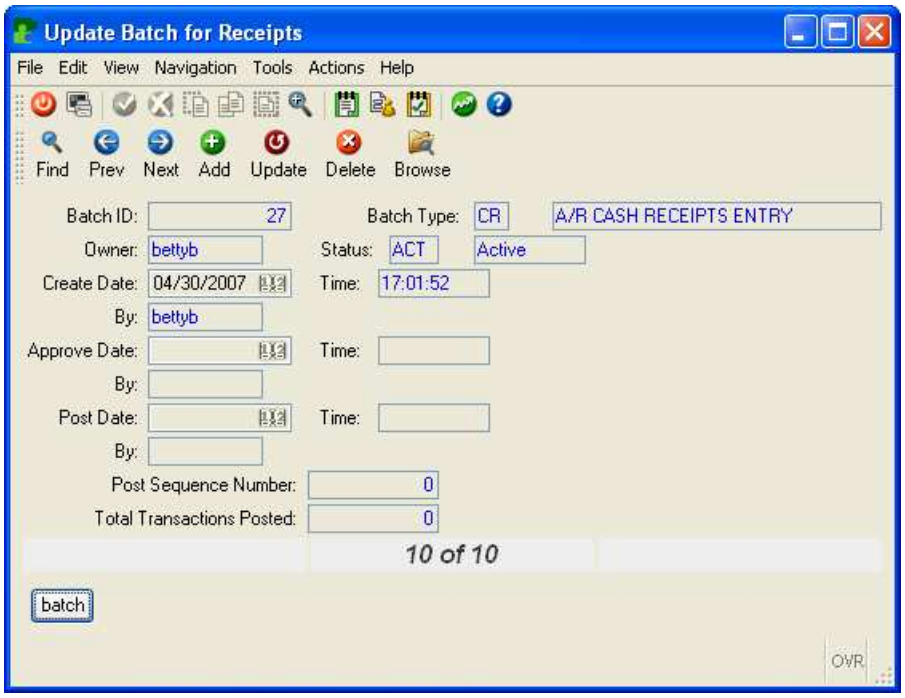
A Batch can be approved from the Administration menu or from within the application using the Batch Maintenance screen.

Administration Menu:

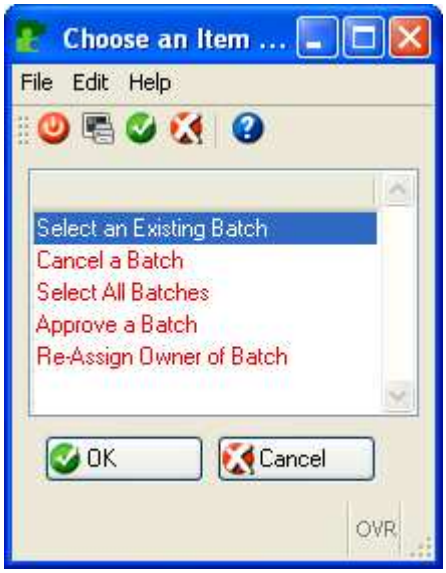
There is a menu option at the end of each Administration menu within each module. All batches regardless of module type can be reviewed and approved from the Administration menu.

Batch Maintenance (within Module):

When using the menu option to approve batches, users can only access and approve batches that have the batch type of the module (i.e.- AR, CD, GJ, etc.).



Step	Action
1	Choose option **Batch Maintenance**. From AR, AP, GL, or CD menus. The Batch Maintenance data entry screen displays.
2	Click the **Find** button
3	Press the **Esc** key. All batch control records are retrieved.
4	Click the **Nxt** or **Prv** buttons to navigate to the record you wish to view.
5	Select **Options** from the Action Menu, and then select batch from the action sub-menu.

Step	Action
6	The following picker window displays:  *Note:* If batch displayed on screen is approved (status = APR), picker window will not have an Approve option. It will have an Unapproved option instead.
7	Click the **Approve a Batch** option, and then click **OK.** *Note:* You can also unapprove or re-assign ownership of a batch using this procedure: • **Approve Current Batch** - Batch is now approved for posting and no changes can be made to the batch. • **Unapprove Current Batch** - this option is used to "unapproved" a batch previously approved in error. When a batch is unapproved, it can once again be accessed. (This option displays on the picker window in place of Approve Current Batch option if the batch has been previously approved) • **Re- Assign Owner Of Current Batch** - This function is used to re-assign an active batch to a different user.
8	The **Status** updates to **APR**. Click **Exit** or press **Quit** to return to the menu.

Learning Fitrix Review

Multilevel Tax, Administration, Setup Company, Return to Main Menu are menu options which appear on all Fitrix Accounting Menus and contain programs or information which are consistently used throughout the different modules.

Included in the base files for all accounting modules is the Set Up Company option which allows you to set up information that is shared and used consistently throughout the Fitrix Accounting System. Included in these base files are Company Information, Chart of Accounts, and Checking Account Numbers.

Update Ledger Accounts is where the Chart of Accounts is entered for any Fitrix Business Module.

Setting up Multilevel tax consists of defining Tax Codes, Tax Groups, and Tax Periods.

Multilevel tax analysis reporting can be summary or detail form for a defined Tax Period for either Accounts Receivable or Accounts Payable.

Batch processing allows different users to independently enter and post separate batches in the same applications at the same time.

Lab Exercise a: Commands

Data Entry Commands

Objective: To become familiar with the screen action commands.

1. **Open the Accounts Payable main menu. From the Main Menu, choose selection 3. You may type “3” or click on it to select it.**

2. **From the Accounts Payable main menu choose #3 Vendor Information. This will bring up all menu items used to develop and maintain the vendor codes.**

3. **From this menu selection choose "a" to select Update Vendor Information**.

4. **This will bring up a data entry screen, which allows you to add or update items related to this Vendor. There are many screen sections.**
    - The Menu Standard Toolbar at the top of the screen.
    - The Standard Toolbar is below it menu toolbar.
    - The Other toolbar is below the Standard toolbar.
    - The Action toolbar is below the Other toolbar.
    - The body of the document itself, which is the portion of the screen you will enter data into.

5. **Choose Find and let the cursor drop to the first field in the document (Vendor field). We are going to find all possible vendors, so we will not define any selection criteria in the screen display.**

6. **Click the OK button or press ENTER and the system will display all vendors in the database. It displays the vendor information one page at a time, so information for an individual vendor will be displayed on the current screen.**

7. **Choose (N)ext and the screen will display the information for the next vendor.**

8. **Choose (P) and the screen will display the information for the previous vendor.**

9. **Choose (B)rowse and the system displays a summary line of all the documents that were found. This allows you to view the items in a list and quickly allows you to identify the document you want. A menu displays, and the "action" functions will apply only to the "browse" screen. Try the "action" functions while in the browse screen.**

10. **Click OK to return to the original data entry screen.**

11. **Choose (F) and click the “Contact” field or press the TAB key twice to position the cursor in the "Contact" field. Rather than select all the vendors as we did previously, we will narrow our selection to a specific range of vendors by using relational operators to define selection criteria. With the cursor positioned on the "contact," enter "J*" and press ENTER. By using the selection of J* we have narrowed our range of selection to just those vendors whose contact person's name begin with "J".**

Other relational operators which can be used to define selection criteria include:

* asterisk; stands for any group of characters
? question mark; stands for any single character
> greater than; all values greater than the value entered
< less than; all values less than the value entered
>= greater than or equal to; all values greater than or equal to the value entered
<= less than or equal to; all values less than or equal to the value entered
<> or !; not equal to the value entered
= finds a null (empty) values
!= means not equal to

12. **(D)elete allows you to delete the document that is currently being displayed. There are exceptions to this; for example in AP a posted document cannot be deleted.**

ZOOM Command

Objective: To become familiar with Zoom Commands: Zoom and Auto zoom.

1. **Click Exit three times to return to the main menu and then go to (3) for Accounts Payable (1) for Payable Ledger, (a) for Update Payables Documents.**

2. **Choose (A)dd and position the cursor at the Vendor field. Notice the magnifying glass in the Vendor Code field.. This allows the user to view through "windows", items from which to make a choice in filling in this field.**

3. **Click the Zoom button (or press CTRL- Z) . Click the Search button.**

4. **Select the desired vendor by moving the cursor to the line with arrow keys and click the OK button (or press ENTER).**

5. **Click the Cancel button (or press ESC) to exit from this document.**

7. **Click exit to return to the Payable Ledger menu.**

8. **Select Update Payable Documents again.**

9. **Choose (a)dd and position cursor on vendor field.**

10. **Enter "1*" and ENTER to display all the vendors whose code begins with 1.**

11. **Press ESC to return to the Vendor field without selecting a vendor code.**

12. **Now enter "1*" in the vendor field and press TAB to auto zoom to the display of all vendor codes beginning with 1.**

    Note that the difference between using the zoom picker window with a selection screen and an auto zoom is the time required displaying the windows and entering selection criteria. Auto zoom allows you to shortcut those steps, if a portion of the data is known.

13. **Click the Cancel button (or press ESC).**

14. **Click exit three times to return to the main menu.**

Lab Exercise b: Company Set Up

Objective: The purpose of this lab is to show the user how to set up the company that is going to be used for accounting and distribution applications.

Company Information

1. **Choose General/Administrative from Main Menu.**
2. **Choose Setup Company**
3. **Choose Accounts Payable from Main Menu.**
4. **Choose (9) from Accounts Payable Menu (Setup Company).**
5. **Choose (a) from Setup Company menu.**
6. **Choose Update from action toolbar.**
7. **Change 'Address1' to "1234 Main Street", press TAB. Press Ctrl TAB or click on the Detail button to move to the detail part of the screen. Position your cursor below the last department/description entry.**
8. **Add in department 400 with a description of 'Southern Distribution Center'.**
9. **Click the OK (or press ENTER) to save.**
10. **Click Exit or press (Q) to return to the Setup Company menu.**

Print Company Information

1. **Choose (b) Print Company Information.**
2. **Redirect to the screen. The company control record now prints to the screen.**
3. **Press (Q) and click Finished button to return to the menu.**

Update Account Number Ranges

1. **Choose (c) to 'Update Account Number Ranges'. These are the actual ledger categories that will be used for transaction processing and reporting. The ranges are 9 digits and their descriptions are 15 characters. You can use any numbers you desire, but the categories must be in ascending order and these cannot be changed once processing starts.**
2. **Click Exit or press (Q) to go back to the menu.**

Print Account Number Ranges

1. **Select (d) 'Print Account Number Ranges' to print a report identifying the account number ranges. Redirect to the screen. Press (Q) and click Finished button to return to the menu.**

Update Ledger Accounts

1. **Choose (e) to 'Update Ledger Accounts'. The account number is user defined.**
2. **Choose Find and press (ENTER) to find all account numbers. The 'Account Number' must fall within the range of Account Number ranges.**
3. **The 'type' is system-generated based on the account number and its placement relative to the 'Account Number Ranges'. The 'description' is user generated and is the NAME for that account. The 'subtotal group' provides a heading, under which the account will print, for financial reporting.**
4. **Press (Q) to return to menu.**

Print Ledger Account

1. **Choose (f) to 'Print Ledger Account' this will allow you to print a report of ledger accounts. Redirect to the screen. Press (Q) and click Finished button to return to the menu.**

Update Checking Account

1. **Choose (g) to 'Update Checking Accounts'.**
2. **Do Find and ENTER to find all checking accounts on file. These records need to be set up so that checks can be printed from A/P. If the checking account does not exist, then no checks can be printed out.**
3. **Click Exit or press (Q) and then the ESC key twice to go back to the main menu.**

Lab Exercise c: Set Up Multilevel Tax

Objective: To set up the Multilevel Tax codes used for calculating taxes on items that are purchased and sold.

Tax Codes

1. **Select Update Multilevel Tax Codes from the Financial management and Multilevel Tax Menus.**

2. **Find all the existing tax codes supplied with database. Notice the "NOTAX" Code that is set up.**

   The "NOTAX" or null tax code must be defined for items that are not taxed.

3. **Begin by defining three new tax codes for the Southern Distribution Center (department 400). (Press ESC after each one to store.)**

TEXTAX	6.5%	Texas State Tax	No do not include
TRVCO	1%	Travis County Tax	No do not include
ASTCTY	1%	Austin City Tax	No do not include

   All three new tax codes have the following General Ledger Accounts:

   A/R Tax Account and A/R Discount Tax Account = 210000000

   A/P Tax Account and A/P Discount Tax Account = 638500000

4. **Press enter or click OK to store.**

5. **Click Exit or press (Q) to return to the menu.**

Tax Periods

1. **Select Update Multilevel Tax Periods.**

2. **Define monthly tax periods for the next year after the current year beginning with January for period 1 by choosing (U)pdate. Entry will be:**

Period	=	01
Period Year	=	2008
Start Date	=	01012008
End Date	=	12312008

   Open all periods for 2008.

3. **Press (ENTER) to store.**

4. **Click Exit or press (Q) to return to the menu.**

Tax Groups

1. **Select Update Multilevel Tax Groups from the Multilevel Tax Menu.**

2. **Choose Find and ESC to find all the existing Tax Groups defined.**

3. **Add the following Tax Group:**

   TRVCO for Travis County Tax Reports

   Tax Codes:
   TRVCO (non-cumulative tax rates)

   ASTCTY (non-cumulative tax rates)

4. **Click OK button (or press ENTER) to store tax code entered and (Q) to return to the menu.**

5. **Select Print Multilevel Tax Groups and redirect to the screen.**

6. **Press (Q) , click Finished button, and then ESC key until you are back at the main menu.**

Learning Fitrix Summary

The following points of training were covered in this Chapter. If you feel that you have not mastered all objectives, go back and review those sections.

- Fitrix Accounting System Overview
- Fitrix Menus and Data Entry Commands Overview
- User Control Libraries access buttons and keyboard shortcuts
- Set Up Company menu and options
- Set up Multilevel Tax codes
- Introduction to Batch Processing

Chapter 2 - 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

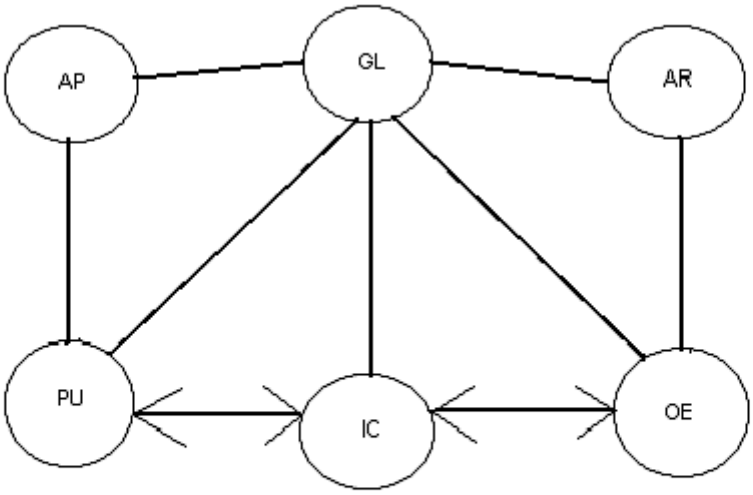
What Relation does Inventory Control have to Other Fitrix Modules?

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.


AP
GL
AR
PU
IC
OE

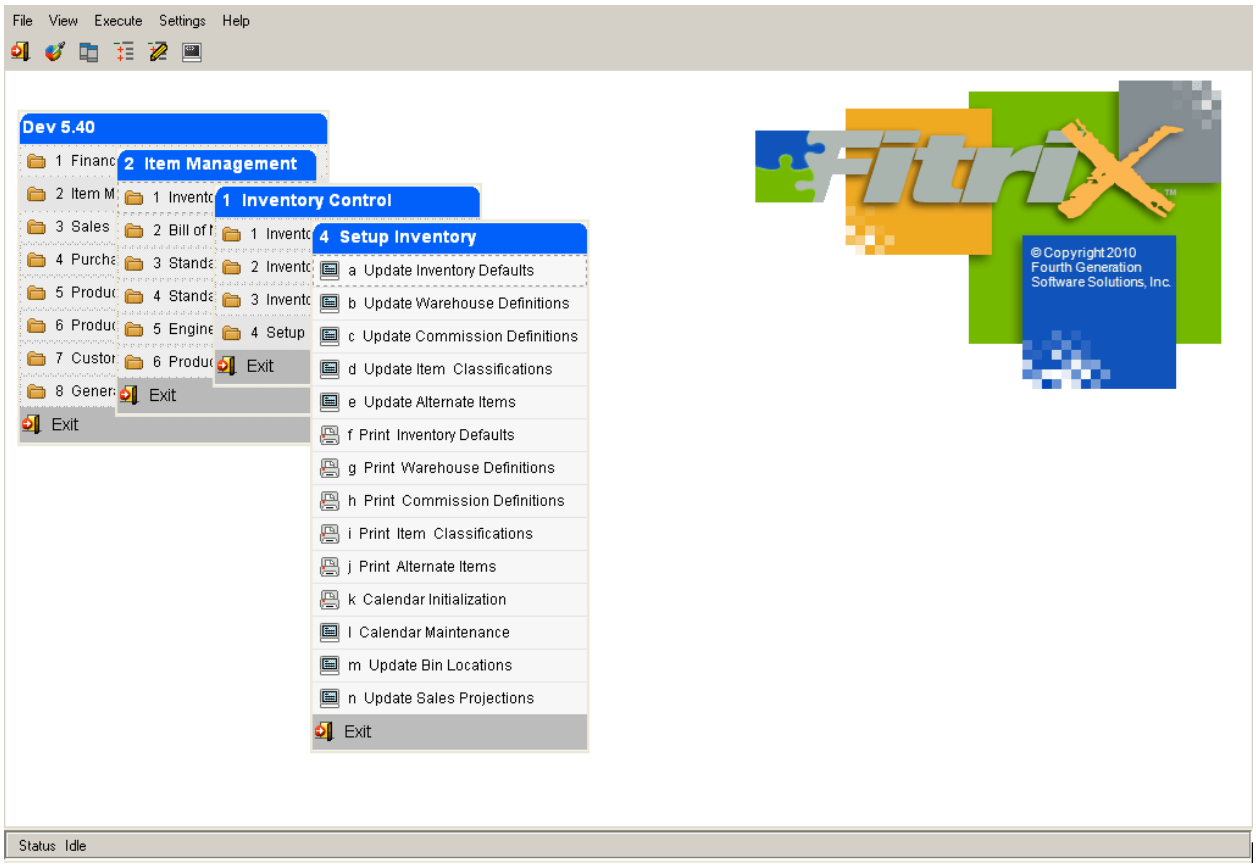
Inventory Control Set Up

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

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.**

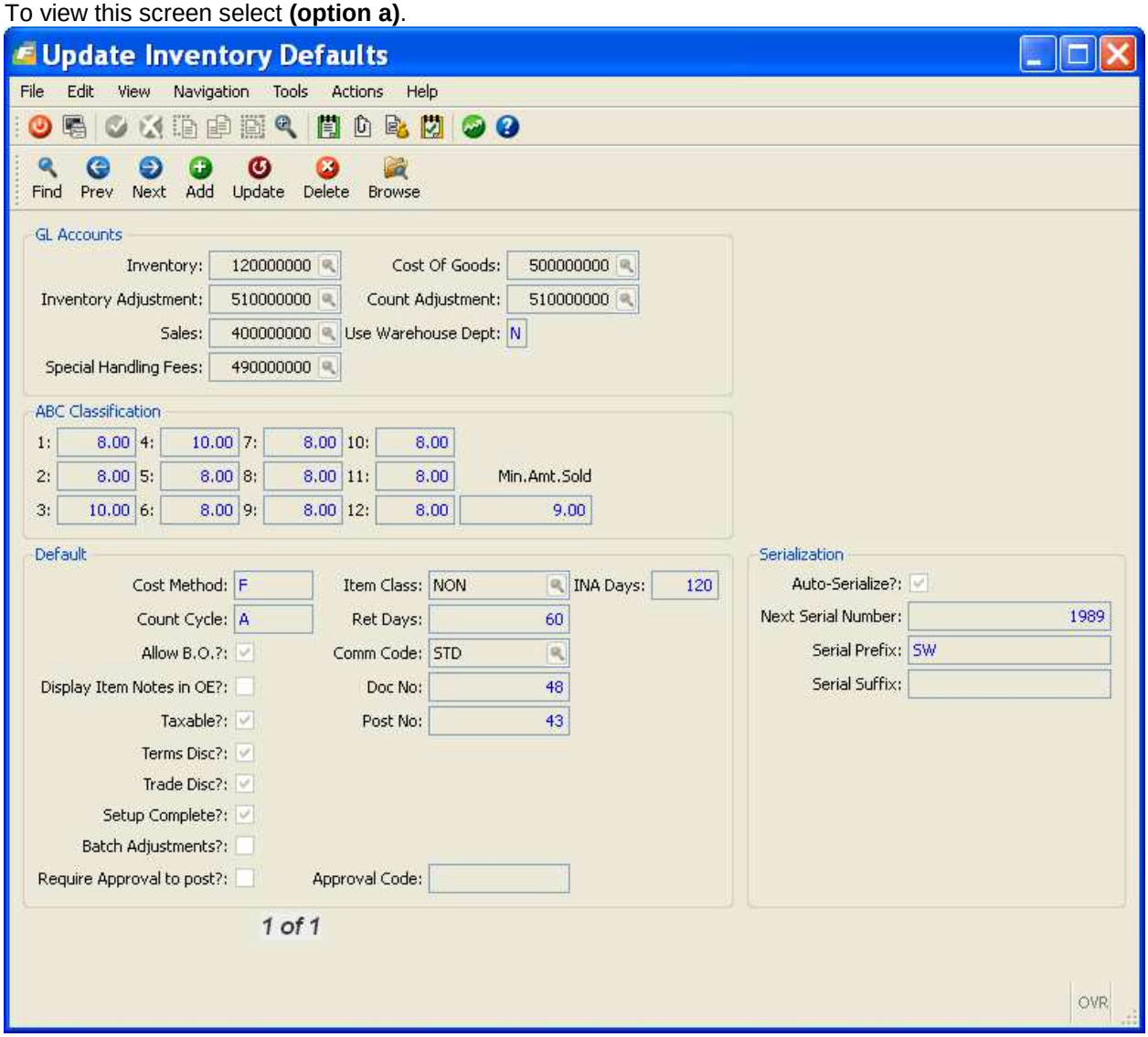


Note: Update Warehouse Definitions and Update Commission Definitions are duplicated in the Order Entry package. If you have already set these files up, it is not necessary to repeat the process for I/C.

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). *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
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.

Field	Description
Display Item Notes in OE	If this is checked any freeform notes entered at the item level will display in Sales Order entry.
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. Enter Y or N for the default. The systems 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 ues 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.
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.

Field	Description
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.

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).

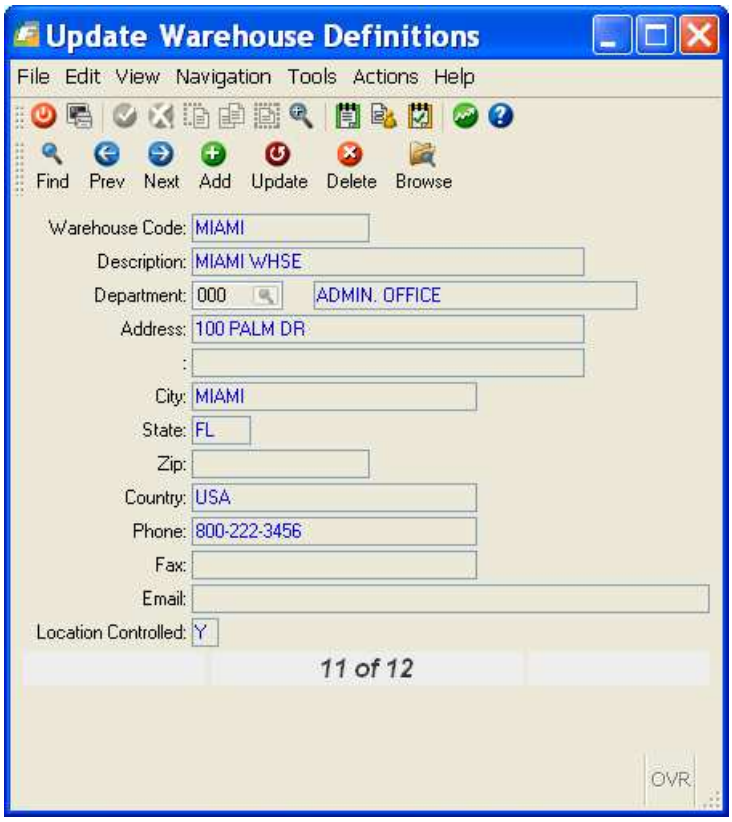
FIFO (First-In First-Out) – This method tracks cost by assuming that items sold or otherwise removed from inventory are the oldest; that is, first purchased items. The value of your inventory is therefore based upon the most recently purchased items. The system maintains a record of the number of items 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.

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:

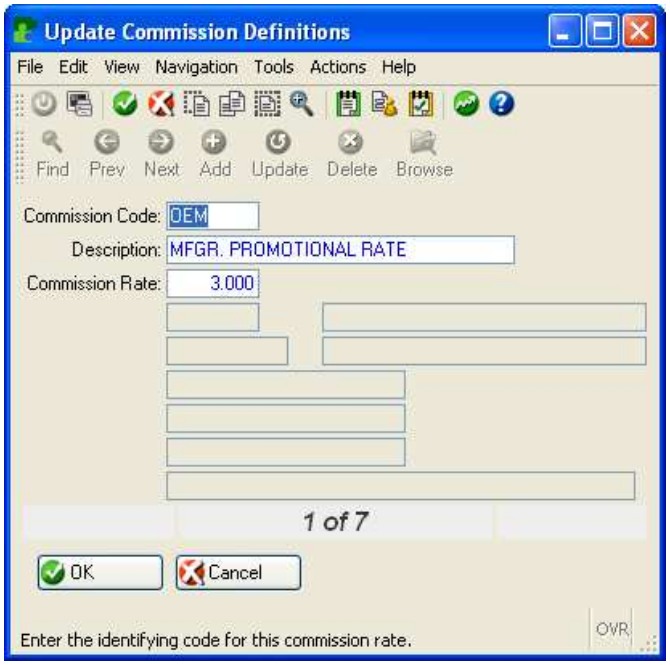
Field	Description
Warehouse Code	This is a unique 10-character alphanumeric code that identifies the particular warehouse.
Description	Warehouse description. This alphanumeric field stores the description of the warehouse. It may be up to 30 characters in length.
Department	Department Code. In this field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

Field	Description
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)**.

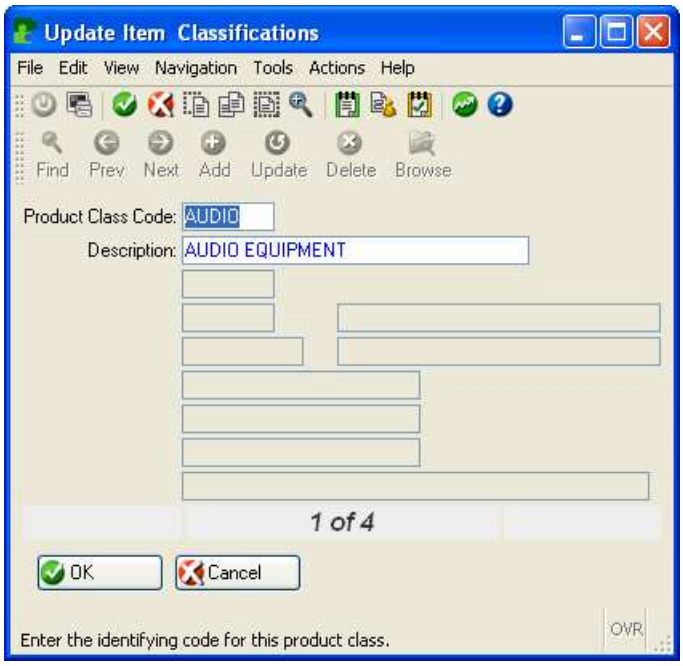


Field	Description
Commission Code:	The code for the commission amount and type.
Description:	A description of the commission type.
Commission Rate:	The percentage of commission.

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.

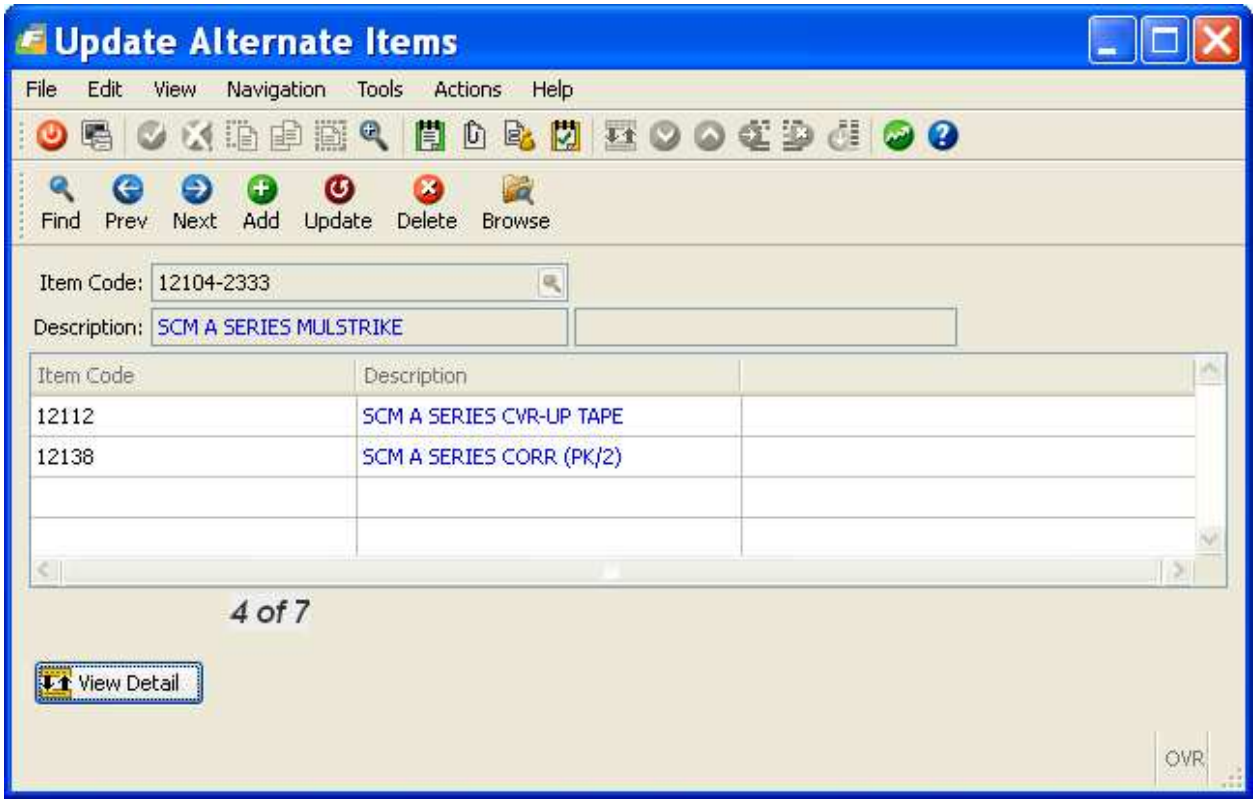
To view this screen, select **(option d)**.



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

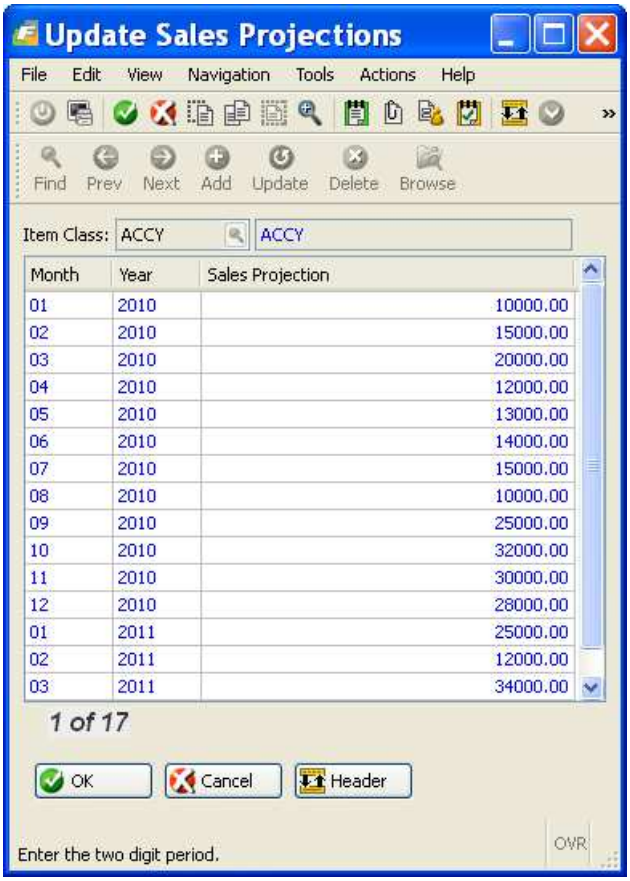
Through this option you enter the bin locations for your warehouse. When moving inventory (receiving, shipping, transferring) a valid bin location must be used.

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

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).**



The next four options of the setup menu are print options that you can use to view or print out copies of the information you have entered with the four previous Update options.

Print Inventory Defaults (option f).

Print Warehouse Definitions (option g).

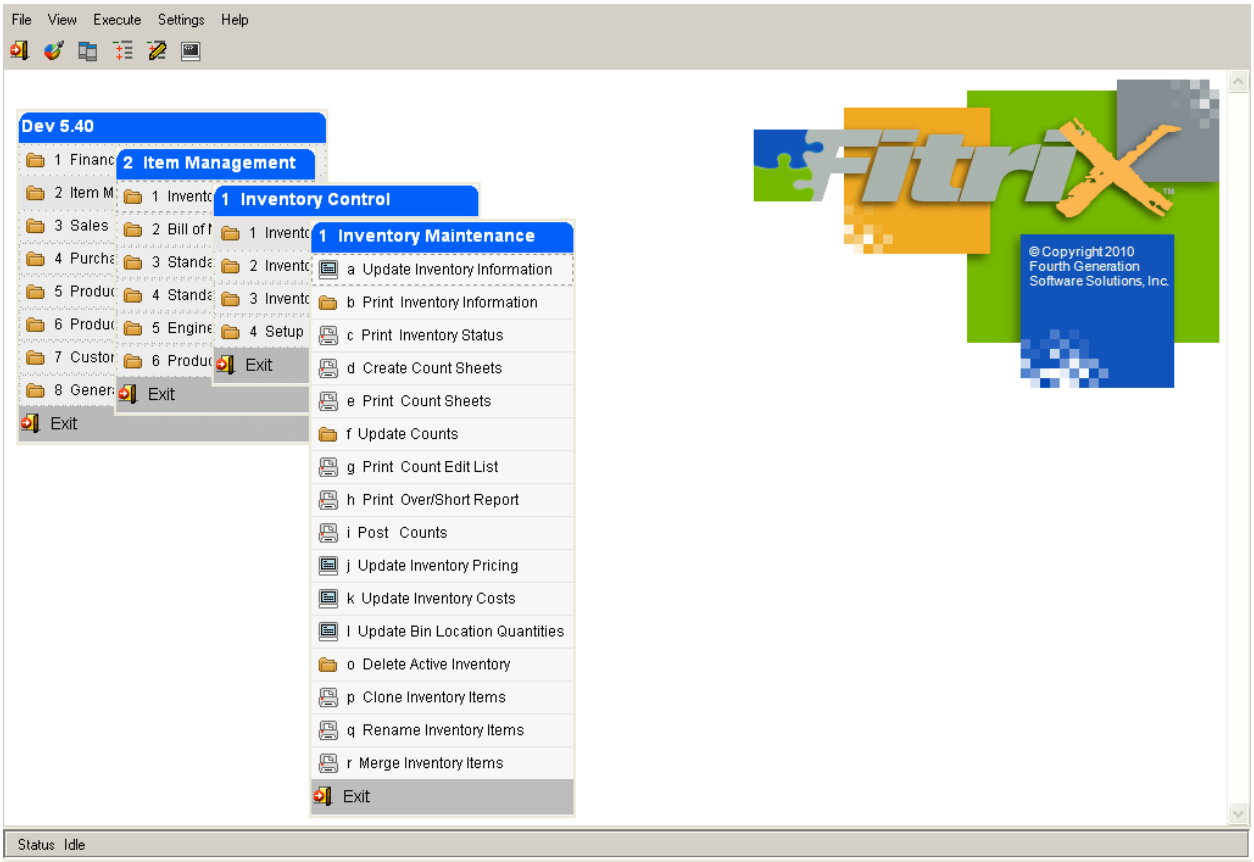
Print Commission Definitions (option h).

Print Item Classifications (option i).

Print Alternate Items (option j).

Inventory Maintenance

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

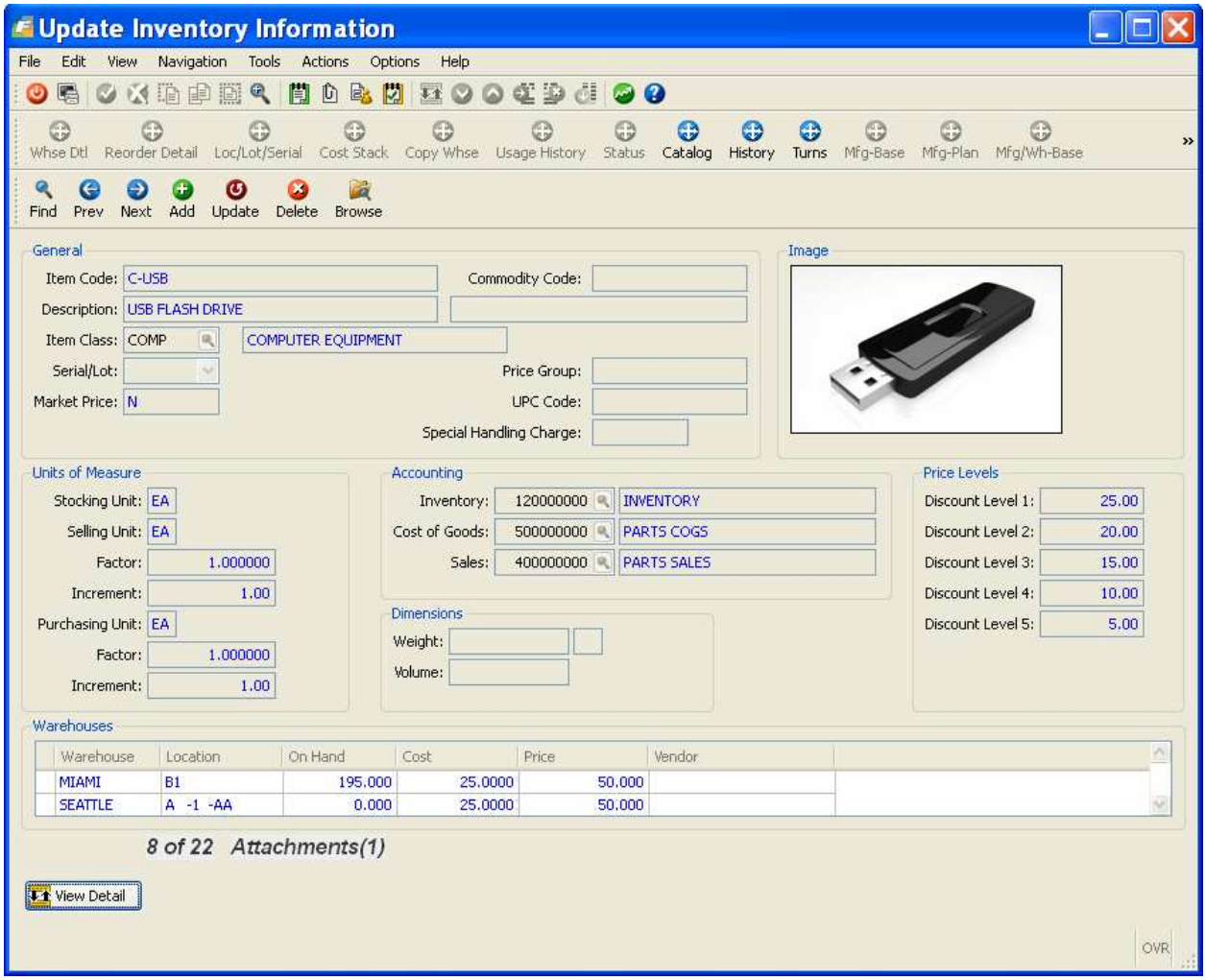


Update Inventory Information - Allows you to update inventory items individually.
Print Inventory Information – Allows you to print information about items in inventory.
Print Inventory Status – Allows you to print inventory information entered on the Maintain Inventory Item screen.
Create Count Sheets – 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 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.
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.
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.
UPC Code	Enter UPC Code.
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
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:	Sell conversion factor. You can enter the decimal conversion factor that converts stock units to sell units. For example, if you stock an item in eaches and sell the item in cases and there are 6 stocking units per case, the sell conversion factor is 6. When you sell 1 case inventory on hand will be decreased by 6. *Note:* The system is capable of calculating the decimal equivalents of reciprocals such as 1/6. Enter a –6 in the Conversion factor and the system will calculate .166667, enter –2 to get .500000, just as an example.
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).

Field	Description
Conversion Factor:	Purchase conversion factor. This is the numeric conversion factor that converts the purchase units to stock units. For example, if you purchase by the case, stock individually, and the quantity per case is 24, the conversion factor will be 24. When you receive one case, inventory on hand will be increased by 24.
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.
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.
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 available.
Cost	Standard cost paid per 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).

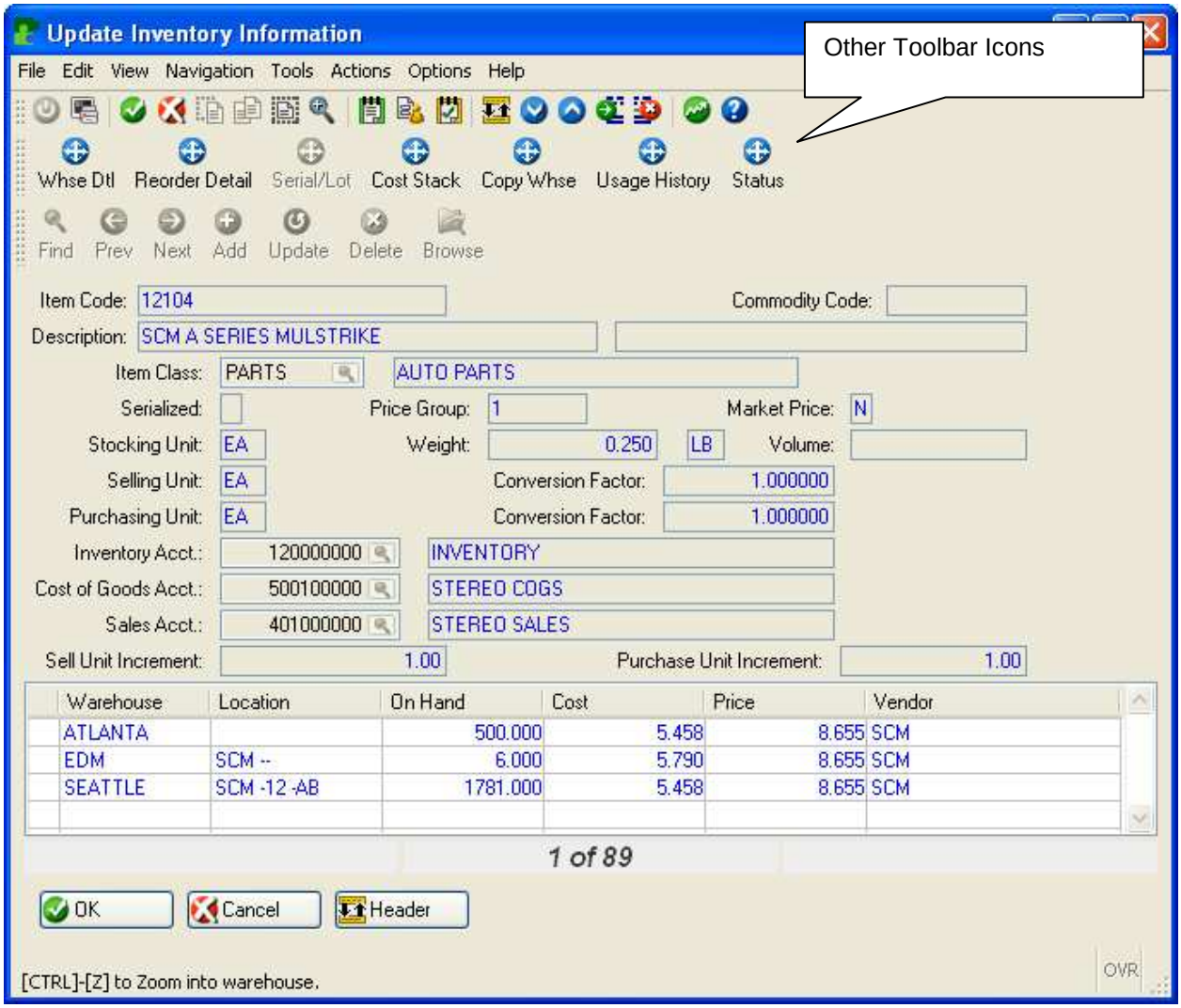
Maintain Inventory Item Detail

A great deal of information about the inventory item is stored at the warehouse level and the use of warehouses allows you to have multiple sets of this information for a single item.

Click on **Detail** or press **Ctrl TAB** to move to the detail section and depending on the “mode” you are in when do this (Add, Update or View) is what you will be able to do in the warehouse detail.

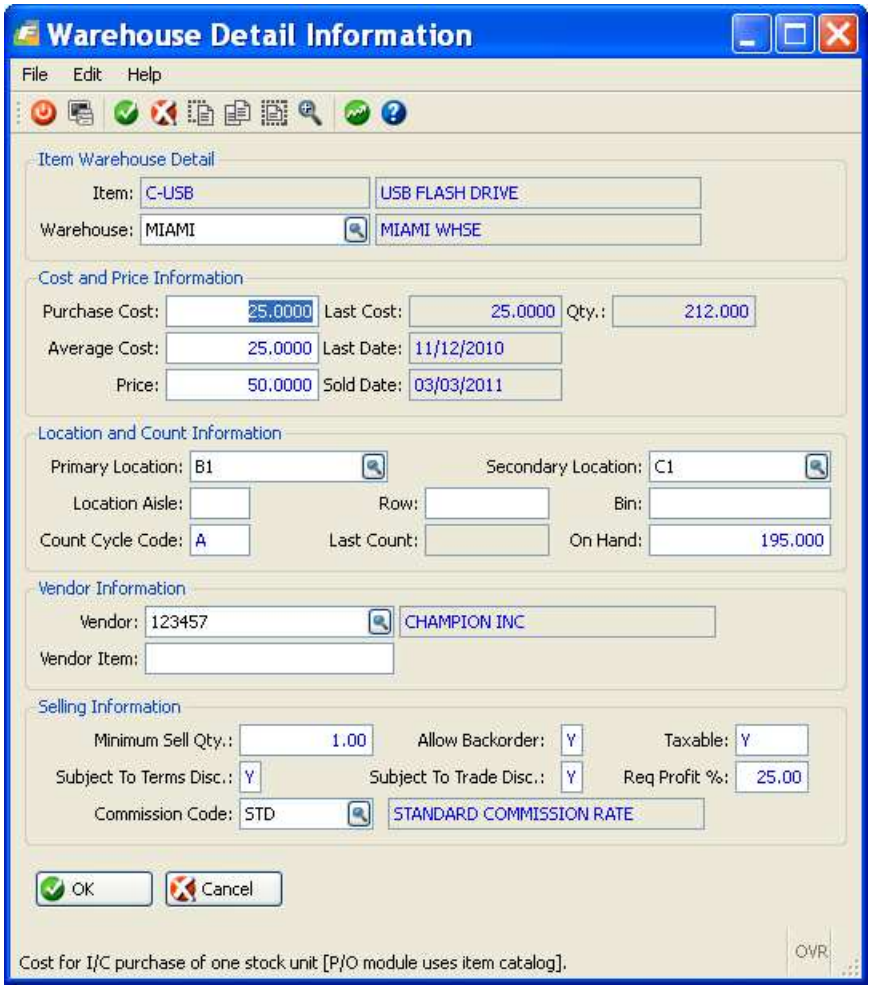
Warehouse Detail

From the detail section you can add, update or view more specific information for an item in a specific warehouse via the icons on the Other toolbar while on the detail line for the warehouse. The icons will either be active or grayed out depending on the “mode” you are in (Add, Update, or View).



Modify Warehouse Detail

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
Purchase Cost:	Enter or update the standard 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.
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.

Field	Description
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:

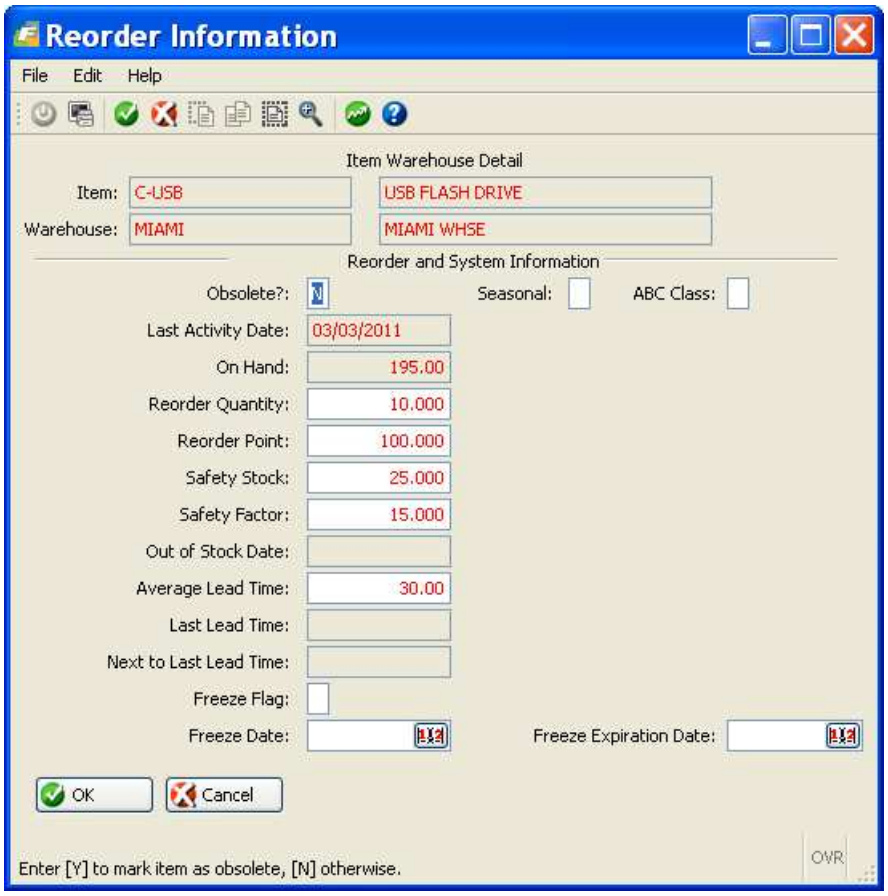
Field	Description
Minimum Sell Qty:	You can enter this number up to seven digits, which indicates the minimum quantity (in stock units) that a customer must purchase on a single order line.
Allow Backorder:	Enter Y or N as to whether you allow this item to be backordered or not.
Taxable:	Controls taxation 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.

Field	Description
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.



The lower portion of the screen labeled Reorder and System Information and contains the following fields.

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).
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	This field has up to two alphanumeric characters that you set as a freeze flag for your inventory items that require one. You use a freeze flag to “lock” an item and have the computer skip over this item when resetting order parameters, typically at month-end. For certain items, e.g., new stock items, priority stock, contracted stock, ordering parameters should be set manually because usage rates and/or history is not representative of the item’s activity. Freezing an item may be either temporary or permanent. *Note:* This value is only used if Replenishment is installed.

Field	Description
Freeze Date	This field holds the date (mo/da/yr) when the item freeze is to start. *Note:* This value is only used if Replenishment is installed.
Freeze Expiration Date	This field holds the date that, if the freeze is temporary, will end the freeze on the date you specify. *Note:* This value is only used if Replenishment is installed.

View FIFO/LIFO Cost Stack

Click on the Cost Stack icon.

You may purchase items at different costs from different vendors and the system keeps track of this information via the cost stack.

The top portion of the screen contains basic header information. The lower portion has the following columns:

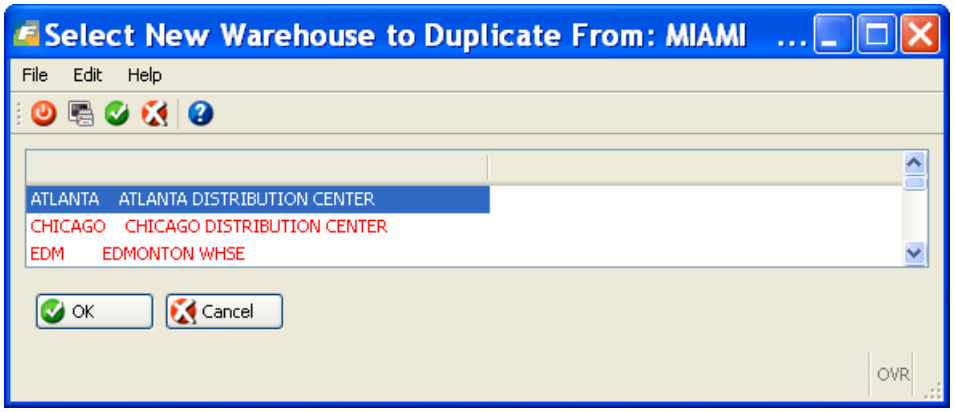
Field	Description
System Hierarchy No.	System assigned hierarchy number.
Quantity	Number of items at a particular cost.
Cost	Cost of one stock unit of the item for this tier of the cost stack.
Vendor	This identifies the vendor who sold you the inventory.

Note: This is just the view option; when you are setting up the I/C module, you can enter cost stack information via this screen.

Copy Warehouse to Another

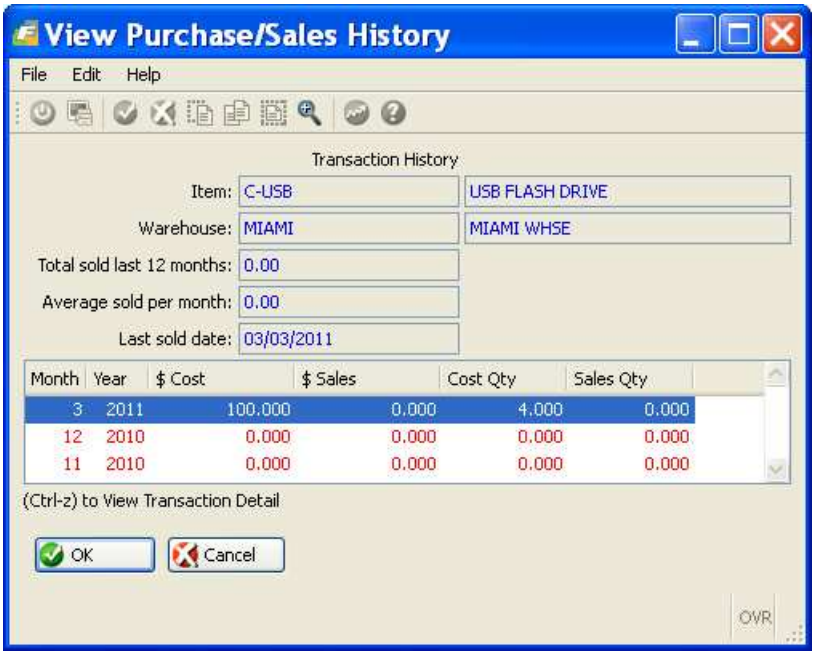
Click on the Copy Whse icon.

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.

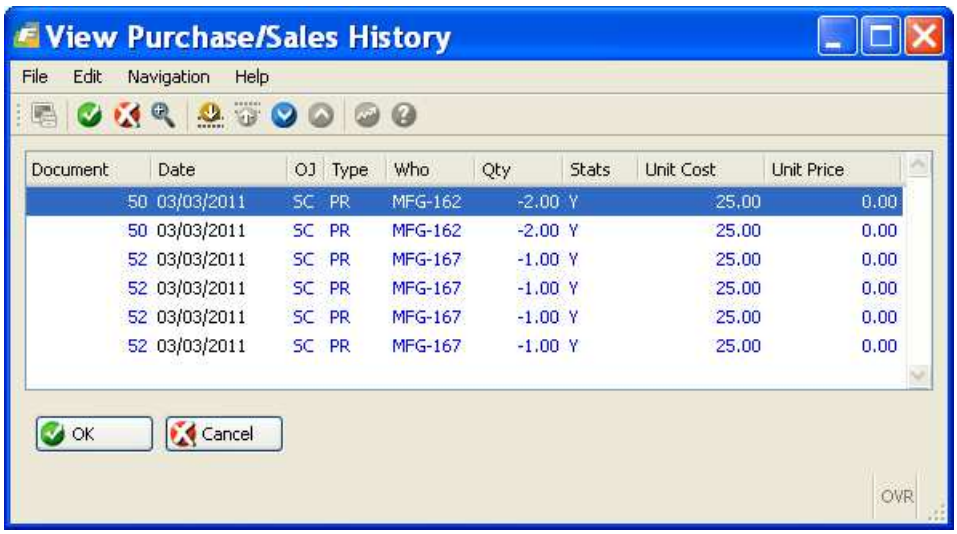


View Transaction History

Click on the Usage History icon.



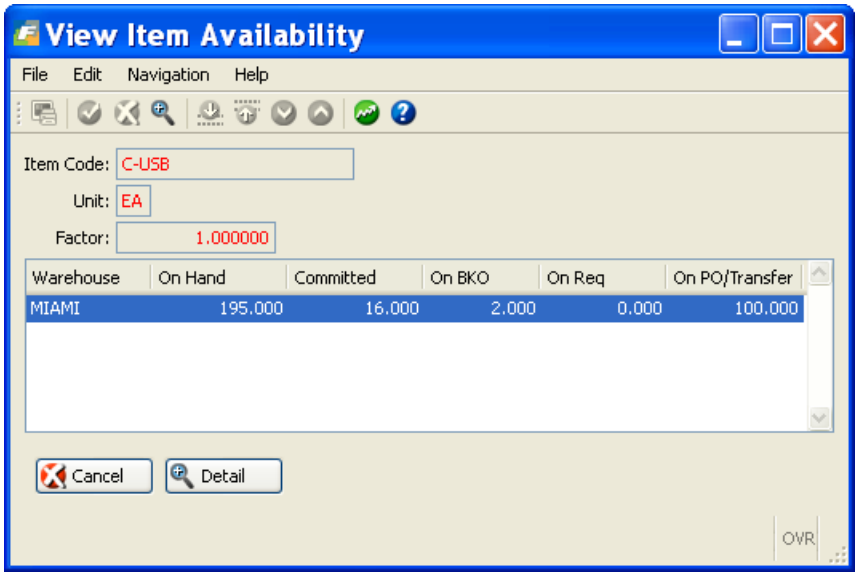
The top portion of this screen has the item code and warehouse code. Inventory items can have year, cost, sales, and quantity. You can zoom to see the detail that makes up the totals on the screen pictured above.



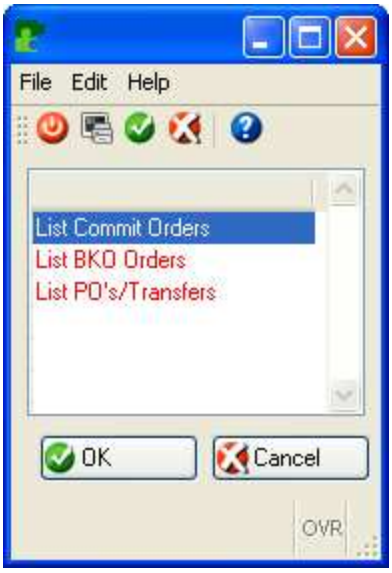
View Item Status

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.



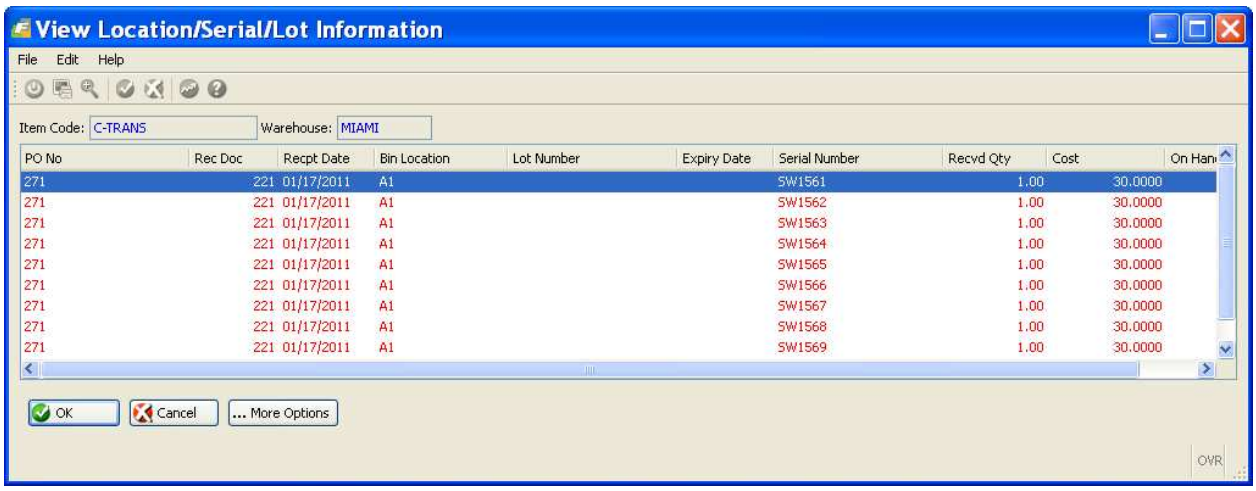
You can zoom in further to see the details that make up the various quantities.



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.



PO No	Rec Doc	Recpt Date	Bin Location	Lot Number	Expiry Date	Serial Number	Recvd Qty	Cost	On Han
271	221	01/17/2011	A1			SW1561	1.00	30.0000	
271	221	01/17/2011	A1			SW1562	1.00	30.0000	
271	221	01/17/2011	A1			SW1563	1.00	30.0000	
271	221	01/17/2011	A1			SW1564	1.00	30.0000	
271	221	01/17/2011	A1			SW1565	1.00	30.0000	
271	221	01/17/2011	A1			SW1566	1.00	30.0000	
271	221	01/17/2011	A1			SW1567	1.00	30.0000	
271	221	01/17/2011	A1			SW1568	1.00	30.0000	
271	221	01/17/2011	A1			SW1569	1.00	30.0000	

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 ending price.

Begin Price	End Price	Commission %
75.0000	80.0000	5.00
80.0001	85.0000	6.00
85.0001	90.0000	7.00
90.0001	95.0000	8.00

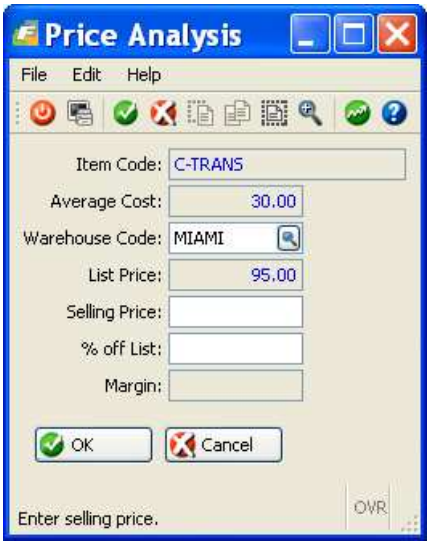
Alternate Items

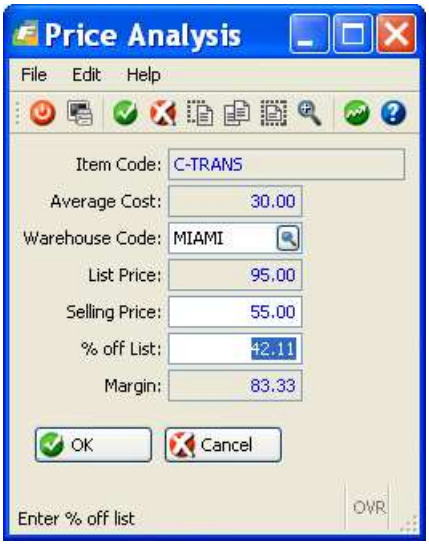
Click on the Alternate Items icon to set up alternate or substitute items for your item. This screen program can also be accessed from the Set Up Inventory menu as discussed above..

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:

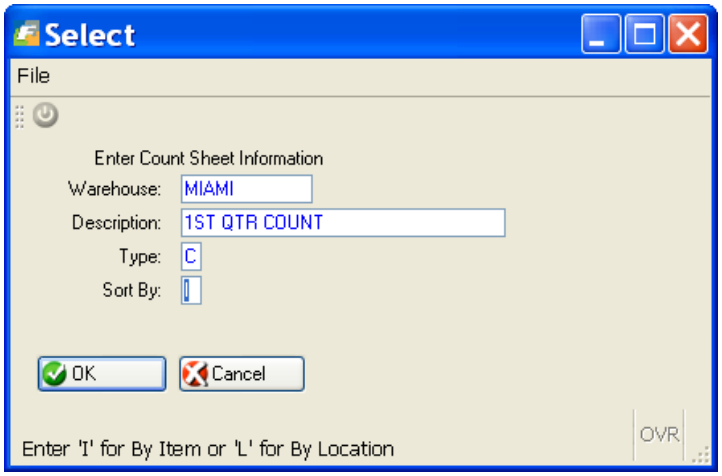
Summary List by Item Code
Summary List by Item Class
Detail List by Item Code
Detail List by Item Class
Print Inventory Labels

Inventory Counts

To view this screen select option (d)

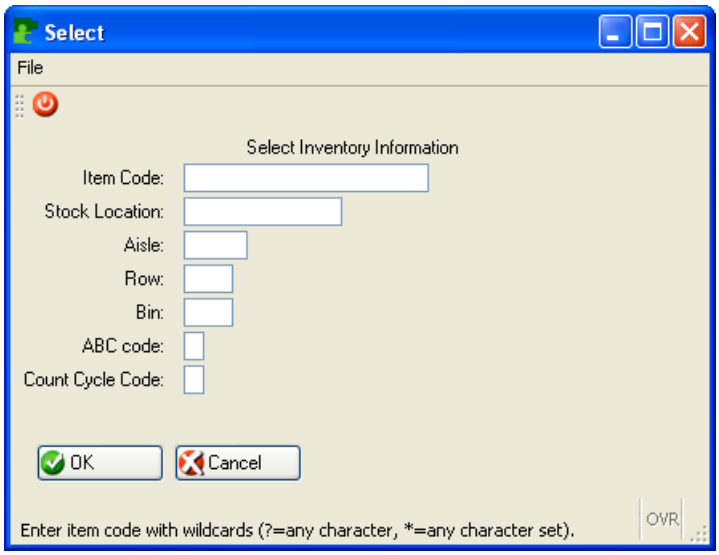
Cycle counts are a way to count your inventory in blocks. You might do as many as 200 cycle counts per year where different combinations of inventory are counted. The Create Count sheets menu item lets you produce Count Sheets used to take a physical inventory of your warehouses.

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

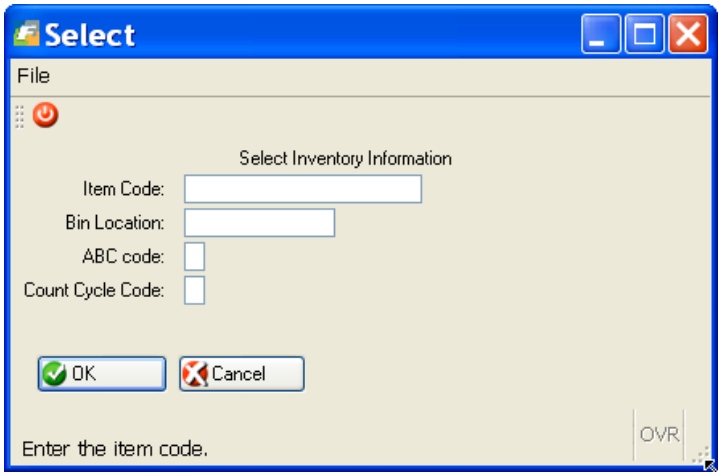


If you create the count sheet for a Cycle count, then the system will print the current quantity on hand on the count sheet; for a Blind count, the system will not print quantity on hand on the count sheet.

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.



If the warehouse has Location Controlled = Y, then this screen displays instead:



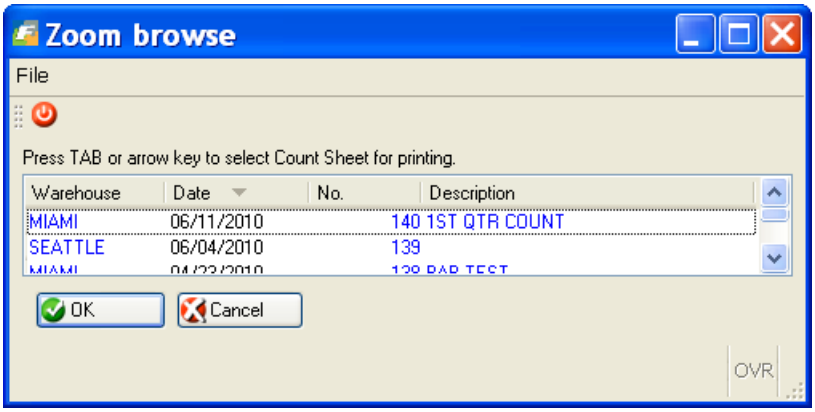
Follow these steps to create count sheets.

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.

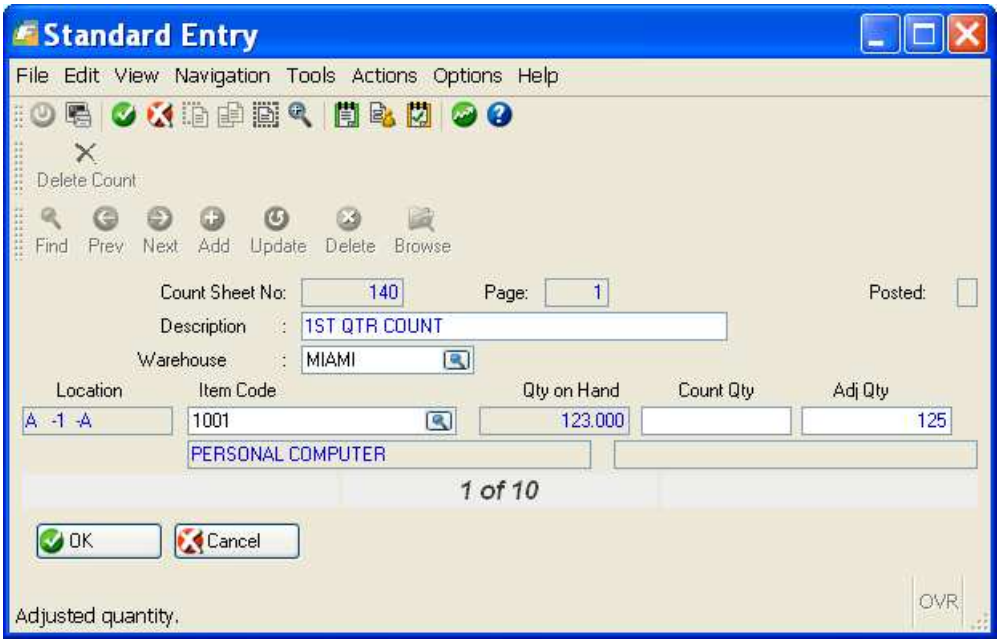


Update Count Sheet- Standard Entry

To view this screen select option (f-a)

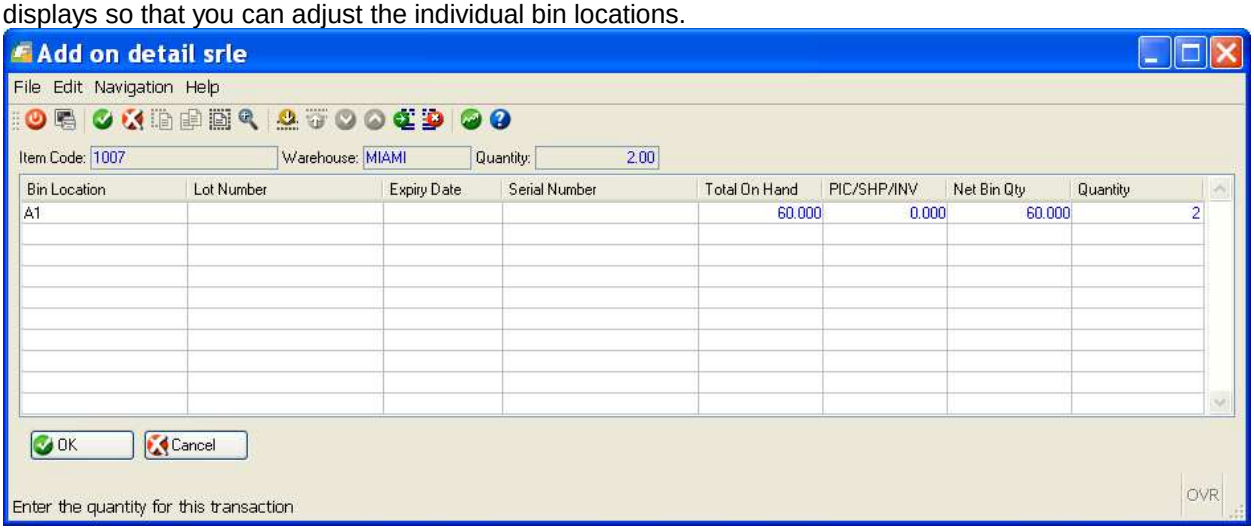
You can use this option to enter the results of a physical inventory count based on the count sheets created in the system or you can add the results of a count directly without calling up the count sheets.

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.

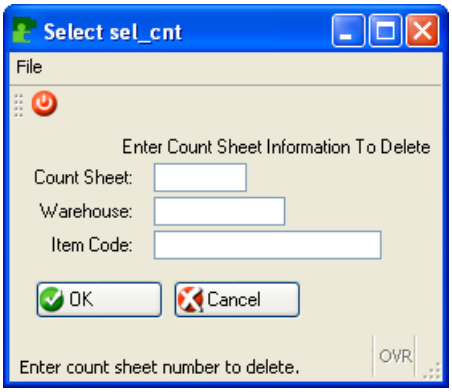


You can enter the results of counts directly without first creating a count sheet in the system. In this case, you use the Add command and fill in the Update Count Sheets screen with the results of an inventory count.

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:



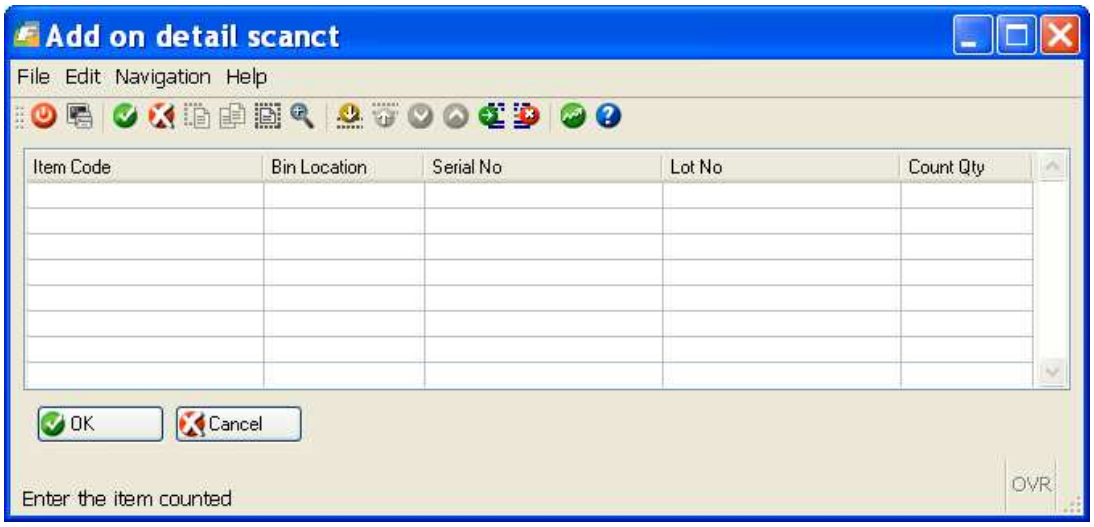
You can then delete a specific count sheet from this list. The delete function should only be used for count sheets in which no quantity adjustments were done. You will want to save the count sheets that had quantity adjustments so that you may use the GL drilldown feature to view them if needed.

Update Count Sheet- Scanner Entry

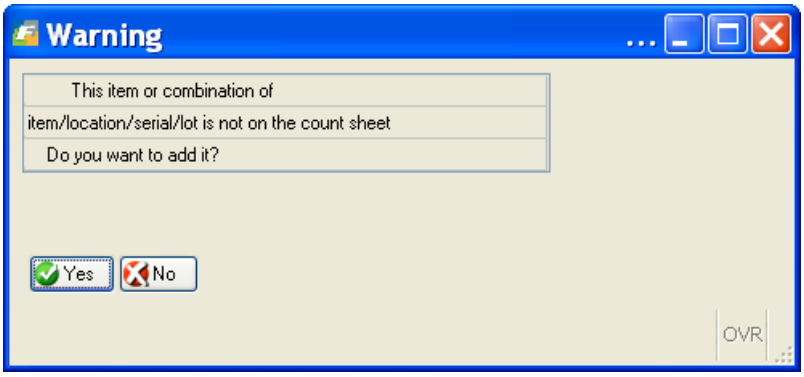
To view this screen select option (f-b)

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.

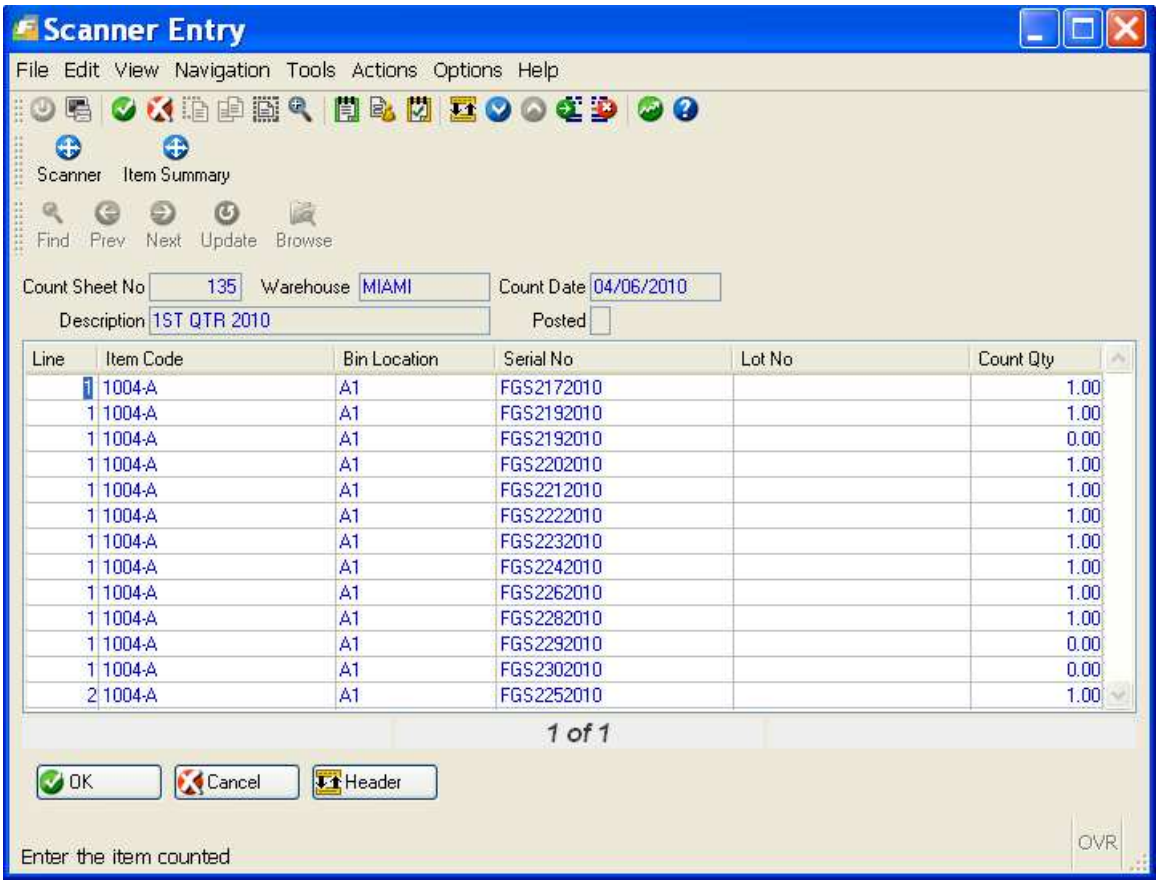
Do a Find and select an existing count sheet number. The items included on the count sheet will display. Next go into Update mode and click the button on the toolbar labeled “Scanner” and you will be placed into this blank scanner screen and can begin scanning in your items



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.



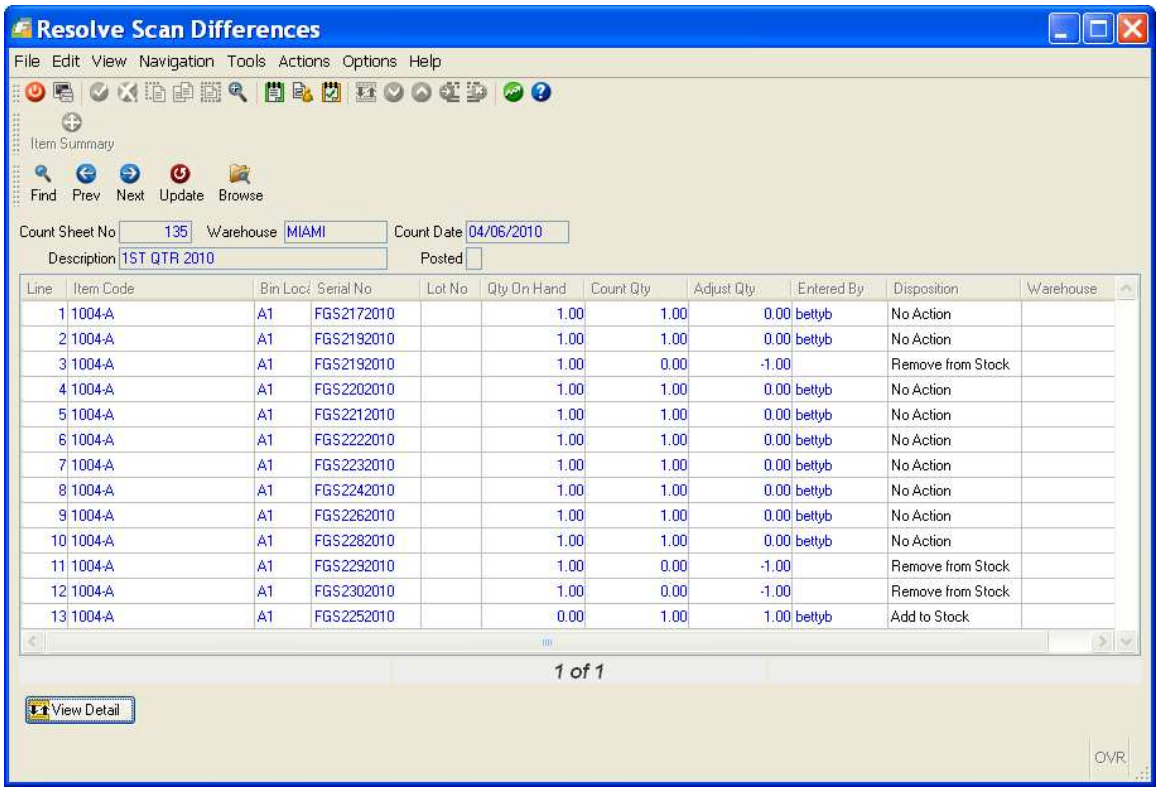
You can also click on the item summary button on the toolbar to see in summary format the perpetual on hand quantity and the total quantity scanned.

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.

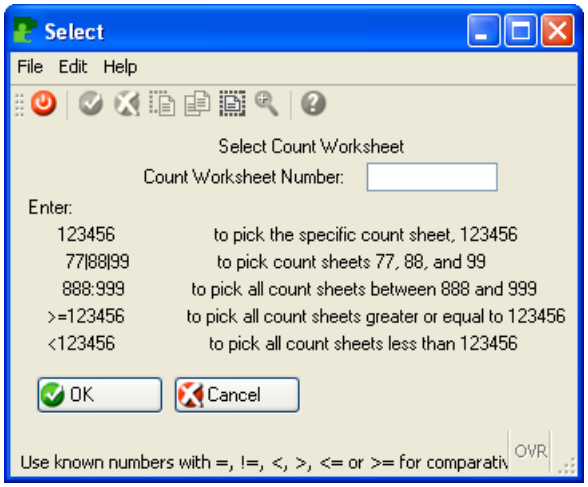
Once all disposition codes have been set correctly, user may run the edit and post programs.

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.

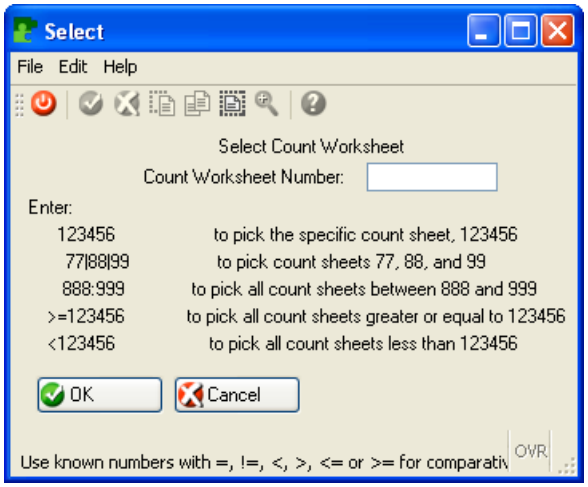
Before posting you should do the following:

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:



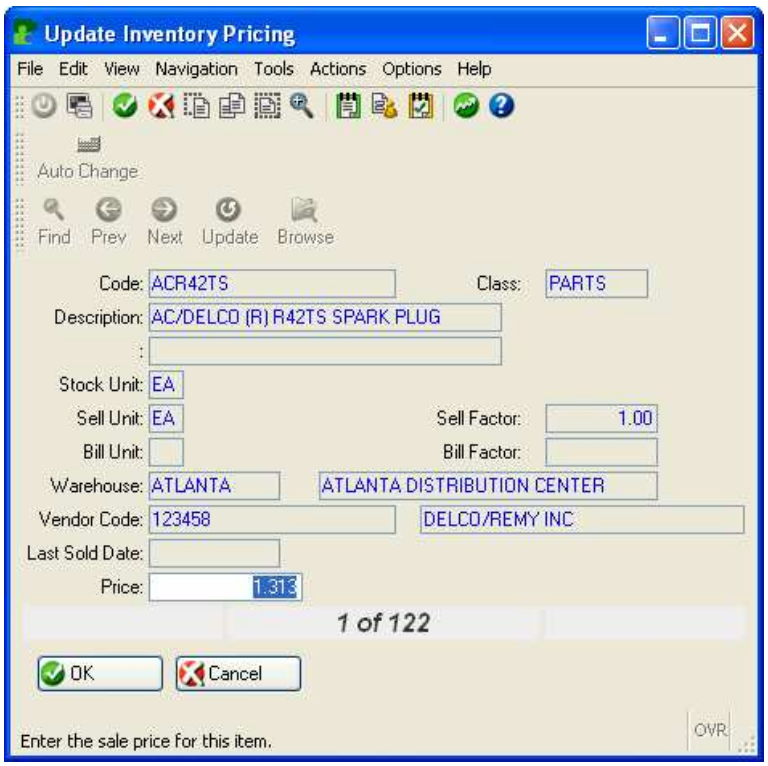
The system produces a posting report that shows the results of the adjustments to inventory and ledger accounts.

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.



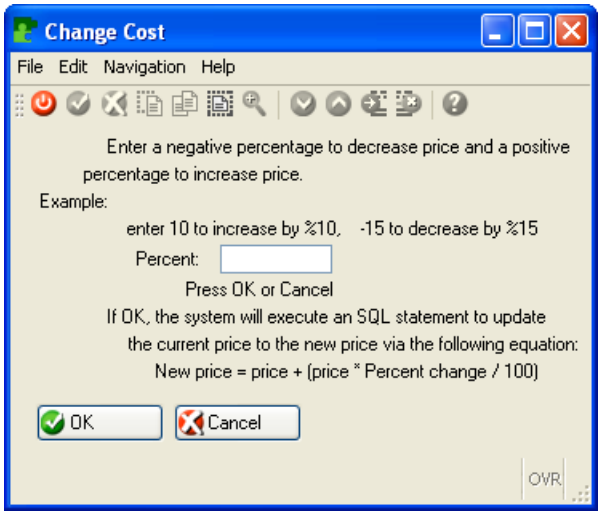
When you select the Update Inventory Pricing option, the system displays the Item Price Screen.

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

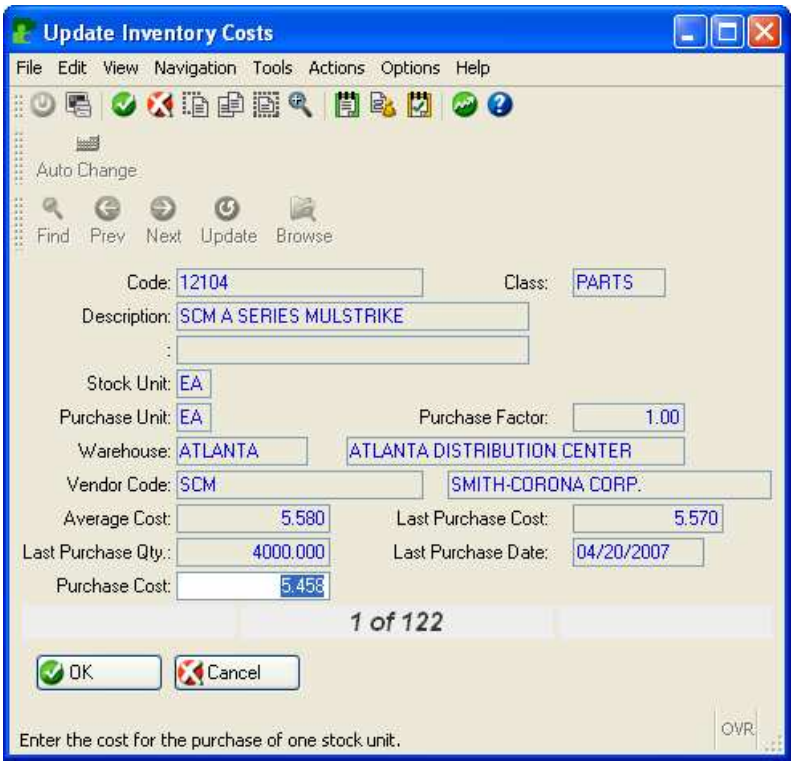
To change the prices of a group of items, click on the Auto Change icon which brings up the Automatic Changes screen.



Update Inventory Costs (standard cost used for markup)

To view this screen select option k.

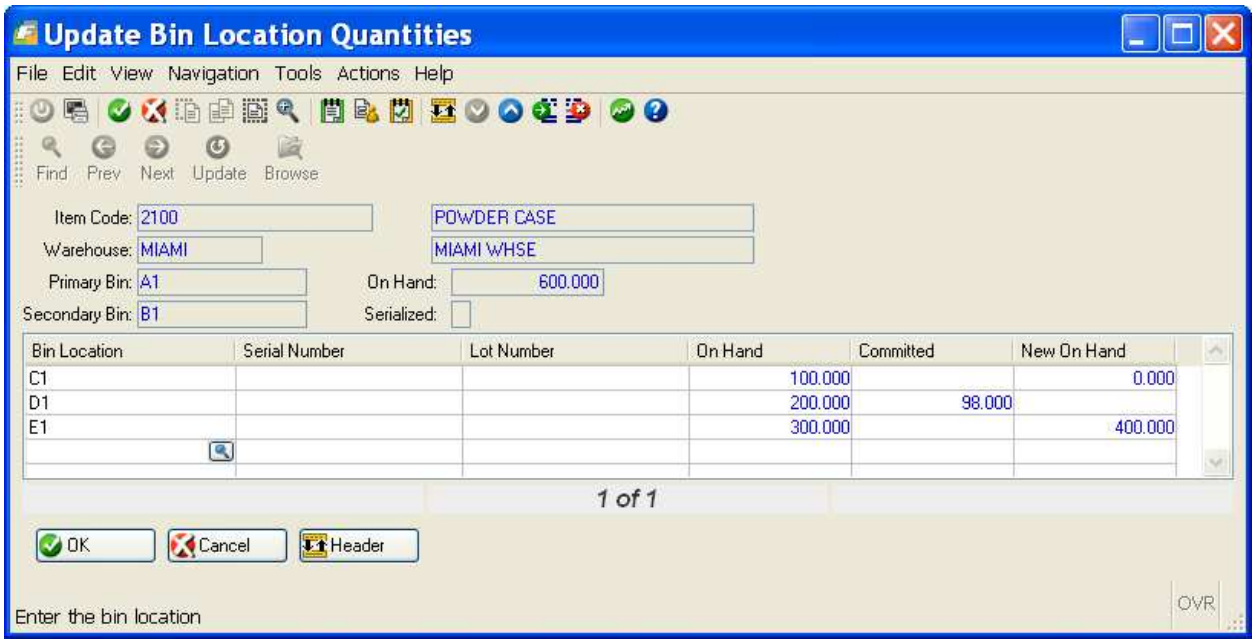
Updating the cost of inventory items is basically the same as updating the prices for inventory items.



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

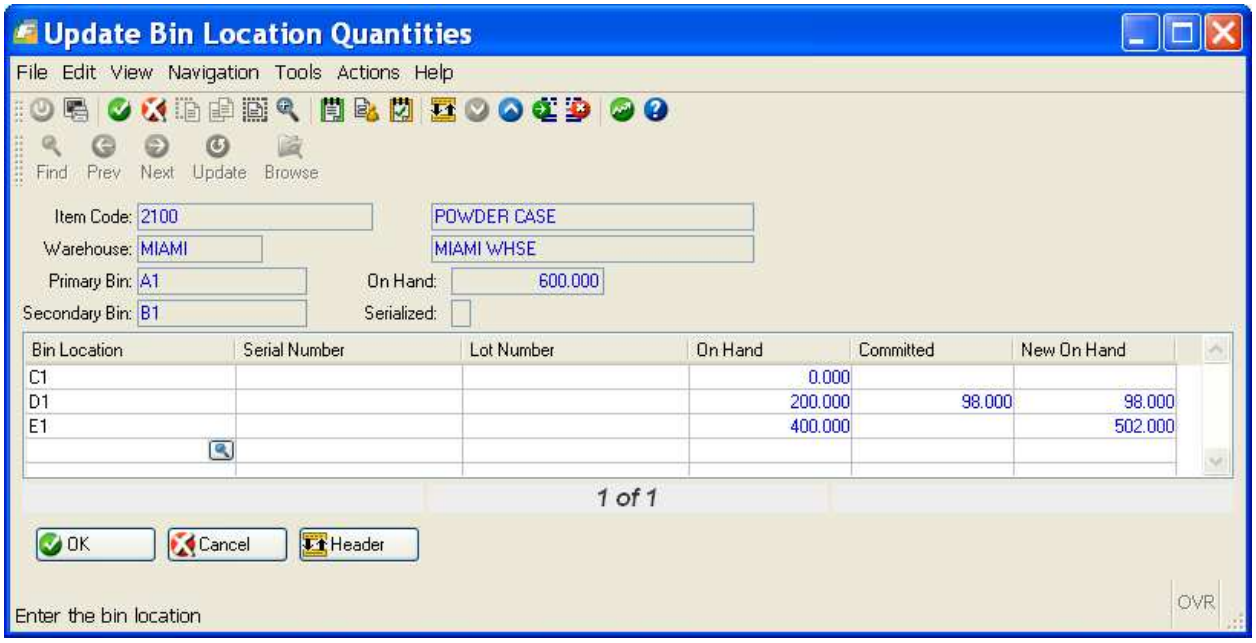
Update Bin Locations

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

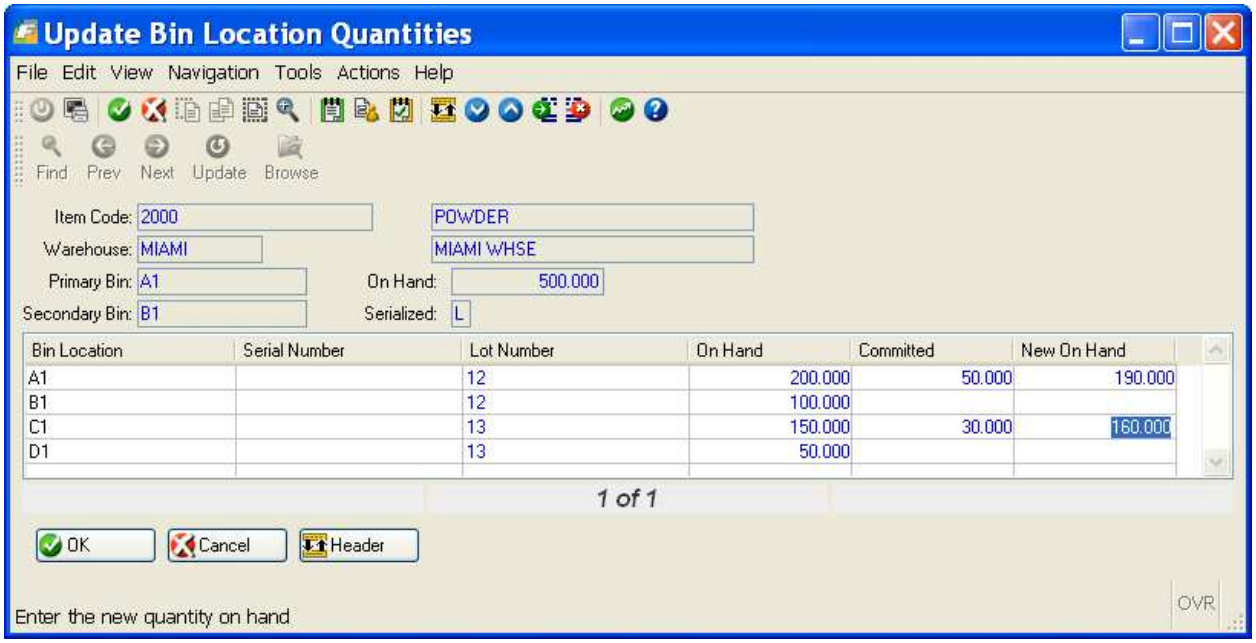


In the example above we are moving 100 from location C1 to location E1.
The committed quantity is the sum of any open sales orders that have not yet been posted. You cannot move a quantity greater than what is available to be moved which is quantity on hand less committed. In the example above you would only be able to move 102 out of bin D1 (On Hand of 200 less Committed of 98).

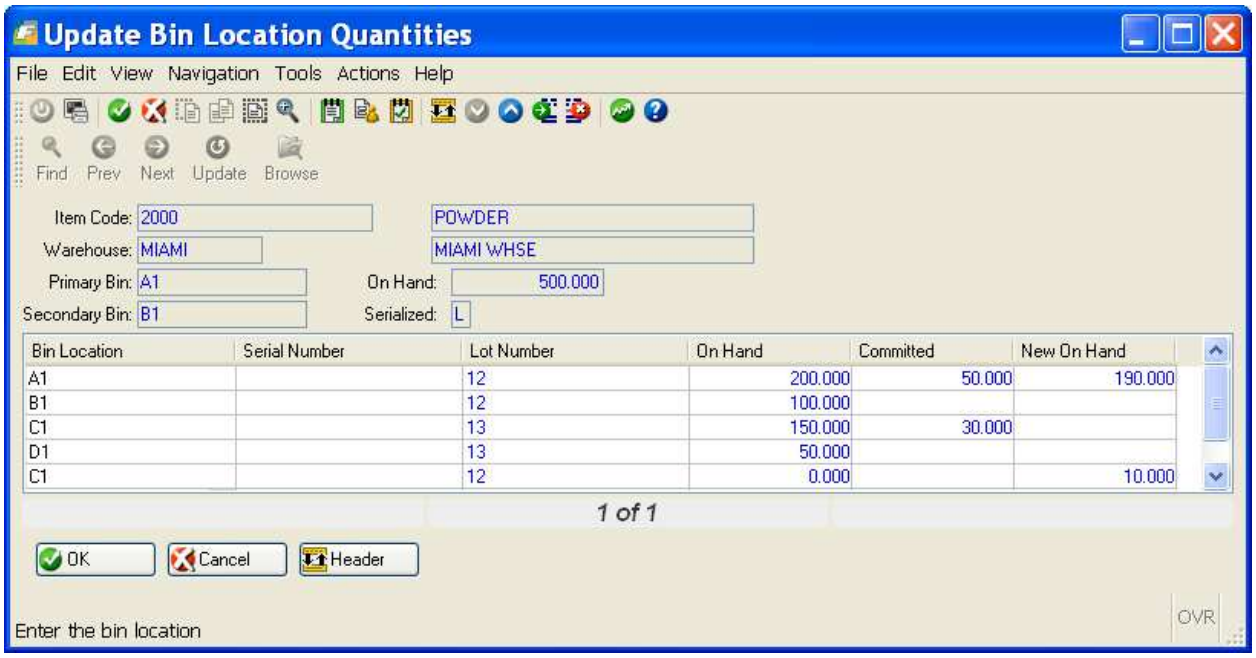
If when picking merchandise the item does not exist in the bin location that prints on the picking ticket use this program to relocate the item to its correct bin location. Using the example below if this item did not exist in the primary bin location because it was moved but the move was not recorded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



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



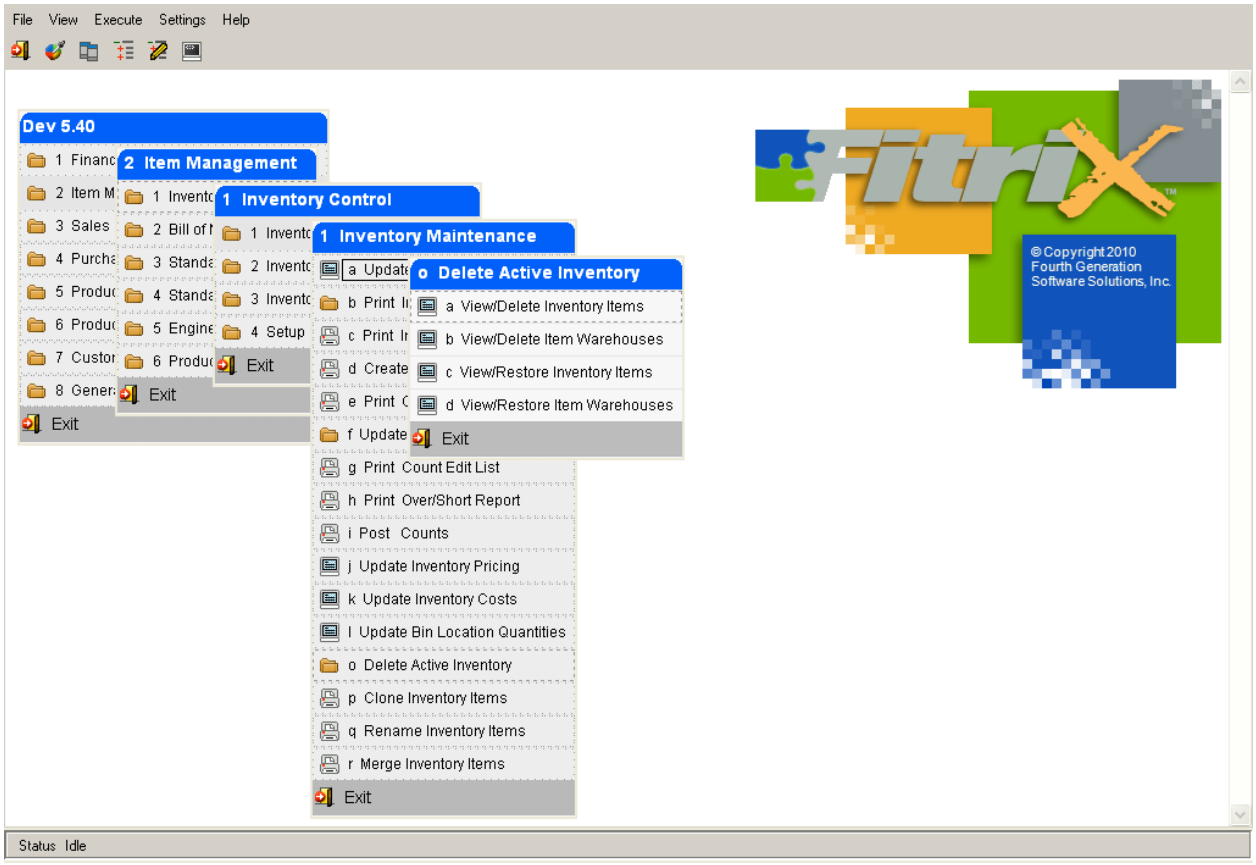
In order to move lot 12 to C1 I need to go to the bin location field and create a new record like this:



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:

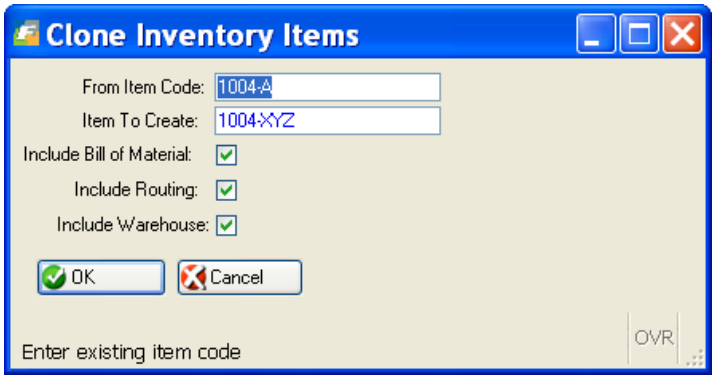
> This program displays deleted items and warehouses. Using options via the ring menu user can choose to undelete item & all associated warehouses.

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.

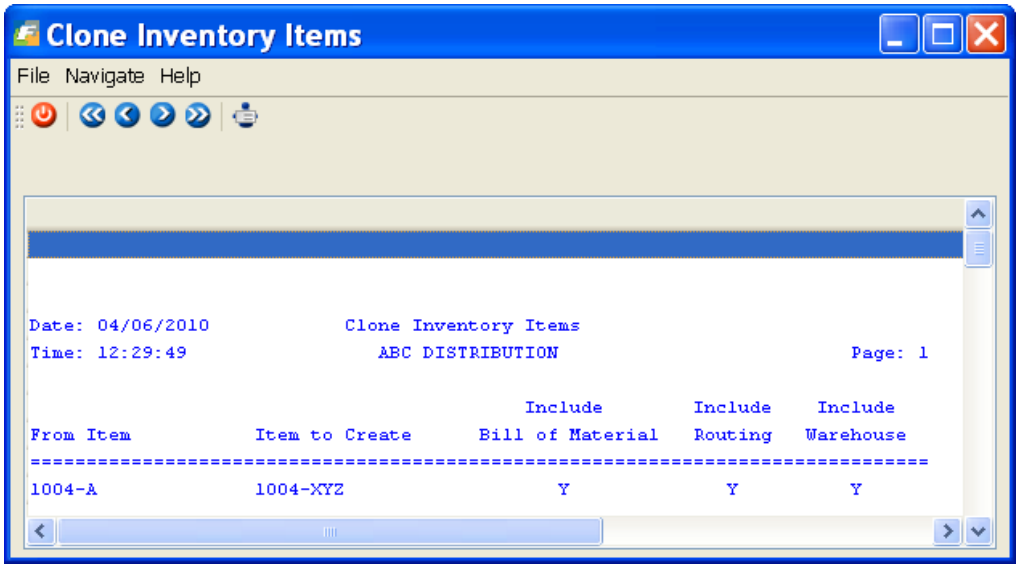
Item To Create – enter the new item code you are creating.

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

Output generated:



Rename Inventory Items

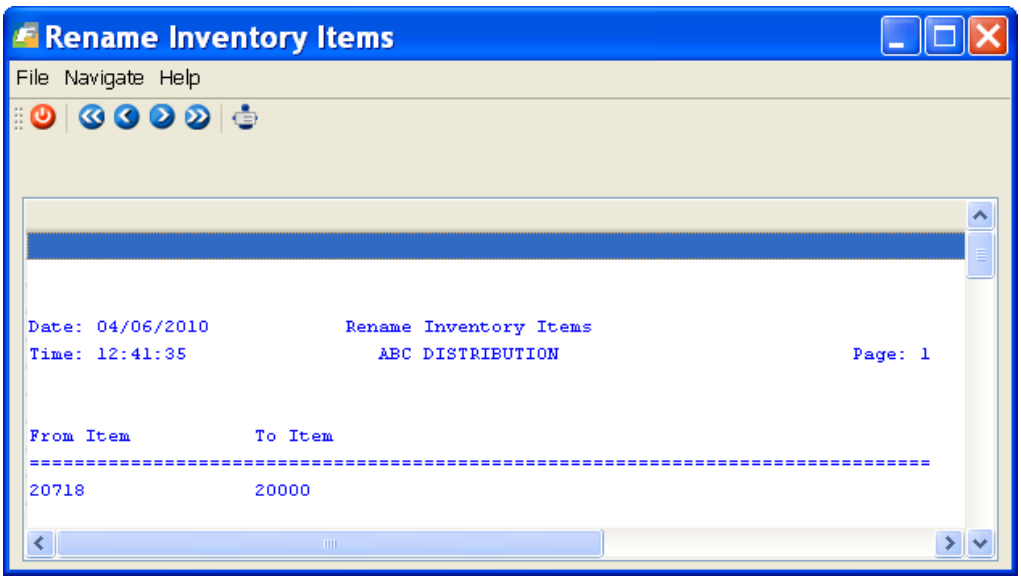
This program is option (q) on the inventory maintenance menu. This program converts an item code from one value to a new value in the item master and changes the associated entries in all application tables where the original item code is used.

Input Screen:

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

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

Output generated:



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.

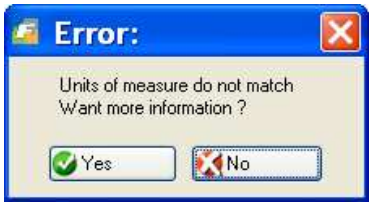
Input screen:

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.

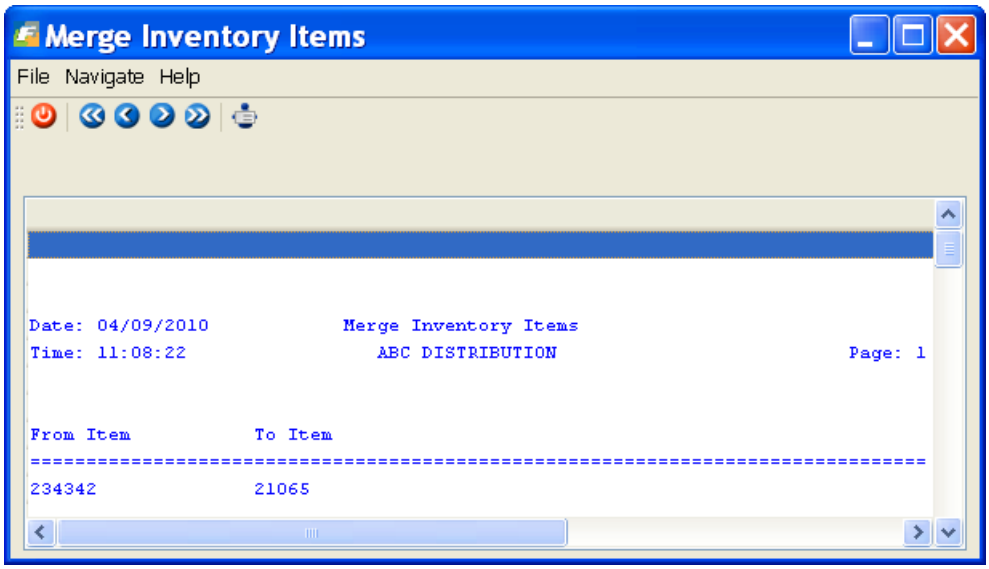
There are two checks in place:

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:



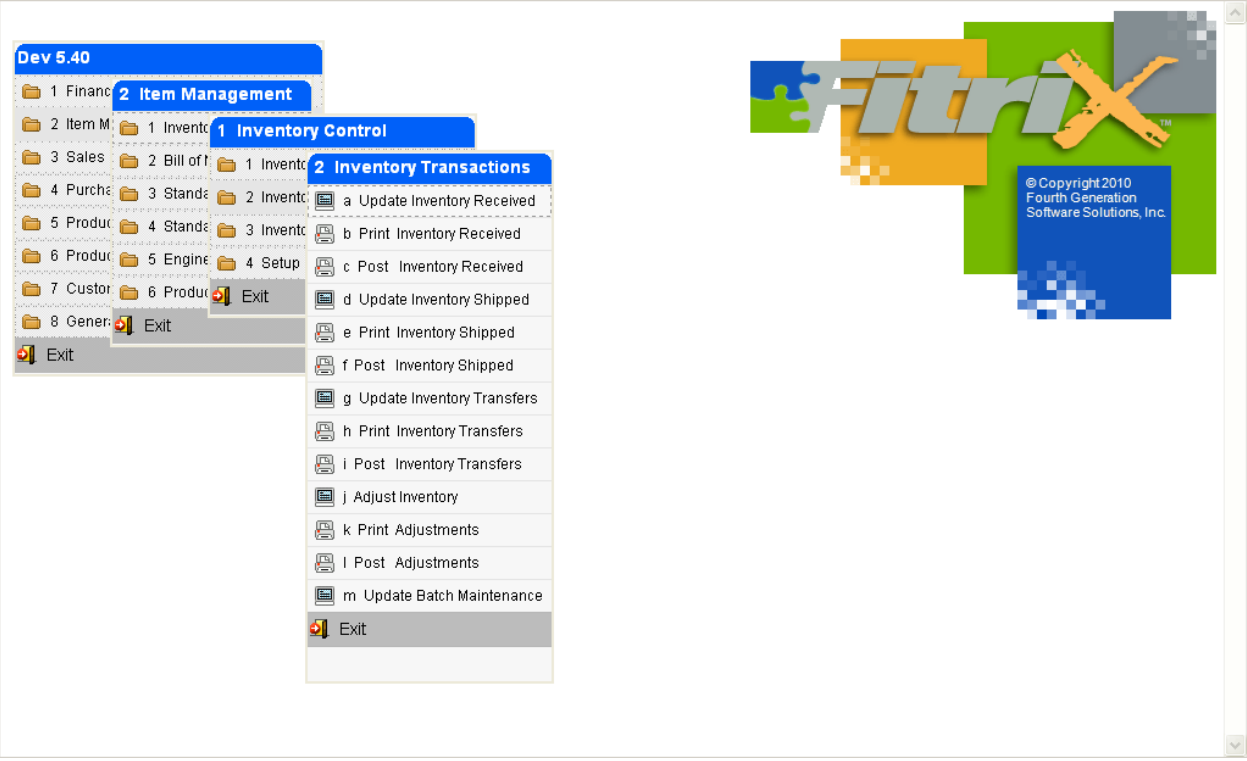
2. If the two items do not have the sale serial/lot flag setting in item master you will receive this error message and the merge cannot take place:

Output generated:



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.



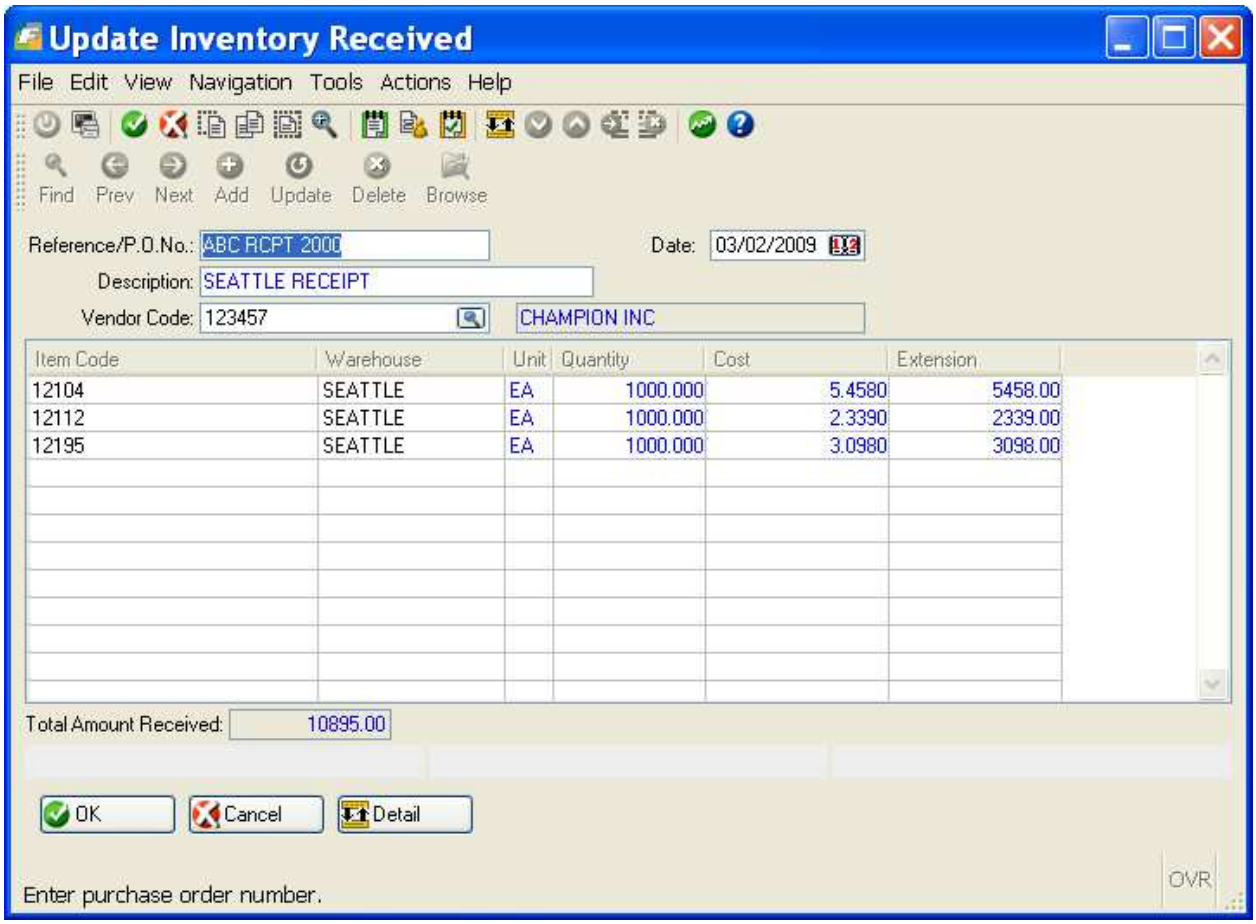
You use the options on this menu to record the different types of transactions, print edit lists to insure accuracy of data entry for the transactions, and update the inventory via posting based on the type of transaction.

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.

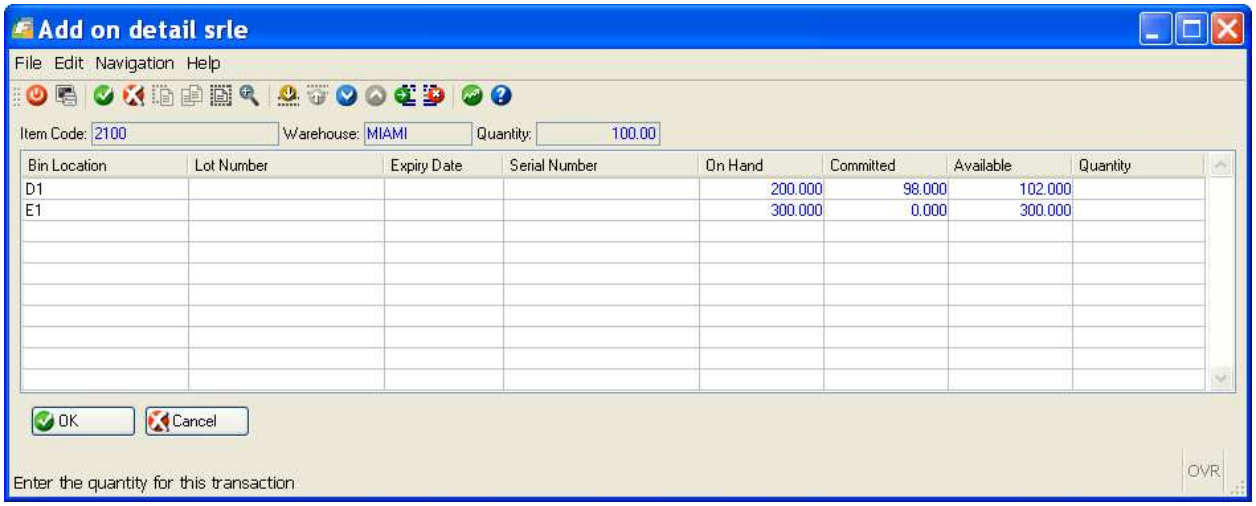


The header section of the Inventory Received screen contains general information about the receiving document.

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

Field	Description
Total Amount Received:	Document Total

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



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:

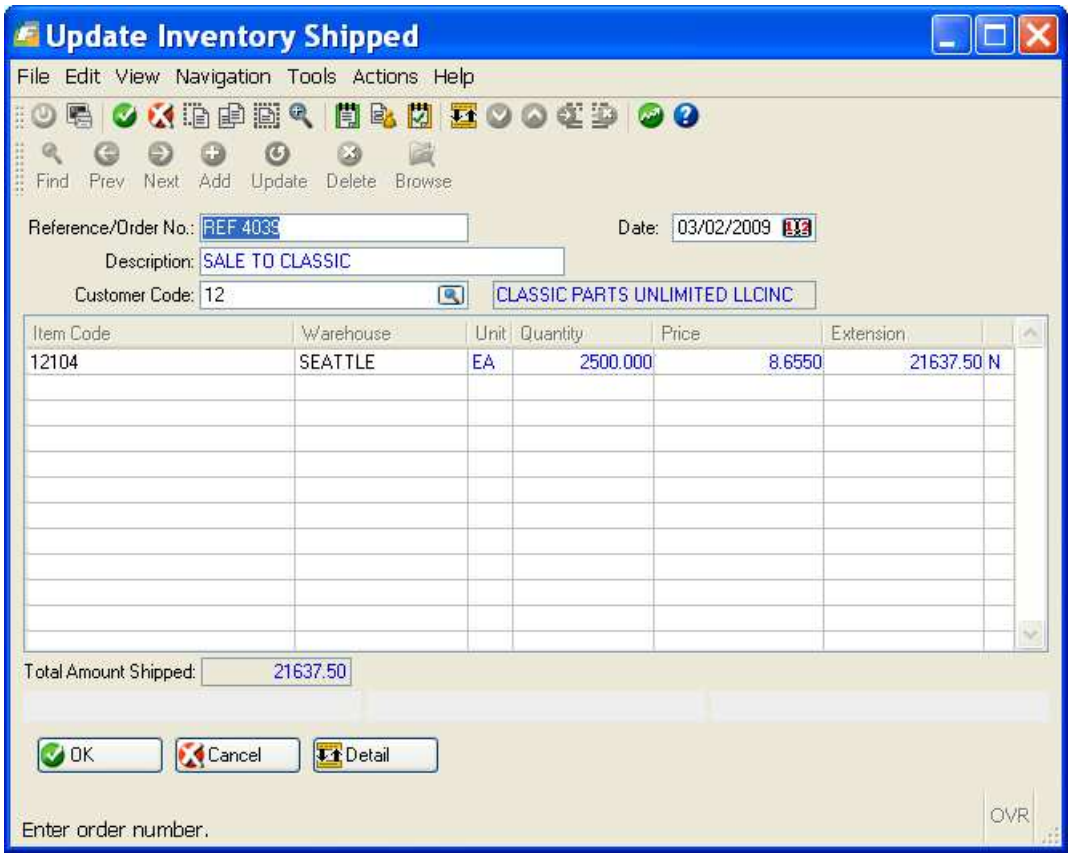
Quantity on Hand is increased by the amount received.

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.



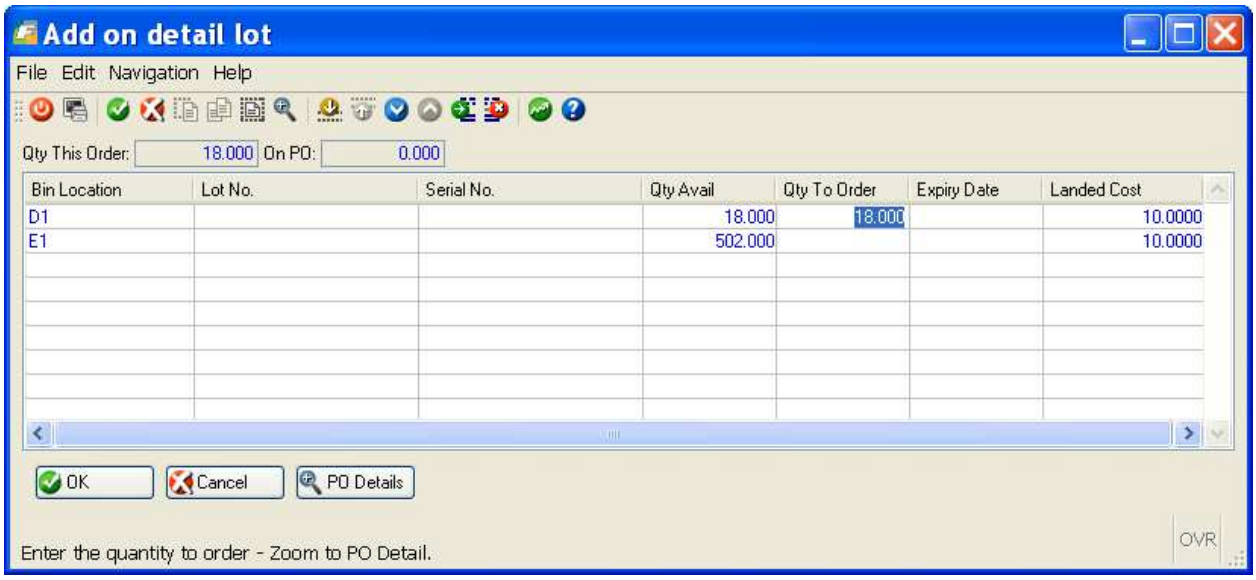
The header section contains basic information about the Inventory Shipped form:

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
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.

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



Print Inventory Shipped

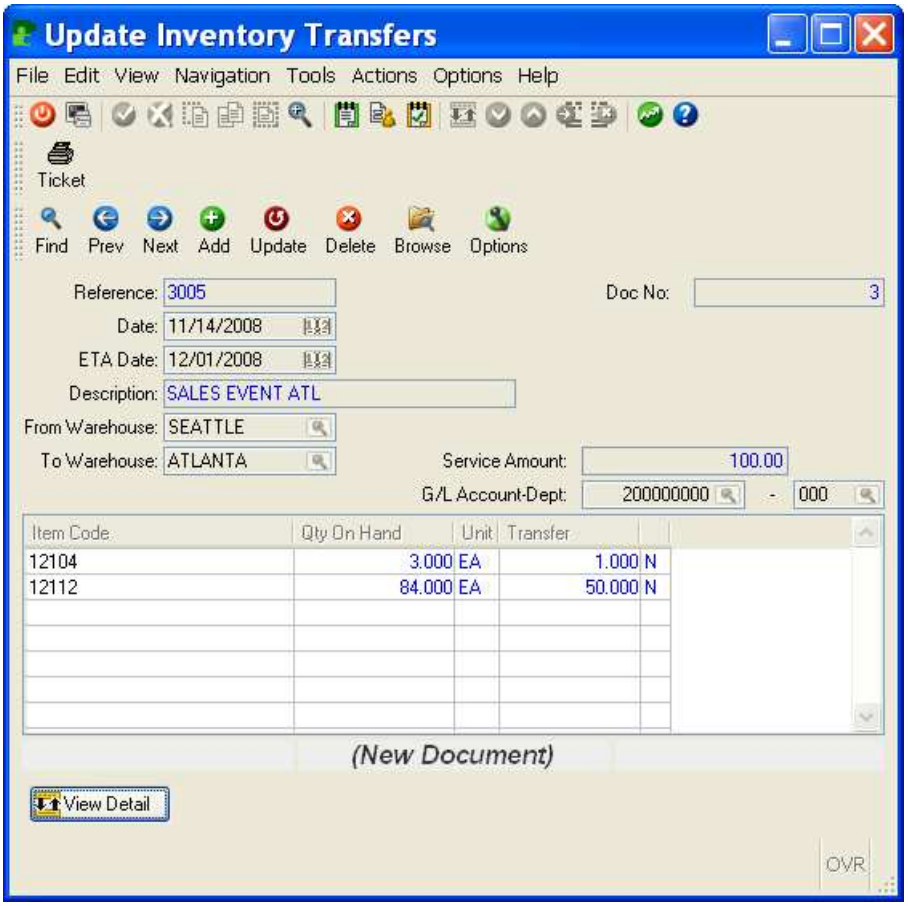
This process prints an edit list of shipping documents. You should check this list against the original documents, before posting, to verify the accuracy of data entry.

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:

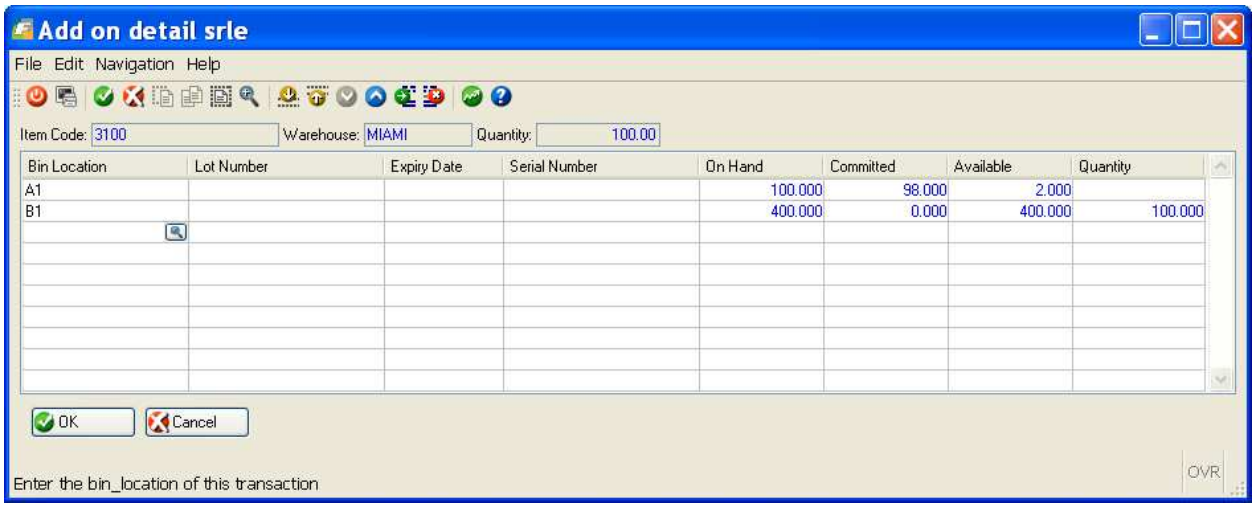
Field	Description
Reference	Reference or transfer number (required)
Date	Enter transfer date (required)
ETA Date	Date goods are expected to arrive in receiving warehouse
Description	30 character optional description
From Warehouse	The warehouse merchandise is shipping from
To Warehouse	The warehouse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

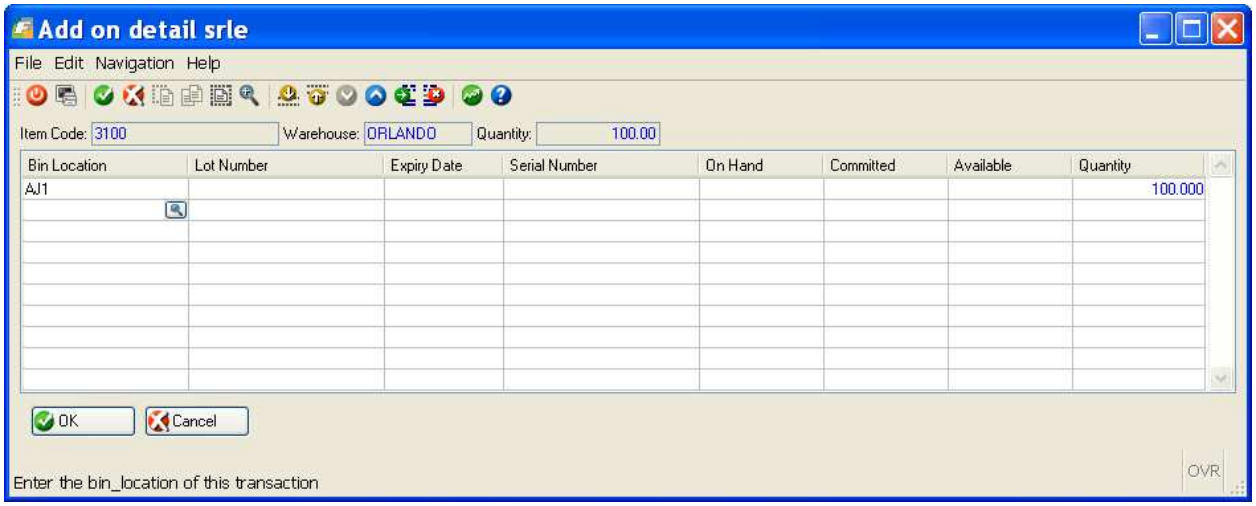
The detail section contains specific inventory items transferred. Press TAB to move to the detail section.

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 warehouse has it's Location Controlled value = Y, after you enter the quantity to be transferred this screen will display so that you can choose which bin locations in the FROM warehouse the merchandise will be picked from.



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

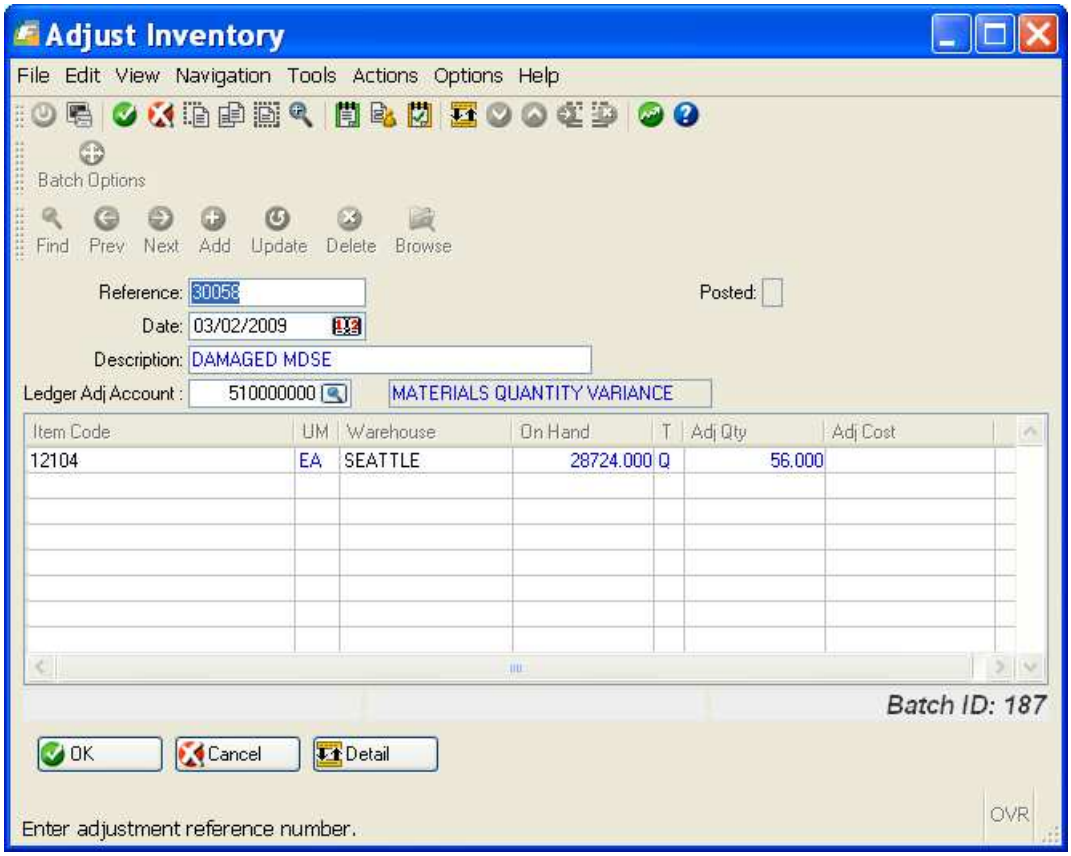
Updates the Last Activity date in each of the warehouses.

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.



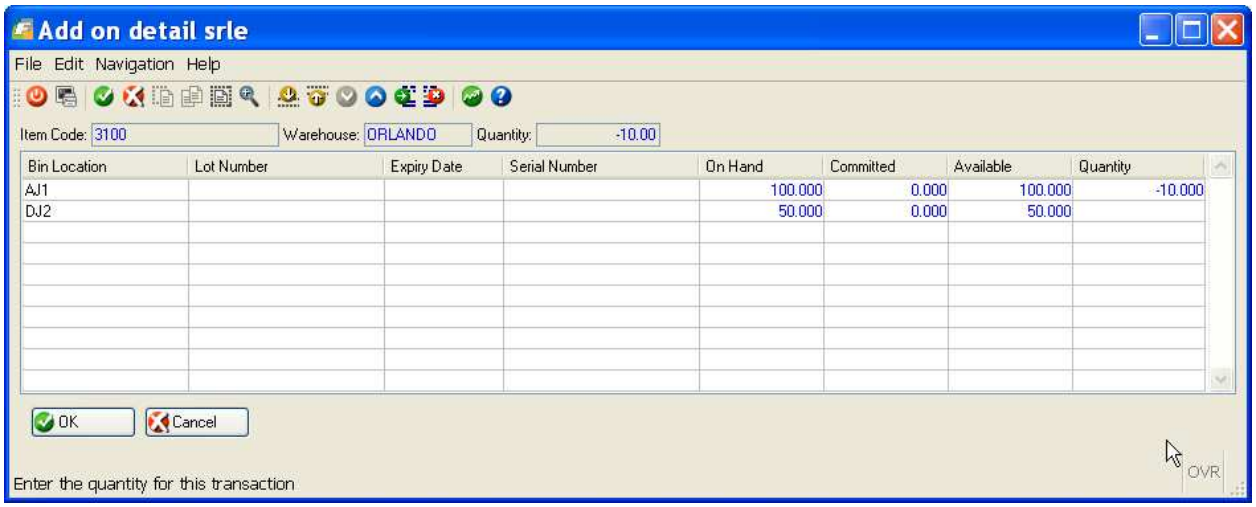
The header section contains basic information about the Inventory Adjustment document.

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)
On Hand	Displays quantity currently on hand for this item/warehouse.
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 adjustment cost that will apply 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 add 5 items at 110.00 back to inventory, and calculate a new weighted average cost.

If the warehouse has Location controlled = Y, after you enter the adjusting quantity this screen will display so that you can select the bin location that is being adjusted or select a new bin location if it is a positive adjustment.



Print Adjustments

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

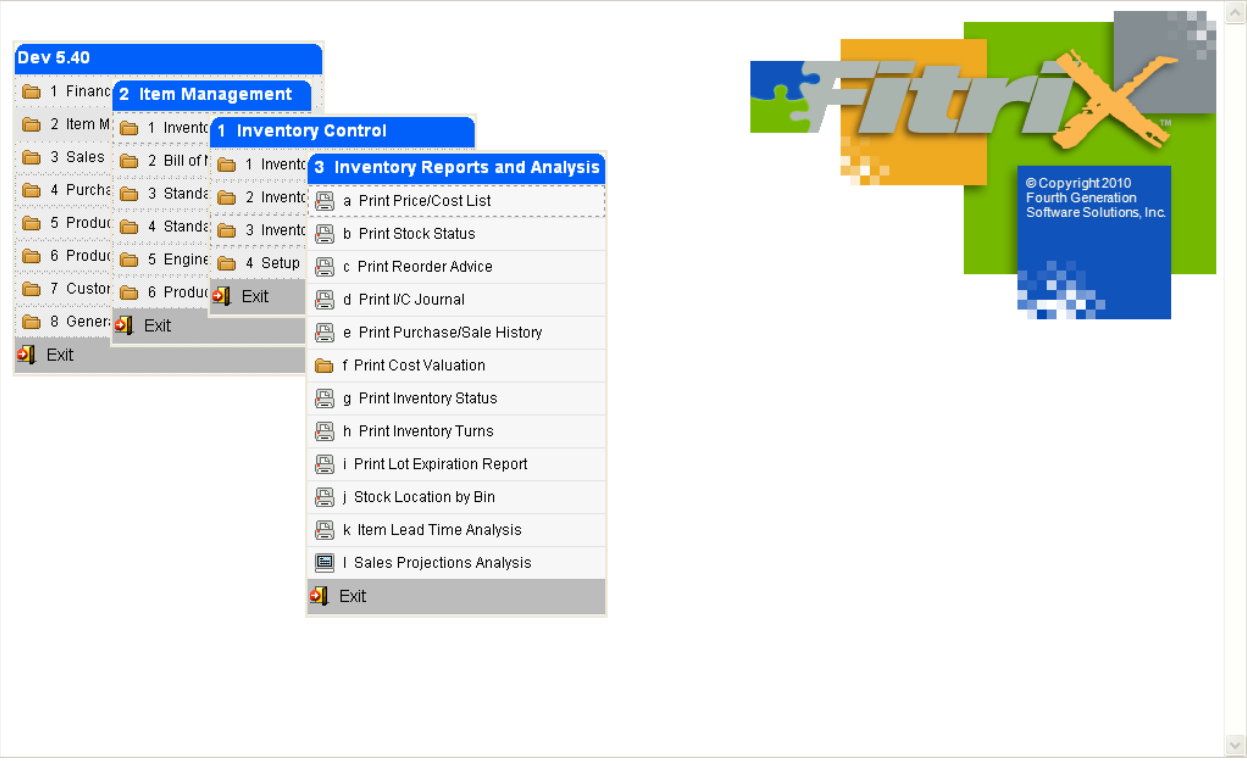
Post Adjustments

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 these 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.

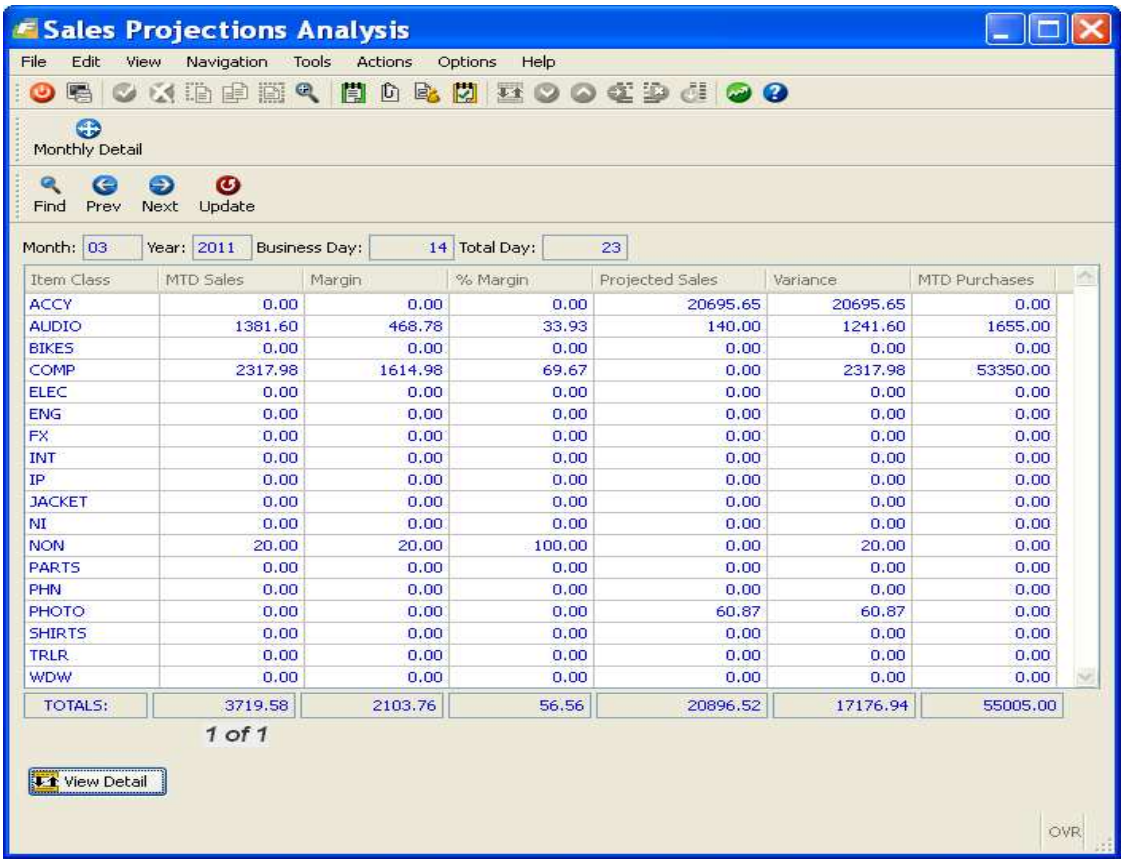
Inventory Turns Report - This new report advises you which items are moving and which ones are not. The classic method for calculating inventory turns is to determine the number of months in inventory by dividing the total inventory dollars by the average COGS for the last several months. The result 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.

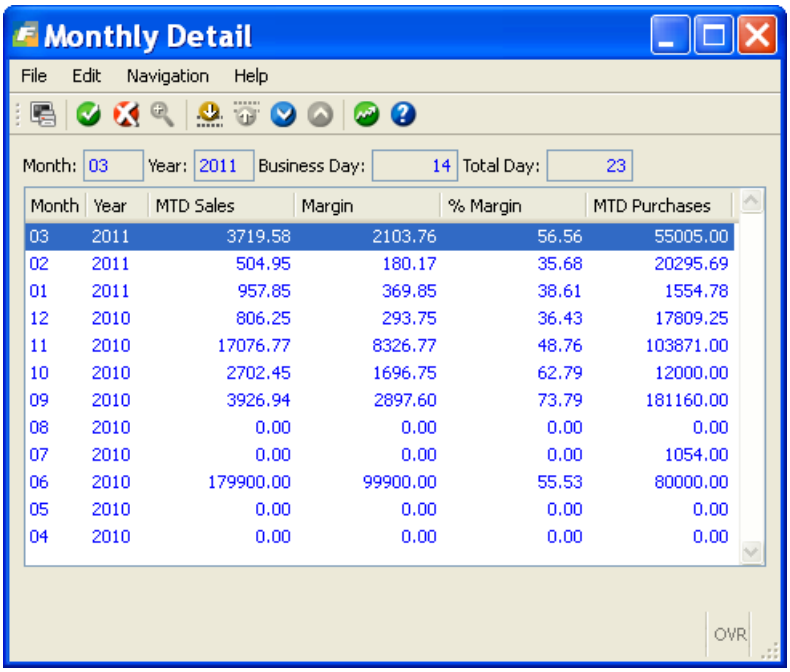
Item Lead Time Analysis – this report prints user-defined lead times for selected items within a warehouse. It will also print historical actual lead times from completed purchase and production orders

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.



Item Class	MTD Sales	Margin	% Margin	Projected Sales	Variance	MTD Purchases
ACCY	0.00	0.00	0.00	20695.65	20695.65	0.00
AUDIO	1381.60	468.78	33.93	140.00	1241.60	1655.00
BIKES	0.00	0.00	0.00	0.00	0.00	0.00
COMP	2317.98	1614.98	69.67	0.00	2317.98	53350.00
ELEC	0.00	0.00	0.00	0.00	0.00	0.00
ENG	0.00	0.00	0.00	0.00	0.00	0.00
FX	0.00	0.00	0.00	0.00	0.00	0.00
INT	0.00	0.00	0.00	0.00	0.00	0.00
IP	0.00	0.00	0.00	0.00	0.00	0.00
JACKET	0.00	0.00	0.00	0.00	0.00	0.00
NI	0.00	0.00	0.00	0.00	0.00	0.00
NON	20.00	20.00	100.00	0.00	20.00	0.00
PARTS	0.00	0.00	0.00	0.00	0.00	0.00
PHN	0.00	0.00	0.00	0.00	0.00	0.00
PHOTO	0.00	0.00	0.00	60.87	60.87	0.00
SHIRTS	0.00	0.00	0.00	0.00	0.00	0.00
TRLR	0.00	0.00	0.00	0.00	0.00	0.00
WDW	0.00	0.00	0.00	0.00	0.00	0.00
TOTALS:	3719.58	2103.76	56.56	20896.52	17176.94	55005.00

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



Month	Year	MTD Sales	Margin	% Margin	MTD Purchases
03	2011	3719.58	2103.76	56.56	55005.00
02	2011	504.95	180.17	35.68	20295.69
01	2011	957.85	369.85	38.61	1554.78
12	2010	806.25	293.75	36.43	17809.25
11	2010	17076.77	8326.77	48.76	103871.00
10	2010	2702.45	1696.75	62.79	12000.00
09	2010	3926.94	2897.60	73.79	181160.00
08	2010	0.00	0.00	0.00	0.00
07	2010	0.00	0.00	0.00	1054.00
06	2010	179900.00	99900.00	55.53	80000.00
05	2010	0.00	0.00	0.00	0.00
04	2010	0.00	0.00	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

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 3 - 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
Discount definitions and special pricing
Credit and debit reasons
Commission & salesperson definitions
Customer orders
Order picking and shipping information
Customer invoices
Customer information

What tasks or activities are performed in Order Entry?

Setting up the order entry module
Adding and maintaining customer 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 one of three distribution applications and 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.

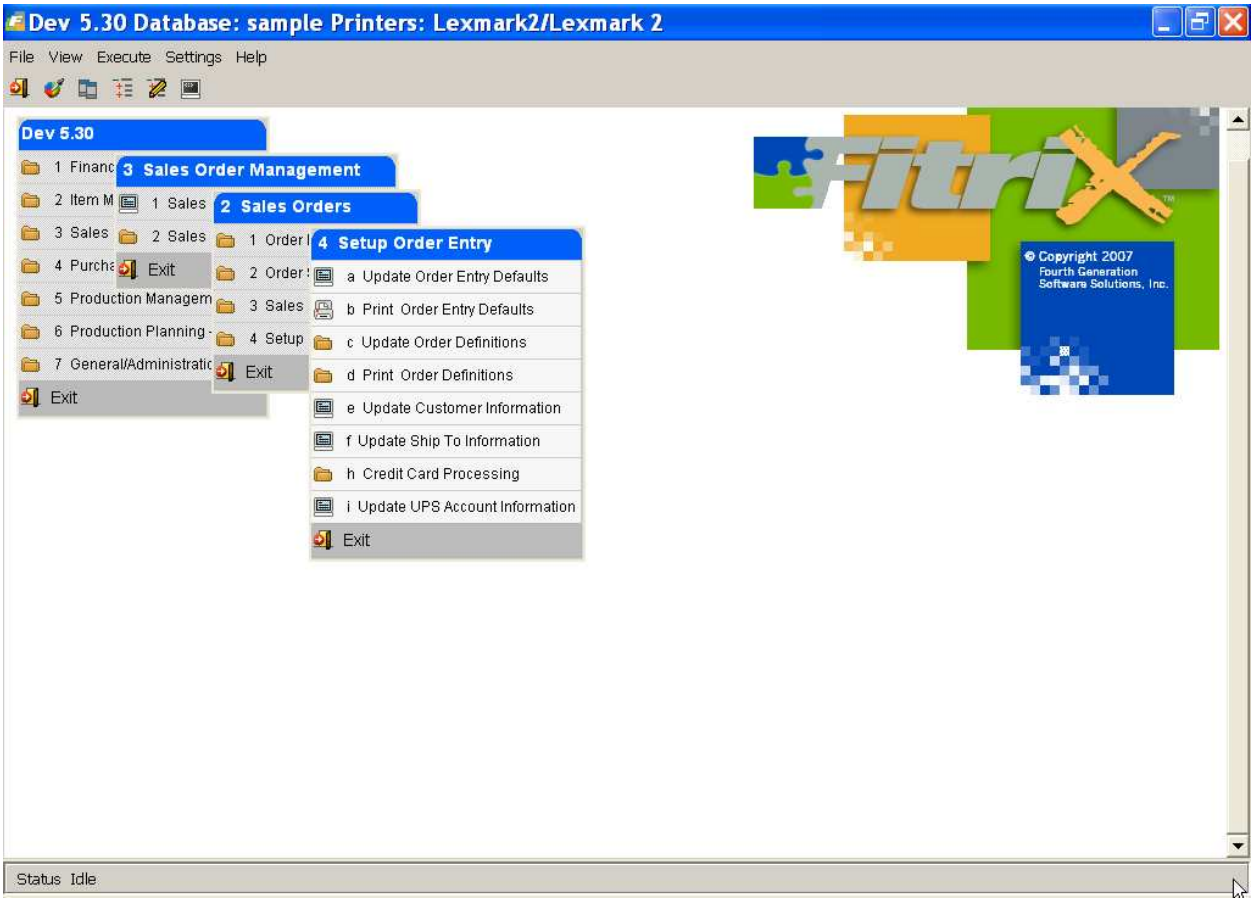
Accounts Receivable data and programs relating to customer information are shared with Order Entry. Customer Invoices are posted from Order Entry and create Accounts Receivable Open Items.

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.

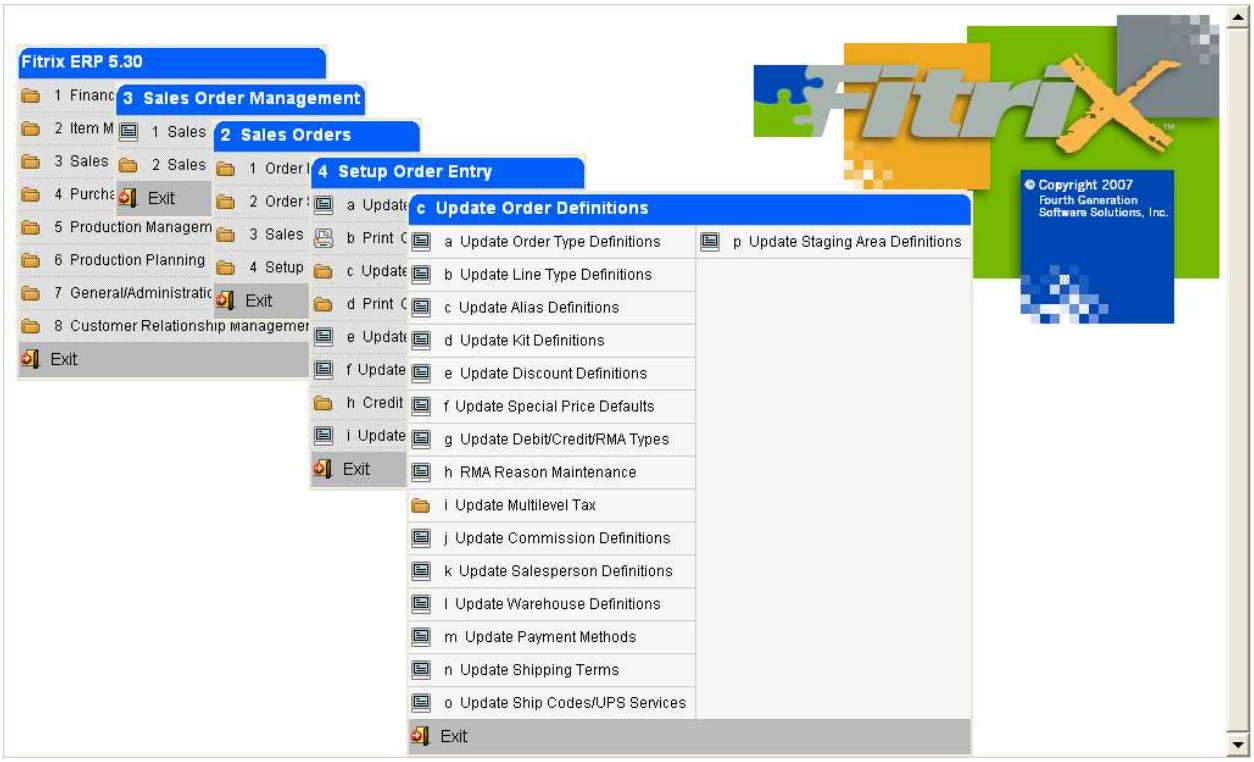
Update Ship To Information – Entry of addresses and other information relevant to shipping of the customer's orders.

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

Update UPS Account Information – Stores UPS account number, login, and password if you use UPS Worldship.

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 Tax Definitions – Brings up the Multilevel Tax menu (same as option 7, Multilevel Tax, on the OE Main menu).

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.

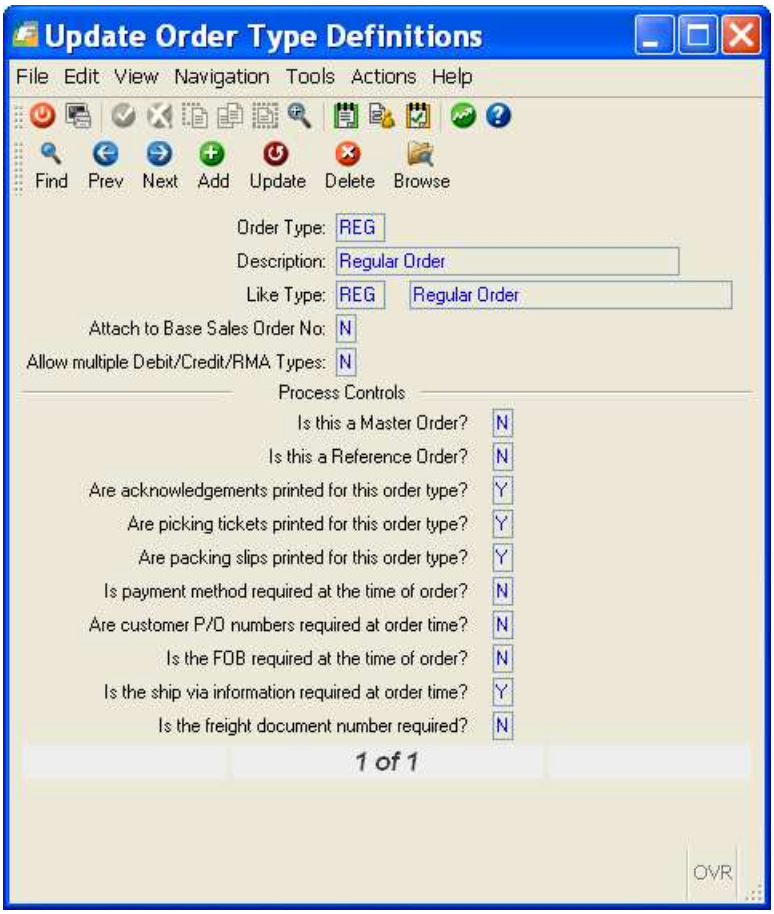
Update Shipping Terms – Allows you to set up shipping codes.

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 (ie- loading dock, etc.). You can then assign a staging area to the sales order so that you know where to locate the order.

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)**.



Entering a Customer Order Type Summary:

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.
3	Attach to Base Sales Order Number - If this order type will be used to enter orders for new shipments then set this to Y. For RMA/WEX type orders that will be based on existing sales order or RMA set this to N and you will be prompted to select the original sales order number (and select items that were shipped/returned on that original sales order number) when processing this type of order.

Step	Action
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	Respond with an entry of **Y** or **N** to each of the user definable Process Controls.
6	Press **{ENTER}** to store the completed order type document.

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 –** nonstock 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 nonstock 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 nonstock but do not create backorders. **DRN –** direct ship nonstock are treated like nonstock 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.
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.

Step	Action
5	Enter an **Y** in the **Desc Update** field if the user should be allowed to override the inventory item description read in from the inventory file.
6	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)**.

Entering an Alias Definition Summary

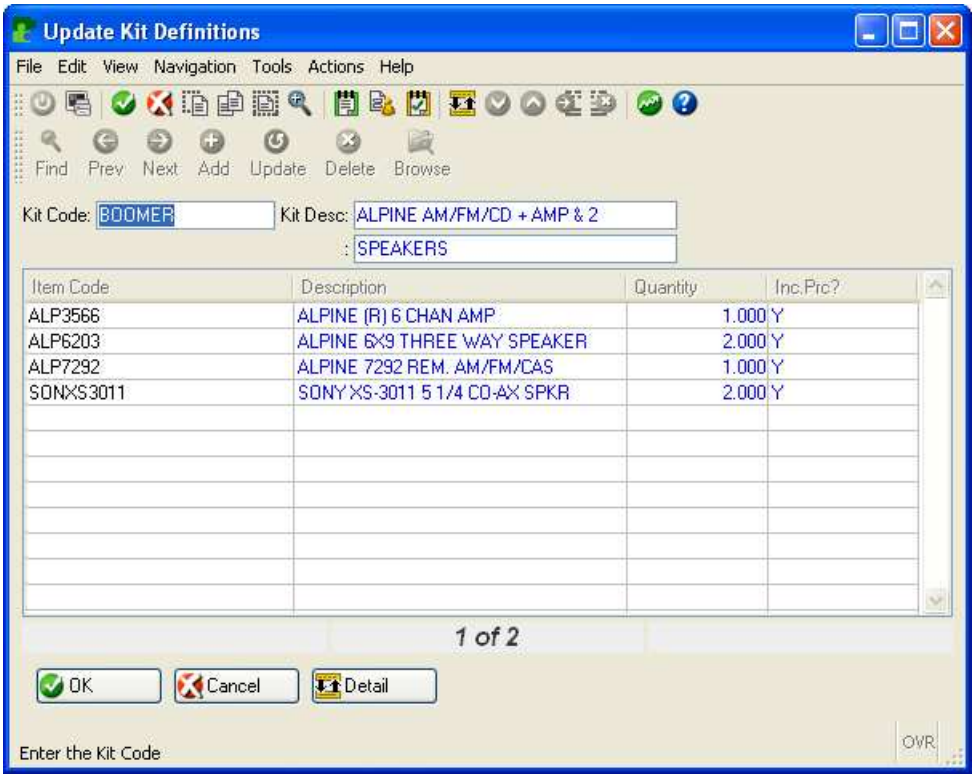
To enter an alias definition, follow the steps below:

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.
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)**.



Entering a Kit Definition Summary:

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.

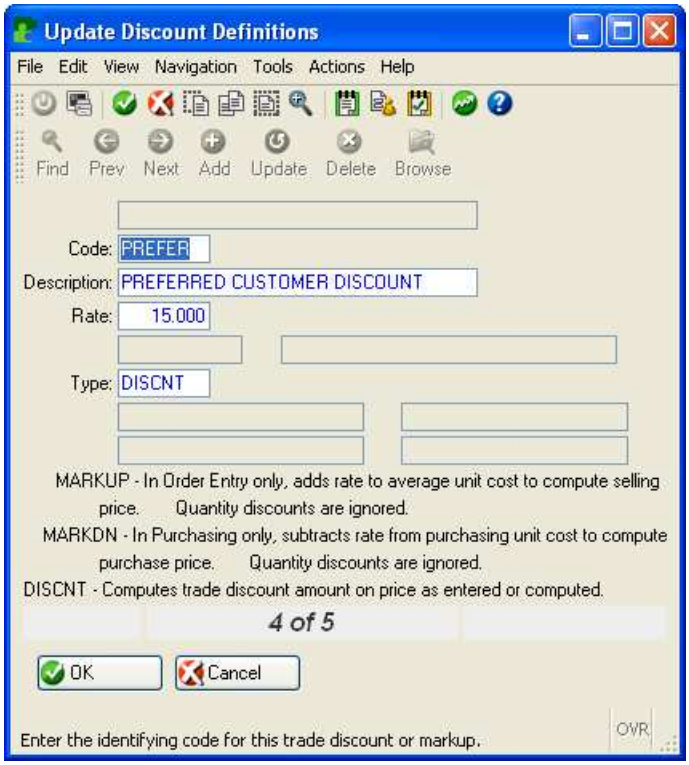
Discount Definitions

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.

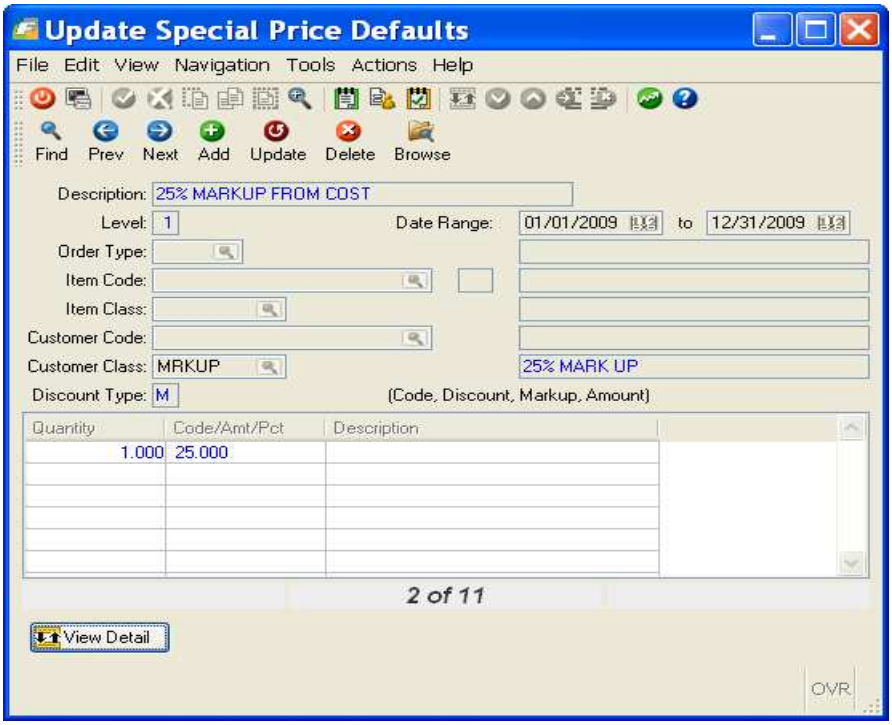
Step	Action
4	Enter the type of discount definition the code and its rate represent. The type determines how the discount is applied. The valid entries for this field are as follows: • **MARKUP**–the percentage associated with this code is applied to the purchase cost (stored in the Inventory file) to 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.

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)**.



Entering Special Price Definitions Summary

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) 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** – This tells the system to go to the Discount Definitions table (synonymous with customer class). **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.

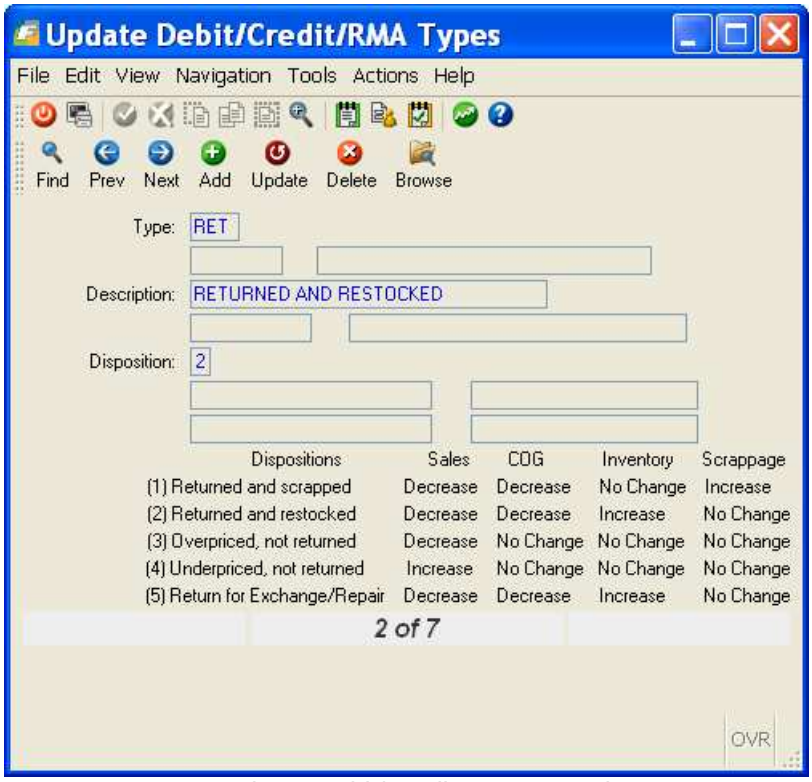
After the special pricing definitions are created, the system automatically applies the pricing.

Once the correct pricing record is selected, the order quantity is found in the quantity/price break column in the Price Levels detail. Finally, the item price is calculated based on the discount code referenced, the markup percent, or the exact price break amount specified.

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)**.



Entering a Debit/Credit Reason Code

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 completed debit/credit reason definition.

RMA Reason Maintenance

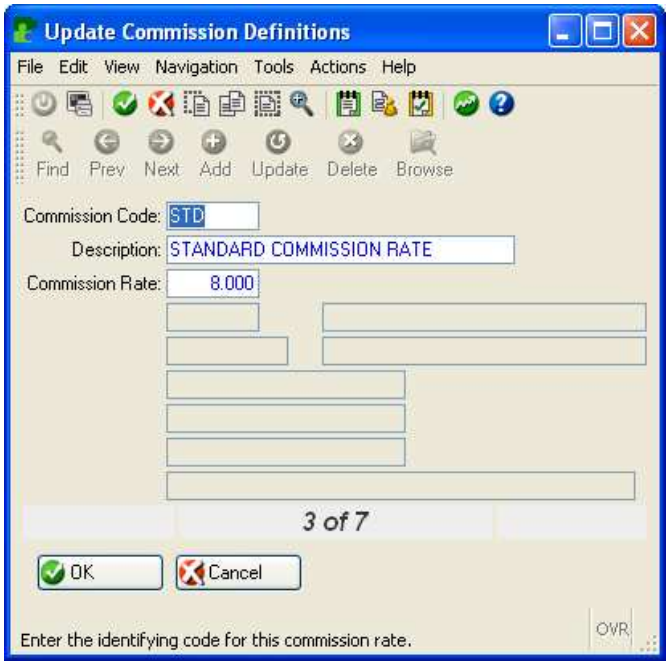
To view this screen, select option (h).

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.

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).**



Defining a Commission Code

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).**

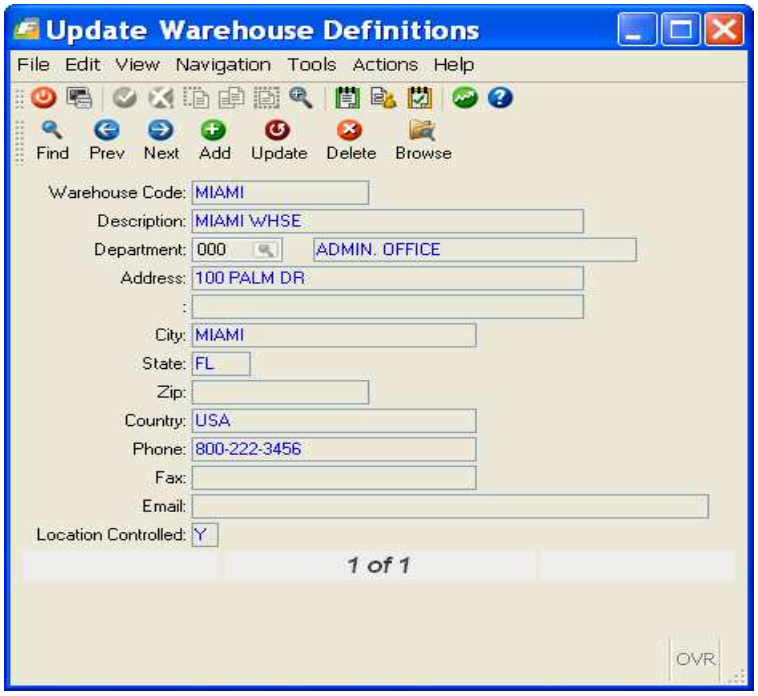
Defining a Salesperson Code

Step	Action
1	Select Update Salesperson Definitions **(option j)**, 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	Enter a code in the Commission Code field. The code entered in the Commission Code field must have been defined through Update Commission Definitions **(option l).** After a valid code is entered, the description appears beside it.
5	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)**.



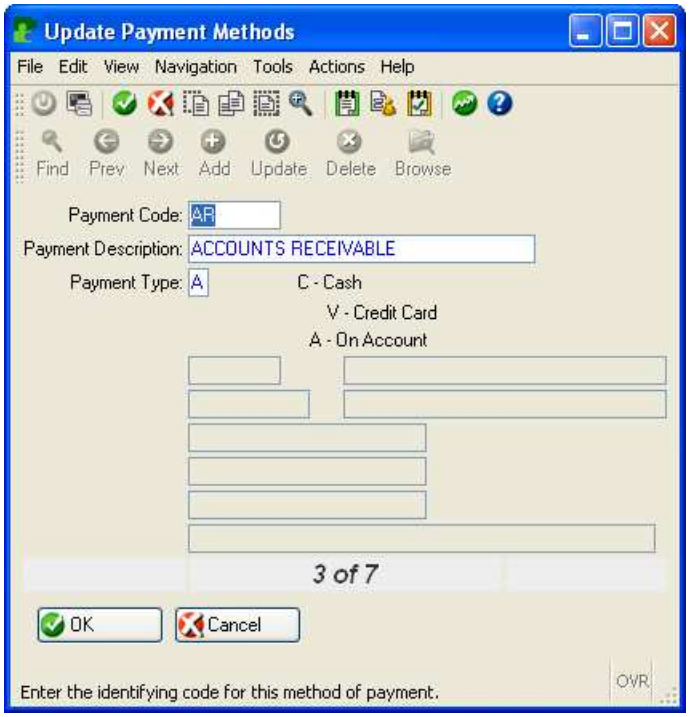
Defining a Warehouse Code

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.

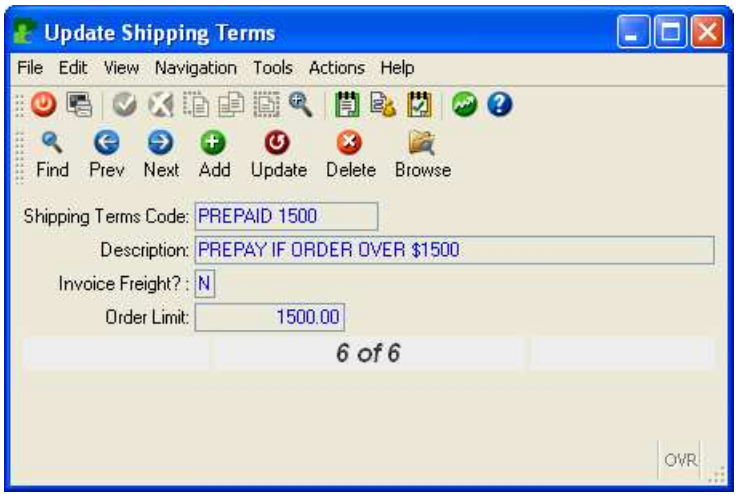
Freight Collect – buyer pays freight. No freight invoiced to buyer
Freight Prepaid- seller pays freight. No freight invoiced to buyer.
Freight Prepaid And Add – seller pays freight and invoices the buyer
COD – seller invoices freight to buyer. UPS collects funds for merchandise and freight (entire invoice 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 / UPS Services

The Fitrix UPS tracking interface allows the UPS tracking system to update shipping data into the Fitrix system for shipment reporting.

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

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

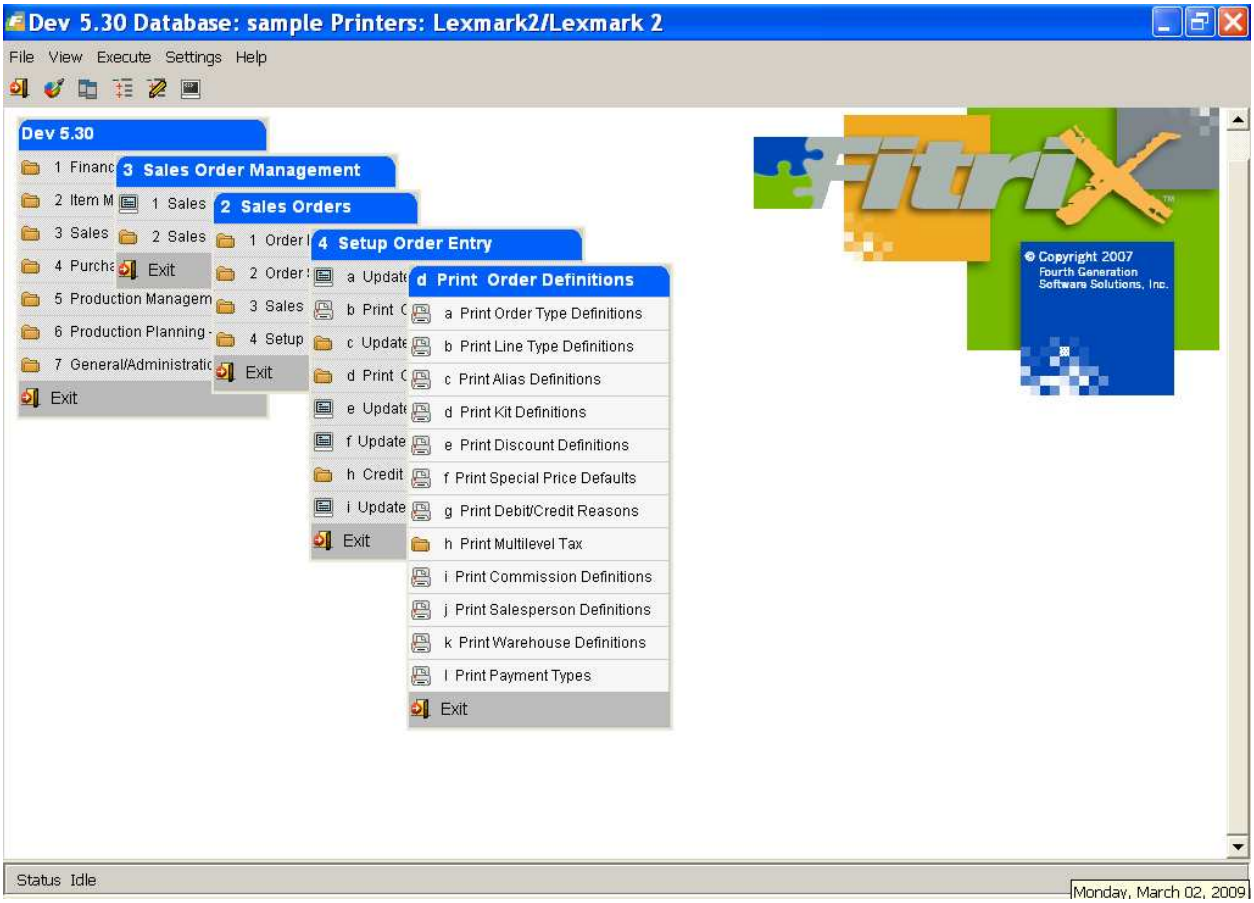
To view this screen, select **(option o).**

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.

Step	Action
4	Click the OK button to save the new service type.

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.

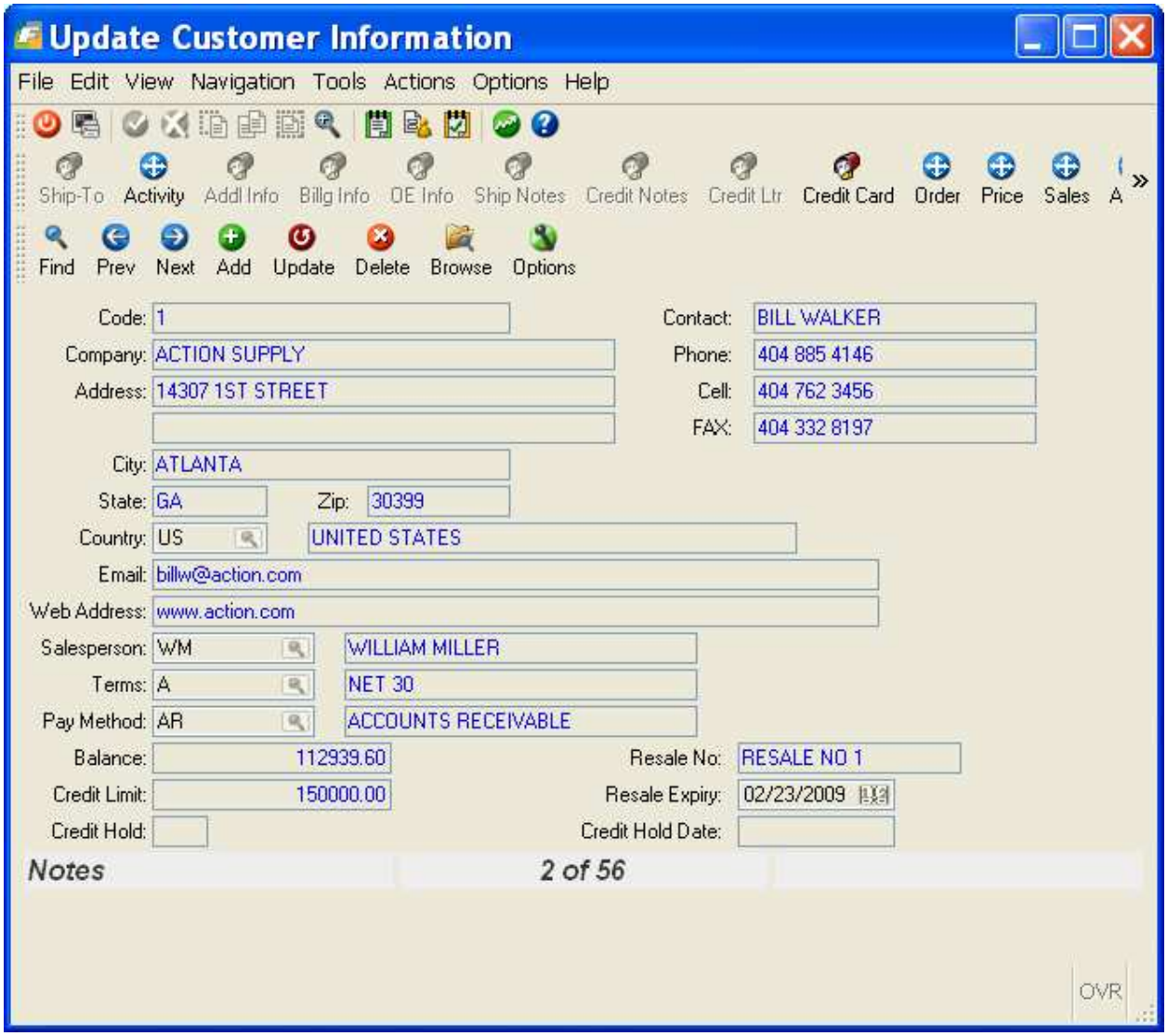


Update Customer Information

Note: If you have Fitrix Accounts Receivable installed on your system, you may have already entered much of the Customer and Customer Shipping information needed for Order Entry.

To view this screen, select **option (e)** on the Set Up Order Entry menu.

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).

The Customer Information screen contains the following fields:

Field	Description
Code	A six character alphanumeric field that stores the code that uniquely identifies the customer.
Contact	This twenty-character alphanumeric field stores the name of the person you normally contact when communicating with the customer.
Company	This thirty-character alphanumeric field stores the business name. This is the name that will appear on invoices and other documents.
Phone/Cell/Fax	These fields are for storing the phone numbers of your customer contact.
Address	The customer billing address.
C/S//Z	Continues with billing address, fields for city, state, and zip.
Country	This field records the country associated with the billing address (up to 20 characters)
Email	Email address of the customer contact.
Web Address	Internet address for the business
Salesperson	Internal salesperson managing this customer – Initials followed by full name.
Terms	This is a six-character alphanumeric field used to record the terms code for this customer. Terms codes must have previously been set up in the accounts receivable Customer Terms file. The system calculates the invoice due date and discount information from this terms code. Adjacent to the AR Terms field is an unlabeled field that displays the description of the terms code after the code has been validated. Zoom to select from defined terms codes.
Balance	Current balance due on account.
Resale No.	Resale number for sales tax purposes.
Resale Expiry	Expiration date of resale number.
Credit Limit	Amount of credit issued to customer before discounts, or credits.
Credit Hold	Enter a Y if orders cannot be entered for this customer due to their credit standing with your company.
Resale No.	Sales tax exempt resale number. This number will automatically fill in the order summary screen for reference.
Resale Expiry	Expiration date for tax exempt number. This number will automatically fill in the order summary screen for reference.

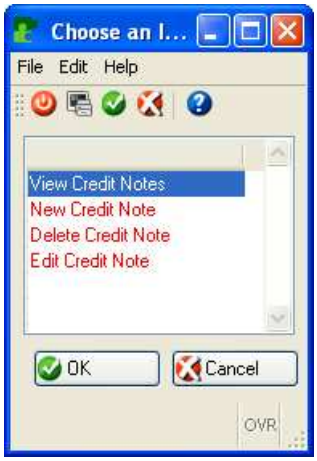
Using the Other Tool bar Icons To Access Additional Programs

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.

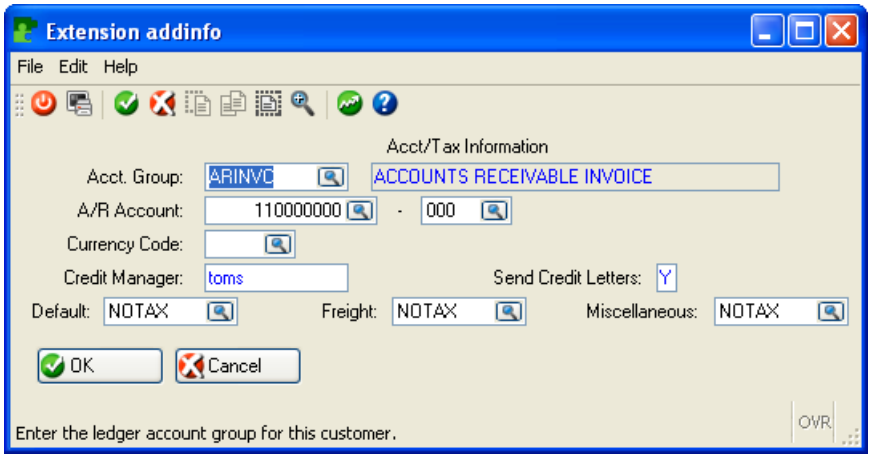
New Credit Note- allows you to add a new credit note and this note will be stored with your user id and date entered.

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.

Acct/Tax Information

To view, click on the Addinfo icon.



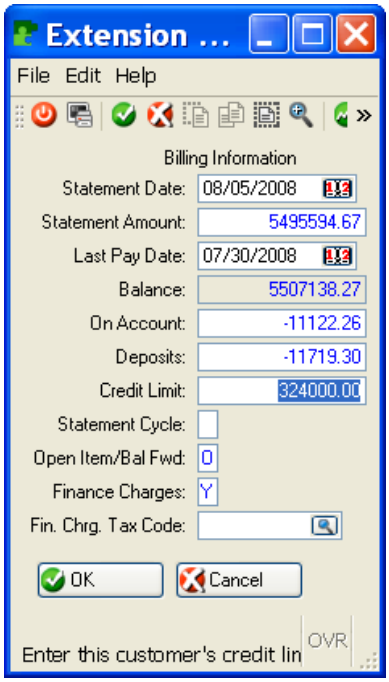
This screen allows you to define customer specific default general ledger account numbers for A/R posting and Tax reporting.

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 (see cash receipt entry in the Accounting training guide for details)
Deposits (see cash receipt entry in the Accounting training guide for details)

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 Forward:	This field accepts an entry of O (open item) or B (balance forward). This code determines the type of statement to be generated for the customer. If left blank, it defaults to O.

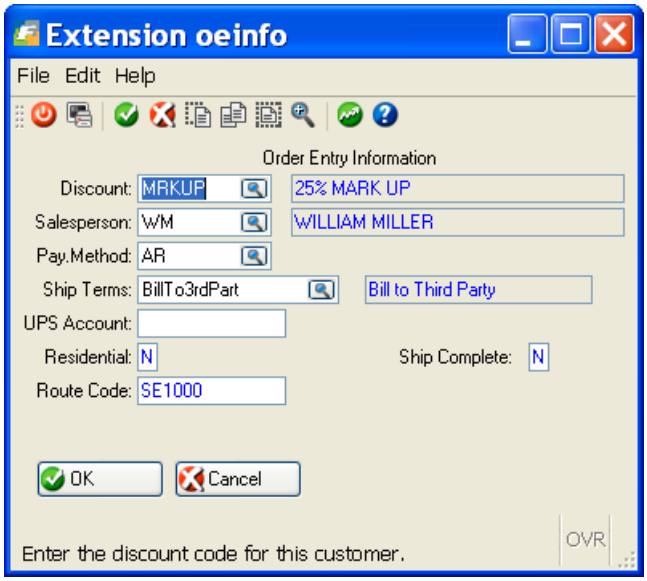
Field	Description
Finance Charges:	Determines whether customer is charged a finance charge. If left blank, the field defaults to “Y”.
Finance Charge Tax Code:	Enter tax code to be used when finance charge is created.

Press the ENTER key to return to Customer Information screen.

O/E Information

To view, click on the Oeinfo icon.

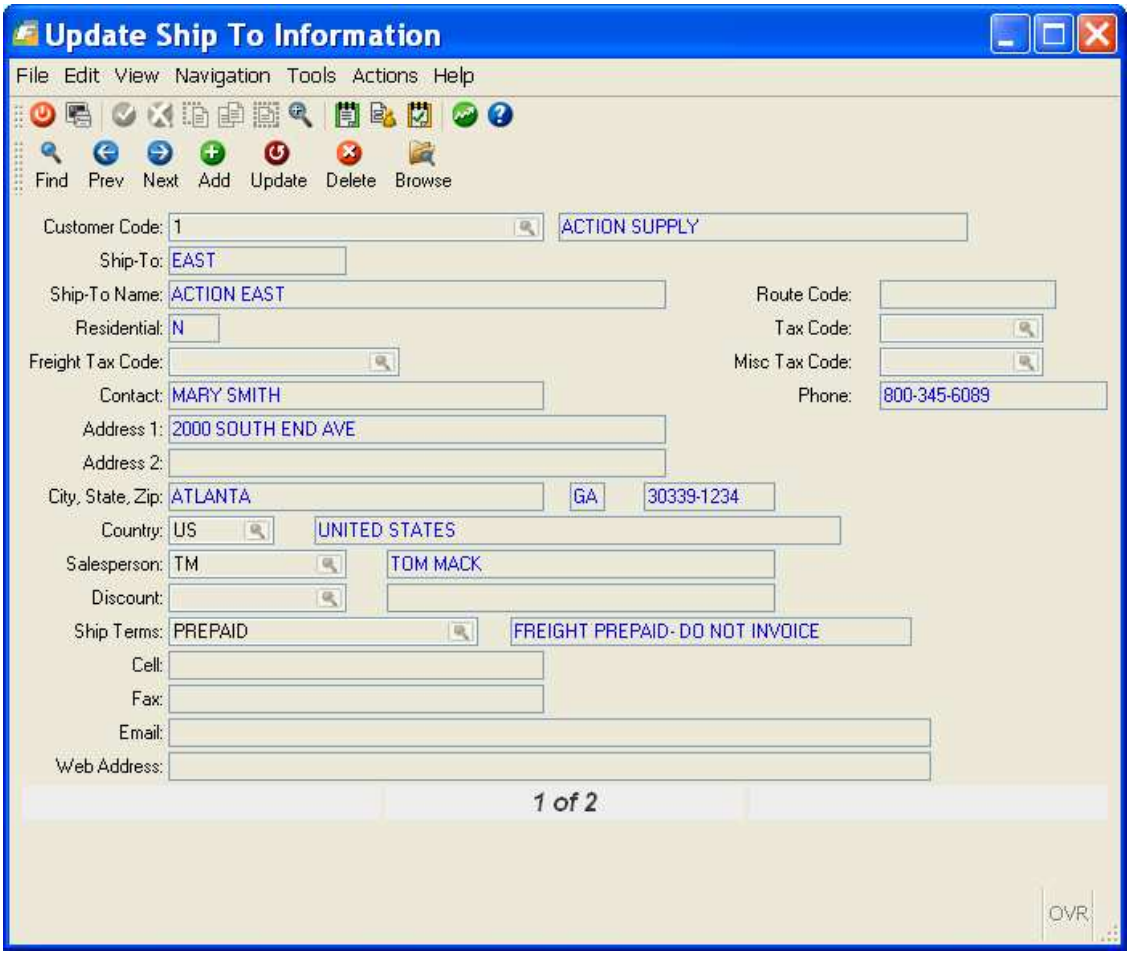
This screen maintains customer default information that is referenced in the Order Entry Module. This information can be overridden in Order Entry at the time an individual order is placed.



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

Ship-To Information

To view, click on the Shipto icon.

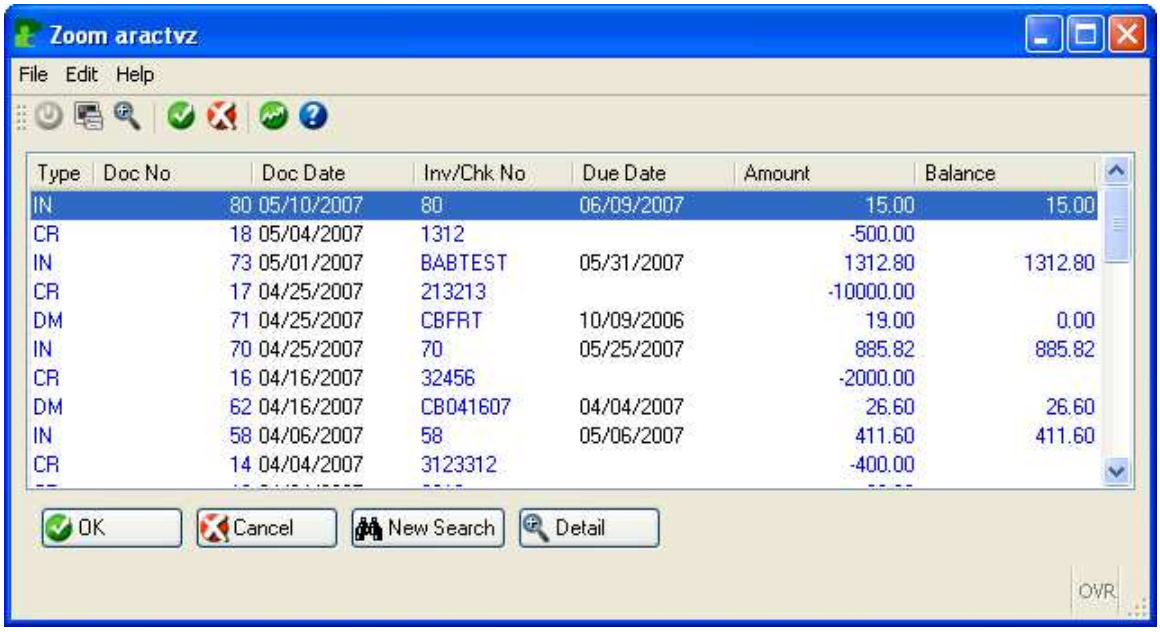


This screen maintains customer ship-to information. If you assign a ship-to during invoice processing, the bill-to and ship-to will print on shipping documents and invoice forms.

Press the ENTER key to return to Customer Information screen.

Activity Detail

To view, click on the Activity icon.



Type	Doc No	Doc Date	Inv/Chk No	Due Date	Amount	Balance
IN	80	05/10/2007	80	06/09/2007	15.00	15.00
CR	18	05/04/2007	1312		-500.00	
IN	73	05/01/2007	BABTEST	05/31/2007	1312.80	1312.80
CR	17	04/25/2007	213213		-10000.00	
DM	71	04/25/2007	CBFRT	10/09/2006	19.00	0.00
IN	70	04/25/2007	70	05/25/2007	885.82	885.82
CR	16	04/16/2007	32456		-2000.00	
DM	62	04/16/2007	CB041607	04/04/2007	26.60	26.60
IN	58	04/06/2007	58	05/06/2007	411.60	411.60
CR	14	04/04/2007	3123312		-400.00	

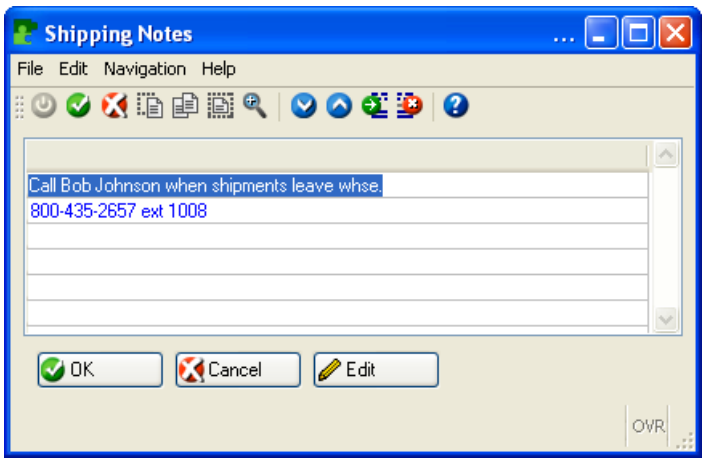
This screen allows you to view customer activity sorted by most current dates first. You can also change the sort order by clicking on the column heading.

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

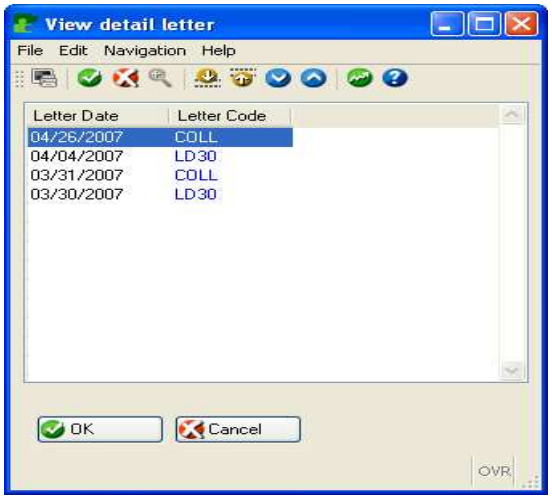
To view, click on the shipping notes icon.



The notes entered here are for special shipping instructions that relate to this specific customer. These notes will display when entering 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

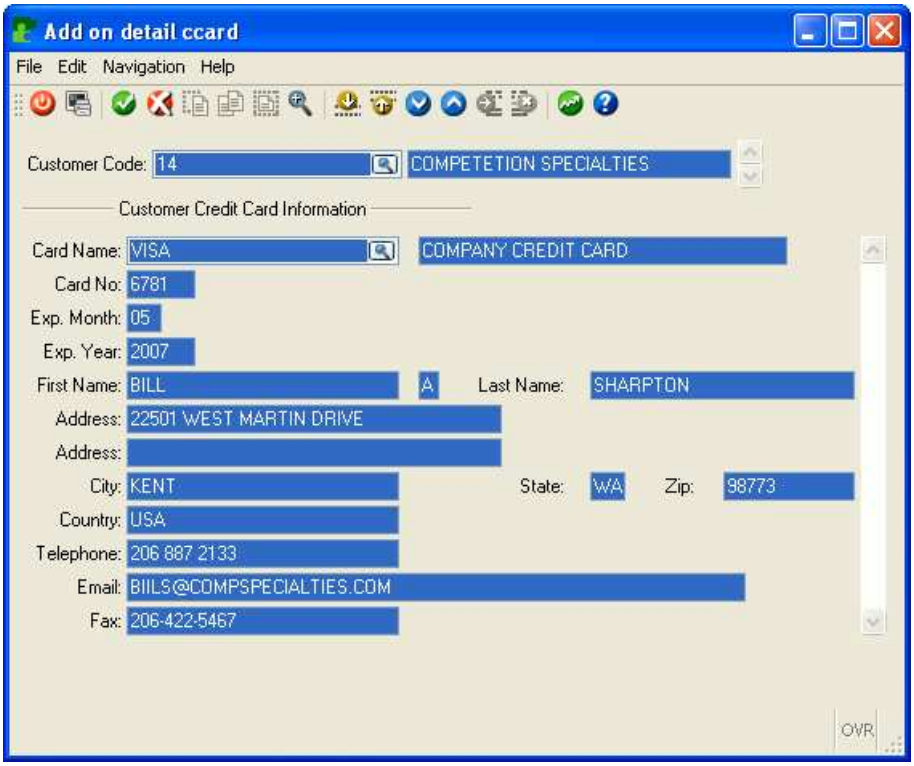
To view, click on the Credit letter icon.



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.

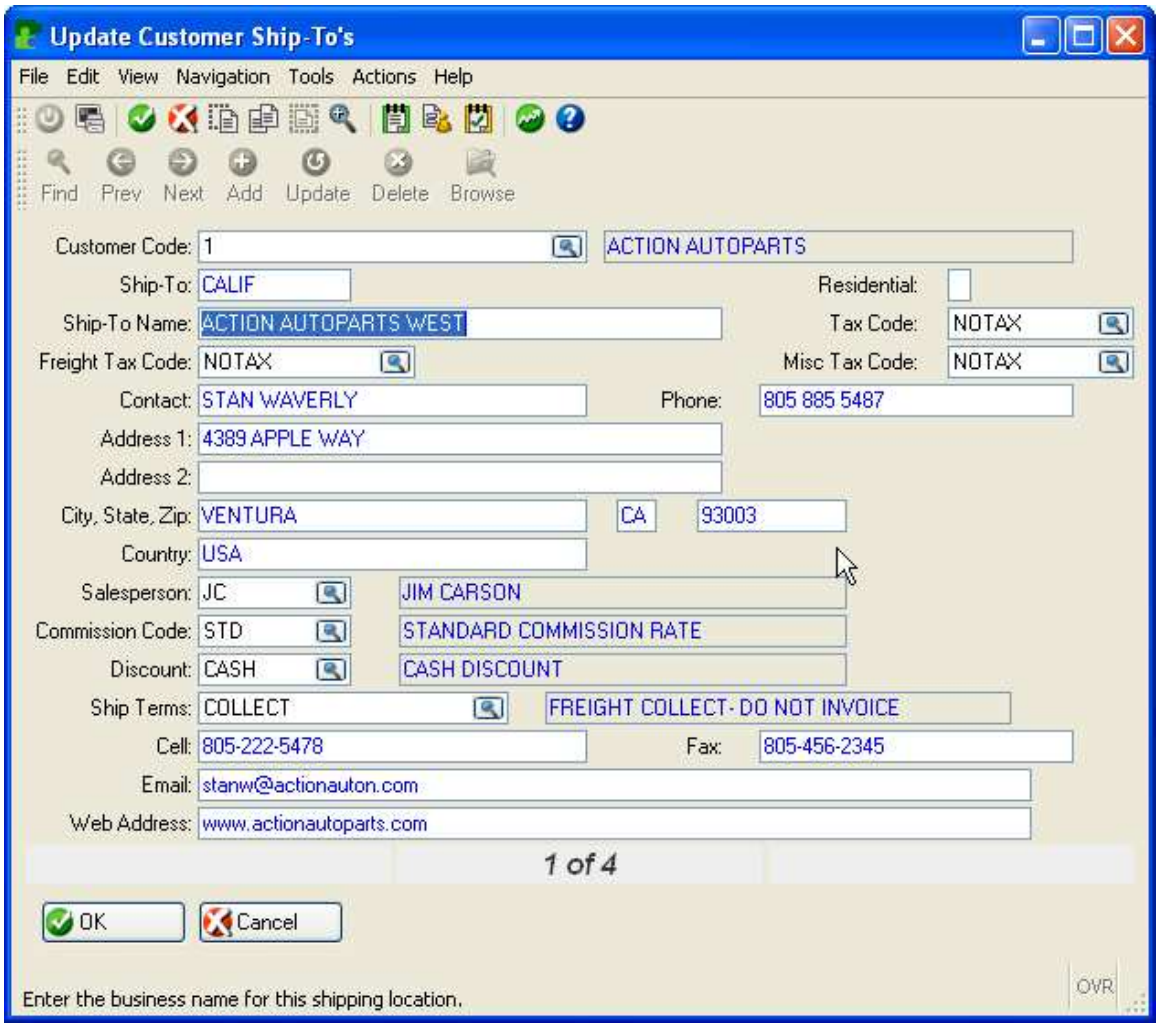


This option lets you view any credit card information that is on file with the customer. This information is set up in the Order Entry module. Credit card is a method of payment used in Order Entry.

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

Update Customer Ship To

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



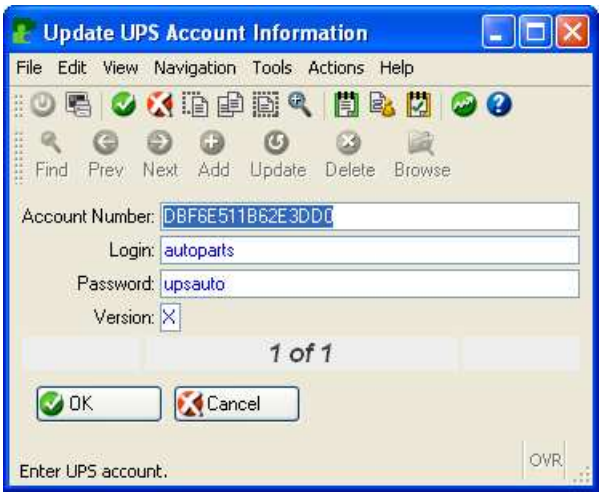
This screen allows you to maintain and add multiple customer ship to locations. When entering invoices and you define a ship-to code, this is the ship-to address that prints on the invoice. If you do not define a ship-to, the ship-to address defaults to bill-to address.

Press Quit to return to Set up Order Entry menu.

Update UPS Account Information

This screen allows the user to define the UPS Account number, login and password configured by UPS company to request tracking information in the order entry module.

To view this screen, select **(option i)** from the Setup Order Entry menu.



There are two ways to interface between Fitrix and UPS:

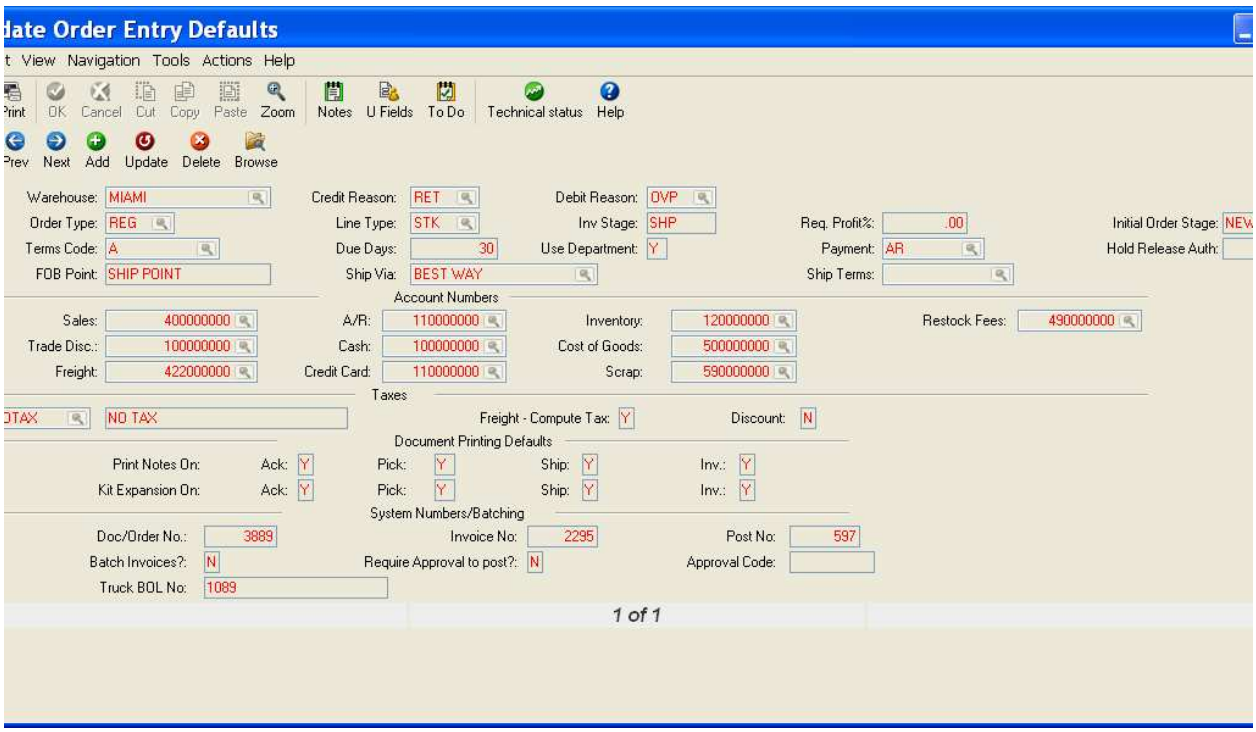
1) Enter "X" in the Version field to request tracking information using XML file
2) Enter "H" in the Version field to request tracking information using HTML file.

For more information on the interface with UPS Worldship see the section in this manual that discusses it in greater detail.

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.

Note: 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 Processing

Order Status and Order 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

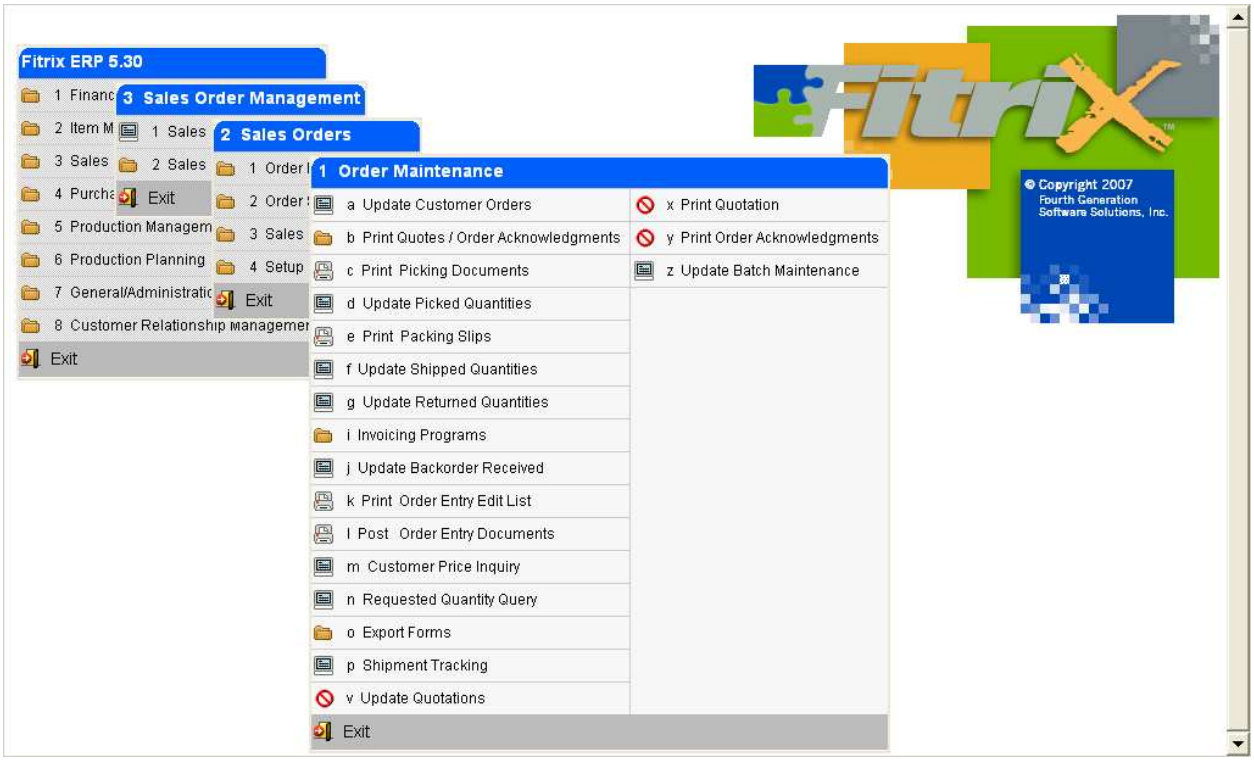
The **Order Stages** displays the current stage of the order or the current stage of a line item in the order. Line items within the same order can be at different stages. The overall order stage will always be equal to the line item stage, which is furthest from completion of the order processing cycle. 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.

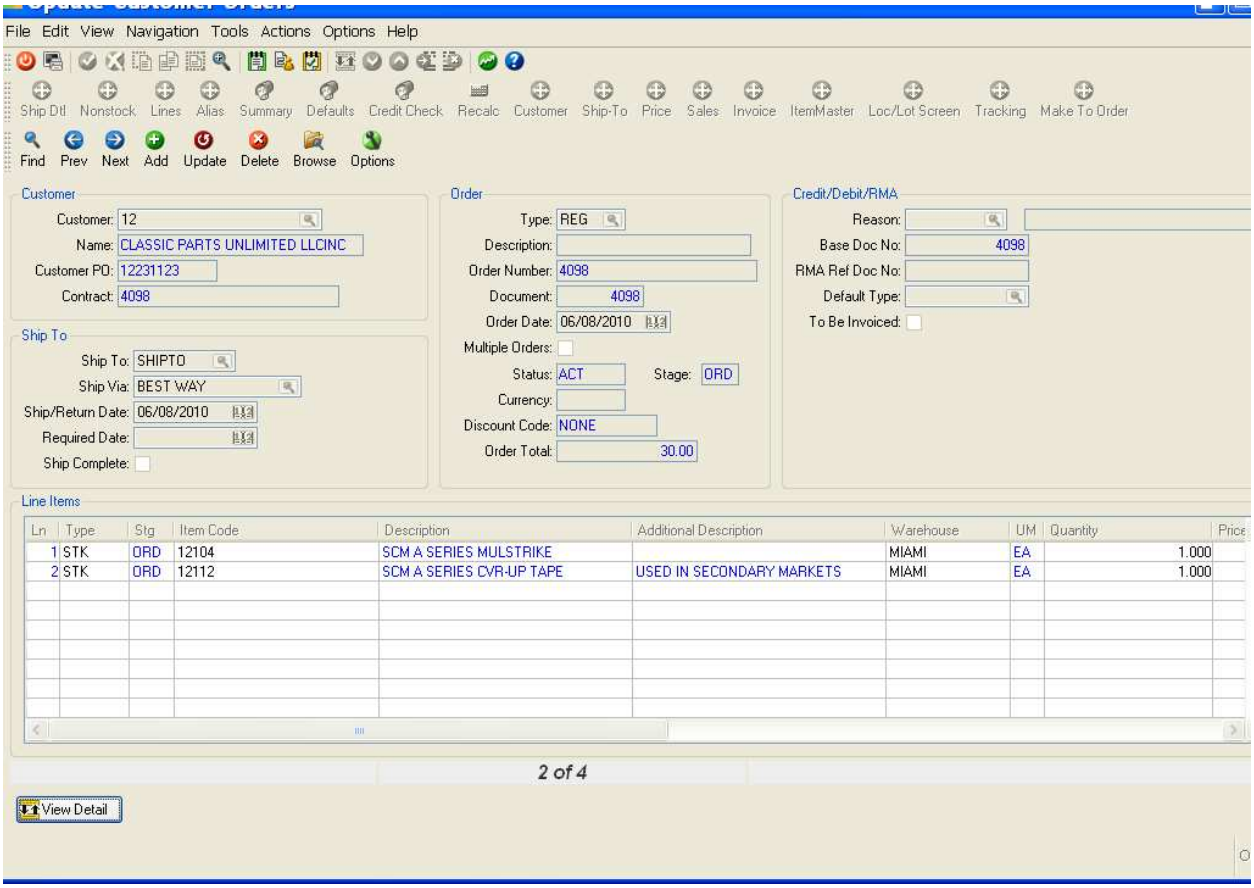
Final Invoice -use this program to print the final invoice.

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

Update Customer Orders

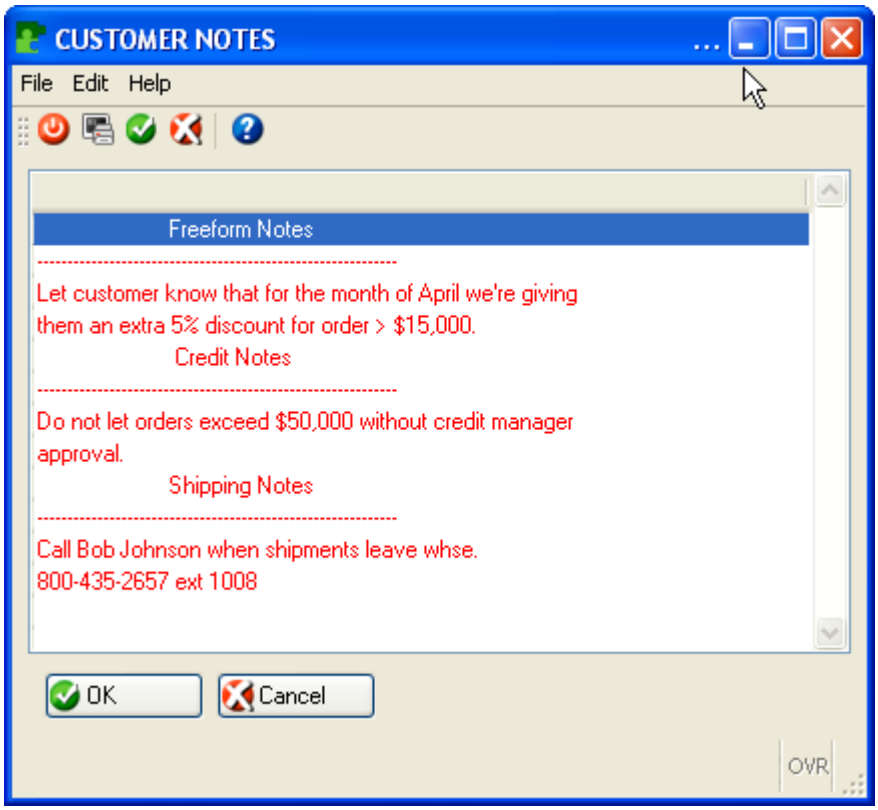
This option is used to enter or modify regular orders, reference orders, and credit and debit memos. You can break the customer order screen down into three sections: the header section, the detail section, and the line detail section.

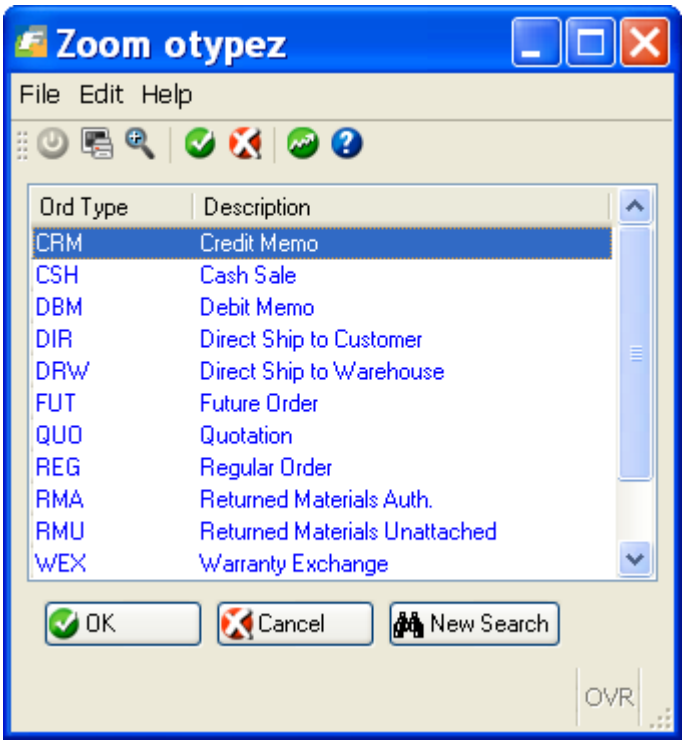
To view this screen, select (**option a**) from the Order Maintenance menu.



Customer Order Screen – Header Section

Field	Description
Customer	This field contains the customer code. These are set up with (option 4-e) Update Customer Information. 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.
Contract	This value is maintained by the system. It is this number that ties together all the orders created if you created multiple orders. By entering the contract number on the Shipment tracking screen you will find all orders that belong to a single contract. If you are not creating multiple orders the contract number is set to the order document number.

Field	Description
ShipTo:	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 be automatically entered when you enter the customer code unless there are more than one ship to addresses in which case you are prompted as to which ship to use for this customer order. Zoom to select from the current list of ship to codes. 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.
Ship Via	The customer's ship via will display here if one is found in the customer record. If not, the default ship via found in the Order Defaults table will display. Zoom is available to display ship via codes if the code needs to be changed.
Ship/Return Date	The estimated date the order will shipped or merchandise returned.
Required Date	Date customer requires the shipment to be received.
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
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.
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.
OrdrDate:	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.
Stat:	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.

Field	Description
	CAN – Order has been cancelled.
Stag:	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.
Disc Code	If the customer has special pricing based on customer class, the customer class will display in this field.
OrderTotal:	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).

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** – make to order item. 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.
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.

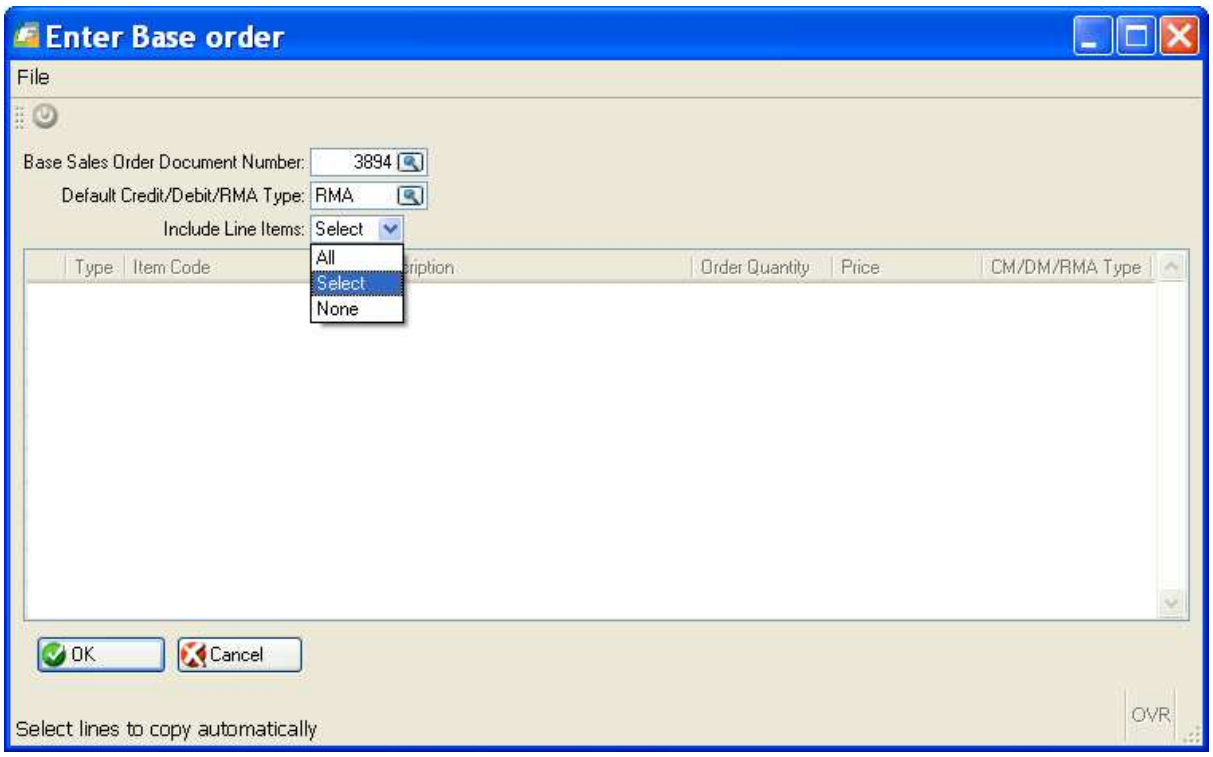
Field	Description
Warehouse	The order's default warehouse code.
UM	The UM column is used to indicate the Unit of Measure in which a quantity of the individual item is sold. Units of measure are established for the item in the inventory file.
Quantity	Enter the number of items to order in this Quantity column.
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.
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.

Bck 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.

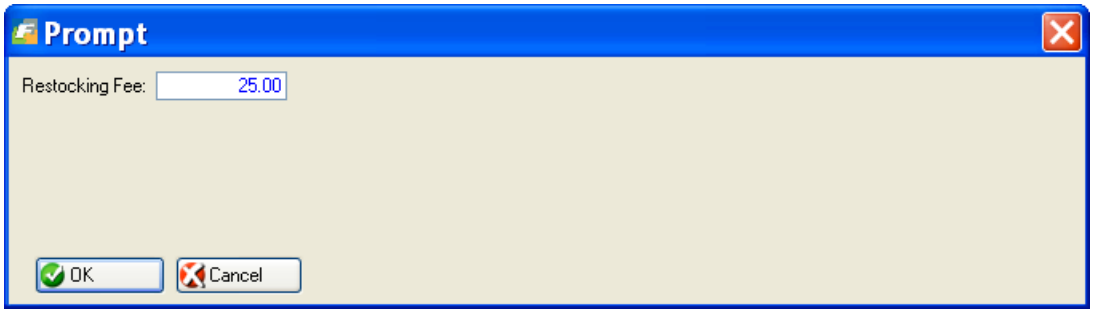
Note: If you need to insert a line item, press F1. If you need to delete a line item press F2. You can also use the insert/delete detail row icons on the toolbar.

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. When you enter order type RMA, this screen will display so that you may select the base order the merchandise was shipped on.

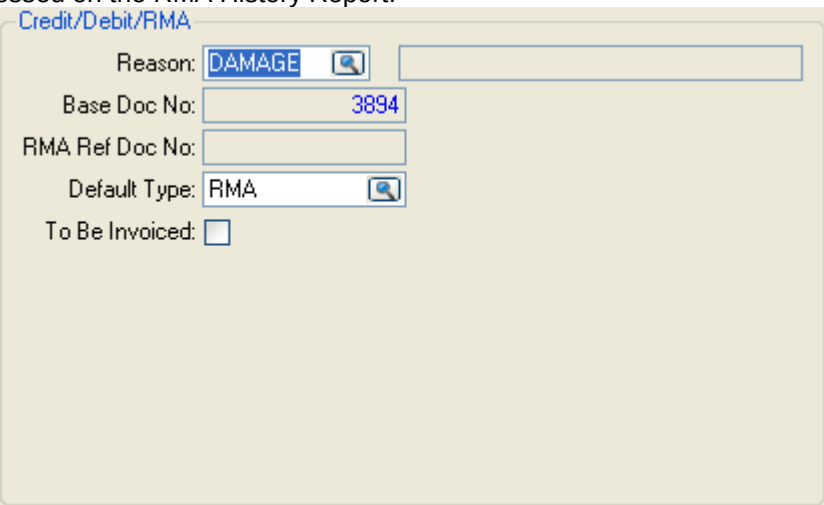


Base Sales Order Document Number
Enter the sales order number or zoom to find a list of sales orders for the customer
Default Credit/Debit/RMA Type
Enter the type or zoom to find the type. This type will be assigned to all lines on the RMA but you can change at the line level if the order type allows 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 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,



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.



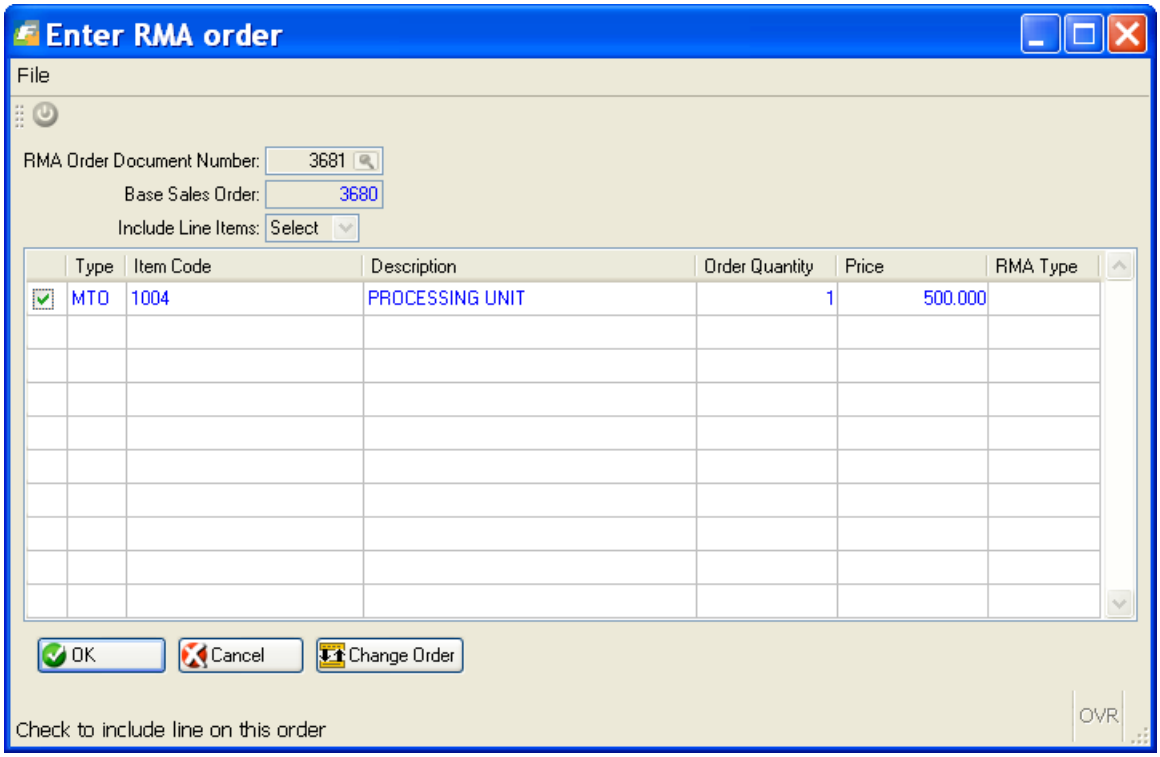
To Be Invoiced
When you are ready to process a credit memo for the RMA order, check this box. See further discussion about processing credit memos in the section that discusses Create Automatic Invoices/Memos.

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.

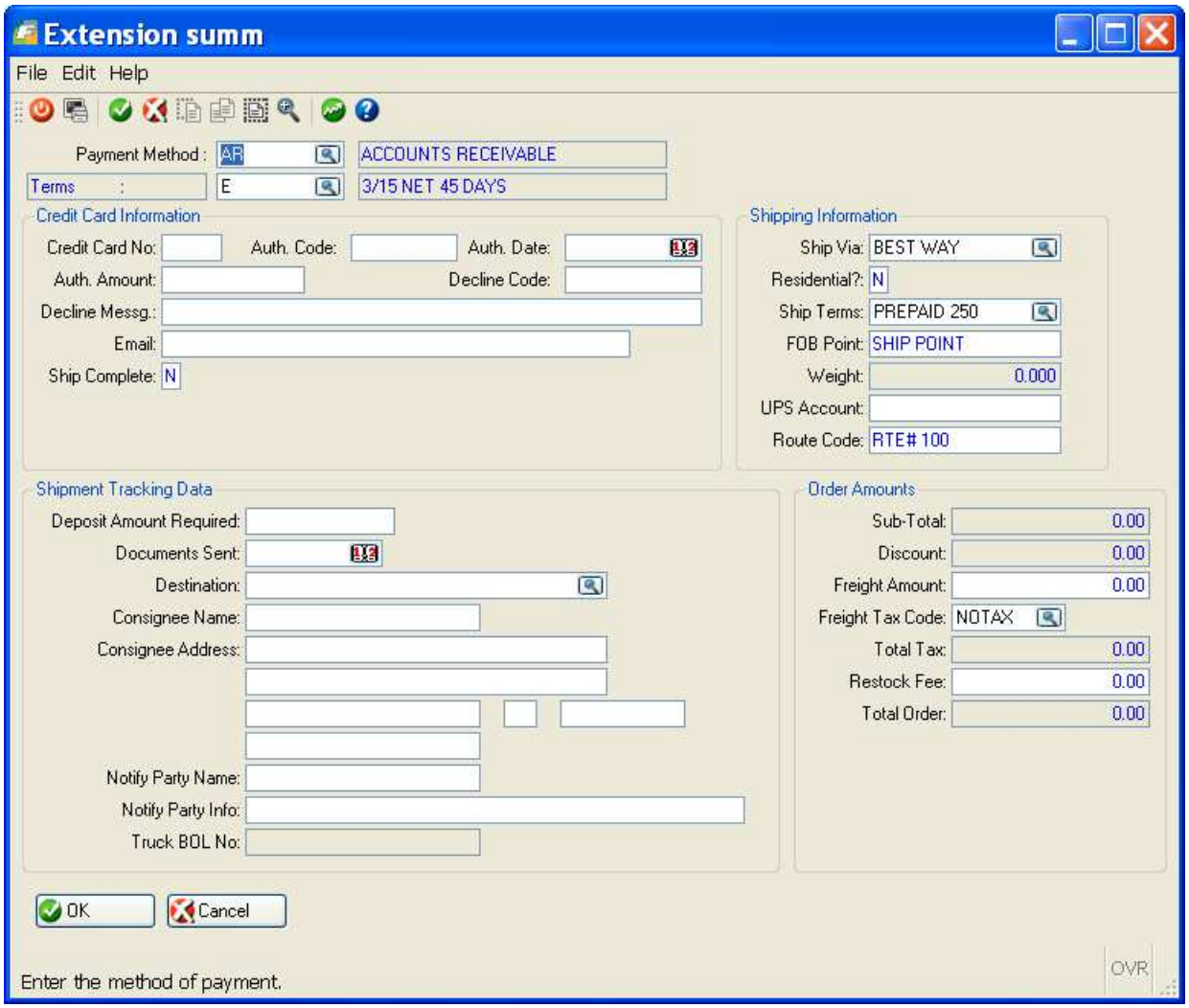
If the order type is WEX or WRP this screen will display after you enter the Order Type for you to select the RMA number it should refer back to. If the RMA was for a made to order item (line type MTO) as it is in the example below, when you save to sales order a production work order will automatically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


Enter RMA order
File
RMA Order Document Number: 3681
Base Sales Order: 3680
Include Line Items: Select
Type
Item Code
Description
Order Quantity
Price
RMA Type
MTO
1004
PROCESSING UNIT
1
500.000
OK
Cancel
Change Order
Check to include line on this order
OVR

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.

Ship Via - This fifteen-character alphanumeric field is used to record the carrier used for shipping this order. Zoom is available.

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 shipto 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 form 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.

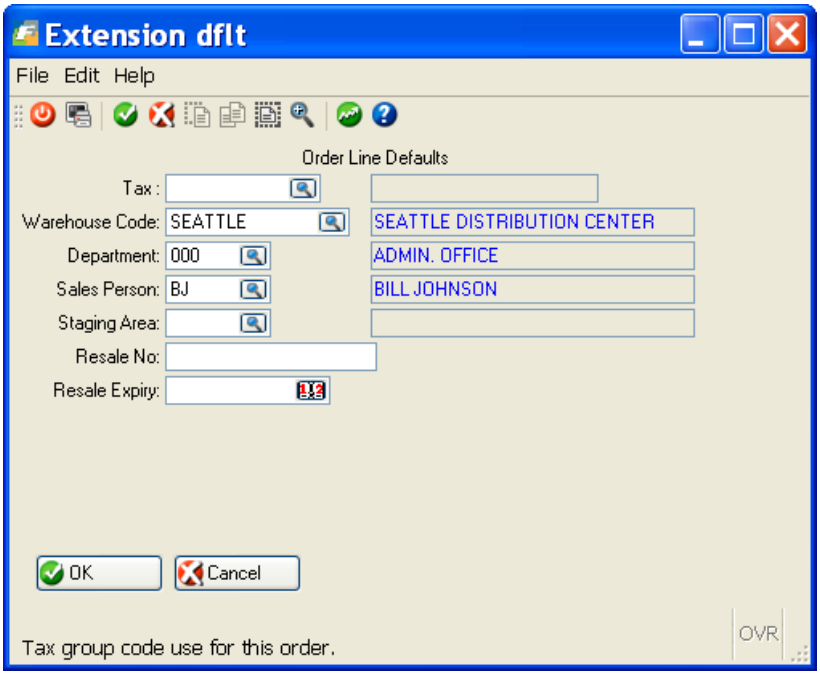
Truck BOL No. – the bill of lading number is assigned by the system. This number displays on the Shipment Tracking screen and also prints on the Export Bill of Lading.

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

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

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

The Order Defaults screen



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.

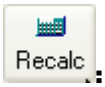
Resale No- sales tax exempt number. Defaults from customer record.

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

Credit Check

:

This screen displays the customer balance, credit limit, and invoice and payment activity.

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

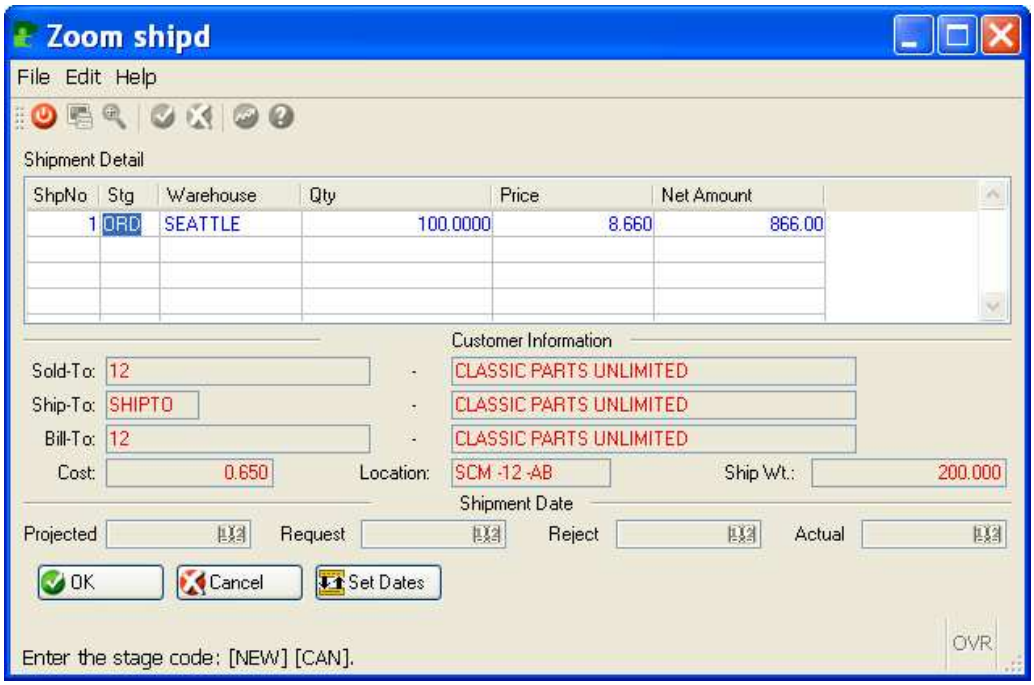
:

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.

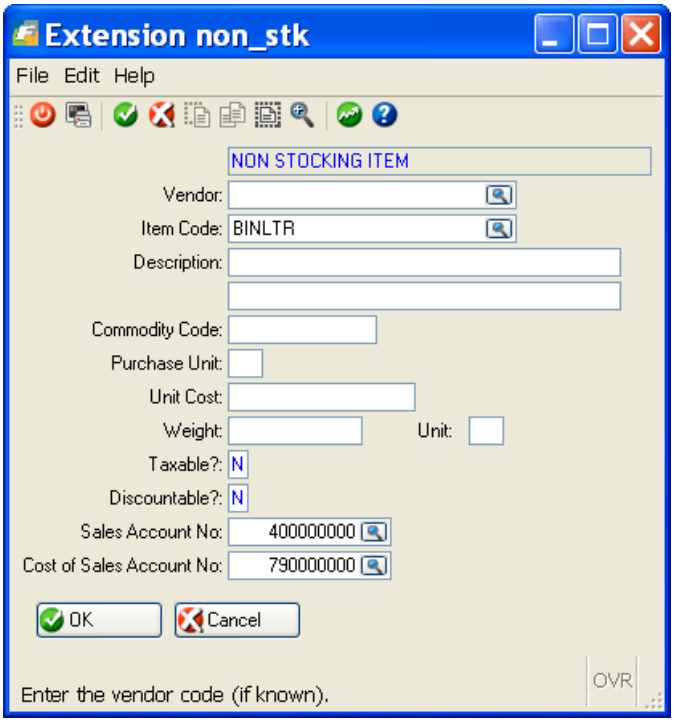
Ship Wt. - The shipping weight is calculated for all items in this order line and displayed in the Ship Wt. field.

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

Nonstock

:

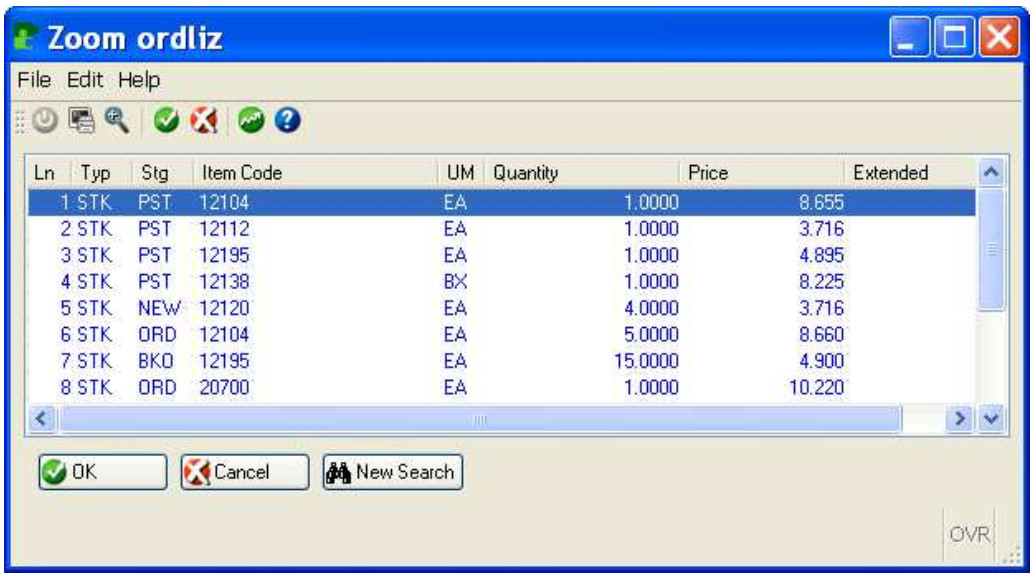
If the item is a nonstock item (line type = NON), this screen displays additional information about the item.



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.

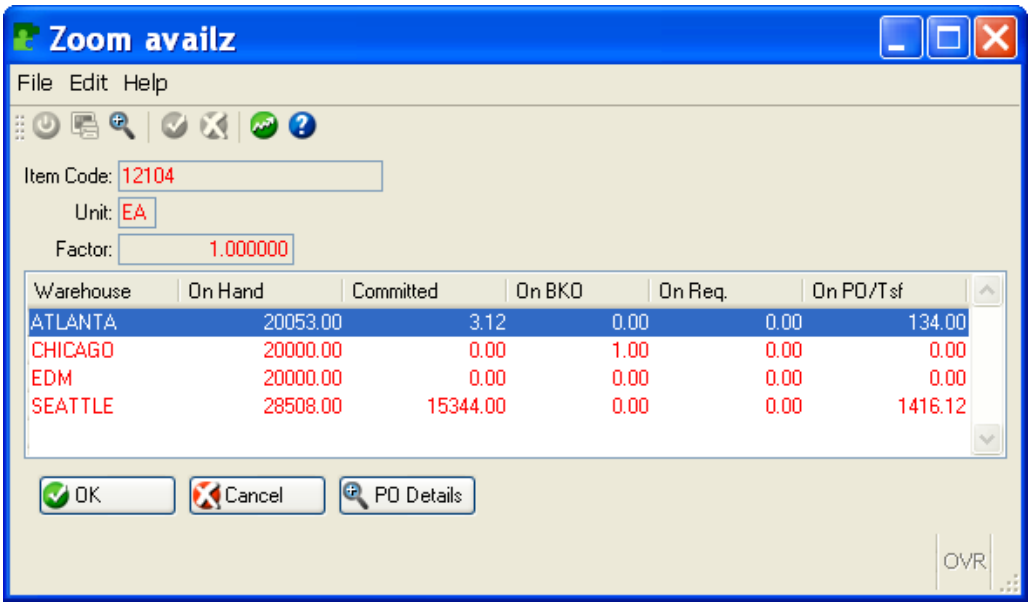


The following functions are available:

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.

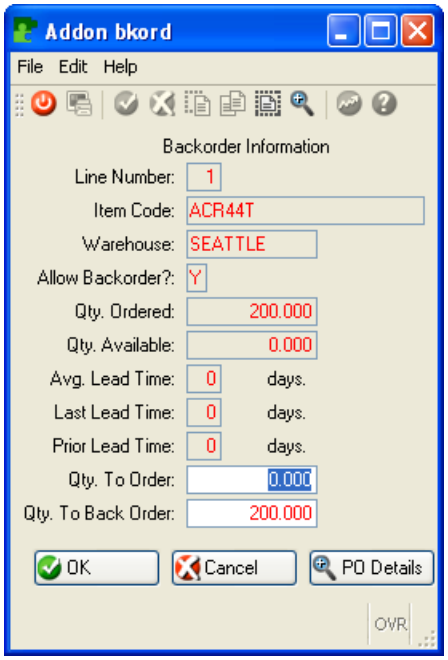
On BKO - This system-maintained column displays the amount of this item that is already on backorder for this warehouse.

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.

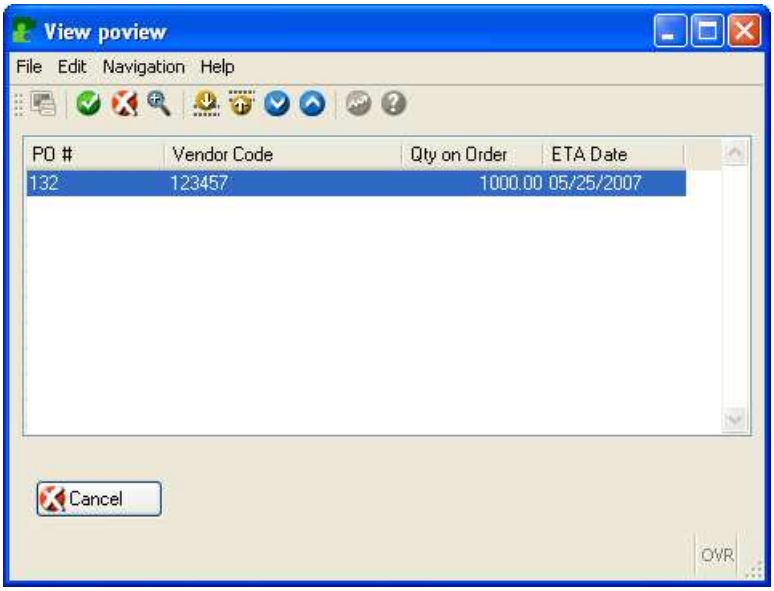


In this case 200 were ordered, but there is none on hand in the Seattle warehouse. You can enter a 0 in the **Qty. To Order:** field and the line will be cancelled.

The best procedure is to check the other warehouses for their quantity on hand, and then decide how many to place on backorder from the original warehouse.

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.

You can also click on the Po Details button to see when more may be arriving.



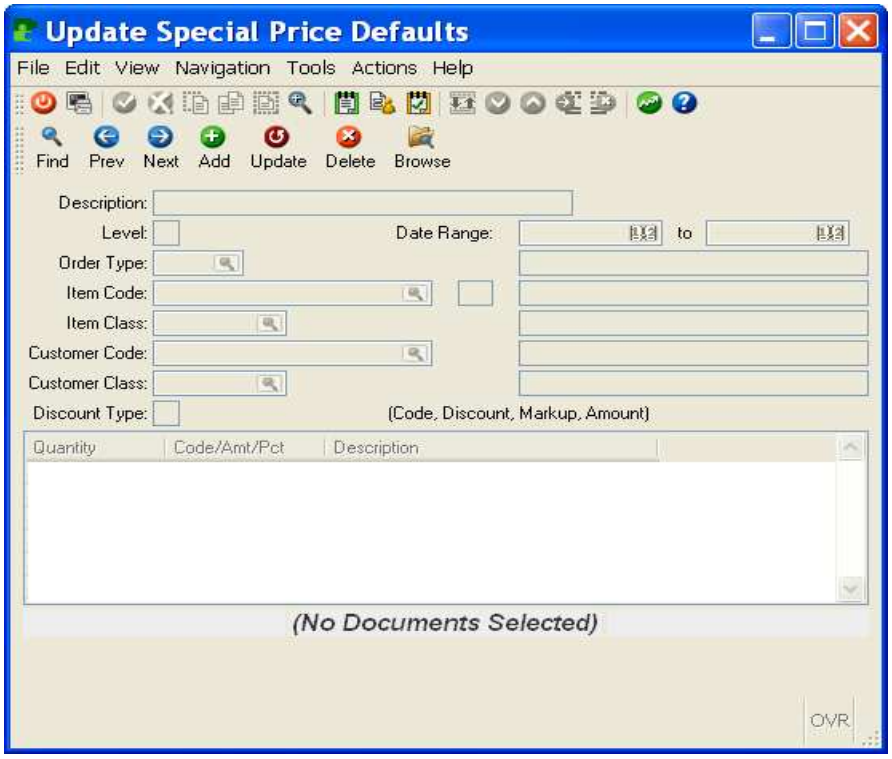
The backorder screen contains the following fields:

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.

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

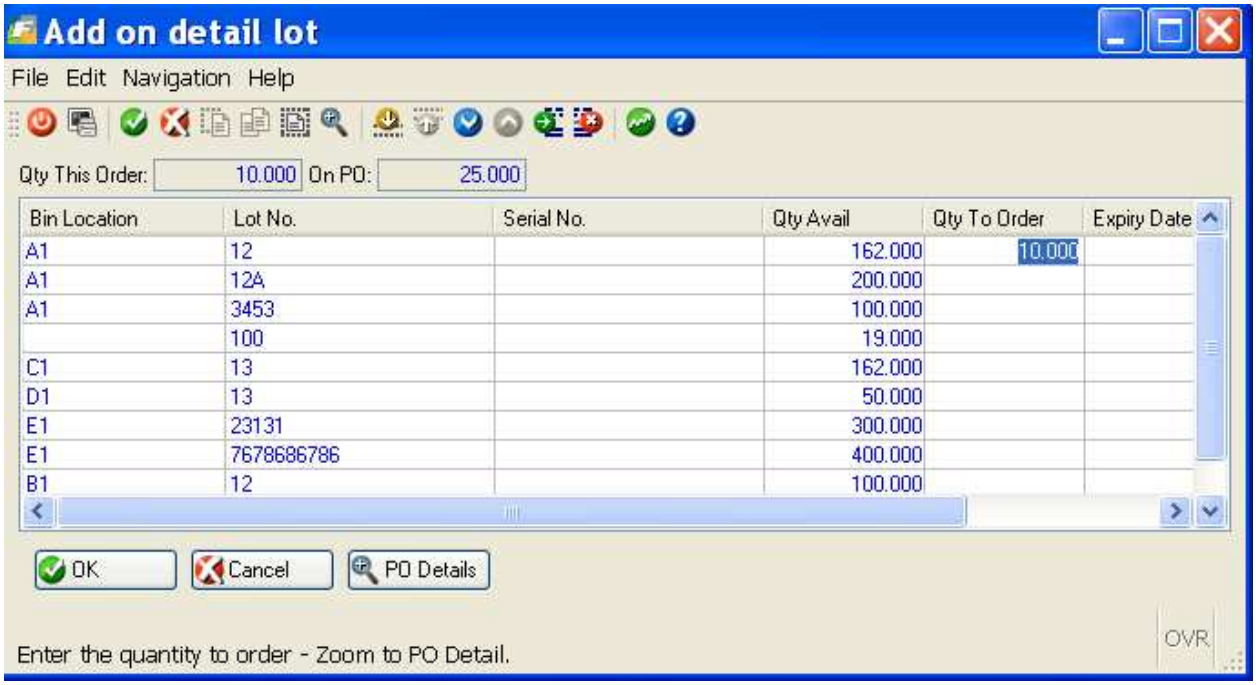
:

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.



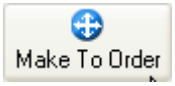
The program will automatically distribute the quantity being ordered to the various lot numbers using the oldest expiration date first. The user then has the option to change as needed.

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.

Make To Order 

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

Ship Rates

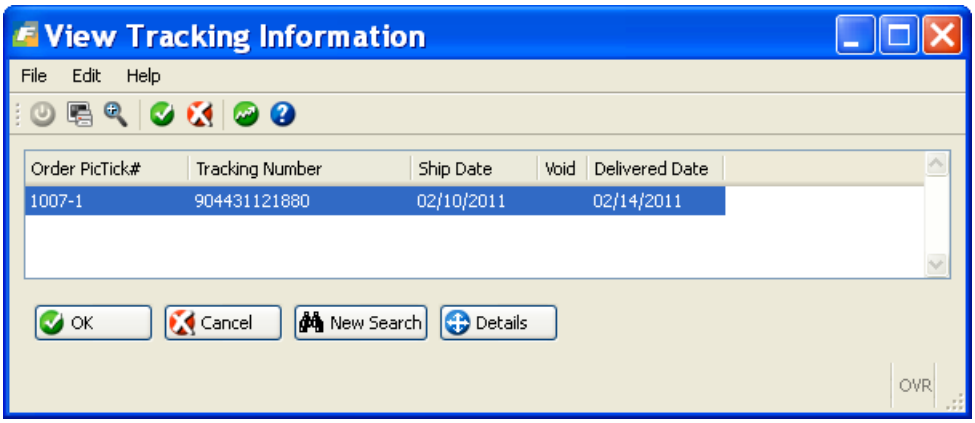
If shipping via Federal Express or UPS this screen will display the rate being charged to your customer based on the service selected.

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

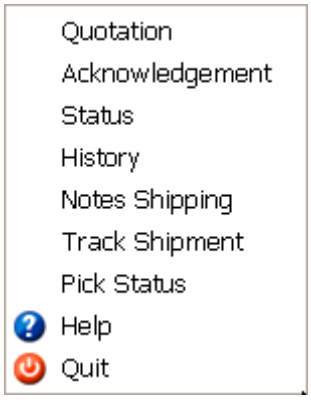
If shipping via Federal Express or UPS, this screen is used to track the progress of the shipment and the tracking number assigned by the carrier.



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 Fedex /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

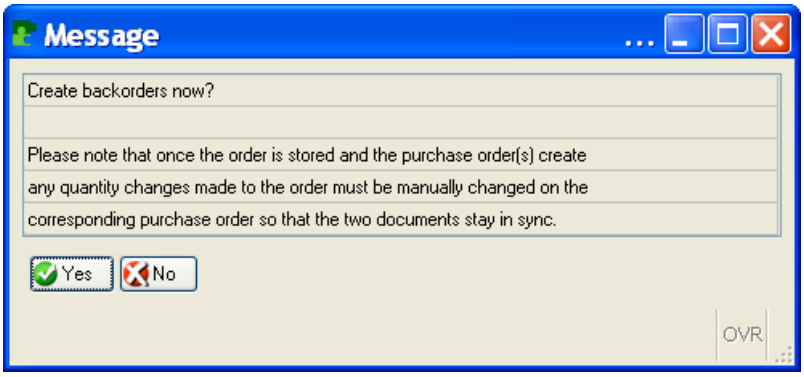
The Sales Order Entry program displays a warning when the selling price (entered or calculated) does not exceed the item cost by a specified percentage. The cost used for the comparison will be based on the costing method chosen (LIFO, FIFO, AVERAGE). The percentage will be set by item at the warehouse 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:

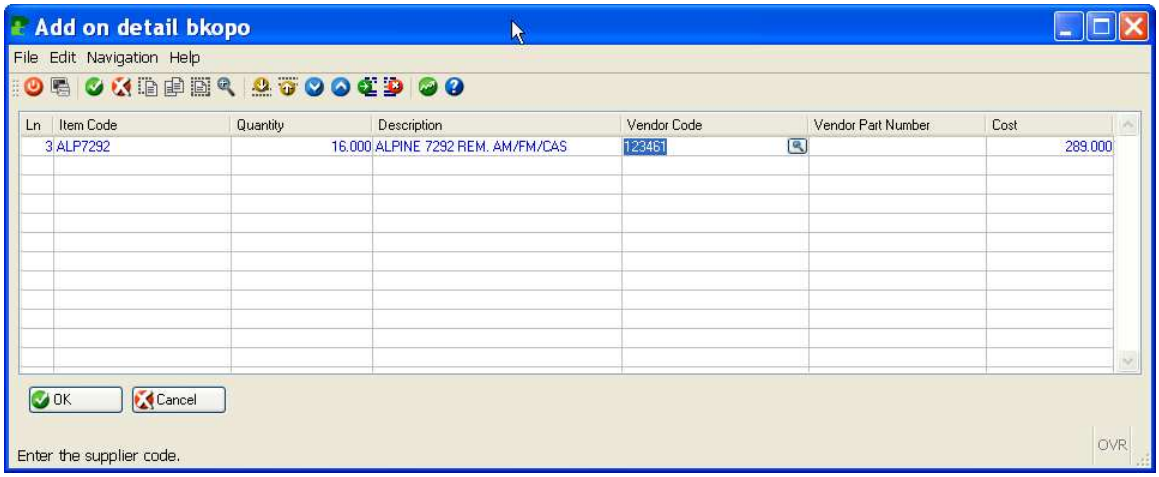
For example, if the price entered is $25.00, cost is $20.00, and Required Profit Percentage is 40%, then the minimum price allowed is $28.00 ($20.00 x 1.40 = $ 28) .

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:



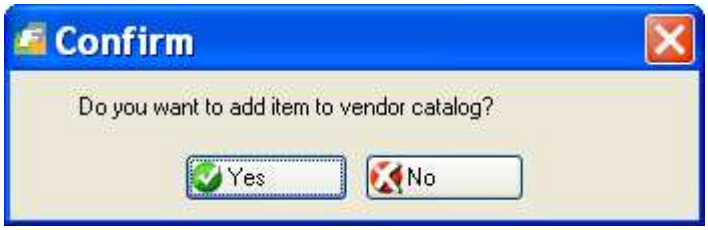
Select Yes if you want to create purchase orders. When you select Yes this screen will display:



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.

Print Quotations

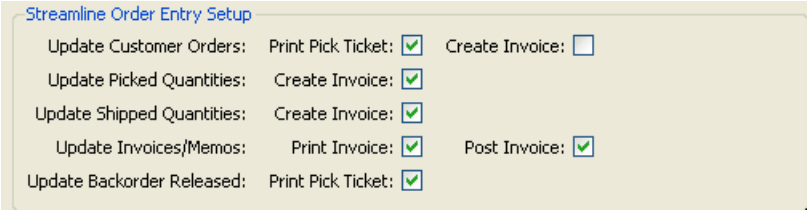
You use Print Quotations to print and reprint quotes entered through Update Customer Orders (option a).

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.

Print Picking Documents

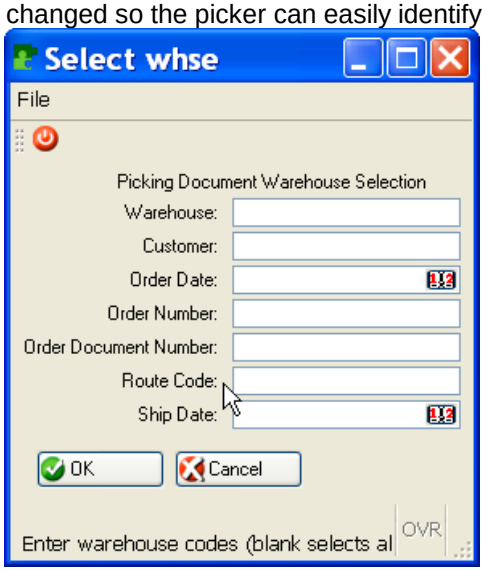
You use this menu option to print or reprint picking documents for orders entered through the Update Customer Orders option. If you want a picking ticket to print automatically when you save the order go to Update Order Entry Defaults program and check the Print Pick Ticket box:



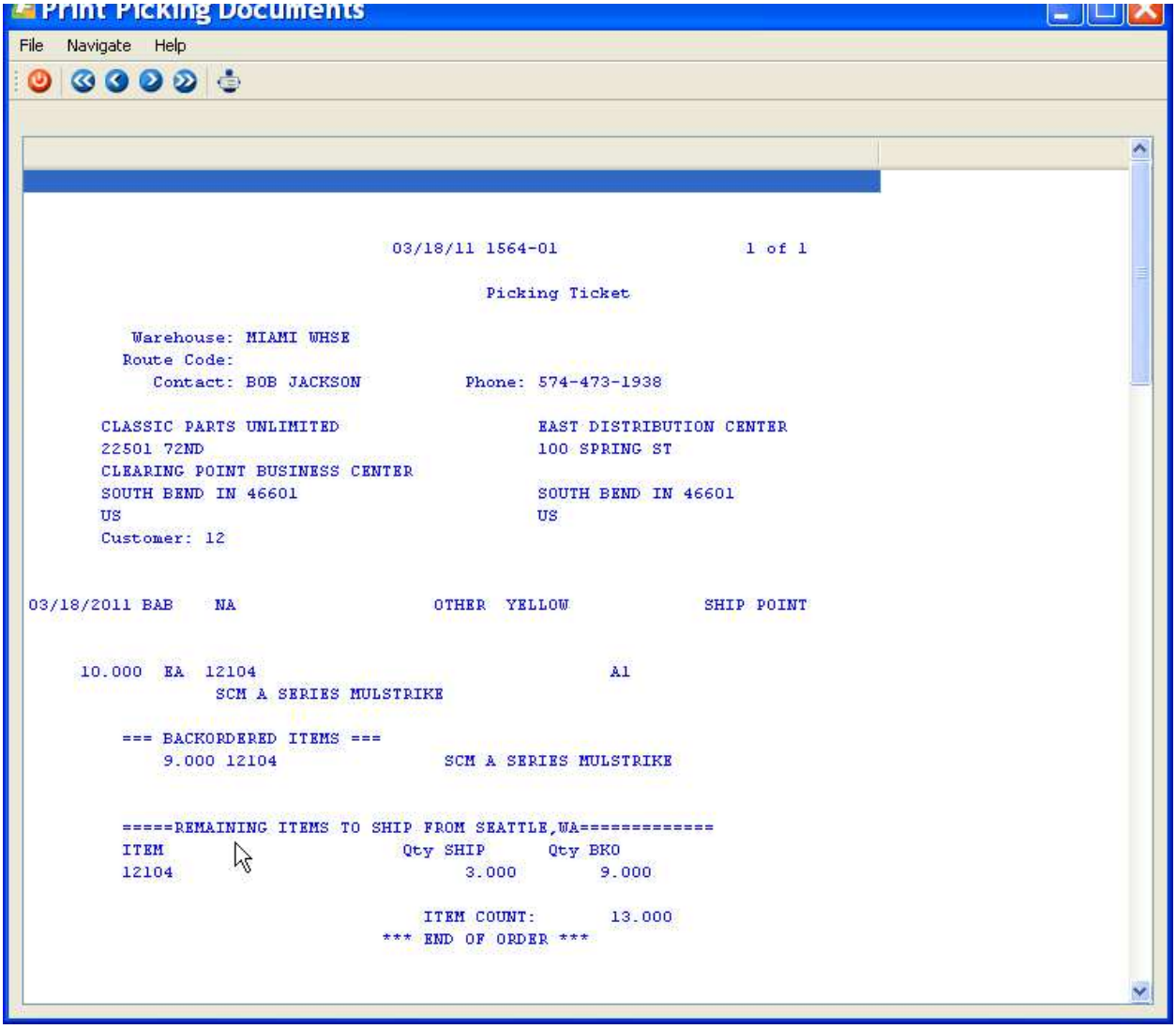
Print Picking Documents identifies order lines that have reached the ORD stage and prints the picking ticket used by the warehouse personnel to select items and fill the order. Picking lists include information such as the warehouse, customer contact and business, phone number and ship to address, item 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.



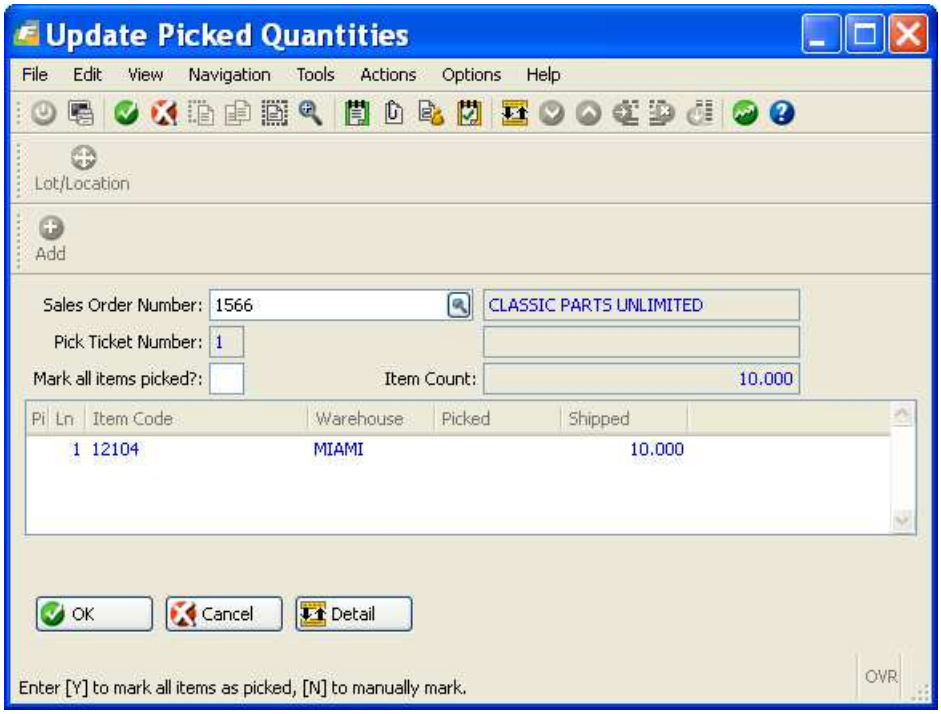
If you are shipping an order from more than one warehouse, a picking ticket will print for each warehouse and will print shipping information for the other warehouse.



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:



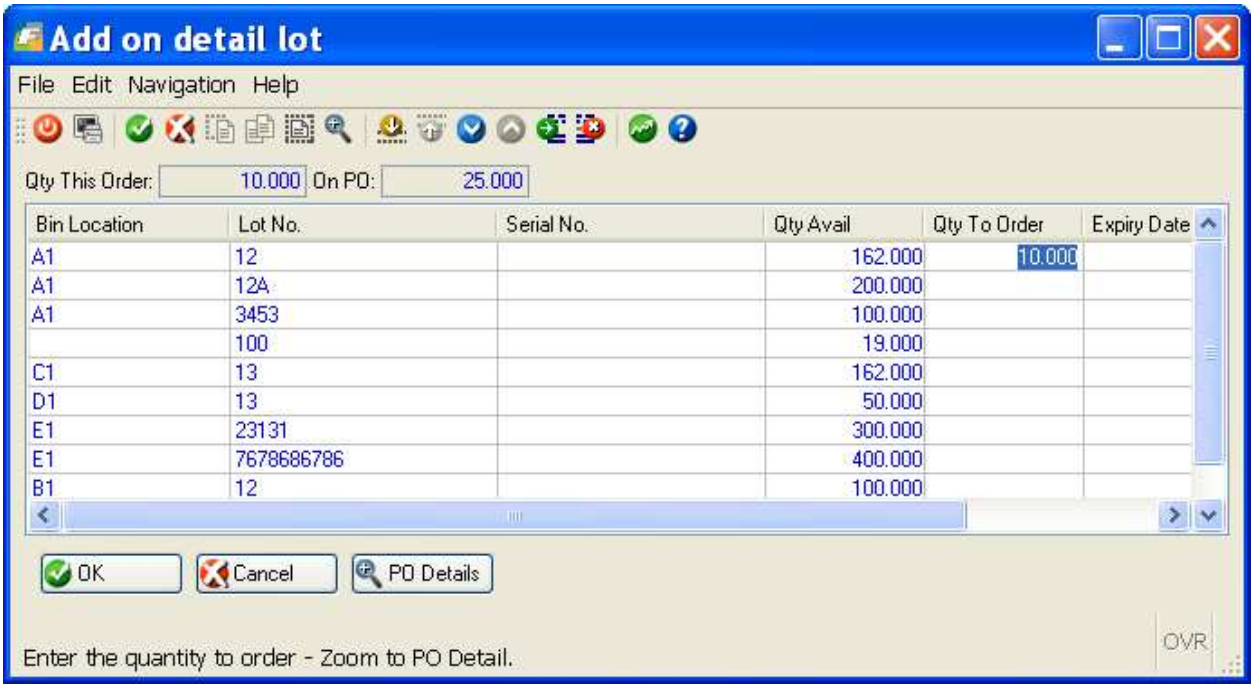
The top section of the Mark Items Picked screen shows basic order information that uniquely identifies the order. The bottom portion of the screen displays all line items for the order that have reached the ORD stage and you will update some or all of these items as picked. This screen contains the following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

The detail section of the screen:

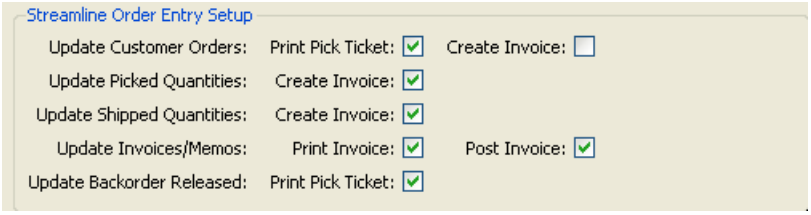
Field	Description
Picked?	In this column, enter Y to mark the full quantity as picked for this line. Enter N if not all the items on this line were picked.
Order Line	This system-maintained column displays the line number for this item.
Item Code	The Item Code column stores the code for each line item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



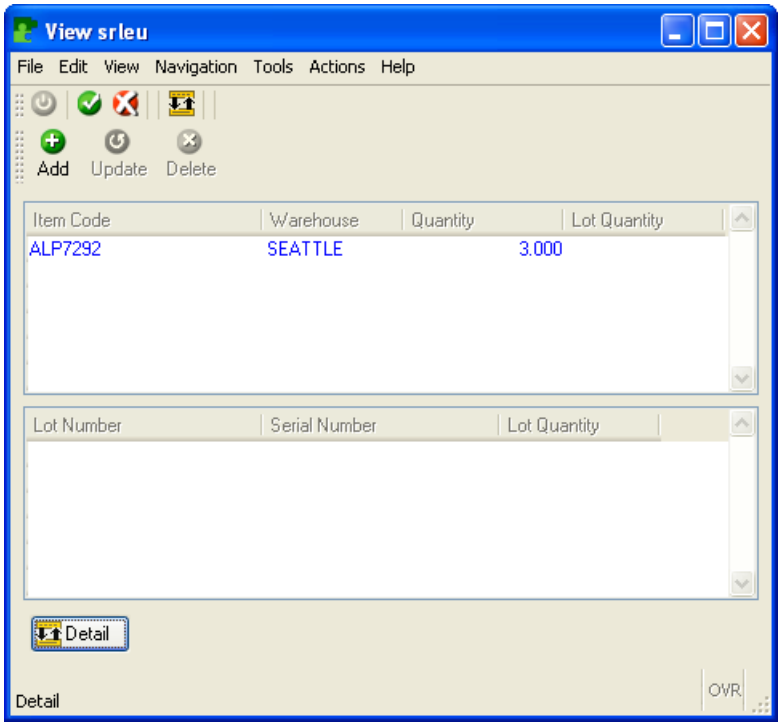
Picking Serialized Controlled Inventory

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.



Adding Sequential Serial Numbers

1 Click Add.

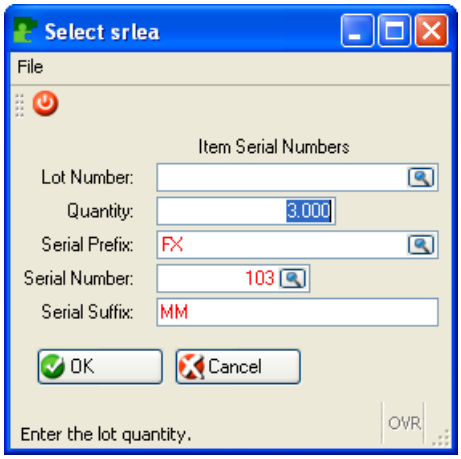
2. Enter Serial Numbers.

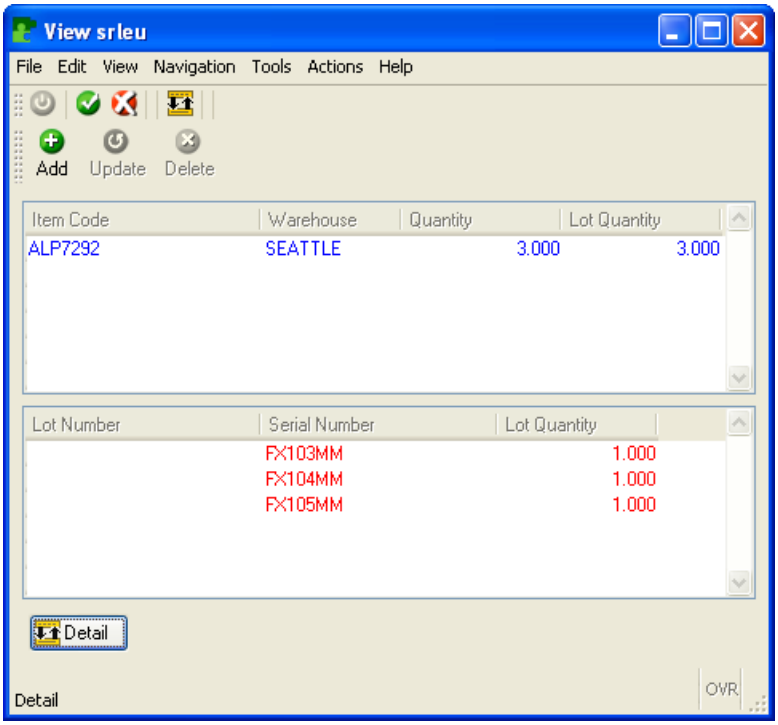
In the case where the serial numbers are sequential (i.e, the serial prefixes and serial suffixes are all the same, and the items picked have the serial numbers in sequence), just do the following:

1. Enter the quantity (in the above example, we entered 3).

2. Enter the serial prefix, first serial number, and serial suffix.

3. Click OK. The system selects sequential serial numbers as shown in the example below.





Adding Random Serial Numbers

If we had five items that had random serial numbers, to assign the serial numbers we would just enter 1 in the Quantity field and each whole serial number in the Serial Suffix field on five separate occasions. So the process would go as follows:

Click Add.
Enter 1 in the Quantity field.

Enter the whole serial number in the Serial Prefix field.
Repeat steps 1 through 3 until all serial numbers are entered.
Click on OK.

Deleting a Serial Number

If, after selecting the serial numbers, you need to delete one from the list:

Click on the Detail button to enter the detail section of the screen that has the list of the serial numbers you selected.
Highlight the serial number you want to delete and then click on the Delete button.
Click on OK.

Modifying Serial Numbers

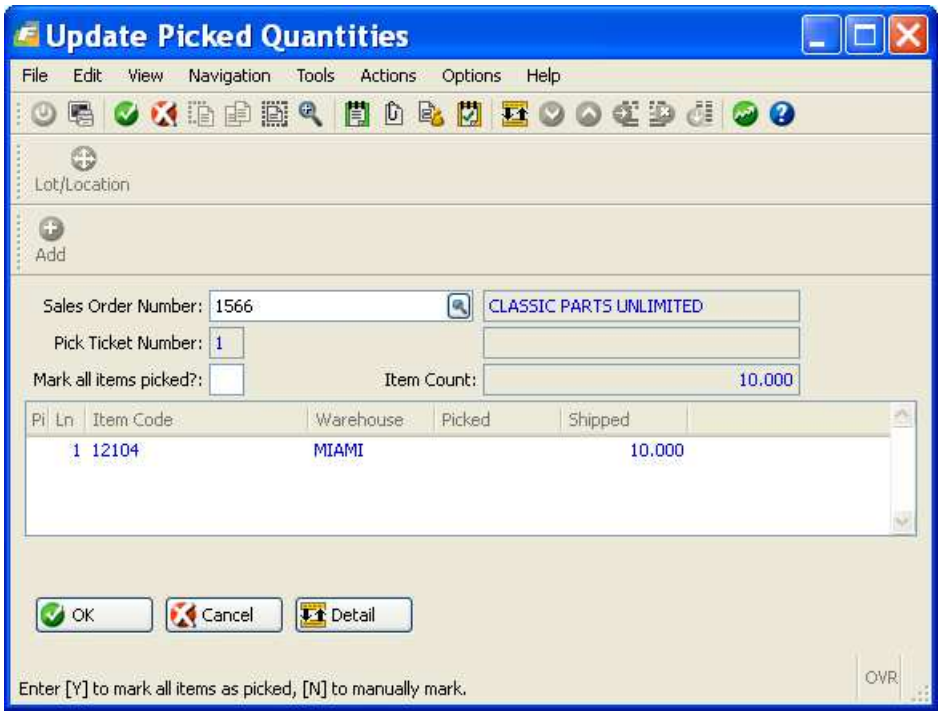
If after selecting the serial #s you need to modify one on the list:

Click on the Detail button to enter the detail section of the screen that has a list of the serial numbers you selected.
Highlight the serial number you want to change and then click on the Update button.
Zoom to find a different serial number.

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

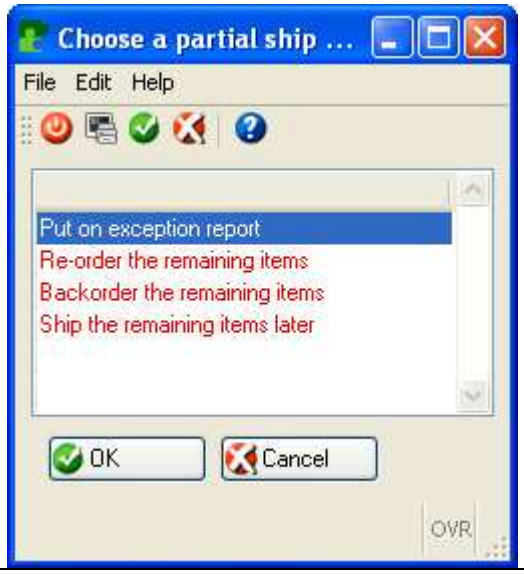
The Mark Items Shipped form is viewed from **(option f)**.



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.

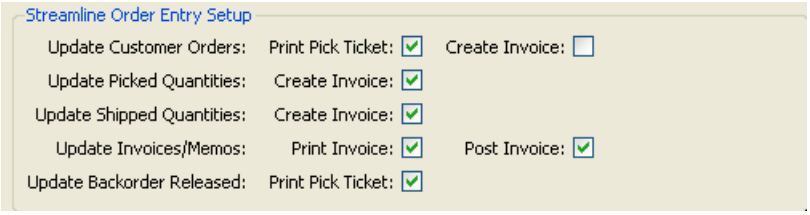
Field	Description
Sales Order Number:	Enter the order number that corresponds to the Order No. Field on the Customer Order form. Zoom is available to help you select a valid number for the order containing the items you want to update as picked. *NOTE:* Once you finish updating the picked quantities 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.
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. 

Field	Description
	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.

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 where you can enter the bin, serial and/or lot numbers for the items being returned.

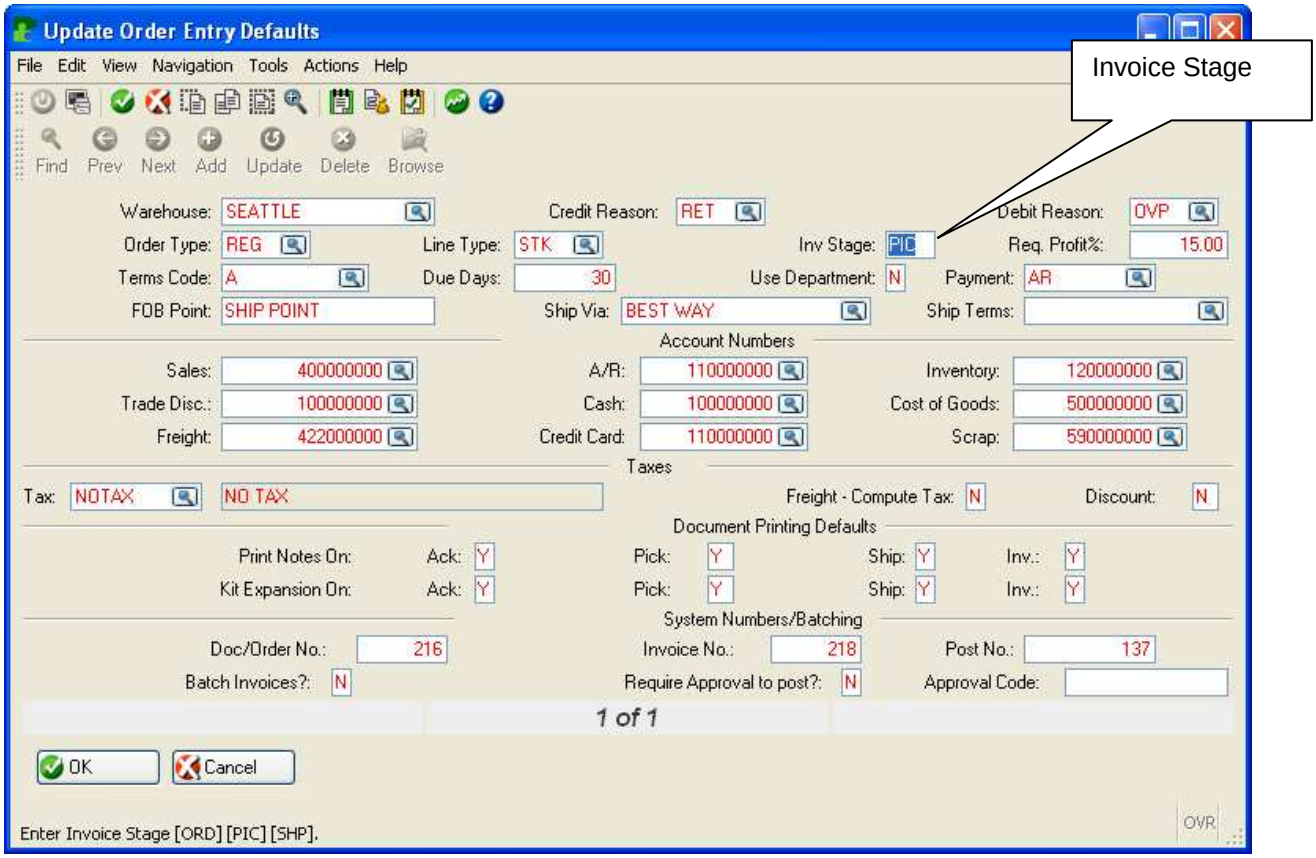
Print Packing Slips (optional)

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.

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.



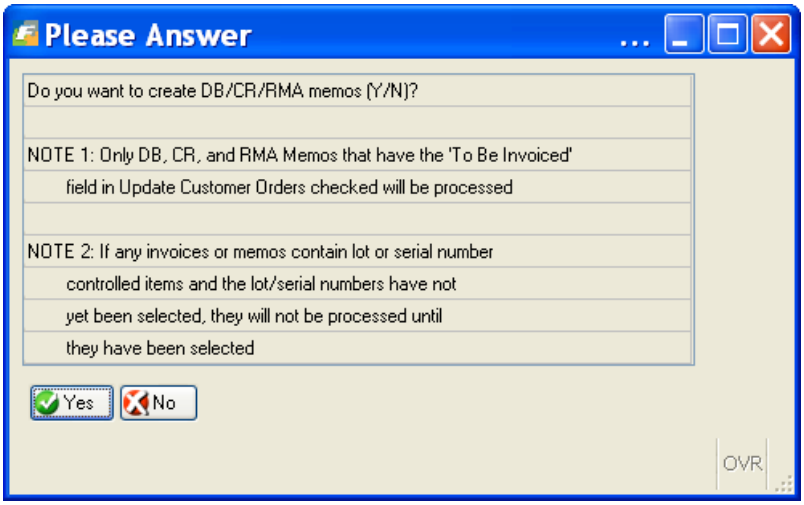
This value should be set as follows:

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:

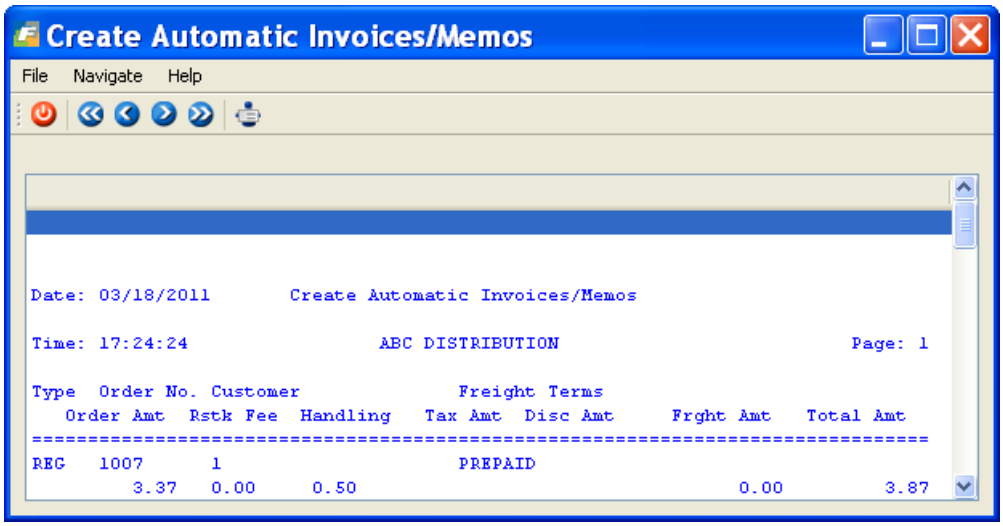
Enter "Y" to proceed.

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:



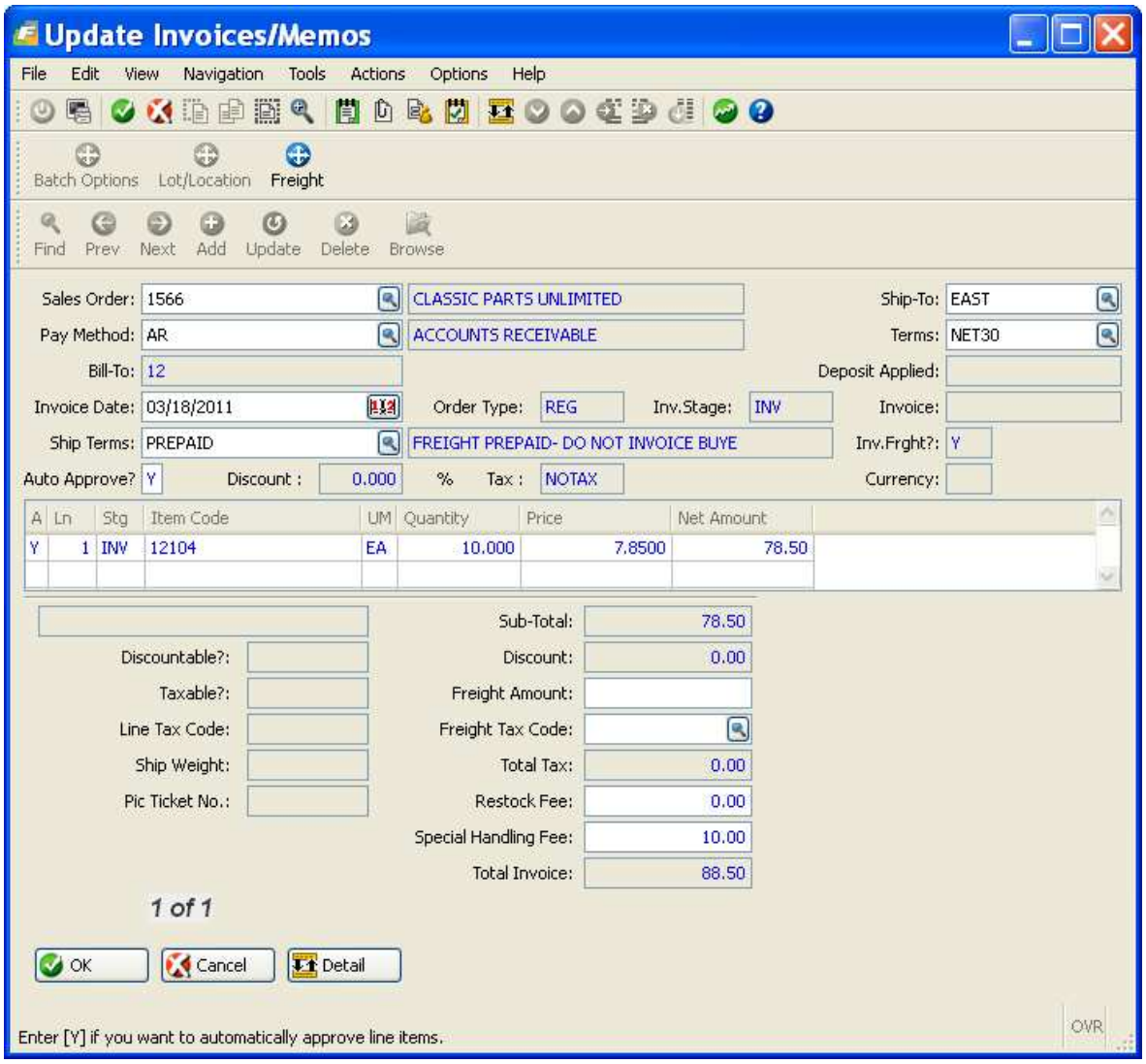
Update Invoices/Memos

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.

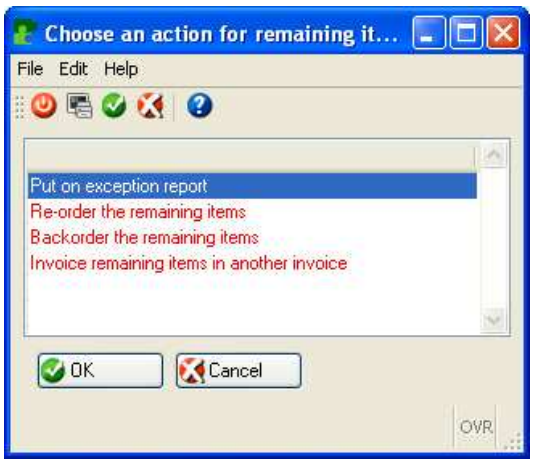
Ln - This number corresponds to the order line number assigned for each order item (row) in the detail section of the customer order document. The column is maintained by the system.

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.

Before running this menu option, insert your invoice forms into the printer used for invoicing.

When you select this option, 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 unposted 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 can not know the cost of an inventory item until you actually post the transaction. You can not 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.

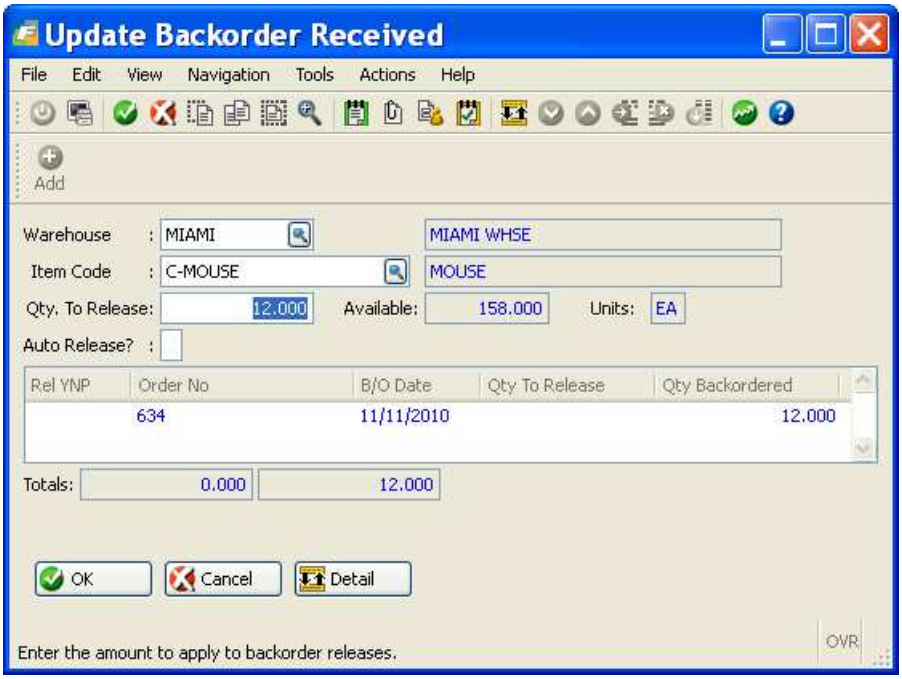
Posting produces a report that shows both the inventory and accounting information generated by the posting.

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 i)**.



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 can not release more then 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.

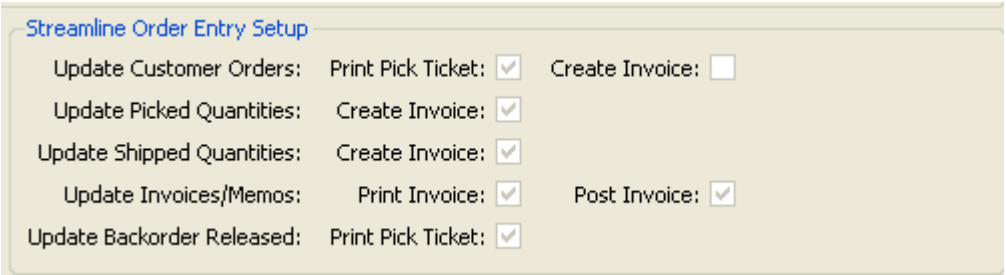
B/O Date - The B/O Date column records the date this sales order was placed on backorder. This column is system-maintained.

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.

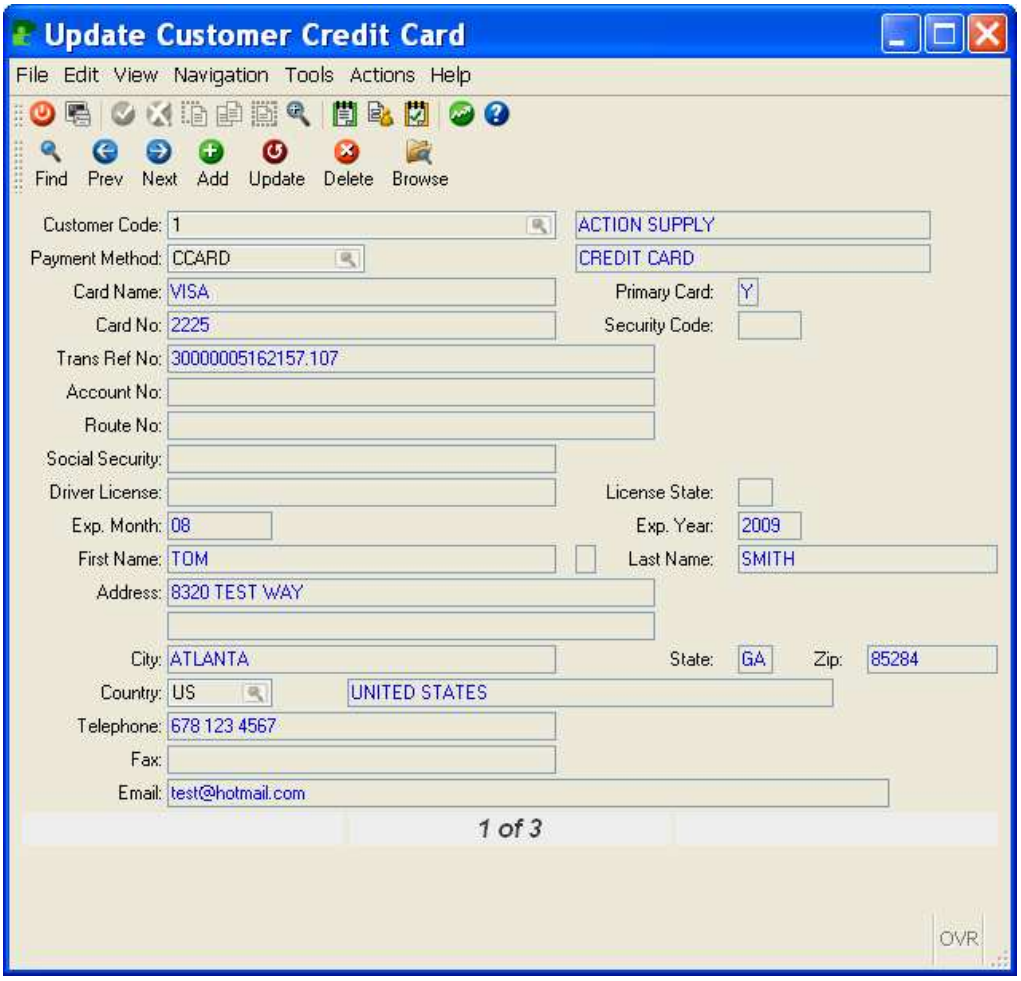
Enter Customer Credit Card Information

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

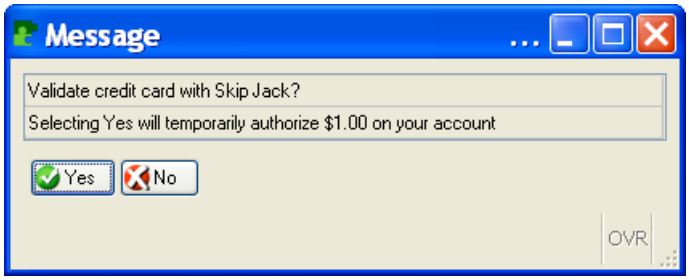
The following information is required for debit cards and therefore must be filled in:

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.

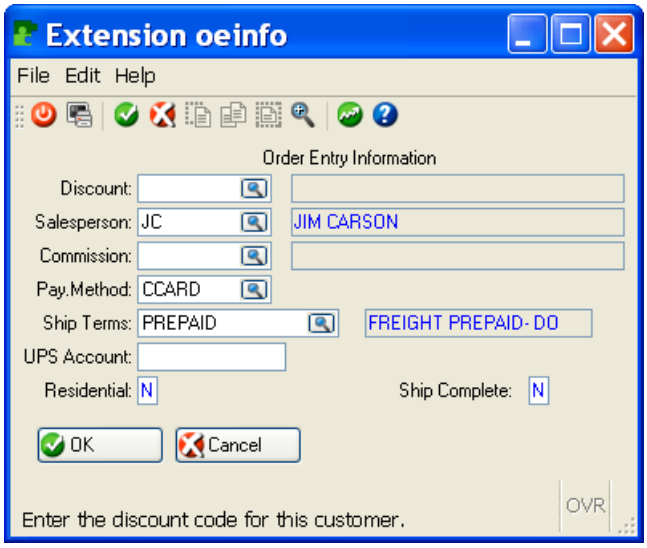
When you store the credit card information you will receive this prompt:



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

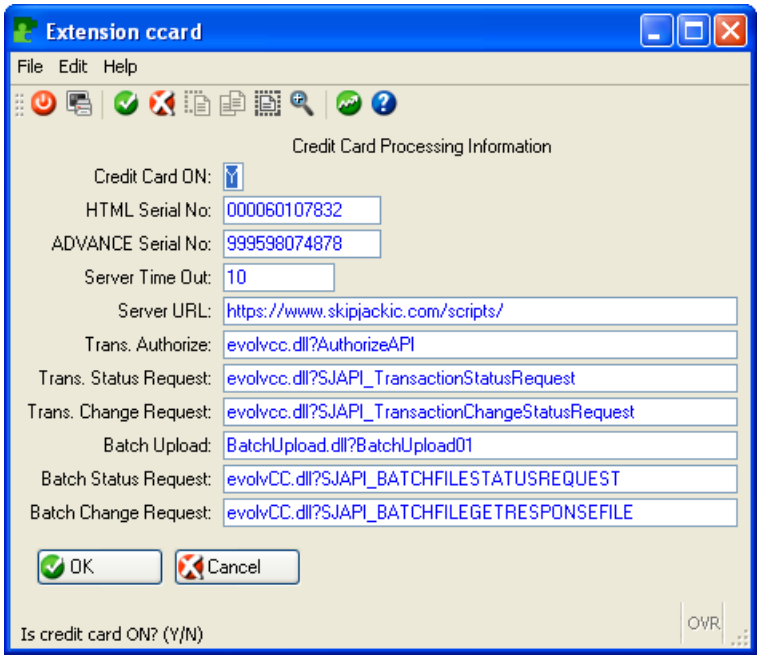
Update your customer records for those customer that pay via credit card to either CCARD for credit card or DDEBIT for debit card..
Step Action
Select Account Receivable from the main menu.
Select option 2 - Customer Information.
Select option A - Update Customer Information.
Find the Customer Code, 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

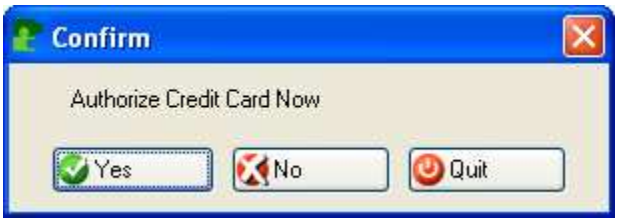
Ask Skipjack to enable this when you set up your merchant account.

3. Turn on send email to customer (optional)

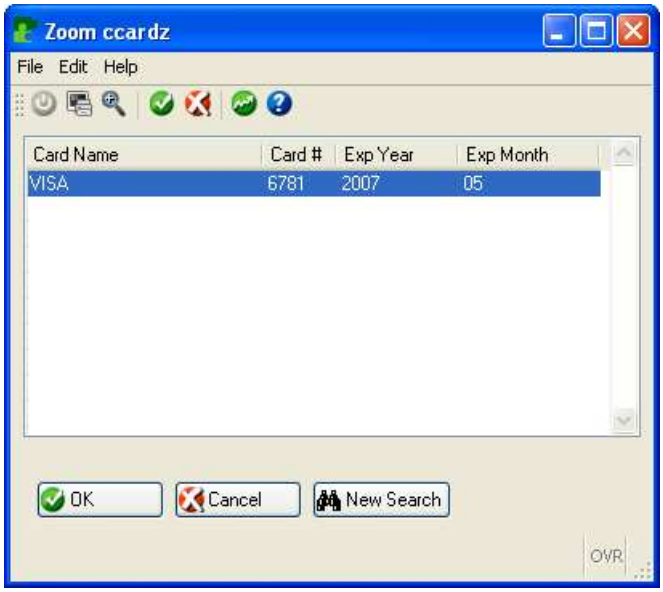
Click the "Edit Account" button and enable "Send E-mail Response to Customer" option. Customize the email message to reflect your company's information. This is optional. Do not turn this on if you do not want your customer to receive an email each time an order is authorized or an invoice is settled.

Order Processing

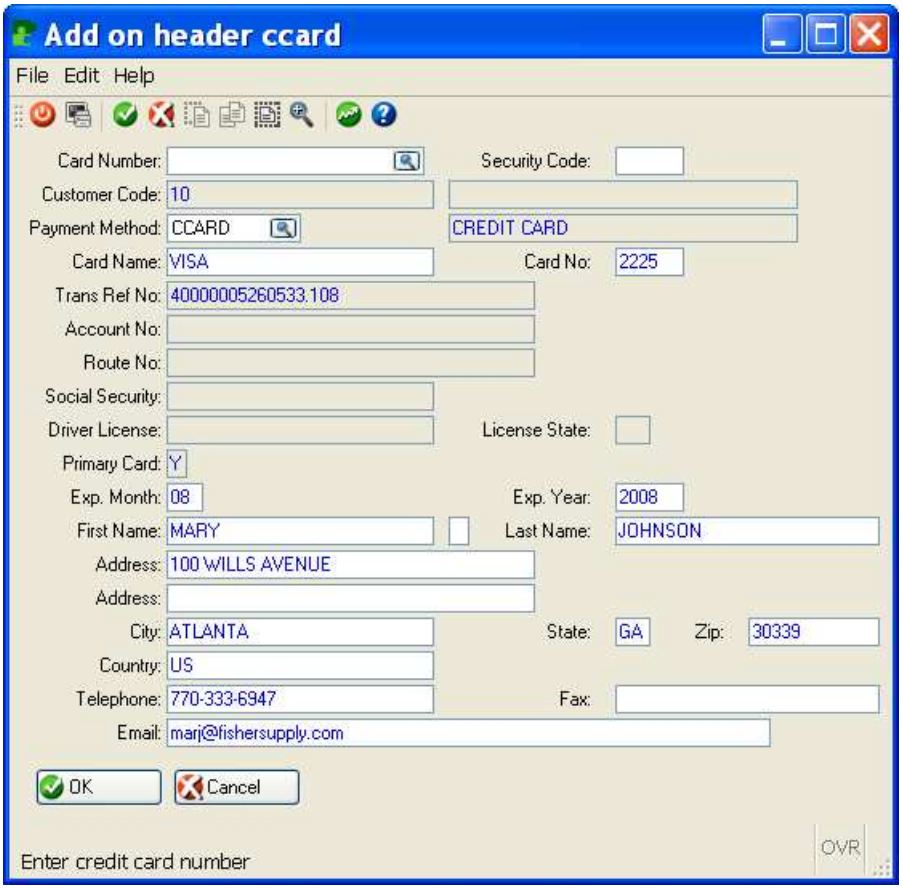
If an order is entered for a customer that pays via credit card (customer's payment method has a payment type =V), you will be prompted " Authorize Credit Card Now Y/N?" when the order is stored. If an N is entered the order will be stored without credit card authorization. Each time an order that is 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.



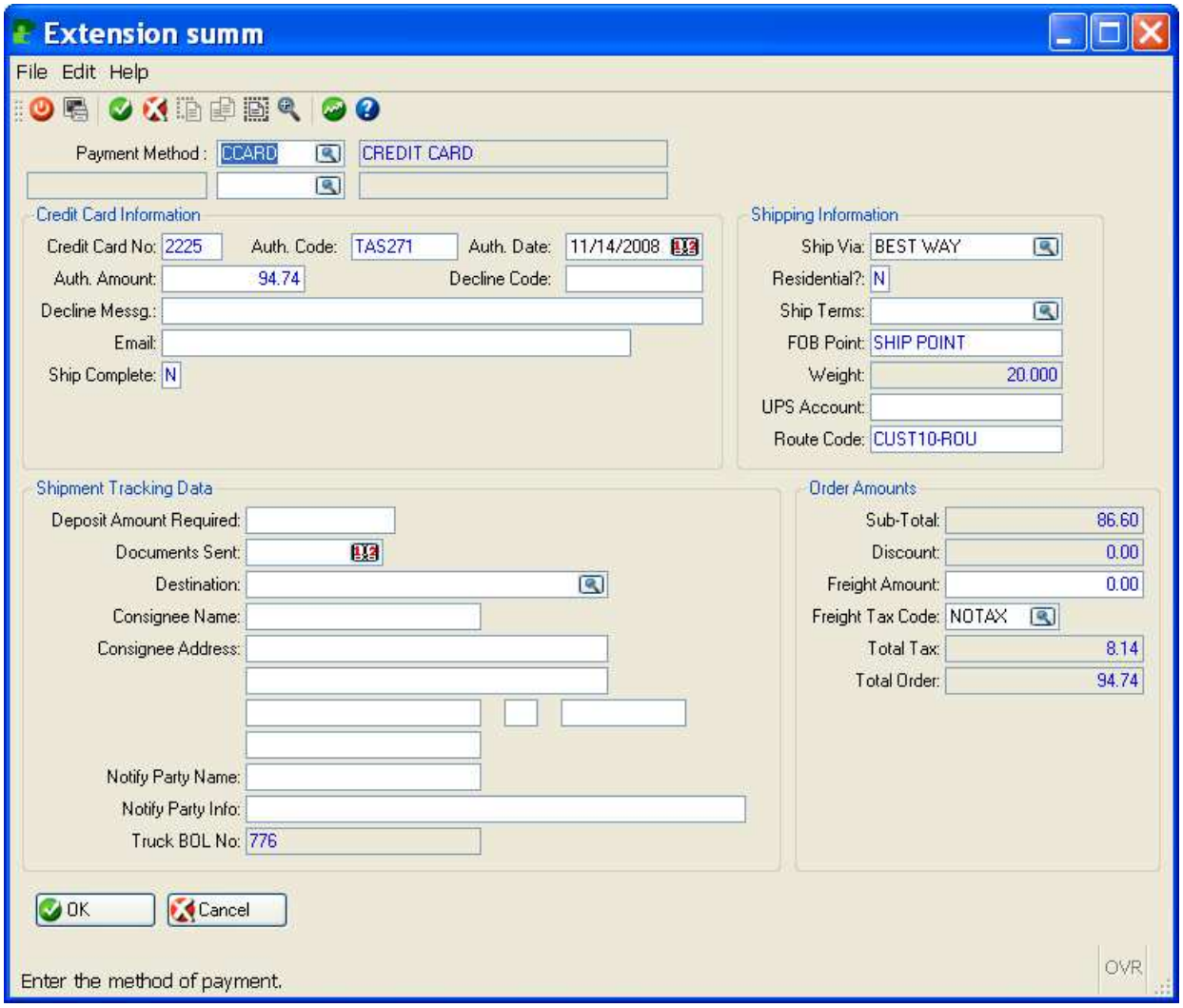
On the next screen that displays click OK.



Approved Card

If the credit card is approved the order will be stored with the following information in the order summary screen.

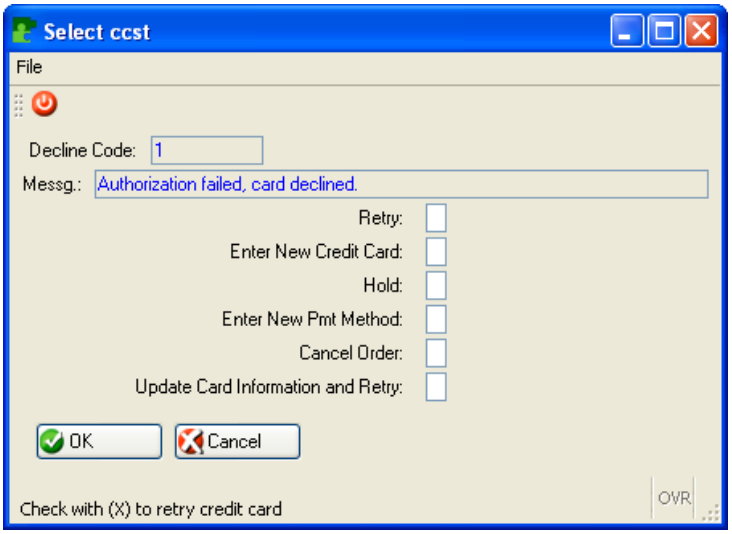
• Credit Card No. – last four digits of the credit card number
• Auth Code – authorization code returned by Skipjack
• Auth Date – authorization date returned by Skipjack
• Auth Amt- amount authorized



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.

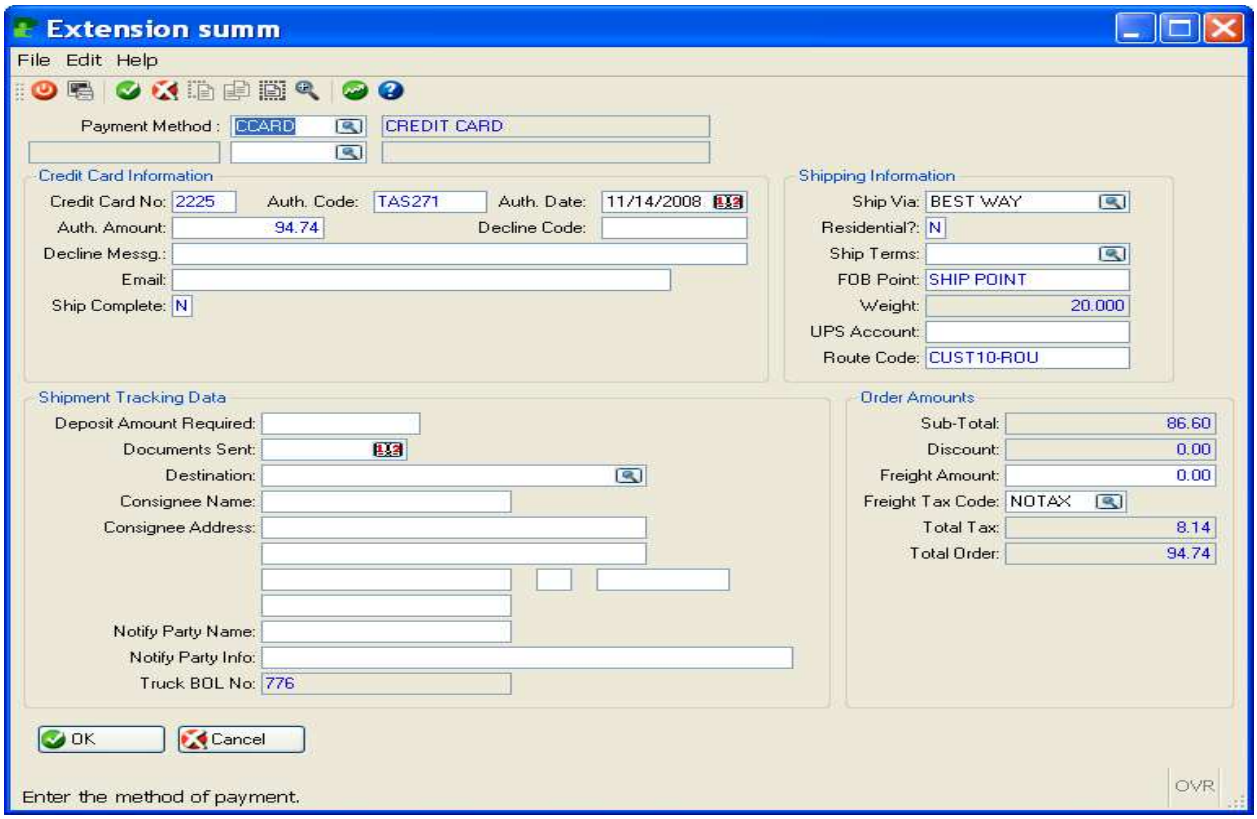
Note: If the credit card is declined you will receive a decline code of 1. There is no reason given by Skipjack and this is to prevent fraudulent activity. You must call Skipjack to find out why the card was declined.

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.

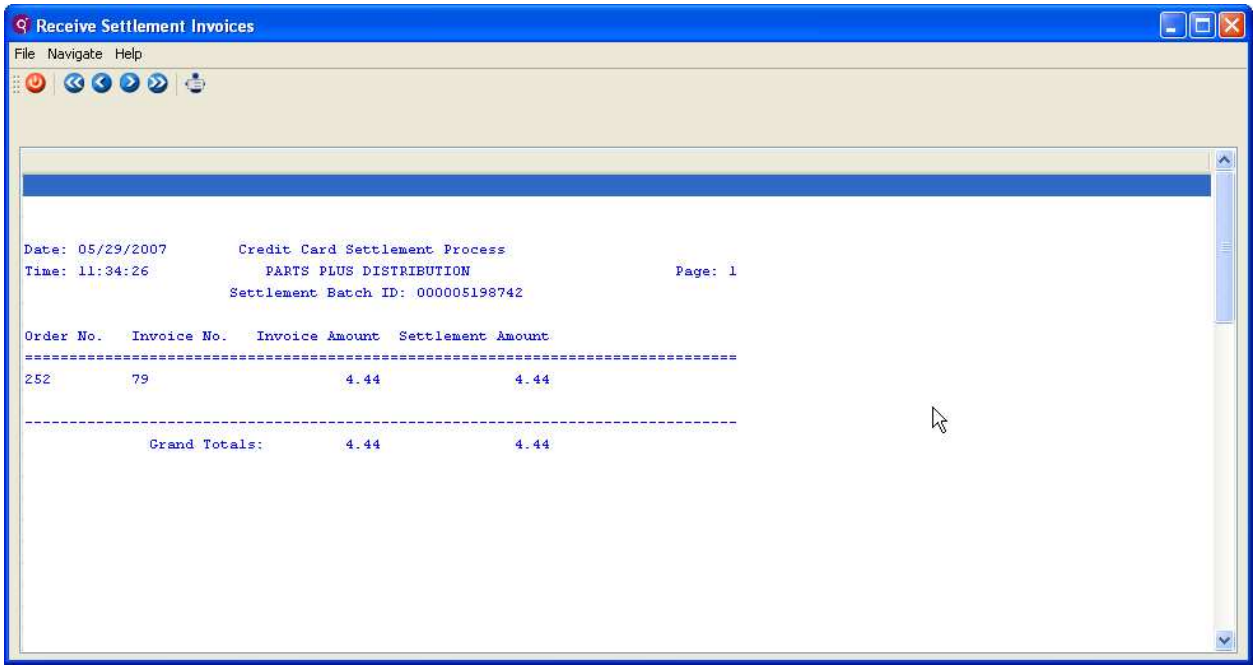
Settlement Process

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.

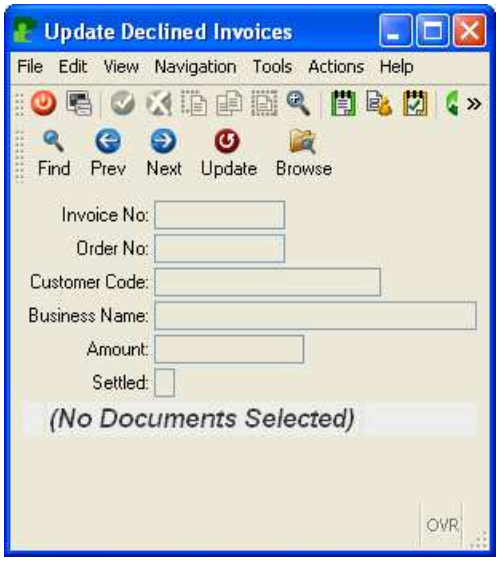


Any invoices that did not settle will have a null settlement amount. This report can be used to reconcile to the amount wired from your bank and to also apply cash receipts. If email is turned on with Skipjack, the customer will receive an email confirming that their payment was settled. Any invoice 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:

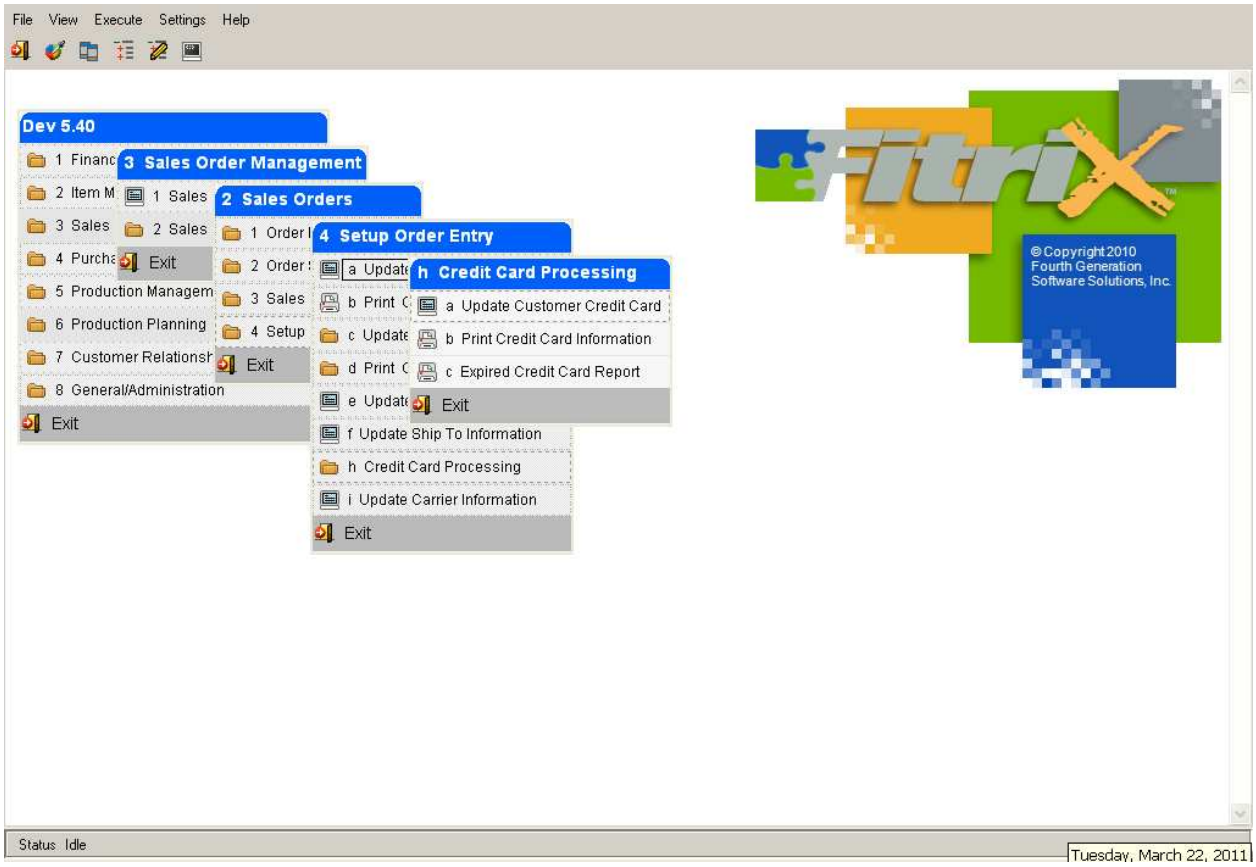
PAID VIA CREDIT CARD. DO NOT PAY FROM THIS INVOICE

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:

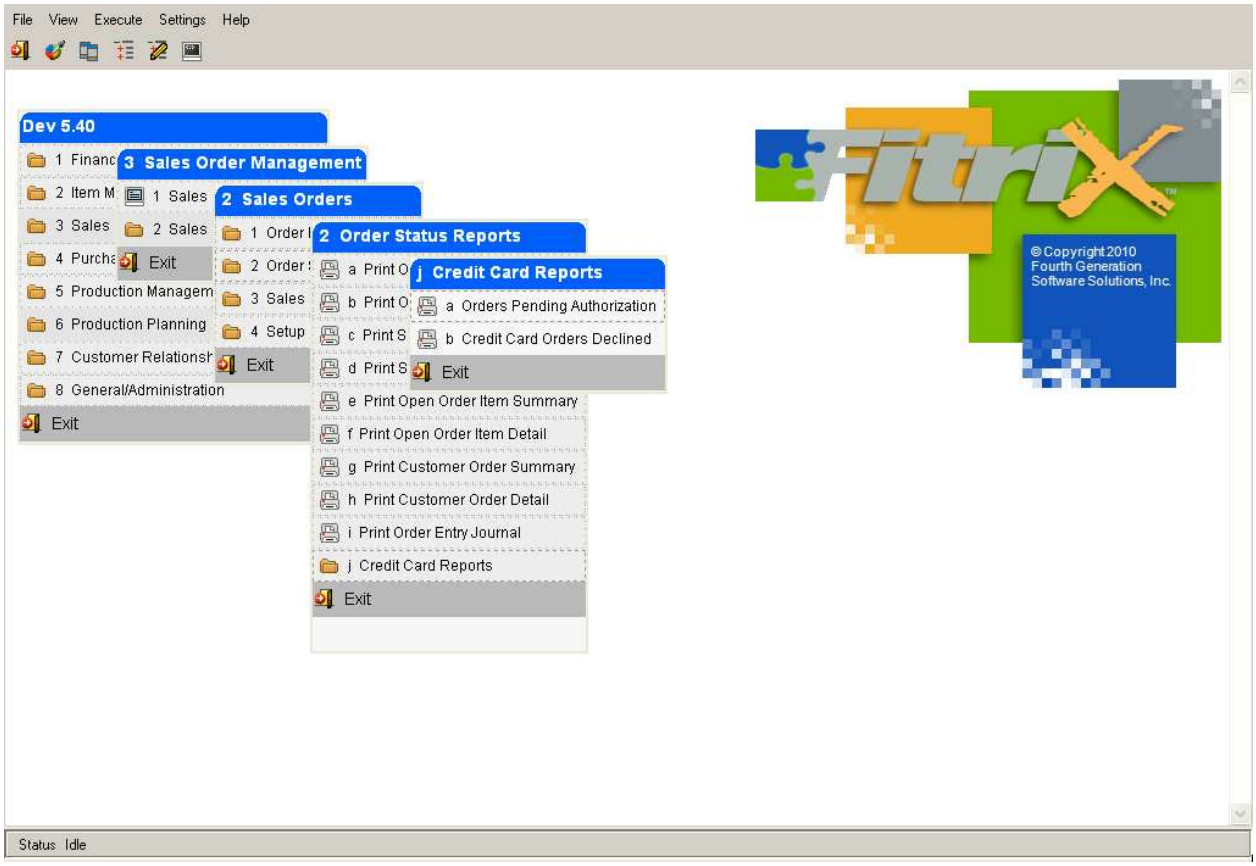


Print Credit Card Information - option (b) on menu above.

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.

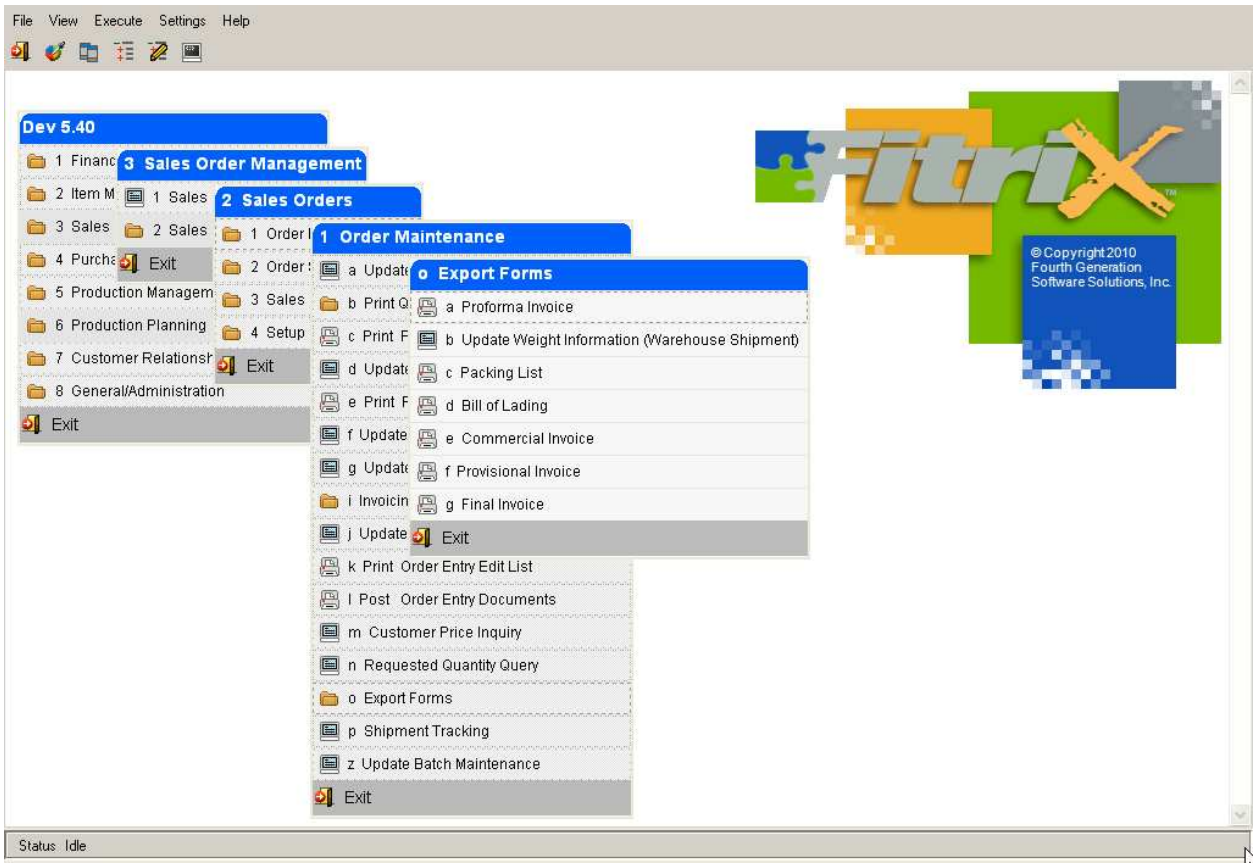
This report lists all open orders that have not yet been authorized through Skipjack.

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.

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

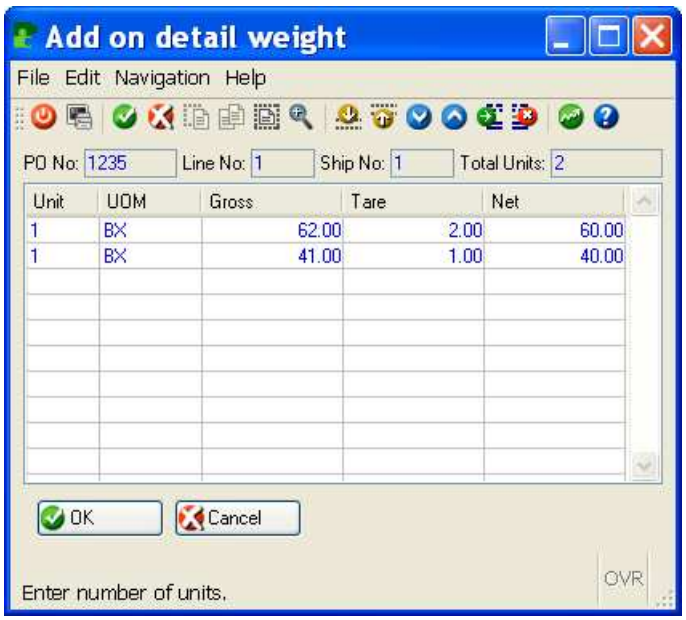
For both REG and DIR shipments you must run the Update Invoices/Memos program before printing the Final Invoice.

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.

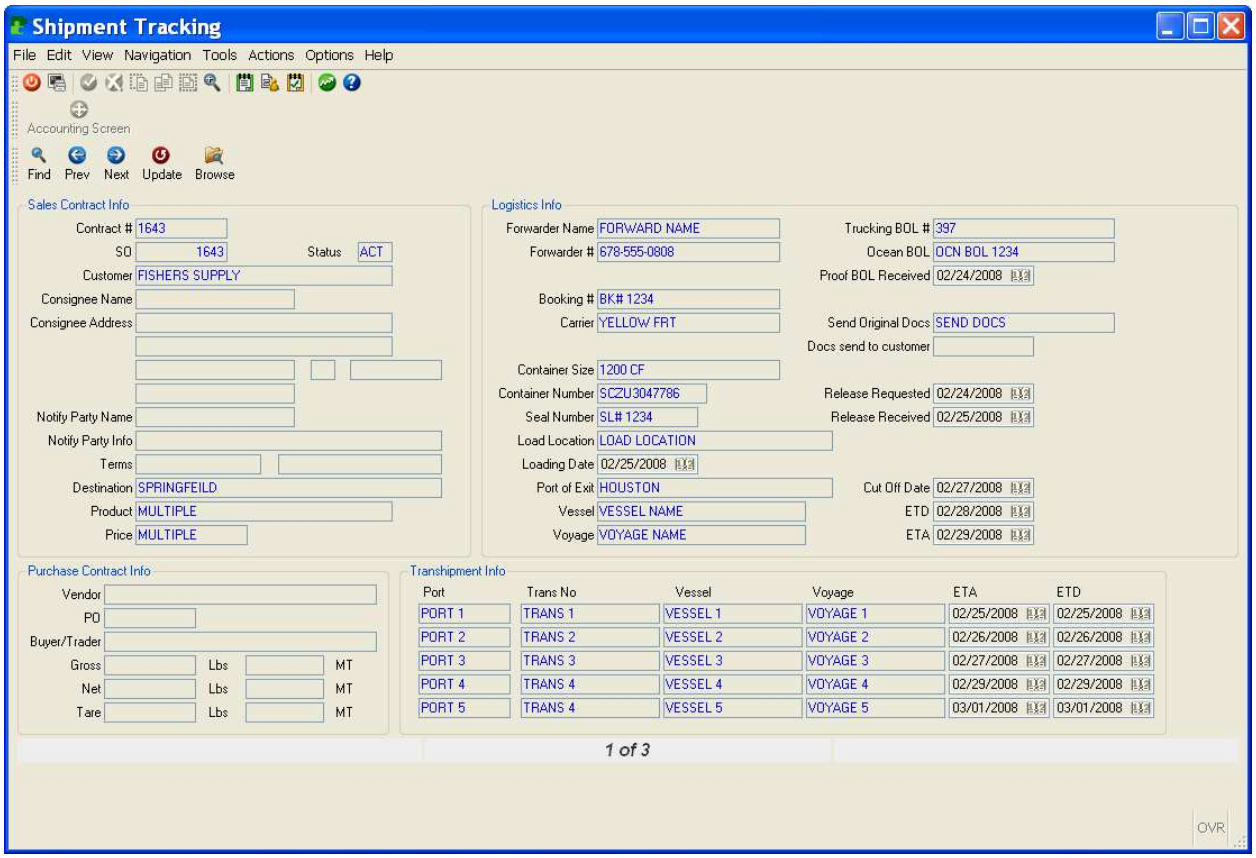
Prior to running this program you must first print a picking ticket and then run Update Picked Quantities program to update the quantities that were picked for the outgoing shipment. Once you've done this, select Update Weight Information program, do a (F)ind and enter the customer order number. Then 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.

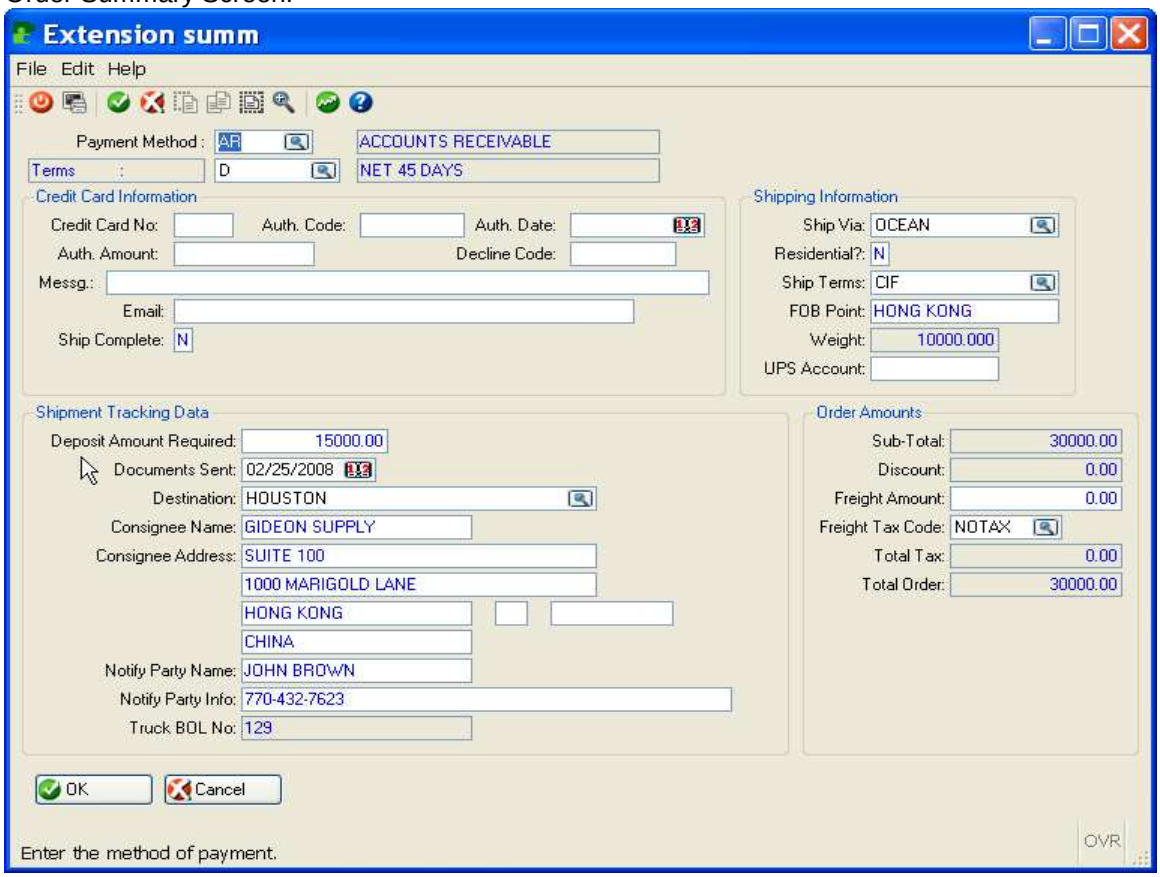
Status- display only sales order status. Possible values are:

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 me 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:

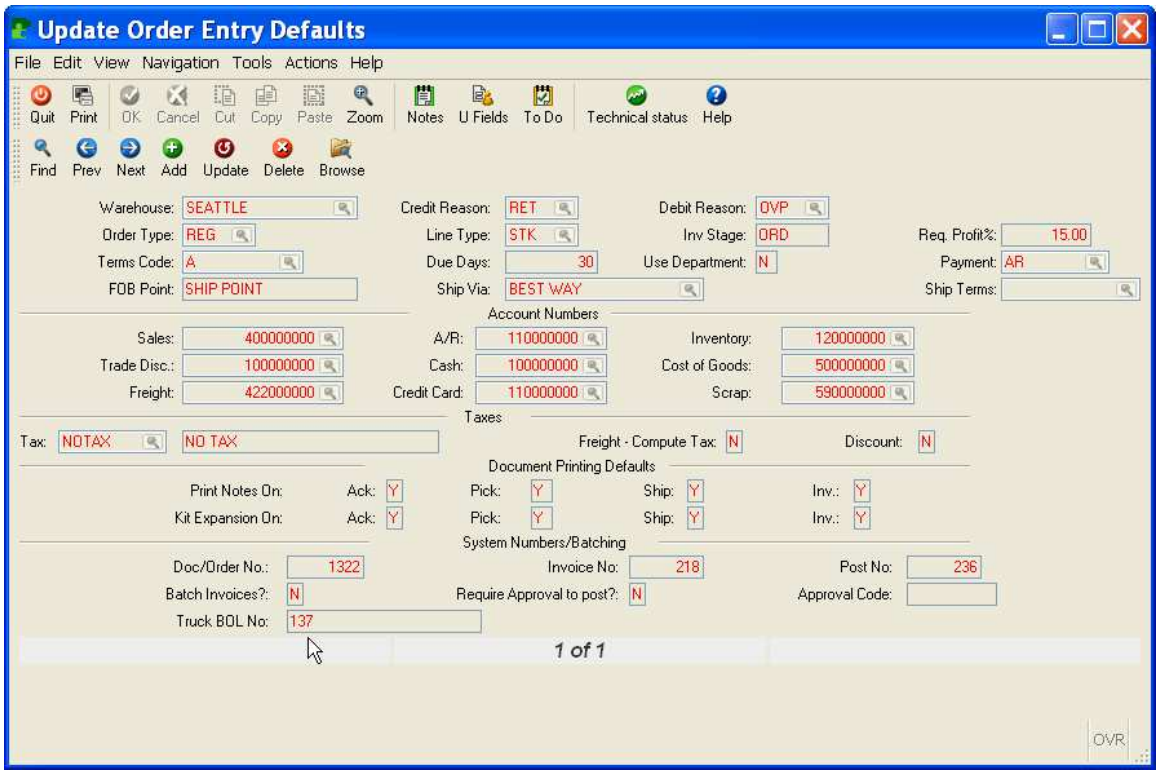
If the sales order has an order type of DIR meaning it is shipping directly from your vendor to your customer, a vendor PO is automatically created when the sales order is stored. The vendor business name, vendor purchase order number, and buyer/trader code will display in this section of the screen.

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:

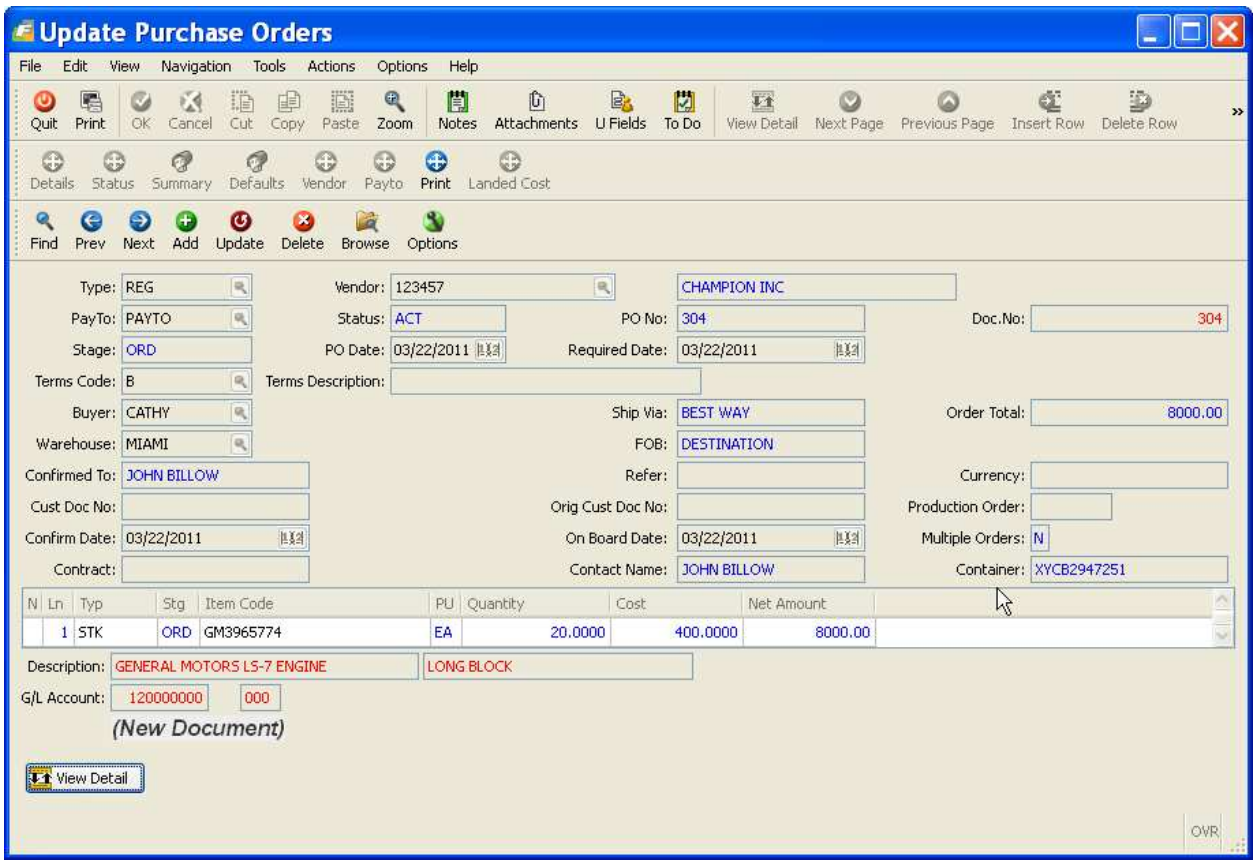
Trucking BOL # - this is a display only field and this number is automatically assigned when the sales order is entered. The beginning truck bill of lading number you want to use for your company should be entered in the Update Order Entry Defaults screen program (option (a) on the Order Entry Set Up submenu):



This bill of lading number prints on the Export Packing List.

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.



Transhipment Information:

All the information in this section is entered using the Shipment Tracking screen

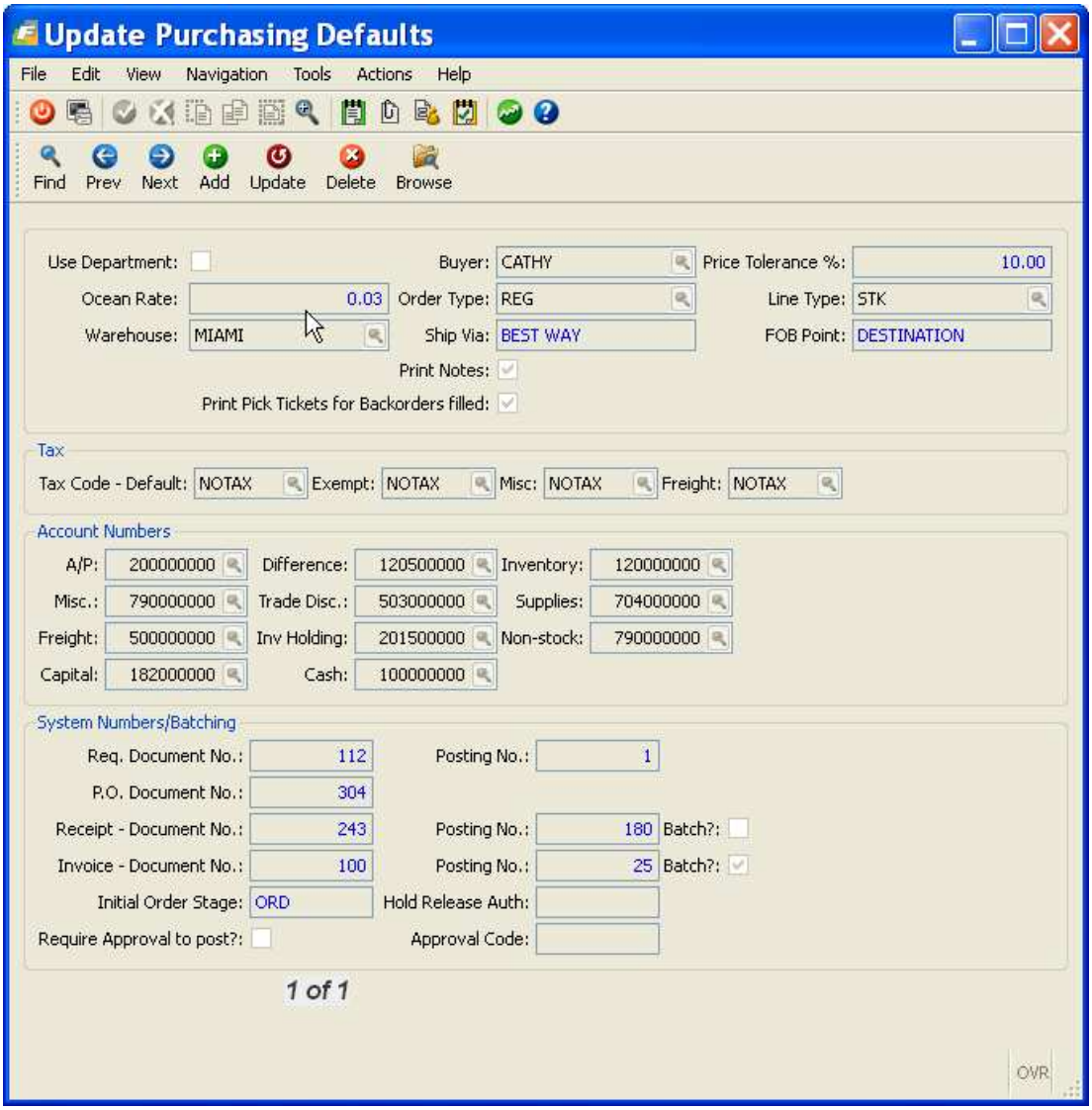
Accounting Screen:

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 $):



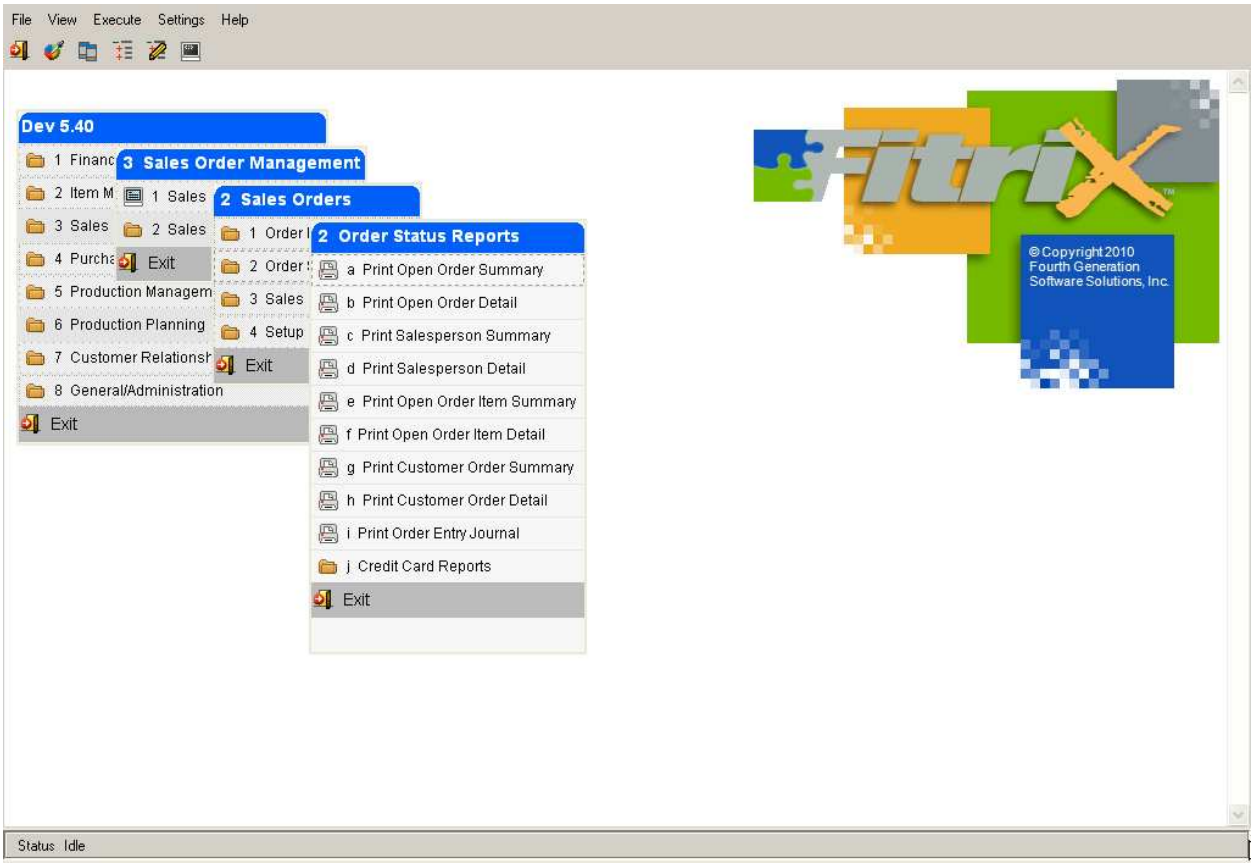
The calculation is:

(total cost of merchandise on the order) /100 x ocean marine insurance rate.

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.

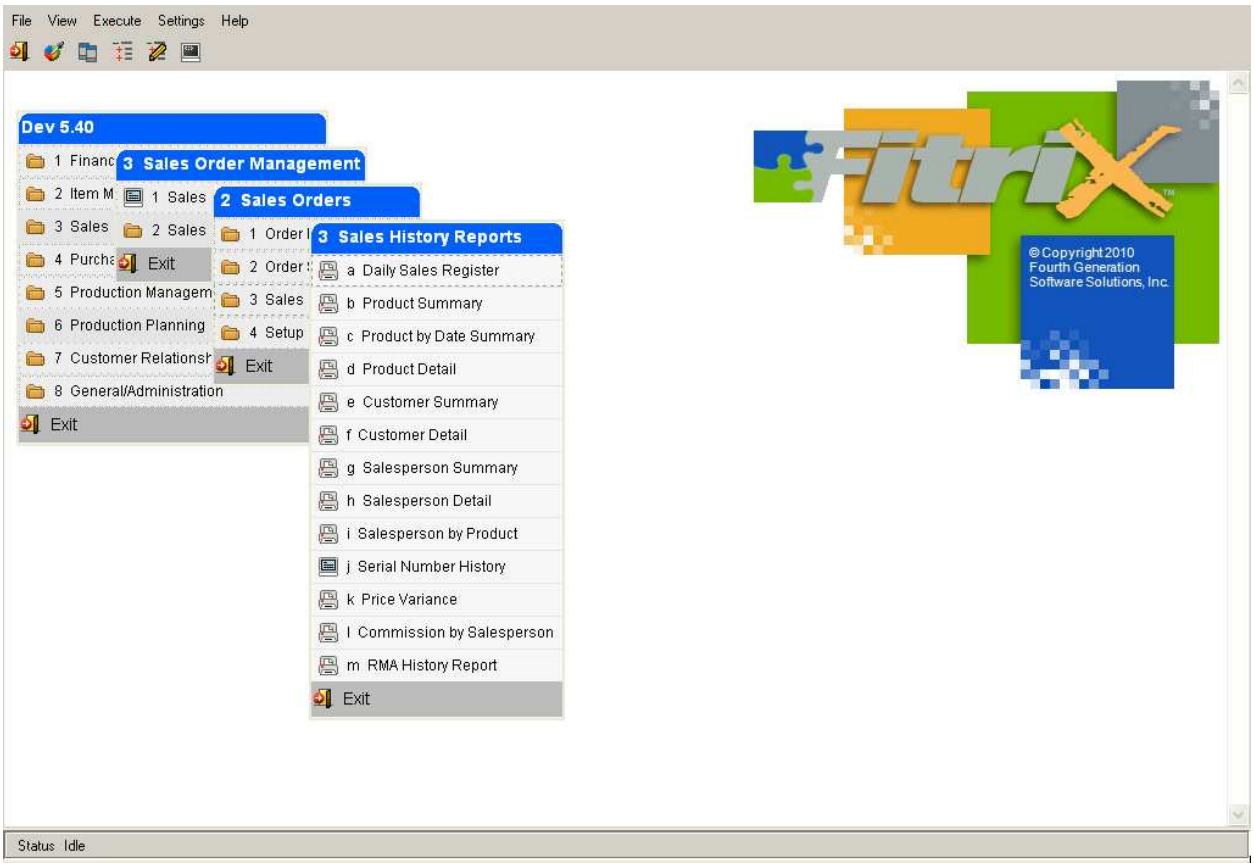
Print Customer Order Summary – This menu option selects all open orders and prints a list of selected orders for each customer as well as subtotals for each order and for each customer.

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.

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.

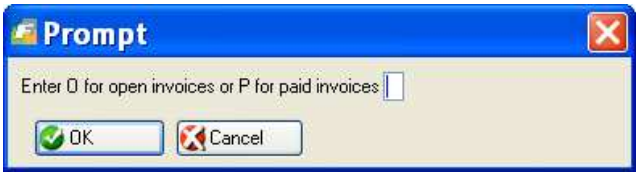
RMA History Report – lists the number of RMAs issued by reason code for the timeframe you enter.

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.

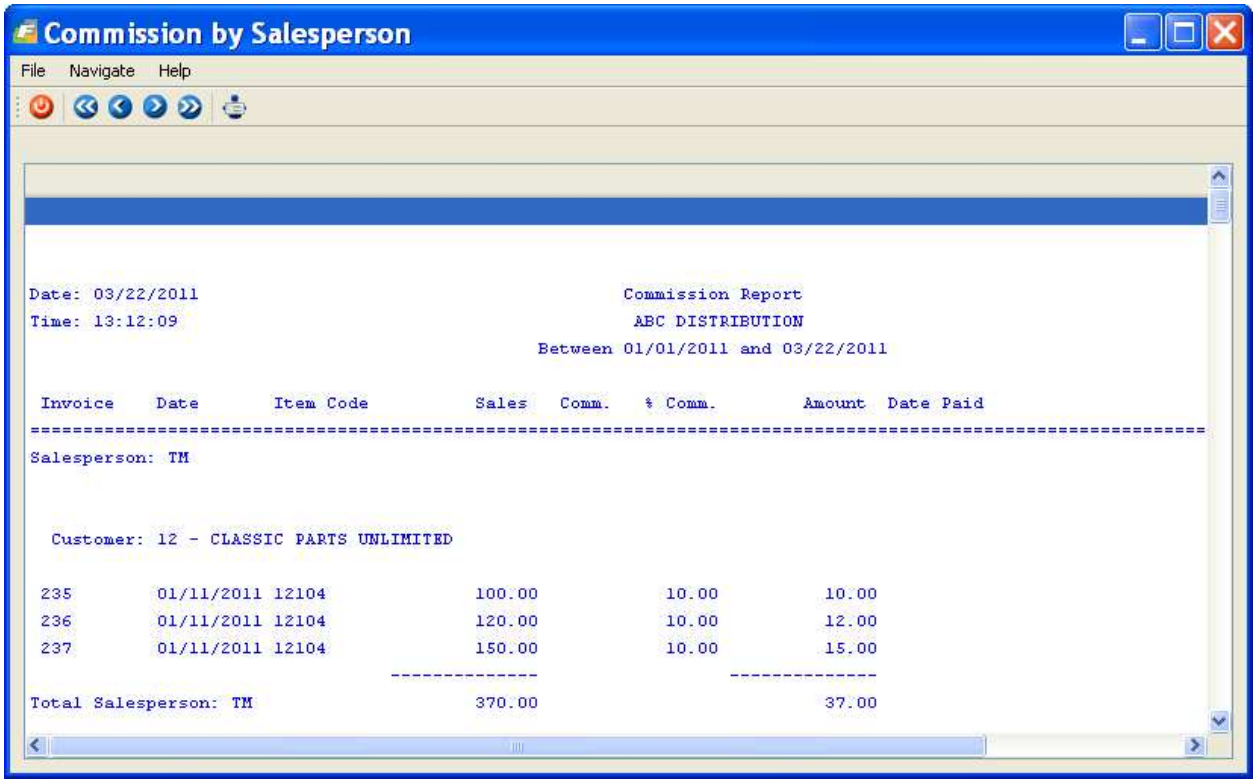
This report can be run on posted sales order or if you do not pay your salesperson until you've been paid it can be run on paid invoices only.

When you run the commission report you will receive these prompts



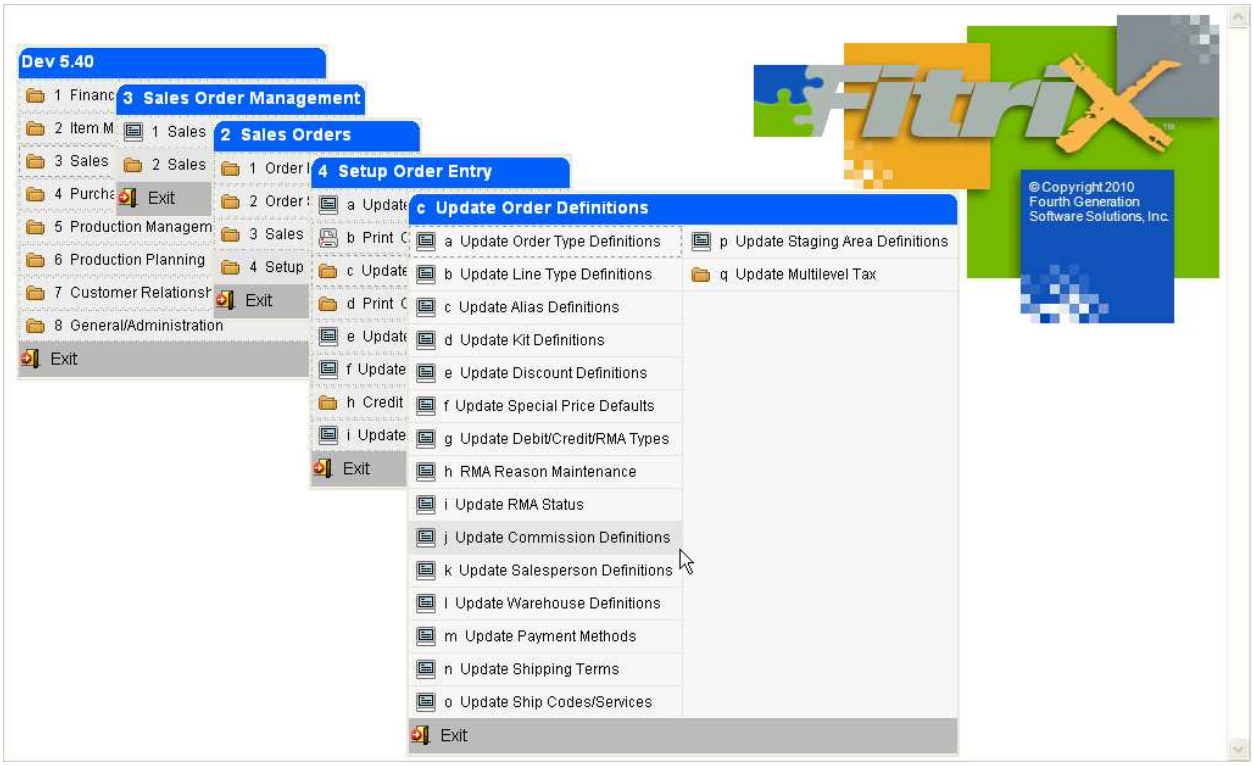
:

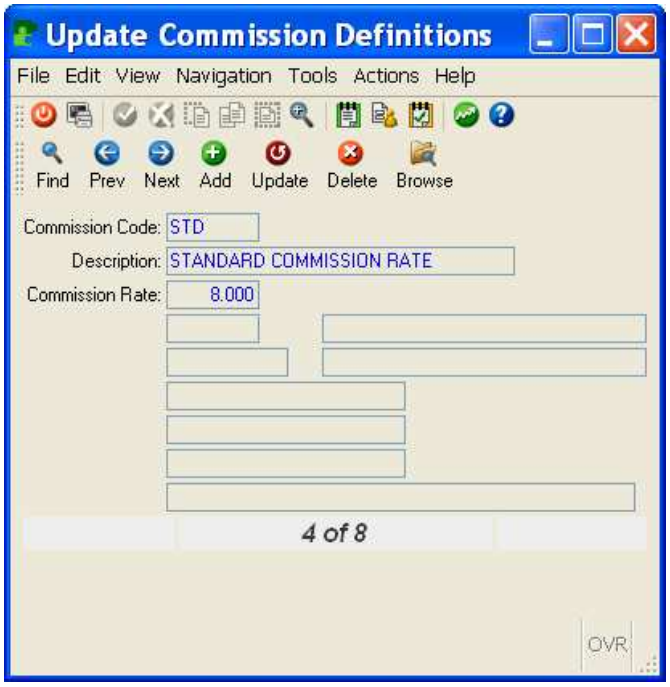
If you enter a Y only item codes that have a commission due to be paid on the invoice will list. If you enter a N all item codes on the invoice will list.



Using this report will require the following set up.

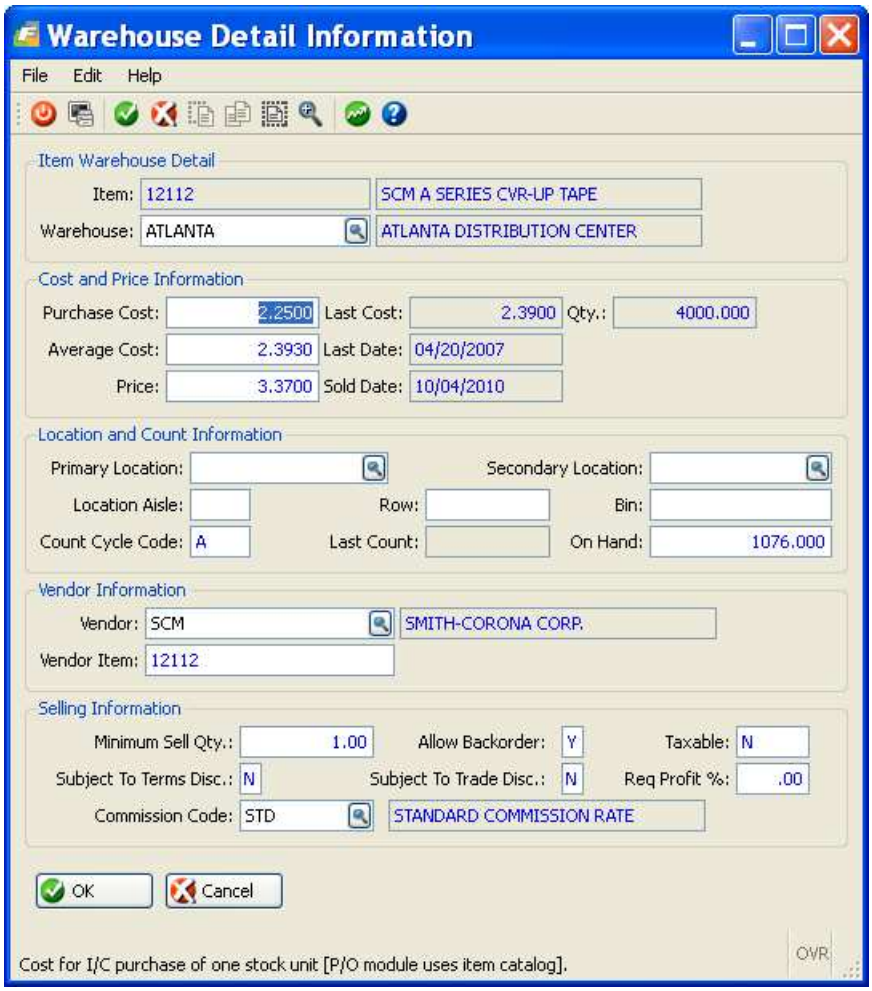
Enter commission codes





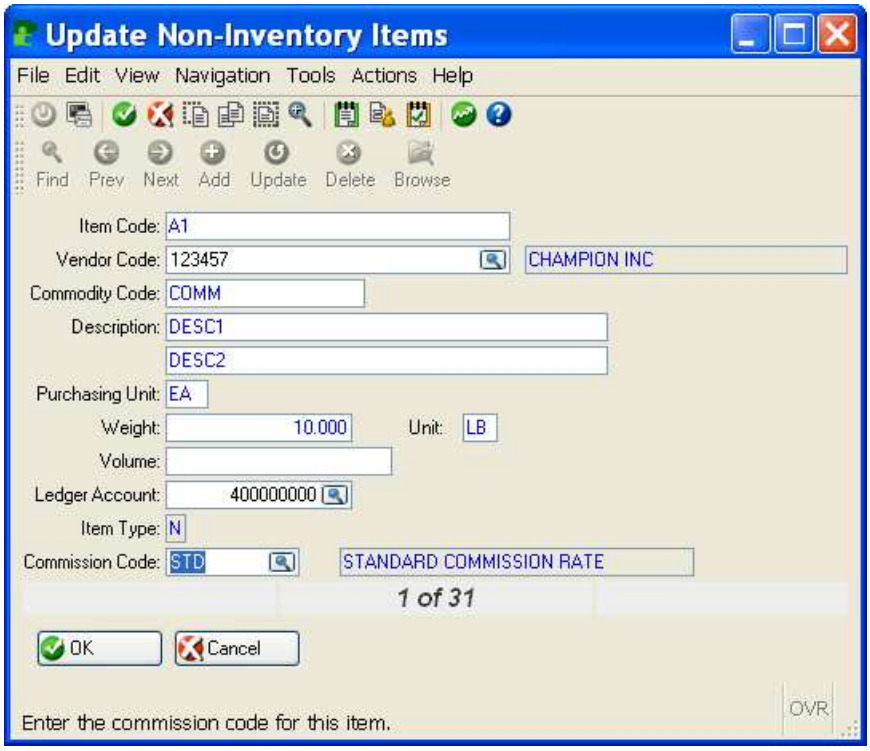
Assign Commission Code or Rate to Item

For stock items, enter the commission code with the item code. Go into Update Inventory information, find the item code, go into Update mode, Ctrl TAB to detail, select a warehouse, and then click on the Whse Dtl icon on the toolbar.



If you instead want to have variable commission rates based on the sales price vs. one static rate click on the Commission button on the toolbar and enter the variable rates.

For non stock items, go to the menu option highlighted below and enter the commission code.

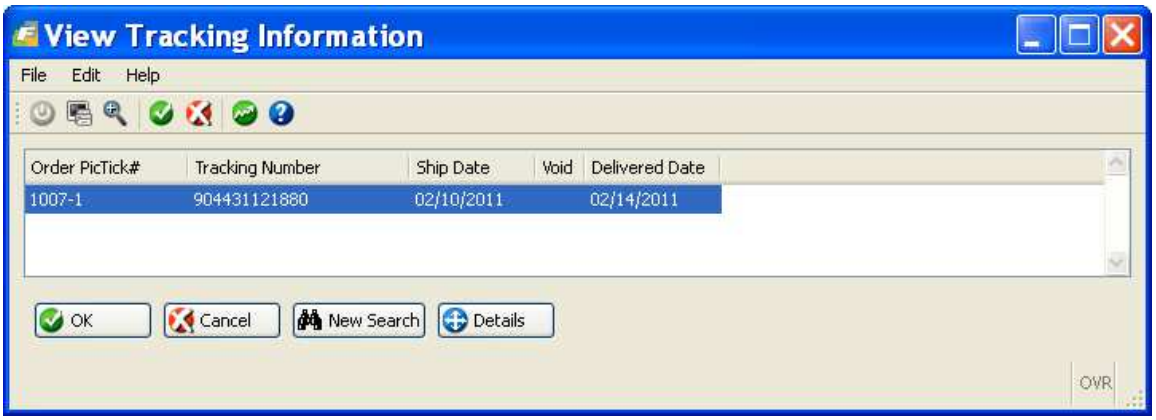

Update Non-Inventory Items
File Edit View Navigation Tools Actions Help
Find Prev Next Add Update Delete Browse
Item Code: A1
Vendor Code: 123457
CHAMPION INC
Commodity Code: COMM
Description: DESC1
DESC2
Purchasing Unit: EA
Weight: 10.000
Unit: LB
Volume:
Ledger Account: 400000000
Item Type: N
Commission Code: STD
STANDARD COMMISSION RATE
1 of 31
OK
Cancel
Enter the commission code for this item.
OVR

Fitrix Interface with Federal Express and UPS Worldship

The Federal Express and UPS Worldship interface allows you to know your shipping costs and provides you and your customers with real-time tracking information.

• Provides the shipping address to the Federal Express or UPS Worldship software
• Acquires the freight charge
• Updates the order status
• Tracks the progress of the shipment

Each time a picking ticket is printed, the shipping table is created / updated. This table is “read” by the shipping software when a package is ready to ship. When the order is invoiced, the freight amount will be updated from the Federal Express or UPS freight table automatically. The shipping status of the order can be found in Update Customer Orders .Find the order and then select options, tracking information, and then Track Shipment from the picker list. This screen displays:



You may request a real-time update on the status of a package at any time by clicking on the Details button.

For detailed information on how to set up the UPS interface, refer to Chapter Seven of the Order Entry User Guide.

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 Shipto 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. 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	I

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	I
DEL417VR	I

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 4 - 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.

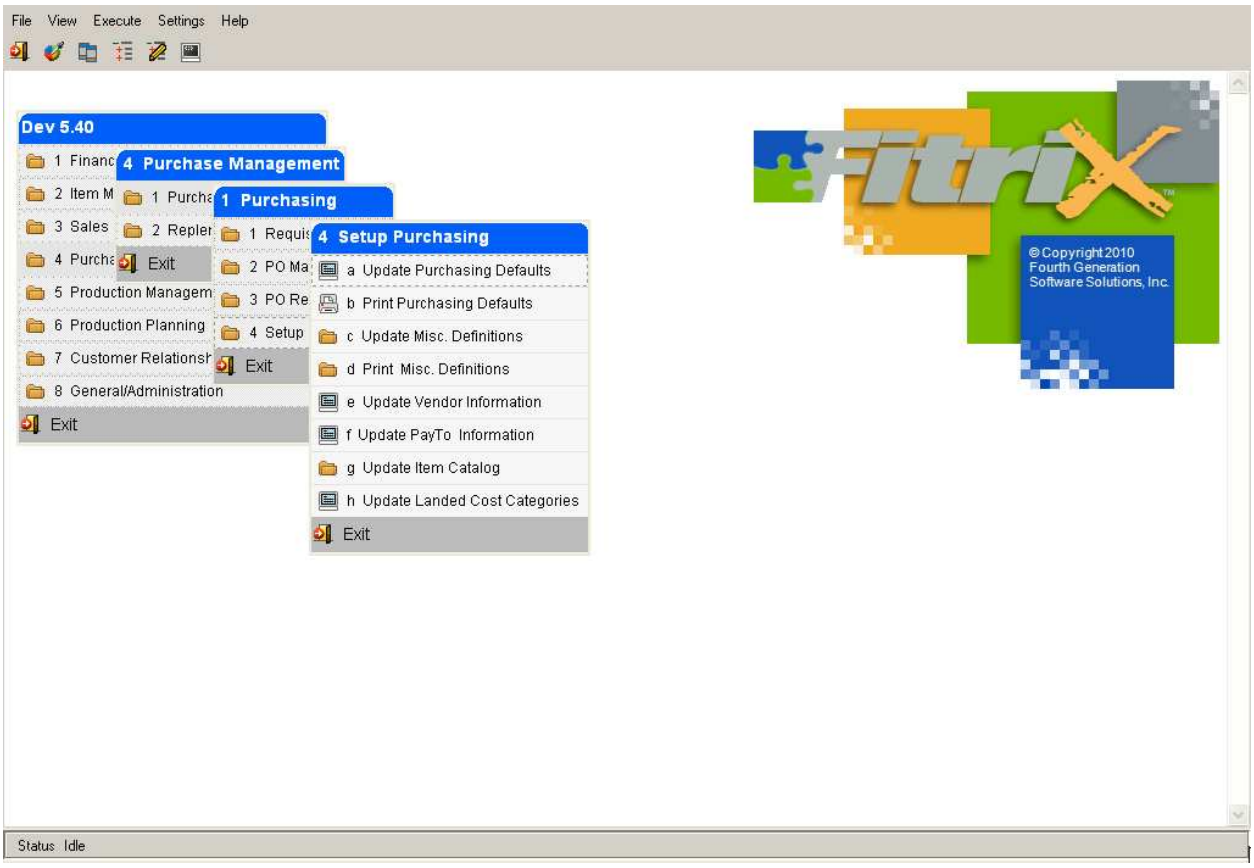
Purchasing posts ledger information to ledger accounts updating accounts payable, inventory, inventory holding, and expense accounts. Purchasing posts vendor invoices to **Accounts Payable** and updates the Vendor Open items records.

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.

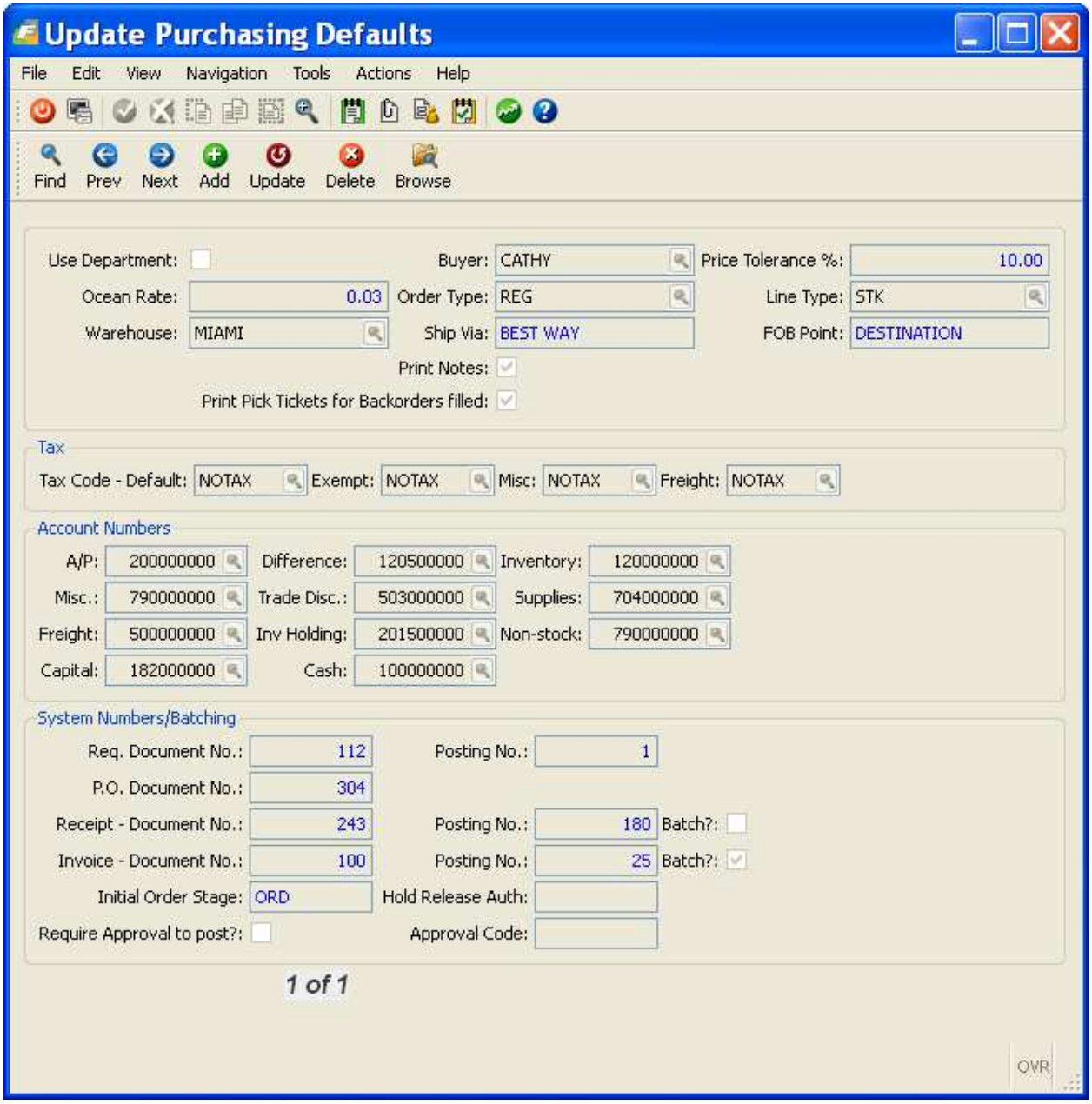
Update Landed Cost Categories – allows you to set up landed cost categories such as inland freight. You can then use these categories when entering vendor purchase orders to add these additional costs to you merchandise.

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.
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.
Print Pick Tickets for backorders filled	Check this box if you want pick tickets to print for any sales orders where the back order has automatically been filled by a PO receipt posting.

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.

System Numbers Section

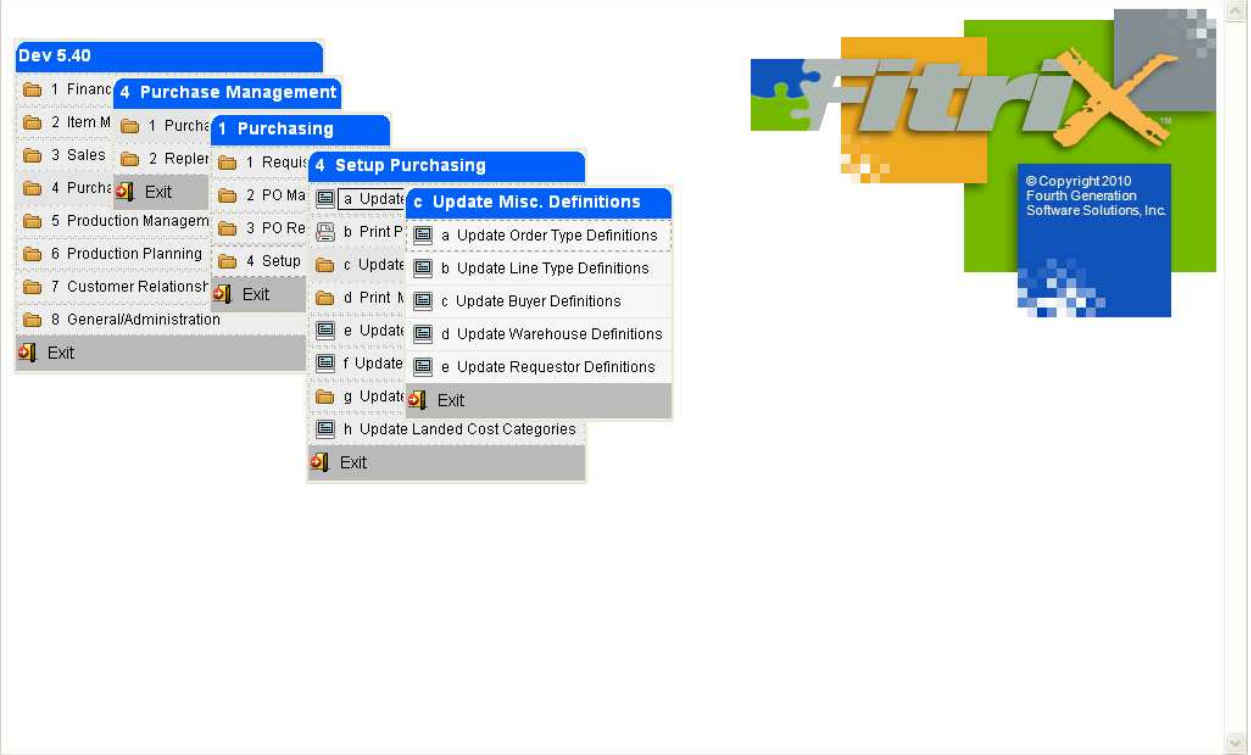
Defines the document and posting numbers that will be assigned to a document as the document audit trail.

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.

Updating Miscellaneous Definitions

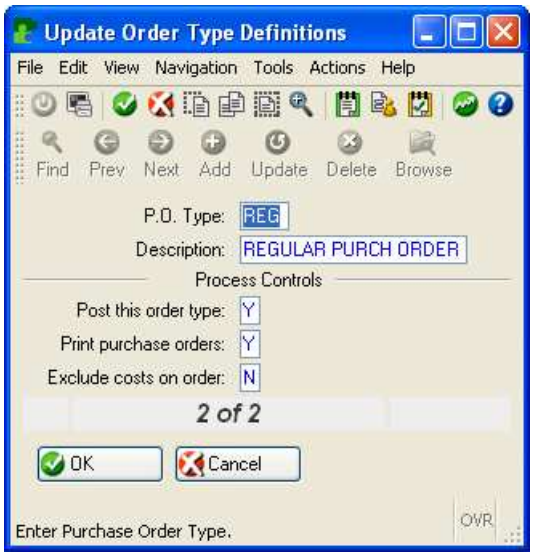
To view this screen, choose Update Miscellaneous Definitions **(option c).**



Use these options to update and maintain information used throughout the purchasing cycle.

Update Order Type Definitions

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

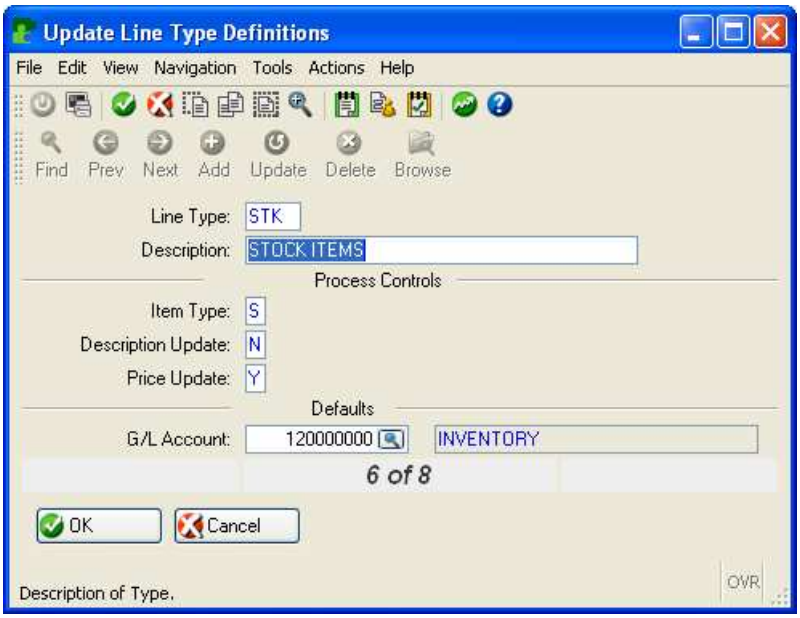


Use this screen to view and modify the specific types of purchase orders. Order types tell the system how to process the PO's. You can modify the process controls based on your specific needs.

Field	Description
P.O. Type:	The Purchase Order Type field holds the three-letter code that denotes the type of purchase order. There is currently four pre-defined order types: **DIR –** Direct Ship from vendor to customer **DRW –** Direct shipment that first stops in your warehouse **REG -** Regular order to be shipped to you warehouse. If in the entered a PO with type REG and then decide you want to drop ship directly to your customer you can change the type to either DIR or DRW and will then be prompted for sales order information (ie- customer and ship-to). A sales order will be automatically generated. **RET** – return to vendor
Description:	Use this Description field to describe the type of order. Up to 21 characters
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 type.

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.

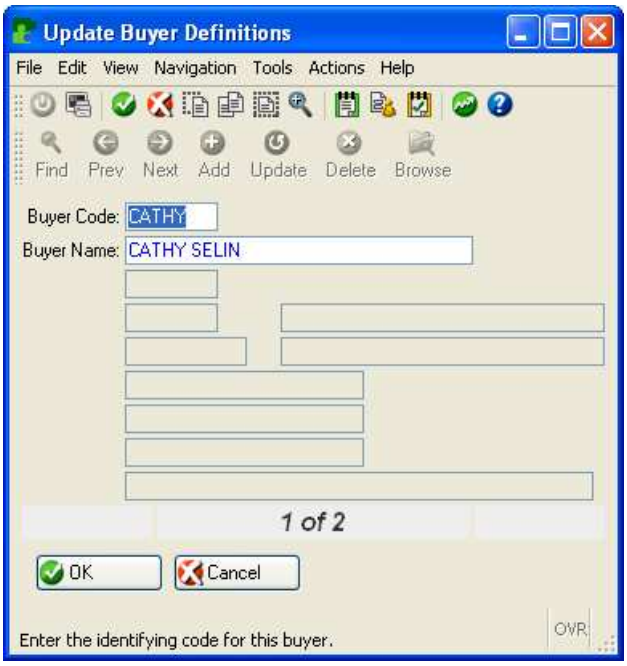
The Line Type form contains the following fields:

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 Nonstock (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.

Field	Description
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)**.

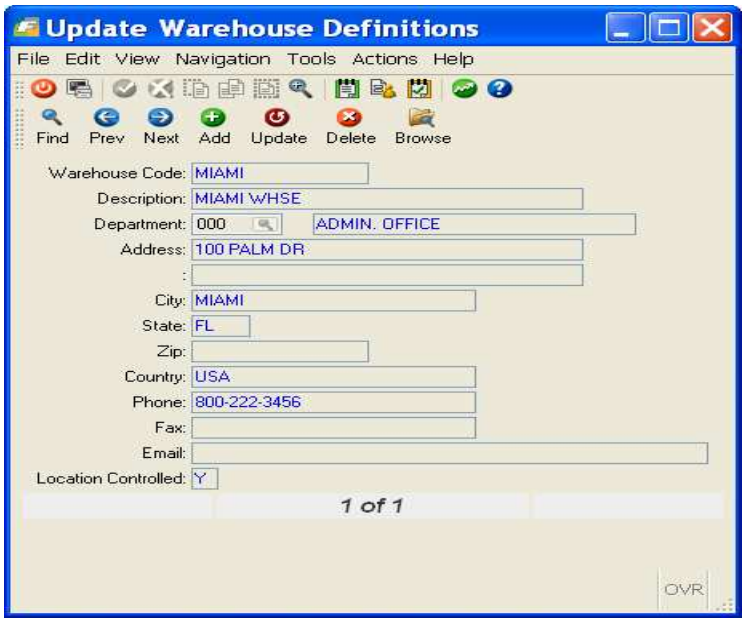


Allows you to set up the Buyer Code and Name for individuals who will be using the purchasing module.

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.

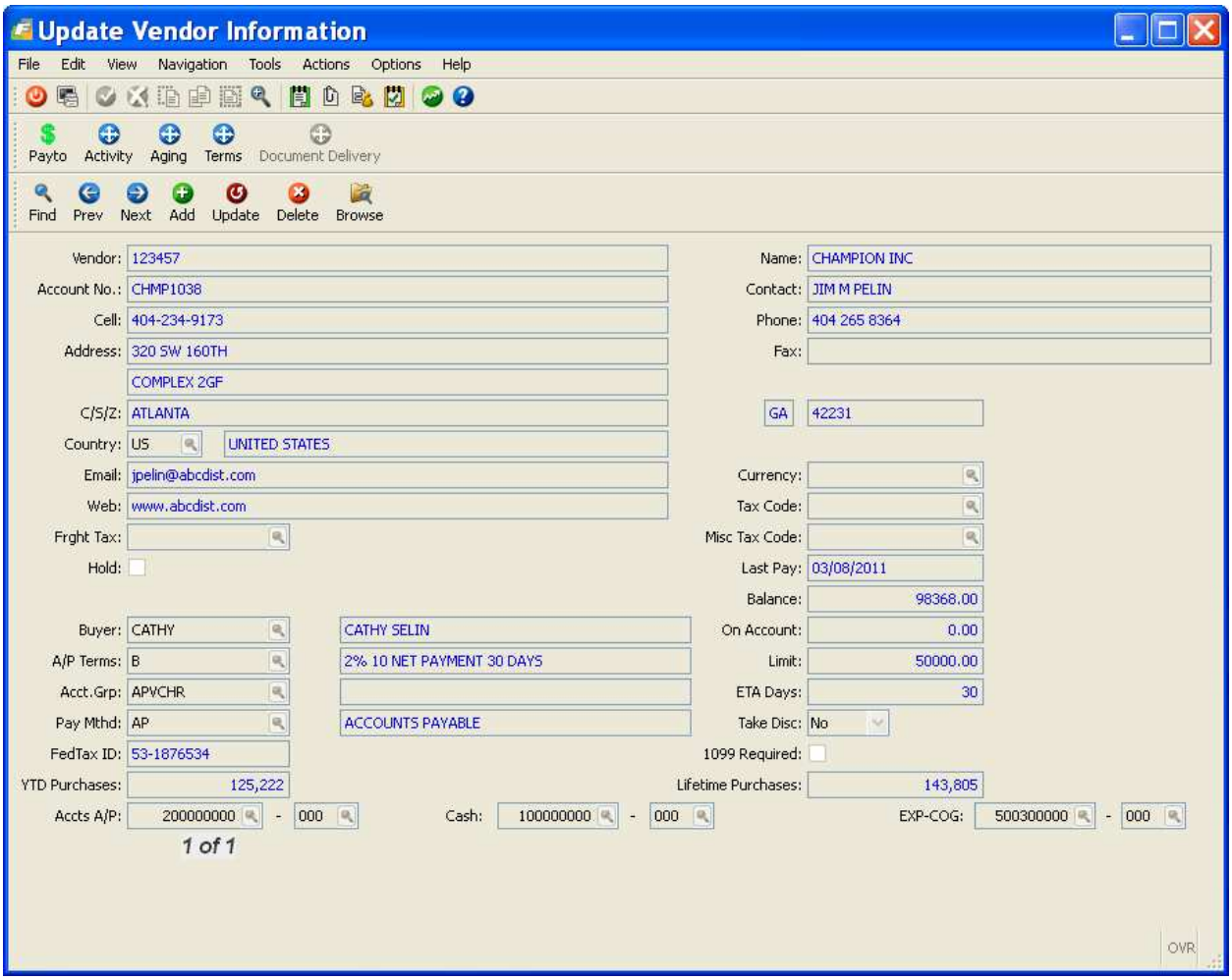
This screen contains the following fields:

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:

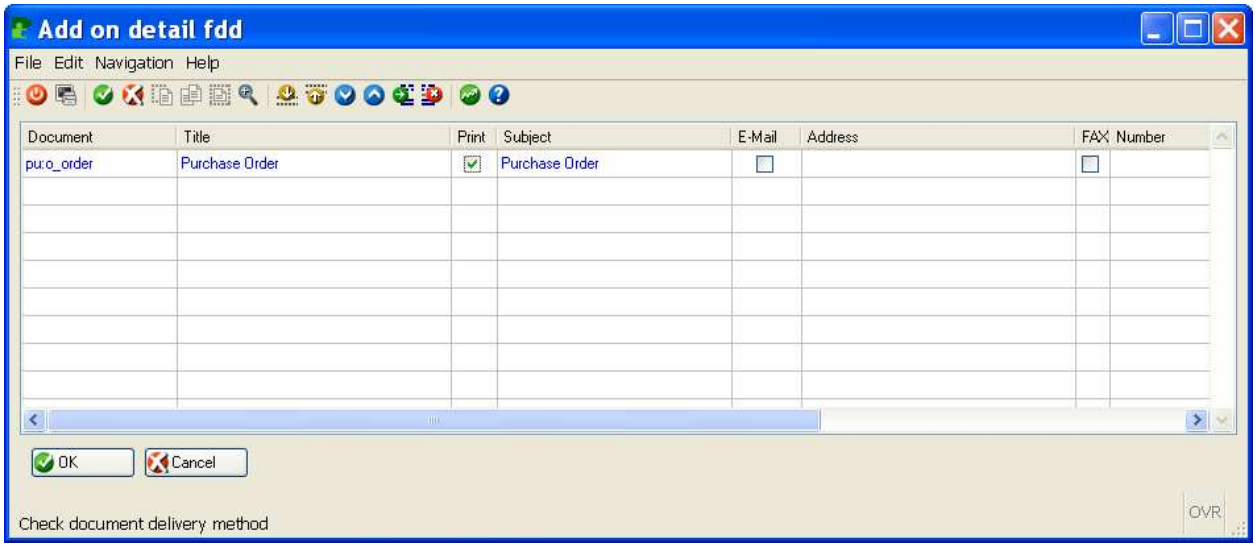
Field	Description
Vendor:	This field holds the code that identifies the vendor. Once a vendor has transactions in the system, you cannot change that vendor's code, nor delete the vendor record. This field holds up to twenty alphanumeric characters, and utilizes the Zoom function.
Business Name:	This 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.
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.

Field	Description
Currency:	If you are using multicurrency, the Currency Code defaults to the home currency 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.
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.

To determine how purchase orders are to be sent to your vendors, click on the

Icon on the toolbar and this screen displays:

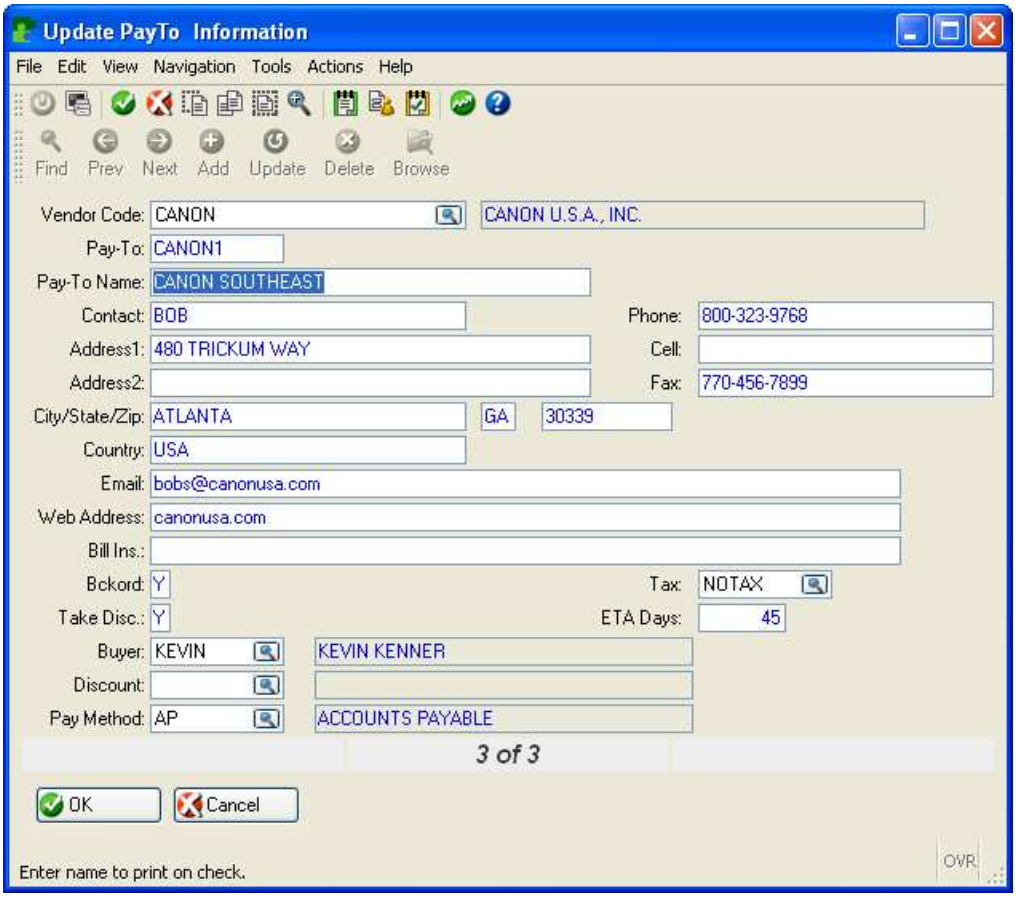


When setting up new vendors the delivery method will default to Print and the PO will be mailed.

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.



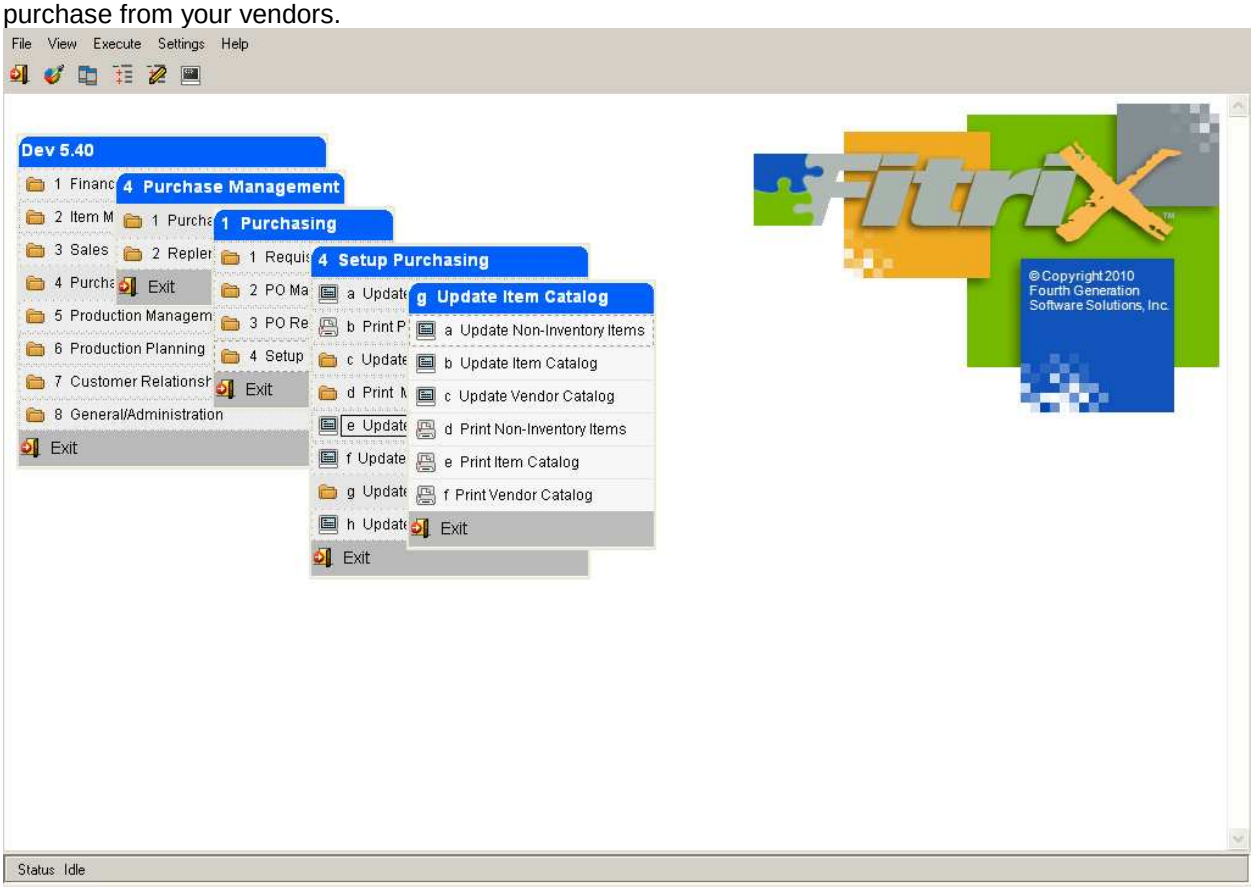
Field	Description
Vendor Code	This field holds the code that identifies the vendor. Once a vendor has transactions in the system, you cannot change that vendor's code, nor delete the vendor record. This field utilizes the Zoom function.
Pay-To Code	This field stores the unique code that identifies this 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.

Field	Description
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 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.

Updating Item Catalog

To view this menu, select Update Item Catalog **(option g)**.

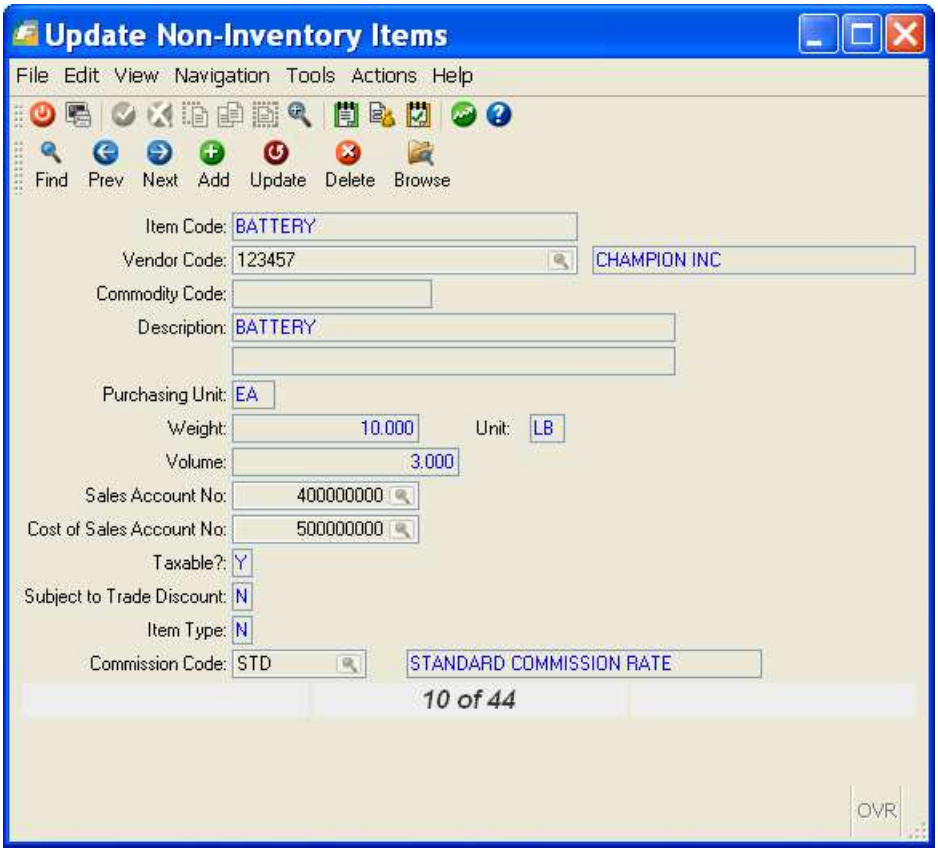
The Catalog Information option allows you to maintain your company catalog of items approved for purchase from your vendors.



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



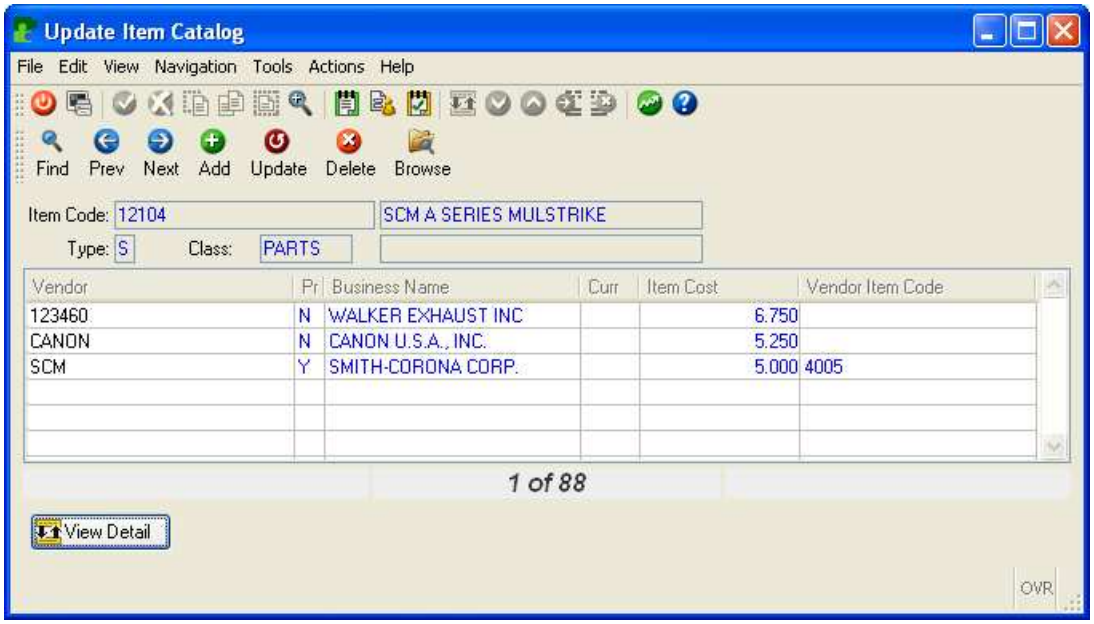
Field	Description
Item Code:	This code uniquely identifies each non-inventory item to the system. This field holds up to 20 alphanumeric characters.
Vendor Code:	This is the default vendor code for this item.
Commodity Code:	This field holds the unique commodity code for this item. Certain industries 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 Trade Discount:	Enter Y if this item is subject to a customer's trade discount or N if not
Item Type:	This is a non-entry field. It contains an N, for a Non-stock item.

Field	Description
Commission Code:	Enter commission code if commission is paid on this item. Zoom available.

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.
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.

Field	Description
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.

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.

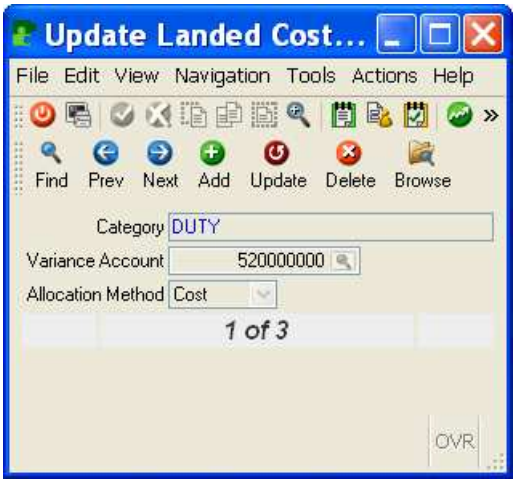
It is a header-detail screen in which the header portion is used only for selection of vendors and display of vendor information. No data entry is allowed in the header portion of this screen. It contains the following fields:

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.
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

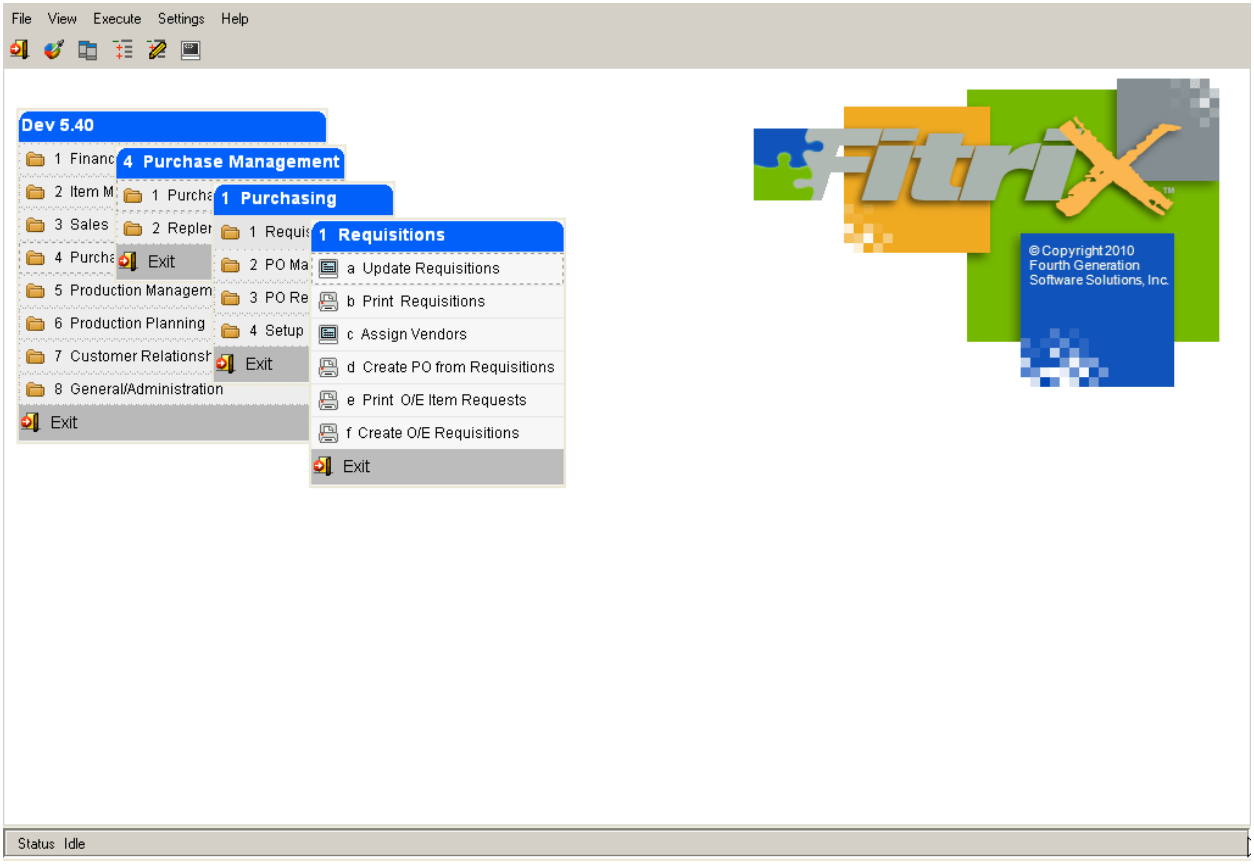
The basic procedural flow of the Fitrix Purchase Order System is as follows:

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.

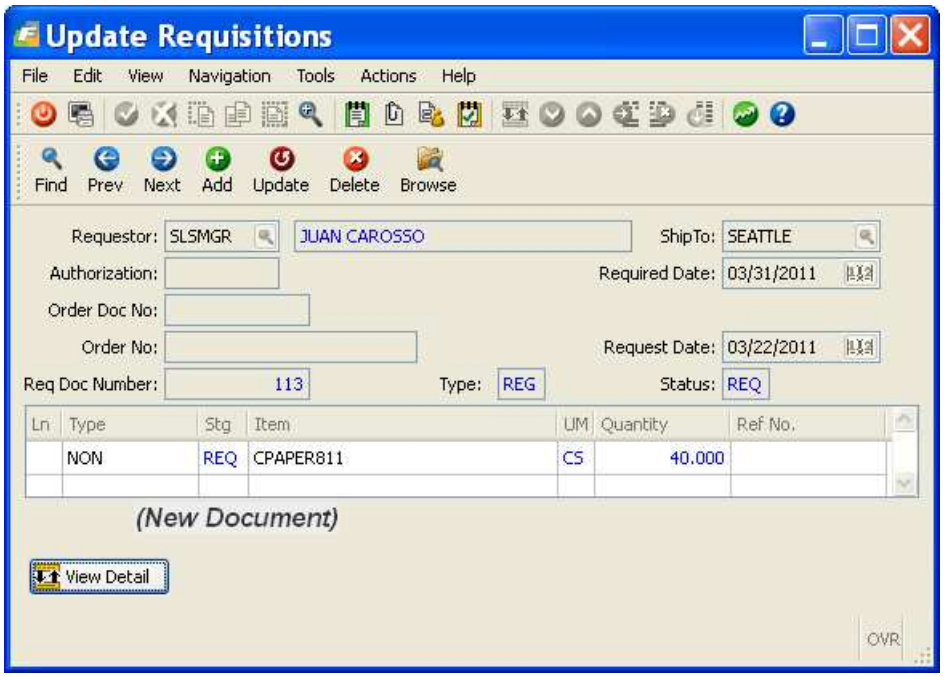
The Requisitions menu is the starting point for many purchasing processes but use of requisitions is optional. The options in the Requisition menu allow you to create and modify requisitions, assign vendors to requested items, and create purchase orders from approved requisition line items.



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 numberif 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, Shipto 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.

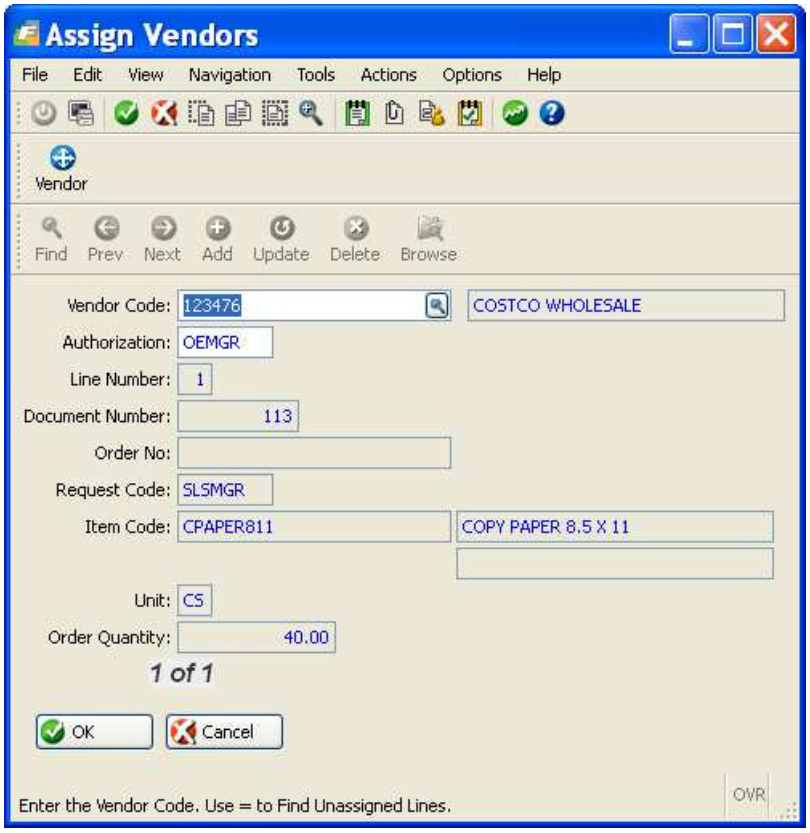
Before a requisition can be assigned to a PO, two things must happen:

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.



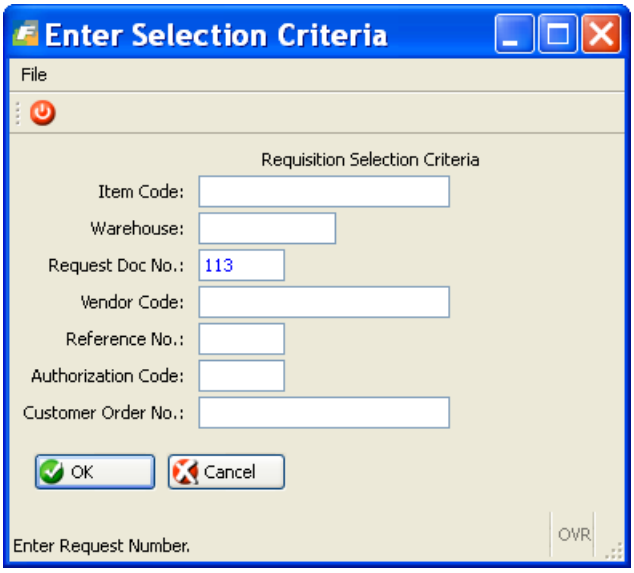
To assign a vendor and authorize specific requisition line items:

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)**.

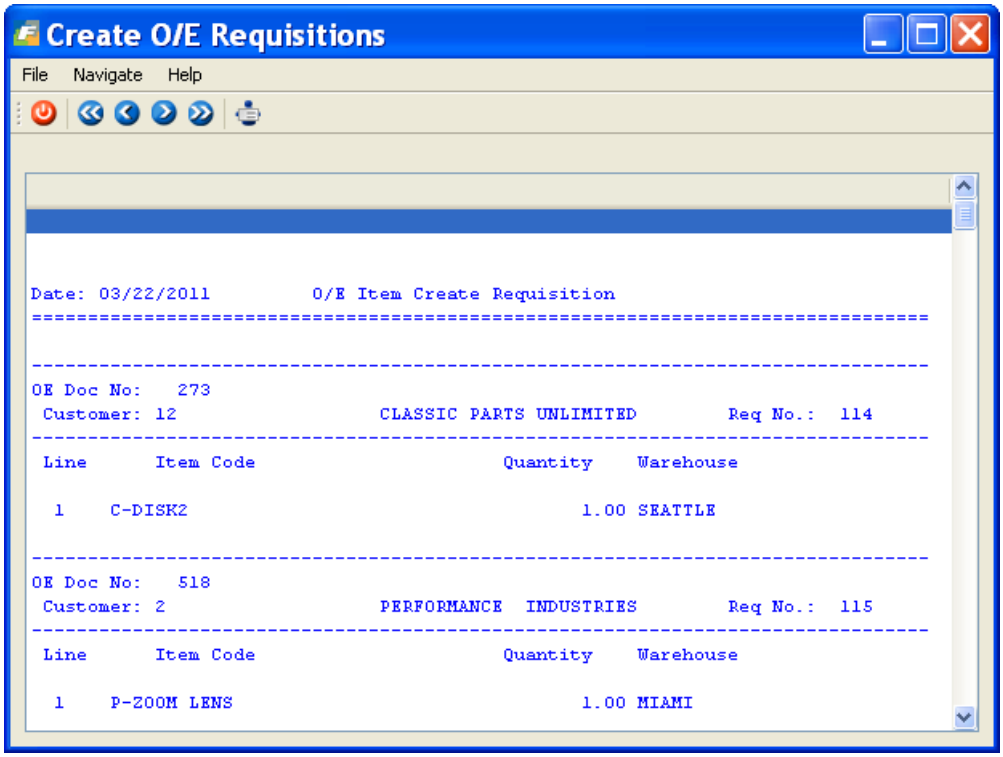
When you execute the print menu, the following selection criteria screen comes up for you to select what requisitions you want to go on PO's:



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.

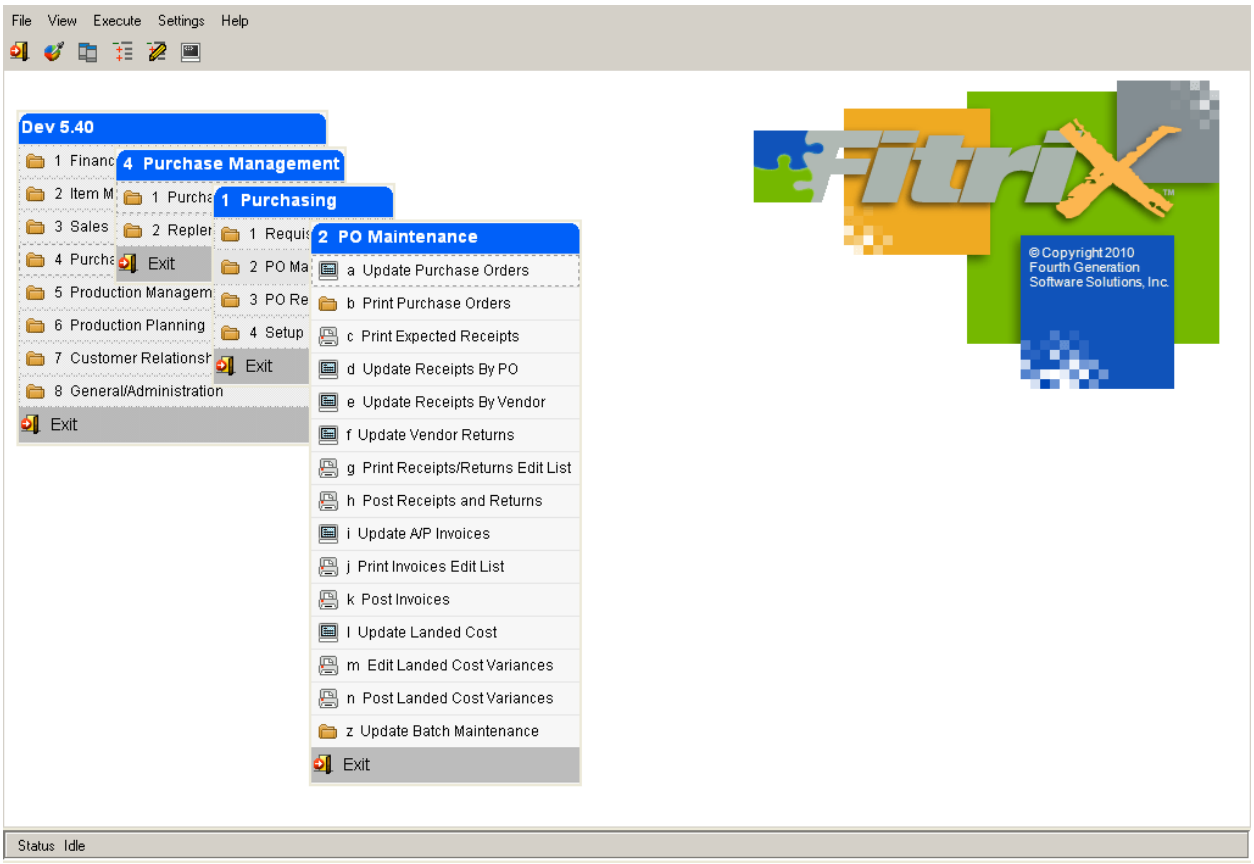
Create OE Requisitions

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.


Create O/E Requisitions
File
Navigate
Help
Date: 03/22/2011 O/E Item Create Requisition
OE Doc No: 273
Customer: 12 CLASSIC PARTS UNLIMITED Req No.: 114
Line Item Code Quantity Warehouse
1 C-DISK2 1.00 SEATTLE
OE Doc No: 518
Customer: 2 PERFORMANCE INDUSTRIES Req No.: 115
Line Item Code Quantity Warehouse
1 P-ZOOM LENS 1.00 MIAMI

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.

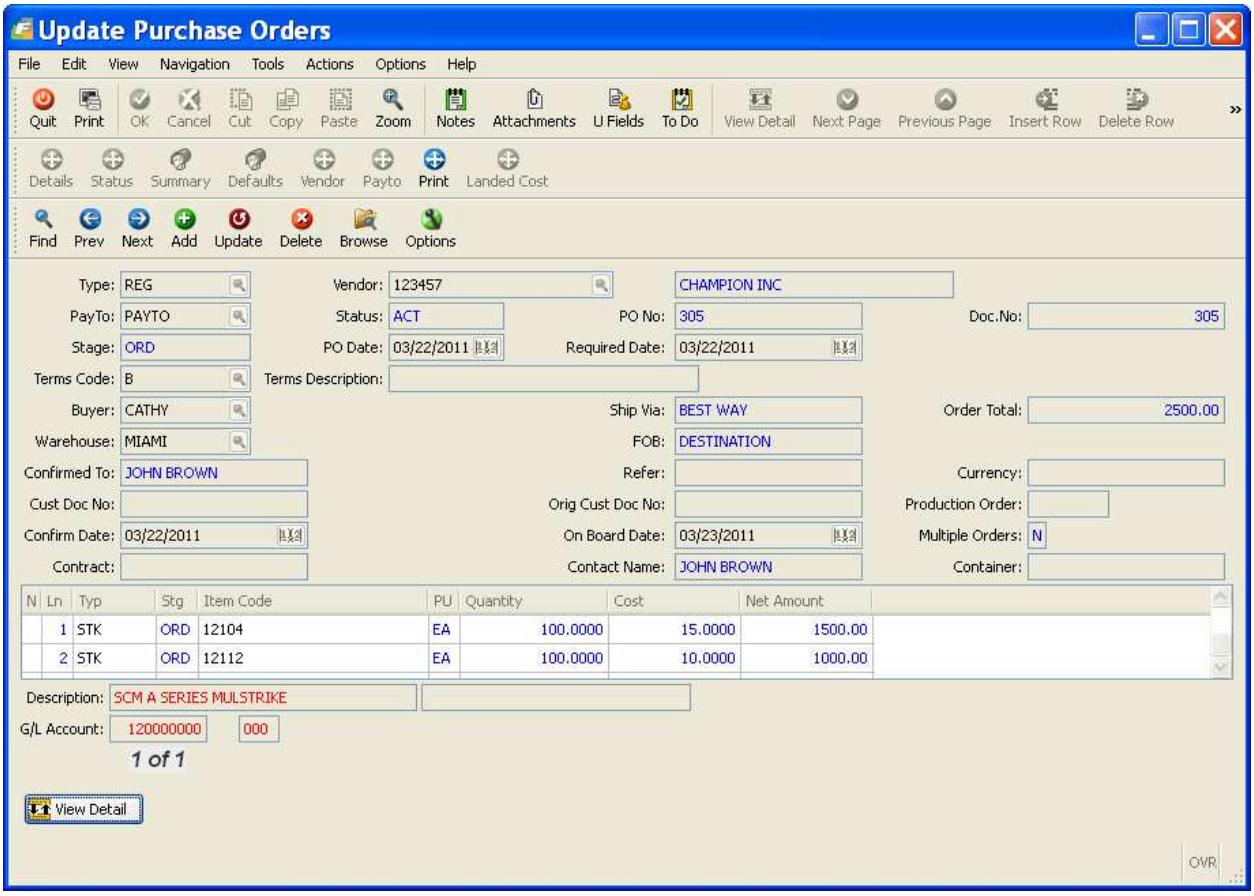
Post Invoices – Posts invoices to Accounts Payable.

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.

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.
Stat:	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.
Doc. No.:	Holds the system assigned document number, which is a unique number used for document tracking.

Field	Description
Stag:	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 (ie- POG means the PO has been printed/generated,etc.).
P.O. Date:	Enter the date the PO is generated.
Req. Date:	Enter date you require the items (both date fields default to the current date).
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:	System maintained. Stores the customer order number for direct shipments (Type = DIR or DRW)
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

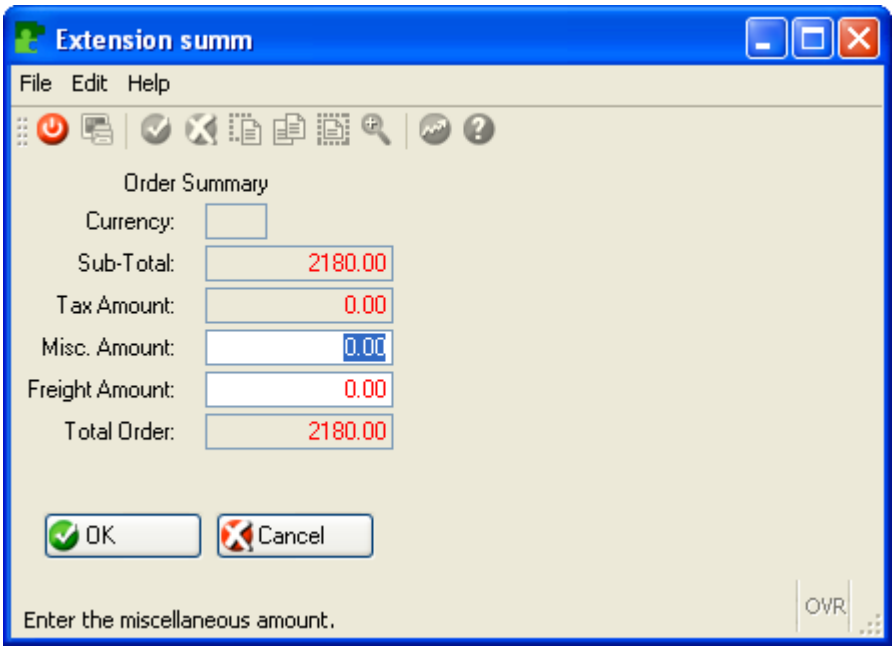
Field	Description
Ln	Holds the line number for the order lines.
Typ	Enter the type of items that you are ordering (stock, nonstock, service, etc.) Zoom is available to select from a list of line types.
Stg	Holds the stage code for a particular line. In the above case, the purchase order has been generated 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).
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

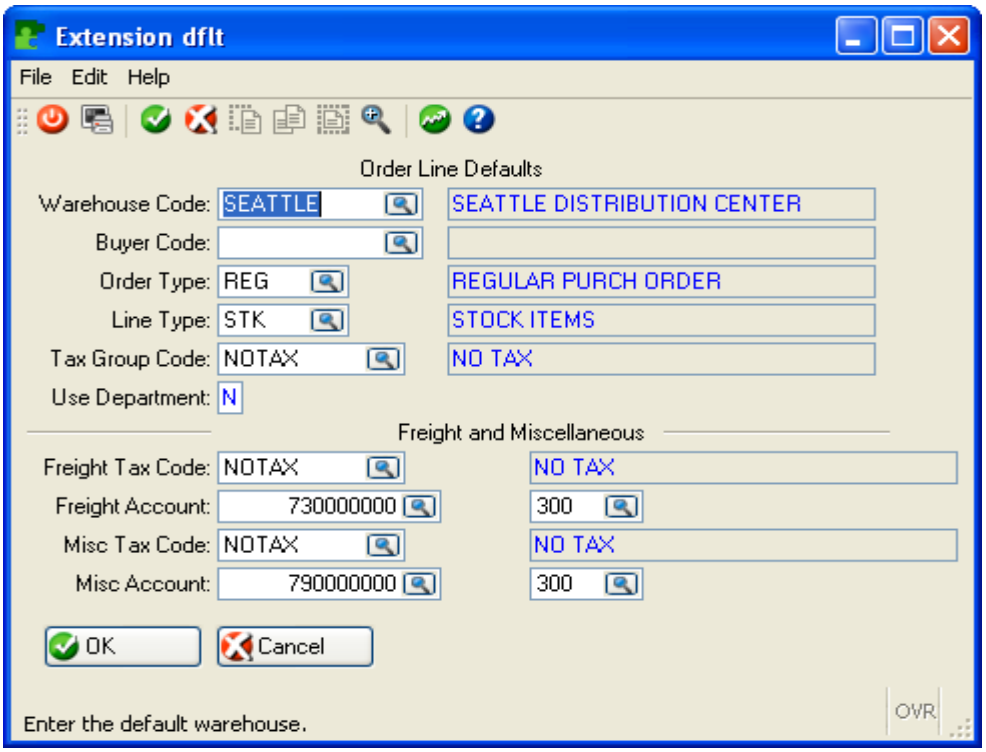
Use the following steps to add a line item.

Step	Action
1	Select Update Purchase Orders **(option a)** and execute the Add command.

Step	Action
	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.

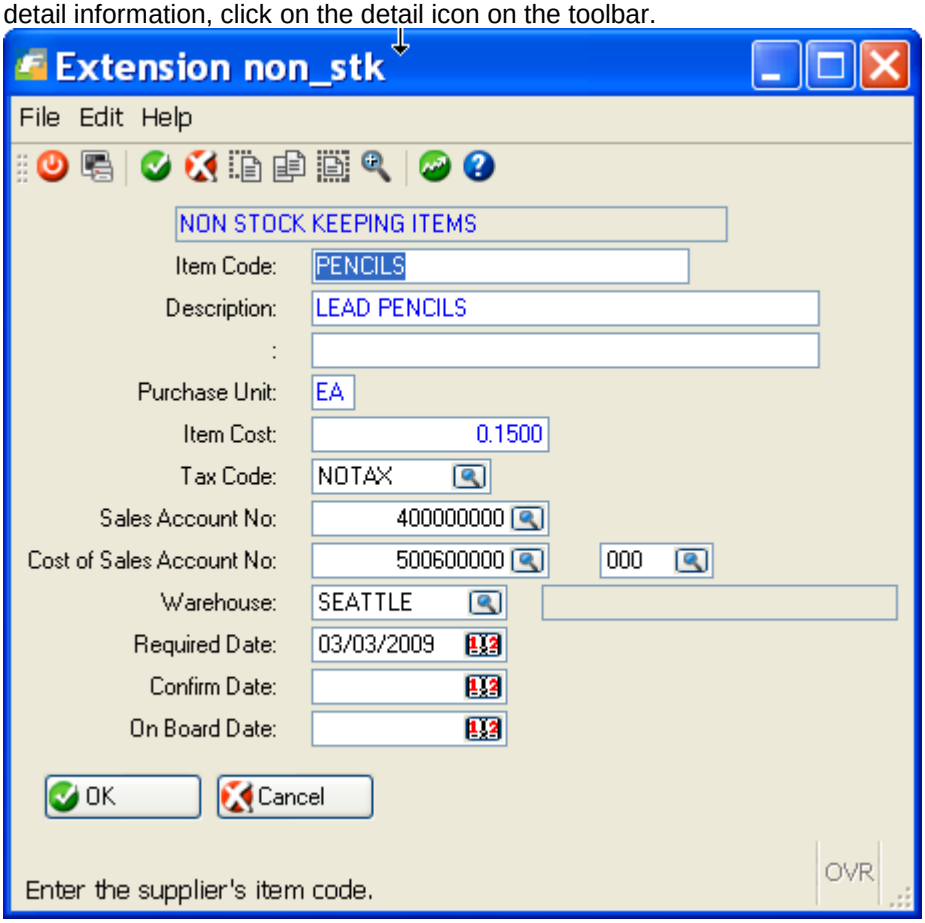


To enter the defaults screen , click on the Defaults icon.

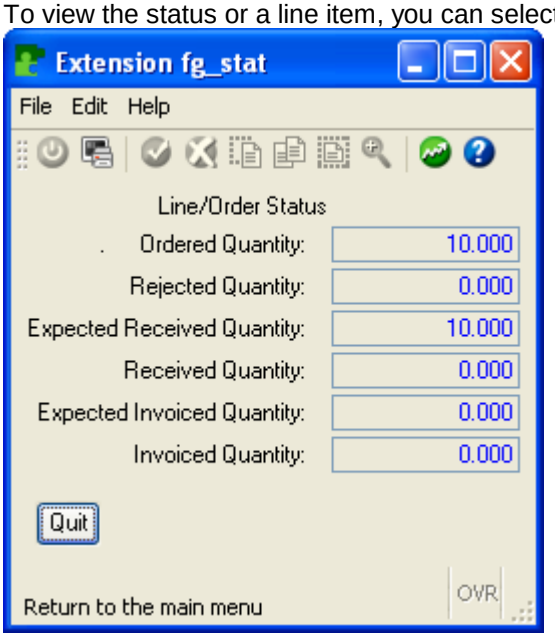


Ctrl TAB to move to detail section.

Step	Action
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.

Step	Action
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	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.

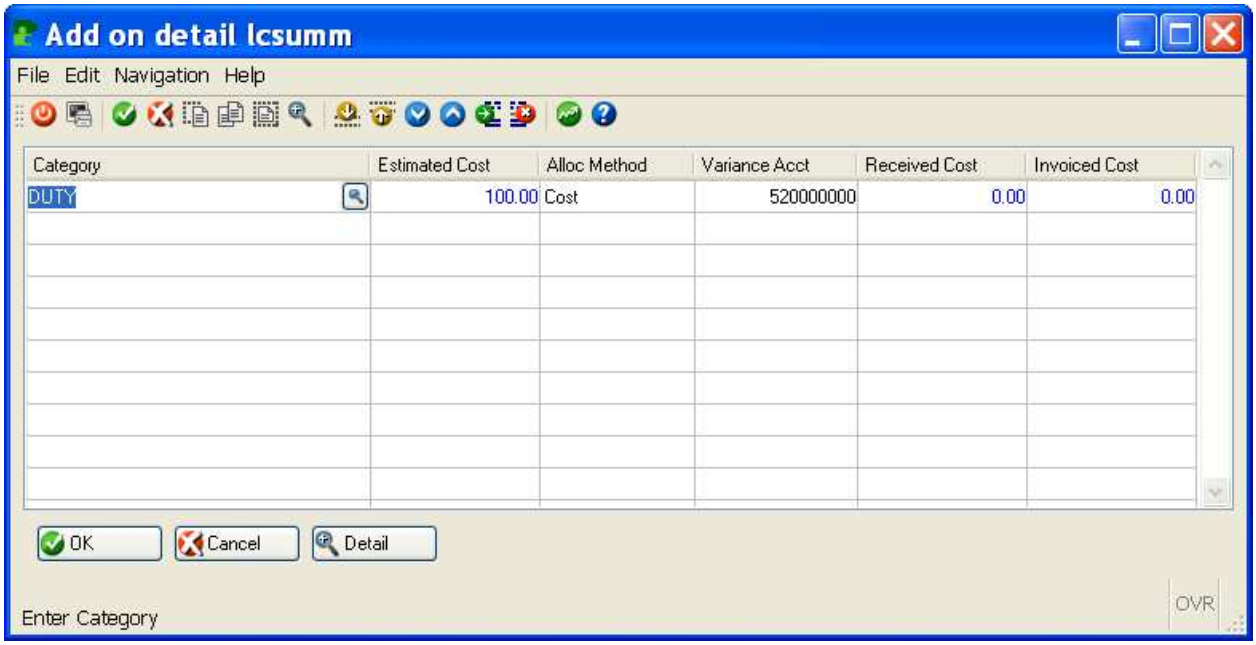
Original PO Number – entry here is optional. If you want to reference the original PO number you can enter it here and the detail lines will automatically populate with the items on the original PO and the quantity still in inventory from the PO. For example, if there was a quantity of 10 on the original 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 to 3. If there are none available you will receive this message "There Is No Available Inventory of this Item to Return".

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.

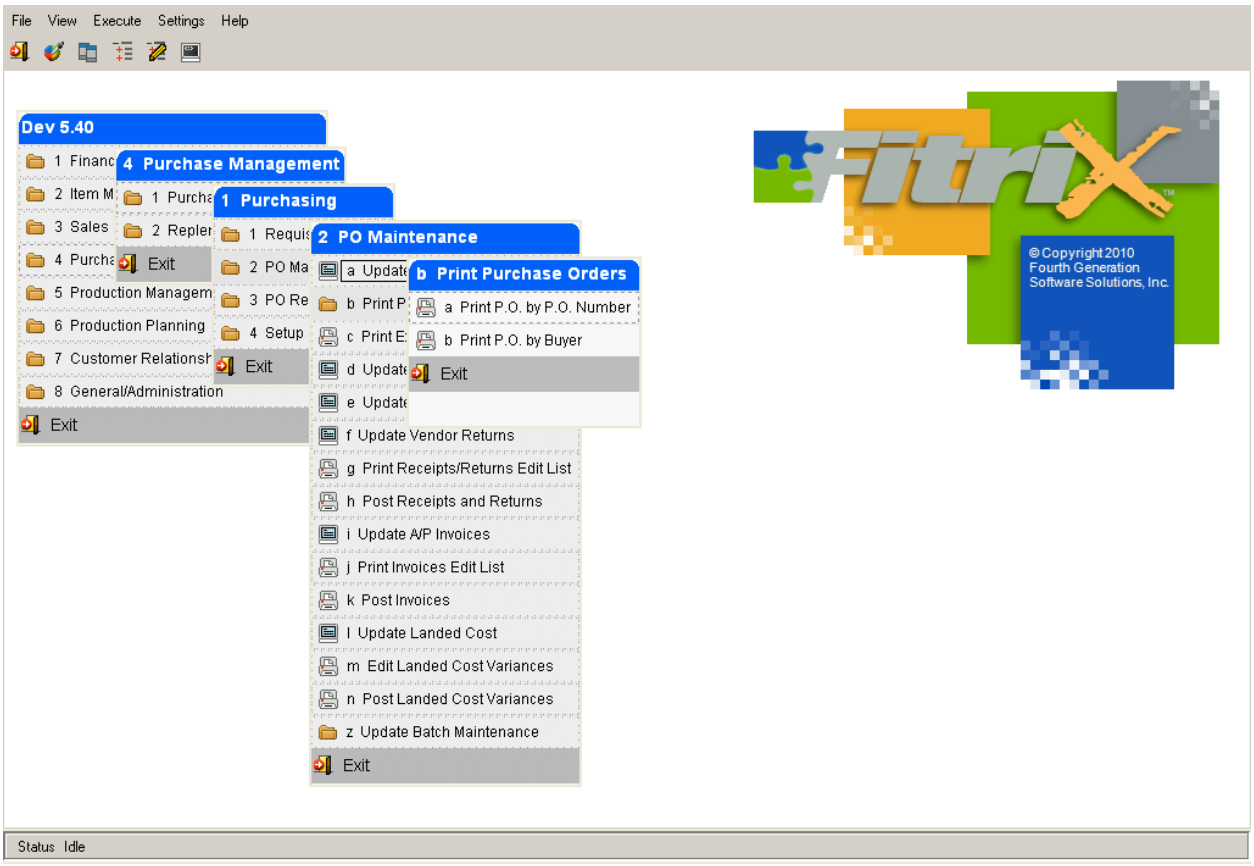


Click on the magnifying glass to drill down to a list of your pre-defined landed cost categories. Enter the estimated cost. The allocation method and variance account will default to the values set up when you set up the landed cost category but you can change here as needed. The received cost and invoiced cost fields will automatically populate as the purchase order is received and posted to Accounts Payable.

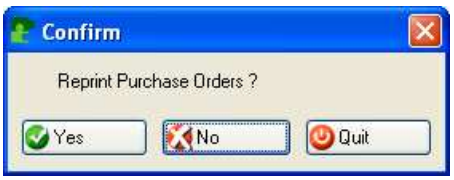
If there are multiple part numbers on the PO, the costs entered here will be allocated based on the allocation method associated with the landed cost category (weight, volume, etc.).

Printing a PO

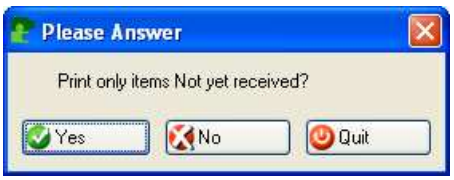
Print Purchase Orders **(option b)** on the menu below. You will see a submenu with (a) Print P.O. by P.O. Number and (b) Print P.O. by Buyer as your choices.



You will receive two prompts:

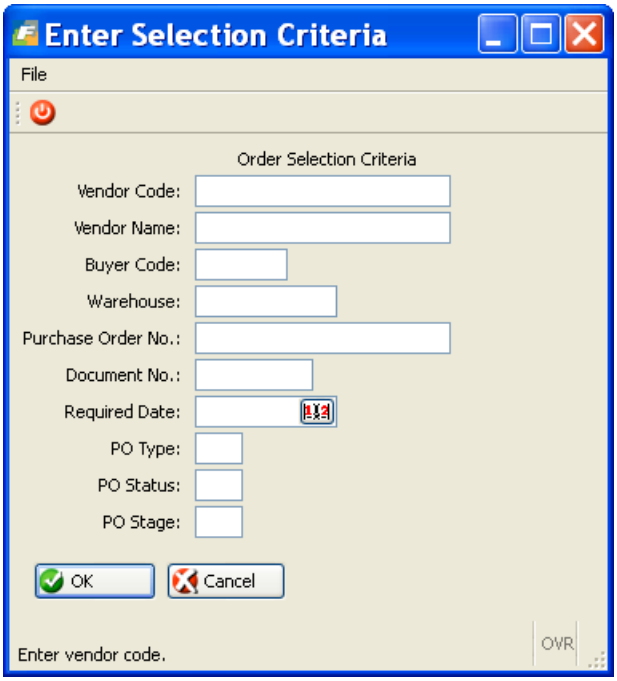


Select No to print only those purchase orders that have not yet been printed.



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.

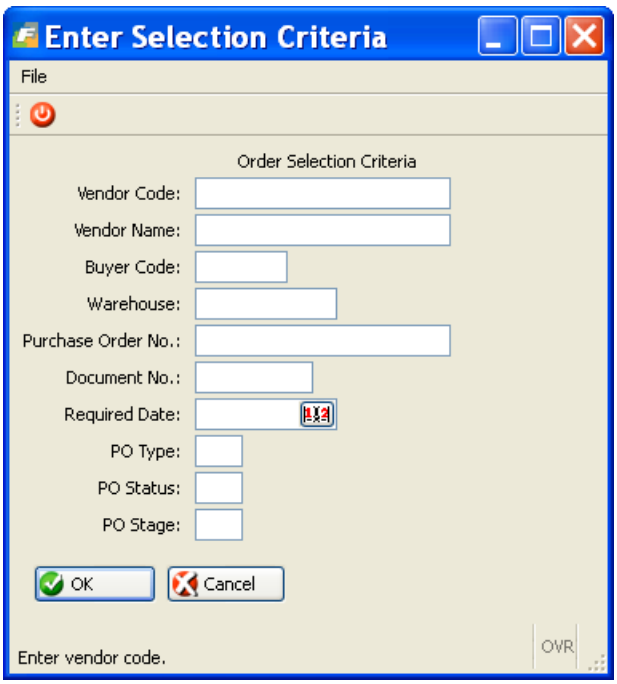


If the purchase order is for a return to your vendor “Purchase Return” will print on the PDF instead of Purchase Order.

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.

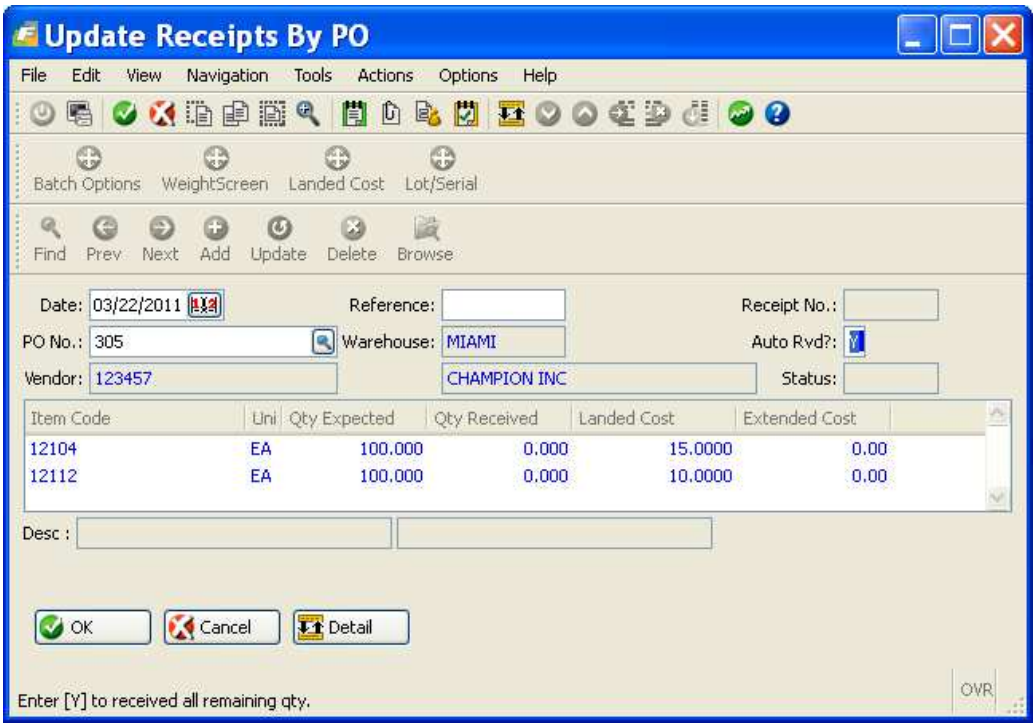
Either click on OK button (or press **ENTER**) to select all the expected receipts, or enter selection criteria in the appropriate fields to select specific receipts.



If any purchase orders will fulfill components on production work orders this detail will also print on the report.

Update Receipt by PO

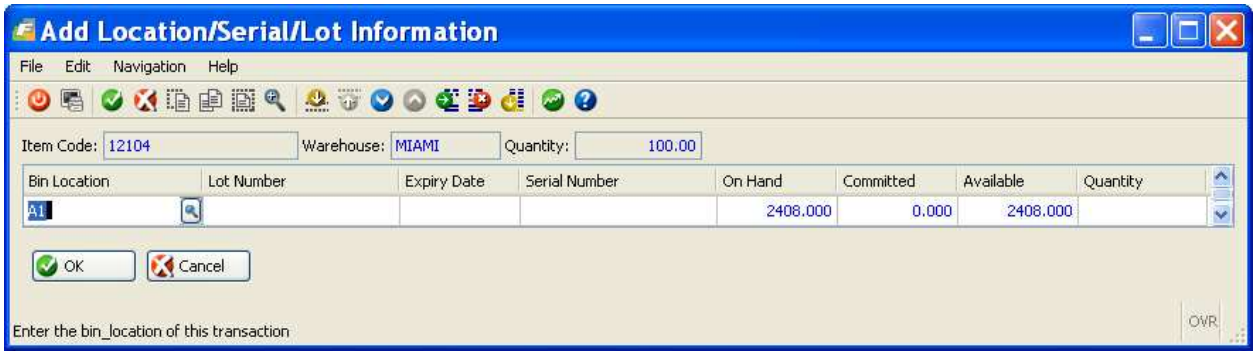
When you receive items, you enter them as received with Update Receipts **(option d)**, which brings up the Goods Received screen. Execute the **Add** command and enter the following information for receipts.



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, this screen will display.



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. For serialized items the screen will auto populate with the primary bin, if null the secondary, and if that too is null it will be blank. 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.

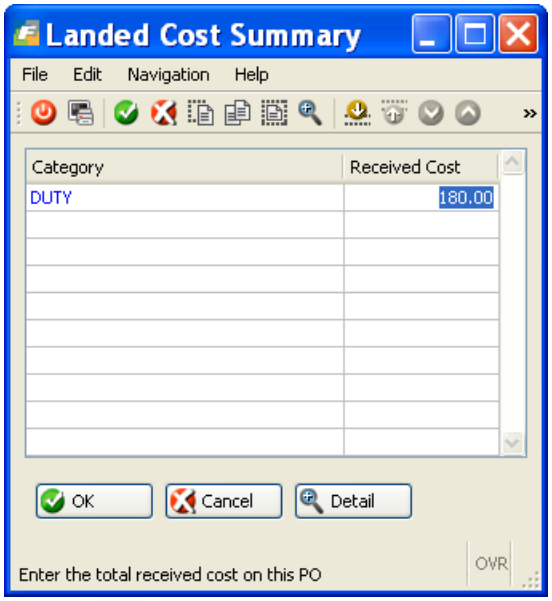
If the item does not exist in any bin location then this screen will be blank and when you zoom from the bin location field this screen displays and you select valid bin locations to receive your merchandise into:

Once all items are received or accounted for, click on the OK button or press **{ENTER}** to save the receipt.

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.

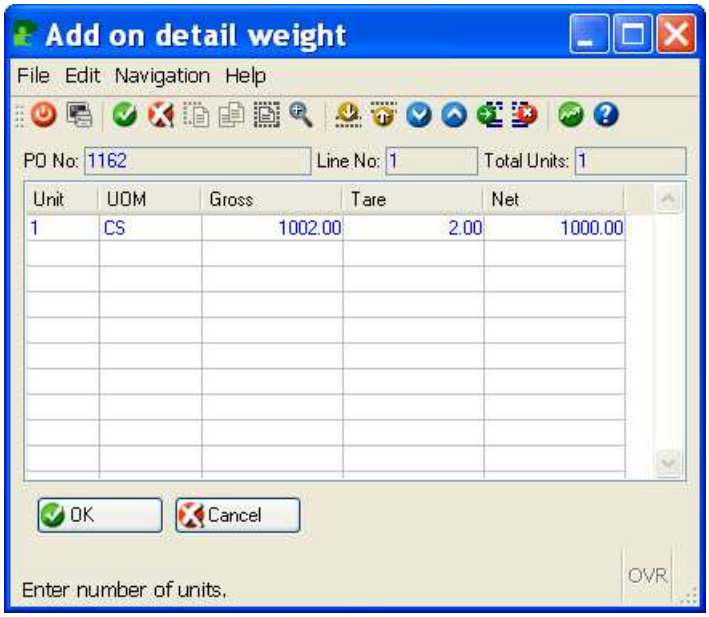


Once you have entered the cost click OK you will be returned to the PO Receipt screen and the unit cost of the item now reflects the true landed cost. Any changes to landed cost after this point will post to a variance account as discussed below in the AP Invoicing section of this document.

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.

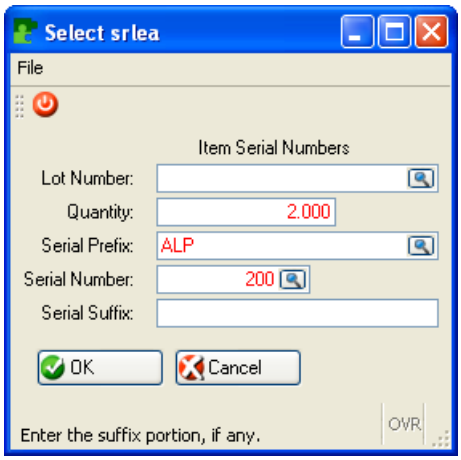
If you select Y you will must then Ctrl Tab to enter the detail section of the screen and click on the Weight Screen icon on the toolbar for each item code on the receipt to enter the units and weights.



This information will print on the various Export/Shipping forms in Order Entry.

Receiving Lot/Serialized Items

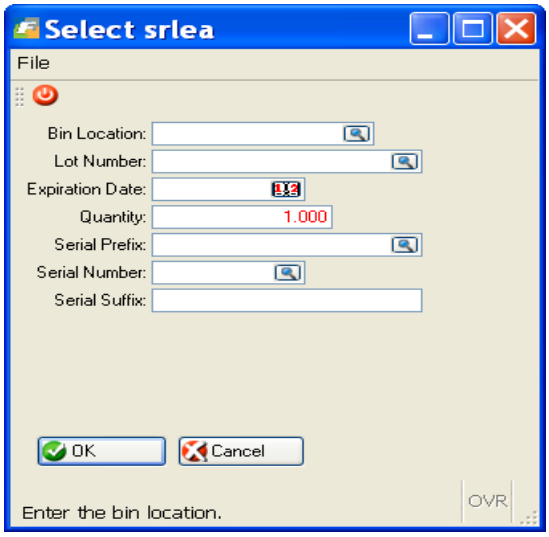
Upon receiving lot/serialized inventory you must fill in the appropriate information in the following fields:



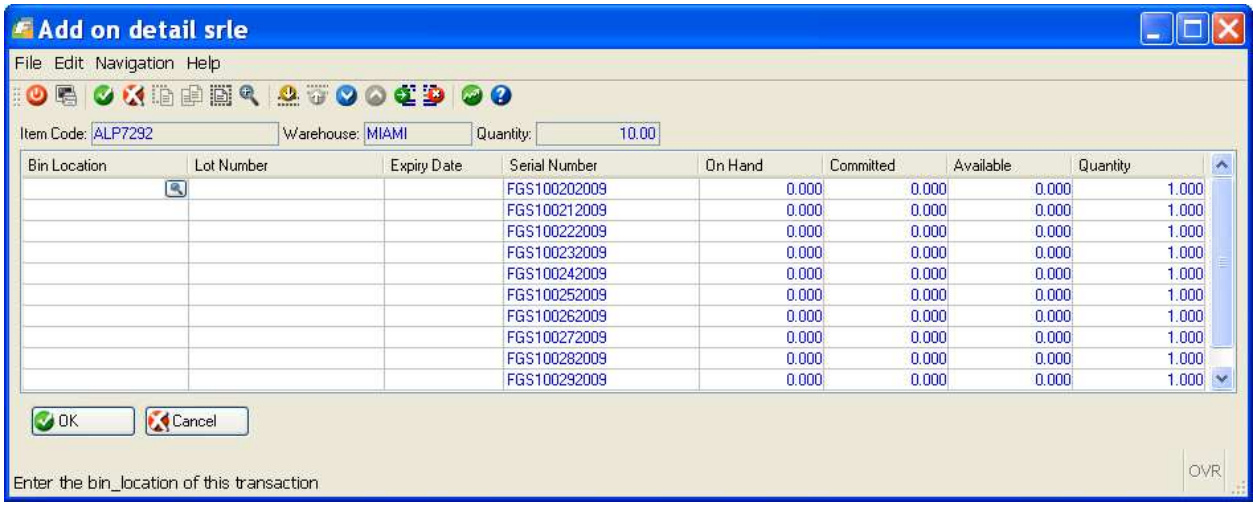
Field	Description
Lot Number	This is an optional field. Up to 20 alphanumeric characters
Quantity	Holds the number of items you are receiving and assigning serial numbers. Up to 12 numeric characters.
Serial Prefix	This field holds the actual serial number for a single item, or can make up the prefix 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

Field	Description
	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	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.
Serial Suffix	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. Up to 20 alphanumeric characters.

If the warehouse has Location Controlled = Y the screen will also have a field for bin location:



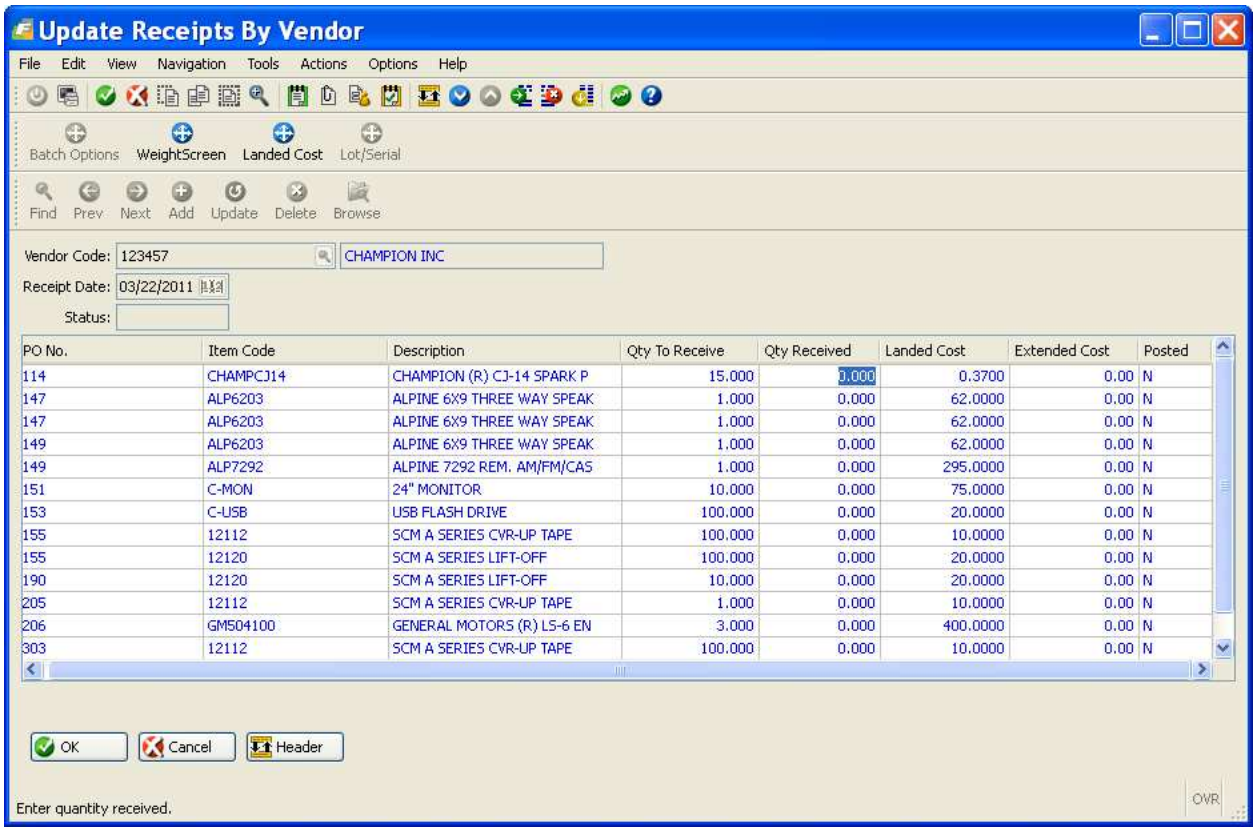
If you have Auto Serialize flag set to Y in the Update Inventory Defaults program the serial #s will be assigned by the program and this screen will display instead of the one above:



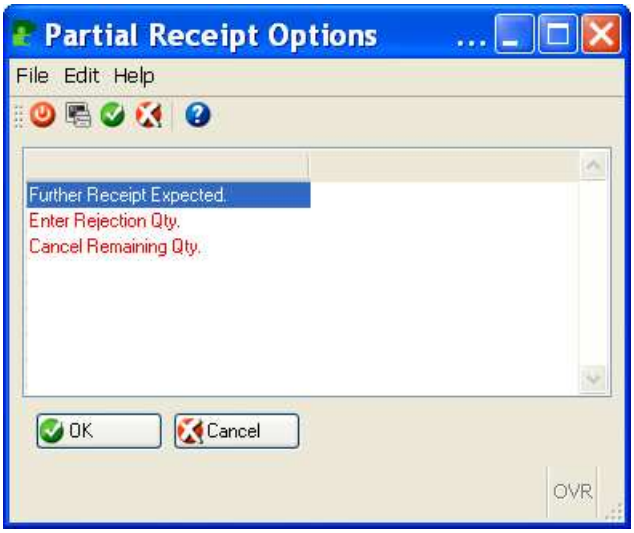
Update Receipt by Vendor

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).**

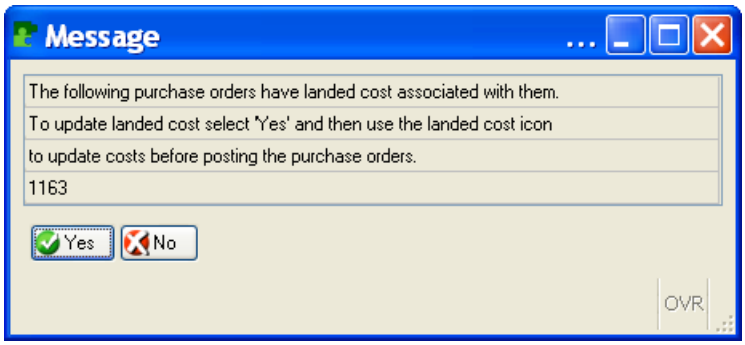
This program works exactly like the Update Receipts By PO program except that when you enter a vendor code all purchase orders that have part numbers that have yet to be received will display.



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:

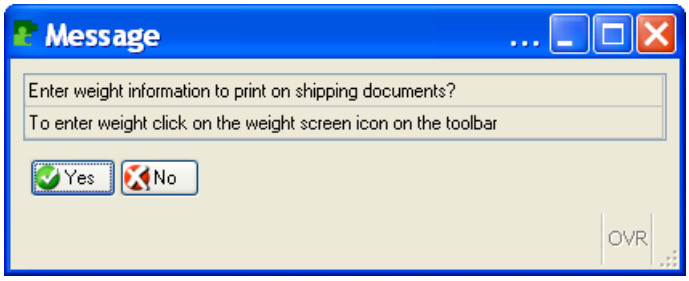


If any of the purchase orders you are receiving have a landed cost attached to them you will receive this prompt:



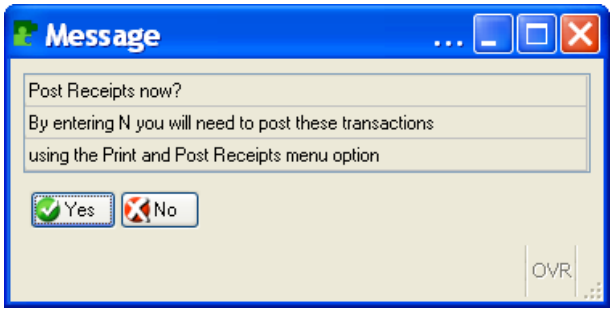
If you want to update the landed cost amounts prior to posting the receipt, select Yes and then click on the Landed Cost icon on the toolbar to update the amounts.

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.

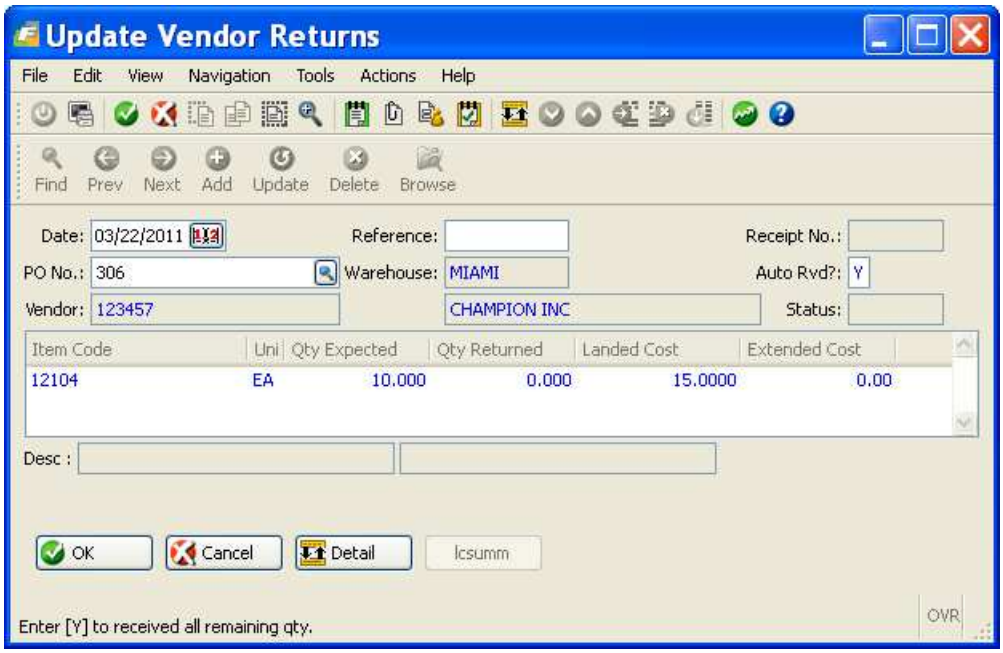
Once you have received the quantities and updated Landed Cost and Weight information, click OK and you will receive this prompt:



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.

Print Receipts Edit List

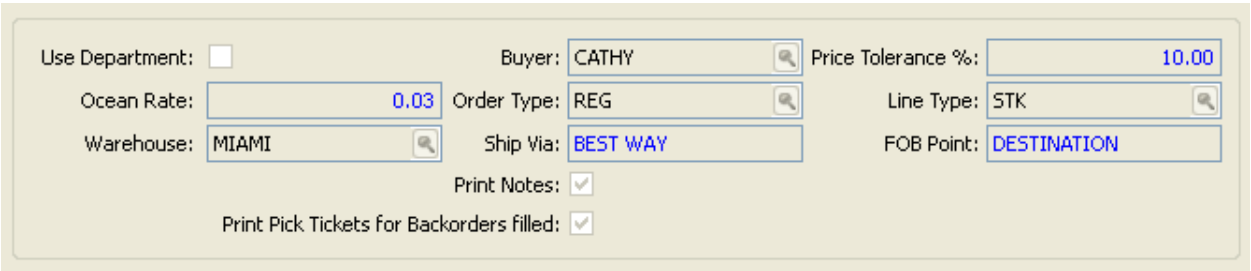
Before posting, use Print Receipts List **(option g)** to print a copy of all the receipts and use it to check the accuracy of your data entry. You must print an edit list before you can post the receipts.

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.

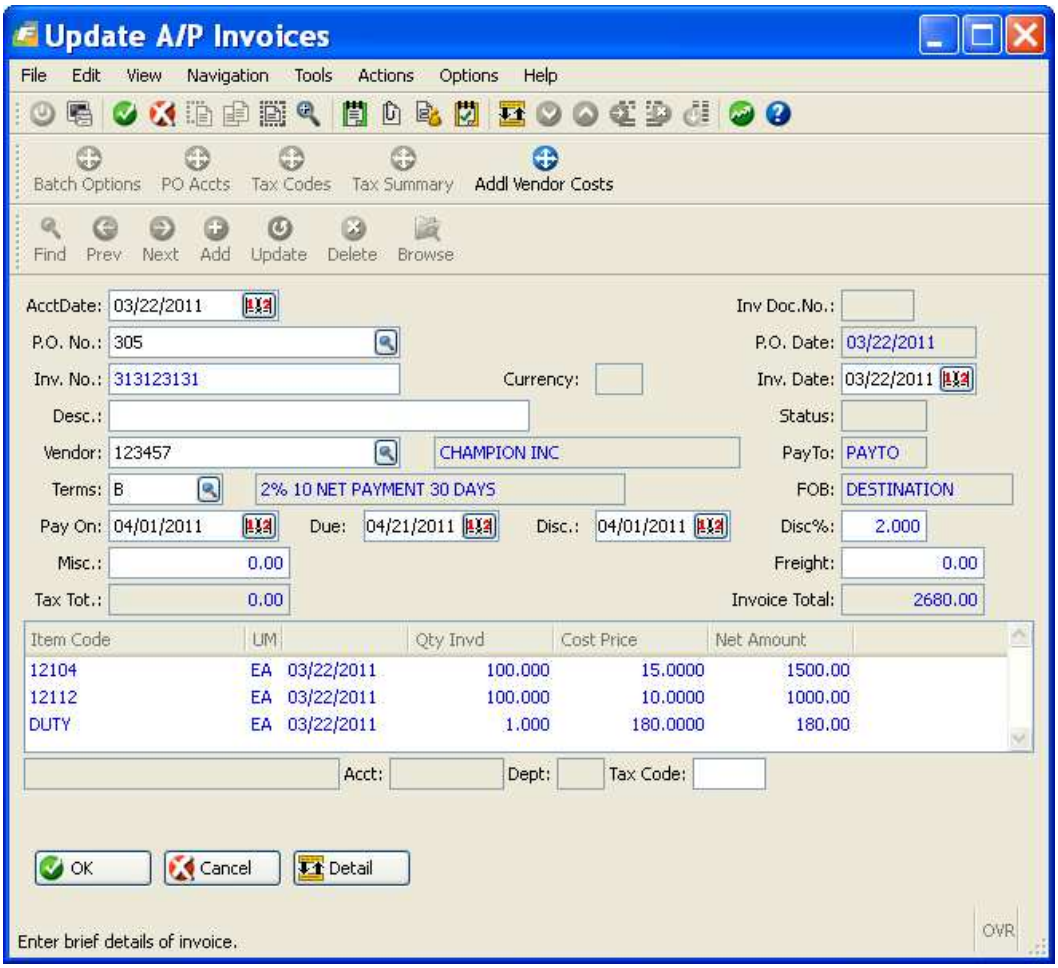
If there are any receipts that fulfill backorders on sales orders and components on production work orders, a list of those sales orders and work orders will print on the posting list.

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:



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.

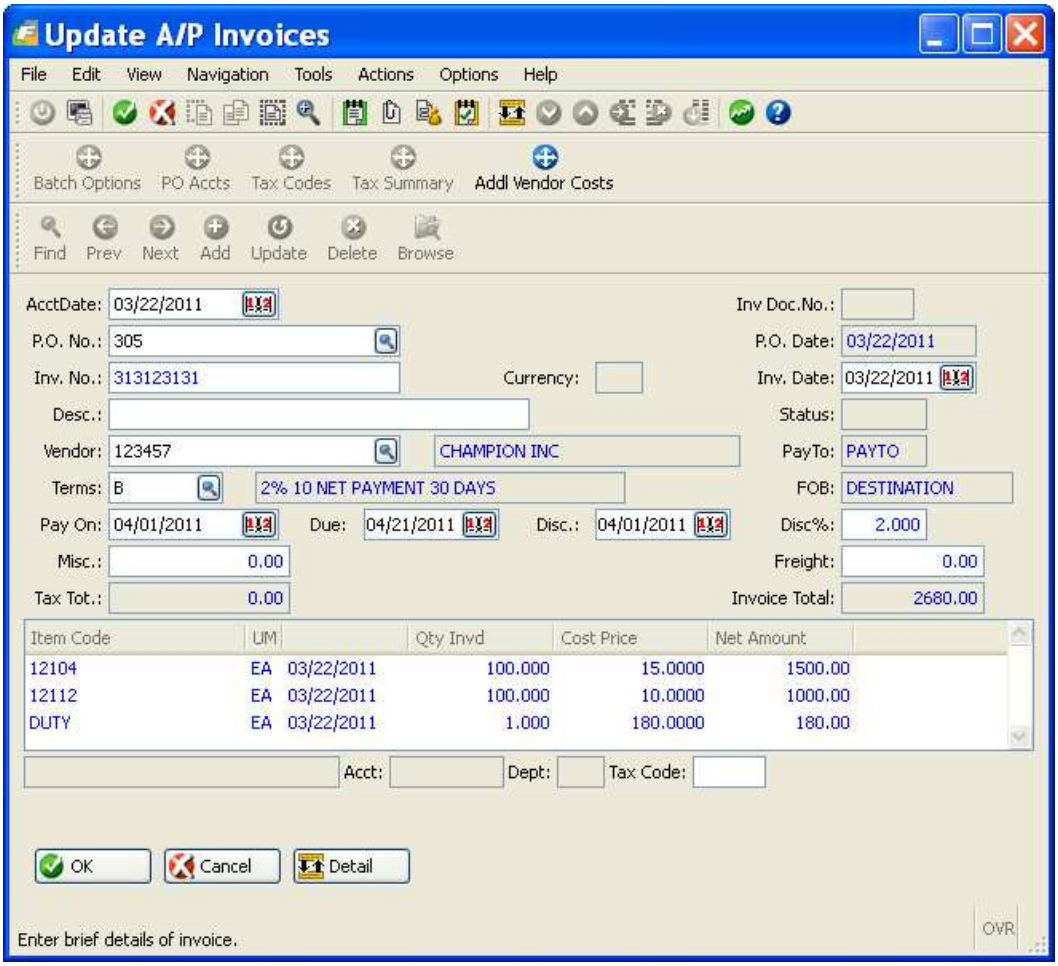
Field	Description
Terms	Enter the code for payment method. You can override the default.
FOB:	Enter the Freight on Board code from the P.O.
Pay On:	Holds the date you should pay the invoice to receive the discount.
Due:	Holds the date the invoice payment is due.
Disc.:	Displays the date the discount 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 there is $180.00 in duty attached to the purchase order:



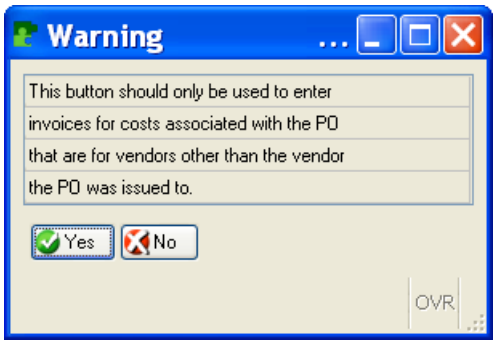
To update this amount if it is not accurate simply click on Detail and change the amount. If this amount is being charged by a vendor other than the one you purchased the merchandise from like a broker click on Detail and set both the quantity and cost to 0.

To create an open AP item for landed costs to a vendor other than the one you purchased the merchandise from, after creating the AP record for the merchandise vendor:

Go into add mode and enter the PO number.

After entering the invoice number and date , click on the

icon and you will receive this prompt:



Click Yes to get access to the vendor code filed so that you can enter the appropriate vendor code.

Store the transaction and run the edit and post reports.

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

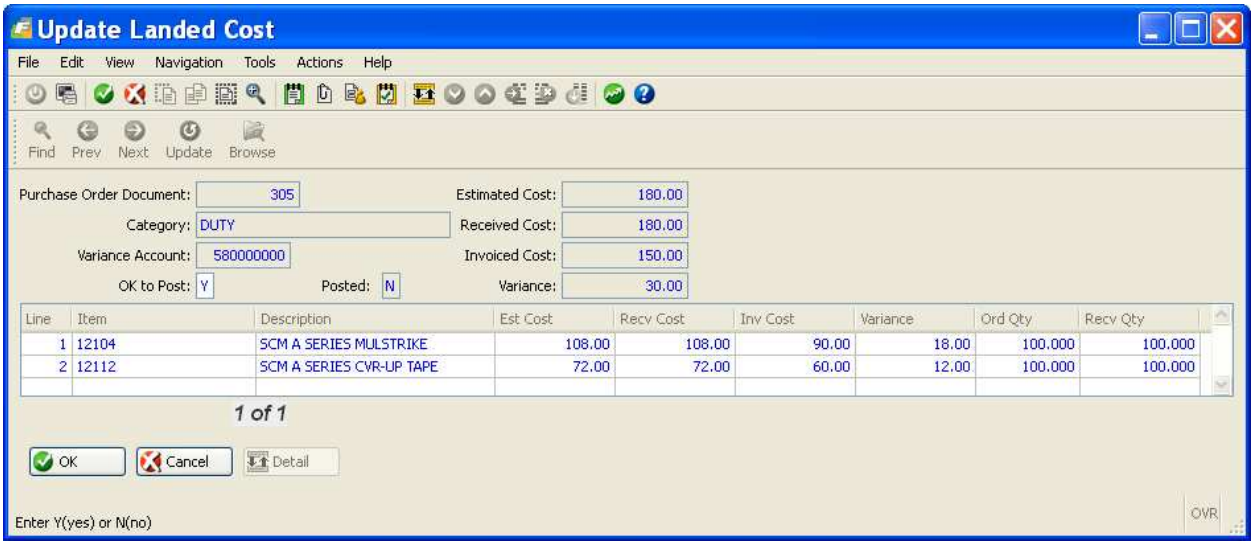
Use Post Invoices **(option k)** to post the invoices, which updates accounts payable and general ledger accounts. This program will create the open item on the Vendor's account and make a GL entry to debit AP Holding and credit AP.

A/P invoice posting is the last step in the purchasing process.

Update and Post Landed Cost Variances

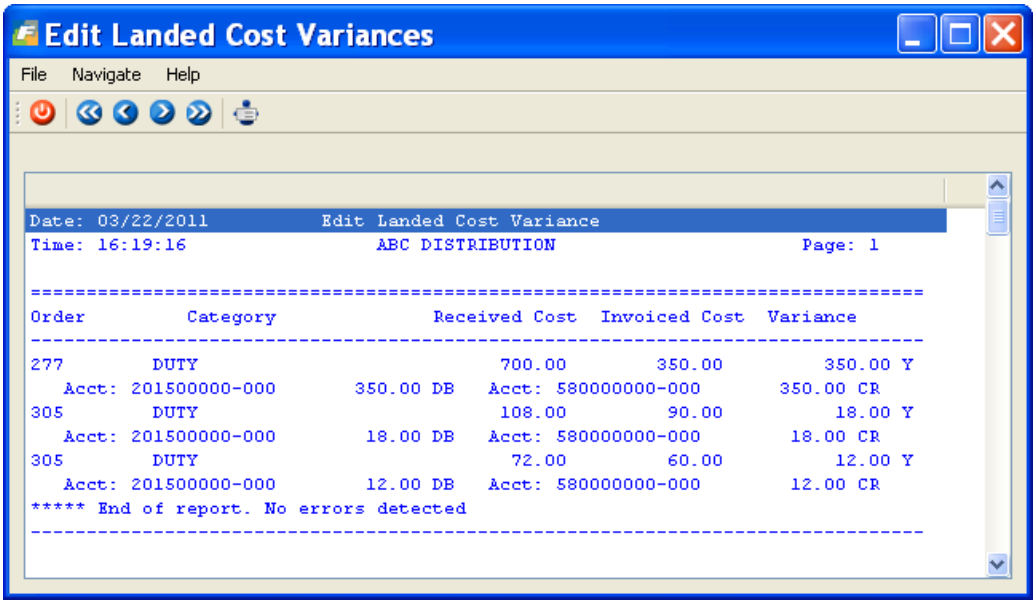
Update Landed Cost:

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 received or posted to AP, these variances can be found here. In the example below, the estimated duty cost when the purchase order was entered was $180.00, when the PO was received it was still $180, but when the invoice from the vendor was received and posted to AP the duty cost was for $150.00. This created a freight variance of $(30.00).



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.

Edit and Post Landed Cost Variance:



The general ledger transactions created in each posting routine for a PO with landed costs attached to it are as follows:

Receive and post PO:

Debit Inventory
Credit AP Holding

Post purchase order and duty to AP:

Debit AP Holding
Credit AP

Post landed cost variance:

Debit AP Holding	30.00
Credit Variance Account	30.00

Direct Ship Purchase Orders (order type DIR)

This section covers direct ship order types (DIR). You cannot enter DIR orders directly in Purchasing but, in conjunction with Fitrix Order Entry, you can enter and process direct ship orders.

Direct Shipment (DIR) order type (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. The following statements help define direct shipment.

When you use a DIR order type for a customer order, the order process skips the picking and shipping stages.

There are only 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 nonstock items, STN – stock items treated as nonstock, 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.

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 selectYes 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 with the following exceptions:

> When the purchase orders is received, your quantity on hand is increased (though committed to a specific customer order) and this entry is made to the General Ledger
>
> Debit Inventory
> Credit AP Holding
>
> When the purchase order is entered into Accounts Payable this entry is made to the General Ledger:
>
> Debit AP Holding
> Credit Accounts Payable

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.

INV – Items received have been invoiced and posted to accounts payable.

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.

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:

Item Code: Pencils
Vendor Code: 123476
Description: Yellow Pencils
Commodity Code: Blank

Purchasing Unit: BX for box
Weight: 5 Unit:LB
Volume: 10
Sales Acct No: 400000000
Cost of Goods: 704000000
Expense Account: 704000000 for office supplies
Item type: N for non-stock

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
VENDOR ITEM: MAT8954

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.

Print Purchase Orders for (PU-2-b, Redirect to the Screen)

Alpine (123461)
Gen Motors (123467)
Costco (123476)

Receive Inventory

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).