INVENTORY MANAGEMENT

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Inventory Management

There are three primary data entry screens in the Inventory Management system. Each screen contains information related to items in inventory. Many other programs in ***The Controller Series*** access this information.

1. The main inventory screen (BBBB) provides access to the general fields that cannot logically be associated with either price management or supplier management.
2. The BBBC screen is specifically designed to address pricing (margins, break points, discounts, costs and units of measure).
3. The BBBD screen controls information related to suppliers of a given item; this includes supplier code, supplier number, quoted cost and date of quote.

Note: Before proceeding:

- Check to see that all departments you will be using have been created (BBIB).
- Check to see that all line codes (sub-departments) you will be using have been entered.
- If you are using unit master codes for serialized items, make sure they have been created. See the section Unit Master Menu (BBHD) for a full explanation of unit master codes.

Inventory Flags

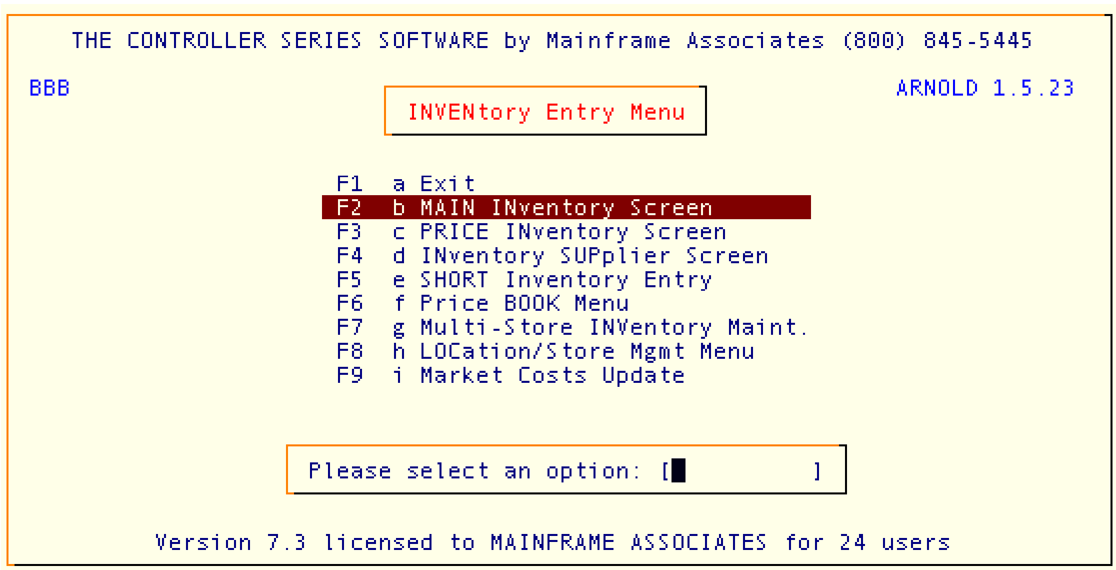
The following flags control the appearance, features, and functionality of the inventory system.

Flag	***Purpose***
11	Manufacturing counter
30	Automatically assign barcodes to new items
57	Special Telxon program to use
59	Use 'Dye Lot' label & handling for serialized inventory
90	Use Inventory Notes and/or Inventory Memos
110	Use Hypersearch on inventory description
112	Display QOH or UOM in Inventory lookup
167	Allow substitute inventory setup
169	MSRP control - use, updating, and markup
186	Use extended linecodes
190	Allow input of QOH in BFNCP screen

Flag	Purpose
191	Use sales order number for Manufacturing process
205	Allow multiple barcodes per item
215	Use lumber piece calculations when setting UOM factors.
227	Set linecode program to use (standard or extended)
237	Update prices based on target margins/set if new item
247	Internal Barcode counter
252 - 256	Extended linecode label definitions (1 to 5)
265 - 269	Settings for extended line code management (1 to 5)
279	Default value for tax flags. See also menu option BFNCBM.
315	Display primary vendor in inventory lookup
324	Activate serialized flooring module
335	Use of warehouse, and default warehouse number
336	Supplier xref description label
339	Use amalgamated price book barcode file
355 - 359	Lookup labels for extended linecodes
360 - 364	Lookup label lengths for extended linecodes
379 - 388	Extended linecode label definitions (6 to 10)
414	Use Date Code instead of Weight in Inventory
415	Activate Multi-location in Inventory (see F431)
422	Volume UOM Description
427	Activate Bookseller Vertical Market
431	Activate Quick Inventory Entry (must use F415 as well)
437	Used Book counter
446	Export to Website program
454	Use full inventory import setup screen from pricebooks
464	Allow Dye Lot/Serialized access from all stores
469	Log all changes to inventory to inventory adjustments
470	Prompt for Store Location and QOH from Catalog import

Inventory Entry

The **Inventory Entry Menu** is located at plate letters **BBB** or use vocabulary reference **INVEN.**



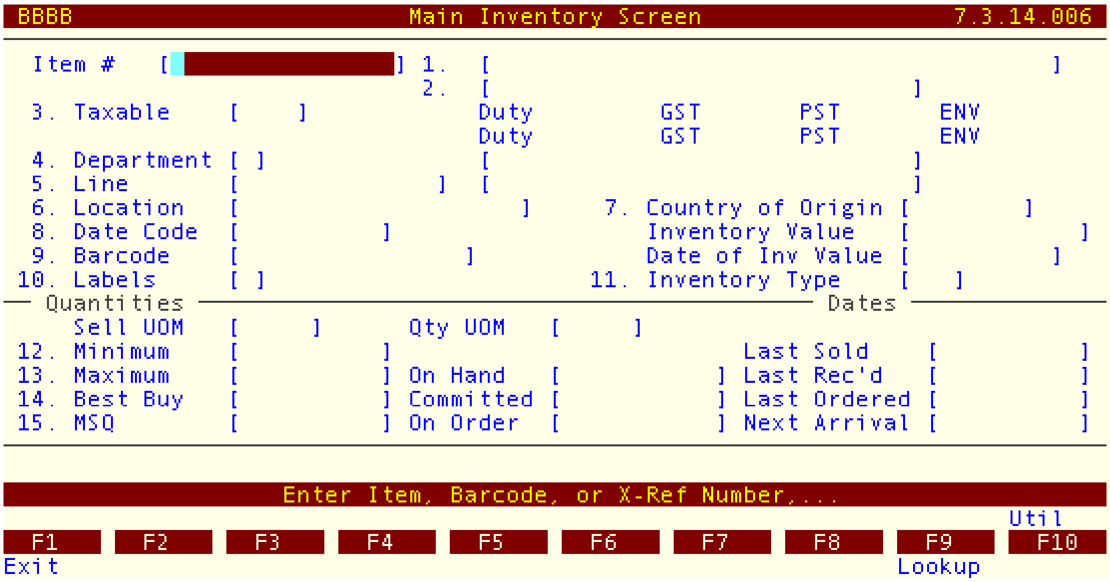
Inventory Entry Menu, BBB or INVEN

Inventory Master Screen

Plate Letters: **BBBB**

Vocabulary Reference: **MAININ**

The main inventory screen is the starting point for the entry of new items. It is also the point from which you can sequentially access the other related PRICE and SUPPLIER screens. Some field entries are mandatory while others are optional. If you press the ↵ key at a mandatory field, an audible prompt will sound until data is entered. Optional fields accept a blank or ↵.



Inventory Master Screen, BBBB or MAININ

Each of the fields on this screen is defined as follows:

Item #: A unique number (alpha/numeric) assigned by your business to identify stock keeping unit (SKU) or item number. Since ***The Controller Series*** accepts alpha, numeric, or a mix of alpha and numeric characters, the user can create an in-house numbering system to best suit their needs. The maximum number of characters accepted is 16 and the minimum is 1. *Do not enter spaces or asterisks in the item number!*

Speed tip: Remember that the front counter has to enter the item number during the sales process, unless you are using scanners. Therefore, speed at the front counter is directly related to the numbering system selected.

The following are two examples of inventory numbering systems:

Numeric: This numbering system is the quickest and easiest for clerks at Point-of-Sale. It uses the numeric keypad and frees one hand for handling the item. The shelf stockers are responsible for ensuring the item is correctly and clearly ticketed for speedy processing.

Identity: This system relies on a combination of logic and naming conventions and is most applicable to bulk items that are either too small or too large to be ticketed. Staff with thorough product knowledge will adapt most quickly to this method. For example:

- 2 x 4, 8 foot piece of fir is identified as item number 248F.
- A lag bolt with dimensions of 1 3/4" x 1/4" identified as item number LB13414.

Before adopting any inventory numbering system, discuss plans with the staff members who will be handling the counter sales. When considering the use of the barcode features of the system, be aware that the EAN barcode standard is restricted to 13 digits. This is important if you want to convert an existing numbering system to EAN standard.

After entering a new item number, the message *New Record* appears in the upper right hand corner and the cursor moves to the first line of the item description.

Note: To clear the screen without saving a new item number, press F1. The screen will clear and the cursor will move to the Item # field for entry of a new item number.

1. **Description:** The first line of description appears after the item number is entered at Point-of-Sale. An item lookup is available by pressing F9 and entering all or part of the description, so it is important that descriptions are consistent. For example, Paint–CIL Semi Gloss; this makes it easy to display all paints and associated numbers in one grouping. Up to 40 characters may be used in this field.
2. **Description:** The second line of description is optional. It may be set to print on the invoices created at Point-of-Sale. It may also be used as an UP SELL PROMPT that is displayed in the upper right hand corner of the Point-of-Sale screen (set at flag 097). For example, when selling a can of paint, the second line could be used to display paintbrushes, rollers, etc., to remind clerks to up sell-related products. Up to 30 characters may be used.
3. **Taxable:** **Note:** For US customers, the tax fields will read Tax1 and Tax2.

   Specifies whether the item is subject to taxes when processing a sale. The first two characters have been reserved for the Commercial Fishing Industry. These customers can be taxed differently for individual items. A non-commercial customer may pay PST and GST on an item, where the commercial customer will only pay PST. The second set of two characters are used by the non-commercial fishing markets. The customer profiles will determine which combination is to be applied. Tax tables and percentages for all taxes are flag set. Flag 279 contains the default taxcode value, which can be overridden by the default inventory setup values in the BFNCBM screen. This default must be four characters. In the non-commercial fishing environment, the settings will be the same for the two configurations (i.e YYYY or NYNY or YNYN or NNNN) The rates for the tax codes are stored in a file that is user defined and accessible from the menu at BFNCBJ or TAXCODE.
4. **Department:** Enter a valid department code. A department code can be any single character between 0 and Z (0 to 9 or A to Z). If the department code has been entered in the department data file, the department name appears in the right hand area. If the department has not been created, the field holds the cursor until a valid department code is entered.

   Press F9 Lookup to assist in assigning the correct department for a new inventory item. A window displays department names and associated single character codes. Use the ↑↓ arrow keys to highlight the department code and name, then ↵ to choose the appropriate code. The department code is loaded into the department field.

5. **Line:** Enter any 14 digits, alpha or numeric. The line code serves to break the departments into sub-departments. For example, by making the first character equal to the department code, you are able to produce department graphs that may not otherwise be available. For example, PSCIL could be defined as paint (P), semi-gloss (S) manufactured by CIL Paints (CIL). Press F9 to open the line code lookup window. Use the ↑↓ arrow keys to highlight the line code and name, then press enter to choose the appropriate code. If no line code is entered, the system will enter the department code chosen in the previous field above as a default. Line codes entered into inventory *must* first be entered into a line code file. See option BBE-LINE Code Maintenance for this function.

6. **Location:** The location is where the inventory item can be found (aisle and bin number, warehouse, yard, etc.). Locations are created in the BBBHB-Location Code Setup screen, or in the inventory screen (for a new location, the user is prompted whether they wish to create a new location). After the locations have been created, the F9 key can be used to select the location. This field is used for several reports including the inventory count sheets. This field is permitted to remain blank.

7. **Country of Origin:** This is a reference field that is used to show the country of origin.

8. **Weight/Date Code:** Depending on the setting of F414, will allow the user the enter the weight of the item or the date code (either year or a complete date). This is for display and categorization purposes only.

Inventory Value: This figure is a result of option BBDEJ-Recalculate Inventory Value from the Freeze Management System. It is calculated from the QOH and the last or average cost, with or without freight added.

Date Of Inv Value: This date is updated by the Freeze Management System, option BBDEJ-Recalculate Inventory Value. When the value of the inventory is recalculated, this date is inserted in this field.

Inventory value and date of inventory value are used in calculating gross margin return on investment (GMROI) as well as several other inventory statistics.

9. **Barcode:** Tracks a 13-digit EAN barcode number (other lengths are also possible). Used in purchasing, receiving, and selling. An item may be sold at Point-of-Sale using this number instead of an item number by using a barcode scanner. Scanners are the quickest and most accurate method of entering items at Point-of-Sale. You may manually type in the barcode number, or scan the item with a barcode scanner to ensure accuracy. You may assign a different barcode for each unit of measure for an item. For instance, if you sell cigarettes, you may wish to have a barcode for the package and a different barcode for a carton. If F205 is set to

allow multiple barcodes per item, then when in field 9, a pop-up window appears with the following fields:

1. Barcode: Enter the manufacturer's barcode number (by typing or scanning), or accept the next system-assigned barcode by pressing ENTER or F6 New.
2. UOM: The valid UOMs for this item will be displayed, allowing the user to select to which UOM this barcode is to apply.
3. Enter the discount percentage or price level you wish to use for this item. Repeat as desired. When complete, press F10 Done to save.

One of these barcodes can be designated as the primary barcode - this is the barcode shown on reports. If more than one barcode is specified, the Barcode field will display MULTIBARCODE .

10. Labels: Controls label printing when goods are received. There are a number of reasons not to print labels, or for selecting N in this field. The item could be too small or too large to warrant a ticket or the supplier may be providing price labels. If you select 'N', the cursor will move to the next field. Choose Y if you wish to alert the system to automatically load the label program to print price labels and/or barcodes for each item of the Item Number received. If you chose Y, a second and third field will appear - **Type** and **Qty.** These are only used for optional label printing software, and may be inactive on your system. In this case, ignore them. If the sizes of your labels vary and you want to override the quantity of labels printed, this option may benefit you. For more information on optional label printing software, contact Mainframe Associates at the number in the front of this manual.

11. Inventory Type: Assigns an inventory type to the item. A pop-up window will appear listing the various types of user-defined inventory codes acceptable to the system, such as labour, rental, none, coupon, serialized etc. Many of these types have special handling within the software.

Dimension: The two options available are Lineal Feet (LF) or Board Feet (BF). If one of these types is selected, the Point of Sale program will prompt you for dimensions when the cursor is in the quantity field in the SELL screen.

Serialized: Tracks a serialized item for inventory and warranty purposes. When received at receiving or sold at the POS, the clerk is prompted for a serial number. Since a serial number is required, only one item can be sold at a time. If the customer requires two similar items, you must sell each item separately.

A pop up window will appear prompting you as follows:

Unit Master Code

Enter a valid unit master code (1 to 99). See the section Unit Master Menu (**BBHD**) for a full explanation of unit master codes. Press ↵. Enter '00' if it is serialized but not to be considered a unit inventory item. Press F9 to look up the unit master codes currently available on the system.

Warranty Period

Enter the *duration* of the warranty in days, months or years (example 90D (90 days), 3M (3 months), or 1Y (1 year).

NOTE: The system can be setup to track and validate serial numbers from receiving right through to selling (and returning if needed). Flag 18 needs to be set to Y. If Flag 18 is set to N, you can still use serial numbers at Point of Sale, but the system will not validate them against what has been received.

Dye Lot: Very similar to serialized items, with the difference that the quantity per dye lot can be more that 1. Dye lots are typically used in flooring to indicate the dye lot for colour matching of carpets or tiles. Many different options under Dye Lot are available, including items and labour. With these distinctions, the printing of installation work orders can become highly distinctive and specialized.

Marina: Again, a long list of different Marina-based inventory types can be selected. Other than the different moorage rates, these different inventory types are for sorting purposes only. Use of moorage inventory types open a site selection window in Point-of-Sale, prompting for the site/berth, duration of the stay, and length of the boat.

Labour: Identifies labour inventory items. When so identified, labour charges can be separately identified and totaled on customer work orders.

Other: This can be used to set an arbitrary 3 character inventory type. Of particular interest is inventory type GAS, which invokes specially handling when doing fuel sales. In particular, gas items sold in Point-of-Sale (when Flag 313 is set) will either invoke direct input from the fuel pumps, or allow the clerk to enter the dollar value of the sale, with the quantity being calculated using the net price.

Sell UOM: This field is not accessible, but is set from the price management screen (see next section).

12. Minimum: When the quantity on hand drops below this number, the item is flagged as understock and can then be fed into a purchase order created for the primary supplier of the item. Enter the minimum quantity (in smallest unit of measure) you wish to maintain in inventory. The default is set at ‘0’. If this quantity is set to 0, the item will not appear on any understock report, nor will it be fed to a purchase order.

Note: If there has been a change to the minimum quantities on hand in this screen, option BJCB-Recreate Understock File should be run before creating purchase orders from understock.

13. Maximum: Used in conjunction with the minimum (re-order) level above. Enter the maximum number of this item (in smallest unit of measure) to be carried in stock at any given time. The default is set to ‘0’. When a purchase order is produced from understock, the system suggests an order quantity that brings the stock level back to the maximum quantity.

14. Best Buy: Enter the best or most economical order quantity. This is an optional field and should only be entered if supplier(s) have indicated that they will give special pricing if this amount is purchased or if the economical order quantity has been calculated. Default is set to '1'.

15. MSQ: Minimum Shelf Quantity. Enter the minimum quantity of this item that you wish to have displayed on the shelf at any given time. This is different from minimum. For example, the system may calculate a minimum quantity of two, while you insist your display will look better if there are five, or have agreed upon a minimum displayed quantity with your supplier**.**

There are other fields in the quantity section that cannot be accessed or edited from this screen. They are figures that are automatically calculated from receiving, purchasing, Point-of-Sale, or other screens. They are documented below:

Quantity On Hand: Displays the quantity on hand for this item based on inventory counts, receiving and sales.

Committed: Displays the quantity of this item that is committed via sales or special orders.

On Order: Displays the quantity on order, set by the purchase orders.

Last Sold: Displays the date of the last sale of this item.

Last Rec'd: Displays the last date this item was received into inventory.

Last Ordered: Displays the last date a purchase order was created for this item.

Next Arrival: Displays the expected arrival date of the next order.

Function Keys available in the Modify Prompt:

F1 Clear: Clears the screen and moves the cursor to the Item # field for the entry of a new item.

sF1 Cancel: Same as F1 Clear.

F2 Prices: Go to the BBBC Price Inventory screen for this item.

sF2 QOO: Displays the QOO for this item, as Regular, Booking, or Promotional, with ETAs.

F3 Vendors: Go to the BBBD Inventory Supplier screen for this item.

sF3 NotStok/Stocked: Toggles between identifying the item as being stocked or not stocked by this store. When an item is not stocked, NOT STOCKED will be displayed in the upper right corner.

An item that is not stocked will not appear on understock reports or loaded into Purchasing when using the understock option.

F4 Delete: Deletes this item, if deletion is permitted. Checks are made for QOH, QOO, Committed quantities, if the item is on a Kit or Package, if there are active serial numbers on file, and if the item is currently frozen for inventory counts.

sF4 Inactiv/Active: Toggles between identifying the item as being active or inactive by the current store. Items can only be set to be inactive if QOO = 0. In addition, if Flag 264 = N or blank, then an item cannot be set to inactive if the committed quantity is non-zero.

If items are set to inactive, INACTIVE will be displayed above the Item number field. In addition, inactive items will not appear in inventory lookups in Point-of-Sale, Purchasing, or Receiving. In the inventory screens, the inventory lookup will include a toggle between active, inactive, or all inventory. By default, the inventory lookup starts with active inventory only.

Inactive inventory is also set to NOT STOCKED.

F5 Link: Links inventory items together, (i.e., labour as a separate charge, but tied to a main inventory item; a chimney to a fireplace; a paintbrush to a can of paint). To use linking in Point-of-Sale, set flag 210 to Y. Using the paintbrush and can of paint as an example, when you enter the Item Number for a can of paint at the Point-of-Sale screen, the system will automatically load the item number for the paint brush directly below it. The sales clerk will be prompted to suggest the purchase of a paintbrush.

This opens a window displaying the links to the current item. Any linked item can be deleted by highlighting it and pressing F4 Delete. Press F2 to create a link - enter a valid item number that you wish to link the new record to, or press F9 for the standard inventory lookup. Use the ↑↓ arrow keys to highlight the appropriate item number and press ↵, or enter the number listed on the left hand side of the box, corresponding with the item number you wish to select. The item number is loaded into the link # field. Press ↵ to accept the chosen item number.

More than one item can be linked to the current item, and if the item selected itself has links, the entire chain is loaded into Point-of-Sale, one item at a time. Circular linking is not permitted.

F6 Sub: Opens a window allowing the clerk to view and set substitute items for the current item. When set, F10 Subs becomes active in Point-of-Sale in the quantity field, allowing the clerk to suggest substitute items if insufficient quantities exist of the original item.

F7 Reports: A list of fundamental inventory reports for the current item, including the movement reports (also found on the Movement Menu - BBC), open purchase orders, receiving history, and the Sales Audit Report (BDCFHB).

F8 Notes: Allows clerk to make notes for this inventory item. If Flag 121 is set to "Y", and the print program allows for it, the notes will print on point of sale invoices.

sF9 MB QOH: Displays the inventory quantities for the current item in all stores in a multistore setup.

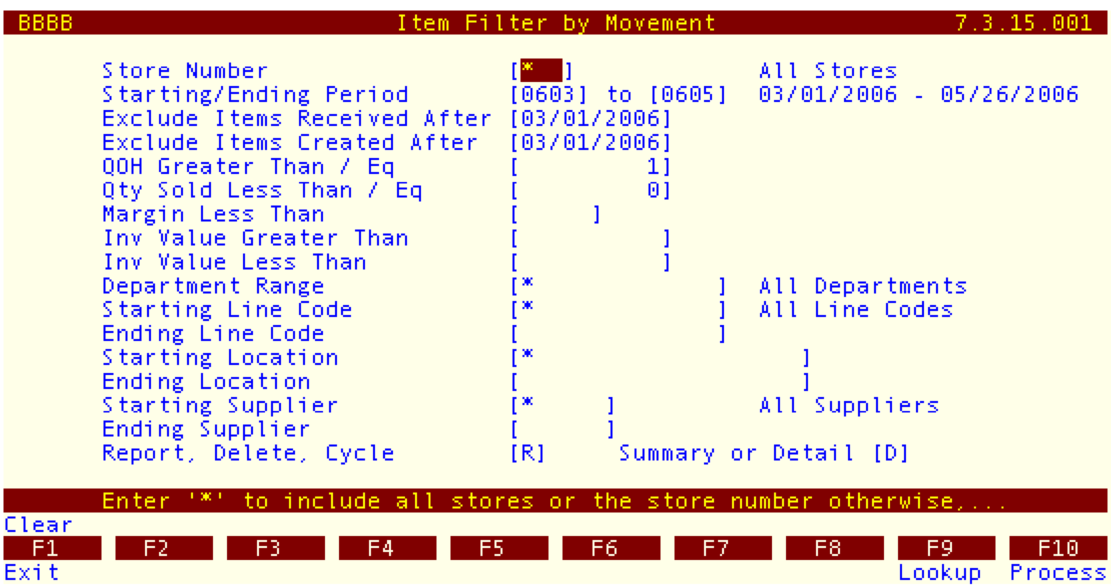
F10 Save: Save the current record for this inventory item. You will move to the Price Management Screen when creating a new inventory item.

sF10 V Info: Opens the Item Information window, starting in the Vendor display. Use F4 Summary, F5 Vendors, F6 Prices, sF6 Serial, F7 Location, F8 Activity to move between the different information screens. Not all of these options are available for every item or every setup. This is the same window that exists in Point-of-Sale, Purchasing, and Receiving.

Inventory Movement Filter

Plate Letters: **BBBB, BBBC, and BBBE - sF10 Util**

When the Main Inventory, Price Inventory, or Short Inventory screen is started, sF10 Util is available. Selecting this opens a window with a single entry MOVEMNTC - a sophisticated multipurpose inventory filter based on inventory movement. Selecting the option opens the following window:



```
BBBB                    Item Filter by Movement                    7.3.15.001

       Store Number                [*  ]             All Stores
       Starting/Ending Period      [0603] to [0605]  03/01/2006 - 05/26/2006
       Exclude Items Received After [03/01/2006]
       Exclude Items Created After [03/01/2006]
       QOH Greater Than / Eq       [         1]
       Qty Sold Less Than / Eq     [         0]
       Margin Less Than            [     ]
       Inv Value Greater Than      [          ]
       Inv Value Less Than         [          ]
       Department Range            [*              ]  All Departments
       Starting Line Code          [*              ]  All Line Codes
       Ending Line Code            [               ]
       Starting Location           [*                    ]
       Ending Location             [                     ]
       Starting Supplier           [*      ]          All Suppliers
       Ending Supplier             [       ]
       Report, Delete, Cycle       [R]     Summary or Detail [D]

       Enter '*' to include all stores or the store number otherwise,...
Clear
  F1      F2      F3      F4      F5      F6      F7      F8      F9      F10
Exit                                                            Lookup  Process
```

Inventory Movement Filter

The user can control the movement filtering through the selection of a wide-encompassing range of options. These are:

a) Store Number - Useful in a multistore setup, can view the movement of a single store, or all stores combined.

b) Starting / Ending Period - Select the history periods over which to perform the movement calculations. This can be very useful to compare seasonal vs annual movement of inventory.

c) Exclude Items Received After - For newly received inventory, there may have not yet been any sales, so it may not be appropriate to include such items in the movement analysis.

d) Exclude Items Created After - For newly created inventory, there may have not yet been any sales, so it may not be appropriate to include such items in the movement analysis.

e) QOH Greater Than / Eq To - Only include inventory with a QOH greater than or equal to the entered value. When in this field, it is possible to select F5 LessTh to change the condition from a greater than to a less than. One can select F5 LessTh and enter a value of 99999999 to include all of inventory.

f) Qty Sold Less Than / Eq To - Include all inventory with movement less than the entered quantity. Useful to identify items with minimal sales in the period specified.

g) Margin Less Than - Include all items with sale margins less than the indicated amount. If left blank, the margin check is not done.

h) Inv Value Greater Than - Include all items with a current inventory value greater than the indicated amount. The current inventory value is determined by the current QOH multiplied by the average cost. If left blank, the inventory value check is not done.

i) Inv Value Less Than - Include all items with a current inventory value less than the indicated amount. The current inventory value is determined by the current QOH multiplied by the average cost. If left blank, the inventory value check is not done.

j) Department Range - Enter the departments to include in the movement analysis. '*' indicates all departments.

k) Starting/Ending Line Code - Enter the line codes to include in the movement analysis. '*' indicates all line codes.

l) Starting/Ending Location - Enter the locations to include in the movement analysis. '*' indicates all locations.

m) Starting/Ending Supplier - Enter the suppliers to include in the movement analysis. '*' indicates all suppliers.

n) Report / Delete / Cycle - Select R to create a report for viewing or printing, D to delete all of the items appearing on the report, or C to return to the inventory screen and cycle through the items appearing on the report.

o) Summary or Detail - Active option if Report is selected, indicating whether the report is to be in summary or in detail. In detail, the report gives a list of items, sorted by line code, which satisfy the set criteria. The display includes the item number and description, current QOH and UOM, Total Qty Sold, Avg Cost, Inventory Value, List Price, and Last Received Date. In summary, it summarizes for each line code, reporting the total sales and current inventory value under that line code for the items that appear on the detail report.

One suggested use of this report is to identify on-hand inventory that is not moving (i.e., invested cash sitting on the shelf gathering dust). For such a report, select the period to investigate, a QOH greater than zero, quantity sold less than or equal to zero, all departments, line codes, locations, and suppliers, leaving the margin and inventory value blank. This report will allow management to make strategic decisions on what to do with this inventory.

Another suggested use is to identify dead inventory - item numbers that represent items that no longer exist or are no longer stocked. For such a report, select a period of the last year, perhaps two, a QOH less than a very large number (say, 9999999999), quantity sold less than or equal to zero, all departments, line codes, locations, and suppliers, leaving the margin and inventory value blank. The results of this report can be used to clean up and remove the dead item numbers, by selecting the Delete option. **Note: always thoroughly investigate the report before selecting the Delete option! Modify the options until only the items that are valid for deletion are included on the report.**

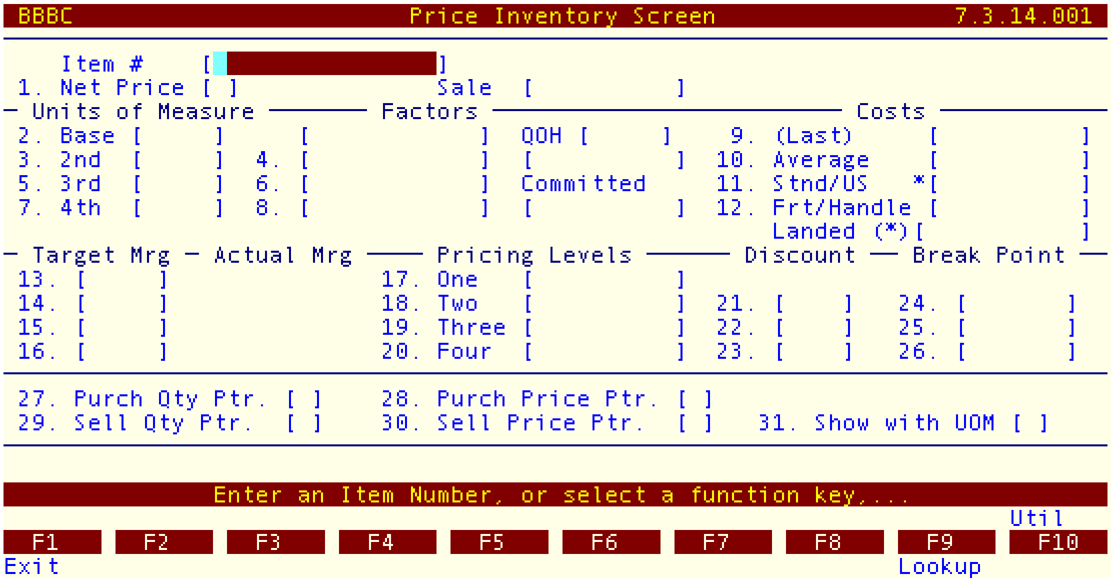
Other uses are available, at the user's discretion and imagination.

Price Inventory Screen

Plate Letters: **BBBC**

Vocabulary Reference: **PRICEIN**

The pricing section of Inventory Entry is where you will enter and make changes to prices and pricing levels. This screen allows access to the price-related fields of the inventory item, including the unit of measure conversion functions. The Price Management screen is not only a data entry screen, but also a sophisticated calculator because it works in any one of four units of measure.



Price Management Screen, BBBC or PRICEIN

If you have just completed creating a new item in the BBBB screen (MAIN Inventory Screen, above), you will automatically be directed to the price screen for further entry of the new item's price structure.

Use the ↑↓ arrow keys to go proceed or back up. Once data entry is complete, the cursor remains at the modify prompt at the bottom of the screen. If you wish to edit an existing field, enter the field's number there.

Item #: Enter a valid Item Number and the item description is displayed, or chooses F9 for the standard inventory lookup. A list of possible choices will appear. Use the ↑↓ arrow keys to highlight the item number, then press ↵, or type the corresponding listing number at the left-hand side of the item you wish to choose. The item number will be loaded and the cursor will then move to the Modify prompt. (If you entered this screen from the main inventory screen (BBBB), you will not have to enter the Item Number.)

Note: In addition to accepting the Item Number in this field, the system also accepts the item's barcode number, or your primary supplier's cross-reference number.

1. Net Price: Controls whether or not the item is discountable at the Point-of-Sale. When the field is set to N, all standard item discounting applies, without special clerk authorization. When this field is set to Y, the item is locked from all discount schemes including general discount, price level discounts, break discounts, and all other customer discount tables. The following exceptions to this rule exist. First, any sales prices set (via the BBGB-F2 Sales Items by Item Number screen). Second, volume price breaks, if flag 204 is set to Y. Third, customer special pricing (via BDIE-F2 Customer Pricing – see below), if the special price is set to apply to net-priced items.

Units of Measure and the Factor Calculator: Each of the items in ***The Controller Series*** may be tracked (sold and purchased) in any one of four user-defined units of measure (UOM). For example: by the carton, box, kilogram, or individual unit. The base UOM is the largest unit of measure, and the second, third and/or fourth unit of measure are each a factor (or percentage) of the base, in decreasing size.

The system includes the use of a 'factor calculator' with a convention for easy entry of multi UOM items. The convention works like this: when the cursor is in UOM factor field 4, 6, or 8, just type 'Q#', where # is the number of units of measure required to make the BASE. See the example below.

Example of UOM convention:

In this example, the BASE UOM is a PALLET. On each pallet there are 10 CASES, in each case there are 12 BOXES, and in each box there are 6 of EACH item.

Field 2: For the BASE UOM, type "PALT" (for 'pallet') then press ↵, FACTOR will automatically be 1.000000000.

Field 3: For the 2nd UOM, type "CASE" then press ↵.

Field 4: For FACTOR, type "Q10" (there are ten cases on a pallet). Press ↵.

Field 5: For the 3rd UOM, type "BOX" then press ↵.

Field 6: For FACTOR, type "Q120" (there are 120 boxes on a pallet 10 CASES x 12 BOXES in each case = 120 boxes). Press ↵.

Field 7: For the 4th UOM, type "EACH" then press ↵.

Field 8: For FACTOR, type "Q720" (there are 720 of each item on the pallet. 10 CASES x 12 BOXES x 6 EACH in BOX = 720).

You will notice that each time, the FACTOR field will adjust to represent the factor in decimal form. In this example:

BASE UOM FACTOR = 1.000000000

2nd UOM FACTOR = 0.100000000

3rd UOM FACTOR = 0.008333333

4th UOM FACTOR = 0.001388889

In order to use this feature, **the base unit of measure must be the largest unit of measure**. Therefore, you cannot enter a 2nd, 3rd or 4th unit of measure that is greater than the base.

Note: The lumber factor calculator allows users to pick the factor to load into the factor field.

Starting with the BASE unit of measure, you can easily toggle from one unit of measure to the other(s) for viewing and or making modifications. For example, if the BASE unit of measure is CARTON and you want to review (or change) the pricing by the BOX, with the cursor at the command line ("Modify Field"), simply type 31 and key the number 2 (second unit of measure, in this case BOX). All relevant values on the screen change to display pricing for the BOX unit of measure.

The Point-of-Sale permits the sale of items in any of the four units of measure. This is accomplished by multiplying the relevant values (prices, quantities on hand) by the factor relating to the unit of measure.

The user has the flexibility to allow purchasing and selling to be in different UOMs (fields 27 to 30, see below). Also, the quantity and price can be in different UOMs. For example, you could be selling boxes of tile with a price per square foot. On the purchasing side, you purchase by the pallet with a cost per box.

There are other fields in the COST section that cannot be accessed or edited from this screen. They are figures that are automatically entered from receiving, purchasing or Point-of-Sale. They are documented below.

QOH: Display of the QOH in the smallest unit of measure.

Committed: Display of the committed quantities in smallest unit of measure.

9. Last: Represents the last cost paid for this item. If it is an existing item, in the area to the left of field 9, the system displays the date the item was last received. If you are creating a new price structure for a new record, and were directed to this screen from this field will be blank. You may enter the last cost paid for this item. When the item is next received into inventory, the system will automatically update the date it was last received.

10. Average: Represents the weighted average cost of the item in inventory. It is entered when the item is created, but is maintained primarily through Receiving and Point-of-Sale. Enter the average cost of the item.

11. Stnd/US: Represents a fixed or standard cost for the item and does not change unless done so manually. It may be used in place of average or last cost in situations where both of these costs fluctuate too greatly to be of any value to management. A wildly fluctuating supply market for an item that has few or no quantities kept on hand can cause this situation. It can also be utilized if you are a company purchasing an item in foreign funds with a fluctuating exchange rate. Before using this field, it is suggested that you review the intended use with Mainframe Associates.

12. Freight: The value assigned to the item to cover the costs of shipping from the supplier to your place of business. Typically, this field is assigned the last freight value as determined through Receiving. However, if Flag 455 = Y, this cost will be maintained in the same manner as Point-of-Sale uses costs (as set by Flag 99). Thus, if Point-of-Sale loads average cost, the freight value will be maintained as an average freight by Receiving. If Flag 455 is not Y, it should be reviewed any time there is a general change in freight rates.

Landed: The value obtained when the system totals the average cost (AVG), last cost (LST) or standard cost (STD) (depending on what method you have chosen at Flag 99 to cost your inventory) with the value in the freight field. An asterisk will display to the left of field 9, 10, or 11 to show which method of costing applies to this item.

Note: It is the landed cost field that controls how the actual margins are calculated, displayed, and reported in the system.

<u>Margins</u>

Target Mrg: **Fields 13 – 16** represent the desired margin for this item at each price level. It is used in reports that compare actual margins or identify items that have margins outside of the norm. If you are creating a new item's pricing (from BBBB), you may notice that a target margin figure is already displayed. A target margin for a department is set at the BBIB screen when a department is created. If target margin Flag 237 = Y, when cost is entered, Price levels l-4 are calculated based on the target margin set from the department file. The target margin for the department that the item you are creating will be displayed as a default.

To accept the target margin, press ↵ to save.

To change the default values, update the target margin values displayed for this item. Press ↵ to save the change.

Note: If target margin Flag 237 = Y when costs/freight are modified, the target margin will recalculate price and actual margin to maintain the target margin. If Flag 237 = N, then prices are not updated and only the ACTUAL margin will change.

Actual Mrg: Represents the true margin received at each price level based on the landed cost. A change in the landed cost (which is normally controlled from Receiving) or a change in the item price results in a change to the actual margin at that level.

Note: All of the values discussed so far under Price Management may also be changed using Margin Management, which is designed to implement price changes over ranges of item numbers. See Margin Management Menu (BBO), in the corresponding section.

<u>Pricing Levels:</u> **Fields 17 – 20** represent the selling price in dollars for each price level. If you are creating a new item's pricing screen (from BBBB) you may accept the calculated pricing levels (which are calculated using target margins selected and based on landed cost). The price levels from 1-4 must be prices which are not increasing. In other words, P4 will always be less than or equal to P3, P3 will always be less than or equal to P2, and so on.

Note: If target margin Flag 237 = Y when price values are modified, the target margin and actual margin will recalculate so that they both represent the margins based on the pricing levels you have set here. If Flag 237 = N, then only the ACTUAL margin will change.

If you have entered this screen directly and wish to modify an existing item's price levels, the command line at the bottom of the screen directs you to type the field number of the item you wish to modify. Then press ↵ to save the changes you have made. You will start at field 17, price level 1, and continue through all four price levels, then return to the command line. If field 18 is entered for price Level 2, then ↵ will move to Price 3 and Price 4.

The Controller Series supports four price levels and there are many different ways that these price levels may be offered at the Point-of-Sale. Two of the ways a customer may receive a different price level are controlled from this screen through Disc % and Break point fields.

Sale: This field displays the sale price if the item was put on sale through Sale Management (BBG or SALE on the menu).

Discount: Fields 21 – 23 represent the percentages used to calculate the reduction from list price when setting the price level. For example, if an item is shown with a price level 1 list price of $10.00 and a discount of 10 percent was entered in Field 21 (discount level for price level 2), the system would automatically calculate and enter a value of $9.00 in price level 2.

Note: The discount calculation is *always calculated* from Price Level 1.

Break Point: Fields 24 – 26 show quantity at which point the system automatically gives the customer the next price level at point to sale. If the next price level is no different from the first price level, there will be no effect when this quantity is reached.

Note: Break point values allow for maximum value of 99999.9 .

27. Purch Qty Ptr: Enter the unit of measure pointer (default) for purchasing (receiving) this item.

28. Purch Price Ptr: Enter the price level pointer (default) for purchasing/receiving this item.

29. Sell Qty Ptr: Enter the unit of measure pointer (default) for selling this item.

30. Sell Price Ptr: Enter the price level pointer (default) for selling this item.

31. Show with UOM: The QOH display is in base UOM. To change this, modify this field by entering in the other UOM field number (2nd unit of measure, field 3.) All values, including QOH, now display in that UOM.

To make any changes or corrections, enter the field number you wish to modify and press ↵. Make the change(s) necessary, and then press ↵ to return to the modify prompt.

Function Keys available in the Modify Prompt:

F1 Cancel: Cancel changes made to the item. Clears the screen and allows the selection of a new item number.

F2 LstRecv: Opens a window displaying the receiving history of this item – date, receiving number, quantity, cost, supplier, etc, with the most recent first.

F7 Reports: A list of fundamental inventory reports for the current item, including the movement reports (also found on the Movement Menu - BBC), open purchase orders, receiving history, and the Sales Audit Report (BDCFHB).

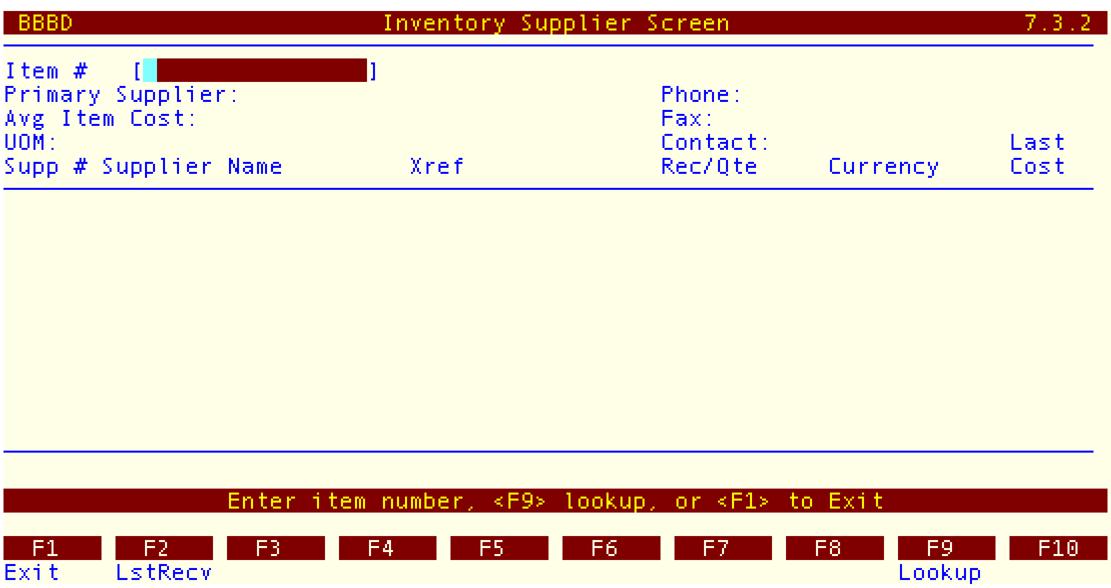
F10 Save: Saves the current inventory record and any changes made and moves to the 'Inventory Supplier Screen' (if creating a new item from the BBBB screen), returns to the 'Main Inventory Screen' (if F2 Prices is used in the BBBB screen), or clears the screen for a new item (if calling the 'Price Inventory Screen' from the menu).

Inventory Supplier Screen

Plate Letters: **BBBD**

Vocabulary Reference: **INSUP**

This screen allows the user to provide a list of suppliers for a particular inventory item number, including the supplier's part number, their cost and currency. It will also allow the user to determine the primary supplier for this item (used by various reports and by SHORTBUY, Understock Management, and other Purchasing functions.



Supplier Inventory Screen, BBBD or INSUP

Item #: Enter the Item number to view. If creating a new item, or if selecting F3 Vendors from the Main Inventory Screen, the Item Number will be filled in for you. You cannot create a new inventory item from this screen. After an item number is selected, the following become active.

Supp. #: Select an existing supplier number, or press F7 Create to create a new supplier number. If a new supplier is being created, the SUPP screen will open, allowing the user to fill in the necessary information to create the new supplier.

If the cursor is on an existing line, then pressing F8 Primary will set this supplier to the primary supplier.

Once a supplier number is selected, the Supplier Name will be displayed.

Xref: Enter the supplier's item number for this product. The only restriction is that it cannot be the same as the item number used by any other supplier for any other item. If you wish, you may enter the supplier's barcode in this field, if different from the barcode you are using yourself.

Rec/Qte: The date that the item was last received, or (if blank), the date that this record was last updated. The current date will be entered if ↵ is pressed on a blank field.

Last Cost: The last cost from this item, either from Receiving or manually entered. If the supplier bills in a foreign currency (as set up in the SUPP screen), the cost will be in the supplier's currency. Using sF4 Currcy, the display currency will be toggled to the user's local currency.

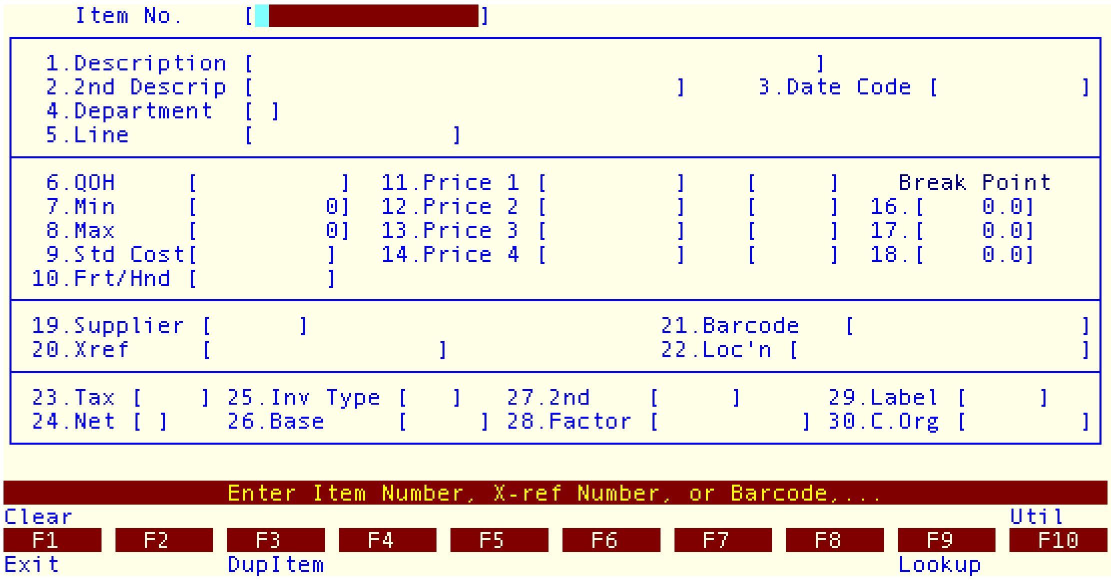
Once data entry is complete, press F10 Save to update any changes made, or F1 Backup to cancel any changes made. If called from the Main Inventory Screen, the user will return to the Main Inventory Screen. Otherwise, a new item number can be selected for review.

Short Inventory Screen

Plate Letters: **BBBE**

Vocabulary Reference: **SHORT**

This screen contains the minimum information required to enter an item into inventory. It is useful when you want to quickly enter a new item, or you want to change some of the information pertaining to an existing item. It is also useful should you wish to duplicate an item. Note: you **cannot** use this screen if the item has more than two units of measure.



Short Inventory Entry Screen, BBBE or SHORT

Each of the fields in the SHORT inventory entry screen is defined as follows:

Item No.: This is a unique number (alpha/numeric) assigned by your business to identify a stock keeping unit (SKU) or item number. Since ***The Retail Controller*** accepts all alpha, all numeric, or a mix of alpha and numeric characters, you can tailor your in-house numbering system to best suit your needs. The maximum number of characters accepted is 16 and the minimum is 1. Do not enter spaces between characters. Remember that the front counter has to enter the item number during the sales process, unless you are using scanners. Therefore, the speed at the front counter is directly affected by the numbering system selected.

In addition, when considering the use of the barcode features of the system, be aware that the EAN barcode standard is restricted to 13 digits. This is important if you want to convert an existing numbering system to EAN standard until such time as the item arrives with its own EAN number.

After entering a new Item Number, the message *New Record* appears in the lower left corner and the cursor moves to the first line of the item description.

1. **Description:** The first line of description appears after the Item Number is entered at the Point-of-Sale. Items may be looked up by entering all or part of their description, so it is important that descriptions are consistent. Here is an example of a good description convention: Paint–CIL Semi Gloss. This would make it easy to display all of the paints and their associated numbers in one grouping. Up to 40 characters may be used in this description field.

2. **2nd Descrip:** The second line of description may be set to print on the invoices created at the Point-of-Sale. It may also be used as an UP SELL PROMPT that displays in the upper right hand corner of the Point-of-Sale screen (set F097 = Y). For example,

if the item being sold is a can of paint, the second line could be used to display: Paint brushes, rollers, etc., to remind clerks to upsell these other related products. Up to 30 characters may be used. The second description line can be printed on the customer invoice (set F262 = Y).

3. **Date Code:** This is a free format field that can be used to specify date-related information appropriate to this item. This field is only displayed if Flag 414 = Y.

4. **Department:** Enter any single character between 0 to 9 or A to Z. If the department code has been entered into the department data file, the department name appears in the right hand area. If the department has not been created, the field holds the cursor until a valid department code is entered. Press F9 to invoke a lookup feature to assist in assigning the correct department for a new inventory item. A window displays all department names and their associated single character codes. Use the ↑↓ arrow keys to scroll through and highlight the appropriate department. Then press ↵ to select. The department code loads automatically into the department field.

5. **Line:** Enter any 14 characters, either alpha or numeric. The line code serves to break the departments into sub-departments. For example, by making the first character equal to the department code, you are able to produce department graphs that may not otherwise be available. A good example of a line code convention is PSCIL that could be defined as a semi-gloss paint in the Paint department manufactured by CIL Paints. Press F9 to open the window invoking the line code lookup. Use the ↑↓ arrow keys to scroll through and highlight the appropriate line code. Then press ↵ to select. The line code loads automatically into the line field.

   Line codes entered into inventory *must* first be entered into a line code file. See option BBEB-INVENTORY LINES Add, Change, Delete for this function.

6. **QOH:** Enter the quantity on hand for this inventory item, if known, in the base (or smallest) unit of measure. This field is only accessible when creating a new item.

7. **Min:** When the quantity on hand drops below this number, the item is flagged as understock and can then be fed into a purchase order created for the primary supplier of the item. Enter the minimum quantity (in the smallest unit of measure) you wish to maintain in inventory. The default is set at zero. If this quantity is set to zero, the item will not appear on any understock report, nor will it be fed to a purchase order.

   Note: If there has been a change to the minimum quantities on hand in this screen, option BJCB-Clear and Recalc Understock should be run before creating purchase orders from under stock.

8. **Max:** Used in conjunction with the minimum (re-order) level above. Enter the maximum number of this item (in the smallest unit of measure) to be carried in stock at any given time. The default is set to ‘0’. When a purchase order is

produced from understock, the system suggests an order quantity that brings the stock level back to the maximum quantity.

9. Cost: Represents the average, last, or standard cost paid for this item, depending on the setting of Flag 99. This field is updated each time the item is received from the supplier. You may enter a cost paid for this item in the largest unit of measure. When it is next received into inventory, the system will automatically update the costs associated with this item.

10. Frt/Hnd: Enter the freight or handling cost for the largest unit of measure.

Fields 11 – 14: ***The Retail Controller*** supports four price levels and there are many different ways that these price levels may be offered at the Point-of-Sale. Price 1 is your regular retail price; Price 4 is your best price.

15. MSRP: Enter the manufacturer's suggested retail price (if applicable). This field is not visible unless Flag 169 is set to Y.

Fields 16 – 18: Break points are the number of items required to sell (in the smallest unit of measure) before the system automatically gives the customer the next lower price level. Field 15 contains the number of items required before getting Price Level 2, field 16 to get Price Level 3 and field 17 to get Price Level 4.

19. Supplier: Enter a valid Supplier Number for the item, and the supplier's full name and telephone number is displayed. This is the number assigned under the Supplier Management Menu, BJDB-Supplier Maintenance. Press F9 to open the window invoking the lookup. A pop up window will appear which prompts you to enter the first few characters of the supplier's name. A list of possible suppliers will display. Use the ↑↓ arrow keys to scroll through and highlight the appropriate supplier. Then press ↵ to select. The supplier loads automatically.

A new supplier can be created in this field by pressing F7 Create, or by entering a new supplier code and pressing ↵. The user will be taken to the SUPP screen.

20. Xref : Enter the supplier's item number or SKU for this item. The Xref Number defaults to your in-house Item Number when you press ↵. There is no harm in doing this, however, when you prepare a purchase order for that supplier, the PO you may send to your supplier will be created using your Item number. Enter the supplier item number if it differs from your in-house item number.

Note: If you attempt to enter an Item Number that already exists, the system returns the message 'Item Number USED'. Similarly, if you attempt to use either a previously used barcode number or previously used supplier number, the system returns the appropriate error message. This ensures that items or barcode numbers are not duplicated.

21. Barcode: Enter the 13-digit UPC/EAN barcode number for this item. You may scan the item's barcode in at this field. If this item is not bar-coded by the manufacturer and/or you wish to 'system assign' in-house barcodes, press ↵ to accept the next available system generated barcode number. This number is used in purchasing, receiving, and selling. An item may be ordered, received or sold at Point-of-Sale using this number instead of an Item Number by using a barcode scanner. Scanners are the quickest and most accurate method of entering items at Point-of-Sale.

22. Loc'n: The location is where the inventory item can be found (aisle and bin number, warehouse, yard, etc.). Locations are created in BBBH-F2 Location Code Maintenance on the menu. After the locations have been created, the F9 key is used to select the location. This field is used for several reports including the inventory count sheets, but may remain blank.

23. Tax: **Note:** For US customers, the tax fields will read Tax1 and Tax2.

Specifies whether the item is subject to taxes when processing a sale. The first two characters have been reserved for the Commercial Fishing Industry. These customers can be taxed differently for individual items. A non-commercial customer may pay PST and GST on an item, where the commercial customer will only pay PST. The second set of two characters are used by the non-commercial fishing markets. The customer profiles will determine which combination is to be applied. Tax tables and percentages for all taxes are flag set. Flag 279 contains the default taxcode value, which can be overridden by the default inventory setup values in the BFNCBM screen. This default must be four characters. In the non-commercial fishing environment, the settings will be the same for the two configurations (i.e YYYY or NYNY or YNYN or NNNN) The rates for the tax codes are stored in a file that is user defined and accessible from the menu at BFNCBJ or TAXCODE.

24. Net: Controls whether or not the item is discountable at the Point-of-Sale. When the field is set to N, all standard item discounting applies, without special clerk authorization. When this field is set to Y, the item is locked from all discount schemes including general discount, price level discounts, break discounts, and all other customer discount tables. The following exceptions to this rule exist. First, any sales prices set (via the BBGB-F2 Sales Items by Item Number screen). Second, volume price breaks, if Flag 204 is set to Y. Third, customer special pricing (via BDIE-F2 Customer Pricing – see below), if the special price is set to apply to net-priced items.

25. Inv Type: Defines unique inventory types that are used for specific purposes. A pop-up window will appear listing the various user defined types of inventory acceptable to the system, such as labour, none, rental, coupon, serial, obsolete etc.

26. Base: In order to use this feature of the system, **the base unit of measure entered here must be the largest unit of measure**. Therefore, you cannot enter a 2nd unit of measure that is greater than the base. The default is EACH.

27. 2nd: Is the second unit of measure. For instance, a BOX of widgets may have 10 EACHes inside, which are sold individually. You would enter 'BOX' in field 26 above, and enter 'EACH' here.

28. Factor: Describes the relationship of the second unit of measure to the first. The base UOM is the largest unit of measure, and the second, third and/or fourth unit of measure are each a factor (or percentage) of the base. If the BASE unit of measure is BOX and there are 10 EACHes in the BOX, then the factor (percentage) will be .1000000. This feature allows you to sell EACHes and BOXes and always know exactly what you have in stock, whether by EACH or by BOX. The system includes the use of a 'factor calculator' for easy entry of multi UOM items. When the cursor is in the factor field, just type 'Q' and the quantity for that factor in relation to the BASE. For example, if there are 10 EACHes in a BOX, then press Q10 and press ↵.

29. Label: Controls label printing when goods are received. Enter Y1001 if you wish to alert the system to automatically load the label program to print one small price ticket(s) for each item of the Item Number received. Type 'N' to choose not to print labels for this item then press ↵. There are a number of reasons to not print labels, or for selecting N in this field. The item could be too small or too large to warrant a ticket or the supplier may be providing price labels. If you select 'N', the cursor will move to the next field.

This input is the same as field 10 in the Main Inventory Screen (BBBB), except that the input is in a single field as opposed to being spread out over 3 fields.

30. C. Org: This is a reference field that is used to show the country of origin for export purposes.

Function Keys available in the Modify Prompt:

F1 Cancel: Clears all fields and returns to the Item Number input field. Any changes have been lost.

sF1 Clear: Same as F1 Cancel.

F2 LstRecv: Opens a window displaying the receiving history of this item – date, receiving number, quantity, cost, supplier, etc, with the most recent first.

sF2 QOO: Displays the QOO for this item, as Regular, Booking, or Promotional, with ETAs.

F3 Dup Item: This is a particularly useful option when data entering large volumes of inventory with many similarities, such as bows of different sizes or colors, but who share suppliers, inventory types, min/max levels etc. Rather than input similar information over and over again for each item number, you may use an existing item as a 'template' and edit only the information you *need* to. With the cursor in the item number field, enter a valid item number (already existing) whose data most resembles the new item you wish to enter. **DO NOT PRESS ENTER AFTER KEYING IN THE NEW ITEM NUMBER**! Instead, press F3. You will notice the reference in the top right of the screen 'DUPLICATE MODE' and the cursor will be at the first character of the item number you had entered. Type over the item number currently in the item number field with the new item number for which you wish to enter data, and then press ↵. You may now edit each field as required. When you have completed the record, press ↵ to save and file this new record.

sF3 NotStok/Stocked: Toggles between identifying the item as being stocked or not stocked by this store. When an item is not stocked, NOT STOCKED will be displayed in the upper right corner.

An item that is not stocked will not appear on understock reports or loaded into Purchasing when using the understock option.

F4 Delete: Deletes this item, if deletion is permitted. Checks are made for QOH, QOO, Committed quantities, if the item is on a Kit or Package, if there are active serial numbers on file, and if the item is currently frozen for inventory counts.

sF4 Inactiv/Active: Toggles between identifying the item as being active or inactive by the current store. Items can only be set to be inactive if QOO = 0. In addition, if Flag 264 = N or blank, then an item cannot be set to inactive if the committed quantity is non-zero.

If items are set to inactive, INACTIVE will be displayed above the Item number field. In addition, inactive items will not appear in inventory lookups in Point-of-Sale, Purchasing, or Receiving. In the inventory screens, the inventory lookup will include a toggle between active, inactive, or all inventory. By default, the inventory lookup starts with active inventory only.

Inactive inventory is also set to NOT STOCKED.

F5 Link: Links inventory items together, (i.e., labour as a separate charge, but tied to a main inventory item; a chimney to a fireplace; a paintbrush to a can of paint). To use linking in Point-of-Sale, set flag 210 to Y. Using the paintbrush and can of paint as an example, when you enter the Item Number for a can of paint at the Point-of-Sale screen, the system will automatically load the item number for the paint brush directly below it. The sales clerk will be prompted to suggest the purchase of a paintbrush.

This opens a window displaying the links to the current item. Any linked item can be deleted by highlighting it and pressing F4 Delete. Press F2 to create a link - enter a valid item number that you wish to link the new record to, or press F9 for the standard inventory lookup. Use the ↑↓ arrow keys to highlight the appropriate item number and press ↵, or enter the number listed on the left hand side of the box, corresponding with the item number you wish to select. The item number is loaded into the link # field. Press ↵ to accept the chosen item number.

More than one item can be linked to the current item, and if the item selected itself has links, the entire chain is loaded into Point-of-Sale, one item at a time. Circular linking is not permitted.

sF5 ExtInfo: Allows the entry of Weight and Volume for an item.

F6 Sub: Opens a window allowing the clerk to view and set substitute items for the current item. When set, F10 Subs becomes active in Point-of-Sale in the quantity field, allowing the clerk to suggest substitute items if insufficient quantities exist of the original item.

F7 Reports: A list of fundamental inventory reports for the current item, including the movement reports (also found on the Movement Menu - BBC), open purchase orders, receiving history, and the Sales Audit Report (BDCFHB).

F8 Notes: Allows clerk to make notes for this inventory item. If Flag 121 is set to "Y", and the print program allows for it, the notes will print on point of sale invoices.

sF9 MB QOH: Displays the inventory quantities for the current item in all stores in a multistore setup.

F10 Save: Save the current record for this inventory item.

sF10 V Info: Opens the Item Information window, starting in the Vendor display. Use F4 Summary, F5 Vendors, F6 Prices, sF6 Serial, F7 Location, F8 Activity to move between the different information screens. Not all of these options are available for every item or every setup. This is the same window that exists in Point-of-Sale, Purchasing, and Receiving.

Inactive and Not-Stocked Inventory

In previous versions of *The Retail Controller*, the only way for inventory items not to be seen in the inventory lookup was for the user to delete the item. The inactive and not-stocked flags now provide an alternative method to deletion.

Inactive Flag

The Inactive flag is set on a store by store basis. It is intended to mark an item as not for use so that it does not appear in lookups, cannot be received or sold. This may be because the item has been renumbered, superseded, discontinued, or you simply do not wish to use it anymore.

Flag Settings:

- F264 – Allow sale of inactive items if quantity on hand is greater than 0.

The inactive inventory can be handled in two modes, designated by flag 264. In the first mode (264 set to 'N'), the inactive flag has no special conditions. If an item is inactive, it may not be used in the sell screen. In the second mode (264 set to 'Y'), some extra flexibility is added. Items with a quantity on hand greater than 0 may continue to be sold. Items with a quantity on hand of 0 or less may only be sold with a manager override. As well, in the inventory look up the shift F8 key allows the display of inactive items.

Stocked Flag

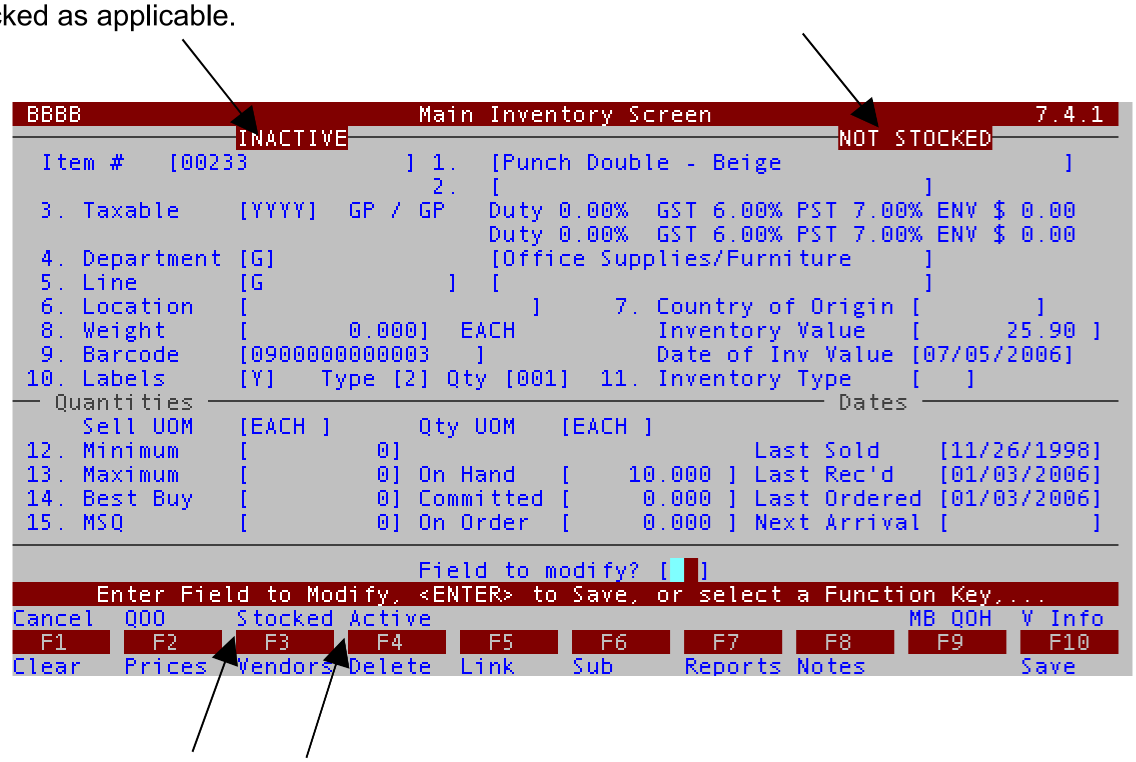
Like the inactive flag, the stocked flag can be set on a store by store basis. The stocked flag effects the inventory freeze system, and under stock purchasing.

Normally, for inventory freeze, when a range of items is selected for freezing, only those items with a quantity on hand, quantity on order, quantity committed or a quantity sold over the last year are frozen. In most cases this is sufficient for items that are relevant to be caught in the freeze. However, in some cases none of these quantities may be set but you still wish for the item to appear on the freeze. By setting the item to stocked, the item is forced into the freeze for counting.

The second function is the under stock purchasing. By setting the item to not stocked, the under stock functions will skip over this item in the future regardless of assigned minimums or maximums.

Setup of Inventory

Either of these two flag may be set using the main inventory screen (BBBB), the inventory short screen (BBBE), or the the multi-store inventory maintenance screen (BBBG). In all three, once an item has been selected the shift F3 and shift F4 keys may be used to toggle these flags with a manager override. You can view the current setting of these flags by the highlighted labels at the top of any of these screens. If the label does not appear, the item is marked as active or stocked as applicable.



When setting up new inventory, the item is set by default to active and stocked in the creating store, and inactive and not stocked in other stores.

Supplier Price Books

If your Suppliers provide you with Price Books, they will be accessible from the Price Book Menu.

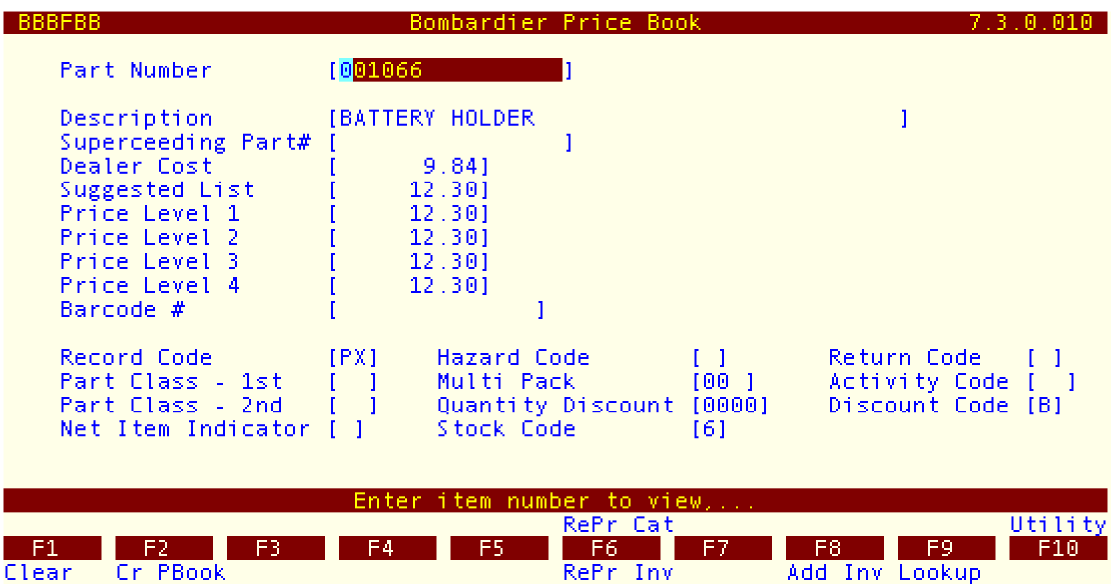
Price Book Menu

Plate Letters: **BBBF**

Vocabulary Reference: **PBOOK**

This section provides access to your supplier's price catalogues. Over 40 different supplier price books are available and more can be created by speaking to Mainframe Associates. If you receive diskettes from your suppliers, conversion programs may already be in place that will allow you to transfer your supplier's inventory information and view it from via this menu. When price books are activated, then these part numbers also become accessible from within Point-of-Sale, Purchasing, and Receiving. These can then easily be added to your inventory when required.

Each option displays the corresponding supplier information on a screen similar to the following. As an example, this screen is displayed when F2 - Bombardier Price Book is selected under the Marine Price Book Menu.


```
BBBFBB                         Bombardier Price Book                      7.3.0.010

    Part Number          [001066          ]

    Description          [BATTERY HOLDER                         ]
    Superceeding Part#   [                ]
    Dealer Cost          [       9.84]
    Suggested List       [      12.30]
    Price Level 1        [      12.30]
    Price Level 2        [      12.30]
    Price Level 3        [      12.30]
    Price Level 4        [      12.30]
    Barcode #            [              ]

    Record Code          [PX]    Hazard Code        [ ]      Return Code   [ ]
    Part Class - 1st     [  ]    Multi Pack         [00 ]    Activity Code [  ]
    Part Class - 2nd     [  ]    Quantity Discount  [0000]   Discount Code [B]
    Net Item Indicator   [ ]     Stock Code         [6]

                              Enter item number to view....
                                        RePr Cat                          Utility
   F1       F2       F3       F4       F5       F6       F7       F8       F9       F10
Clear    Cr PBook                            RePr Inv          Add Inv  Lookup
```

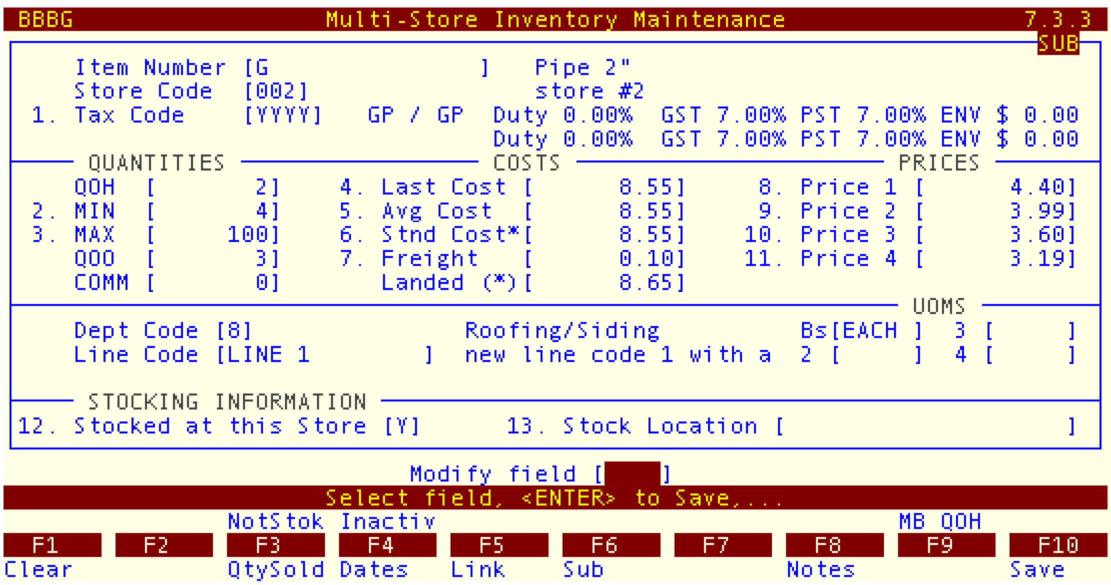
Bombardier Price Book Screen, BBBFBB or BOMBARD

Multi-Store Inventory Maintenance

Plate Letters: **BBBG**

Vocabulary Reference: **MSINV**

This screen allows the viewing of the setup of inventory on a store-by-store basis in a multistore setup. The inventory screens described above will display inventory information for the current (logon) store only. Creation of new inventory will create default records for all stores, but with particular information only for the current store (like costs and quantities). This screen allows the clerk to view the inventory setup for fields that are store specific. Only fields that are store-specific can be edited. A sample screen shot is shown below.



```
BBBG                  Multi-Store Inventory Maintenance                   7.3.3
                                                                           SUB
    Item Number [G                ]    Pipe 2"
    Store Code  [002]                  store #2
 1. Tax Code    [YYYY]   GP / GP   Duty 0.00%  GST 7.00% PST 7.00% ENV $ 0.00
                                   Duty 0.00%  GST 7.00% PST 7.00% ENV $ 0.00
     QUANTITIES                     COSTS                      PRICES
    QOH  [        2]   4. Last Cost [       8.55]    8. Price 1 [      4.40]
 2. MIN  [        4]   5. Avg Cost  [       8.55]    9. Price 2 [      3.99]
 3. MAX  [      100]   6. Stnd Cost*[       8.55]   10. Price 3 [      3.60]
    QOO  [        3]   7. Freight   [       0.10]   11. Price 4 [      3.19]
    COMM [        0]      Landed (*)[       8.65]
                                                               UOMS
    Dept Code [8]               Roofing/Siding          Bs[EACH ]  3 [      ]
    Line Code [LINE 1        ]  new line code 1 with a  2 [     ]  4 [      ]

     STOCKING INFORMATION
12. Stocked at this Store [Y]      13. Stock Location [                      ]

                           Modify field [    ]
                     Select field, <ENTER> to Save,...
                   NotStok Inactiv                               MB QOH
   F1       F2       F3      F4      F5      F6      F7      F8      F9      F10
Clear              QtySold Dates   Link    Sub             Notes           Save
```

Multi-Store Inventory Maintenance, BBBG or MSINV

Item #: A unique number (alpha/numeric) assigned by your business to identify stock keeping unit (SKU) or item number. Since ***The Controller Series*** accepts alpha, numeric, or a mix of alpha and numeric characters, the user can create an in-house numbering system to best suit their needs. The maximum number of characters accepted is 16 and the minimum is 1. *Do not enter spaces or asterisks in the item number!*

Store Code: The three digit store number. This is the store for which the item information is available for editing.

1. Tax Code: **Note:** For US sites, the tax fields will read TX1 and TX2, rather than GST and PST, respectively.

Specifies whether the item is subject to taxes when processing a sale. The first two characters have been reserved for the Commercial Fishing Industry. These customers can be taxed differently for individual items. A non-commercial customer may pay PST and GST on an item, where the commercial customer will only pay PST. The second set of two characters are used by the non-commercial fishing markets. The customer profiles will determine which combination is to be applied. Tax tables and percentages for all taxes are flag set. Flag 279 contains the default taxcode value, which can be overridden by the default inventory setup values in the BFNCBM screen. This default must be four characters. In the non-commercial fishing environment, the settings will be the same for the two configurations (i.e YYYY or NYNY or YNYN or NNNN) The rates for the tax codes are stored in a file that is user defined and accessible from the menu at BFNCBJ or TAXCODE.

QOH: The quantity on hand at this store in the smallest unit of measure.

2. Min: The minimum quantity to keep on hand at this store, in the smallest unit of measure. If the quantity falls below the minimum, this item will be triggered by the understock process.

3. Max: The maximum quantity to keep on hand at this store, in the smallest unit of measure. The understock process will order enough to reach this maximum.

QOO: The quantity on order for this store, in the smallest unit of measure. In order to appear here, the purchase orders must have originated at this store.

COMM: The committed quantities on all orders originating in this store, in the smallest unit of measure.

More comprehensive details on the costs will be found under the Price Inventory Screen, BBBC.

4. Last Cost: The last received cost for this item at this store, in the largest unit of measure.

5. Avg Cost: The average received cost for this item at this store, in the largest unit of measure.

6. Stnd Cost: The standard cost assigned to this item at this store, in the largest unit of measure.

7. Freight: The freight assigned to this item at this store.

Landed Cost: This is the sum of the cost for this item to be used in Point-of-Sale and the freight. Which cost is being used is indicated by an asterisk.

Fields 8 to 11 are the four price levels for this item at this store, in the largest unit of measure.

Dept Code: The department for this item. This is not store-specific.

Line Code: The line for this item. This is not store-specific.

Bs, 2, 3, 4: The four unit of measure labels for this item. This is not store-specific.

12 Stocked: A flag to indicate whether this item is stocked at this store. This allows active inventory to be stocked on a store-by-store basis, whereas inactive inventory is not stocked by any store.

13 Location: This is the location of this item in this store. The location must be pre-existing, but can be left blank.

Function Keys available in the Modify Prompt:

F1 Clear: Clears all fields and returns to the Item Number input field. Any changes have been lost.

F3 QtySold: Displays the monthly quantities sold for the last 12 months from this store.

sF3 NotStok/Stocked: Toggles between identifying the item as being stocked or not stocked by this store. When an item is not stocked, NOT STOCKED will be displayed in the upper right corner.

An item that is not stocked will not appear on understock reports or loaded into Purchasing when using the understock option.

F4 Dates: Displays the Last Sold, Last Received, and Last Purchased dates for this item at this store.

sF4 Inactiv/Active: Toggles between identifying the item as being active or inactive by the current store. Items can only be set to be inactive if QOO = 0. In addition, if Flag 264 = N or blank, then an item cannot be set to inactive if the committed quantity is non-zero.

If items are set to inactive, INACTIVE will be displayed above the Item number field. In addition, inactive items will not appear in inventory lookups in Point-of-Sale, Purchasing, or Receiving. In the inventory screens, the inventory lookup will include a toggle between active, inactive, or all inventory. By default, the inventory lookup starts with active inventory only.

Inactive inventory is also set to NOT STOCKED.

F5 Link: Links inventory items together, (i.e., labour as a separate charge, but tied to a main inventory item; a chimney to a fireplace; a paintbrush to a can of paint). To use linking in Point-of-Sale, set flag 210 to Y. Using the paintbrush and can of paint as an example, when you enter the Item Number for a can of paint at the Point-of-Sale screen, the system will automatically load the item number for the paint brush directly below it. The sales clerk will be prompted to suggest the purchase of a paintbrush.

This opens a window displaying the links to the current item. Any linked item can be deleted by highlighting it and pressing F4 Delete. Press F2 to create a link - enter a valid item number that you wish to link the new record to, or press F9 for the standard inventory lookup. Use the ↑↓ arrow keys to highlight the appropriate item number and press ↵, or enter the number listed on the left hand side of the box, corresponding with the item number you wish to select. The item number is loaded into the link # field. Press ↵ to accept the chosen item number.

More than one item can be linked to the current item, and if the item selected itself has links, the entire chain is loaded into Point-of-Sale, one item at a time. Circular linking is not permitted.

F6 Sub: Opens a window allowing the clerk to view and set substitute items for the current item. When set, F10 Subs becomes active in Point-of-Sale in the quantity field, allowing the clerk to suggest substitute items if insufficient quantities exist of the original item.

F8 Notes: Allows clerk to make notes for this inventory item. If Flag 121 is set to "Y", and the print program allows for it, the notes will print on point of sale invoices.

sF9 MB QOH: Displays the inventory quantities for the current item in all stores in a multistore setup.

F10 Save: Save the current record for this inventory item.

Market Costs Update

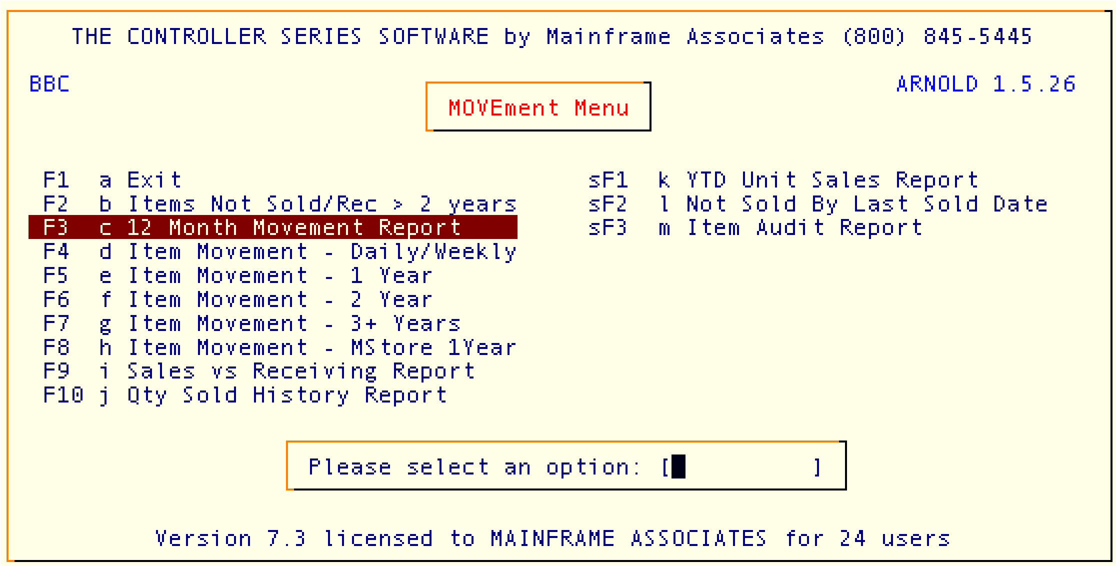
Plate Letters: **BBBI**

A highly specialized program made for a single customer to allow the tracking of market costs in the lumber wholesale industry. For more details and possible enhancement of functionality, please contact Mainframe Associates Sales staff.

Inventory Movement Reports

The Inventory Movement section of Inventory Management is where you will keep track of your inventory Turnover. It includes various reports for the tracking of inventory. It is located at plate letters **BBC** or vocabulary reference **MOVE**.

The reports BBCD, BBCE, BBCF, and BBCG are accessible from all inventory screens using the F7 Reports option.



Movement Menu, BBC or MOVE

Items Not Sold/Received for More Than 2 Years

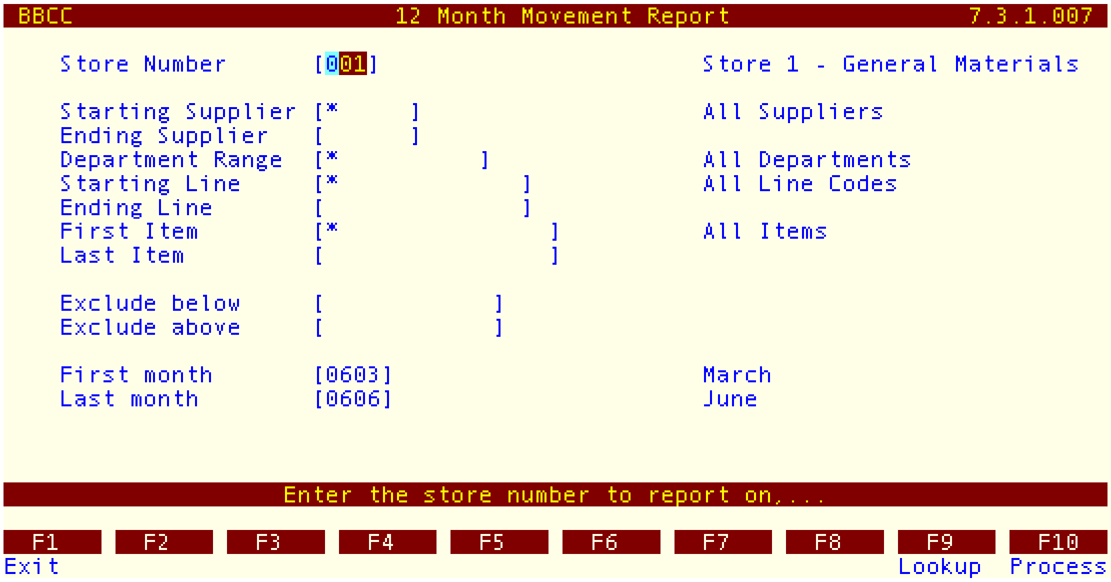
Plate Letters: **BBCB**

Produces a report that lists items that have not been purchased or sold in the previous two years. This report lists, by department: Item Number, Description, Last Received Date, Last Sold Date, Quantity On Hand, and Supplier. A pop up window appears which will prompt you to choose a department or type 'ALL' to choose all departments.

12 Month Movement Report

Plate Letters: **BBCC**

Reports the sales movement of a series of items within an inventory department over a period of up to 12 months. The report can be filtered by supplier, department, line code, and item number range. Sorting can be done by department (default), line code, and/or supplier. Display includes the number of units sold on a monthly basis for the requested period.



12 Month Movement Report, BBCC

Starting Supplier: Enter the starting supplier, or '*' for all suppliers. Sorting by supplier is turned on by selecting F6 Sort, while F5 NoSort turns sorting off. The current sorting selection is indicated by the function key that is highlighted.

Ending Supplier: Enter the ending supplier, or repeat the previous value for a single supplier. Sorting by supplier is turned on by selecting F6 Sort, while F5 NoSort turns sorting off. The current sorting selection is indicated by the function key that is highlighted.

Department Range: Enter a single department, a range, selected list of departments, or '*' for all department. Sorting by department is turned on by selecting F6 Sort, while F5 NoSort turns sorting off. The current sorting selection is indicated by the function key that is highlighted.

Starting Line: Enter the starting line, or '*' for all line codes. Sorting by line is turned on by selecting F6 Sort, while F5 NoSort turns sorting off. The current sorting selection is indicated by the function key that is highlighted.

Ending Line: Enter the ending line, or repeat the previous value for a single line. Sorting by line is turned on by selecting F6 Sort, while F5 NoSort turns sorting off. The current sorting selection is indicated by the function key that is highlighted.

First Item: Enter the Item Number chosen to begin the report. Entering '*' includes all items, and skips the Last Item field.

Last Item: Enter the last Item Number of choice.

Exclude Below: Excludes any items that have a quantity on hand below the value entered. Therefore, to exclude items with a quantity on hand of 0 or less, type '1' in this field, then press ↵. To run this report with no exclusions, leave the field blank and press ↵.

Exclude Above: Excludes any items that have a quantity on hand greater than the value entered. Therefore, to exclude items with a quantity on hand of 100 or more, type '100', then press ↵. To run this report with no exclusions, leave the field blank and press ↵.

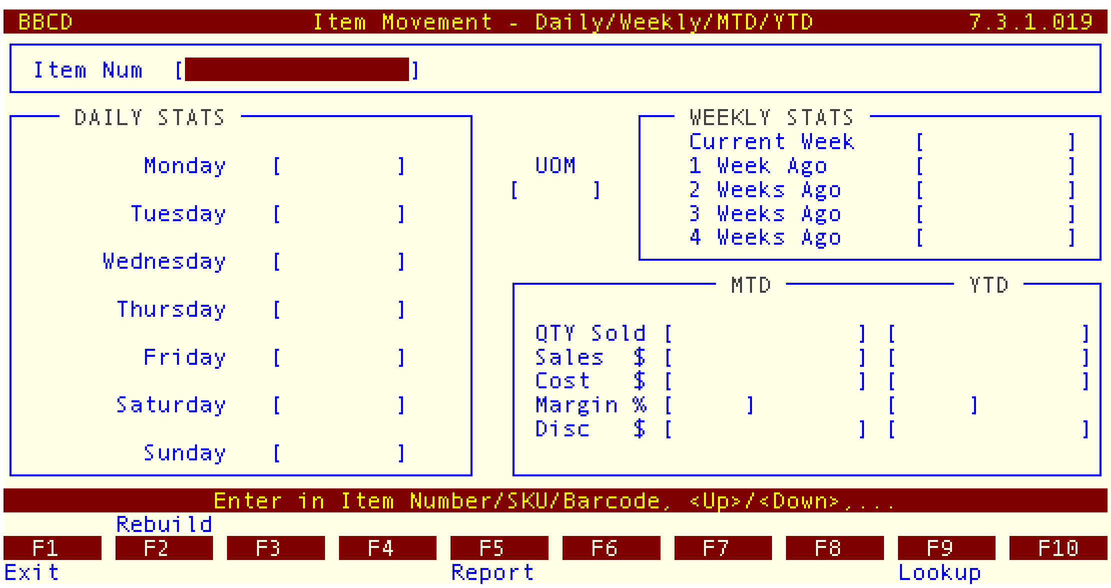
First Month: Type the first history month on which to report movement and then press ↵.

Last Month: Type the last history month for which to report movement and then press ↵.

Item Movement – Daily/Weekly

Plate Letters: **BBCD**

Type a valid item number to display the following movement information. The standard inventory lookup is available by pressing F9 Lookup. Select the item to be viewed, and it's movement will be displayed.



Current Quantity Sold by Item Number, BBCD

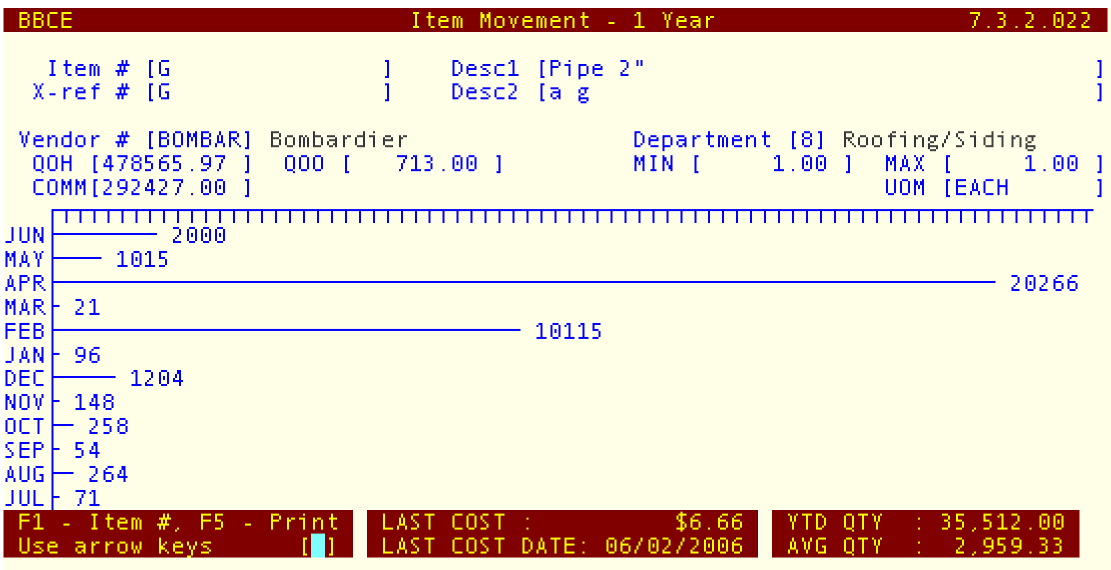
Item Movement – 1 Year

Plate Letters: **BBCE**

With this option, type a valid item number to display the following movement information. The standard inventory lookup is available by pressing F9 Lookup. Select the item to be viewed.

At the bottom left of the screen you will see a prompt 'Use arrow keys'. Enter 'Y' for yes, and. When you use the ↑↓ arrow keys to scroll through the Item Number's one at a time, the system will display the movement information for each. Press F5 to Print the selected report. Press F1 to move to the Item Number field to select a new item.

Below is a sample report.

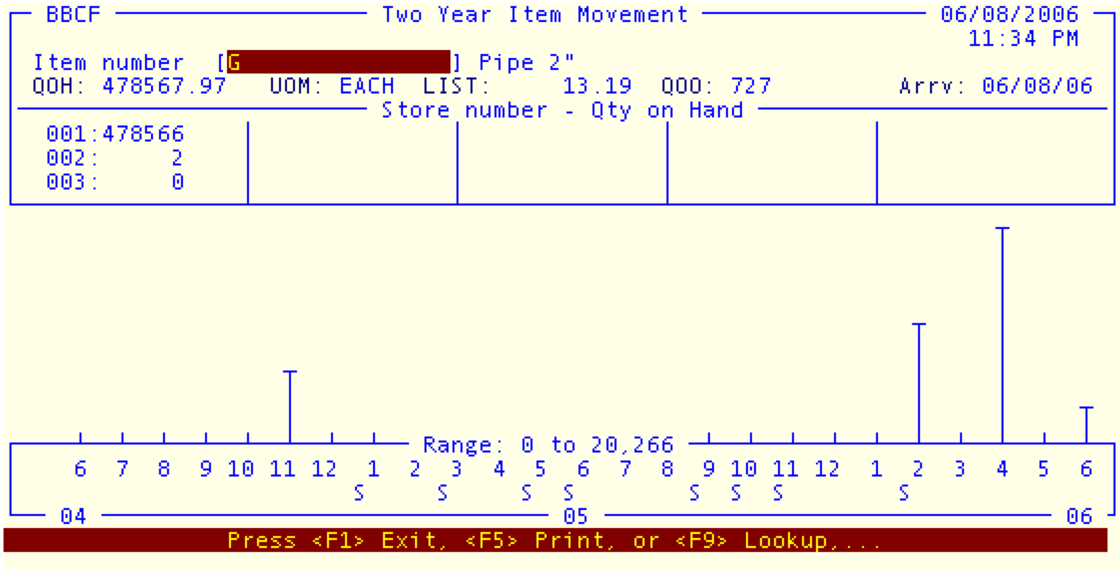


Inventory Movement - 1 Year, BBCE

Item Movement – 2 Year

Plate Letters: **BBCF**

With this option, type a valid item number to display the following movement information. The standard inventory lookup is available by pressing F9 Lookup. Select the item to be viewed. Use the ↑↓ arrow keys with the cursor in the item number field to scroll through the Item Number's one at a time. The system will display the movement information for each item you scroll through. A sample report is show below.

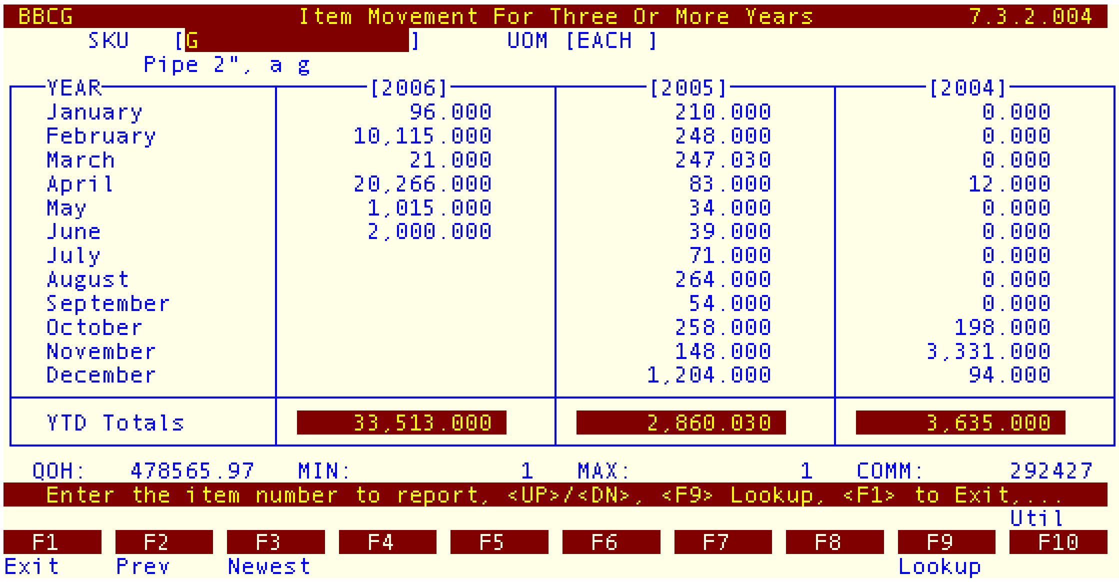


Inventory Movement - 2 Year, BBCF

Item Movement – 3 Year

Plate Letters: **BBCG**

With this option, type a valid item number to display the movement information for a period of three years. The standard inventory lookup is available by pressing F9 Lookup. Select the item to be viewed. Use the arrow keys with the cursor in the item number field to scroll through the Item Number's one at a time. The system will display the movement information for each item you scroll through. Press F2 Prev to slide the movement window back one year at a time, and F3 Newest to move back to the present. A sample report is show below.

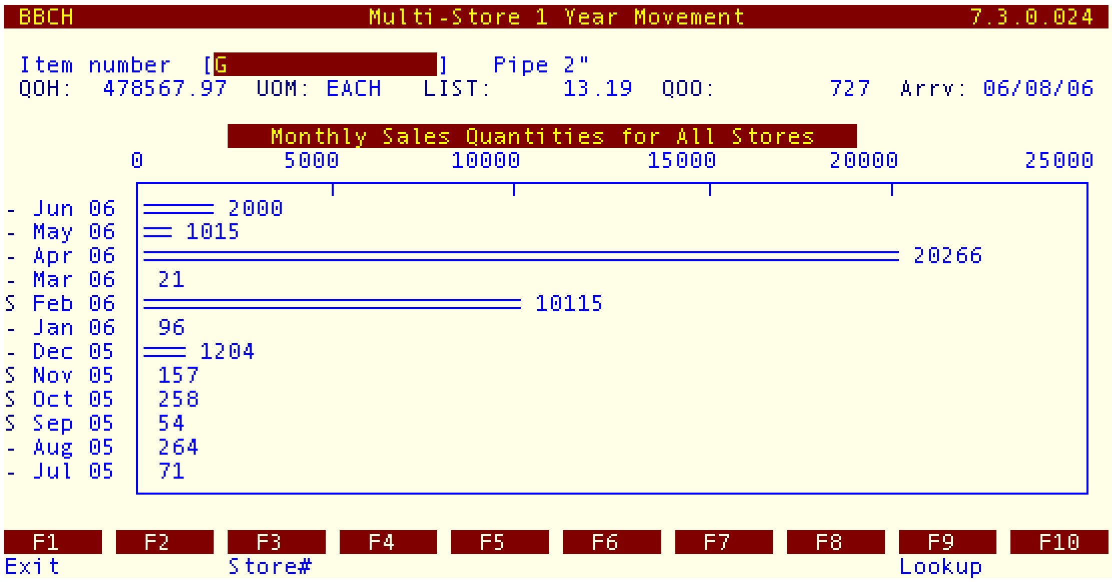


Item Movement – 3 Year, BBCG

Item Movement – Mstore 1 Year

Plate Letters: **BBCH**

This option displays the one year movement of an item by store in a multistore setup. Each store can be selected individually, or the report can cover all stores. Select an item number to view, or use the standard inventory lookup by pressing F9 Lookup. Store selection is done by pressing F3 Store#. A sample report is shown below.



Item Movement – MStore 1 Year

Sales vs Receiving Report

Plate Letters: **BBCI**

This is a unique report that looks at what inventory sold during the year – whether sales were from old inventory or from new inventory. This report is a useful management tool for reviewing how old inventory is being handled, and at what point it might be written off as being too old. The decision of whether a sale is from old or new stock is done by comparing the sale dates and quantities with the receiving dates and quantities. The report options include the date range to report on, the item number range for the report, whether to report in summary or detail, and whether to only include items received. In summary, it displays the item number and description, current cost and list price, the total received quantity and value for the period range selected, and the total sold quantity and value. In detail, it shows a list of invoices and receiving orders on which the item appeared, the customer or supplier, the location of the item, and the total received quantity and value for the period range selected, and the total sold quantity and value. The report is sorted by the date of the transaction.

Qty Sold History Report

Plate Letters: **BBCJ**

Another monthly movement report, for a specific department, line, item number range, location, or supplier. Report shows the item number and description, the sales totals for each period selected, and totals for each item, each month, and total movement.

YTD Unit Sales Report

Plate Letters: **BBCK**

This report gives the option of a department range, line range, and period range for the specified store. Items are reported that have sold more than the specified quantity.

The report headings include Department and Name along with Start and Ending Periods. Line code and then items for each line code will separate the body of the report. The Total Sold will be the accumulated total for the item for the period(s) selected. The QOH is the current QOH. The report will print out the total number of items by line code as well as department. There is also a grand total for items at the bottom of the report.

Not Sold by Last Sold Date

Plate Letters: **BBCL**

When this report is selected, you will be prompted to enter the starting and ending departments, the last sold date, and an inventory type or ALL. The report will display Item Number, Description, QOH, UOM, Last Cost, Value, Last Sold Date, and Last Received Date.

Item Audit Report

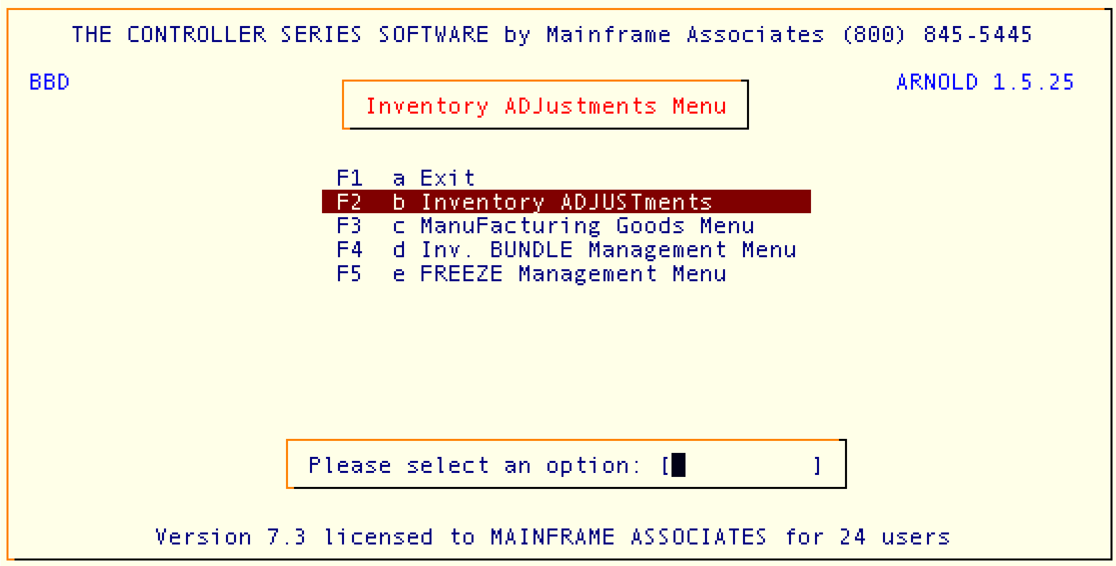
Plate Letters: **BBCM**

Potentially one of the most powerful reports in the system, the item audit report gives the transaction detail for the date range selected of all receiving, sales, transfers, adjustments, and manufacturing of the items selected. The report can select for a specific store in a multistore setup, or an amalgamation of all stores. It is sorted by date, showing the transaction number and type, the customer or supplier, the quantity change, and the total QOH at that time. Totals are produced for each month, as well as for the entire report.

This is the report to use when a detailed review of an item's history is required to understand how the quantities for the item changed over time. This report is also found at BBFM.

Inventory Adjustments

The Inventory Adjustments Menu is located at plate letters BBD or vocabulary reference ADJ and is used to make adjustments to the inventory.



Inventory Adjustments Menu, BBD or ADJ

Inventory Adjustments Menu

Plate Letters: **BBDB**

Vocabulary Reference: **ADJUST**

This screen is used to adjust quantity on hand, reassign an Item Number to another department or supplier, change the Item Number, or change the costs. All adjustments are reported at end of day (optional EOD report), thereby providing a paper audit trail. Aside from receiving inventory, this is the only means of adjusting quantity on hand. If new inventory is entered without QOH using the standard inventory screen, use this option to enter these quantities now.

F7 Report produces a report of all adjustments made for the date range specified. The report sorts by all of the different types of adjustments that can be made, showing the old value, new value, costs, QOH, and the change in total value of the inventory item.

A sample screen is shown below.

```
BBDB                      Inventory Adjustments                        7.3.10
    Store: Store 1 - General Materials                                 Arnold

    Item Number  [G               ] Description [Pipe 2"                    ]
                                    Description2[a g                        ]
    Primary Supp [BOMBAR] Bombardier
    Average Cost [     $9.99]    Last Cost [     $6.66]    Dept [8] Roofing/Sid
    QOH          [ 400000.00]    MTD Sold  [   2039.00]    YTD Sold [  73510.00]

F1  - Exit to Item Number Input          sF1 - Adjust Quantity by Barcode
F2  - Change Item Number                 sF2 - Dye Lot Adjustments & Maintenance
F3  - Scroll Inventory By Department
F4  - Scrapped Item, Increase Avg Cost
F5  - Add or Subtract from Qty on Hand
F6  - Adjust QOH and YTD/MTD Sold
F7  - Lost item, Increase Average Cost
F8  - Write Downs
F9  - Adjust Last Cost
F10 - Adjust Average Cost

             Select a function key, or use arrow keys to scroll,...
AdjBar  DyeLots
  F1      F2      F3      F4      F5      F6      F7      F8      F9      F10
Exit    ItemNo  DeptScr Scrap'd QOH     YTD/MTD Lost    WriteDn LastCst AvgCost
```

Inventory Adjustments Screen, BBDB or ADJUST

Clerk: Enter a valid clerk number or press F1 to exit.

Item Number: Enter a valid Item Number and press ↵ to select. The standard inventory lookup is available using F9 Lookup. Also, in the item number field, pressing F7 Report will report on all inventory adjustments for the date range selected.

After an Item Number is selected, the following functions will be available.

F1 Returns the cursor to the item number field. To exit the screen, press F1 again and you will be returned to the Inventory Adjustments Menu (BBD).

F2 Change Item Number. A caution message is displayed. To continue, press Y.

Enter the new Item Number. A prompt appears requesting a reason for the change. You cannot reassign an item number to an existing Item Number.

Note: Once the new number is assigned, the historical information on the old number is accessed via the new number.

F3 Scroll Inventory by Department. Choose a department (or F9 to lookup) and you will be returned to the item selection field. Using the ↑↓ arrow keys, scroll through items in that department. Only items from that department will be displayed. An error will be displayed if you attempt to select an item not of the department you have chosen to scroll.

F4 Scrapped Item, Increase Average Cost. Allows adjustments to inventory as a result of breakage, shrinkage, damages, or obsolescence. Scrapping inventory increases the average cost that is paid for the current quantity on hand (the total inventory value of this item is spread out over the remaining quantity). The system recalculates the average cost based on the current QOH. The month-to-date and year-to-date quantities are not affected. The screen displays the old quantity and requests a new quantity. At the 'New Amount' field, enter the new QOH, or press ↵ to add to or subtract from the existing quantity. A new field will appear which prompts you to enter an adjustment (i.e. –1, to subtract 1 item). You will then be asked 'OK to Continue?'. Type 'Y' for yes and enter a reason for the change, or 'N' to return to the function key selection.

F5 Add or Subtract from Quantity on Hand. Changes the existing quantity on hand without affecting the cost. The screen displays the old quantity and requests a new quantity, or press ↵ to input the quantity to adjust by. This action changes the quantity on hand immediately, but has no effect on the year-to-date or month-to-date figures. You will then be asked 'OK to Continue?'. Type 'Y' for yes and enter a reason for the change, or 'N' to return to the function key selection.

F6 Adjust QOH and YTD & MTD Sold. Similar to F5 **except** that the month to date and year to date quantities are also changed. The screen displays the old quantity and requests the amount to adjust this quantity by (+ or **-**). You will then be asked "OK to Continue?'. Type 'Y' for yes and enter a reason for the change, or 'N' to return to the function key selection.

F7 Lost Item, Increase Average Cost. The same as F4, however, the item is designated as lost instead of scrapped in the adjustments report. Use this designation for all lost or pilfered stock. The screen displays the old quantity and requests a new quantity. At the 'New Amount' field, enter the new QOH, or press ↵ to add to or subtract from the existing quantity. A new field will appear which prompts you to enter an adjustment (i.e. –1, to subtract 1 item). You will then be asked 'OK to Continue?'. Type 'Y' for yes and enter a reason for the change, or 'N' to return to the function key selection.

F8 Write Downs. This changes the average cost and will be listed as a write down in the daily adjustments report. The old average cost will be displayed, and you will prompted to enter in the new average cost. You will then be asked 'OK to Continue?'. Type 'Y' for yes and enter a reason for the change, or 'N' to return to the function key selection.

F9 Adjust Last Cost. This changes the last cost. The old last cost will be displayed, and you will prompted to enter in the new average cost. You will then be asked 'OK to Continue?'. Type 'Y' for yes and enter a reason for the change, or 'N' to return to the function key selection.

F10 Adjust Average Cost. The same as F8 above except the change will be listed as a change in average cost rather than a write down in the daily adjustments report. The old average cost will be displayed, and you will prompted to enter in the new average cost. You will then be asked 'OK to Continue?'. Type 'Y' for yes and enter a reason for the change, or 'N' to return to the function key selection.

sF1 Adjust Quantity by Barcode. A window will open showing all barcodes listed for the item. Select a barcode, and the QOH for the barcode will be displayed. Select the new QOH for that barcode, or press ↵ to add to or subtract from the existing quantity. A new field will appear which prompts you to enter an adjustment (i.e. –1, to subtract 1 item). You will then be asked 'OK to Continue?'. Type 'Y' for yes and enter a reason for the change, or 'N' to return to the function key selection.

sF2 Dye Lot Adjustments and Maintenance. This option will appear if Flag 464=Y. A dye lot inventory item must be selected to use this function. When selected, the following window will open.

Option 1: Add Dye Lot to Existing Item #. This allows you to add a new dye lot to this item number. You will be asked for the dye lot designation, the quantity of the dye lot, and the average cost.

Option 2: Modify Existing Dye Lot. A window will open showing all dye lots for this item number. Select a dye lot. The existing dye lot name, quantity, and average cost will be displayed. You will be allowed to modify any of these fields.

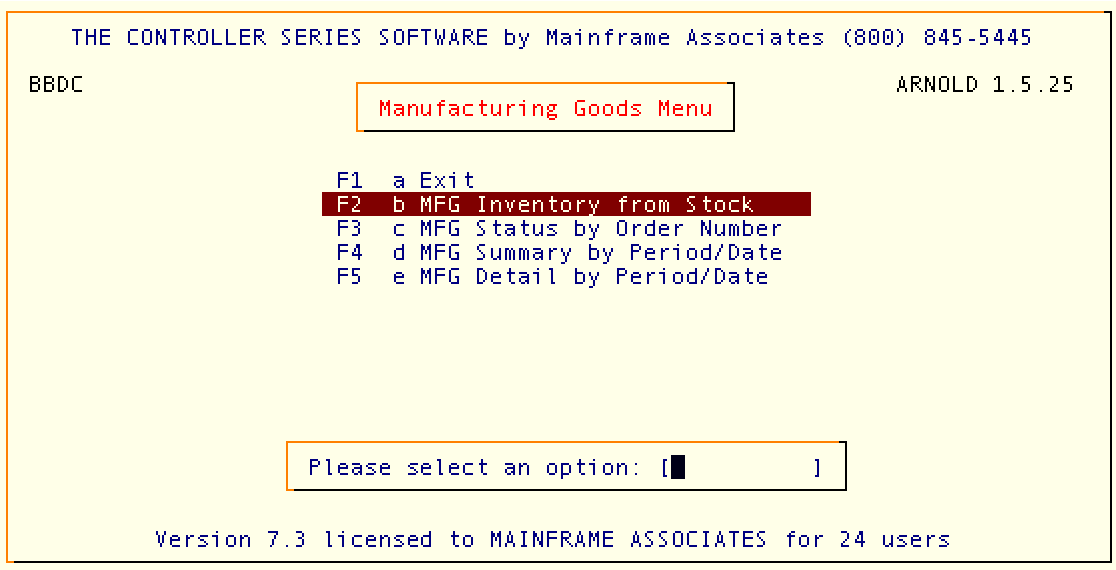
Option 3: Delete Existing Dye Lot. A window will open showing all dye lots for this item number. Select a dye lot to delete.

Option 4: Move Dye Lot from One Item # to Another. Use this if the dye lot has been entered for the wrong item number. A window will open showing all dye lots for this item number. Select a dye lot. The current item number will be displayed, and you will be prompted to select a new item number – which must also be a dye lot inventory type – to which to move this dye lot, its quantity, and average cost.

In each of the above options, at the end of the entry you will then be asked 'OK to Continue?'. Type 'Y' for yes and enter a reason for the change, or 'N' to return to the function key selection.

Manufacturing Goods

Creates inventory items from existing stock. Typically, this uses up stock on hand, and adds a labour charge to create some quantity of new inventory, whose costs reflect the cost of this process. The Manufacturing Goods Menu is located at BBDC, and includes the process and a selection of reports.



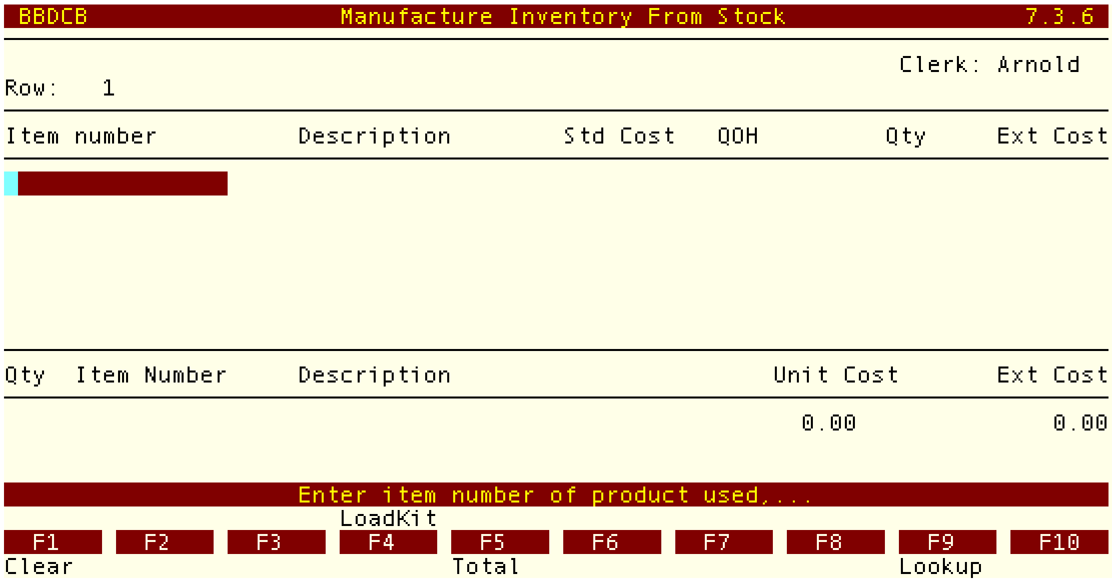
Manufacturing Goods Menu, BBDC

Manufacture Inventory From Stock Screen

Plate Letters: **BBDCB**

Vocabulary Reference: **MFG**

Use this screen to create manufactured inventory from existing items. For example; the manufacture of a picnic table from existing inventories using 2 x 6's, 2 x 4's, nuts and bolts, nails, paint, and a component of labour. In this example, the value or average cost of each component is combined with a labour cost to arrive at a cost for the newly manufactured item. The top section of the screen will contain all items (listed in the smallest unit of measure) required to manufacture a single product. If more than one picnic table is manufactured, the net effect is to multiply the number of new units manufactured by the total costs of material and labour to build one unit. Since this option is in the Inventory Adjustments section, a report is printed (at end of day) showing the material used in this category.



Manufacture Inventory from Stock, BBDCB

Clerk: Enter a valid clerk number to proceed to the Item Number field. If flag 191 is set to 'N', the cursor will advance directly to the item number selection.

Work Order #: If flag 191 is set to require a work order number in order to manufacture items, you will be prompted for a valid work order number. Enter the work order number (must have been created previously at Point-of-Sale) or choose F9 for a lookup. The lookup window will prompt you to enter the customer number that the work order was created for. Enter the customer number, and all open work orders for this customer will be displayed. Choose one by using the up/down arrow to highlight the appropriate one and press ↵. Committed quantities for the sales order will be updated.

Item Number: Enter a valid inventory Item Number (maximum 16 characters), from which the newly manufactured item will be created, or F9 for lookup. You may also choose to load a kit at this time by choosing sF4 LoadKit. A pop up window will appear. Type in the name of an existing kit or press F9 to lookup existing kits to choose from. Once the kit is loaded, you may proceed to edit the quantities, add extra items, etc.

Description: The item description is displayed automatically.

Avg/Std/Last Cost: The cost is displayed automatically. The 'cost' displayed is driven by the setting of flag 99 (last, average or standard cost). If Flag 191 = Y, then this information is displayed on the Row: N line.

QOH: The quantity on hand is displayed automatically. If Flag 191 = Y, then this information is displayed on the Row: N line.

Act: The activity code for this manufacturing line, describing the work that is being done on it. It may be left blank. This field only occurs if Flag 191 = Y.

Accomp: The accomplishment for this manufacturing line, indicating whether the work is complete, the level of progress, etc. It may be left blank. This field only occurs if Flag 191 = Y.

QTY: Enter the quantity to be used to create **one** unit of the item being manufactured. Press ↵ **.**

Ext Cost: The extended cost is automatically calculated and displayed.

Continue to build the newly manufactured item until all components have been entered. When entry is complete, press F5 Total. To clear the screen and begin again, press F1 Clear. To delete a line of text, place the cursor on Item Number of the line you wish to delete and press F4 Delete. After you have totaled the top segment of the screen by pressing F5, your cursor will move to a new section of the screen layout at the bottom, which is identical in layout to the main screen, but is used to enter the item or kit you have been building. The fields in the bottom screen are the same except that the Unit Cost will be displayed after QTY produced has been entered. This unit cost is based on the QTY produced multiplied by the total extended cost of the items to build one unit entered in the upper portion of the screen.

If F199 is Y, then labour hours can be entered by pressing F7 Labour when the cursor is situated on an item line.

Qty Made: Enter the total number of units created.

Item Number: Enter an existing item number for the newly manufactured unit, or F9 for the standard inventory lookup.

Note: A unit cannot be created until it has been assigned an Item Number.

If the unit you are manufacturing is set in screen BBBB (inventory master) as a serialized unit, or you are using any serialized items to manufacture the new item, you will be prompted to supply serial numbers for each of the items used or created. You have the option of pressing F1 to backup for further editing. Press F8 to print a manufacturing report. F1 returns the cursor to the item number of the newly manufactured unit. To return to the first screen, press F1 again. To return to the Clerk # and exit the program, press F1 twice.

If F191 is Y, then F10 Save is active. Using this indicates that all of the manufacturing for this customer work order is not yet complete. If all of the manufacturing is complete, use sF10 Complted. Incomplete work is reported on report BBDCC, below.

If the manufacturing process is complete, choose sF10 Compltd. This updates the inventory by multiplying the manufactured quantity (inputted on the lower portion of the screen) by the number of units of inventory required to make one new item, (inputted in the upper portion of the screen). It removes the quantities of items listed on the top screen from inventory and adds the quantities of the newly manufactured inventory shown in the lower portion of the screen. A report is printed detailing both the top and bottom screen, showing that the job is 'COMPLETED'.

Note: If flag 199 is set to 'Y', you may enter the hours taken when entering the item number manufactured by pressing sF5 Hours.

MFG Status by Order Number

Plate Letters: **BBDCC**

This is a report of all active (incomplete) manufacturing, and will only show information if Flag 191 = Y. The report will display the work order number and customer, the item number and description used in the manufacturing, the quantity used and date of the manufacture, the item number, description, and quantity of the manufactured part.

MFG Summary by Period/Date

Plate Letters: **BBDCD**

Displays a list of the items manufactured for the history month selected, and the date range within that month. The report includes the manufactured item number and description, quantity made, manufacturing cost per unit manufactured, total cost of the manufacturing process, and the manufacturing date. If F191 = Y, then manufacturing that is saved and incomplete will **not** be included on this report.

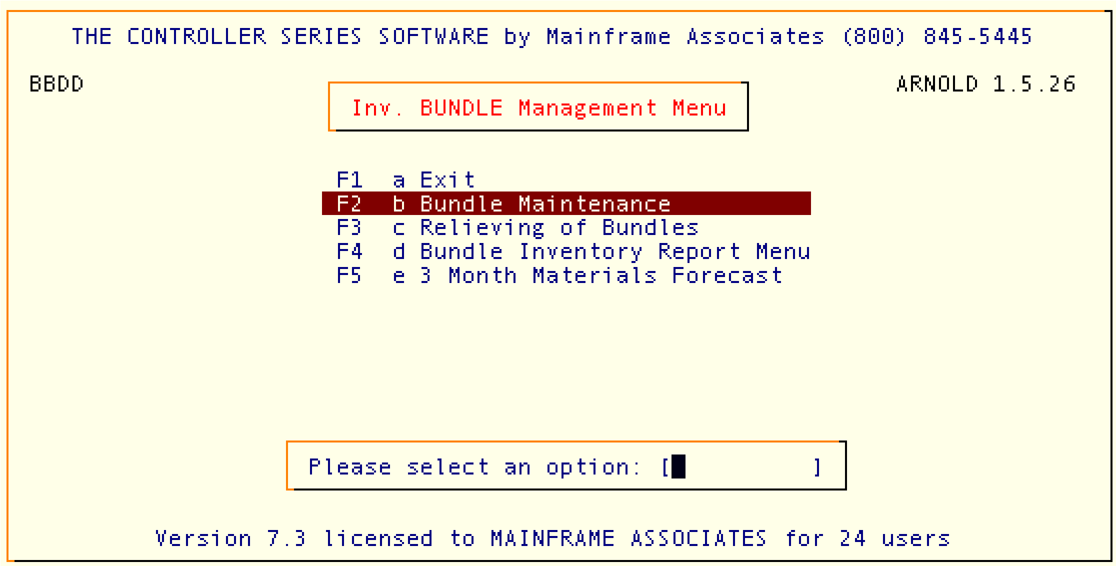
MFG Detail by Period/Date

Plate Letters: **BBDCE**

This is the complementary report for the above, showing the inventory items consumed in the manufacturing process. The report includes the item number and description, quantity used, and unit cost. If F191 = Y, then manufacturing that is saved and incomplete will **not** be included on this report.

Inventory Bundle Management Menu

Inventory bundles are a very specialized method of inventory management within the construction retail industry. Inventory – typically lumber – is received as bundles of different sizes, each of which is assigned a barcode. When the bundles are opened for sale of individual pieces, the bundles are relieved. Using this system, QOH is not maintained in the same fashion as is handled elsewhere within the system – rather, it is strictly done via a count of the unrelieved bundles and a count of the loose pieces. Nevertheless, bundles are still received via Receiving (for example, using sF3 BndCalc in the Receiving quantity field), and the individual pieces of the bundle are sold from Point-of-Sale. This section of the software is located at BBDD on the menu, or shortcut BUNDLE.

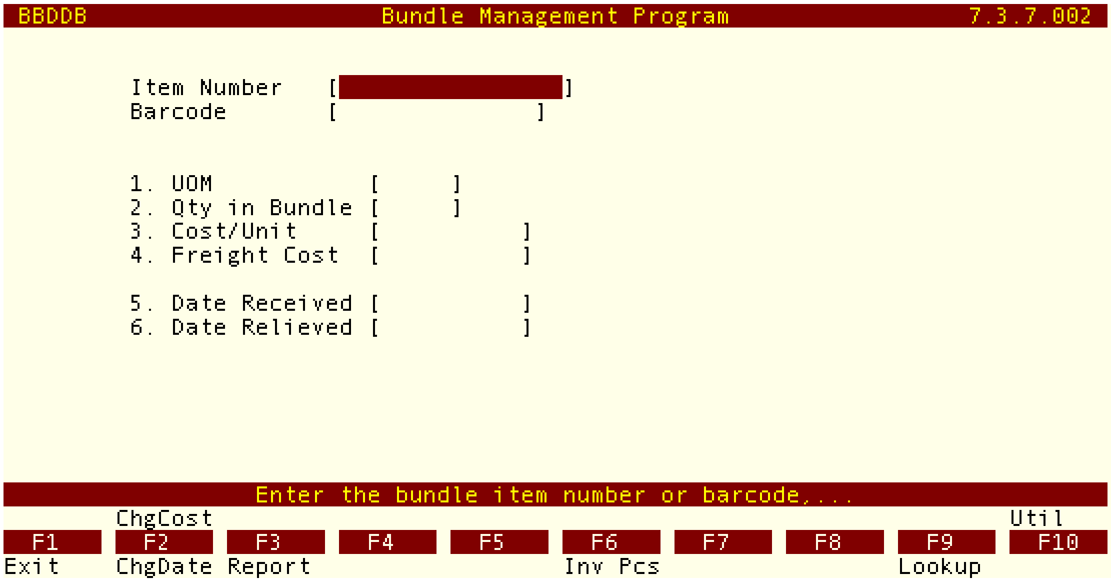


Inventory Bundle Management Menu

Bundle Maintenance

Plate Letters: **BBDDB**

This is the maintenance program for bundles that have been received into the system. Barcodes have been assigned to the bundle via Receiving when using sF3 BndCalc. These can now be reviewed, corrected, relieved, and used for the creation of various inventory reports based purely on bundles. The following is a selection of what can be done.



Bundle Maintenance Screen, BBDDB, with no Items Selected

Item Number: The Item Number of an inventory item that has been received as a bundle. Enter the item number, or use the F9 Lookup which displays all items which have been received as a bundle.

A number of other functions are also available when in the Item Number field. These are:

F1: Exit the program and return to the menu.

F2: Change the received or relieved date of one or more bundles. This function is used when the date entry has been done incorrectly (say, the bundle has been delivered to the yard, but not entered into the computer for several days). A window will open, asking whether to modify received or relieved bundles, the item number of the bundle to modify, the old date, and the corrected date.

sF2: Change the costs on received bundles when entered in error. A window will open asking for the receiving order number, or the line code, or the item number of the bundles to modify. Current bundles satisfying the above criteria are loaded into a window displaying the item number and description, the quantity and UOM of the bundle, and the cost. The cost can then be edited. When complete, press F10 Save to update the bundles with the corrected costs.

F3: This is an on-hand inventory report based on bundles. This is the same report found at BBDDDG, and is described below.

F6: This is an inventory count of loose pieces, after bundles have been relieved (i.e., opened up). Allows the entry of the number of pieces of a specific item number at a specific date.

sF10: Utility to rebuild the bundle cross-reference, allowing speedier searches and report creation.

Barcode: This is the existing barcode of an individual bundle. This can be obtained from a scanner, or by using the F9 Lookup feature.

Once a barcode is selected, the following information regarding this bundle is shown and can be modified. When complete, press F10 to save the changes, or F1 to cancel and select another barcode.

UOM: The UOM that the bundle has been received in.

Qty in Bundle: The number of pieces in the bundle.

Cost/Unit: The cost per piece in the bundle.

Freight Cost: The shipping cost per piece associated with this bundle.

Date Received: The date this bundle has been received. This is filled in by the receiving program. If incorrect, it can be corrected for an individual bundle here, or across many bundles using the F2 ChgDate function above.

Date Relieved: The date this bundle has been relieved. This is filled in by the relieving process at BBDDC below. If incorrect, it can be corrected for an individual bundle here, or across many bundles using the F2 ChgDate function above.

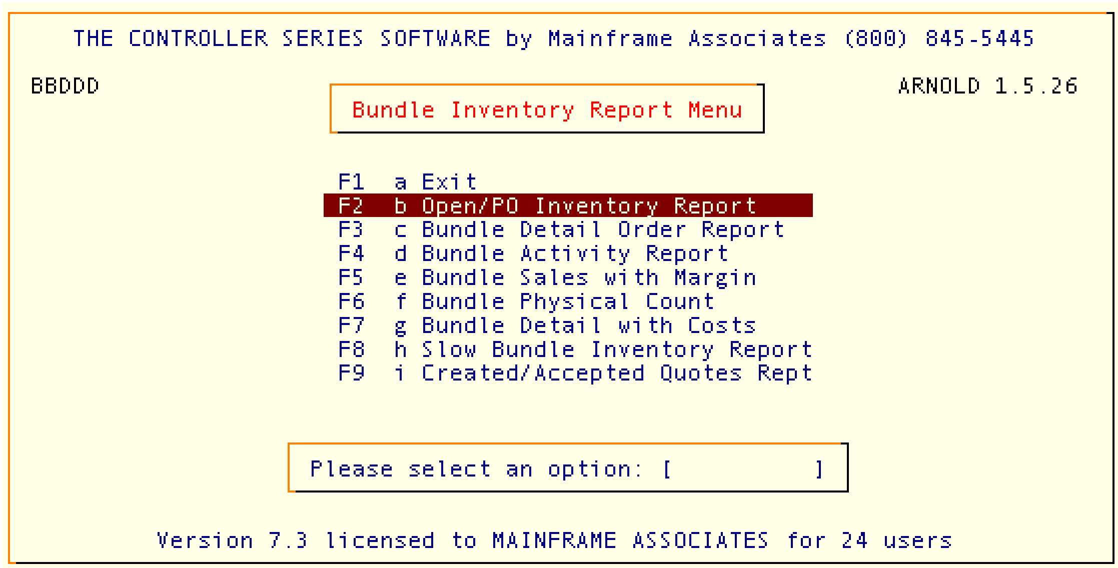
Relieving of Bundles

Plate Letters: **BBDDC**

This function is used to update the bundle inventory, indicating that a particular bundle has been relieved (i.e., opened for sale of the individual pieces). The screen is identical to the previous, except that it is in Relieving Mode. An Item Number is selected. A barcode of the relieved bundle is entered, and the bundle is immediately relieved. When complete, pressing F1 to go back to the menu will produce a report of all bundles relieved during this session.

Bundle Inventory Report Menu

This menu provides a variety of reports based only on the bundle inventory. It is located at BBDDD on the menu.



Bundle Inventory Report Menu

Open/PO Inventory Report

Plate Letters: **BBDDDB**

This is an inventory report of all items on current POs and/or bundles received and on-hand. The report can be filtered and sorted by supplier, line, department, and item number. The report displays the PO# and/or the Bundle barcode for each item included, as well as quantity, cost in the largest UOM, and total cost. If a received bundle, also displays the originating PO and receiving order. Totals for each item are shown, as well as for the sorting chosen, and for the entire report. In summary, the report shows only the totals.

Bundle Detail Order Report

Plate Letters: **BBDDDC**

This option produces a report for all bundles on receiving and/or purchase orders after a specified date. The report can also be for all bundles on a single receiving or purchase order. A separate report is created for purchase and receiving orders. The report includes: the item number, the received barcode, cost in the largest UOM, the number of pieces in the bundle, the total cost of the bundle, PO#, RO#, Received date, and sorted by PO and/or RO.

Bundle Activity Report

Plate Letters: **BBDDDD**

The bundle activity report is for a specified date range and item number range, showing the total bundles received and the bundles relieved. In summary, totals are for the item, while in detail shows each bundle, sorted by item number and barcode. The report displays the supplier, date, number of pieces, and bundle value for each included bundle.

Bundle Sales With Margin

Plate Letters: **BBDDDE**

This is a bundles sales report, showing the sales for a specified period, department, line, supplier, and customer ranges – in various levels of detail. The report is sorted, in order, by department, line, customer, and invoice (depending on the depth of the detail requested), and displays: quantity sold, net price, purchase cost in the purchase and selling UOMs, the total sale, total cost, profit, and margin. Subtotals are done for each level of detail displayed, plus a total for the entire report.

Bundle Physical Count

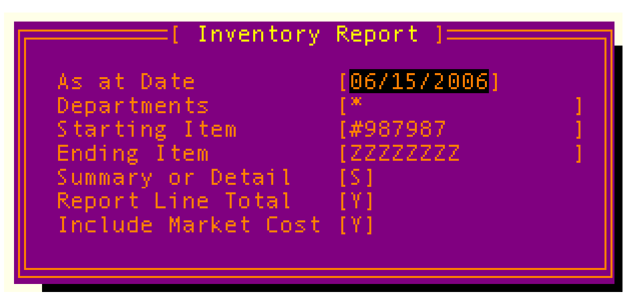
Plate Letters: **BBDDDF**

This routine allows the user to add bundles, delete bundles, freeze bundles, upload counted barcodes from a hand-held scanner, correct/add a relieved date, and report on the results.

Bundle Detail With Costs

Plate Letters: **BBDDDG**

This is the exact same report as found in the Bundle Maintenance screen by selecting F3 Report.



Bundle Detail Report, BBDDDG

The user can select the bundle inventory status as of a particular date, for a selected department and item number range, in summary or detail, showing market costs as well as the received costs. In summary, the report shows the number of tagged bundles, untagged pieces, and total number of pieces for each item, as well as the qty in the largest UOM, the average cost in this UOM, the total cost for the bundles on-hand. If requested, it will also display the market cost (if known) and total value based on the market cost. In detail, this information is given for each barcode bundle tag, along with the receiving order number and received date.

Slow Bundle Inventory Report

Plate Letters: **BBDDDH**

This report displays all bundles that have been received more than the user-specified number of days ago, but have not yet been relieved. This report is useful for identifying old bundles, before the wood begins to rot. The report can be filtered by department, and displays: the barcode tag, the age in days, and the original receiving order #.

Created/Accepted Quotes Report

Plate Letters: **BBDDDI**

This creates a report of all materials (by line code) quoted to a customer via the BDIP Prepare Quote by Line Code program. The report is filtered by customer range and by date range, and is sorted by customer and by quote number. The report displays the line code and description, the quoted price, the market cost and margin, the received cost and margin – both for the date that the quote was created and the date the quote was accepted. To be included on this report, the quote must have either been created or accepted in the entered range of dates.

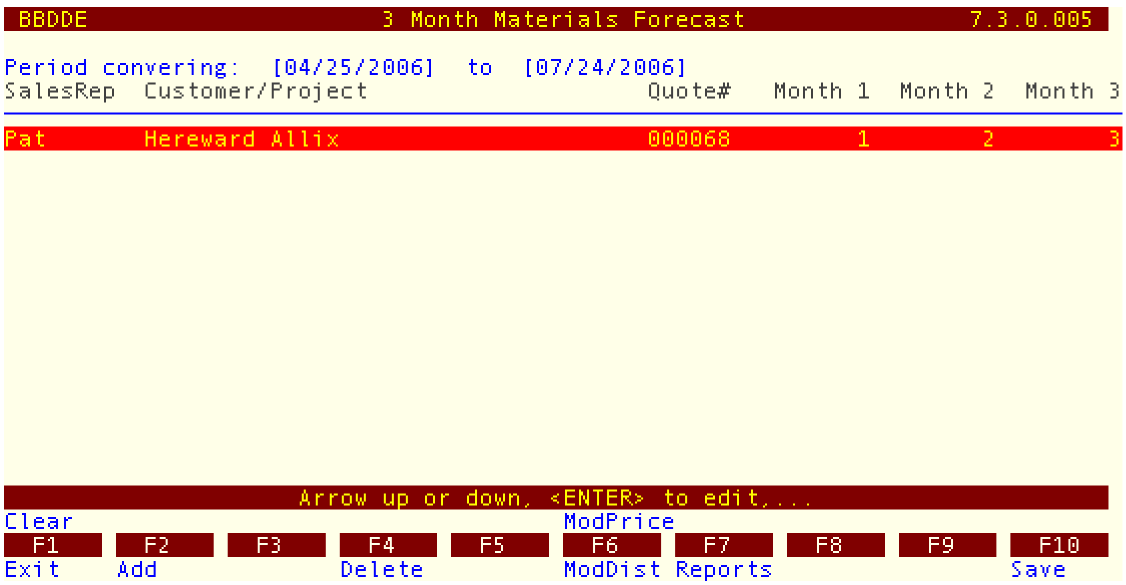
3 Month Materials Forecast

Plate Letters: **BBDDE**

This program helps to automate the materials forecasting estimates by using the quoted prices and received and market costs for materials to be ordered for housing construction projects.

The user inputs the number of average house units to be constructed, by customer, for each of the three months of the forecast. The house units are to be identified by construction type – thickness of walls, height of ceilings on the first and second floors, floor, wall, and roof materials required, etc. The materials list for the average house is then created and summed for all expected housing projects during this period. The number of bundles of different materials is then estimated. In addition, by using the customer's quoted prices, the market costs, and the current average cost of materials on hand, cash flow and profits for the period of time can also be estimated. Another use is given an expected margin, what cost is allowed in order to supply customers materials at the quoted price.

The program begins by asking for the date range of the forecast. If this date range has already been used, then the existing information is reloaded. The following is the main screen.



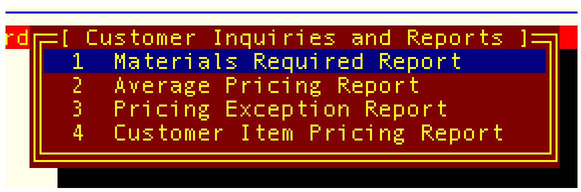
3 Month Materials Forecast, BBDDE – Main Screen

For a new entry, move the cursor to an empty line, or press F2 Add. Enter the sales rep (or clerk) number, the customer number, and the customer's quote number (from the BDIP Prepare Quote by Line Code). The user can then add the number of units to build in each of the three months. When this entry is complete, the following window will open (this window will also open by selecting F6 ModDist for an existing entry).

Construction Units Distribution – F6 ModDist

The user enters the construction count of each type of construction in the table for the required construction materials. There are several sections defined, included 1st Floor Walls, 2nd Floor Walls, Floors, Exterior, Joists, and Roof. Under each section, the total number of units per month must match that of the previously entered amount.

Once complete, press F10 Save. F7 Reports is available to give the various forecasts for the next three months.



3 Month Materials Forecast, BBDDE – F7 Reports

Inventory Counting

Overview

Freeze management is the process you use to count inventory. Very simply, when you freeze your inventory, you take a snapshot of the inventory counts at that instant in time. You can freeze the entire inventory, or just a part of it, by department, line, item number range, supplier, or location. You then produce count sheets for the frozen inventory, so that your staff can begin the actual inventory count. Once the stock count is done, you can open the store, the department, the line, etc. for selling. While staff update the snapshot with the actual inventory counts, sales at the front counter reduce the on-line inventory counts, while goods received in the back increase the on-line inventory counts. Very simply, business continues as normal. The process of inputting the actual counts from the count sheets can be done over a period of time. As the frozen inventory counts are input, you can post them to the on-line inventory data file. This does not have to be done just once; you can do it many times. Reports can be printed that tell you the status of frozen inventory, what still has to be posted, and so on.

As you post the actual counts from the updated snapshot to the on-line inventory file, the counts are adjusted accordingly. Using the example of freezing just one item number, here is what happens:

1. Close the item number to selling.
2. Freeze the item number's inventory to create the snapshot.
3. Produce the count sheet from the frozen inventory file.
4. Count the stock.
5. When you are finished counting stock, open the item for selling.
6. Now, as goods are sold at the front counter, and orders received from suppliers at the back, the on-line inventory counts increase and decrease as normal. These transactions are recorded so that when the actual counts are posted to the on-line inventory, they can adjust the actual figure accordingly. Continuing with the example, when you froze the inventory, the on-line inventory indicated that, for this item number, there were 5 units in stock.
7. The next day, 3 were sold.
8. The next day, 10 were received. The on-line inventory now indicates 12 are in stock: (5 - 3 + 10 = 12).
9. The next day, you enter the actual counts into the frozen inventory file, which happens to be 10. You then post this to the on-line system. Because 3 items were sold, and 10 received since you froze the inventory, the actual on-line inventory count is adjusted. The actual count in the on-line inventory data file is 17, as a result of: actual (10) - sales (3) + receivings (10) = 17.

As each item is posted to the on-line inventory database, an indicator is turned on so that you cannot post the same item number a second time. This ensures that duplicate posting does not occur. Only those items that have not yet been posted are actually posted.

At any time, you can produce reports telling you the status of the count: what has been frozen, but not yet counted and what has been counted and posted.

When the entire count is complete and posted to the on-line inventory data file, you must clear the posted frozen inventory. If you try to freeze the inventory again, and there are still items that have not been posted to the on-line inventory data file, you will be prompted to produce a report of those items that have been frozen, but not yet posted. In addition, a warning will be issued that if you continue, only items currently not frozen will be added to the snapshot.

The TRAIN account on your system can be used to work through this feature of ***The Controller Series***. Try freezing just one item number. Then sell it, and receive it. Then input the actual count, and post to the on-line inventory. The system keeps track of the "sales" activity and adjusts your actual count appropriately.

Freeze management is a very powerful part of ***The Controller Series***. It allows you to schedule stock takes more frequently than just yearly, to continue selling and to update the actual counts as your workload permits.

How to Use this Section

To take an inventory count, you must first freeze the inventory. Type **Freeze** at Please select an option to move to the Freeze Management Menu.

First, freeze the Inventory. If you see the message "Posted variances have not been cleared," it may be that not all previously frozen items were posted to the on-line inventory data file. However, if this is your first time, it may be that someone has been working with this function and decided not to continue. Check first, then clear the freeze data file. When you freeze the inventory the next time, you should not see the message.

Next, produce the count sheets for the inventory that you have frozen. When these are printed, they can be distributed to staff for counting stock and making note of actual counts.

There are 3 ways to enter the actual count figures. (i) The general method allows only one entry per item number. If the actual count for the item number is 6, using the general method allows one entry of a count of 6. (ii) The second method allows the accumulation of a number of entries leading to a grand total that will be posted to the on-line inventory data file. Use this if you have the same item in a number of different locations in the store. (iii) The final method of entering the count allows for the modification of the item number's minimum, maximum and best buys figures. As far as the frozen inventory count is concerned, it works the same as the general method. Use this option to change figures relating to this item number.

When the actual counts have been entered using any one of the three preceding methods, you can post your work to the on-line inventory data file. If you call up an item that has already been posted, a Y beside the amount indicates the item has already been posted. No further changes from this screen can be made.

Along the way, you can produce (i) a Frozen, not Posted report or (ii) a Frozen versus Counted report. (i) Prints all items frozen, but not yet posted, to the on-line inventory data file. (ii) Prints items that have been frozen, but not yet counted. You can monitor your progress as you count and post actual counts.

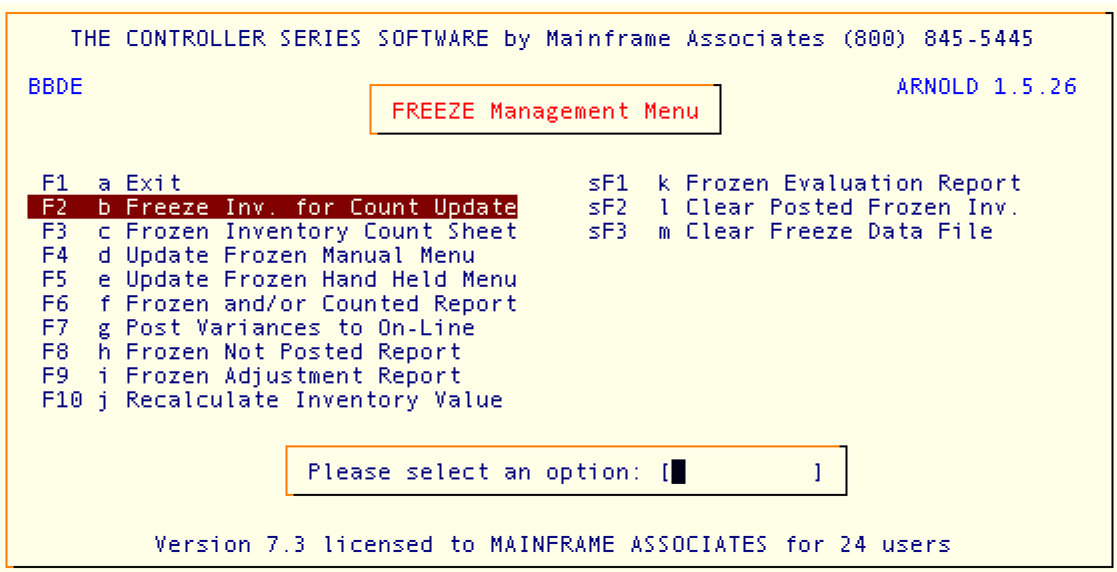
You can also recalculate the value of the new inventory count or print a frozen evaluation report.

When all the counts have been entered, and posted to the on-line inventory data file, clear the posted frozen inventory. This clears all of the frozen items with the posted indicator set to Y.

At this point, you can clear the freeze data file. However, if you have a count in progress and you clear the data file, your work will be lost.

Freeze Management

The **Freeze Management Menu** is located at plate letters **BBDE** or vocabulary reference **FREEZE** and contains the functions needed to complete a physical count of inventory.



Freeze Management Menu, BBDE or FREEZE

Freeze Inventory for Count Update

Plate Letters: **BBDEB**

Run this option prior to doing a physical count of inventory. It allows for a delay between the time the inventory is counted and the time the actual count is entered into the computer.

Inventory freezing is a process whereby the inventory files are copied into a holding file. At this point, they are referred to as frozen because the quantities, last costs, and average costs will not change, even though selling may continue at the front counter.

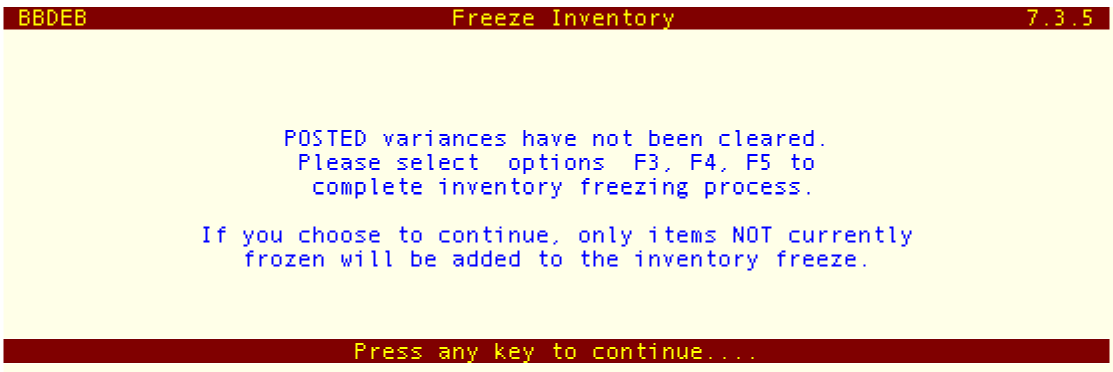
During stock counting, follow these steps:

1. Close the store (or section) to selling.
2. Select the freeze inventory option and freeze inventory.
3. Print the necessary count sheets.

4. Conduct the inventory count.
5. Open the store (or section) for selling.
6. Input the count figures (update frozen inventory).
7. Post variances to on line (after hours).
8. Clear the frozen inventory data file.

The critical frozen elements are quantity on hand, average cost, last cost, standard cost, and freight. When the counts have been updated, the frozen count is added to this list.

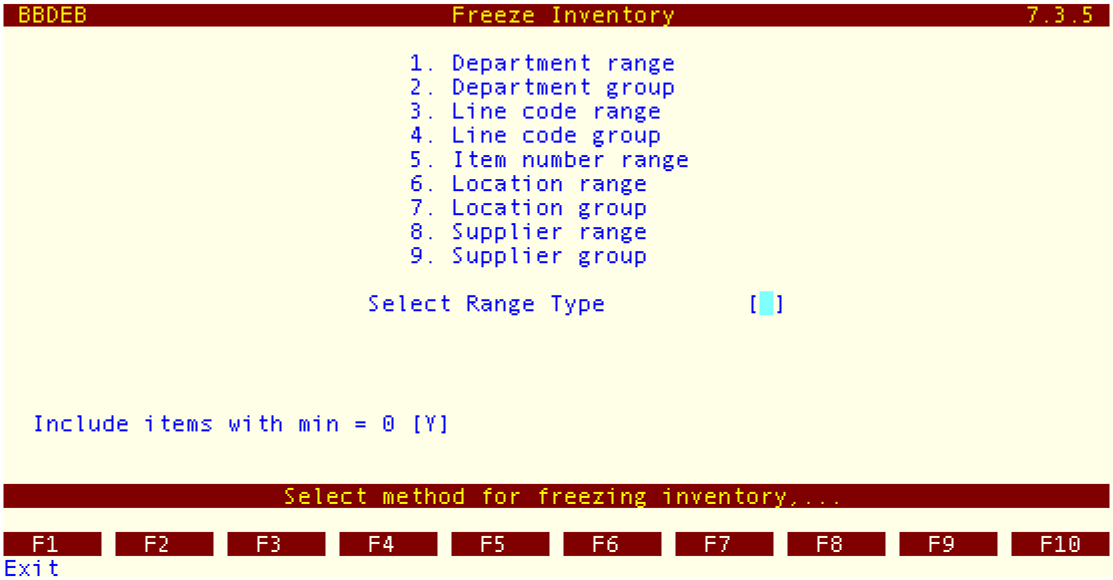
If unposted counts from a previous inventory count have not updated the live inventory, the following message will be displayed.



Freezing Inventory When Unposted Counts Exist

At this point, you can choose to exit this program and complete the posting, or continue and add to the current frozen inventory.

If you choose to continue (or this message does not appear), the following screen appears:



Freeze Inventory – BBDEB

Selecting by range means that every item satisfying the range criteria will be frozen. Selecting by group allows you to select up to 10 entries in the group. All items in the group entries will be frozen.

For example, selecting a department range of A to C will include all items in departments A, B, and C. Selecting a supplier group will allow up to 10 suppliers to be entered. All items from the list of suppliers will be included in the freeze. The supplier does NOT need to be the primary supplier!

When the inventory in the selections are frozen, the program exits and returns to the menu.

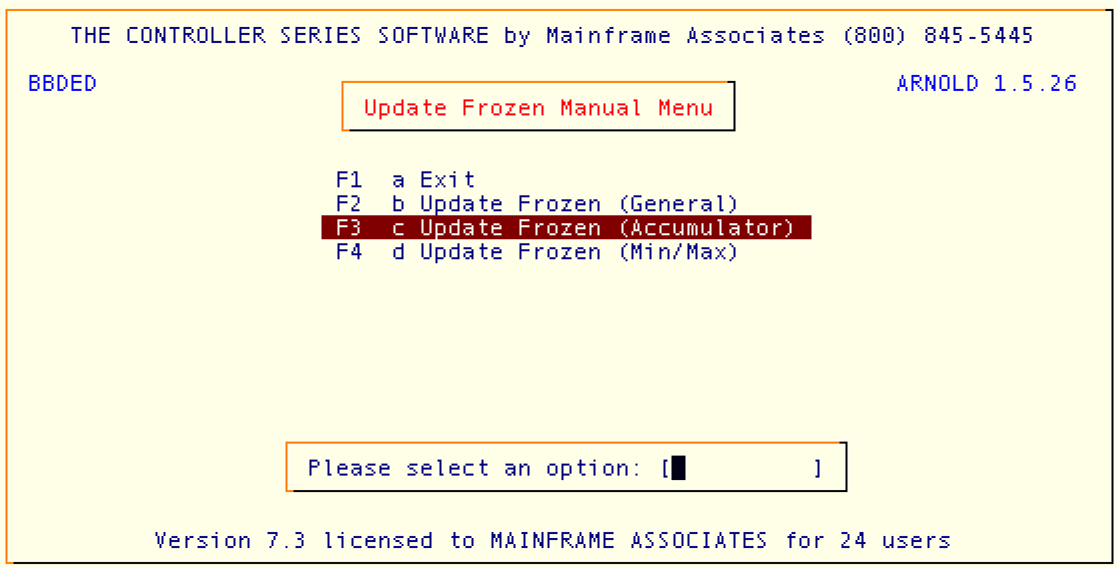
Frozen Inventory Count Sheet

Plate Letters: **BBDEC**

Produces an inventory count sheet for items that have been frozen. This ensures that the count is being taken on frozen items when using the Freeze Management system. You may choose to sort by items, lines, department, location, or supplier. You will then be asked to set the range of the items, lines, department or location, or press F9 for the respective lookup. Once the selection is made, the output selection window opens and the count sheet can be printed. When printing is complete, you will be returned to the option selection for the next count sheet.

Manual Update of Counted Inventory

Counted Inventory is updated from the Update Frozen Manual Menu. The options are Update Frozen (General), Update Frozen (Accumulator) and Update Frozen (Min/Max). This menu is located at plate letters **BBDED**.



Update Frozen Manual Menu, BBDED

Update Frozen (General)

Plate Letters: **BBDEDB**

Allows you to enter the actual count figures in preparation for an update of on-line inventory. Use this screen if your inventory is found in a single location.

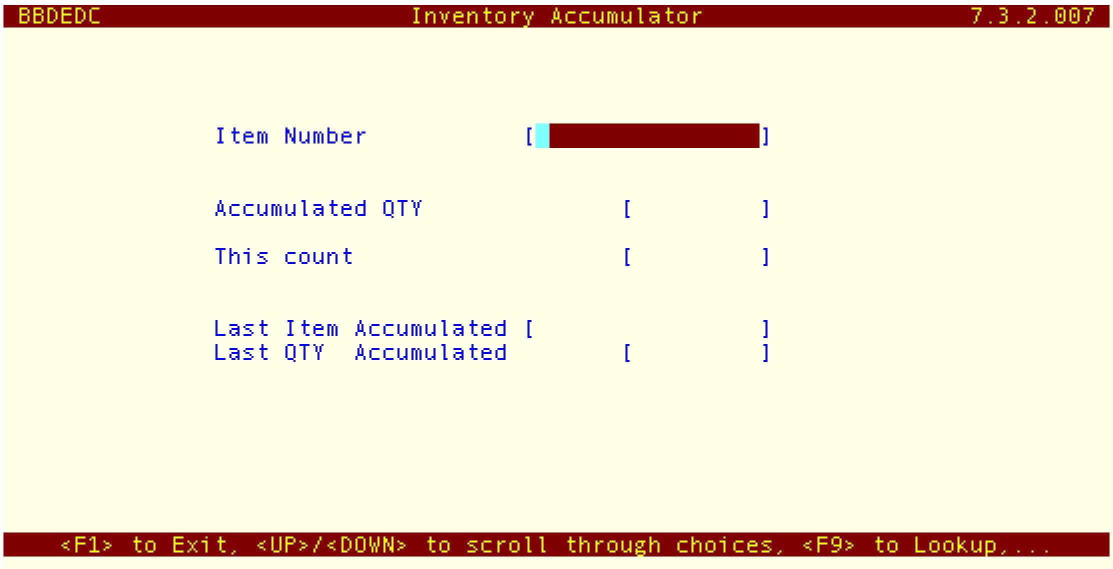
This is an open data entry screen, showing the frozen inventory sorted by item number, department, line, or location. The screen will show the item number and description, UOM, average cost, and the frozen count. As each item is highlighted, the primary supplier and list price will also display. Enter the actual count from the count sheets. Any items not counted are to be left blank. Entering zero indicates that the count for that item is zero.

Items can also be manually added to the frozen inventory at this time, along with an actual count.

Press F10 to save your work at any time.

Update Frozen (Accumulator)

Plate Letters: **BBDEDC**



Update Frozen (Accumulator), BBDEDC

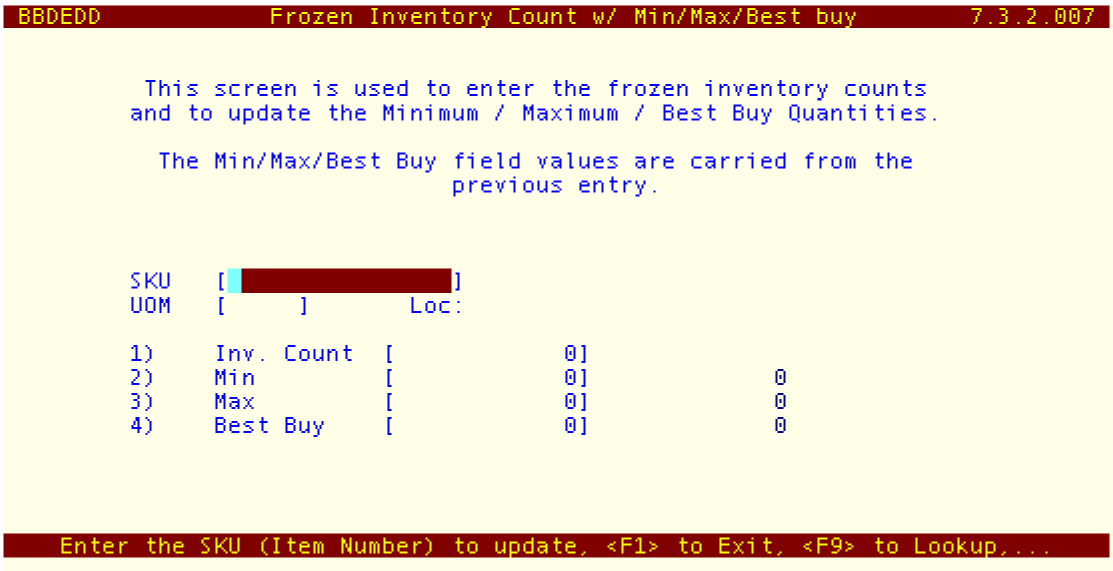
Similar in function to option BBDEDB – Update Frozen Inventory, except that there is an automatic quantity accumulator built into the program. When counted items are entered into the quantity field, **they are added to the existing counted quantities** to produce a running total.

This is particularly useful when the inventory items exist in more than one location in the business that will cause the same Item Number to appear on several different count sheets.

Enter the item number, the supplier's cross-reference number, use the ↑↓ arrow keys to scroll through choices, or scan in the barcode of the item you wish to select. Press F9 to invoke the standard inventory lookup. Press ↵ and the system loads the accumulated quantity and prompts you to enter the quantity for this count. Type in the count and press enter. The accumulated count is saved and the cursor returns to the item number input for the next count. The lower portion of the screen displays the last item accumulated and the last quantity accumulated.

Update Frozen (Min/Max)

Plate Letters: **BBDEDD**



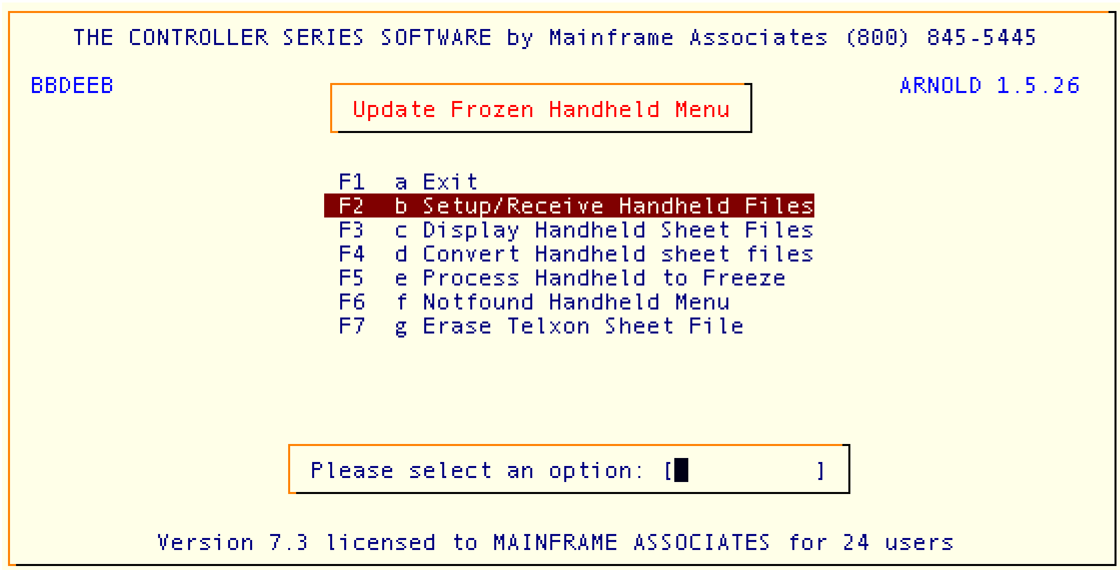
Update Frozen (Min/Max), BBDEDD

Allows you to enter the actual count figures as well as modify minimums, maximums, and best buy quantities. Enter the item number and press ↵ and the system loads the inventory count and the current min/max/best buy data from the system. To accept the current values as they are displayed, place the cursor in each field and press ↵. To change the values of inventory count, min, max or best buy, use the ↑↓ arrow keys to place the cursor in the chosen field and type in the new value. Press ↵ to save the changes.

Update Counted Inventory with a Hand Held Unit

This section deals with the use of hand-held units, explaining the processing of the sheet files (the files created when you count inventory with a handheld unit), displaying the sheet files, and editing the items not found in inventory. They are used to conduct inventory counts for verifying sections of your store. This is used primarily for doing spot-checks of certain locations within a store. The Update Frozen Hand Held Menu is located at plate letters **BBDEEB**.

Note: ***The Retail Controller*** currently supports both Telxon and Unitech handheld units.



Update Frozen Handheld Menu, BBDEEB

Setup/Receive Handheld Files

Plate Letters: **BBDEEBB**

In order to receive transmission from the handheld unit, a free port must be available. The handheld cable must be attached to this free port, usually SIO2.

Select T to setup/receive from a Telxon or ‘U'' from a Unitech handheld unit. Then, the system will prompt the user to enter ‘S' for setup or ‘R'' for receive. Choose ‘S'. The next prompts are for the physical port name (for example, SIO2), and the handheld sheet file name. The sheet file name is a maximum of five alphanumeric characters. It is recommended that the following convention for sheet file names be followed:

P#### - Price Verify
Q#### - Quantity on Hand
PQ### - Price and Quantity

Note: Each sheet file name must be unique. Ensure that each sheet file is assigned a different name. Do not use the same sheet file name again until previous sheet files have been deleted.

Once the setup utility has been run, connect the hand held unit via its cable to the computer.

The system will signify that it is set up to accept data from the handheld unit and will prompt the user to enter Yes or No (Y/N) to begin receiving. After selecting ‘Y', press the SEND button on the handheld unit (for example, see page 11 of Telxon Guide) to transmit the data to the computer. Press BREAK Q on the computer keyboard when the handheld has completed transmission.

Display Handheld Sheet Files

Plate Letters: **BBDEEBC**

This option displays all of the sheet files on the console or printer, which have been received from the handheld unit into the computer. This allows the user to view sheet files names and make note of the name they wish to use in the processing option.

Convert Handheld Sheet Files

Plate Letters: **BBDEEBC**

This option will process the sheet files, taking the data from the handheld unit and putting it into a readable format for ***The Retail Controller***. Enter a valid sheet file name/number to process when prompted. The sheet file will be processed once the user selects yes (Y) to continue. Flag 57 controls which handheld conversion program is in use.

Process Handheld to Freeze

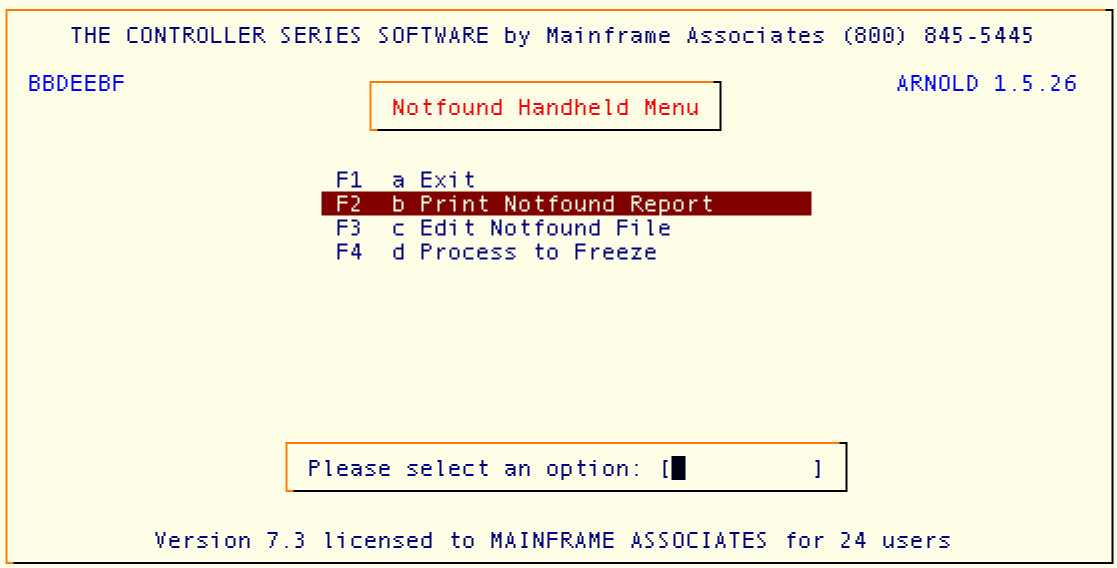
Plate Letters: **BBDEEBE**

This processing is the same as that described in the Process to Freeze File (BBKG) section.

Notfound Handheld Menu

Plate Letters: **BBDEEBF**

Allows editing and processing of inventory scanned by the handheld unit and not found in inventory.



Notfound Handheld Process Menu, BBDEEBF

Print Notfound Report

Plate letters: **BBDEEBFB**

This option allows the user to view items in the sheet files not found in inventory.

Edit Notfound File

Plate Letters: **BBDEBFC**

This option lists invalid item numbers that have originated from the handheld transmission that do not exist in the frozen inventory file. This allows the user to change incorrect data stored in the Not Found File, before adding it to the frozen inventory.

Process Notfound Data File to Freeze

Plate Letters: **BBDEEBFD** or **BBKHD**

This process is the same as that described in the Process to Freeze File (BBKG) section with the exception that it uses the edited Not Found data.

Erase Telxon Sheet File

Plate Letters: **BBDEEBG** or **BBKI**

This program will delete selected Telxon sheet files from the computer's hard drive. The user is prompted to enter the sheet file name/number and then prompted to continue yes or No (Y/N).

Frozen and/or Counted Report

Plate Letters: **BBDEF**

Prints a report from the frozen inventory for the selected departments and linecodes. Sorting and subtotaling can also be done by department and/or linecode. In addition, you will be prompted to report on counted, uncounted, or all items, and posted, unposted, or all items.

A report displaying item number and description, quantity UOM, landed cost per unit, the frozen quantity and inventory value, and the counted quantity and counted inventory value will be created. In other words, it is a comparison of the system count versus the actual count.

Post Variances to On-Line

Plate Letters: **BBDEG**

Posts the actual count figures from the frozen data file to the on-line inventory files.

The program takes the difference between the actual counts and the quantities on hand at the time of the freeze and adds to or subtracts them from the current quantity figures in inventory. For example, if the freeze QOH is 5, the count is 4, and the current QOH is 10, then 4 – 5 = -1 will be added to the current QOH, giving 9.

Only items with counted inventory will update main inventory, setting a posted transaction flag in the process. The posted transaction flag protects the live inventory files from double updates and allows this option to be run as many times as necessary.

Note: This option can only be run after all routine inventory programs have been stopped for the day. ***You cannot be in the process of selling, receiving, or adjusting inventory when this option is run***.

You will be prompted as follows:

OK To Recalculate Value Of Frozen Inventory? (Y/N):
Enter 'Y' to recalculate the value of the frozen inventory or 'N' to post the inventory counts, but not recalculate the dollar value.

Do You Wish To Use Last, Standard, Or Average Cost?
Type 'A' for average, 'L' for last, 'S' for standard.

Do You Wish To Add Freight?

Type ‘Y’ to add freight cost set for the item or ‘N’ to adjust inventory value without freight cost being added.

Enter The Date Stamp:
To accept the system date, press , or enter another date of your choice in the standard date format.

Ok To Post Adjusted Amounts To Inventory?:

Type ‘Y’ to continue, ‘N’ or F1 to exit to the FREEZE menu.

Frozen Not Posted Report

Plate Letters: **BBDEH**

Lists all items that have not been posted. This report, sorted by department, shows the item number and description, quantity UOM, frozen QOH, actual count, and count adjustment to actual QOH.

Frozen Adjustment Report

Plate Letters: **BBDEI**

Lists all items frozen and counted/uncounted. Sorted by department and item number, and details the item number and description, landed cost, frozen value, counted value, and the dollar difference.

Recalculate Inventory Value

Plate Letters: **BBDEJ**

Cycles through the entire inventory and calculates the value of inventory on hand. This information is then written into the INVENTORY VALUE field for each item in stock, along with the date of the calculation on the main inventory screen (BBBB).

This calculation is generally done for a year end value of inventory and occurs automatically when posting frozen inventory into the live inventory file. The formula used is Quantity On Hand times Average Cost. You have a choice of average or last cost provided the last cost is lower than the average cost.

Note: This calculation is in compliance with the Chartered Accountants Association of Canada inventory evaluation at year-end rule.

Do You Wish To Use Last, Or Average Cost? Enter ‘A’ for average, ‘L’ for last.

Do You Wish To Add Freight? Enter 'Y' to add freight cost set for the item or 'N' to adjust inventory value without freight cost being added.

Enter The Date Stamp: To accept the system date, press ↵, or enter another date of your choice in the MMDDYY format.

Live Data Or Posted Frozen Data? Enter 'L' for live data or 'F' for frozen (posted) data.

Ok To Recalculate Value Of Inventory? Enter 'Y' to continue and produce the report.

Frozen Evaluation Report

Plate Letters: **BBDEK**

Produces a report of all items in the frozen inventory data file showing:

Item Number, Description, Quantity UOM, Quantity Frozen, Quantity Counted, Landed Cost, Frozen Value calculated at average unit cost and Counted Value and whether posted or not.

You will be prompted as follows:

Include Posted Items (Y/N): Enter 'Y' to include posted items, or 'N' to exclude posted items.

Include Unposted Items (Y/N): Enter 'Y' to include unposted items or 'N' to exclude posted items.

Sort By Item Number Or Description: Enter 'I' for item or 'D' to sort by description.

Clear Posted Frozen Inventory

Plate Letters: **BBDEL**

Can only be selected after count variances have been posted from the frozen data file to the on-line inventory files.

The program goes through the FREEZE.DATA file, confirms that all posted transaction flags have been set to Y, and empties the data file for future use. If it encounters any flags still set to N they are reported to the printer for attention. In this case, those items remain in the FREEZE.DATA file.

Should this happen, review missed items to ensure that entries have been made into the Quantity Counted field under option BBDEC–Update Frozen Inventory.

Clear Freeze Date File

Plate Letters: **BBDEM**

Unconditionally clears the FREEZE data file. Useful when the only items not posted are those that the business no longer carries and that are presently showing zero or negative quantities.

Telxon PTC – 600 Users Guide

The Telxon PTC-600 is designed with three separate programs. They are:

1. Price Verify
2. Quantity On Hand Count
3. Price & Quantity on Hand

To operate the Telxon PTC-600 you must perform the following:

Power on the unit by pressing the On/Off key.

When initially powered on, the copyright message will display followed by the Function Menu:

Select Function

MENU SEND ERASE

Note: If the Telxon is left idle (no data entry) for approximately a minute, the display screen will blank out (to save power). If this occurs press the On/Off key to get the display back. The screen that was displayed last will be shown.

The following will show what happens after selecting each option and what steps to follow. The screen definitions should be kept close at hand for quick, easy reference.

Menu

When the Menu key is pressed, the Telxon display will show the following:

ENTER DATA FOR

Price Verity?

Press the YES key (as this is the Telxon program that ***The Retail Controller*** currently uses for inventory counts). After the YES key is pressed, the screen will read:

PRICE VERIFY

Item#

You can either scan the item barcode or manually key in the item number. In either case the number must be a minimum of 6 digits and not over the maximum of 13 digits. If the number is keyed in manually, press the Enter key, If the barcode scans is successful, the next prompt will read:

PRICE VERIFY

Item Price

NOTE: If the barcode scan is not successful then the item number must be keyed into the Telxon unit.

Key in an item price that is less than $9999.99 without decimals. If the price is less than 6 digits press the Enter key. The next prompt will appear.

PRICE VERIFY

Split

When you have completed counting, make sure you are at the Item number input screen and press END to finish this session. The next prompt will appear.

PRICE VERIFY

Continue?

Press the NO key to return back to the Function Menu.

Send

The send function transmits the data from the Telxon unit to your computer. When the SEND option is selected the following displays:

SEND DATA FOR

Price Verify?

Press the YES key, The Telxon will ask if you wish to send data from the other two programs.

SEND DATA FOR

QOH Count?

Press the NO key.

SEND DATA FOR

Price & QOH?

Press the NO key. The Telxon will then respond:

READY TO SEND?

Press the YES key. After the data has been successfully transmitted, the Telxon will return back to the Function Menu. If the Telxon is not connected properly or ***The Retail Controller*** is not set up to receive from the Telxon unit, the following message will appear:

CONNECT DEVICE

Make sure that everything is set up and connected correctly. Press the ENTER (YES) key to return back to the Function Menu and re-send the transmission.

NOTE: The Telxon unit's file should be erased after it has been determined that the data transmission was successful.

Erase

The ERASE option will erase an entire file regardless of whether it has been sent or not. When this function is selected, the following will appear:

ERASE DATA FOR ...

Price Verify?

3 BEEPS REQUIRED

Hold down the ENTER key for 3 beeps. It is imperative that you hear 3 beeps, otherwise the Telxon will respond with 'WILL NOT ERASE' and return you back to the Erase option.

If a file has not been sent, the Telxon will respond with:

WAS NOT SENT

ERASE ANYWAY?

Respond accordingly with YES or NO.

After you have successfully erase the data from the Price Verify program, the system will ask you if you wish to erase data from the other two programs. Do the following:

ERASE DATA FOR

QOH Count?

Hold down the enter key for 3 beeps or answer NO.

ERASE DATA FOR

PRICE and QOH?

Hold down for 3 beeps or answer NO. The Telxon will return to the Function Menu.

Review

You can view and modify information that you have already keyed into the Telxon such as Item Number, Price and Quantity.

You can use the down arrow (▼) to advance forward from the item number to item number or use the up arrow (▲) to move backward from item number to item number.

Use the forward arrow (▸) to go from the item number to price, price to quantity, and quantity to item number. Use the back left arrow (◂) to move from the price to the item number and quantity to price.

When you have reached the top or bottom of the file, the following message will appear:

BEGINNING OF FILE

or)

END OF FILE

If you wish to delete a particular item in the file, hold the DELETE key down for 3 beeps. Make sure that you are on the item number you with to delete.

When you are done viewing the items within a file and wish to return back to the menu, make sure you are at the Beginning or End of File and press the END key and answer NO to CONTINUE which will return to the Function Menu. Or press EXIT and END and answer NO to CONTINUE, which will also return to the Function Menu.

Telxon PTC-600 Keypad

Key Function/Description

ON/OFF	LOCATED AT TOP LEFT; POWERS UNIT ON OR OFF
MENU	“C” KEY, LOCATED UNDER ON/OFF: WILL ASK USER WHICH PROGRAM (OR MENU) TO ACCESS
SEND	“E” KEY; SENDS DATA FROM UNIT TO THE COMPUTER
ERASE	“F” KEY, ERASES THE FILE FROM THE TELXON UNIT
DELETE	“I” KEY; USED TO DELETE A RECORD FROM THE FILE, KEY MUST BE HELP DOWN FOR 3 BEEPS
CLEAR	LOCATED ABOVE THE “ ◂ “ KEY; USED TO MODIFY DATA WHEN KEYING IN

◂	LOCATED AT RIGHT; USED TO MOVE BACKWARDS FROM Item Number TO PRICE TO QUANTITY
▸	LOCATED UNDER BACK/LEFT ARROW; USED TO MOVE FORWARD FROM ITEM# TO PRICE TO QUANTITY
▴	“A” KEY; USED TO VIEW PRIOR ITEM#
▾	“B” KEY; USED TO VIEW NEXT ITEM#
YES	IS THE ENTER KEY LOCATED AT BOTTOM RIGHT
NO	LOCATED AT THE BOTTOM LEFT CORNER
ENTER	LOCATED AT THE BOTTOM RIGHT (SAME AS YES)
F2	TOGGLE SWITCH FOR “L” KEY; SHOWS MEMORY AVAILABLE
F4	“N” KEY; ADJUSTS DISPLAY CONTRAST, BEEP VOLUME, DATE AND TIME
END	LOCATED AT TOP RIGHT CORNER; ENDS AND RETURNS TO FUNCTION MENU

Using The Telxon Price Verify and QOH with FREEZE

These procedures and steps are used to perform price verification and quantity on hand counts using a Telxon unit.

While on ***The Retail Controller*** system, type FREEZE from any menu and press enter ↵.

Select F2 - Freeze Inventory for Count Update.

You can freeze the entire inventory or choose to freeze by range or group of departments, range or group of line codes, and range of item numbers or range of locations.

Following instructions pertaining to the Telxon Model PTC-600. Ensure the Telxon unit is cleared of any old data and ready for use. To do so ensure you are on the Telxon's Function menu. Press the ERASE button. Hold the Enter key down for 3 beeps on each of the following:

Erase Data for?

Price Verify

QOH Count

Price & QOH

Press Menu key to start the product entry process

Press No for Price Verify

Press No for QOH

Press Yes for Price and QOH

Scan barcode number or input Item number and press Enter

Key in Price (WITHOUT DECIMALS)

Press Enter

Key in quantity counted

Press Enter

Note: When doing inventory verification on the Telxon unit it does not accept quantity counts with a decimal. (i.e.: cannot enter 1.5)

When all items have been keyed into the Telxon unit, press the End key.

Press NO for "Continue?" The Function menu will reappear.

To transfer inventory from Telxon unit to ***The Retail Controller***:

On ***The Retail Controller*** system, type TELXON at any menu and the Telxon Management Menu will appear.

Press F2 for Setup and Receive Files.

Press S to Setup and press Enter

"Enter the serial port device name?" type "SIO2" and Enter.

Key in the Telxon sheet file name using the naming convention of PQ###, and press ENTER.

Plug the Telxon unit into the Telxon cable, then answer the following questions:

"OK to receive from Telxon?" Type "Y" and Enter

At the Function Menu on the Telxon unit press the Send button

Press No for Price Verify.

Press No for QOH Count.

Press Yes for Price and QOH.

Press Yes for Ready to send?

When the Telxon has completed its transmission, press “BREAK - Q” on the computer. This returns you to the Setup and Receive Files screen. Press Enter to return to the Telxon Management Menu or press R to receive data from another Telxon unit.

At ***The Retail Controller*** Telxon Management Menu, press F7 - Process to Freeze File. At the “Enter the Telxon sheet number” prompt, key in the sheet file name received from the Telxon unit and press Enter.

At “Do you want to continue?” press Y and Enter.

You have now updated the Quantity on Hand Counts in the Freeze file.

Check the Not Found file for any items that may have been keyed incorrectly. To display any items that did not update the freeze file, select option F8 - NOT FOUND MENU. Then select F3 - Edit Not Found File.

Key in the sheet file name and press ‘enter’.

Press Enter on the blank Row Number field. Press F7 to start at the top of the sheet file. Use the down arrow to scroll through the items in the Not Found sheet file. “NOT ON FILE” will be displayed in the description field.

Edit any incorrect item numbers.

Once all Not Found items have been corrected select option F4 - Process to Freeze Management. This reprocesses items that were originally Not Found in the freeze file. You will be prompted to enter the sheet file name, press ‘enter’ and answer ‘Y’ to continue.

You need to repeat this process of checking the Not Found file, correcting data, and processing to the Freeze File until all items have been successfully matched from the Telxon unit.

Once all items have been updated successfully, go to the Freeze Management Menu by typing FREEZE at any menu. You can choose the following selections to finish processing the frozen inventory counts to your live inventory file:

F8 - Frozen Versus Counted Report (to verify counts).

F10 - Post Variances to On-Line (must be done after hours).

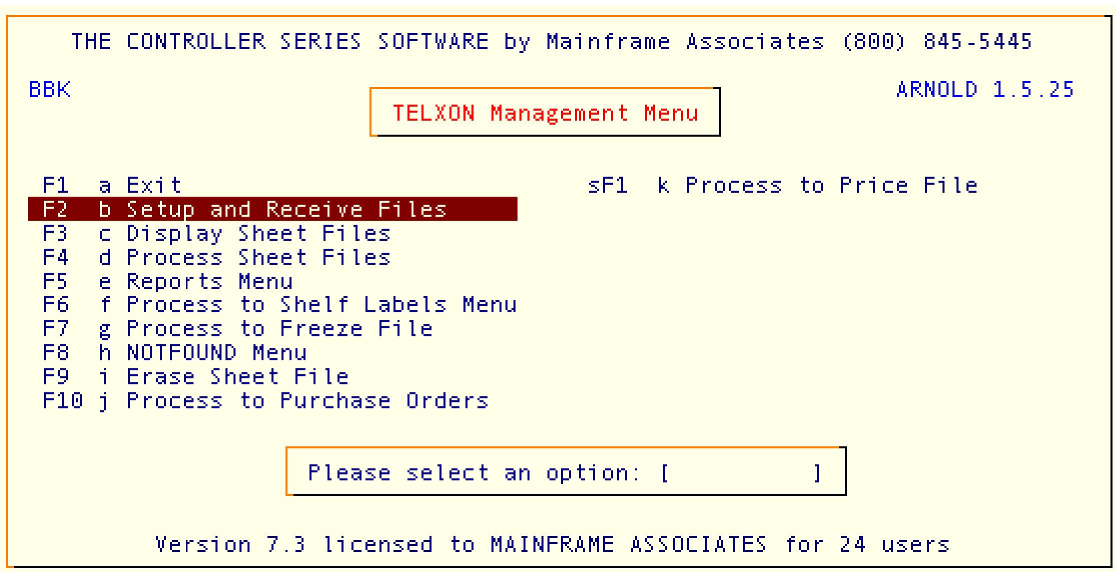
sF1 - Frozen not Posted Report (should be empty or all 1 quantities).

sF2 - Frozen Adjustment Report (list frozen versus counted).

sF3 - Recalculate Inventory Value (updates inventory value in BBBB).

Data Collection with the Telxon Unit

This section deals with the use of hand-held units. They are used to conduct inventory counts for verifying sections of your store. This is used primarily for doing spot-checks of certain locations within a store. The Telxon Management Menu displays all the available functions. It is located at plate letters **BBK** or vocabulary reference **TELXON**.



Telxon Management Menu, BBK or TELXON

The user will use the Telxon Unit to select the program to do inventory counts, price verify or price verity and inventory count. (See Telxon PTC - 600 Users preceding this section.)

To collect data the user will scan the barcode number or key in the item number and input the values according to the program selected; Price Verify, Quantity on hand, Price and Quantity.

Note: If the barcode will not scan into the Telxon unit, the user must key in the item number.

Setup and Receive Files

Plate Letters: **BBKB**

In order to receive transmission from the Telxon unit, a free port must be available. The Telxon cable must be attached to this free port, usually SIO2.

The system will prompt the user to enter 'S' for setup or 'R'' for receive. Choose 'S'. The next prompts are for the physical port name (SIO2), and the Telxon sheet file name. The sheet file name is a maximum of five alphanumeric characters. It is recommended that the following convention for sheet file names be followed.

P#### - Price Verify
Q#### - Quantity on Hand
PQ### - Price and Quantity

Note: Each sheet file name must be unique. Ensure that each Telxon sheet file is assigned a different name. Do not use the same sheet file name again until previous sheet files have been deleted.

Once the setup utility has been run, connect the Telxon unit to the Telxon cable attached to the computer.

The system will signify that it is set up to accept data from the Telxon unit and will prompt the user to enter Yes or No (Y/N) to begin receiving. After selecting ‘Y’, press the SEND button on the Telxon unit (see page 11 of Telxon Guide) to transmit the data from the Telxon to the computer. Press ESC Q or BREAK Q on the computer keyboard when the Telxon has completed transmission.

Display Sheet Files

Plate Letters: **BBKC**

This option displays all of the Telxon sheet files on the console or printer, which have been received from the Telxon unit into the computer. This allows the user to view sheet files names and make note of the name they wish to use in the processing option.

Process Sheet Files

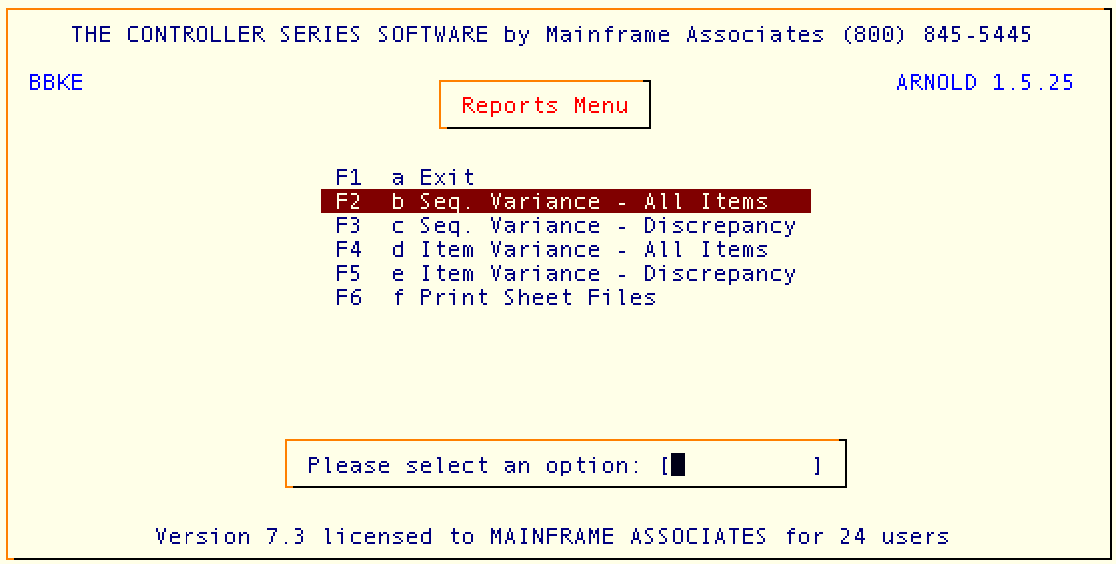
Plate Letters: **BBKD**

This program will process the handheld sheet files. Enter T for Telxon and U for Unitek. This program takes the data from the handheld unit and puts it into a readable format for ***The Retail Controller***. Enter a valid Telxon sheet file name/number to process when prompted. The sheet file will be processed once the user selects yes (Y) to continue. Flag 57 controls which Telxon program is in use.

Reports Menu

Plate Letters: **BBKE**

The user is given a choice of four different reports to print. All reports are produced from the sheet data file. At the beginning of each report selected, the user is prompted to enter the sheet file. At the beginning of each report selected, the user is prompted to enter the sheet file name. The Reports Menu is located at plate letters BBKE.



Reports Menu, BBKE

Seq. Variance – All Items

Plate Letters: **BBKEB**

The Seq. Variance – All Items reports all items in the sequence keyed into the Telxon unit and sends it to Printer 1.

Seq. Variance – Discrepancy

Plate Letters: **BBKEC**

The Seq. Variance – Discrepancy reports only those items with a price difference between the Telxon entered price and ***The Retail Controller*** price in the sequence keyed into the Telxon unit and sends it to Printer 1.

Item Variance – All Items

Plate Letters: **BBKED**

Reports all items sorted in ascending item number order to Printer 1.

Item Variance – Discrepancy

Plate Letters: **BBKEE**

Reports only those items with a price difference between the Telxon entered price and ***The Retail Controller*** price sorted in ascending item number order.

These variance reports print only the first 7 digits of the number keyed into the Telxon unit. Therefore, if you have scanned a barcode into the Telxon unit that is not found in the Freeze File only the first seven digits of this barcode will print.

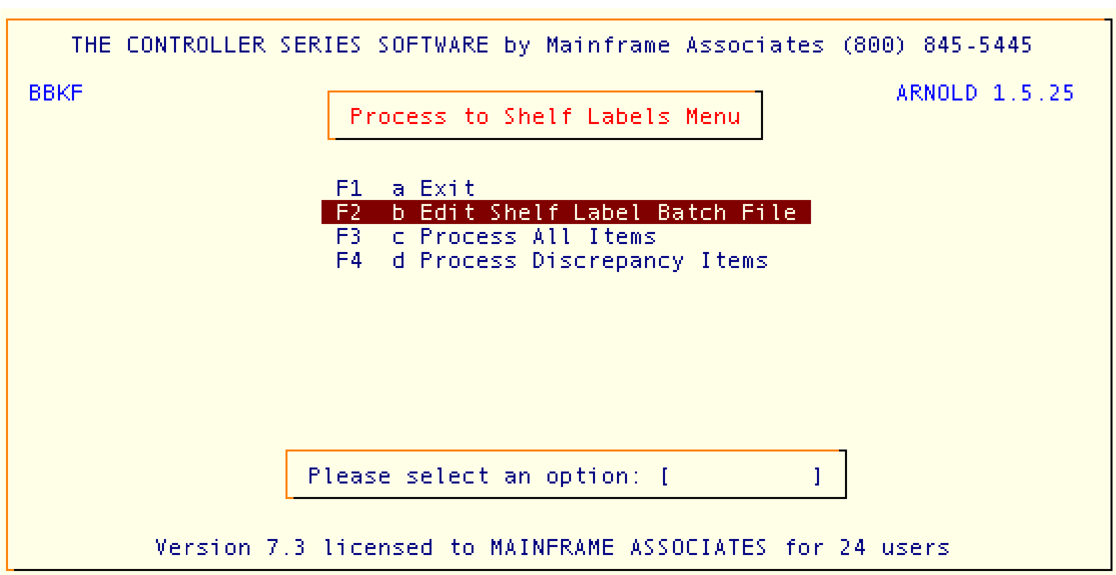
To find this barcode in the Telxon unit, press the Search button on the Telxon unit and key in the number previous to the barcode. Then press the down arrow key, the barcode item will be displayed on the Telxon unit.

Process to Shelf Labels Menu

Plate Letters: **BBKF**

Selecting this option allows the user to process labels from the Telxon options directly to the label data file described in the Label/Show Card documentation.

Note: The processing of the Not Found file for Shelf Labels is handled under the NOT FOUND Menu section.



Process to Shelf Labels Menu, BBKF

Edit Shelf Label Batch File

Plate Letters: **BBKFB**

This function allows the user to view and edit the data that was keyed into the Telxon unit and compare it to ***The Retail Controller*** data.

Process All Items

Plate Letters: **BBKFC**

This function moves all items in the sheet file over to the Label/Show Card program, excluding Not Found items.

Process Discrepancy Items

Plate Letters: **BBKFD**

This function moves only the items with a price difference between the Telxon entered price and ***The Retail Controller*** Price. The Telxon entered price which can be edited (See F2 above) is sent to the Label/Show Card program, excluding Not Found items.

Note: If a QOH sheet file (Q####) is sent to Label/Show Card program, incorrect prices may be loaded into the Label/Show Card data file.

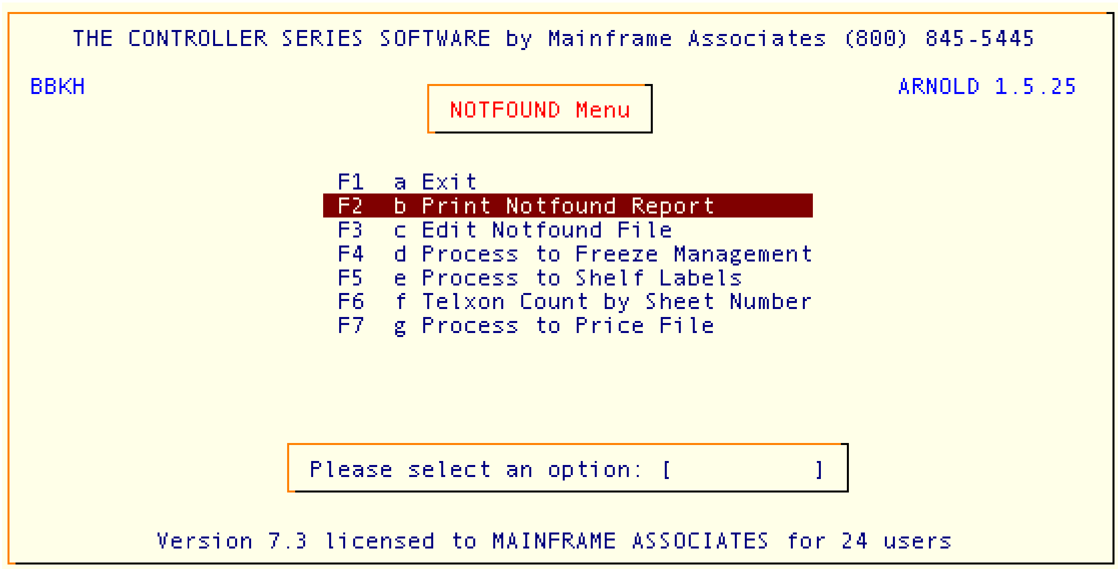
Process to Freeze File

Plate Letters: **BBKG**

Once the sheet file has been processed if no match is made between items in the sheet file and items in the freeze file, the items are classified as not found. The item(s) is then written to a NOT FOUND file. The not found record will contain the works "NOT ON FILE" in the description field.

Items Not Found

This section explains how to handle those items scanned into a hand held unit and not found in the freeze data file. It includes printing a report listing the items not found, editing those items, processing the edited items to the freeze data file, processing the edited file to shelf labels. The Notfound Menu is located at plate letters **BBKH**.



Not Found Menu, BBKH

Print Notfound Report

Plate Letters: **BBKHB**

This option allows the user to view items not found in all sheet files.

Edit Notfound File

Plate Letters: **BBKHC**

This option lists invalid item numbers that have originated from the Telxon transmission that do not exist in the frozen inventory file. This allows the user to change incorrect data stored in the Not Found File.

Process to Freeze Management

Plate Letters: **BBKHD**

This processing is the same as that described in the Process to Freeze File (BBKG) section with the exception that it uses the edited Not Found data file.

Process to Shelf Labels

Plate Letters: **BBKHE**

This processing is the same as that described in the Process to Shelf Labels (BBKF) section with the exception that it used the edited Not Found data file.

Erase Sheet File

Plate Letters: **BBKI**

This program will delete selected Telxon sheet files from the computer's hard drive. The user is prompted to enter the sheet file name/number and then prompted to continue yes or No (Y/N).

Process to Purchase Orders

Plate Letters: **BBKJ**

Use this option to create purchase orders for items found here.

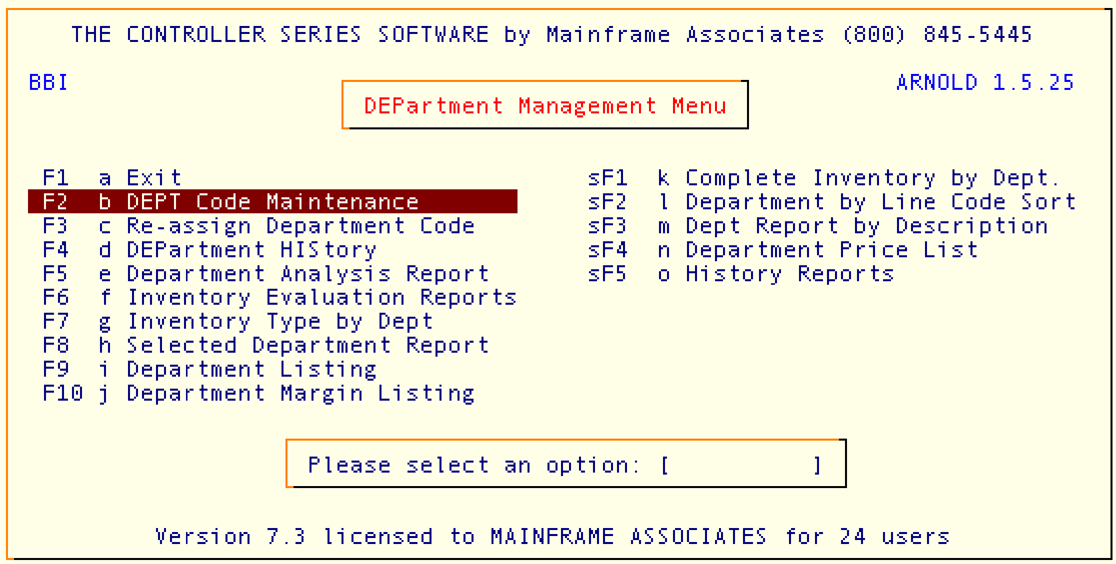
Process to Price File

Plate Letters: **BBKK**

Use this option to update inventory pricing for items found here.

Department Management

This menu contains functions to add, change, delete, and re-assign departments, view a listing of all departments, evaluate inventory by department, list the margin of a department, list all inventory by departments, and various other functions. These functions are explained in this section. The Department Management Menu may be accessed with plate letters **BBI** or vocabulary reference **DEP**.



Department Management Menu, BBI or DEP

Department Codes

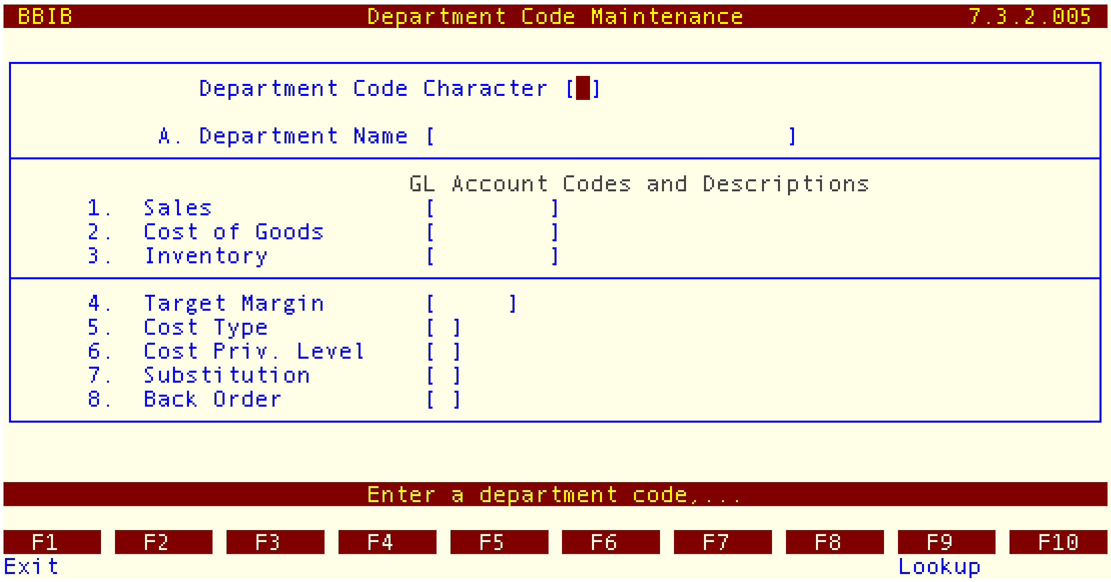
Prior to the entry of items in inventory, departments *must* be identified and coded. ***The Controller Series*** accepts department codes between 0 and 9 and A through Z for a total of 36 departments. As an average, most retailers with between 10,000 and 15,000 items in inventory have approximately 20 different departments.

All inventory items ***must*** be assigned to a department. The department code is a mandatory field in the MAIN Inventory Screen (option BBBB).

Department Code Maintenance

Plate Letters: **BBIB**

The following screen is displayed when F2 from the Department Management Menu is pressed. From this screen you have to option to add, change, delete, or inquire about departments.



Inventory Department Codes, BBIB

Department Code: 36 department letters and numbers may be used (A to Z and 0 to 9). Enter a department code and press ↵ to proceed to the next field.

A) Department Name: This alphanumeric field is 25 characters long and is used to describe the name of the department. This is the name that appears on all reports and displays.

1) Sales: This is the GL (General Ledger) income code for this department's sales. GL codes may be the same as those codes assigned a parallel accounting system (i.e., ACCPAC, Simply Accounting).

2) Cost of Goods: This is the GL (General Ledger) expense code for this department's cost of goods.

3) Inventory: This is the GL (General Ledger) asset code for this department's inventory.

4) Target Margin: This is the target margin used for any miscellaneous items sold from this department. It is used to back-calculate the cost of miscellaneous items. This margin also serves as a base to compare actual margins, and is the default value for the setup of new inventory in this department.

5) Cost Type: May be A-Average, S-Standard, or L-Last Cost.

This is the cost that will be used to calculate retail prices through the user's expected margin.

Average is the average cost of goods received commencing when quantity on hand (QOH) was zero (0).

Standard is used very infrequently and is a fixed or standard item cost. It may be used, for example, to identify costs in a currency different than the user's own. This cost may only be changed manually.

Last cost is the cost of the goods when they were last received.

6) Cost Priv. Level: This establishes a clerk's access or privilege level required to view the costs of items and inventory pricing from the point of sale screen. The privilege level is assigned based on the logon account.

7) Substitution: The Federal Co-op stores use this option.

8) Back Order: The Federal Co-op stores use this option.

Important note about deleting departments: Inventory remaining in a deleted department code will remain in the system but will not be included in any subsequent Department reports. A department code should be deleted only after all it's inventory is re-assigned to another department code.

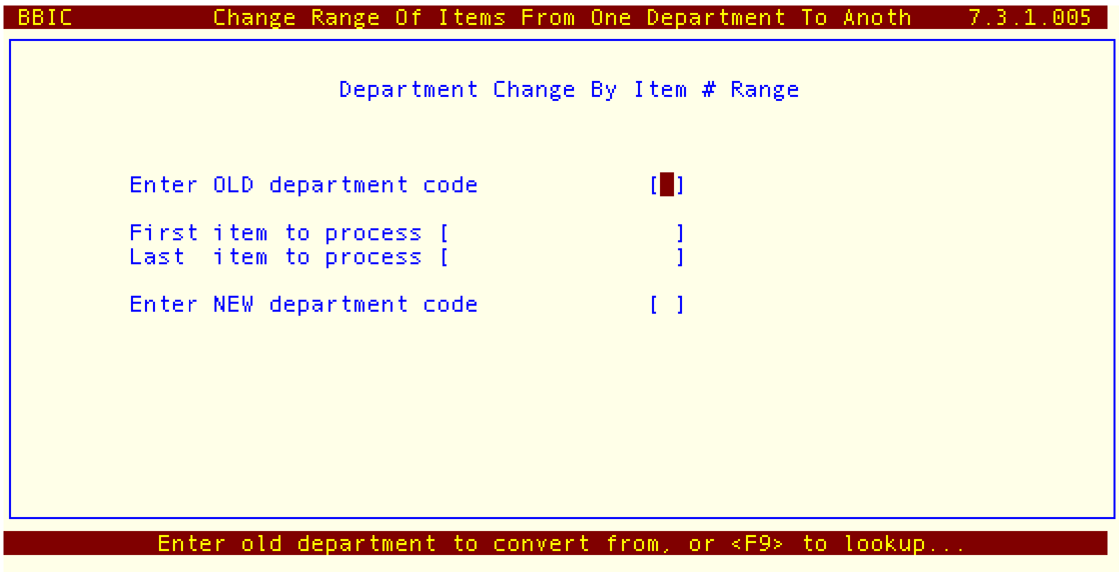
To obtain a report listing Department names and codes type BFGN. The user will be prompted to choose if they wish GL Codes included on the report.

Re-assign Department Code

Plate Letters: **BBIC**

Reassigns all item numbers or a range of item numbers within one inventory department to another department. May also be used to merge departments.

Important Note: Extreme caution is recommended in the use of this function. Once a department's item numbers are merged with another inventory department it is impossible to backup to the previous assignments without restoring the appropriate data files. **This option should not be run during regular store hours.** Make sure that all End of Day reports are complete before selecting this option. Errors caused by the incorrect use of this option are **not** covered under your Software Support Agreement**. Suitable prompts are presented to allow an orderly exit prior to execution.**



Re-assign Department Codes, BBIC

Enter the OLD Department Code: Enter the old department you wish to convert item numbers from.

First Item To Process: Enter the first Item Number in the department to be changed, or press ↵ to accept the default of the first available item. An existing Item Number *must* be entered to proceed.

Last Item To Process: Enter the last Item Number in the range of item numbers to be changed or press ↵ to accept the default of the last available item. The program automatically confirms that the Item Number is in the same department as the first Item Number entered.

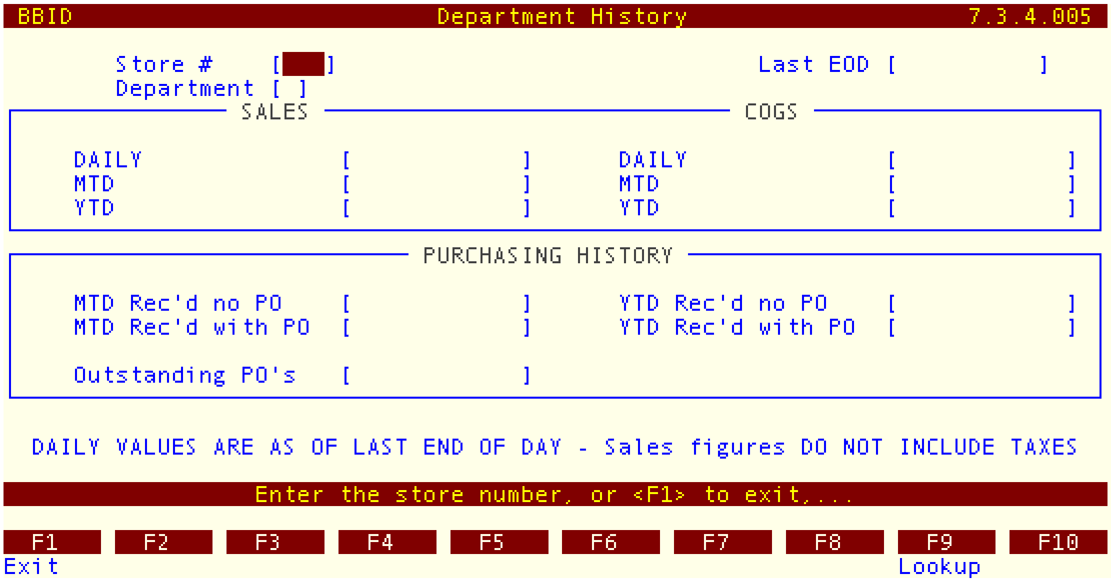
Enter the New Department Code: Enter the new department code to which these item numbers are to be assigned. A prompt appears to confirm the decision to proceed with a change. Enter Y to begin processing, or N to exit. Press F1 to return to the Department Management Menu.

Department History

Plate Letters: **BBID**

Vocabulary Reference: **DEPHIS**

The option displays historical data by a selected department. The screen below shows an example of the information provided.



Department History, BBID

Enter a department code to display the department sales history. The ↓ arrow key scrolls through the departments and displays statistical information on each.

These statistics are updated automatically with the End of Day processing. They are not updated on a sale-by-sale basis.

Department Reports

The following section provides an explanation of the available reports listed in the Department Management Menu located at plate letters **BBI**.

Department Analysis Report

Plate Letters: **BBIE**

Produces a report summarizing the sales and purchasing history sorted by department. The report headings include the following: Department Code and Name, MTD Sales, YTD Sales, MTD Rec'd-no PO #, YTD Rec'd-no PO #, MTD Rec'd with PO #, YTD Rec'd with PO #, Open PO's.

Inventory Evaluation Reports

Plate Letters: **BBIF**

Provides a detailed inventory report, by store, for a selected department, line, supplier, or location. The user can select to include inventory with a negative or zero QOH, and whether to report in summary or detail.

In Detail, the report contains the following headings: Item Number and Description, QOH, UOM, Average Cost, Freight, Landed Cost, and Inventory Value at Landed Cost.

In Summary, the report headings include: Department/Line/Supplier/Location code and Description, the Inventory Evaluation at Average Cost, Total Freight, and Total Inventory Evaluation.

Inventory Type by Department

Plate Letters: **BBIG**

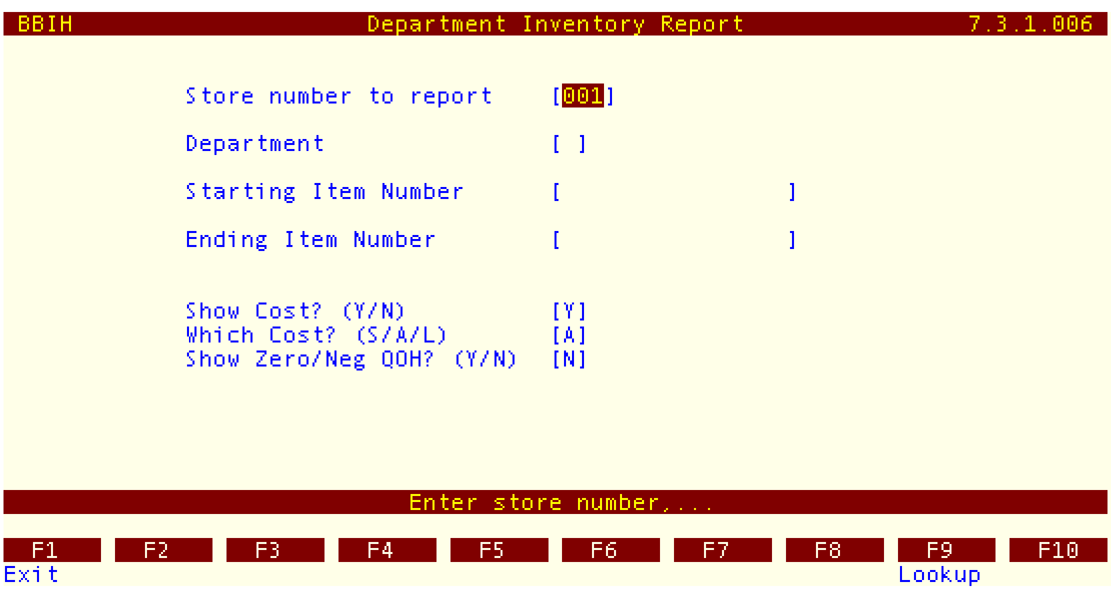
Produces a report of all items of a specific inventory type within a department. A blank inventory type cannot be accepted. The created report includes the Item Number and Description, Last Cost, Average Cost, and List Price.

Selected Department Report

Plate Letters: **BBIH**

Produces a price report for a determined Item Number range within a department. The price list may be printed with or without costs.

After selecting the option, this screen is displayed.



Department Inventory Report, BBIH

Store Number	Enter the store for this report, or select from a list using F9 Lookup. In a single-store setup, this prompt is not seen.
Department:	Enter an existing department code, or select from a list using F9 Lookup.
Starting Item Number:	Enter the first Item Number to be reported. Press ↵ to default to the first item in the selected department.
Ending Item Number:	Enter the last Item Number to be reported. Press ↵ to default to the last item in the selected department.
Show Cost:	Answer Y to report costs or N to exclude cost. If N is selected, the report will show an average cost column and a total cost column, but they will show with $0.00 values.
Which Cost:	If you have chosen not to include cost, the system will bypass this prompt. If you have chosen to include cost, you must determine which of ‘A’verage, ‘L’ast or ‘S’tandard cost you wish to report.
Show Zero QOH:	Type ‘Y’ to show items with QOH=0, ‘N’o to exclude QOH=0.
Proceed:	Enter ‘Y’ to proceed, ‘N’ or F1 to exit.

The report headings include the following: Item Number and Description, Last Cost, Freight, List Price, Margin, UOM, QOH, Total Cost. The Margin % is shown at the end of the report, along with Average Cost Value and List Price Value.

Department Listing

Plate Letters: **BBII**

Produces a report listing all inventory Departments and Descriptions, Target Margin, Sales GL Account, COGS GL Account, and Inventory GL Accounts.

Department Margin Listing

Plate Letters: **BBIJ**

Produces a report for a range of departments sorted by item number or description, with or without miscellaneous items. Report headings include: Item Number, Description, List Price, Margin for Price Levels 1 to 4, and Discounts for Price Levels 2 to 4.

Complete Inventory by Department

Plate Letters: **BBIK**

Produces a report listing all inventories in one or all departments. Reports on all items in inventory sorted by Department and Item Number or Description. Note: this report can be very long, so use cautiously.

Report headings include: Item Number and Description, UOM, QOH, Reorder Level, Average Cost, Last Cost, List Price, Margin, and Supplier Code.

Department by Line Code Sort

Plate Letters: **BBIL**

Produces a report listing a of all items in the range of departments, sorted first by line code and secondly by item number, description or supplier. Report headings include the following: Item Number, Description, QOH, Average Cost, Last Cost, List Price, Margin, Average Value.

Department Report by Description

Plate Letters: **BBIM**

Produces a report listing inventory item numbers sorted by description for a range of departments .The report headings include: Description, Item Number, Primary Supplier, Xref #, Average Cost, QOH, QOO.

Department Price List

Plate Letters: **BBIN**

Produces a report listing all items in a range of departments, sorted by description or item number. You may choose to include one price level or all price levels. Report headings include Item Number, Description, and Price Level(s).

History Reports

Plate Letters: **BBIO**

Produces one of four reports: may choose between YTD and MTD history on margins or purchasing history.

Margin Report History: Report headings include the following: Department Code and Description, YTD or MTD COGS, YTD or MTD Sales, YTD or MTD Profit and YTD or MTD Margin.

Purchasing Report History: Report headings include: Department Code and Description, YTD or MTD Sales, YTD or MTD COGS, YTD or MTD Profit, YTD or MTD Received without PO, YTD or MTD Received with PO, Open Purchase Orders.

Line Management

The Line Management system allows you to add new line codes, generate various line reports, build a one-year line code history, and purge the existing line history.

To take advantage of this function of the system, you should understand how line codes relate to the inventory. Line codes are used to break departments into smaller manageable groups. These groups can then be reviewed against overall department performance or the performance of other similar groups in terms of gross sales, profits, and sales margins.

Since the system permits rebuilding the entire line code history as far back as one year, it may be a good idea to refrain from assigning line codes when first setting up the inventory system. This way you can become familiar with the Inventory Management system.

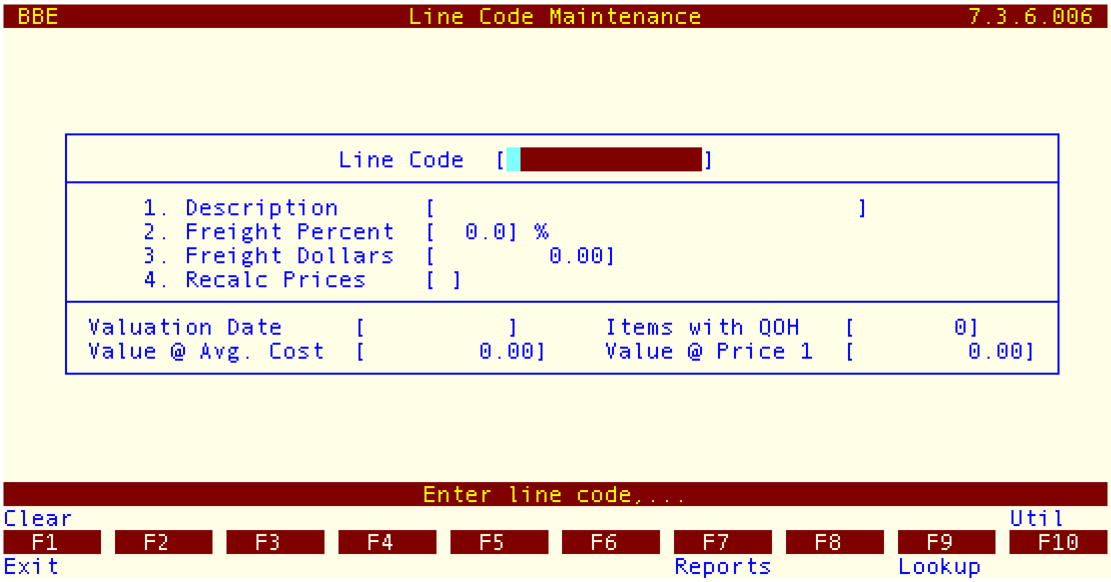
Be sure to give some thought to the line codes and do not hesitate to discuss your proposed coding with Mainframe Associates.

Line codes identify similar groups of items within a Department and may be grouped in various ways (i.e., by different brands of the same product or by different products of the same manufacturer.) The first character of a line code is generally the department code, followed by a numeric or alpha digit identifying the line code. **Line codes should be established after the user has become familiar with the system database, most often not less than a year**. They should be set so as to break a department into roughly equal portions (i.e., in terms of size, shelf space or dollar-value). When assigning Line codes to inventory, do not create too many codes or the process of fine-tuning the system will be compounded by the volume of work required to re-assign codes. Review the Index section of Supplier Product catalogues. This will assist to determine the type of Line codes that will best suit a business' particular needs.

Line Code Maintenance

Plate Letters: **BBE**

Vocabulary Reference: **LINE**

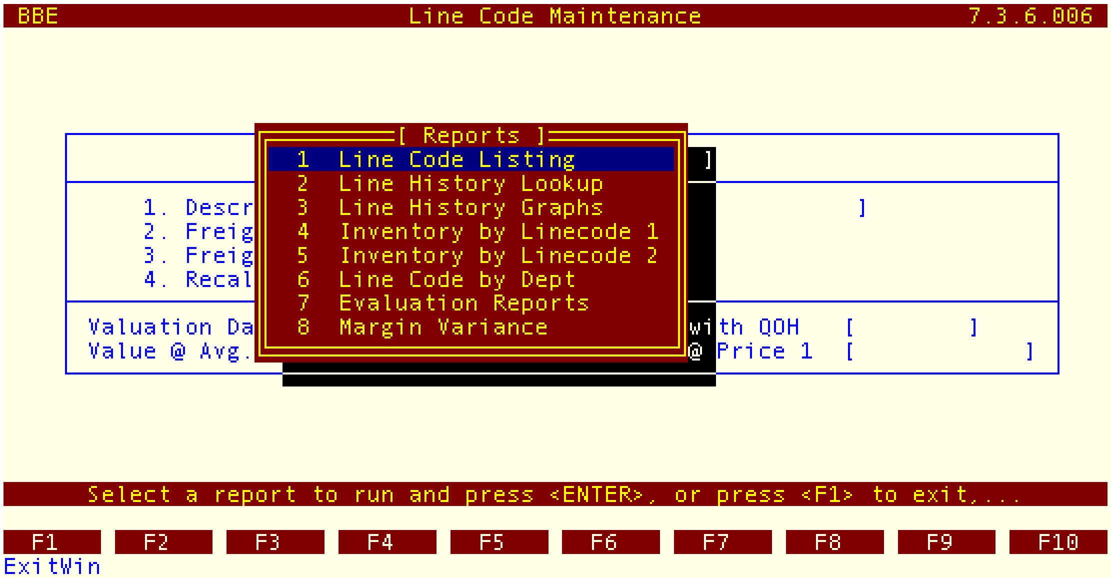


Line Code Maintenance, BBEB

Enter the Line code, the description will be pre-filled, press 'enter' to modify fields 1 through 4. If changes are made to fields 2 or 3, you have the option to Recalc Prices. The evaluation date, # of items, Average Cost, and Price 1 value will calculated.

Line Code Reports

Line Code reports are available by pressing F7 Reports within the LINE routine. It will display a selection of reports, as shown below. In previous versions of ***The Retail Controller***, these reports were found as individual menu items.



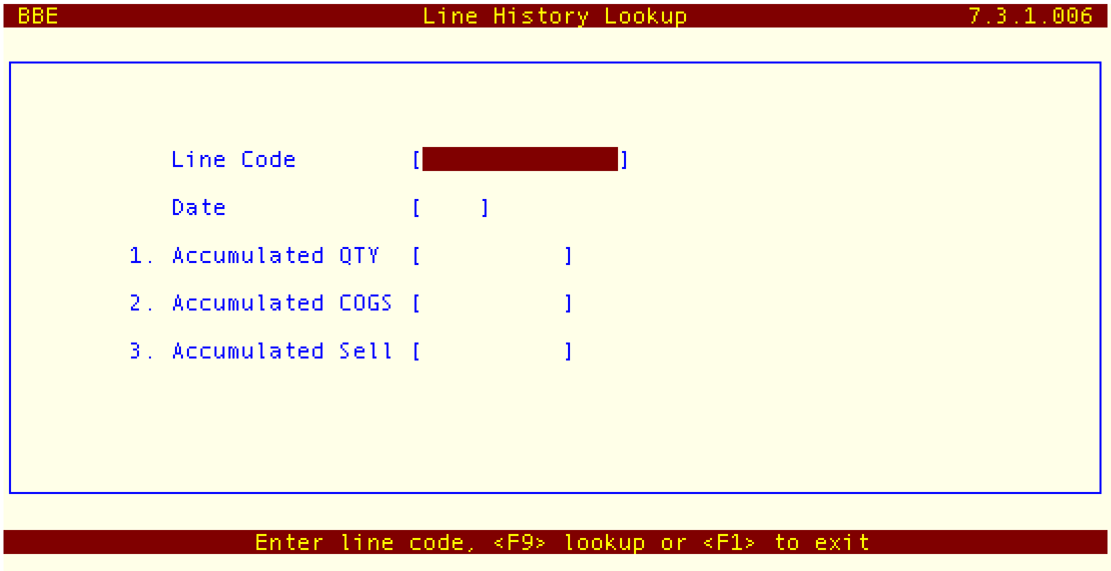
Line Code Reports, BBE-F7 Reports

Line Code Listing

Displays a list of all line codes, sorted either by line code or by line description.

Line History Lookup

Provides a window to selected line codes and displays a non-graphical summary of statistical information about the line. On the following page is a sample of the display.



Line History Lookup, BBE-F7 Reports; Report 1

Line Code: Enter the line to be reviewed. Once this is done, the option of scrolling through the line code history file is available.

Note: The line code history file allows review back several years. The amount of line code history is restricted only by the size of the hard disk drive on your system.

Date: Enter the month and year (MM/YY) to be reviewed. Once again, the option of scrolling through the file, to review statistics, is available.

Accumulated Qty: If there are statistics for the selected line code for the date entered, the accumulated number of items sold for the period is displayed in this field. To delete a file, press F4. To return to the menu, press F1 in the Line Code field.

Accumulated COGS: This field functions identically to accumulated quantity.

Accumulated Sell: This field functions identically to accumulated quantity.

Line History Graphs

The Line History graphs are capable of being displayed in five (5) formats: by Quantity, by Cost of Goods, by Sell Price, by Gross Profits, and by Margin. In order to display line history, use the Build 1 Year Line History utility from sF10 Utilities in the LINE routine.

Inventory by Linecode 1

Produces a report for a range of line codes, sorted by line, then either item number or description. The report includes the Item Number and Description, Item Xref, QOH, List Price and Vendor.

Inventory by Linecode 2

This option allows the user to select a range of line codes to produce a report detailing Description, Item Number, Item Xref, QOH, Reorder, Max, Average Cost, List Price and Vendor Code.

Line Code by Department

Produces a report on inventory by department (or for all departments) for only those items that match the Line code (or codes) specified. The report details Department, Item Number and Description, QOH, Average Cost, Last Cost and List Price.

Evaluation Reports

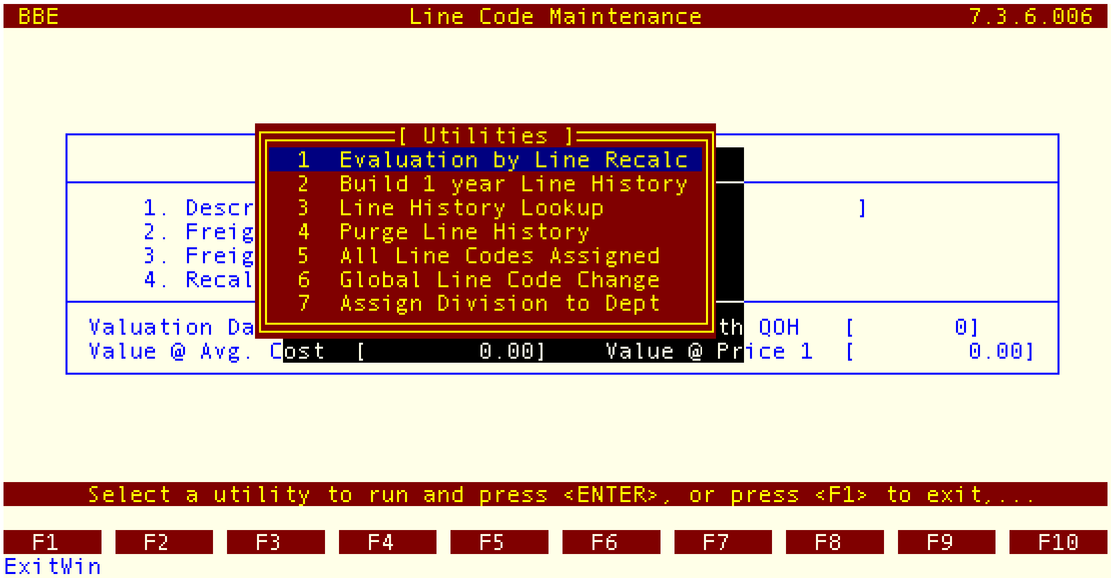
This is the same inventory evaluation report as found at BBIF under the Department Management Menu (see above).

Margin Variance

Produces either of two reports for a given range of line codes sorted in department sequence. The report displays all items with margins either above or below a specified value. The report headings for both reports include: Item Number and Description, QOH, YTD Sold, Landed Cost, Price 1 and 2, and Margin.

Line Code Utilities

Line Code Utilities are available by pressing sF10 Utilities within the LINE routine. This will display a list of utilities, as shown below. In previous versions of ***The Retail Controller***, these utilities were found as individual menu items.



Line Code Utilities, BBE-sF10 Utilities

Evaluation by Line Recalculation

This option provides a means of calculating the value of inventory by line. Once this calculation program is run, the values are displayed at the BBE screen.

Build 1 Year Line History

Reads the entire inventory file and creates a current line history file based on existing line codes and the accumulated item movement history. It is sometimes best to leave the line code field blank during the first year of system operation. Use this start up time to study how to best break the departments into sub-departments (lines) based on other features in the system and your unique requirements. Then work through the inventory implementing the line codes at your leisure before running this utility. For large inventories (in excess of 10,000 items) it is best to leave this utility running after completion of End Of Day (overnight).

When this option is used for the first time, the line history data file may not have been created. If it is missing, answer Y to create it and select the option a second time to update the file. This option can be run as many times as you want, however, each time it is run it clears any line code history that may have accumulated more than a year ago. The system tracks line code history over many years and the line code graphing option displays these statistics in graphic format. For more information on line code graphic analysis, see option BBE–F7 Reports Line History Graphs.

Note: This utility **should always be run** after a major revision to the line code system.

Line History Lookup

See detailed description above.

Purge Line History

Purges old-line code statistics. Once this line history is purged, it cannot be recovered without the use of your archive tapes. The primary purpose is to free space in the file and thereby avoid the automatic growth of this data file.

Note: Only run this option if there is a concern regarding free space on the hard disk drive. To check the overall free space, use the Disk Management option from the system manager's menu or use the menu vocabulary command DISK. In general, this is not longer an issue under TRC Version 7.3 and the THEOS Corona operating system.

Once the option is selected, a small window appears requesting the entry of the date. Enter the date as MMYY. All history before the date entered will be deleted from the line history file when this option is executed.

All Line Codes Assigned

Produces a report of all line codes and their names organized by department and line code.

Global Line Code Change

Changes all items within one line code to another line code. Both the old line code and the new line code *must* already exist in the system. Before proceeding, rebuild the line code cross-reference file. This is done through option BBME–Rebuild Line Cross-Reference File. The option should only be run after the End Of Day is run.

Note: After running this option, select option BBE–sF10 Utilities Build 1 Year Line History or the existing history for the new line code will be missing entirely.

Assign Division to Department

Allows the assignation of a division to a department.

Line Code Validation

Plate Letters: **BFNCN**

This option validates all items to see if they have a valid line code.

Margin Management

Point-of-Sale inventory control systems require a benchmark price to take full advantage of automation. Another way to state this is to say that the business needs a pricing policy. This statement is supported by such organizations as The Retail Council of Canada and various retail consulting organizations including John C. Williams of Chicago. Our experience over the past 16 years indicates that the majority of retailers that we have helped to automate do not have a pricing policy.

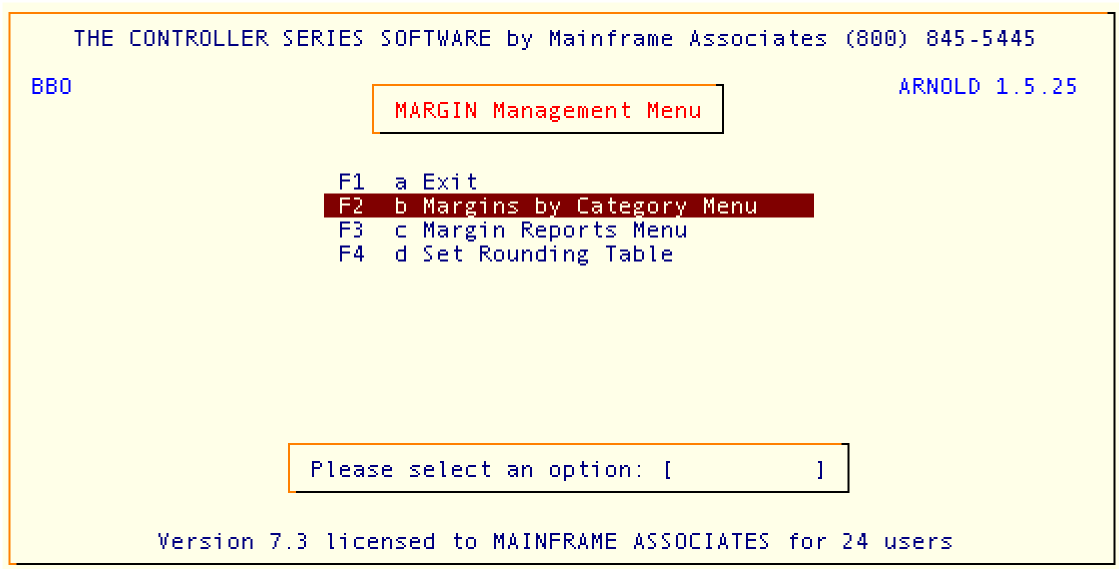
The logic behind establishing a benchmark price or setting a price policy is simple. When you talk about maintaining the price on thousands of items, you do NOT want to maintain them individually. The labour cost of this would be prohibitive.

The Margin Management section of ***The Controller Series*** software is designed to maintain prices across price levels automatically. The benchmark price is Price Level 1 or list price. If you acknowledge the need for a list price and for a policy regarding various price levels, you can reduce the problem to one of accepted percentages off the list price. The retail prices are calculated by discounts from list and have the added feature of automatically moving through levels based on quantities purchased. In other words, if the price break is set for 1-9 for Price Level 1, the customer will receive price level 2 when they purchase a quantity 10.

Wholesale customers, and for that matter any customer who is registered in the system with an account number, have a variety of formulas available to calculate their price. In the simplest scenario, the customer is assigned a global discount. This discount is then applied to all purchases after the quantity break has been established. For example, if the global discount had been set at 10% and the customer purchased one item, they would receive 10% off the list price. If they purchased 10 items they would receive 10% off of the second price level because the quantity purchase price would have kicked in (using the example above). In summary, if the business established a wholesale price policy establishing price level 1 as off 10% of retail list price, they could simply set up all customers that qualified for wholesale pricing with a global discount of 10%.

Margin Management cycles through inventory by department, supplier, line, or Item Number range and sets prices based on fixed margins or variations of fixed margins. These changes may be examined in a report without actually changing the files.

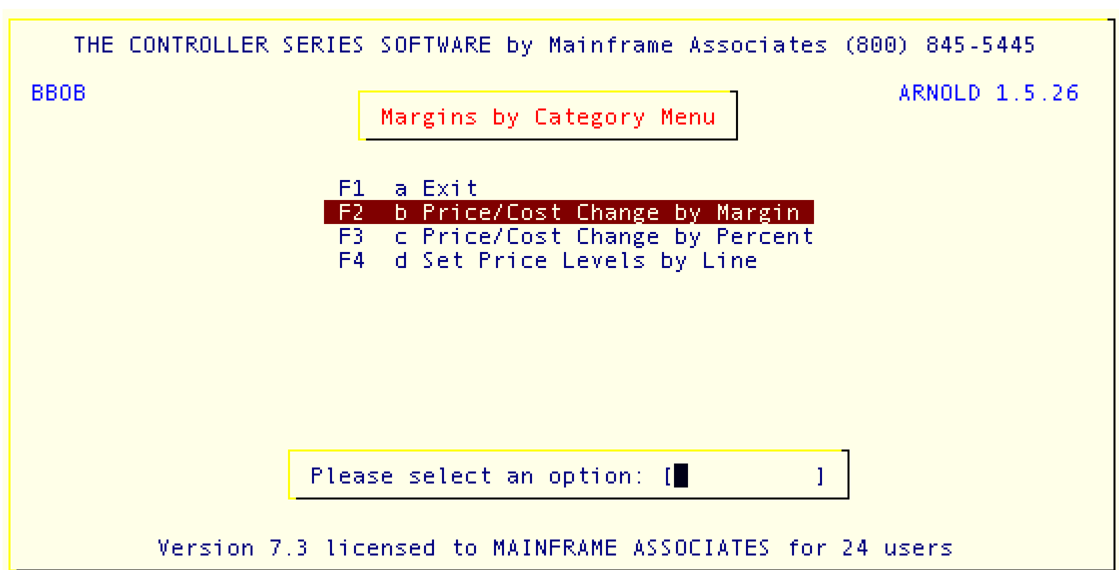
The Margin Management Menu may be accessed by using the plate letters **BBO** or the vocabulary reference **MARGIN**.



Margin Management Menu, BBO or MARGIN

Margins by Category

Use the Margins by Category Menu to display/update margins by Category (department, supplier, or line). This menu may be accessed with plate letters **BBOB**.



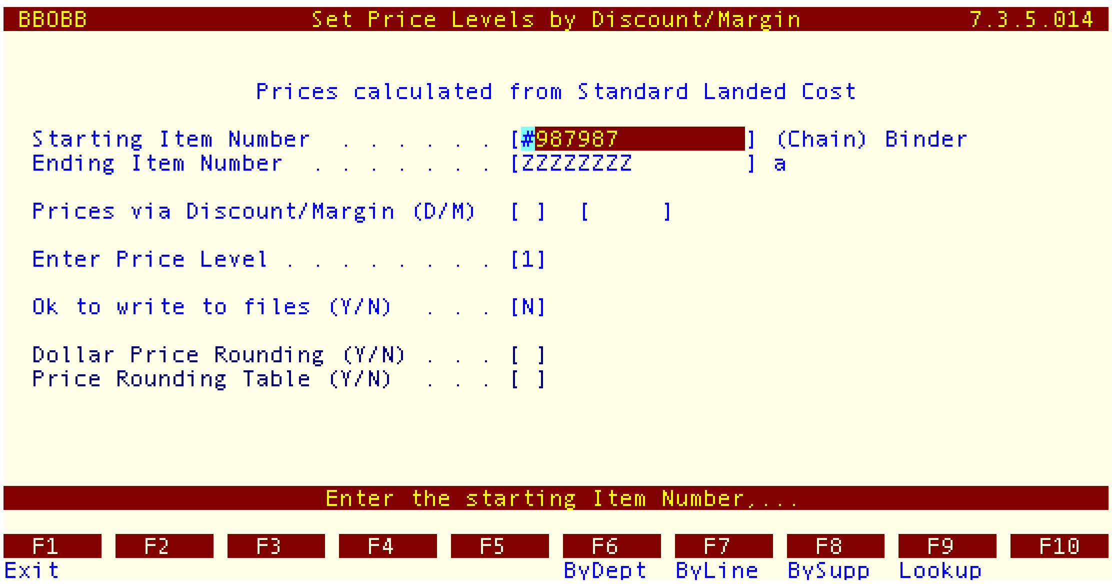
Margins By Category Menu, BBOB

Price/Cost Change by Margin

Plate Letters: **BBOBB**

This routine changes prices or costs based on margin markups and discounts. You may select to do this by one of four categories: by item #, by department, by line, or by supplier. A report is created showing what the changes will be – it is recommended that this routine be run with the update option turned off first so that all price/cost changes can be reviewed before implementation.

The screen layout is shown below. The price formula is dictated by Flag 99 and is displayed directly below the menu header, i.e., Prices calculated by Average Landed Cost.



Changes Margin by Department, BBOBB

The prompts are explained as follows:

Starting Number / Code: Enter any legitimate item #, department, line or supplier code. Press F9 for the standard lookup associated with the category. Use the ↑↓ arrow keys to highlight the appropriate selection and press ↵ to select. Press F5 ByItem, F6 ByDept, F7 ByLine, F8 BySupp to change from one category to another. In each case, the first and last entry in that category are displayed as default values.

Ending Number / Code: Enter any legitimate item #, department, line, or supplier code. Pressing ↵ defaults the entry to the last in that category.

Prices via Discount/Margin (D/M): Enter whether to adjust prices by Discount (from List Price) or by Margin (from Cost). When this is selected, you will be able to enter the percentage for the discount or margin.

Enter Price Level: Enter the price level (1-4) for modification. Only one price level at a time may be changed. If Discount is selected, price level 1 cannot be selected. If Margin has been selected, all price levels are permitted. If price level 1 is selected, all prices will be changed to match the existing discount structure.

OK To Write To Files: Dictates whether or not the specified changes will actually be written to the price files. Since pricing is a sensitive area we strongly suggest that you enter 'N' at this prompt the first time this option is selected. It is further suggested that the report be carefully reviewed on paper. Press ↵ to default to N.

Dollar Price Rounding: Dictates whether or not to have all price calculations rounded to the nearest whole dollar. An N tells the system to calculate prices based on the actual margin specified. This may result in penny values that do not look good on the shelf (i.e., $3.02 when it should be $2.99).

Price Rounding Table: Allows you to select whether or not to use the existing price rounding table to round calculations to the nearest cent, as set out in the table in the Price Management Menu.

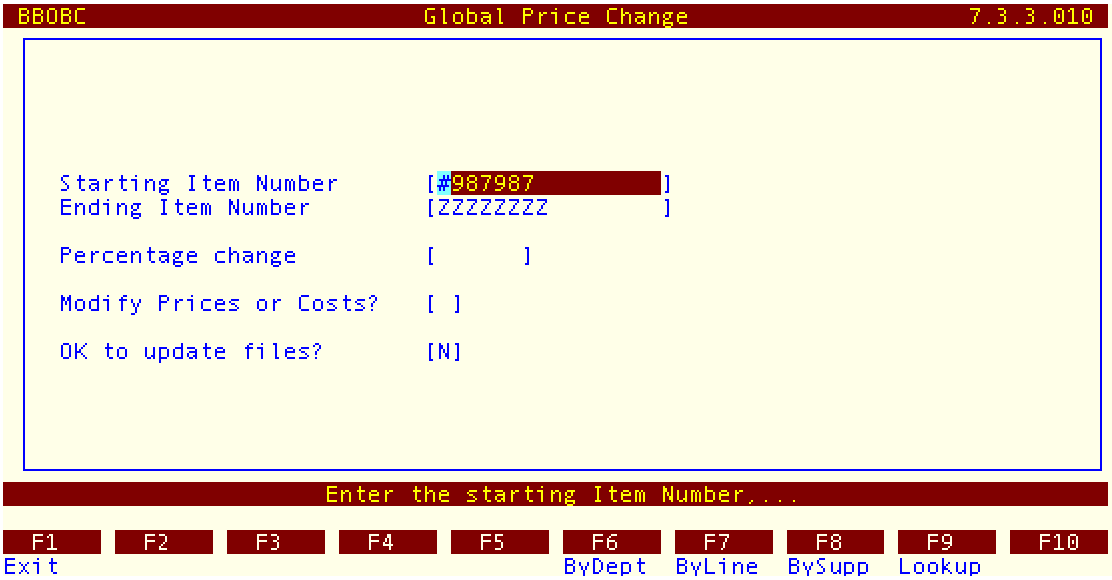
Note: If Flag 346 is set to Y (Auto Price Rounding is turned on), the last two prompts will not be accessible. This is equivalent to setting each of these last two options to Y.

A report will be created, showing all items satisfying the selection criteria, their costs and price levels, the original value, margin and discount, and the modified value, margin, and discount. This report should be reviewed closely before selecting Y to OK to Write to Files.

Price/Cost Change by Percent

Plate Letters: **BBOBC**

This routine changes prices or costs based on a user-inputed percentage change. Margins will be updated to reflect the change in prices and/or costs. You may select to do this by one of four categories: by item #, by department, by line, or by supplier. A report is created showing what the changes will be – it is recommended that this routine be run with the update option turned off first so that all price/cost changes can be reviewed before implementation.



Commodity Price Change by Supplier, BBOBC

Starting Number / Code: Enter any legitimate item #, department, line or supplier code. Press F9 for the standard lookup associated with the category. Use the ↑↓ arrow keys to highlight the appropriate selection and press ↵ to select. Press F5 ByItem, F6 ByDept, F7 ByLine, F8 BySupp to change from one category to another. In each case, the first and last entry in that category are displayed as default values.

Ending Number / Code: Enter any legitimate item #, department, line, or supplier code. Pressing ↵ defaults the entry to the last in that category.

Percentage Change: Enter the percentage price/cost change. For example, enter 30 to represent a 30% increase in the price, or –30 to represent a 30% decrease in price.

Modify Prices or Costs: Enter “C” for cost, then chose between Last Cost or Standard Cost. Enter “P” for price, then choose Price Level, or ‘A’ for all price levels.

Ok To Update Files: Dictates whether or not the changes specified will actually be written to the price files. Since pricing is a sensitive area it is strongly suggested that you enter ‘N’ at this prompt the first time this option is chosen. It is further suggested the report be printed for careful review.

A report will be created, showing all items satisfying the selection criteria, their costs or price levels, the original value and the modified value. This report should be reviewed closely before selecting Y to OK to Write to Files.

Set Price Levels by Line

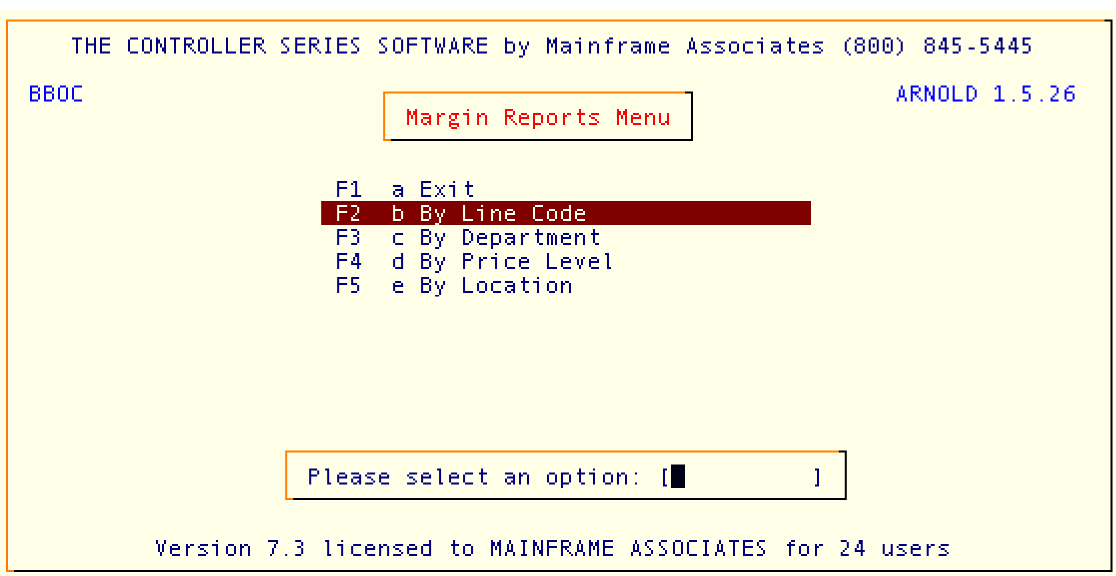
Plate Letters: **BBOBD**

This routine allows you to change the prices (for the specified price level) for all items within a single line code. Select the line code to change, then the UOM pointer for the entered price, and finally the price in the selected UOM.

Note: This routine expects that all items within the line code will have the same price for the same UOM. Generally, a very highly specialized line code system must be implemented for this function not to produce problems. **Use with extreme caution!**

Margin Reports

The Margin Reports Menu provides margin reports by Line Code, Department, Price Level, or Location. The menu may be accessed with plate letter **BBOC**.



Margin Reports Menu, BBOC

By Line Code

Plate Letters: **BBOCB**

Enter the starting and ending line codes, enter ‘H’ or ‘L’ depending on whether you want to report on high or low margins, and then enter the percentage, above or below, for which you want the report. A report will be produced listing the margins for the range of line codes you selected.

By Department

Plate Letters: **BBOCC**

Enter the starting and ending department codes, the margin below which you wish to report, ‘I’ or ‘D’ to sort by item or description, and the price level.

Produces a report by department listing Item Number and Description, Average Cost, Price and Margin for the price level chosen, the UOM, YTD Sold, Minimum and Maximum values.

By Price Level

Plate Letters: **BBOCD**

Enter the price level, maximum margin to include (i.e., report on all margins less than the entered amount), and starting and ending line codes. Produces a report showing Item Number and Description, UOM, Average Cost, Price and Margin for the price level chosen.

By Location

Plate Letters: **BBOCE**

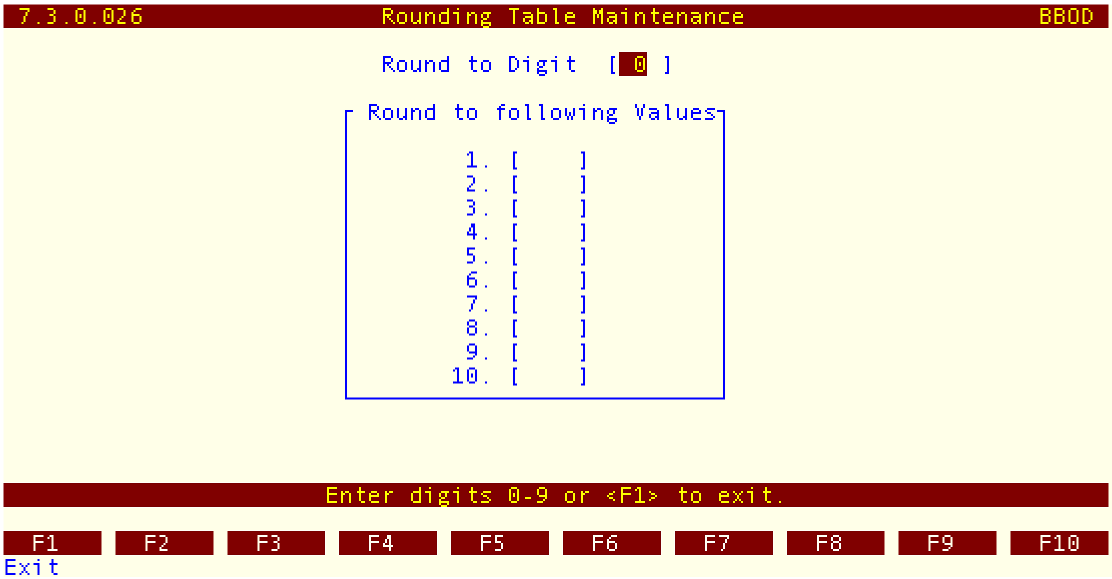
Enter the store number, starting and ending location codes. Produces a report sorted by location listing the Item Number and Description, Department, Line, UOM, QOH, List Price, Cost, Margin, and Inventory Value.

Set Rounding Table

Plate Letters: **BBOD**

Changes or adds values to the price rounding table that is used by the Margin Management options BBOB through BBOE.

The screen layout for setting the rounding values is shown below.



Set Rounding Table Screen, BBOD

The theory regarding the use of this table is as follows:

1) The program calculates the actual price.
2) Once the price is known, the program does a lookup based on the $ value only. The lookup consists of finding the first occurrence of a $ value (range amount) that is higher than that calculated and then dropping down to the value immediately below it.
3) When the range amount is established, the penny values are rounded by taking them to the first penny occurrence that is greater than that calculated.

For example, consider the following:

The price-rounding table has two entries in it. The first range amount is $0.00 with penny values of 0.25, 0.50, 0.75 and 0.99. The second range amount is $10.00 with a single penny value of 0.99.

Option BBOB–Set Margin by Department is used to calculate an actual price, for a particular price level, of $6.63.

The program run by option BBOB will take the calculated price of $6.63; find the first range amount greater than $6.00 that would be $10.00 then drop back to the range value of $0.00 that would then be used for rounding.

Since the first penny amount greater than $0.63 is $0.75, the price would then be rounded to $6.75.

Note: If you require more penny rounding values than will fit into a particular range amount, simply create a new range value equal to the next penny value above the last penny value entered.

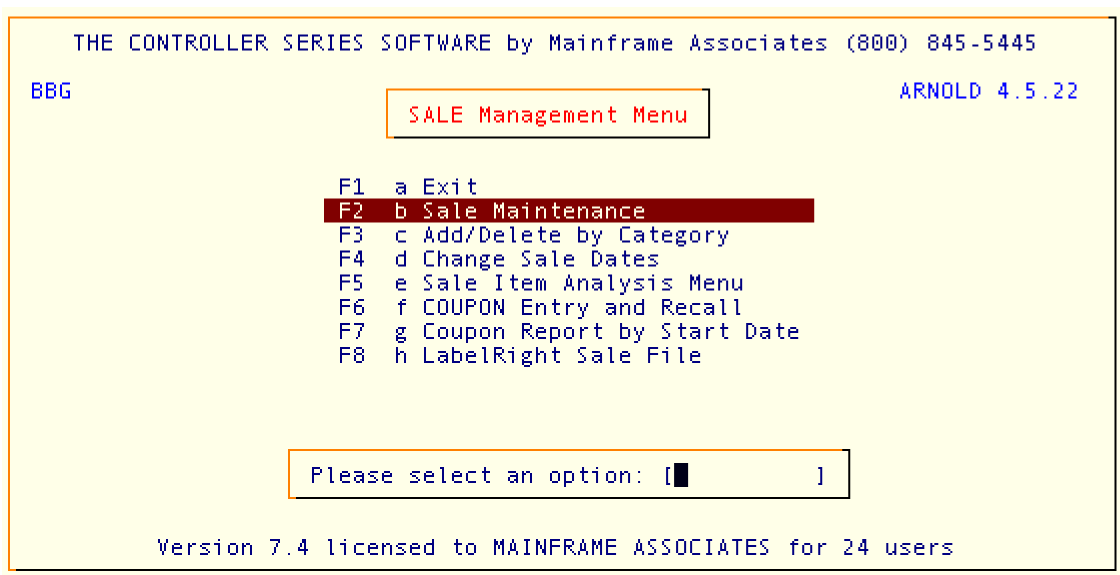
For example, if you wished to establish the rule of fives and nines beginning at the range amount of $0.00 you would find that the table fills up in field 10. at 0.49. You would complete the entry (leaving the dollar rounding fields blank) and then create a new range amount of $0.50 with the first penny value of $0.55. You will then be able to complete the table ending up with 0.99 in field J of this range value.

If you wished these rounding rules to remain in effect until the $50.00 value you would make your next range amount $50.00 and then setup the next set of rounding values.

Sale Management

The Sale Management System is used to put inventory items on sale for a given period of time. The starting and ending dates of the sale, plus the sale price identifies Sale items. Point-of-Sale automatically check the sale data file to determine if an item is on sale. If this is the case, the sale price is automatically assigned and the letter S is displayed in the discount field. At the end of the sale, the price automatically reverts back to the regular list price. The Sale Management Menu may be accessed with plate letters **BBG** or vocabulary reference **SALE**.

The Sale Management Menu lists all the options available for managing sale items.

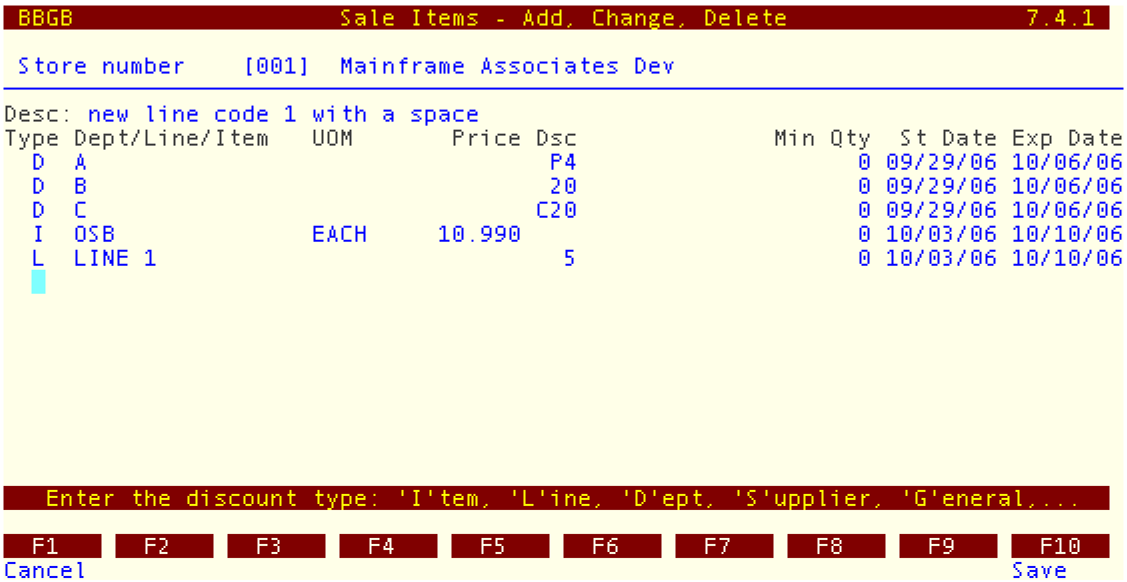


Sale Management Menu, BBG or SALE

Sale Maintenance

Plate Letters: **BBGB**

Sale Items are entered into the system from the Sale Maintenance option. Inventory may be placed on sale by item number, by department, by line code, by supplier, or by a general discount. Note: this screen is very similar to the Customer Special Pricing screen. There, special prices are assigned by customer, while here they are for every customer.



Sales Items by Item Number, BBGB

In the first entry field, enter the type of sale to set, by item, department, line, supplier, or general. The next entry prompts for the item number, department, line, or supplier number, as the case may be.

Note: If places individual items on sale, a single UOM may be selected, or the sale may apply to all UOMs. This allows for a changing sale price depending on the quantity sold. Also, a sale price for each UOM chosen can be specified.

The other option, and the only one available if the sale applies to a department, line, supplier, or general sale, is to specify a discount for the item. This may be a price level discount, a percentage from list price discount, or a cost+ discount. In all cases, a discount of 'S' will appear in the Point-of-Sale screen showing that this item is on sale.

A minimum quantity required to be sold before the sale price is assigned can also be set. Leaving this value at zero indicates that the sale price is independent of quantity.

Finally, a starting and ending date for the sale are chosen. By default, the start date is the current day, and the end date is one week later.

To edit existing information, move the highlighted line to the information to be edited, and press ↵. Make changes as needed.

Otherwise, press **F2** to add a new line to the sale, **F3** to copy an existing line, **F4** to remove this item from being on sale, **F6** to modify expiry dates, **F7** to create a report of all current items on sale, or of historical sales, **sF7** to purge expired sale lines to history, and **F10** to save the current sale item list.

There are reports available for all items on sale – see menu plate **BBGE**.

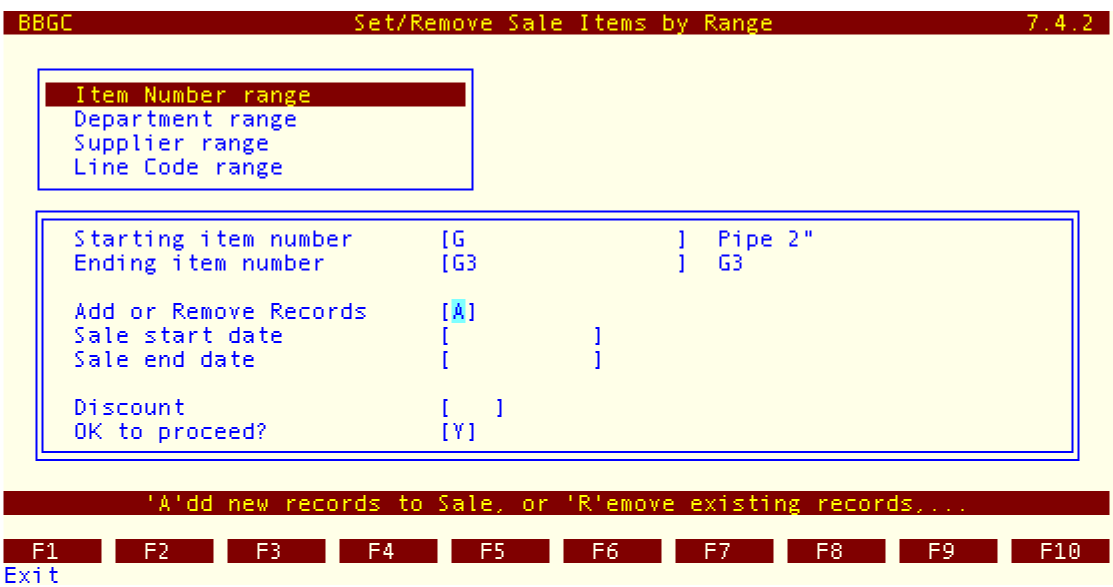
Add/Delete By Category

Plate Letters: **BBGC**

Sets a range of item numbers, departments, lines, or suppliers to a sale price based on a percentage discount from list price or by a cost+ discount. The starting and ending dates will be the same for all items.

The difference between this method and the previous method, is that with this method, the selection by department, for example, will add all items in that department, as opposed to setting a sale price for the department. This allows the user to review the items on sale and to delete individual items that are not to be included.

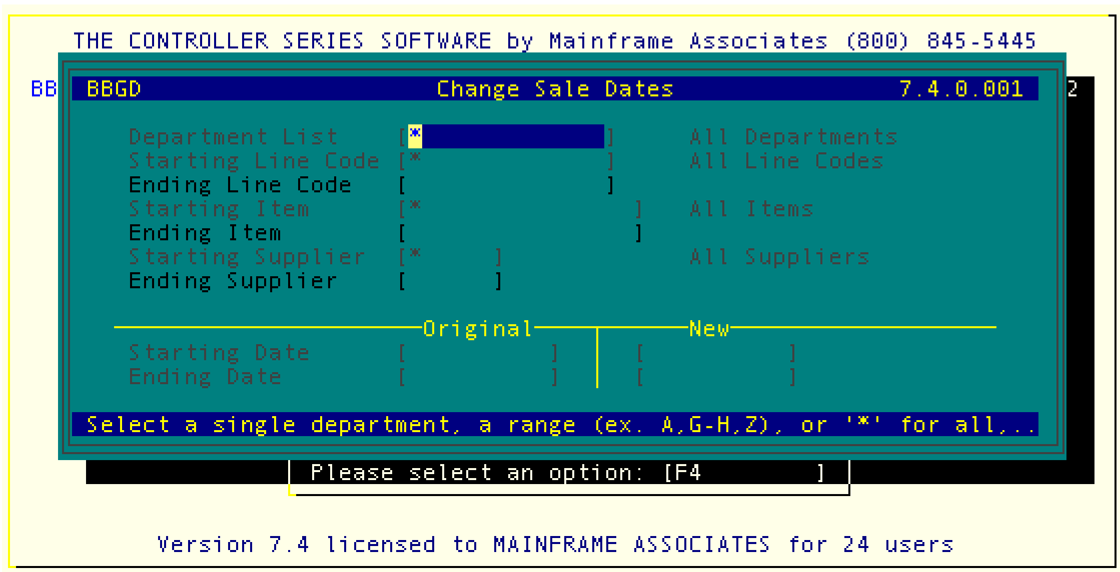
This routine can also be used to delete a selection of items from being on sale. This is done by selecting Remove Records when the option arises. This option will remove all records for the items in the range selected, regardless of the sale dates or UOM set.



Set/Remove Sale Items by Range, BBGC

Changing Sale Dates

Plate Letters: **BBGD**



Changing Sale Dates, BBGD

This routine allows you the maximum flexibility in the changing of the dates for items on sale. Items can be selected by department, by line code range, by item number range, or by supplier range.

Change the start date for a sale by entering the previous start date and then the new start date. Change the end date for a sale by entering the previous end date and then the new end date.

Sale Item Analysis

The Sale Item Analysis Menu has the option to display all items on sale, the quantity sold of an individual item on sale, or sale items sold MTD. The menu may be accessed with plate letters **BBGE**.

All Items on Sale

Plate Letters: **BBGEB**

Produces a report listing all items on sale by date and for all or a single departments. Report headings include Item Number and Description, Sale Start Date, Sale End Date, List Price, Sale Price, Discount, and QOH.

Selected Item Sale Analysis

Plate Letters: **BBGEC**

The following sample report is produced when an item number and history month is specified.

BBGEC SALE MOVEMENT REPORT 7.3.0.027

Item number: OSB
OSB 4x8-3/8"

Sale type	#of items	Cost	Sales val.	Avg. sales	Profit	Margin %
All	15671	128658.91	171026.14	10.91	42367.23	25%
Sale	0	0.00	0.00	0.00	0.00	0%
Regular	15671	128658.91	171026.14	10.91	42367.23	25%

Print the graph ? (Y/N)

Enter 'Y'es or 'N'o

Sale Movement Report, BBGEC

Select Y to print a movement graph with the above report printed beneath it.

MTD Items – Sale Analysis

Plate Letters: **BBGED**

Produces a month-to-date sales analysis for the selected month. The report, done by invoice, displays the Item Number and Description, UOM, Quantity Sold, Net Price, Total Sale, COGS, and Profit.

Coupons

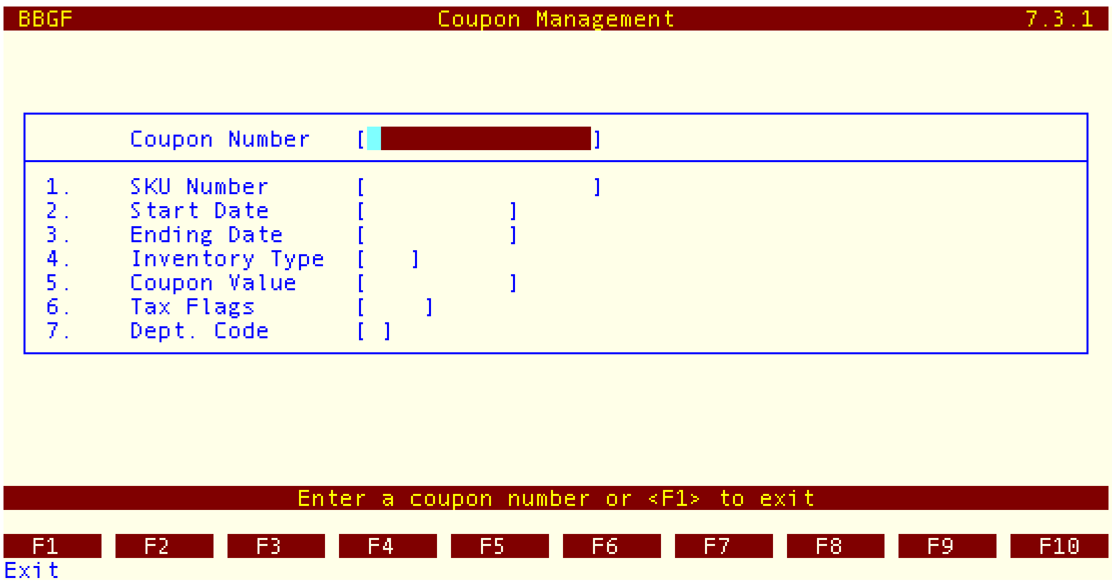
The following two options can be used to enter coupons and then produce a report on those coupons.

Coupon Entry and Recall

Plate Letters: **BBGF**

Vocabulary Reference: **COUPON**

Allows you to add vendor coupons as an item credit, as well as specifying their period of validity. Coupons are customer credits given for the purchase of specific items – these items must be on the Point-of-Sale transaction before the coupon value is given. Point-of-Sale will automatically load the coupon value as a credit on the transaction.



Coupon Management, BBGF

Coupon Number: Enter a user defined coupon number. This can be a barcode that is scanned on the coupon, and must not match an existing inventory item number or barcode.

1. SKU Number: Enter a valid item number or barcode. Press F9 to invoke the standard inventory lookup. Press ↵ to select.

2. Start Date: Enter the start date that the coupon will be valid. Default is today's date.

3. Ending Date: Enter the ending date on which the coupon will expire. Default is today's date.

4. Inventory Type: Enter the inventory type (i.e.. SCO = store coupon) for EOD accumulator process (tracks movement of coupons as inventory).

5. Coupon Value: Enter the value of the coupon.

6. Tax Flags: Enter the tax flags which determine how the credit is taxed. By default, it matches the tax flags of the item in 1. above.

7: Dept. Code: Enter the department which determines how the coupon is passed into the G/L. By default, it matches the department of the item in 1. above.

Coupon Report by Start Date

Plate Letters: **BBGG**

Produces a report of coupons sorted in start date order. The report headings include the following: Start Date, Coupon Number, Item Number, Ending Date, and Coupon Value.

Labelright Sale File

Plate Letters: **BBGH**

Produces a report of all items on sale in a range of item numbers with no sale date limitations. The report displays the Item Number, Description and Second Description, the Sale Price, and the Barcode.

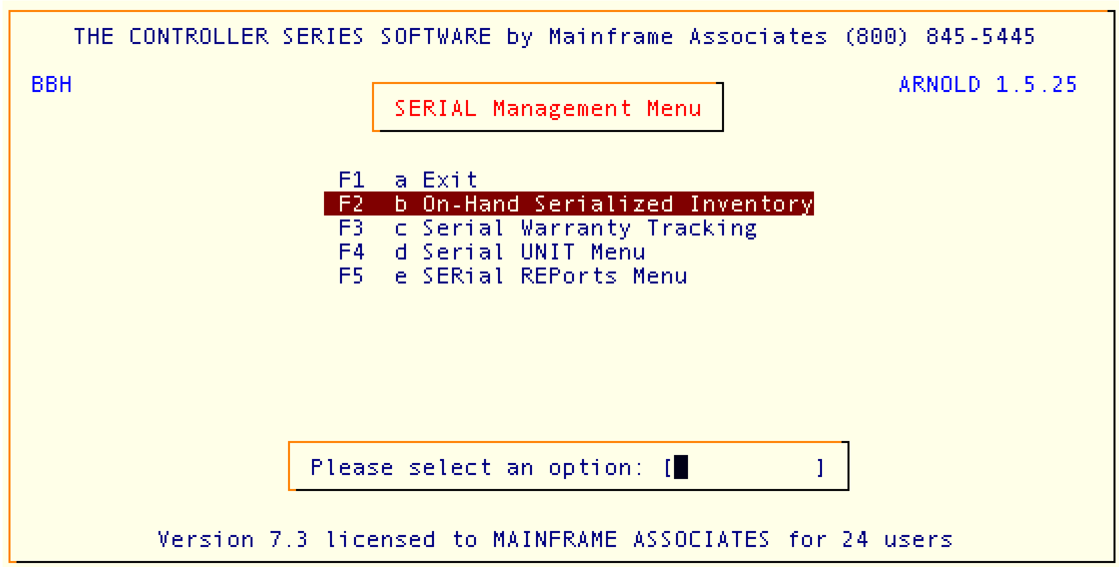
Serialized Inventory Management

The Serial Management Menu provides access to the maintenance of all serialized inventory, as well as reports pertaining to in-stock and sold serialized items. The menu may be accessed with plate letters **BBH** or the vocabulary reference **SERIAL**.

Note: Serial items have an inventory type of SER or Snn (where nn are two digits running from 01 to 99). The inventory type setup must be done in one of the inventory setup screens – inventory creation from Point-of-Sale, Receiving, or Purchasing; or the Main Inventory or Short Inventory screens. Using the Snn inventory type allows the gathering of more specific information about a serialized item. See the inventory screens section of this manual for more details.

Note: A specific serial item (item number and serial number) is termed as a serial unit, or just unit in this manual if the inventory type is set to Snn (see above).

Note: In general, a serialized item can have a maximum quantity of 1, as each item number/serial number combination is unique. However, when Flag 59 (F059 on the menu) is set to Y, serialized items become, by default, dye lots. Dye Lots are intended for situations where a unique identifier is required for a serial item, but the quantity may be greater than 1. As an example, the colour dye lot of a carpet or tile. Setting F059 to Y will allow the entry of a colour along with the dye lot identifier in Receiving and other programs. In the inventory screens under the inventory type, you must select one of the dye lot types to activate the dye lot features.



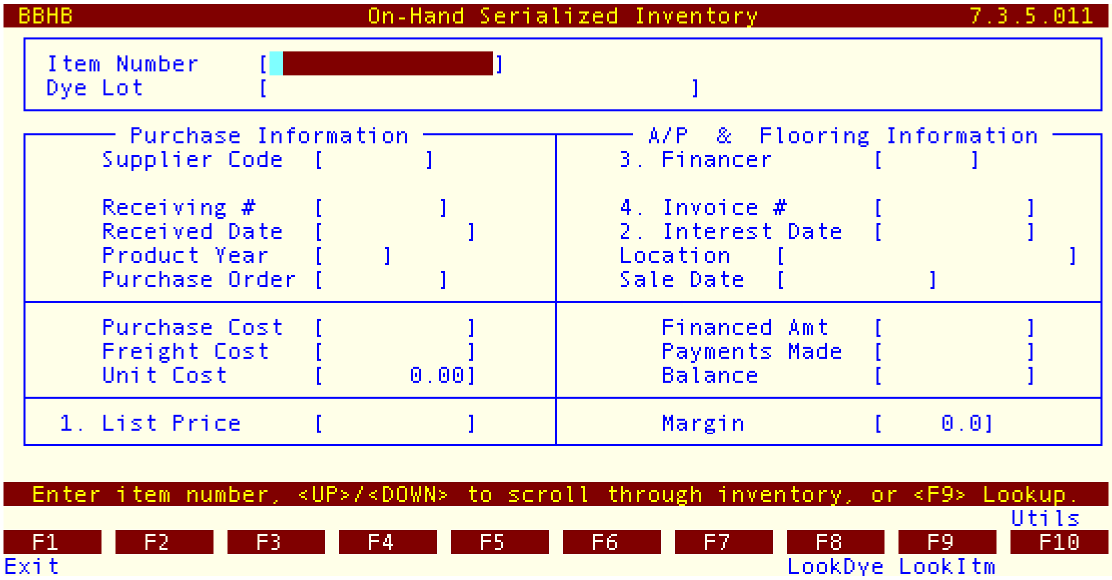
Serial Management Menu, BBH or SERIAL

On-Hand Serialized Inventory

Plate Letters: **BBHB**

This option allows the user to view details regarding serial numbered items in stock. The user enters the item number and serial number of an item in current inventory, and the information regarding that serialized item is pulled from the receiving order (and sales order, if committed at POS) and is displayed. Additional displayed information includes tracking of third-party financing of the serial item (if the Flooring Module is activated), and full detail of how costs of the serialized item have been determined (for example, if internal work orders have been performed on the unit preparing it for sale).

The following is an example of how the screen appears.


BBHB On-Hand Serialized Inventory 7.3.5.011

Item Number [ ]
Dye Lot [ ]

Purchase Information
Supplier Code [ ]
Receiving # [ ]
Received Date [ ]
Product Year [ ]
Purchase Order [ ]

A/P & Flooring Information
3. Financer [ ]
4. Invoice # [ ]
2. Interest Date [ ]
Location [ ]
Sale Date [ ]

Purchase Cost [ ]
Freight Cost [ ]
Unit Cost [0.00]

Financed Amt [ ]
Payments Made [ ]
Balance [ ]

1. List Price [ ]
Margin [0.0]

Enter item number, <UP>/<DOWN> to scroll through inventory, or <F9> Lookup.

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Exit							LookDye	LookItm	Utils

On Hand Serialized Inventory, BBHB

In the Item Number field, you can enter the item number or serial number. The F9 LookItm lookup displays all serialized inventory, sorted by item number. F8 LookDye (or LookSer, depending on the setting of Flag 59 – for the above, F059 = Y)) displays all serialized inventory, sorted by serial number. In both cases, you can enter a starting sequence and the select the lookup to move quickly to the correct part of the item list. Also, sF10 Utils will allow a rebuild of serial QOH and rebuild the item number – serial number cross-reference.

Once a valid serialized item has been selected, you must enter the serial number (or dye lot). Using F9 Lookup at this point will show all serial numbers for this item.

After entering a valid item number and serial number, the supplier, purchase order, year, receiving date and receiving number, cost and freight cost are displayed automatically. You can set a unique List Price for this serialized item (based on the item's cost). If the Flooring Module is active, you can also set third-party financing information (fields 2 – 4), and review financing payments using F6 FlPlan.

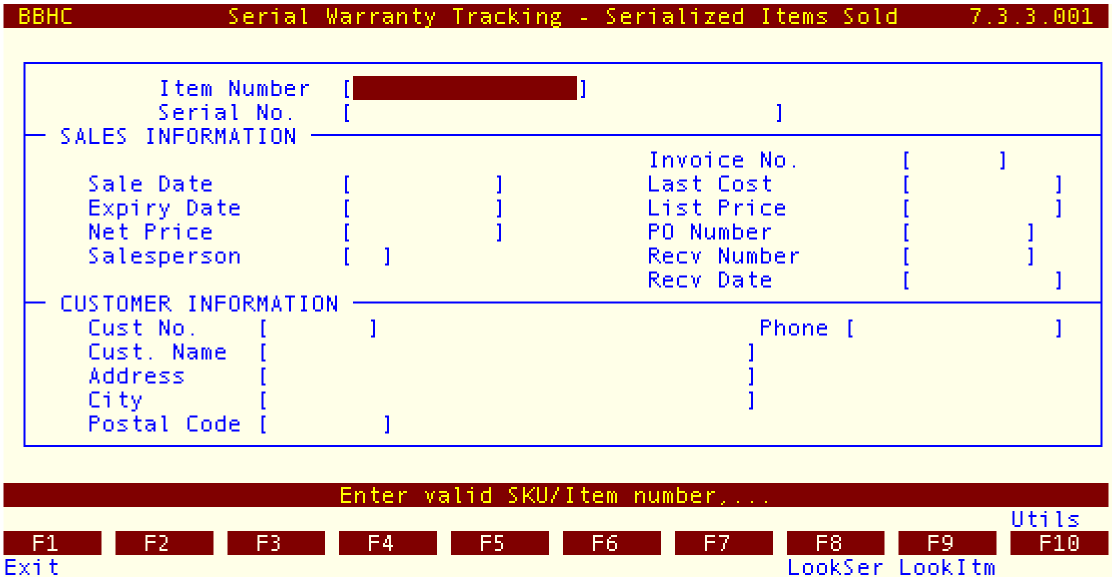
If the serialized item is a unit, a history of the work done on the unit can be displayed using F7 UnitCst.

Press F1 to clear the screen and return to the Item Number field. Press F4 to delete this record. Press Enter or F10 to save and file this record.

Serial Warranty Tracking – Serialized Items Sold

Plate Letters: **BBHC**

Use this option to track sold serial items for warranty or inventory finance purposes. When this option is selected, the following screen is displayed:



Serial Warranty Tracking, BBHC

Selection of the item number and serial number are done in the same manner as described above for the On-Hand Serial screen. Once a serial item has been selected, the above fields are filled in from the sale of the item.

If the Flooring Module is active, you can review financing payments using F6 FlPlan.

If the serialized item is a unit, a history of the work done on the unit can be displayed using F7 UnitCst.

Creating and Maintaining Units

Serial units have three primary purposes. First, they subdivide the serialized inventory into related groupings - for example, boats, ATVs, motorcycles, snowmobiles, and so on. This allows for the collection of unit-type specific information (hours of use for a boat, distance traveled for a motorcycle, etc) when doing servicing and trade-ins. Second, specific units can be associated with each other - for example, motors on a boat. Third, service tracking can be done on units brought in by a customer for repair. These units **need not be** part of serialized inventory in any fashion, other than having a basic definition entry in main inventory. They will, however, be connected with a specific customer.

By default, the following Unit Codes have been established for ***The Controller Series*** software:

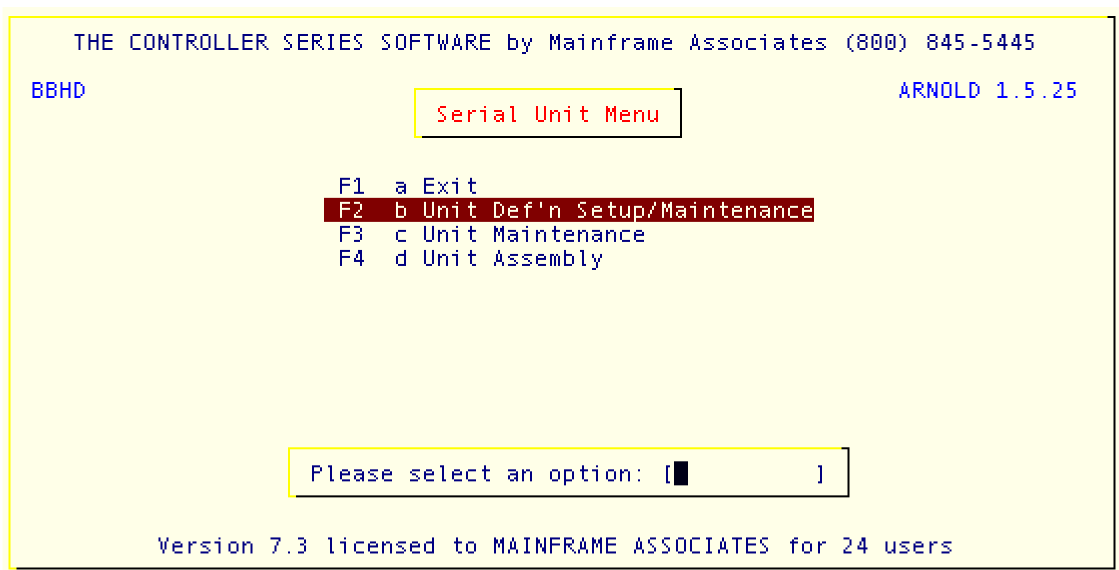
01 = Vessel
02 = Engine
03 = Generator
04 = Trailers

05 = Transmission
06 = Inverter
07 = Snowmobile

Each Unit Code has an established 'Definition' file. The 'Definition' file contains records of information collected for each Unit type. The default definitions can be changed as needed by each installation site.

Note: Prior to using Unit Maintenance, each item must be entered into Inventory. The appropriate Unit Code must be entered under the 'inventory type' field. The user may choose to enter 'generic' item numbers. (i.e., Bayliners, Grand Banks, Maxum…Eng – gas, Eng – diesel, etc.) Flag 258 must be set to 'Y' and Flag 221 must be set to 'SYSPOSA'.

The Serial Unit Menu may be accessed with plate letters **BBHD** or vocabulary reference **UNIT** and is shown below.



Serial Unit Menu, BBHD

Unit Definition Setup/Maintenance

Plate Letters: **BBHDB**

This option allows you to change the definitions of the information available for collection for a unit. As an example, the setup for Unit Code S01 is shown below.

```
BBHDB                   Unit Definition Setup/Maintenance                   7.3.2

      Unit Code       [S01]          N. Unit Class Name [BOAT              ]

   1. Input Label  1 [Make or Model              ]       1B. Length [25]
   2. Input Label  2 [Serial Number              ]       2B. Length [30]
   3. Input Label  3 [Year                       ]       3B. Length [ 4]
   4. Input Label  4 [Registration Number        ]       4B. Length [14]
   5. Input Label  5 [CFV Number                 ]       5B. Length [10]
   6. Input Label  6 [Beam                       ]       6B. Length [ 3]
   7. Input Label  7 [Length                     ]       7B. Length [ 3]
   8. Input Label  8 [Marina                     ]       8B. Length [20]
   9. Input Label  9 [Slip                       ]       9B. Length [ 4]
  10. Input Label 10 [                           ]      10B. Length [  ]
  11. Input Label 11 [                           ]      11B. Length [  ]
  12. Input Label 12 [                           ]      12B. Length [  ]
  13. Input Label 13 [                           ]      13B. Length [  ]

                          Modify field [   ]
        Select a field to modify, <ENTER> to Save, or a function key...

F1      F2      F3      F4      F5      F6      F7      F8      F9      F10
Clear                   Delete                                          File
```

Unit Definition Setup/Maintenance, BBHDB

Of the above, definitions 1 - 3 must be Make or Model, Serial Number, and Model Year, respectively, as Point-of-Sale expects these in that order. All other definitions are arbitrary. If you are collecting an odometer reading, use the term 'Mileage' regardless if it is in miles or kilometers.

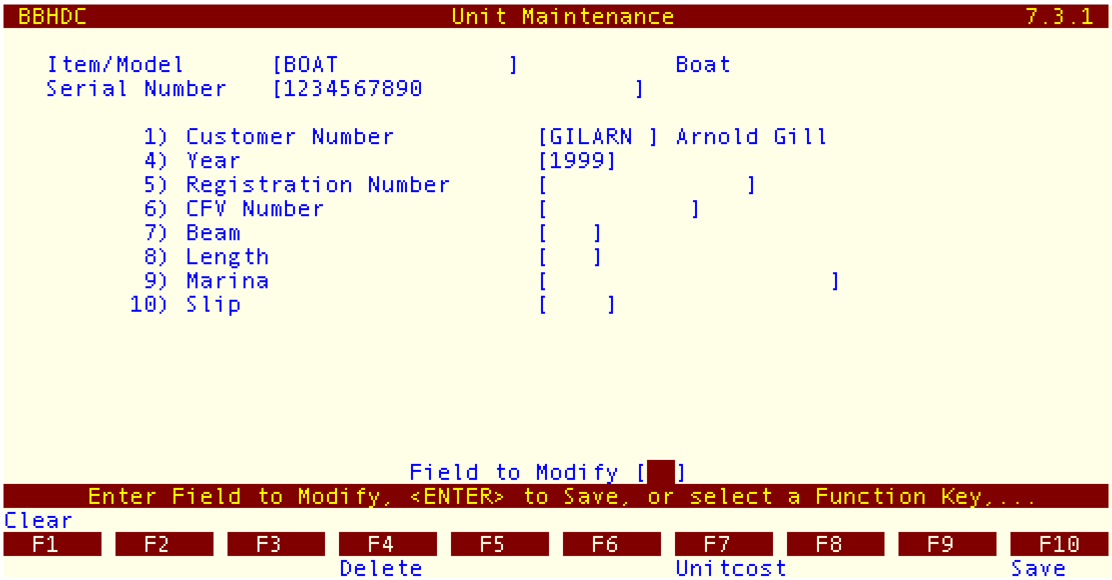
To change the Unit Class Name, enter 'N' in the Modify Field prompt. For any other field, enter the number in front of the field (1 - 13, 1B - 13B). The maximum input length allowed by Point-of-Sale is 25 characters.

Unit Maintenance

Plate Letters: **BBHDC**

This option allows the user to enter or modify basic data on a unit, which includes assigning the unit to a given customer.

Enter a valid unit item number, or press F9 to invoke a lookup. When using the lookup, you will be prompted for a Unit Code and/or a customer number to filter the results. If a Unit Code is selected, only units from the Unit Code will be displayed. If a customer is selected, then only that customer's units will be displayed. Select one of the displayed units. The serial number of the chosen unit and all data filed to date will load automatically. An example of this display is shown below.



Unit Maintenance, BBHDC

If a unit item number is entered, the cursor will move to the serial number entry field. Enter the serial number, or press F9 for a lookup. All serial numbers for this unit item will be displayed, along with the customer number and name. Select one of the serial numbers.

To edit this information, enter the number of the field you wish to edit at the 'Modify' prompt at the bottom of the screen, then press ↵. The cursor will move to the requested field. Edit as required, then press ↵ to save the change. Press F10 to save and file the record. Press F4 if you wish to clear the screen and delete the record. Press sF1 Clear to cancel any changes made. Press F7 UnitCost to see a service history of this unit.

If you wish to create a new unit record, press F2 to "Add New" when in the Item/Model field. If a new unit inventory item is to be created, press F8 New Unit. Otherwise, enter the Item/Model Number and the Serial Number, then proceed to enter as much information as you choose. All fields are optional. An F9 lookup key is available within the customer number field to aid in customer number selection.

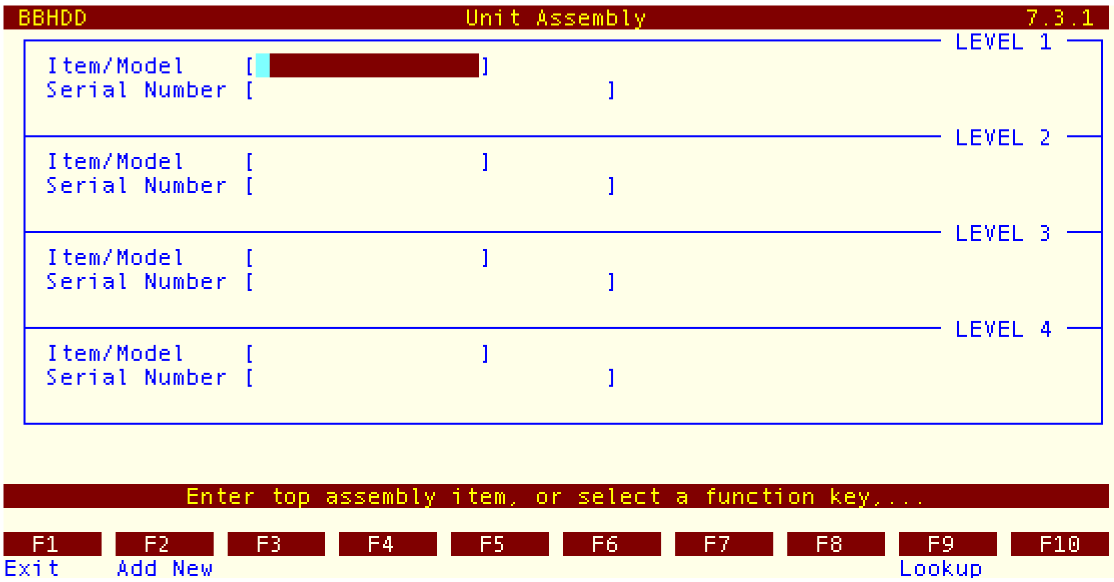
Unit Assembly

Plate Letters: **BBHDD**

This option not only allows the user to enter basic 'unit' information as that noted above, but also allows the user to make 'relations' with one unit code to another within a basic unit (i.e.. vessel has two engines, and engines have a transmission each). Each of the 'relations' is referred to as a Level.

For Example:	Level 1	Vessel
	Level 2	Engine in vessel

Level 3 Transmission attached to engine



Unit Assembly, BBHDD

Item/Model:	With the cursor in the Item/Model field, enter an existing unit item, press F9 Lookup to select from a list of existing unit items, or select F2 “Add New”.
Serial Number:	Enter the serial number (must not have been used), and the cursor will return to the Item/Model entry field, at which point the following function keys become available.
F1	Exits program.
F2	Add a new unit, replaces that currently being displayed.
F3	Installs the unit in this hierarchy – does not work on a Level 1 unit.
F4	Deletes the unit found at this level.
F5	Allows you to view and modify all of the information of this unit, in a similar fashion to that of the Unit Maintenance screen (BBHDC). A window will open asking for the customer # for this unit, followed by the entry fields for this Unit Code.
F9	Unit lookup.
F10	Save current record, while allowing you to continue editing.
sF1	Move to Level 1 data entry – only available when on Level 2.
sF2	Move to Level 2 data entry – only available when on Levels 1 or 3.

sF3 Move to Level 3 data entry – only available when on Levels 2 or 4.

sF4 Move to Level 4 deata entry – only available when on Level 3.

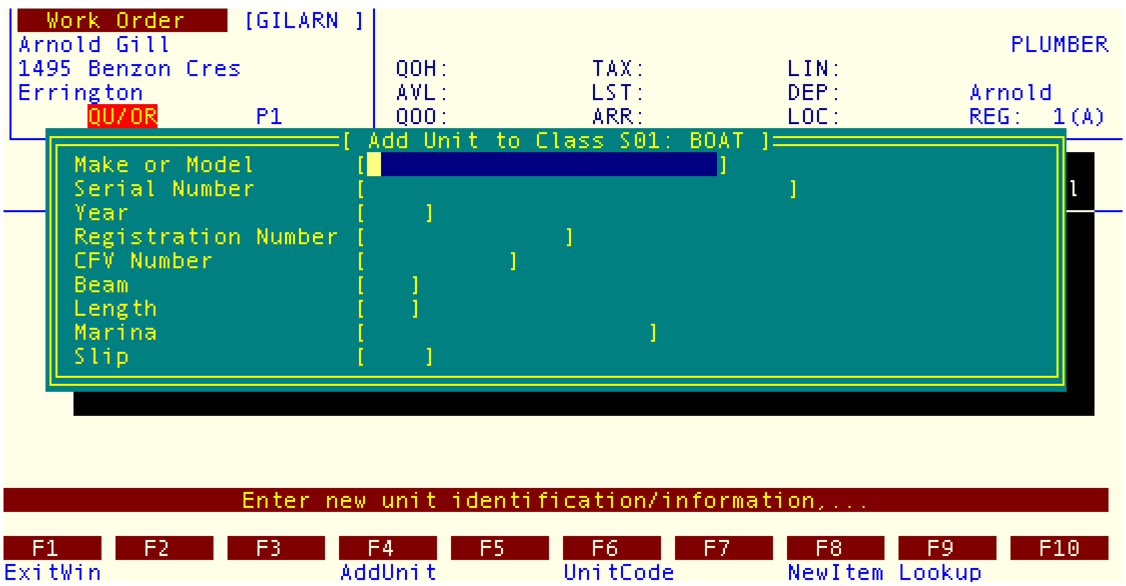
After an 'assembly' has been filed, the user will be able to lookup each 'relation'. However, the base (or parent) relation must be selected first.

Loading a Unit record into a Service/Work Order:

Within Point-of-Sale, press sF2 to create a Service or Work Order while in the Customer number field and enter in the customer number.

Vairous input windows may appear (for example, Reference, PO #, etc) depending on the settings for the selected customer.

Finally, a Defined Unit Codes window will appear, prompting for the selection of a Unit Code. Once a Unit Code has been selected, a Unit entry window opens, allowing you to enter the information on the unit being serviced.



SELL Screen – Unit Input

By default, this window opens in the Add New Unit mode – pressing F4 AddUnit will toggle this mode on and off, allowing for the entry of an existing unit for the customer. In the Add Unit mode, press F9 Lookup to view all units of the selected type. When Add Unit mode is turned off (as seen by the window heading), press F9 Lookup to display all units of the selected type on file for this customer. In either case, use the arrow key to highlight the appropriate unit and press ↵ to load.

Data regarding this unit will now load and display in the appropriate fields. These can be filled in as needed.

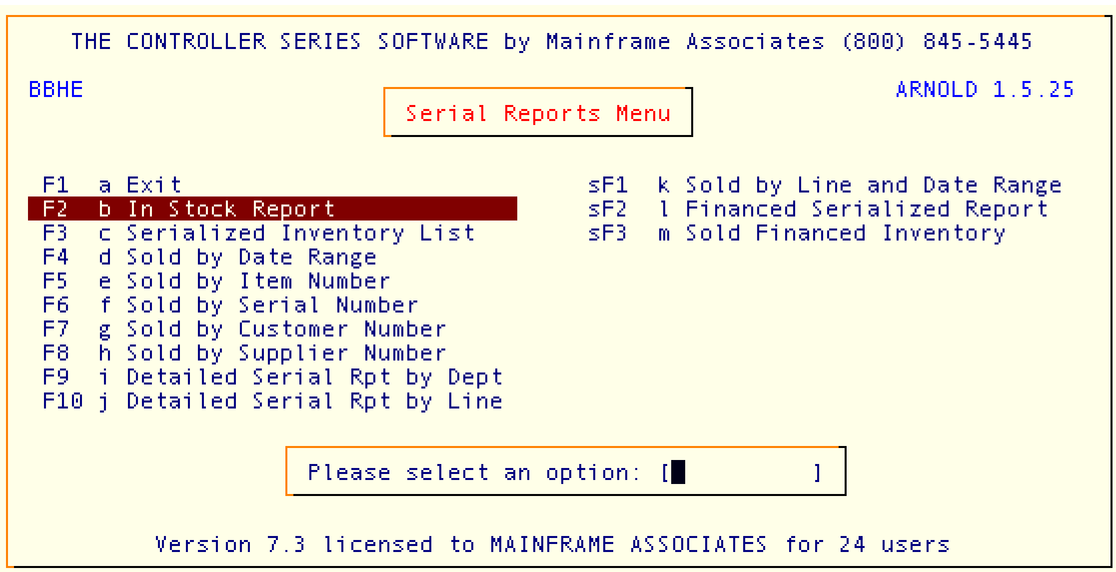
Enter appropriate products and services used for the service of this unit on the service/work order.

Complete the order appropriately. Reloading the order will re-display the Unit window, allowing you to add any information that is now known (ex. mileage).

Please refer to the Point-of-Sale chapter of the manual for more information.

Serialized Inventory Reports

There are a number of reports available to track serialized inventory. They are all listed on the Serial Reports Menu and are explained in this section. This menu may be accessed with plate letters **BBHE** or vocabulary reference **SERREP** and is shown below.



Serial Reports Menu, BBHE

In Stock Report

Plate Letters: **BBHEB**

Produces a report listing all in-stock serialized items sorted by Item Number. Report headings include Item Description and Number, Received Date, Product Year, Received Cost, Supplier, and Financer.

Serialized Inventory List

Plate Letters: **BBHEC**

The report list all serial items, sorted by department and has the following headings: Inventory Type, Item Number and Description, QOH, and List Price.

Sold by Date Range

Plate Letters: **BBHED**

The report lists all sold serial items for the specified date range, sorted by item number, with headings that include the following: Sold Date, Customer Number, Name, Address, City, Item Number, Serial Number, Invoice Number, Net Price, Sales Clerk, and Warranty Expiry Date.

Sold by Item Number

Plate Letters: **BBHEE**

The report lists all sales of a specific serial item, sorted by sold date, with headings that include the following: Sold Date, Customer Number, Name, Address, City, Serial Number, Net Price, Sales Clerk, and Warranty Expiry Date.

Sold by Serial Number

Plate Letters: **BBHEF**

The report list all sales of a specific serial number, with headings that include the following: Sale Date, Invoice Number, Item Number and Description, Sales Clerk, Name, Address, City, Net Price, and Warranty Expiry Date..

Sold by Customer Number

Plate Letters: **BBHEG**

The report lists all sales to the specified customer, with headings that include: Sold Date, Invoice Number, Sales Clerk, Item Number and Description, Serial Number, Net Price, and Warranty Expiry Date.

Sold by Supplier Name

Plate Letters: **BBHEH**

The report lists all sales of product form the specified supplier, with headings that include: Sold Date, Customer Number, Invoice Number, Sales Clerk, Item Number and Description, Serial Number, Net Price, and Warranty Expiry Date.

Detailed Serial Report by Department

Plate Letters: **BBHEI**

This report lists all serial items for the specified store and department range, sorted by department, with headings that include the following: Item Number, Serial Number, Description, Product Year, Received Cost, Freight, and List Price.

Detailed Serial Report by Line

Plate Letters: **BBHEJ**

This report lists all serial items for the specified store and line range, sorted by line, with headings that include the following: Item Number, Serial Number, Description, Product Year, Received Cost, Freight, and List Price.

Sold By Line and Date Range

Plate Letters: **BBHEK**

This report lists all sold serial items in the line and date range selected, sorted by line, sale date, and item number, with headings that include the following: Item Number and Description, Serial Number, Net Price, Received Cost, Customer Number and Name, Invoice Number, and Sold Date.

Financed Serialized Report

Plate Letters: **BBHEL**

Produces a report listing serialized inventory by Financer, with headings of: Item Number and Description, Serial Number, Received Date, Interest Date, Received Cost, Financed Amount, Outstanding Amount, and List Price..

Sold Financed Inventory

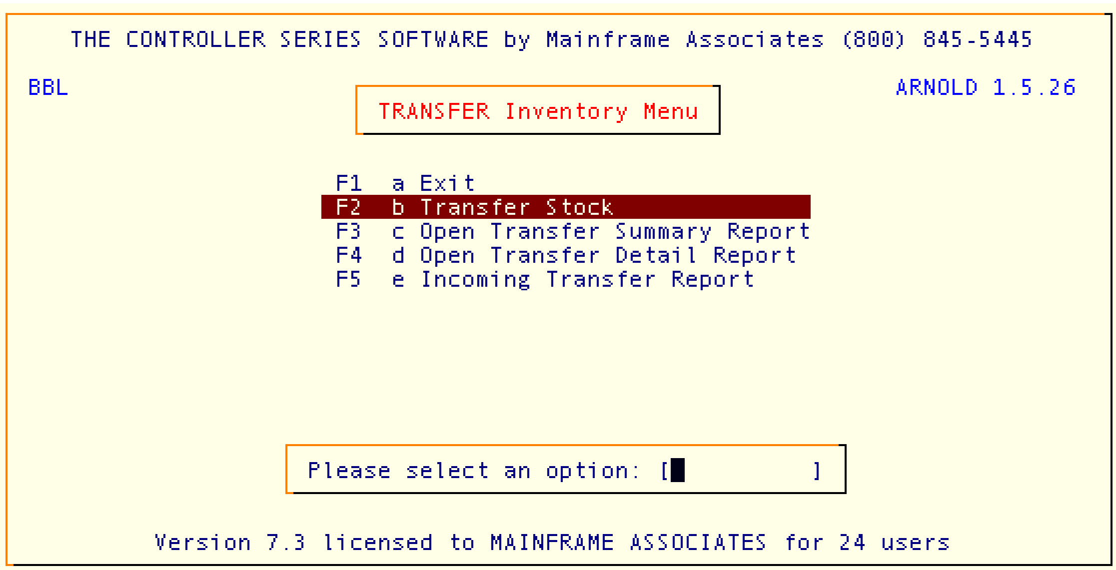
Plate Letters: **BBHEM**

Produces a report listing sold serialized inventory for a specified date range, sorted by Financer, with headings of: Sold Date, Invoice Number, Customer Number, Item Number and Description, Serial Number, Outstanding Amount, and Store.

Inventory Transfer Management

Inventory transfer management is used to transfer inventory back and forth between branches. The inventory at each of the branches can be viewed by using the Multistore Inventory Maintenance screen (at **BBBG**). The Transfer Management Menu lists the available function and may be accessed with plate letters **BBL** or vocabulary reference **TRANSFER**.

The Transfer Inventory Menu is displayed below.



Transfer Management Menu, BBL or TRANSFER

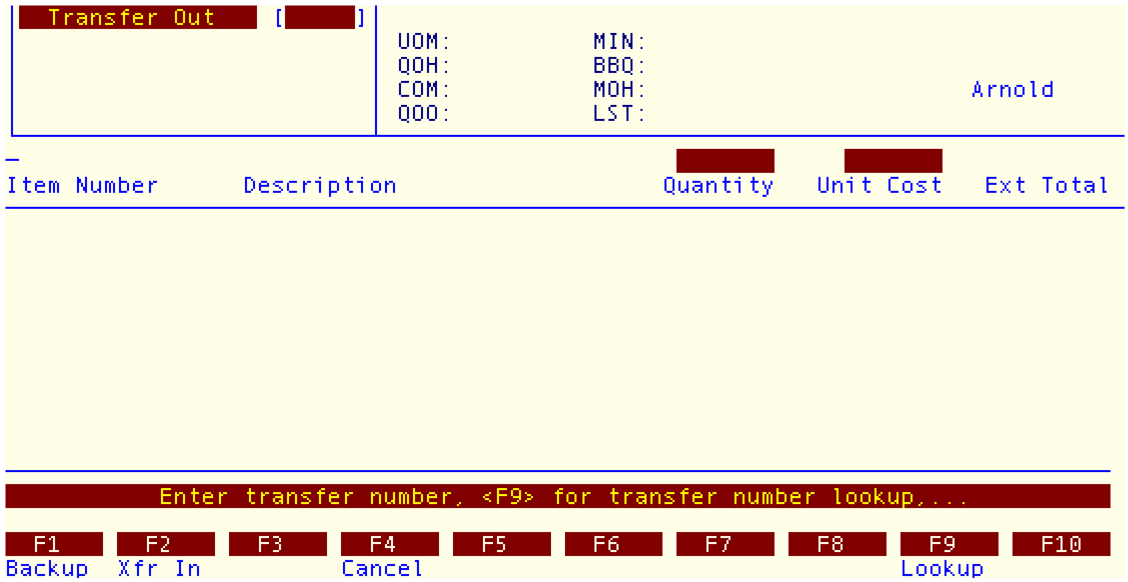
Transfer Stock

Plate Letters: **BBLB**

Used when Multi Store Inventory (optional) has been activated, this option is very similar to that of the purchase order option. Its function key assignments and workings are essentially the same. This option will be used both for the transfer out and transfer in of stock between stores. This data automatically updates the various transfer data files in readiness for receiving the transfer order at another location.

Flag 79 (F079 on the menu) must be set to Y for this feature to be active.

Important Note: All stores/branches *must* have previously been assigned their appropriate identifying numbers using the Supplier management screen before using the transfer program. In the Supplier screen, field 17 *must* have a value of 00-B-### where ### is equal to the store branch number. These stores will appear in the store lookup.



Transfer Screen, BBLB

Clerk #: This is the same as the clerk number used at Point-of-Sale. Enter a valid clerk number and the system displays the clerk name above Clerk #.

Transfer Out/In/Cancel: From this field, the default is TRANSFER OUT. You may also TRANSFER IN or CANCEL A TRANSFER by choosing one of the function keys below.

F2 - Transfer In You will note that when the cursor is at the Transfer Out field, a function key (F2) is displayed at the bottom of the screen. Press F2 if you wish to **TRANSFER IN** inventory. Enter an existing Transfer Order that has previously been created. Press F9 to review a pop-up window listing of existing transfer orders available to review and edit. Press F1 to return to the 'Transfer In' field, and enter the transfer number you wish to edit. The transfer order you have selected will be displayed for you to edit.

Note: Only the number need be entered to recall an existing order (i.e., for Transfer Order 0024T, enter 24 and press ↵). The cursor will advance to the item number field.

F3 - Transfer Out If you have pressed F2 (Transfer IN) in error, you may press F3 to return to the default of **TRANSFER OUT**. Enter an existing Transfer Order that has previously been created. Press F9 to review a pop-up window listing of existing transfer orders available to review and edit. Press F1 to return to the 'Transfer Out' field, and enter the transfer number you wish to edit. The transfer order you have selected will be displayed for you to edit.

If an existing Transfer Order number were entered in the PO field, the PO would be displayed for you to edit. Only the number need be entered to recall an existing order (i.e., for Transfer Order 0024T, enter 24 and press ↵). The cursor will advance to the item number field.

To Store: This is the store number assigned to the store that will be receiving the transfer order. Enter this number and the corresponding name and address appears. This number *must* have been previously entered through the Supplier Menu (option F2). Press F9 to review a pop-up window listing of the stores available to transfer to. At the 'Selection' prompt, type the number to the left of the appropriate store. At this point, the program checks to ensure that an outgoing Transfer Order cannot be created to the store that is preparing the order.

Item Number: Enter a valid Item Number to be transferred. Press F9 to invoke the standard inventory lookup. Use the ↑↓ arrow keys to highlight the appropriate item and press ↵ to select. This item's inventory details will display in the top right corner of the screen.

With the cursor in the Item Number field which contains an item, the following functions are available.

F1 Move to first line of the transfer order.

sF1 Clears this Transfer Order and returns the cursor to the Clerk # field. Press F1 again to exit the Transfer Order completely. If this is done, the Transfer Order number will be assigned, but noted as CANCELLED. This is to ensure proper audit controls are in place where sequential numbering is used.

F2 Allows comments to be added to each item in a Transfer Order. Press the F2 key while the cursor is on the Item Number for which comments are required. This will open a window allowing a two line comment to be created.

F3 Changes the Cost and Extended Cost fields to dim video display. If this function has been selected and F5 is pressed to total, the Transfer Order will ***not*** display the individual costs of the items received. The total Transfer Order value will, however, display on the printed Transfer Order report.

F4 Deletes a row. The QTY and Ext Cost are zeroed, but the item remains displayed in dim video. Reinstate the line by toggling F4 again. The line will return to full video display, but will remain zero quantity. Re-enter the quantity you wish to order. Alternatively, you may re-enter the item on another row.

F5 Totals and saves the Transfer Order as described previously.

F7 Notice that above the Item Number, a line (row) counter is displayed. To move from one row to another on a large transfer order, instead of using the Up/Down Arrows or Page Up/Page Down, press the F7 key. A pop-up window displays prompting you to enter the row you wish to move to. Enter the desired row number to and press ↵. The cursor moves to the selected row number.

With the cursor in a blank Item Number field, the following functions are available.

F1 Moves the cursor to the first row item number field.

sF1 Clears this Transfer Order and returns the cursor to the Clerk # field. Press F1 again to exit the Transfer Order completely. If this is done, the Transfer Order number will be assigned, but noted as CANCELLED. This is to ensure proper audit controls are in place where sequential numbering is used.

F3 Changes the Cost and Extended Cost fields to display in dim video (shaded).

F5 Totals and saves the Transfer Order.

F7 Notice that above the Item Number, a line (row) counter is displayed. To move from one row to another on a large transfer order, instead of using the Up/Down Arrows or Page Up/Page Down, press the F7 key. A pop-up window displays prompting you to enter the row you wish to move to. Enter the desired row number to and press ↵. The cursor moves to the selected row number.

F9 Allows you to search for an Item Number by description. Press F9 and the standard inventory lookup appears. Use the ↑↓ arrow keys to highlight the appropriate item and press ↵ to select.

Other entry fields are:

Description: The description is displayed to assist you in verifying the item.

Qty: The quantity to be transferred. When preparing a transfer order, the QTY field is blank. In the upper portion of the screen, notice a display of 'QTY' that displays the UOM for each item. This is the UOM the inventory files have been set to order by. QTY UOM is the normal ordering/selling unit of measure. The cost displayed at the right of the screen is the cost for the unit of measure to be ordered. For each item entered, a display of its current status provides you with such information as QTY, QOH, COM, QOO, MIN, BBQ, LST, and MOH. The UOM displayed is the UOM that the goods will be ordered in.

Cost: The cost displayed is always the Average Cost of the item being transferred.

If there are no more items, press F5 and the Transfer Order is totaled. A pop-up window displays prompts for information regarding the SHIP VIA and ARRIVAL date. The values entered are displayed at the Point-of-Sale to assist the clerks on product supply. You may choose whether to print a hard copy of this order. Type ‘Y’ to print or ‘N’ to file without printing. If the transfer is to be printed, you can select the destination printer and the number of copies to print. Finally, if ‘Mark as Complete’ is set to Y, the transfer cannot be edited further. This only appears for a Transfer Out.

Press F10 Save to file this transfer order. The appropriate files are updated immediately. The cursor returns to the Clerk # field to begin a new Transfer Order.

Note: The QOH values will not be updated until the record is saved. After goods have been transferred out, QOH is decreased at the transfer out store. QOH at the transfer in store will only be updated when the transfer is received – i.e., when the Transfer In transaction is processed. In between, the materials are considered to be en-route, and do not appear in either store's inventory.

Open Transfer Summary Report

Plate Letters: **BBLC**

Produces a summary report of open transfers, showing the transfer number, date, value of the inventory being transferred, and the Shipper. If the transfer order has been canceled, the Shipper field will be CANCEL.

Open Transfer Detail Report

Plate Letters: **BBLD**

Produces a detail report of open transfers, showing the transfer number, item number and description, quantity transferred and the UOM, cost for the item at the time of transfer, and the total value transferred.

Incoming Transfer Report

Plate Letters: **BBLE**

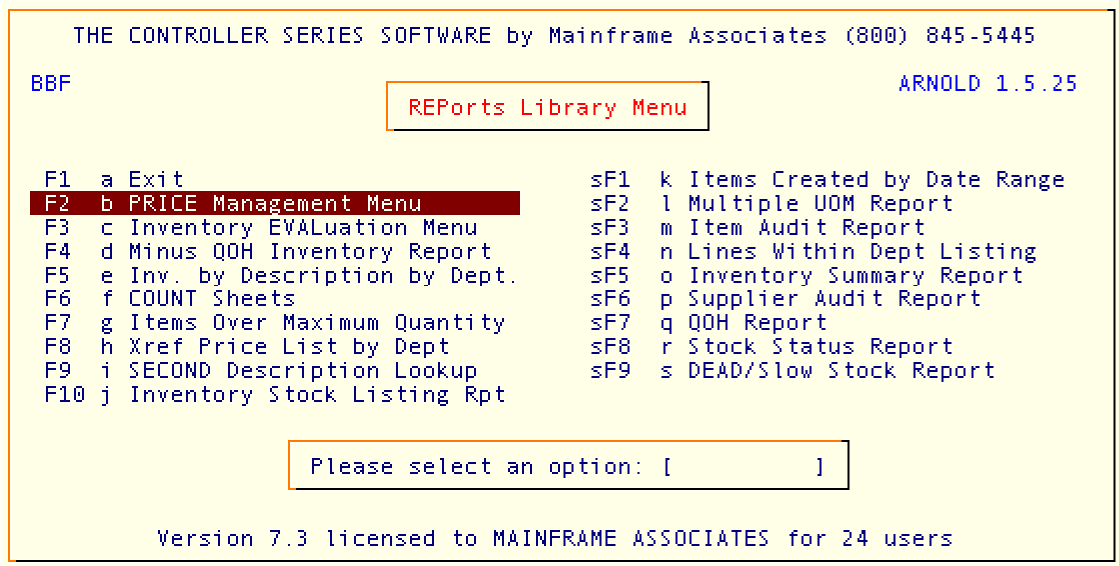
Produces a report of all transfers received on a particular day. For each transfer order, the report shows the item number and description, the quantity received in its UOM, the cost and value received, as well as the store from which the transfer originated.

Miscellaneous Inventory Reports

This section describes various miscellaneous inventory-related reports that cannot easily be grouped under the other major sections of the inventory management system.

Note: The overall design of ***The Controller Series*** management system is to store reports in the appropriate, related section. For example, line related reports are generally located under the Line Management Menu. Therefore, the Miscellaneous Reports Menu is intentionally small.

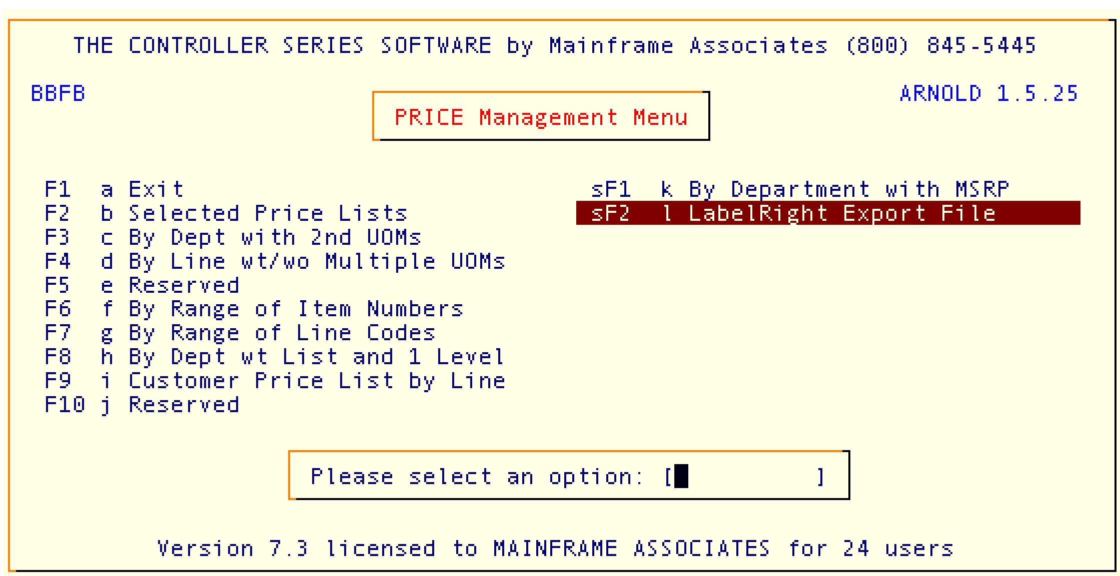
The menu may be accessed by using the plate letters **BBF** or the vocabulary reference **REP**.



Miscellaneous Inventory Reports, BBF or REP

Price Management

The **Price Management Menu** is located at plate letters **BBFB** or vocabulary reference **PRICE**. The options on this menu generate various price reports such as price lists by line, by Item Number, and by department.

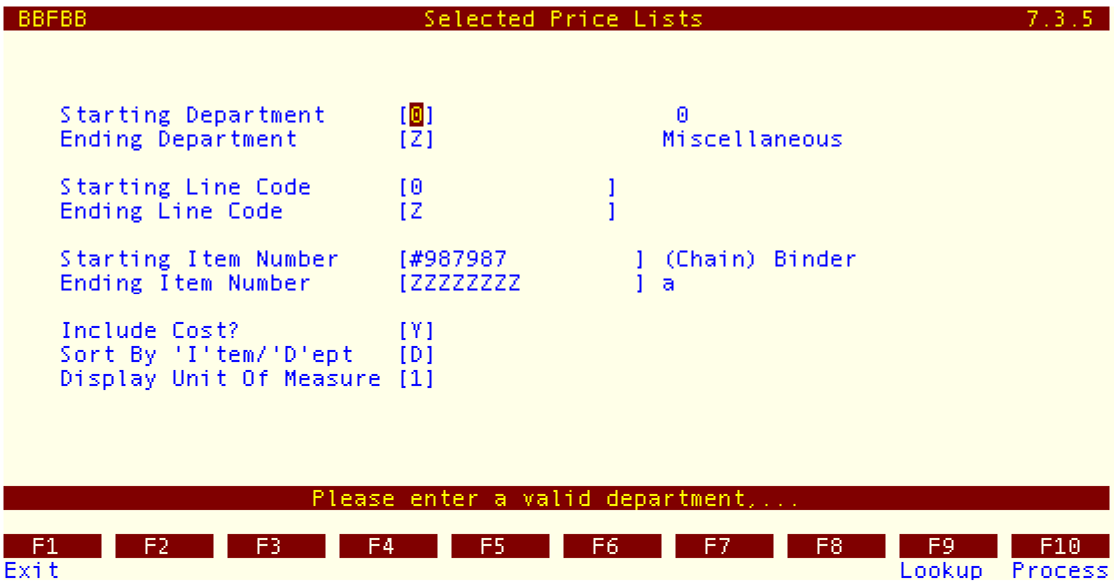


Price Management Menu, BBFB or PRICE

Selected Price Lists

Plate Letters: **BBFBB**

When this option is selected, the following data entry screen is displayed.



Selected Price Lists, BBFBB

Starting Department: Enter a department code indicating the starting department for which the price list will be produced.

Ending Department: Enter a department code indicating the ending department for which the price list will be produced.

Starting Line Code: Enter a line code indicating the starting line for which the price list will be produced.

Ending Line Code: Enter a line code indicating the ending line for which the price list will be produced.

Starting Item Number: Enter the first Item Number (maximum 16 characters) in the report. Press ↲ to default to the first Item Number within the department specified. The ↑ arrow moves the cursor to the previous field.

Ending Item Number: Enter the last number (maximum 16 characters) for the report. Press ↲ to input the last Item Number in the department selected.

Include Cost?: Enter 'Y' to have costs and margins appear on the report.

Sort by Item or Department: Enter 'I' to sort by item or 'D' to sort by department.

Display Unit Of Measure: The choices appear to the right of this field as #1, #2, #3, and #4. Select the correct number that correlates with the four unit of measure fields in option BBBB–MAIN Inventory Screen. The report will display the prices and costs (if selected) in the UOM selected. If this UOM does not exist, prices and costs will be in the largest UOM.

If Flag 444 is set to Y, a slightly different set of prompts appears. After the Ending Item Number, the prompts become:

Include Price: Enter Y to include prices, N to display only the expiry dates.

Customer Number: Enter '*' for all customers, or a customer number to generate a price list for that customer. If a single customer is selected, the price list will be generated only for items that they have purchased during the period of time specified.

Start/End YYMM: Starting and ending periods to check for customer sales, if a single customer has been selected.

Simple Output: Enter Y to show only the list of items selected by the filter criteria, or N to include costs, expiry dates, etc.

By Department(s) with 2nd UOMs

Plate Letters: **BBFBC**

Produces a price list by Department Listing Item Number, Description, Sell Price, with sell price broken down by price level with accompanying 2nd UOM, Discount and Price Break. At the starting department prompt, enter a single character department code. The next entry indicates the last department code you wish to report.

By Line(s) with or without Multiple UOMs

Plate Letters: **BBFBD**

Produces a report describing:

Item Number, Description, Unit of Measure, Price Level 1, 2, 3, 4 with accompanying price levels for the 2nd, 3rd and 4th UOM (if you have chosen to report 2nd UOM in the parameters), and Discount from list price.

By Range of Item Numbers

Plate Letters: **BBFBF**

Produces a price list by Item Number. The system prompts for the beginning Item Number, followed by the ending Item Number. You may choose to display regular, with costs, or location. The report shows the Item Number, Cross Reference and Description, List Price, UOM, QOH, and Committed Quantity. It can also show the Average Cost or the Location.

By Range of Line Codes

Plate Letters: **BBFBG**

Provides a price level breakdown of all items within a given line code, showing the item number and description, the UOM, and the requested price levels (1 to 4, or all of them).

By Department with List and 1 Level

Plate Letters: **BBFHB**

Produces a report of all items in a given department (or range) with the List Price, UOM and 2nd UOM, and Barcode – sorted by item number or description.

Customer Price List by Line

Plate Letters: **BBFBI**

Creates a report over a selected range of lines showing the following information: Item Number, Xref number, and Description, and Price Level (selectable) and UOM.

By Department with MSRP

Plate Letters: **BBFBK**

Produces a report detailing Item Number and Description, Last Cost, List Price, MSRP and Sale Price for a chosen range of departments.

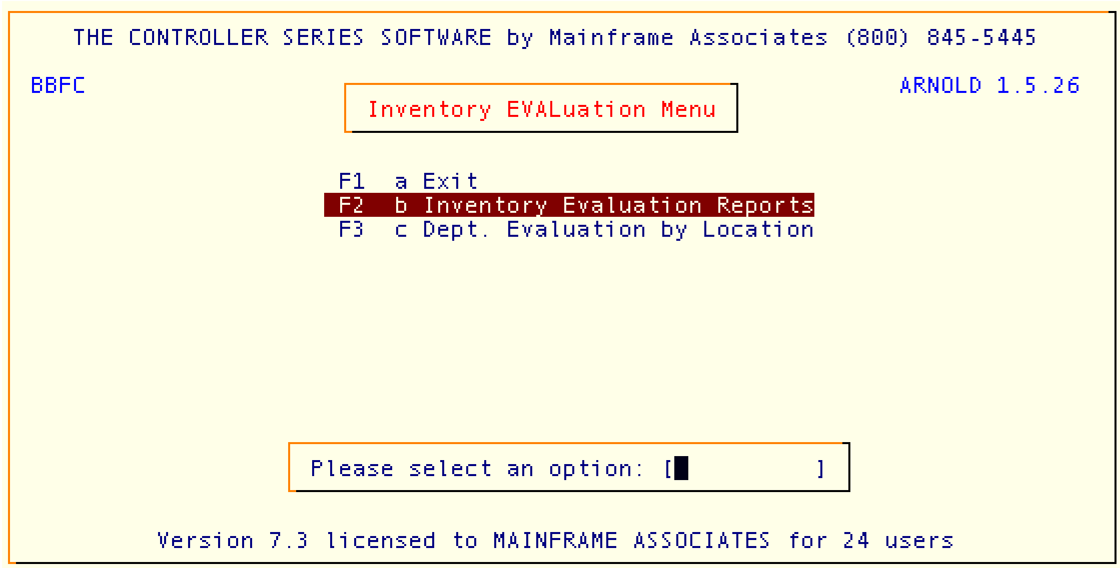
LabelRight Export File

Plate Letters: **BBFBL**

Produces a report that shows the Item Number and Description, List Price, UOM, and Barcode.

Inventory Evaluation

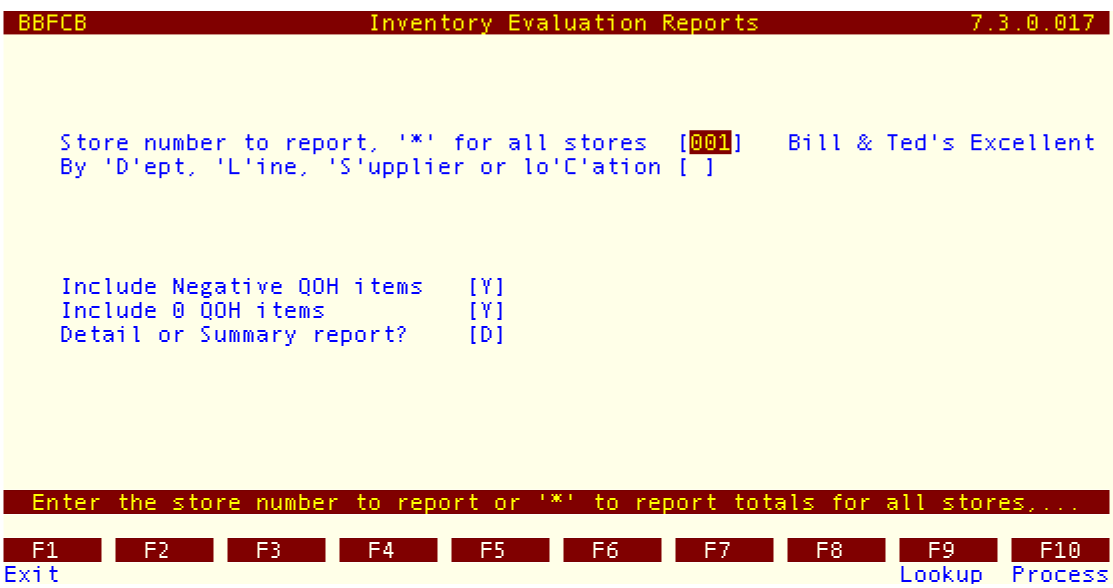
The **Inventory Evaluation Menu** is located at plate letters **BBFC** or vocabulary reference **EVAL**. Displays the following menu, providing access to a number of inventory evaluation options.



Inventory Evaluation Menu, BBFC or EVAL

Inventory Evaluation Reports

Plate Letters: **BBFCB**



Inventory Evaluation Report, BBFCB

The Inventory Evaluation report reports on the value of the inventory in a selected range of departments, lines, suppliers, or locations. It determines the value by multiplying the average cost with the current QOH for the selected store.

First, select the store to evaluate. In a single store setup, this prompt should not appear. Next, select how you wish to filter the report – by department, line, supplier, or locations ranges. Then enter the range for the filter criteria chosen.

Finally, chose whether to include inventory with negative QOH, zero QOH, and whether to report in detail or in summary.

The report will select all items satisfying the filter criteria. In summary, only the total values for inventory, freight, and grand total are shown for each department, line, supplier, or location selected. In detail, the report will also include each Item Number and Description, the QOH and UOM, the Average Cost in largest UOM, the Freight and Landed Cost, and the Inventory Value.

Department Evaluation by Location

Plate Letters: **BBFCC**

Prints the inventory evaluation for a range of departments, sorted by the in-store Location. This report can be in detail or in summary. In summary, the report headings include: the Department Name, and totals of Cost and Price for each location within each department.

In detail, the report headings include: Item Number and Description, QOH, UOM, Average Cost, Inventory Value using Average Cost, List Price and Inventory Value using List Price.

Minus Quantity on Hand Inventory Report

Plate Letters: **BBFD**

Produces a report of items with a minus quantity for a selected department or all departments, for the specified store.

The report headings include Item Number and Description, Location, YTD Quantity Sold, QOH, QOO, Average Cost, Total Evaluation.

Note: Items may drop to a minus quantity on hand as a result of selling before receiving. When this occurs, the receiving process returns the quantity on hand to a positive value.

Inventory by Description by Department

Plate Letters: **BBFE**

Produces a report of inventory item numbers organized alphabetically by description.

The report headings include Description and Item Number, Line Code, Primary Supplier, Barcode #, UOM, List Price, and Last Cost.

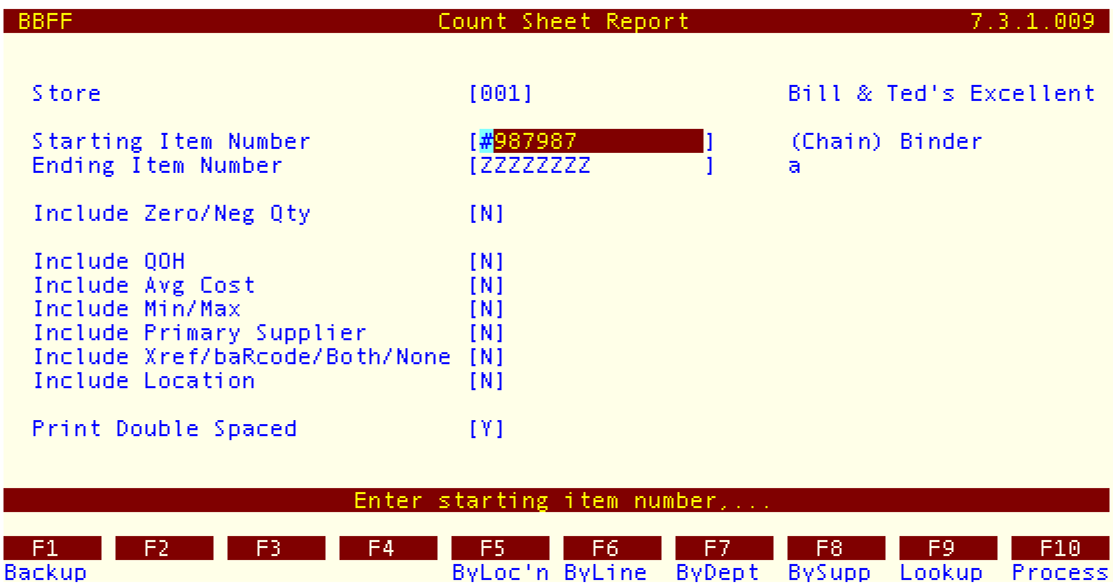
Inventory Count Sheets

Plate Letters: **BBFF**

Vocabulary Reference: **COUNT**

Inventory Count Sheets can be viewed or printed from this option, in preparation for doing an Inventory Count. (See also the section on Inventory Counting or Freeze Management above (around Page 60) – FREEZE on the menu).

When this option is selected, the following screen appears.



Count Sheet Menu, BBFF or COUNT

Count sheets can be selected by Item Number, Location, Line, Department, or Supplier ranges, and be filtered with any of the above options. The display can be modified to add any of the above information to the printed lines.

Items Over Maximum Quantity

Plate Letters: **BBFG**

Lists all items with quantity on hand greater than maximum quantity, sorted by Item Number or Description within a given department.

Enter the department code. Type ‘I’ to sort by item number or ‘D’ to sort by description.

Report headings include Item Number and Description, Maximum Quantity, QOH, YTD Sold, Last Cost, Average Cost, and Inventory Value.

Supplier Price List by Department

Plate Letters: **BBFH**

Produces a report by department for a given supplier. Enter the department code and the supplier code.

Report headings include Description and Item Number, Last Cost, List Price, and Base UOM.

Second Description Lookup

Plate Letters: **BBFI**

Produces a report listing the second line of description based on specified search criteria.

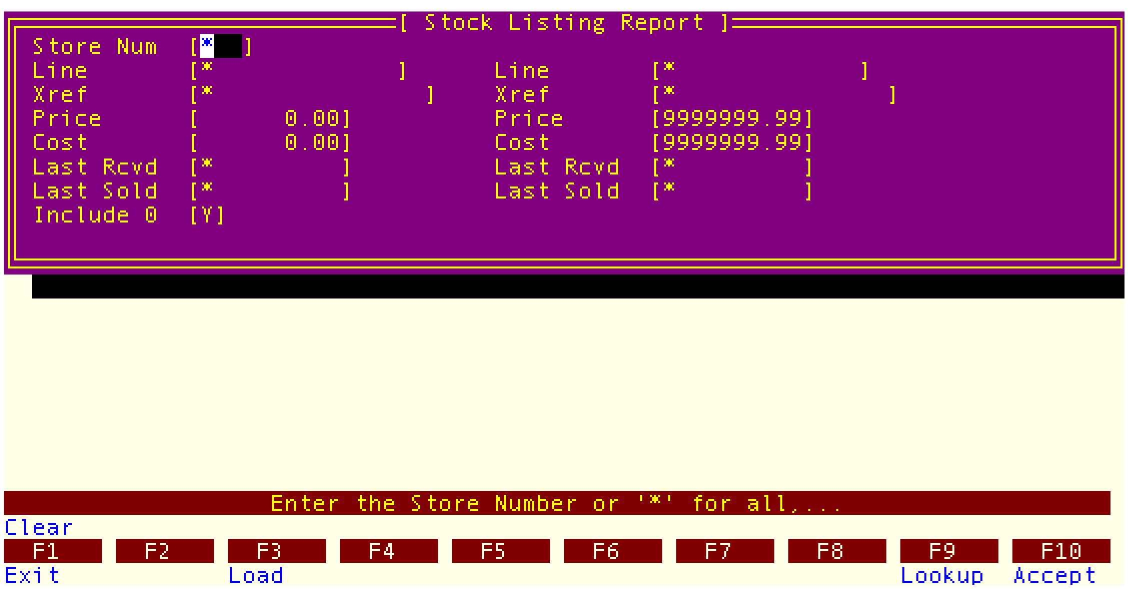
Enter the second description to search by.

Report headings include Item Number, 2nd Description, Description, List Price, and UOM.

Inventory Stock Listing

Plate Letters: **BBFJ**

Produces a report listing all stock. This report includes a set of filters to limit the number of included items and the size of the report. The input screen is shown below.



Inventory Stock Listing, BBFJ

It will produce a report showing the Item Number and Description, Last Received Date, QOH, Minimum and Maximum quantities, QOO, Cost, List Price, and Committed Quantity.

Items Created by Date Range

Plate Letters: **BBFK**

Produces a report of all items created in the date range specified, sorted by date and supplier. The report shows the Item Number and Description, Department, and Item Creation Date.

Multiple UOM Report

Plate Letters: **BBFL**

Produces a report listing all items with multiple UOM, sorted by department.

Report headings include Item Number and Description, Base UOM, 2nd UOM, 3rd UOM, and 4th UOM.

Item Audit Report

Plate Letters: **BBFM**

One of the more powerful and useful management reports on the system, the Item Audit report will show all transactions affecting QOH, including sales, receivings, transfers between stores, manufacturing, and inventory adjustments. In detail, it will show each transaction, totaled by month, while in summary it only displays the monthly totals.

Select the department(s), the item number range, and the period range to view. The report will show the Item Number and Description, Transaction Date and Type, Customer/Supplier Number, Transaction Quantity, and a running QOH.

Lines Within Departments Listing

Plate Letters: **BBFN**

Report produces a list of all line codes with each department, sorted by department.

Inventory Summary

Plate Letters: **BBFO**

This is a summary report of all inventory within the specified department, line, and item number ranges. The report can be sorted by item number or description. Headings include: Item

Number and Description, QOH, Landed Cost, Actual Margin, List Price, Last Received Date, Total Sales from Last Year and This Year.

Supplier Analysis Report

Plate Letters: **BBFP**

Provides a sales analysis report by supplier and item. The report is sorted by Supplier, then Item, showing the sales quantity, the Sales $, Cost, Profit, and Margin. It is subtotaled by supplier.

QOH Report

Plate Letters: **BBFQ**

This is a QOH report for a selected department, line, supplier, and/or item, listing the QOH for each store, as well as the base UOM, the MTD and YTD sales, and the total QOH.

Stock Status Report

Plate Letters: **BBFR**

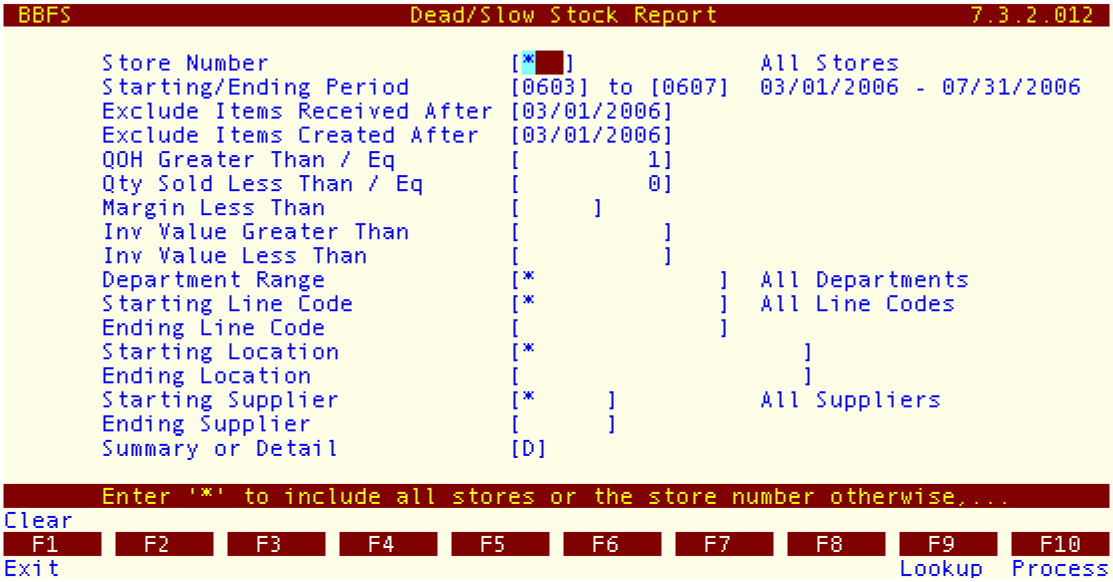
Similar to the QOH report, the Stock Status reports on various quantities of the selected inventory by store. It shows the Item Number and Description, Barcode, Cross-Reference Number, Line, Last Received Date, and, by store, QOH, QOO, Minimum, Maximum, YTD, Last Years Sales, Cost, and List Price.

Dead Slow Stock Report

Plate Letters: **BBFS**

Vocabulary Reference: **DEAD**

One of the more powerful inventory management tools, this report allows the user to identify inventory which is in stock and not moving. This is the same report that is available from the inventory screens using sF10 Utils – Item Filter by Movement. There is a slight change in the screen between that found there and the below.



Dead Slow Stock Report, BBFS

The user can control the movement filtering through the selection of a wide-encompassing range of options. These are:

a) Store Number - Useful in a multistore setup, can view the movement of a single store, or all stores combined.

b) Starting / Ending Period - Select the history periods over which to perform the movement calculations. This can be very useful to compare seasonal vs annual movement of inventory.

c) Exclude Items Received After - For newly received inventory, there may have not yet been any sales, so it may not be appropriate to include such items in the movement analysis.

d) Exclude Items Created After - For newly created inventory, there may have not yet been any sales, so it may not be appropriate to include such items in the movement analysis.

e) QOH Greater Than / Eq To - Only include inventory with a QOH greater than or equal to the entered value. When in this field, it is possible to select F5 LessTh to change the condition from a greater than to a less than. One can select F5 LessTh and enter a value of 99999999 to include all of inventory.

f) Qty Sold Less Than / Eq To - Include all inventory with movement less than the entered quantity. Useful to identify items with minimal sales in the period specified.

g) Margin Less Than - Include all items with sale margins less than the indicated amount. If left blank, the margin check is not done.

h) Inv Value Greater Than - Include all items with a current inventory value greater than the indicated amount. The current inventory value is determined by the current QOH multiplied by the average cost. If left blank, the inventory value check is not done.

i) Inv Value Less Than - Include all items with a current inventory value less than the indicated amount. The current inventory value is determined by the current QOH multiplied by the average cost. If left blank, the inventory value check is not done.

j) Department Range - Enter the departments to include in the movement analysis. '*' indicates all departments.

k) Starting/Ending Line Code - Enter the line codes to include in the movement analysis. '*' indicates all line codes.

l) Starting/Ending Location - Enter the locations to include in the movement analysis. '*' indicates all locations.

m) Starting/Ending Supplier - Enter the suppliers to include in the movement analysis. '*' indicates all suppliers.

n) Summary or Detail - Active option if Report is selected, indicating whether the report is to be in summary or in detail. In detail, the report gives a list of items, sorted by line code, which satisfy the set criteria. The display includes the item number and description, current QOH and UOM, Total Qty Sold, Avg Cost, Inventory Value, List Price, and Last Received Date. In summary, it summarizes for each line code, reporting the total sales and current inventory value under that line code for the items that appear on the detail report.

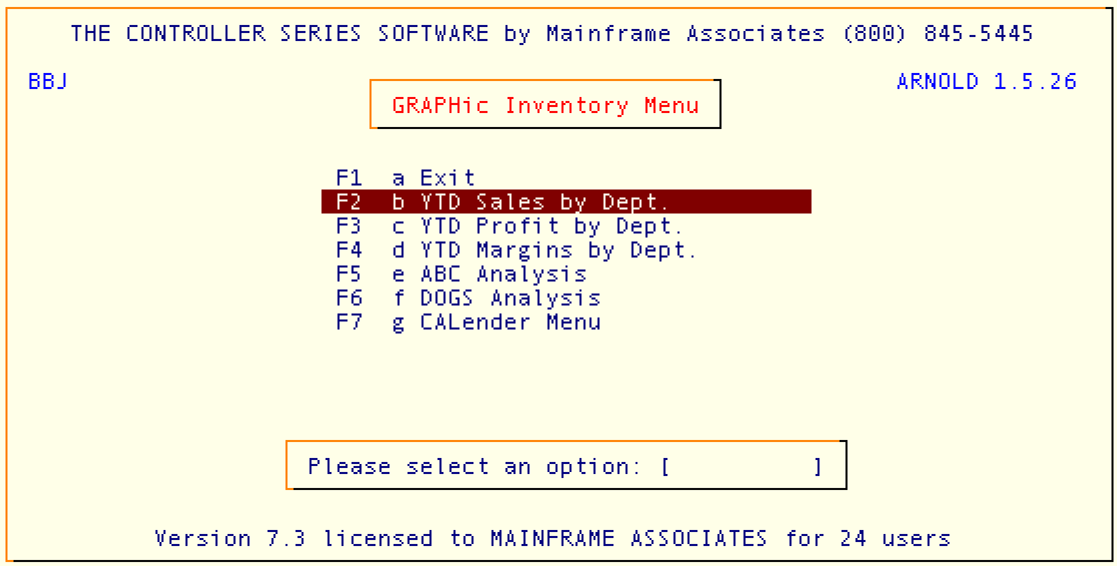
One suggested use of this report is to identify on-hand inventory that is not moving (i.e., invested cash sitting on the shelf gathering dust). For such a report, select the period to investigate, a QOH greater than zero, quantity sold less than or equal to zero, all departments, line codes, locations, and suppliers, leaving the margin and inventory value blank. This report will allow management to make strategic decisions on what to do with this inventory.

Another suggested use is to identify dead inventory - item numbers that represent items that no longer exist or are no longer stocked. For such a report, select a period of the last year, perhaps two, a QOH less than a very large number (say, 9999999999), quantity sold less than or equal to zero, all departments, line codes, locations, and suppliers, leaving the margin and inventory value blank. The results of this report can be used to clean up and remove the dead item numbers, by selecting the Delete option (only available when running this report from the Main and Short inventory screens using sF10 Utils). **Note: always thoroughly investigate the report before selecting the Delete option! Modify the options until only the items that are valid for deletion are included on the report.**

Other uses are available, at the user's discretion and imagination.

Graphic Inventory

The Graphic Inventory Menu provides a variety of information in graphic format. It may be accessed by using the plate letters **BBJ** or the vocabulary reference **GRAPH**.



Graphic Inventory Menu, BBJ or GRAPH

YTD Sales by Department

Plate Letters: **BBJB**

Graphs the year-to-date sales for all 36 departments.

The graph is displayed with the department letters along the bottom and YTD sales dollars in $1000 increments on the left side. The message at the bottom of the screen reads: OK *to Print (Y/N).* Select Y to print the graph. Select N to exit to the menu.

YTD Profit by Department

Plate Letters: **BBJC**

Displays the department letters along the bottom and YTD profit in dollars on the left side. This graph illustrates which department has been returning the best profits. The message at the bottom of the screen reads: OK *to Print (Y/N).* Select Y to print the graph. Select N to exit to the menu.

YTD Margins by Department

Plate Letters: **BBJD**

Displays the department letters along the bottom and YTD Margins in percentages along the left side. This graph illustrates which department has been returning the best margins. The message at the bottom of the screen reads: OK *to Print (Y/N).* Select Y to print the graph. Select N to exit to the menu.

ABC Analysis

Plate Letters: **BBJE**

Sorts all items in a specified department, in order of the quantities sold, and stores the results in a work file. The work file is then used to display the top 50 items in descending order from highest to lowest quantity sold. The results may be printed or shown on the console graphically. It is not necessary to re-calculate the work file each time to look at the information. Just remember that the results are only as current as the last re-calculation. With each recalculation, there is the option of calculating the order based on either Month to Date or Year to Date statistics. In other words, the best 50 items may be viewed based on sales for the current month or based on total sales for the year to date. After the graph appears, use the ↓ arrow key to consecutively display items on the console. Other pertinent information is also displayed concerning sales figures and costs. These include: Dept, Line, Average Cost, Last Cost, Price, and Margin for all four price breaks, Supplier 1 and 2, QOH, Reorder, and YTD sold.

The first item displayed is the best quantity seller for that department.

The printed report is not in graph form. The report is in descending order of bestseller quantities and includes the following fields: Item Number, Description, QOH, MTD Sold, Cost, Sell, QOO, and ROL. There is a one-page explanation concerning the use of this program followed by the prompts shown below.

```
BBJE                    ABC Analysis by Department

This option sorts all of the items in a specified department and
stores the results in a work file.

The work file is then used to display the items in descending order
from highest quantity sold to lowest.

The results may be shown on the screen graphically or printed.

It is not necessary to re-calculate the work file every time you
wish to look at the information.  Just remember that your results
are only as current as your last re-calculation.

If you do re-calculate, you will be given the option of calculating
the order based on either month to date or year to date statistics.

Do you wish to continue? :

Sysabc1                                                 Rev. 05.25.98
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ABC Analysis by Department, BBJE

The calculation takes a few minutes depending on the size of your inventory files.

Note: This option may be run at anytime, however, since the results of the calculation remain in the work file until the next time the program is run, it is good practice to run the program after the end of day. This reduces the load on the system and maintains the level of performance at the Point-of-Sale.

DOGS Analysis

Plate Letters: **BBJF**

This option's function is the opposite of the ABC or best seller analysis. See also the Dead Slow Inventory Report (BBFS).

The option sorts all of the items in a specified department and stores the results in a work file. The work file is then used to display the items in ascending order from lowest quantity sold to highest. The range selected will be the lowest 50 items in a department.

The results may be displayed graphically on the console or printed. A console display permits the use of the ↑↓ arrow keys to scroll through the item numbers. A number of other pertinent details are also displayed with the sales figures. These include Department, Line, Average Cost, Last Cost, Price, and Margin for all four price breaks, Supplier 1 and 2, QOH, Reorder, and YTD sold.

It is not necessary to re-calculate the work file each time to look at the information. Just remember that the results are only as current as the last re-calculation. As in the ABC analysis, with each recalculation there is the option of basing it on either month to date or year to date statistics.

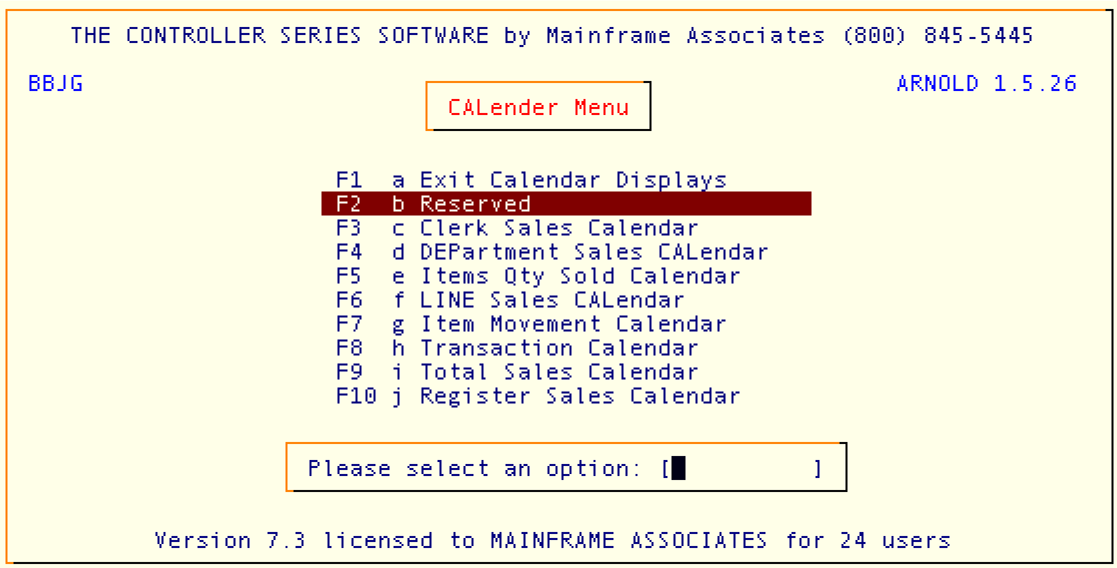
The first item displayed is the lowest seller for that department.

It is best to run this program after the end of the day.

Calendar Displays

Plate Letters: **BBJG**

Various reports displaying sale and movement by date have been collected together on the menu at BBJG or shortcut CAL.



Calendar Displays, BBJG

Clerk Sales Calendar

Plate Letters: **BBJGC**

This option calculates and displays a clerk's sales for a given month.

Department Sales Calendar

Plate Letters: **BBJGD**

This option calculates and displays the total sales in a particular department for a given month.

Items Qty Sold Calendar

Plate Letters: **BBJGE**

This option calculates and displays the total number of items sold for a given month.

Line Sales Calendar

Plate Letters: **BBJGF**

This option calculates and displays the line sales for a given month.

Item Movement Calendar

Plate Letters: **BBJGG**

This option calculates and displays the quantity movement for a given item and month.

Transaction Calendar

Plate Letters: **BBJGH**

This option calculates and displays the total number of transactions for a given month.

Total Sales Calendar

Plate Letters: **BBJGI**

This option will calculate and display the selected sales type for a given month.

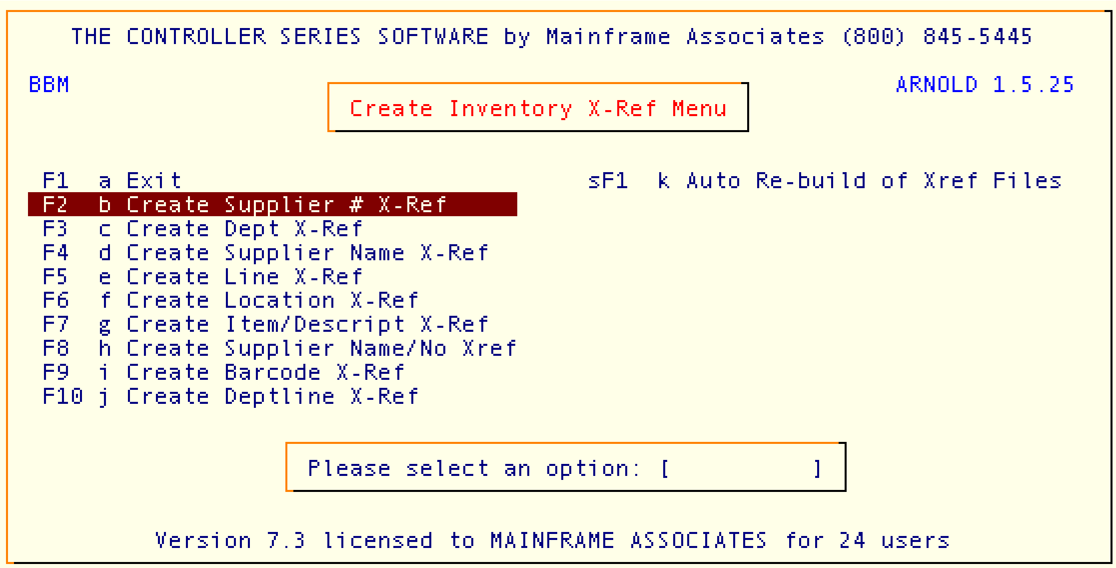
Register Sales Calendar

Plate Letters: **BBJGJ**

This option calculates and displays the total register sales for a given month.

Create Inventory X-Ref

The Inventory **X-Ref Menu** is located at plate letters **BBM**. This is a utility section that recreates the various cross-references that increase database access speeds. Point-of-Sale, Receiving, Purchasing, and Inventory programs use these cross-references.



Create Inventory X-Ref Menu, BBM

Create Supplier Number X-Ref

Plate Letters: **BBMB**

Re-builds the supplier item number cross-reference. It allows the quick generation of various supplier management reports using item numbers. The program also checks for invalid suppliers and items.

Create Department X-Ref

Plate Letters: **BBMC**

Re-builds the inventory department cross-reference used at Point-of-Sale, Purchasing, and Receiving. This is also used to produce various reports calling for departments.

Create Supplier Name X-Ref

Plate Letters: **BBMD**

Re-builds the supplier inventory item number cross-reference. It is used to generate various supplier management reports using item numbers.

Create Line X-Ref

Plate Letters: **BBME**

Re-builds the inventory line cross-reference. It is used to generate various Line Management reports using lines and item numbers as well as bin labels.

Create Location X-Ref

Plate Letters: **BBMF**

Re-builds the inventory location cross-reference.

Create Item / Description X-Ref

Plate Letters: **BBMG**

Re-builds the inventory description cross-reference. Depending on the setting of Flag 110, this cross-reference will be built based on the first word in the description (value of N), or based on each word in the description that is 3 or more characters long (value of Y). This data file is used for the inventory description lookup throughout ***The Retail Controller***.

Create Supplier Name / Number X-Ref

Plate Letters: **BBMH**

Re-builds the vendor/supplier name cross-reference.

Create Barcode X-Ref

Plate Letters: **BBMI**

Re-builds the barcode cross-reference.

Create Department-Line X-Ref

Plate Letters: **BBMJ**

Re-builds the department-line code cross-reference that contains the line codes contained within a department.

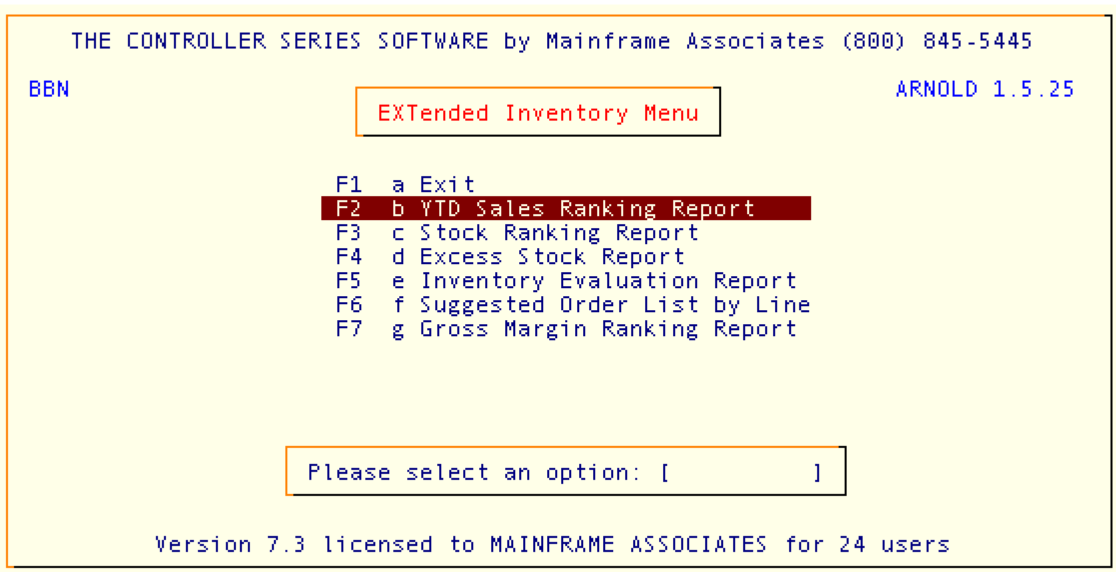
Auto Re-build of X-Ref Files

Plate Letters: **BBMK**

Re-builds all the cross-reference files defined above.

Extended Inventory

The **Extended Inventory Menu** is located at plate letters **BBN** or vocabulary reference **EXT**. This section deals with extended inventory line codes, used mainly by Federated Co-op.



Expended Inventory Menu, BBN or EXT

You must enter the following information to produce the reports below: Department, Starting Department, Starting Section, Starting Module, Starting Group, Ending Department, Ending Section, Ending Module, and Ending Group.

YTD Sales Ranking Report

Plate Letters: **BBNB**

Produces a report by selected extended line code by Item Number YTD Sales statistics for a single department and store.

Stock Ranking Report

Plate Letters: **BBNC**

Produces an evaluation report by extended line code for a single department and store. The report headings include: Item Number, QOH, Cost, Value, and Running Value.

Excess Stock Report

Plate Letters: **BBND**

Produces an overstock report by extended line code for a single department and store, and contains: Item Number, QOH, QOO, Overstock QTY, and Value.

Inventory Evaluation Report

Plate Letters: **BBNE**

Produces an evaluation report by extended line code for a single department and store, and contains: Item Number, QOH, and Value

Suggested Order List by Line

Plate Letters: **BBNF**

Produces an understock report by extended line code for a single department and store, and contains: Item Number, QOH, and Suggested Order.

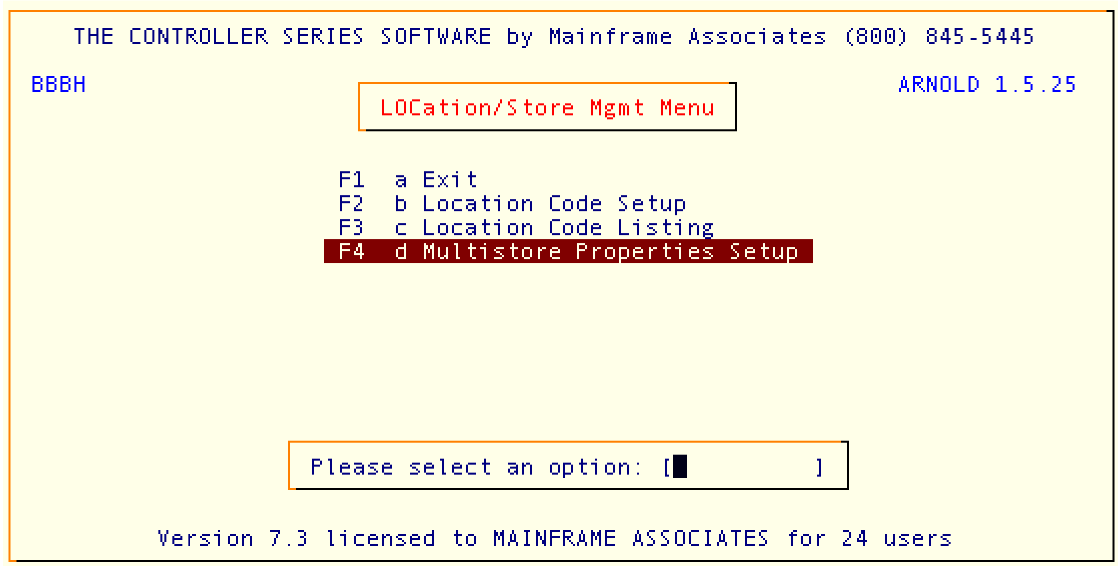
Gross Margin Ranking Report

Plate Letters: **BBNG**

Produces a Line Code Analysis report in gross margin ranking order. The report is for a selected store, covering sales for a specific period range, for a specified department or all departments. It can be in Detail or Summary.

Location Maintenance Menu

Location Maintenance is a broad term allowing both the identification of a store location (in a multi-store environment) as well as an in-store location. The Location Maintenance Menu is located at **BBBH** or vocabulary reference **LOC** on the menu.



Location/Store Management Menu, BBBH

Location Code Setup

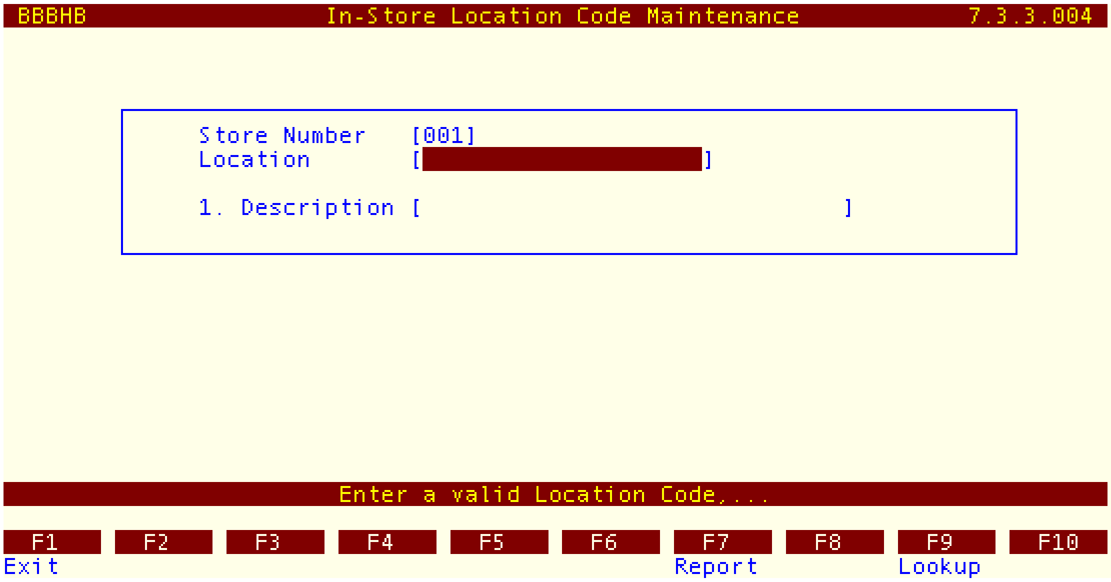
Plate Letters: **BBBHB**

Adds and updates Location Codes and their descriptions. In a single-store setup, the store number defaults to 001 and cannot be changed. In a multi-store setup, the local store defined by the logon account will automatically be selected. Stores must be setup in the suppler screen (SUPP or BJDB on the menu), and will be done in conjunction with representatives from Mainframe Associates.

Enter the Location name (without spaces or asterisks – these will be replaced with a hyphen), and the edit the description of the location. Press Enter to save the description, and Enter once more to save the changes made.

For example, a location may be called A1LF, with a description of Aisle 1 Left Front.

This includes a F7 Report giving a listing of all locations and descriptions for the store selected. This report is very similar to the BBBHC Location Code Listing Report.



Location Code Setup, BBBHB

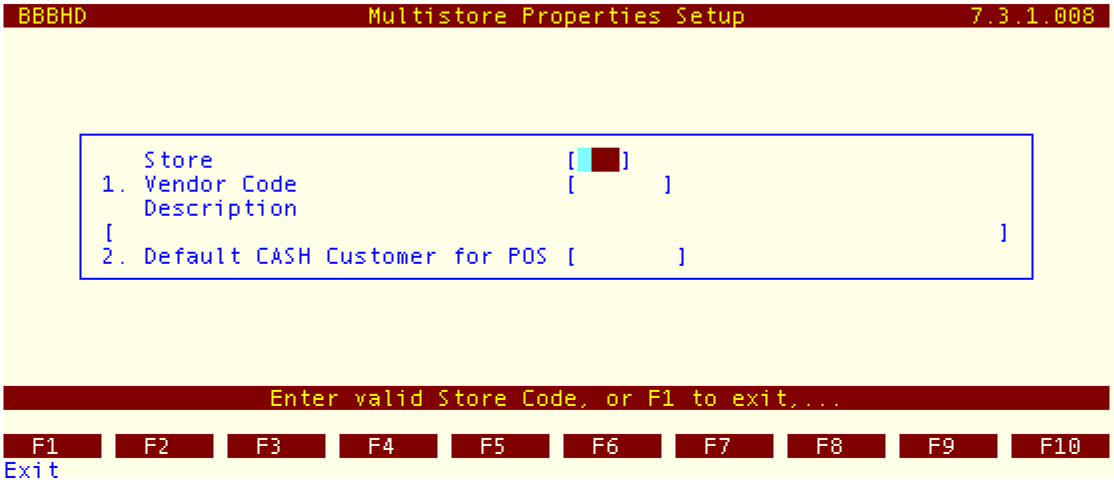
Multistore Properties Setup

Plate Letters: **BBBHD**

This is a new feature that allows the user to setup specific properties for each store, such as the default cash customer. Future expansion will also allow the user to set the current invoice, quote, order, cheque, purchase order and other document numbers that are specific to the store.

Select the store number, or use F9 Lookup to review defined stores. Stores must be setup in the Suppler screen (SUPP or BJDB on the menu), and will be done in conjunction with representatives from Mainframe Associates. The vendor code will be obtained from the Supplier screen, and should not be modified here. Field 17 in the Supplier screen will be set to 00-B-NNN, where NNN is the store number.

If setting a default cash customer, the customer must already be setup in the CUSMAS screen for the selected store. If left blank, the default cash customer is obtained from the setting of Flag 187.



Multistore Properties Setup, BBBHD

Rental Management

See Chapter on Rental Management for a detailed overview of the setup and use of Rental Inventory Management.

Lot Management

The Lot Management module was designed to allow users in the construction supply industry to create customer construction lots to track sales and shipments to these lots. In addition to the creation and management of the construction lots, special handling has been introduced into Point-of-Sale to allow easy quoting and subsequent buydowns of required materials.

As an example of the features, a customer comes into the construction supply store with plans for one or more houses. The estimator provides a list of materials required for each part of the construction, and quotes prices for these materials. Upon acceptance of the quote, the material prices become customer special pricing for the duration of the construction. Each house design has a materials list made up as a kit (so that it can be loaded multiple times when an entire subdivision is being built), with each subsection of the building separated by comments.

The kit is loaded into a sales order which is connected to a specific lot. When shipments are being made for each section of the house being built, the sales order is bought down by section (each section separated by remarks) and a delivery slip created. Invoices are subsequently created as needed. Extra materials are also linked to each lot.

Reports exist which track the sales order(s), delivery slips, invoices, and payments by lot and/or by customer. Another feature allows the tracking of package pricing for the entire lot.

Contact Mainframe Associates for details and setup information for this module.