

# Inventory



***ADVANCED DISTRIBUTION SYSTEM<sup>®</sup>***

By Prelude Systems, Inc.

**Tailored To Accommodate Growth**

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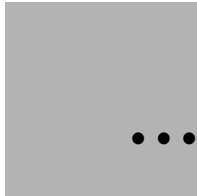
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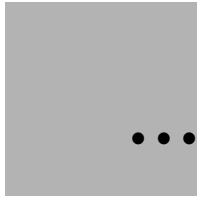
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# Chapter 1 Getting Started

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## 1.1 About the Advanced Distribution System

The Advanced Distribution System (ADS) fully integrates your operations, allows immediate transfer of information between departments, and permits flexible on-line inquiry into its database. ADS is a feature-rich distribution package with the following standard modules:

- Order Processing.
- Purchasing.
- Inventory.
- Financial (Accounts Receivable, Accounts Payable, General Ledger).
- Sales Analysis.

ADS also offers optional integrated modules such as Rental, Marketing/Contact Management, Shop/Repair, Warehousing, BMW/Work Orders, and much more. The optional modules are not covered in this manual.

## 1.2 About This Manual

This manual describes how to use ADS. It is intended for users who are new to ADS or who need a quick refresh on a specific procedure.

The procedures provided follow the standard process with the most commonly used flag settings and without modifications or optional modules (e.g., work orders, rental). Therefore, your company's procedures may differ from those described here depending on your company's flag settings and use of modifications or optional modules.



This manual does not discuss all required flag settings or describe every field and its options. For that information, please go to our website at [www.prelude.com](http://www.prelude.com) (refer to Section 1.3 on page 1-3).

### 1.2.1 Text Conventions

This manual uses the following conventions.

Convention	Indicates	Example
<i>Italics</i>	Field name.	Enter the <i>Customer Number</i> .
<b>Bold, Mixed Case</b>	Menu item.	Select <b>Order Processing</b> .
<b>BOLD, UPPER CASE</b>	Key on the keyboard.	Press <b>ENTER</b> .
<b>Bold, Courier</b>	Text to type in.	Type <b>/MS</b> .
Angle brackets <>	Variable to replace with the appropriate data.	Enter the standard description number/name in <std desc>.
Right angle bracket only >	Menu structure.	<b>Order Processing &gt; Batch Ticket Printing &gt; Acknowledgement Printing</b>

### 1.2.2 Icons

The following icons are used in this manual.

Icon	Indicates
	Suggestion, note, or other non-critical information (e.g., easier ways to find information).
	Warning or other critical information. If you do not use this information, you may not be able to complete the procedure.


## 1.3 Getting Help

To get help using ADS, use any of the following methods:

- Read this manual.
- Refer to the Customer Support section of Prelude Systems' website.
  - 1 Go to [www.prelude.com](http://www.prelude.com).
  - 2 Click **Customer Access**.
  - 3 Enter your web *User ID* and *Password* and click **Login** (if you do not have a web login, see your System Administrator).
  - 4 Click **ADS Info Central** and review the help available by module or enter search criteria.
- In ADS, press **F1** for help on a field. If you see F1-More in the help text, press **F1** to see a second level of help is available. If F1-More is in that help text, press **F1** to see a third level of help. Your company may also have its own level of help. For more information, see your System Administrator.
- Type **/HELP** to view the general help menu. The same menu appears after you exhaust all available levels of **F1** help.
- To see a list of options, press **F3** to search. Refer to Section 1.9.1 on page 1-21.
- Refer to your company's documentation, your company help desk, or your System Administrator.

## 1.4 Logging In

To log in to ADS:

- 1 Double-click on  (SB+ icon). The SBClient screen appears.

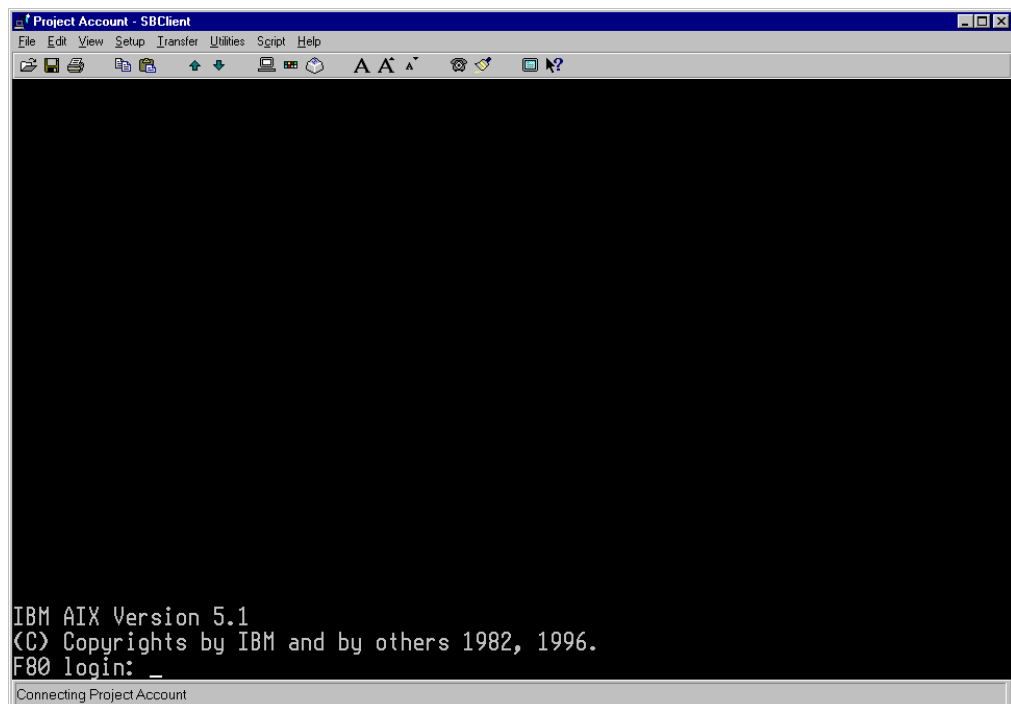


**Figure 1-1: SBClient Screen**



If you do not have any sessions, contact your System Administrator.

- 2 Highlight the name of the session you want to start and click the start session bell or double-click on the session name. The UNIX<sup>®</sup> system login prompt appears.



**Figure 1-2: UNIX System Login Prompt**

1. UNIX<sup>®</sup> is a registered trademark of The Open Group in the United States and other countries.

- 3 Enter your UNIX system login (probably lowercase) and press **ENTER**.
- 4 If prompted, enter your UNIX system password (probably lowercase) and press **ENTER**. The SB+ login prompt appears.

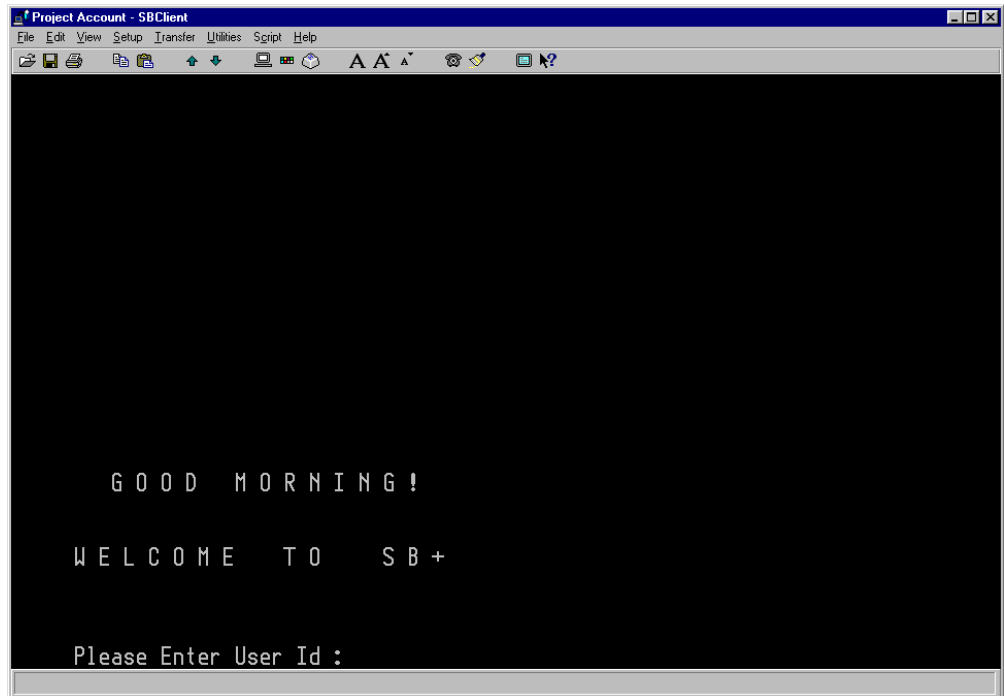


Figure 1-3: SB+ Login Prompt



Your UNIX system login may be set up to automatically log you into SB+. If so, skip to step 7.

- 5 Enter your SB+ login and press **ENTER**.
- 6 Enter your SB+ password and press **ENTER**.
- 7 If your terminal ID is automatically set for you, skip to step 8. If the Terminal ID prompt appears, choose one of the following:
  - Press **ENTER** to accept the terminal in parentheses (if present).
  - Enter a terminal ID (e.g., **TU.WYSE60** for character or **TU.WYSE60.GUI** for GUI) and press **ENTER**.
  - Type **\*** (asterisk) and press **ENTER** see a list of available terminal IDs. Then enter a terminal ID and press **ENTER**.

- 8 The main ADS screen appears. A sample is shown below. Your main screen may vary.

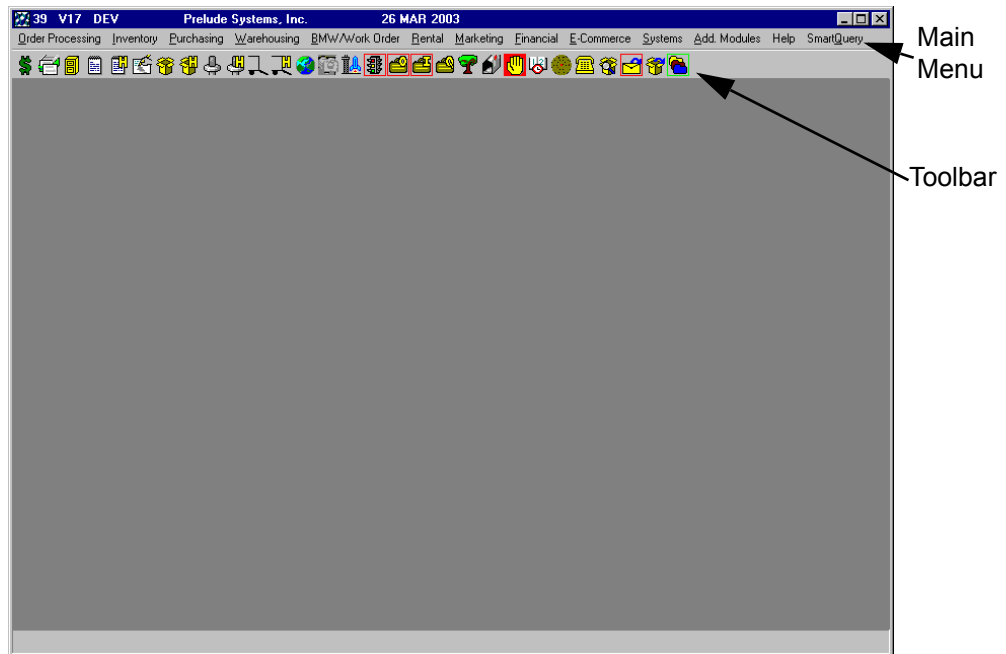


Figure 1-4: ADS Main Screen

## 1.5 Logging Out

To log out of ADS:

- 1 Close all open screens.
- 2 Press **ESC** three times. The following dialog box appears.

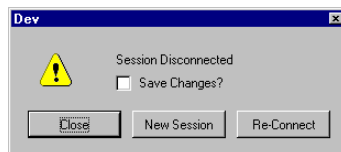


Figure 1-5: ADS Logout Screen

- 3 Choose **Close**.

## 1.6 Navigating

To use ADS, you must know how to navigate through the system with:

- Menus (refer to Section 1.6.1 on page 1-7).
- Slash commands (refer to Section 1.6.2 on page 1-9).
- Toolbar and alerts (refer to Section 1.6.3 on page 1-10).
- Screens (refer to Section 1.6.4 on page 1-11).

---

### 1.6.1 Menus

The menus that appear on your screen may be different from those shown in Figure 1-4 on page 1-6. Also, you may not see some of the standard or optional menus based on your group or user setup. For example, you may be set up as part of a Sales group that does not have access to the **Financial** menu. Also, within a menu, you may not see all available options. You may have access to the **Order Processing** menu, but not the **Commissions Subsystem** submenu. If you see a menu path in this document that you cannot access, and you feel that you need access, please see your System Administrator.

### 1.6.1.1 Submenus

Each menu may have a submenu. The screen below shows an example.

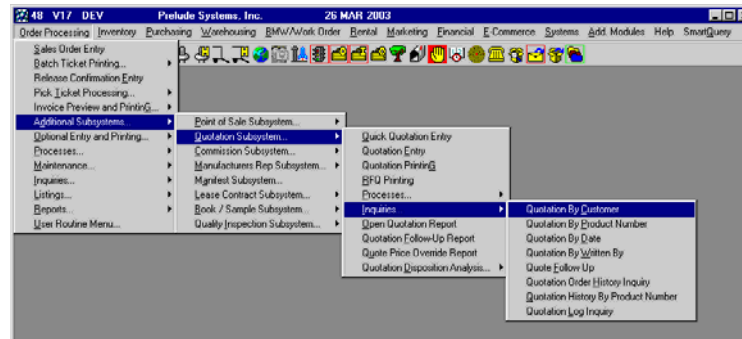


Figure 1-6: Submenu Example Screen

If an item on a menu has ellipses (...) or an arrow, select that item to see its submenu. If the item does not have ellipses or an arrow, select that item to launch a process (e.g., display a screen).

### 1.6.1.2 Hot Keys

You can use your mouse to point-and-click through the menus, or you can use hot keys. Each menu item has a hot key, which is indicated by an underline. For example, the hot key for the **Order Processing** menu is **O**; the hot key for **Inquiries** is **I**. To access a main menu or process (e.g., Order Processing, Purchasing), press **ALT+<HOT KEY>**. For example, to access the **Financial** menu, press **ALT+F**. To access each subsequent submenu, just type the hot key.



Hot keys are not case sensitive. You can use upper or lower case to access the menus and submenus.

To get to the submenus shown in Figure 1-6 on page 1-8, type:

- 1 **ALT+O** to access the **Order Processing** menu.
- 2 **D** to access the **Additional Subsystems** submenu.
- 3 **Q** to access the **Quotation Subsystem** submenu.
- 4 **I** to access the **Quotation Inquires** submenu.
- 5 Type a hot key for any inquiry to use that inquiry (e.g., **F** for **Quote Follow Up**).

---

### 1.6.1.3 Arrow Keys

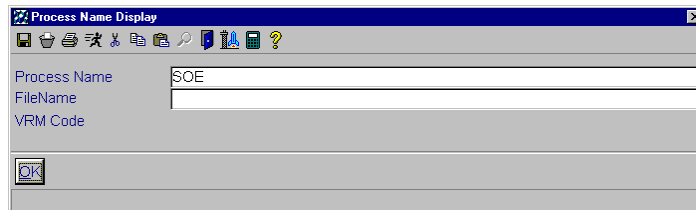
You can use the arrow keys to move around the system. Use the left and right arrow keys to move back and forth between main menu items and to view submenus. Use the up and down arrows to move within a menu. Once you highlight the process you want to run, press **ENTER**.

---

### 1.6.2 Slash Commands

In addition to the mouse and hot keys, you can use slash commands to move around the system. Slash commands (also called processes) are shortcuts that allow you to jump to another screen or process from anywhere in the system. To use a slash command type a / (forward slash - on the key with ?) followed by the process name. Most slash commands are acronyms or abbreviations of the menu item. For example, to get to the Sales Order Entry screen, type `/SOE`; to get to Purchase Order Inquiry, type `/POI`. Refer to Appendix A on page A-1 for a list of commonly used slash commands.

If you do not know the slash command for a menu item, highlight that item, type `/MS`, and press **ENTER**. The Process Name Display screen appears.
































**Figure 1-7: Process Name Display Screen**

*Process Name* is the slash command to access that menu item.

### 1.6.3 Toolbar and Alerts

The main ADS screen also has a toolbar that allows you to quickly access inquiries. Items with an asterisk (\*) turn red to alert you that something requires your attention.

**Main Toolbar**

Icon	Opens	Icon	Opens
	Price and Availability Inquiry		Credit Release Inquiry*
	Inventory Inquiry		Administrative Order Inquiry*
	Transaction Audit Inquiry		Administrative Invoice Inquiry*
	Open Sales Order Inquiry		Administrative Quote Inquiry*
	Sales Order Inquiry History		Branch Hold Inquiry*
	Quote Inquiry		Sales Representative Message Inquiry*
	Open Purchase Order Inquiry		Suspended Order Inquiry*
	Purchase Order History Inquiry		Quote Follow Up Inquiry*
	Open Work Order Inquiry		Final Price Inquiry
	Work Order History Inquiry		Marketing Activity Inquiry*
	Transfer Inquiry		Quality Control Inspection Inquiry*
	Transfer History Inquiry		Accounts Payable Release Inquiry*
	Universal Inquiry		Freight Invoice Release Inquiry*
	Accounts Receivable Inquiry*		Buyer Queue Inquiry*
	Launch process (slash command)		



All of these buttons appear regardless of how your User ID is set up. However, you may not be able to use the inquiries based on your User ID set up. For example, the Credit Release Inquiry button appears even if your User ID is not set up to be a credit manager. The Credit Release Inquiry button will never turn red because credit holds will not be sent to your attention.

## 1.6.4 Screens

To use the screens in ADS, you must know how to:

- Navigate through the screens (refer to Section 1.6.4.1 on page 1-12).
- Use the toolbar (refer to Section 1.6.4.2 on page 1-12).
- Use the Action Bar (refer to Section 1.6.4.3 on page 1-12).
- Use function buttons (refer to Section 1.6.4.4 on page 1-13).
- Use the default sort sequence (refer to Section 1.6.4.5 on page 1-13).

The Sales Order Header screen below shows an example of an Action Bar, toolbar, and function buttons.

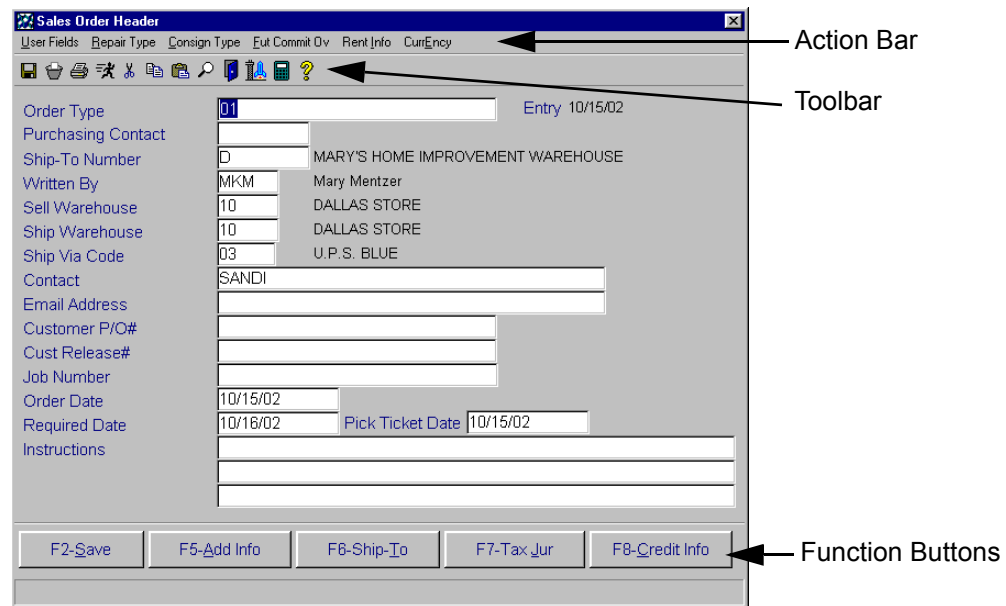


Figure 1-8: Sales Order Header Screen

### 1.6.4.1 Navigating













Use the following to navigate through a screen:

- **ENTER** to move from one field to the next.
- Arrow keys (up and down) to move between fields.
- **ESC** to close a screen or undo any edits to the field your cursor is in. If you press **ESC**, all changes are lost. Some screens do not allow you to escape without saving (e.g., Sales Order Entry).
- **CTRL+X** to close a screen. This feature is especially useful for inquiry screens where you may need to press **ESC** 2 or 3 times to close a screen. For those screens, press **CTRL+X** to close the screen immediately. If you press **CTRL+X**, all changes are lost.
- **/<#>** to jump to the field on the screen that corresponds to #. For example, *PO Number* is the tenth field on the Sales Order Header screen (refer to Figure 1-8 on page 1-11). To jump straight to *PO Number* from anywhere on the screen, type **/10** and press **ENTER**. This navigation technique may take some trial and error to find the correct number.

### 1.6.4.2 Toolbar

Each screen also has a toolbar with buttons shown in the following table.

Screen Toolbar

Icon	Allows you to	Keyboard Alternate	Icon	Allows you to	Keyboard Alternate
	Save the record	<b>F2</b>		Paste cut or copied text	<b>CTRL+V</b>
	Delete a record	<b>F4</b>		Search for available choices	<b>F3</b>
	Print a screenshot of your desktop	<b>CTRL+P</b>		Close the screen	<b>CTRL+X</b>
	Close the screen	<b>ESC</b>		Launch process (slash command)	<b>/</b>
	Cut highlighted text	<b>N/A</b>		Use the SB+ calculator	<b>/CALC</b>
	Copy highlighted text	<b>CTRL+C</b>		Access the help menu	<b>/HELP</b>

### 1.6.4.3 Action Bar

Most screens also have an Action Bar above the toolbar. The Action Bar provides additional functionality. To access these functions, click on the item or press **ALT+<HOT KEY>**. If your company has user fields (data your company asked to have collected that is not part of the standard software), you can access them through the **User Fields** option on the Action Bar.

### 1.6.4.4 Function Buttons

The table below describes the function buttons available on each screen.

**Function Buttons**

Key	Description
F1	On-line help. Never shown but always available.
F2	Save current information or documents; in inquiries, close the screen.
F3	Search for and display valid choices if present (refer to Section 1.9.1 on page 1-21). Never shown but usually available.
F4	Delete entire record (to delete a line item, refer to Section 1.9.4.2 on page 1-27).
F5-F9	Varies (e.g., Additional Information, Contact Info, Header).
F9	Usually to go-to: <ul style="list-style-type: none"> <li>• a line item.</li> <li>• a reference number (e.g., order number).</li> <li>• a page number.</li> <li>• the bottom of page (type <b>B</b>).</li> <li>• the top of page (type <b>T</b>).</li> </ul> To use this button, your cursor must be on the controlling field (typically the left-most column) of the inquiry or entry screen.



The function buttons may appear with text only. If you only see text and would like to see the function button to press, see your System Administrator. This manual references the function buttons only, not the text.

### 1.6.4.5 Default Sort Sequence

Most inquiries have a sort sequence. The default for the sort sequence is established in Default Sort Sequence Maintenance (**Systems > System Parameter > Maintenance > Option Parameters > Default Parameters Maintenance**). To change the default, go to Default Sort Sequence Maintenance, locate the inquiry you want to change, and choose a different sort sequence option.

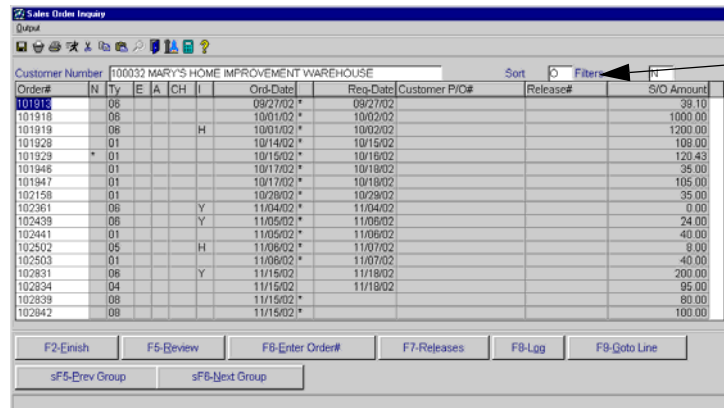


Figure 1-9: Sample Inquiry Screen

## 1.7 Printing

ADS provides two ways to print documents:

- **Continuous** - documents that are set to print continuously are printed as soon as they are ready. For example, if your pick tickets are set to print continuously and the criteria are met, pick tickets print when you select **Pick Ticket**.
- **Batch** - documents that are set to batch print are held until a process is run to print them. For example, if your pick tickets are set to batch print, they are held in a queue when you select **Pick Ticket**. The pick tickets wait in the queue until **Pick Ticket Printing (/PTP)** is run.

Although this document uses the term “print,” most documents can be faxed and emailed both continuously and by batch. For example, if a customer is set to have invoices faxed, when you print invoices, that customer receives a fax.

Other documents, like purchase orders, give you an option to print, fax, and/or email when you save. The first option provided is the customer or vendor’s preferred method of receiving the document; however, you may choose one of the other options.

## 1.8 Working with Reports

Reports in ADS uses the General Report Interface, also called GRIM. GRIM allows you to modify selection criteria for each report and save that criteria.



You can modify report criteria based on your user settings. If you would like to modify reports but do not have permission, see your System Administrator.

### 1.8.1 Modifying Report Criteria

When you select a report to run, the standard GRIM screen appears. A sample is shown below.

Figure 1-10: GRIM Example Screen



Only hierarchy levels that your company uses appear in GRIM screens. For example, if your company does not use department number but does use cost center number, *Cost Center Number* appears instead of *Department Number* in the screen above.

To run a report:

- 1 Enter selection criteria in any or all fields.
  - If you wish to use all available criteria for a field (e.g., all divisions or locations), leave that field blank. If data is mandatory, a warning dialog box appears.
  - To select multiple criteria, separate the data with commas. For example to view results for warehouse 10 and 20, enter 10 ,20 for *Warehouse Number*.
  - Put your cursor in the field you want to search and press **F3** to search for criteria, if available. For more information, refer to Section 1.9.1 on page 1-21.
  - Use brackets ([ ]) as wildcards, if allowed. For example, to lookup P/Os that begin with 123, enter 123] .

- 2 After entering criteria, press **F2** to run the report. The following dialog box appears.

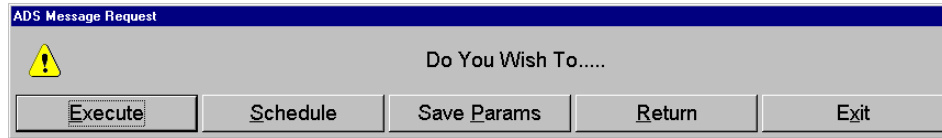


Figure 1-11: Execute Report Dialog Box

- 3 Choose one of the following:
- **Execute** to run the report. The following prompt appears. Continue to step 4.

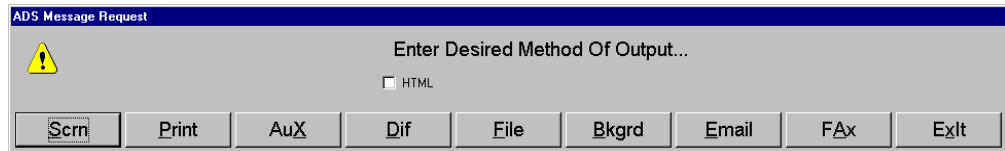


Figure 1-12: Output Method Dialog Box

- **Schedule** to schedule a report. See your System Administrator.
  - **Save Params** to save report criteria. Refer to Section 1.8.2 on page 1-17.
  - **Return** to return to the GRIM screen and change criteria.
  - **Exit** to close the GRIM screen and return to the menu without running the report.
- 4 Choose an output option:
- **HTML** - displays the report in HTML format. Only **Scrn** and **Aux** are available if you check **HTML**.
  - **Scrn** - displays the report on your desktop.
  - **Print** - sends the report to a printer.
  - **Email** - emails the report to the email address(es) you specify. For more information on emailing, refer to Section 1.9.5 on page 1-28.
  - **Fax** - faxes the report to the fax number you specify. For more information on faxing, refer to Section 1.9.6 on page 1-29.
  - **Exit** - closes GRIM without generating the report.

To use **Aux**, **Dif**, **File**, or **Bkgrd**, see your System Administrator. You may also see an option to export to Microsoft® Excel. See your System Administrator for more information.

## 1.8.2 Modifying Selection Criteria



You may or may not be able to modify selection criteria based on your User ID. If you cannot modify selection criteria, but would like to, see your System Administrator.

You can use GRIM to modify selection criteria and then save that criteria. To modify selection criteria:

- 1 On the main report screen, press **F5**. The Modify General Report Interface Parameters screen appears.

Dictionary Name	Description	Oper	Mult	Man	Cnv	Sel	W	Add
DIV NUM	Division Number	=	Y	N		Y	N	Y
SEL WHSE	Warehouse Number	=	Y	N		Y	N	Y
DEP NUM	Department Number	=	Y	N		Y	N	Y
CUST NUM	Customer Number	=	Y	N		Y	N	Y
SLSM NUM	Salesrep Number	=	Y	N		Y	N	Y
WB	Written By	=	Y	N		Y	N	Y
ORD TYPE	Order Type	=	Y	N		Y	N	Y
REQ DATE	Required Date	>=	N	N	D2/	Y	N	Y
REQ DATE	Required Date	<=	N	N	D2/	Y	N	Y
WORK<4>	Sort By Cust,Salesrep, WB	=	N	Y		N	N	Y

F2-Save

**Figure 1-13: Modify General Report Interface Parameters Screen**

- 2 Enter the *Dictionary Name* that you want to add or press **F3** to search.
- 3 Change the *Description* if necessary.
- 4 For *Oper*, choose an operator:
  - = - equal (default).
  - # - not equal.
  - > - greater than.
  - < - less than.
  - >= - greater than or equal to.
  - <= - less than or equal to.
- 5 For *Mult*, choose one of the following:
  - **Y** - to allow multiple values to be entered (default).
  - **N** - to allow only one value to be entered.
- 6 For *Man*, choose one of the following:
  - **Y** - to make this field mandatory.
  - **N** - to make this field optional (default).
- 7 For *Cnv*, accept the default conversion code.
- 8 For *Sel*, choose one of the following:
  - **Y** - to use this criteria to select data (default).
  - **N** - to not use this criteria to select data.

- 9** For *W*, choose one of the following:
- **B** - to allow brackets at the beginning and end of a string as wildcards (e.g., [**text**]).
  - **L** - to allow brackets at the left (beginning) of the string (e.g., [**text**]).
  - **R** - to allow brackets at the right (end) of the string (e.g., **text**]).
  - **N** - to not allow wildcards (default).
- 10** Repeat steps 2-9 for each *Dictionary Name* you want to add.
- 11** Press **F2**. Your changes appear in the GRIM screen.

### 1.8.3 Saving Report Parameters

You can save any changes to a report, including criteria changes and/or data entered in the GRIM screen (refer to Section 1-10 on page 1-15). For example, if you always want to run a report for a specific warehouse/salesrep combination, enter the warehouse and salesrep number(s) in the GRIM screen and save the report parameters.

To save report parameters:

- 1 Modify the report criteria (refer to Section 1.8.2 on page 1-17) and/or enter data in the GRIM screen.
- 2 To change the report heading to reflect your changes, press **F7**. The Report Heading Override screen appears.

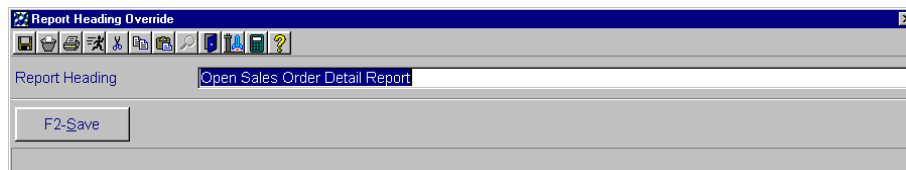


Figure 1-14: Report Heading Override Screen

- 3 Enter a new *Report Heading* and press **F2** on the Report Heading Override screen.
- 4 Press **F2** on the GRIM screen.
- 5 On the dialog box that appears, choose **Save Params**. The Report Parameter Save screen appears.

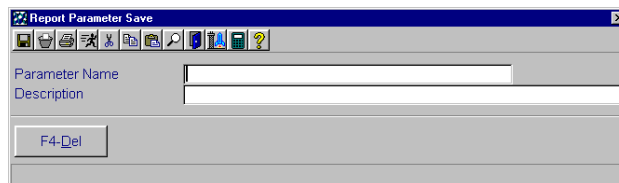


Figure 1-15: Report Parameter Save Screen

- 6 Enter a *Parameter Name*. The name should be brief, but descriptive. Append identifying initials to the name (e.g., **CUST.ZIP.PSI**).
- 7 Enter a *Description* and press **F2**.

## 1.8.4 Using Saved Report Parameters

To use saved report parameters:

- 1 On the GRIM screen, press **F6**. The Report Parameter Load screen appears.

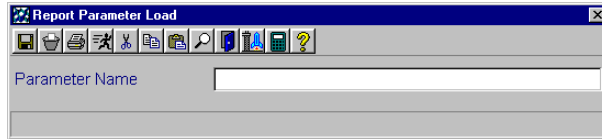


Figure 1-16: Report Parameter Load Screen

- 2 In *Parameter Name*, enter the name of the saved report parameters you want to use or press **F3** to search. Continue with the report as usual (refer to Section 1.8.1 on page 1-15).



You can also run a report with saved parameters by typing `/<report.name>, <parameter.name>`. For example, if you saved parameters named DIV1 for the Monthly Invoice Register Report, type `/MLY . INV . REG . RPT , DIV1` to open the GRIM screen and load the parameters.

## 1.8.5 Understanding Report Output

The first 3 lines of each report contain the same kind of information:

- Line 1 - company name, user ID, page number.
- Line 2 - report name, date, time.
- Line 3 - selection criteria.

A sample is shown below.

```
Development Company                               User Id MKM   Page 1
Open Sales Order Summary Report As Of 10:32:48 On 01/30/03
CUST.NUM = "000111" [Sort By Cust, W/B, Slsm = "C"]
```

## 1.9 Commonly Used Functions

### 1.9.1 Searching

ADS allows you to search either by pressing **F3** and entering search criteria or by simply entering criteria in a field (for products, customers, vendors, and prospects) and pressing **F3** or **ENTER**.



When searching in a maintenance screen, use a period (.) before the criteria. For example, to find DALLAS, enter **.DALLAS**. If you do not use the period, ADS assumes that you are entering a new record.

When you press **F3**, a search screen appears (if you are on a date field, a calendar appears - refer to Section 1.9.3 on page 1-25). The search screen typically has only one field, but may have more.

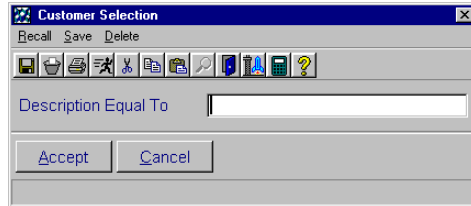


Figure 1-17: Example Search Screen

Press **ENTER** to see all values or search using the following criteria (depending on the data required):

- **Keyword.** For example, when searching for a customer or vendor, you can use the standard keywords *Description*, *City*, *State*, and/or *ZIP*. Your company may also specify additional keywords. You can enter the whole keyword or just the first few letters. You can also combine keywords. For example, if you're looking for a restaurant supply customer in Georgia, you could enter **REST GA**.
- **Description.** For example, if you're searching for a code for a salesperson and you know the salesperson's name is Jane Smith, you can enter **JANE**.



You can only search for characters at the beginning of a word or code. For example, if you enter **DRIVE**, **SCREWDRIWER** does not appear. To find the keyword **SCREWDRIWER**, you have to enter text from the beginning of the word (e.g., **SCR**).

When you enter criteria and/or press **ENTER**, a results screen appears.



**Figure 1-18: Search Results Example Screen**

If you only want to select one item, scroll through the list, highlight the item you want, and press **F2** or **ENTER**.

If you want to select multiple items (e.g., for a report and some screens) you can use item tagging:

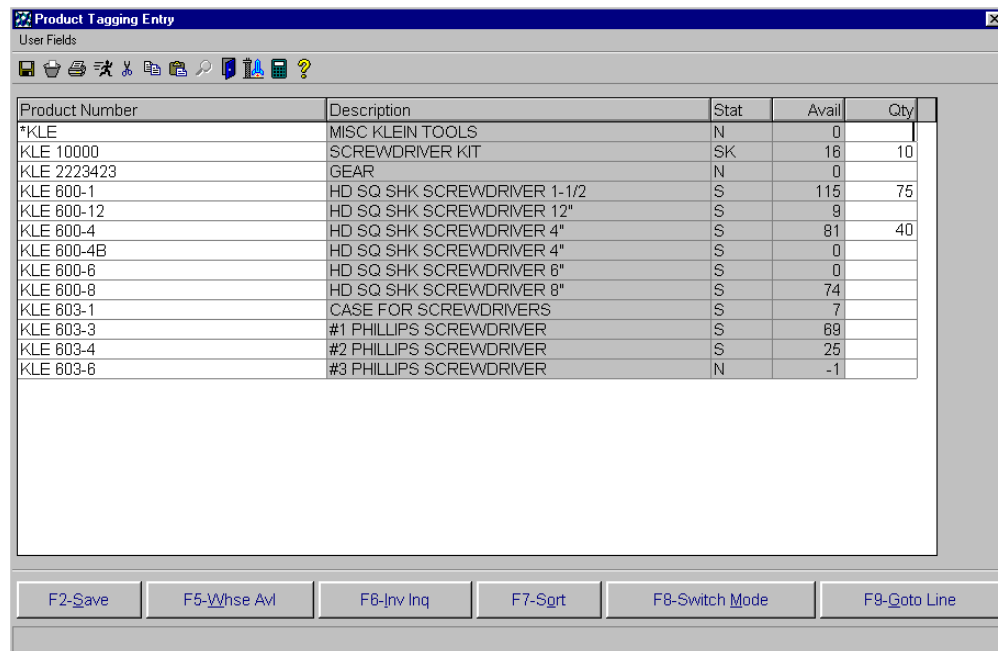
- To tag items, hold **CTRL** and use your arrow keys to move up and down the list. Continue holding **CTRL** and press **F5** or **SPACE** on each item you want to select.
- To untag items, hold **CTRL** and use your arrow keys to move up and down the list. Without holding **CTRL**, press **SHIFT+F5** or **SHIFT+SPACE** on each item you want to untag.
- To tag all items, press **F9**.
- To untag all items, press **SHIFT+F9**.
- To tag only items that contain specific text, press **F8**. In the screen that appears, enter a text string that you want to select and press **ENTER**. Items with text that match that string are selected.
- To untag only items that contain specific text, press **SHIFT+F8**. In the screen that appears, enter a text string that you want to search for and press **ENTER**. Items with text that match that string are untagged.



After you choose a customer, product, vendor, or prospect from a selection screen, you can look at the next and previous items on the list without repeating the search. Type **NN** to look at the next item or **BB** to look at the previous item. Use **.NN** and **.BB** on maintenance screens.

## 1.9.2 Using the Product Tagging Entry Screen

When you search for a product from a transaction entry screen (e.g., Sales Order Entry, Transfer Entry) a Product Lookup screen or Product Tagging Entry screen appears based on your systems settings. Both screens list the product number, product description, status, and availability. Only the Product Tagging Entry Screen provides a column for you to enter a quantity. You can use the quantity column to enter a quantity to order for each product the search returned. An example of the Product Tagging Entry screen is shown below.



Product Number	Description	Stat	Avail	Qty
*KLE	MISC KLEIN TOOLS	N	0	
KLE 10000	SCREWDRIVER KIT	SK	16	10
KLE 2223423	GEAR	N	0	
KLE 800-1	HD SQ SHK SCREWDRIVER 1-1/2	S	115	75
KLE 800-12	HD SQ SHK SCREWDRIVER 12"	S	9	
KLE 800-4	HD SQ SHK SCREWDRIVER 4"	S	81	40
KLE 800-4B	HD SQ SHK SCREWDRIVER 4"	S	0	
KLE 800-8	HD SQ SHK SCREWDRIVER 8"	S	0	
KLE 800-8	HD SQ SHK SCREWDRIVER 8"	S	74	
KLE 803-1	CASE FOR SCREWDRIVERS	S	7	
KLE 803-3	#1 PHILLIPS SCREWDRIVER	S	69	
KLE 803-4	#2 PHILLIPS SCREWDRIVER	S	25	
KLE 803-6	#3 PHILLIPS SCREWDRIVER	N	-1	

**Figure 1-19: Product Tagging Entry Screen**

The codes in *Stat* indicate:

- N - non-stock item.
- B - BOM parent.
- K - kit parent.
- R - rental item.
- S - stock item.
- X - obsolete item.
- Null - no warehouse record exists.

These codes can be combined (e.g., SK = stock kit parent).

Refer to the table below for more information on the function buttons on the Product Tagging Entry screen.

Press	To	Comments
<b>F2</b>	Put any lines for which you entered a <i>Qty</i> on the sales order. If you press <b>F2</b> without entering a <i>Qty</i> , a detail screen for the product the cursor is on appears.	Use if you know you want to go the detail screen.
<b>F5</b>	Open the Warehouse Availability screen to see how much of the item is available at all warehouses.	
<b>F6</b>	Open the Inventory Inquiry screen to see the status of the item's inventory (e.g., on order, committed).	Refer to the Inventory Manual.
<b>F7</b>	Switches between resorting the list according to <i>Description</i> or <i>Product Number</i> .	
<b>F8</b>	Switches between placing the cursor in <i>Qty</i> or <i>Product Number</i> . Default placement is set with the <i>Product Tagging Entry Mode</i> flag in Default Parameters Maintenance.	
<b>F9</b>	When the cursor is on the product number, identify a reference number on the screen that you want to jump to.	



If you press **F2** on a product without entering a *Qty*, a detail screen appears for that product.

To use the Product Tagging Entry screen:

- 1 For each item, review cost, dates, quantities, and any other information as necessary.
- 2 For each item that the customer wants to order, enter the quantity in *Qty*.
- 3 Press **F2**. The order items for which you entered quantities appear in the screen.

To view the detail screen for a product, put your cursor on that product and press **ENTER**.

### 1.9.3 Entering Dates

ADS provides several shortcuts for entering dates in a date field:

Enter	To
<b>T</b>	Use today's date.
<b>+&lt;#&gt;</b>	Add # days to today's date. For example, if today is 3/1 and you enter <b>+14</b> , the date that appears is 3/15.
<b>-&lt;#&gt;</b>	Subtract # days from today's date. For example, if today is 3/15 and you enter <b>-14</b> , the date that appears is 3/1.
<b>&lt;#&gt;</b>	Use that day in the current month. For example, if the month and year is 3/03 and you enter <b>15</b> , the date that appears is 3/15/03.

Although dates appear in ADS separated by a forward slash (/), you can enter a period (.) or dash (-) as a separator. Also, if you do not specify a year, ADS uses the current year.

You can view a calendar by pressing **F3** from any date field or typing **/DATE** from anywhere in the system. An example of the calendar is shown below.

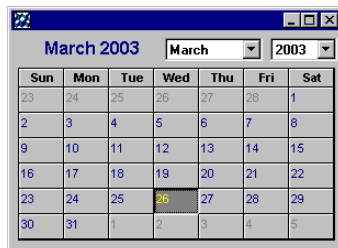


Figure 1-20: Calendar Screen

---

## 1.9.4 Working with Line Items

Line items appear throughout ADS (e.g., Sales Order Entry, Purchase Order Entry). Use the following procedures to work with line items:

- Insert a blank line (refer to Section 1.9.4.1 on page 1-26).
- Delete a line item (refer to Section 1.9.4.2 on page 1-27).
- Replace a line item (refer to Section 1.9.4.3 on page 1-27).

---

### 1.9.4.1 Inserting a Blank Line

To insert a blank line between line items:

- 1 Put the cursor on the line below where you want to insert a blank line.
- 2 Press **CTRL+INSERT**. The new line appears above the cursor.
- 3 In the blank line, add a new line item or comment.



Your terminal type may affect how you insert a blank line. Type **/KEYS** to view how your keys are set up.

---

### 1.9.4.2 Deleting a Line Item

To delete a line item:

- 1 Put the cursor on the line you wish to delete. It is automatically highlighted.
- 2 Type \ and press **ENTER**.



You cannot delete an item that is linked to a P/O, W/O, or transfer. If an item is linked, a warning message appears and you cannot proceed. You must first delete the linked P/O, W/O, or transfer. Warning messages appear if a pick ticket exists. Find the pick ticket before continuing.

- 3 If you are deleting a line from a sales order and your company tracks lost sales, the following dialog box appears.



Figure 1-21: Update Lost Sales Dialog Box

- 4 Choose one of the following:
  - Select **Yes** to update lost sales (e.g., the product is out of stock or the price is too high).
  - Select **No** not to update lost sales (e.g., you initially entered the wrong product).
- 5 If you select **Yes**, the Lost Sale Reason Code screen appears.

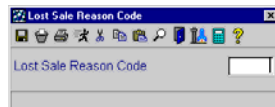


Figure 1-22: Lost Sale Reason Code Screen

- 6 Enter the *Lost Sale Reason Code* or press **F3** to search for the code and press **ENTER**.

---

### 1.9.4.3 Replacing a Line Item

You cannot replace a line item with another. You must:

- 1 Delete the incorrect line item (refer to Section 1.9.4.2 on page 1-27).
- 2 Enter the correct line item.

## 1.9.5 Emailing Documents

ADS allows you to email documents such as reports, invoices, purchase orders, and many others. If you choose the email option, the Email Information screen appears.



For emailing to work properly, you may need to update your user forms. For more information, see your System Administrator.

**Figure 1-23: Email Information Screen**

To email a document:

- 1 Change *Email From*, if necessary. Defaults to the email in your User ID.
- 2 Enter as many addresses as necessary in *Email To*.
- 3 Enter a *Subject*.
- 4 Enter *Coverpage Notes*. Any text entered here appears as the body of the email.
- 5 For *File Type*, enter the file extension for the attachment:
  - **TXT** - opens in Microsoft® Notepad.
  - **RTF** - opens in Microsoft Word or Microsoft WordPad.
  - **PDF** - see your System Administrator before using this option.
- 6 For *Format*, choose the stationery type for the attachment:
  - **P** - portrait.
  - **L** - landscape.
  - **U** - user-defined. Typically used to send data to another computer. See your System Administrator before using this option.
- 7 For *File Name*, enter the name of the attachment. If you do not enter a name, ADS generates a name.
- 8 Press **F2**.

## 1.9.6 Faxing Documents

ADS allows you to fax documents such as reports, invoices, and purchase orders to your customers and/or vendors. If you choose the fax option, the Fax Information screen appears.



For faxing to work properly, you must use faxing software (e.g., VSI-FAX®). For more information, see your System Administrator.

The screenshot shows a window titled "Fax Information" with a standard Windows-style toolbar. The main area contains the following fields:

- Fax Number
- To Name
- Company
- From Name
- Company
- From Phone
- From Fax
- Subject

Below these fields is a large text area labeled "Coverpage Notes". At the bottom left, there is a button labeled "F2-Save".

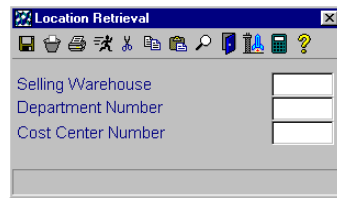
**Figure 1-24: Fax Information Screen**

To enter fax coverpage information:

- 1 Enter a *Fax Number*, *To Name*, and *Company*.
- 2 *From Name*, *Company*, *From Phone*, and *From Fax* default from the information in your User ID. Edit them as necessary.
- 3 Enter a *Subject* and *Coverpage Notes*.
- 4 Press **F2**.

## 1.9.7 Using the Location Retrieval Screen

The Location Retrieval screen may appear when you enter orders or other transactions. An sample screen is shown below.



**Figure 1-25: Location Retrieval Screen**

This screen appears depending on your User ID settings. If your User ID has a set warehouse, department, and/or cost center, this screen never appears. If they are not set in your User ID, this screen appears and allows you to change the warehouse, department, and/or cost center in which to enter the transaction. Your company may or may not use department or cost center.

## 1.9.8 Using the Calculator

To access the calculator ADS provides, type `/CALC`.

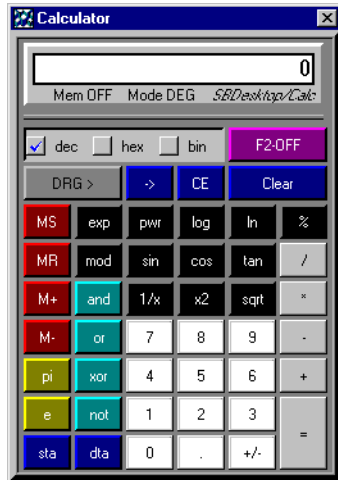


Figure 1-26: Calculator Screen

The table below lists the function of each button on the calculator.

Button	Function	Button	Function
<b>Gray Buttons - Base, Mode, and Basic Mathematical Functions</b>			
/	Divide	*	Multiply
-	Subtract	+	Add
=	Equals (show total)	dec	Decimal base
hex	Hexidecimal base	bin	Binary base
DEG>	Toggle between Degree and Radian modes. Current mode is shown under the display as Mode DEG or Mode RAD.		
<b>Blue Buttons - Deletion and Statistics Functions</b>			
->	Delete right-most character	CE	Clear entry (clears current entry but retains total)
Clear	Delete current entry and total	sta	Open Statistics screen, where you can find the sum, average, or standard deviation of a list of values.
dta	Open the Statistics screen, where you can find the sum, average, or standard deviation of a list of values. Load a value from the calculator display into the Statistics screen.		
<b>Red Buttons - Memory Functions</b>			
MS	Turn memory functions on and off. Noted under the display as Mem OFF or Mem ON.	MR	Display the total in memory
M+	Add the value displayed to the memory total	M-	Subtract the value displayed from the memory total
<b>Yellow-Green Buttons - Constants</b>			
pi	3.14 ( $\pi$ )	e	2.718 (base of natural logarithms)

Button	Function	Button	Function
<b>Blue-Green Buttons - Bitwise Functions (Hexidecimal base only)</b>			
<b>and</b>	Bitwise AND	<b>or</b>	Bitwise OR
<b>xor</b>	Bitwise exclusive OR	<b>not</b>	Bitwise inverse
<b>Black Buttons - Advanced Mathematical Functions</b>			
<b>exp</b>	Raise the constant e to the value displayed ( $e^x$ )	<b>pwr</b>	Raise the value displayed to a power (e.g., to see the value of $5^3$ , press <b>5, pwr, 3, =</b> )
<b>log</b>	Logarithm (base 10)	<b>ln</b>	Natural logarithm (base e)
<b>%</b>	Percent	<b>mod</b>	Modulus (remainder). For example, to see the remainder of 15 divided by 6, press <b>15, mod, 6</b> .
<b>sin</b>	Sine	<b>cos</b>	Cosine
<b>tan</b>	Tangent	<b>1/x</b>	Reciprocal
<b>x2</b>	Square	<b>sqrt</b>	Square root
<b>White Buttons - Numbers</b>			
<b>0-9</b>	Enter number on button	<b>.</b>	Enter decimal point
<b>+/-</b>	Change the value displayed to positive or negative		

A small screen also appears with the following buttons:

- **F7 - Run Process.** The ADS Process Request screen appears. Refer to Section 1.6.2 on page 1-9 for more information.
- **F9 - Expression.** The Build Expression screen appears. Either enter text for the expression press **F3** to search for expression and operator options.



## Chapter 2 Inventory

.....

The ADS Inventory module allows you to:

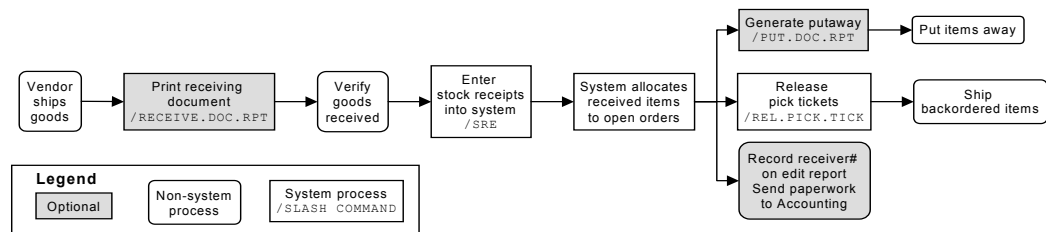
- Receive stock (refer to Section 2.1 on page 2-2).
- Enter, ship, and receive transfers (refer to Section 2.2 on page 2-29).
- Enter vendor claims (refer to Section 2.3 on page 2-66).
- Receive warranty replacements (refer to Section 2.4 on page 2-92).
- Adjust inventory (refer to Section 2.5 on page 2-103).
- Allocate inventory (refer to Section 2.6 on page 2-106).
- Release pick tickets (refer to Section 2.7 on page 2-108).

## 2.1 Receiving Stock

To receive stock, you can:

- Print a receiving document (refer to Section 2.1.1 on page 2-3).
- Receive stock (refer to Section 2.1.2 on page 2-6).
- Enter a negative receiver (refer to Section 2.1.3 on page 2-20).
- Allocate stock (refer to Section 2.6 on page 2-106).
- Print a putaway document (refer to Section 2.1.4 on page 2-24).
- Release pick tickets (refer to Section 2.7 on page 2-108).

The following figure shows the ADS stock receipts flowchart.



**Figure 2-1: Stock Receipts Flowchart**

## 2.1.1 Generating a Receiving Document

The receiving document is an optional report that you can generate to receive against. If your vendor uses a packing list, you may want to receive against that.

To generate the Purchase Order Receiving Report:

- 1 Type `/RECEIVE.DOC.RPT` (**Inventory > Reports > Stock Receipts > Receiving Documents Report**). The Receiving Document Report screen appears.

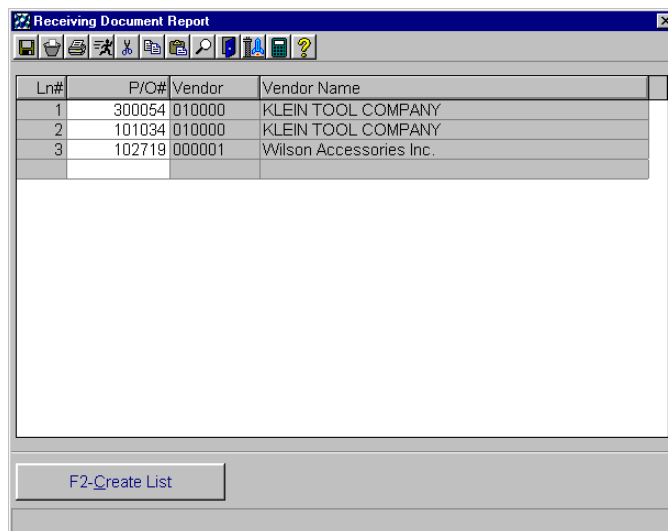


Figure 2-2: Receiving Document Report Screen

- 2 Enter a *P/O#* or press **F3** to search for one.
- 3 Repeat step 2 until you enter all the *P/Os* for which you want to generate a receiving document.
- 4 Press **F2**. The following dialog box appears.

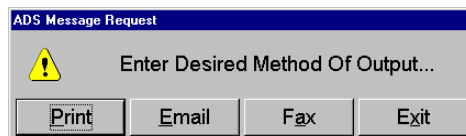


Figure 2-3: Receiving Document Output Dialog Box

- 5 Choose one of the following:
  - **Print** - send the report to a printer.
  - **Email** - email the report. Refer to Section 1.9.5 on page 1-28.
  - **Fax** - fax the report. Refer to Section 1.9.6 on page 1-29.
  - **Exit** - do not generate the report.

Column headings are described in the table below. A sample of the report is shown on the next page.

Column Heading	Description
P/O #	Purchase order number.
Vend#	The vendor number. The vendor description is on the second line.
P/O Date	The date on which the P/O was written or printed (based on <i>Set P/O Date to Output Date</i> in Purchasing Option Parameters).
Line	The line item number.
Product/ Description	Line one - the product number. Line two - the product description. Line three - the second line of product description (if any).
Vendor Part Number	Line one - vendor part number (if any). Line two - linked document number (if any). Line three - customer name on the linked document (if any).
Pri/Sec Bin	Line one - the primary bin number. An asterisk indicates that the onhand in the bin is zero or is below minimum. Line two - the secondary bin number (if any). Line three - the item's required date if it is linked.
S	The item's stock status: <ul style="list-style-type: none"> <li>• N - non-stock.</li> <li>• S - stock</li> <li>• C - consigned.</li> </ul>
Qty-Opn	The quantity yet to be received.
U/M	The item's unit of measure.
Qty-Rec	Space to fill in the quantity received.

Development Company  
 Purchase Order Receiving Report as of 10:16:12 MAY 07 2003  
 Page: 1

P/O #	Vend#	P/O Date	Ln	Product/Description	Vendor Part Number	Pri/Sec Bin	S	Qty-Opn	U/M	Qty-Rec
300054	010000	07/09/02	1	*KLE KLEIN TOOL COMPANY	S-300026		*	N	5	EA
				MISC KLEIN TOOLS	BV Pet Supply					
				TEST						
			2	*KLE MISC KLEIN TOOLS	S-300027		*	N	1	EA
					BV Pet Supply					
			3	KLE 600-1 HD SQ SHK SCREWDRIVER 1-1/2	600-1	A01	S		1	EA
					S-300014					
					Birdog and Catfish					
			4	KLE 600-12 HD SQ SHK SCREWDRIVER 12"	600-12	A05	S		101	EA
			5	KLE 600-8 HD SQ SHK SCREWDRIVER 8"	600-8	A03	S		1	EA
					S-300014					
					Birdog and Catfish					

Development Company  
 Purchase Order Receiving Report as of 10:16:12 MAY 07 2003  
 Page: 2

P/O #	Vend#	P/O Date	Ln	Product/Description	Vendor Part Number	Pri/Sec Bin	S	Qty-Opn	U/M	Qty-Rec
101034	010000	07/11/02	1	*KLE KLEIN TOOL COMPANY	S-101014	A42	*	N	1	EA
				MISC KLEIN TOOLS	JME ASSOCIATES					
			2	*KLE MISC KLEIN TOOLS	S-101357	A42	*	N	3	EA
				MORE MISC KLEIN TOOLS	CUSTOMER					
			3	KLE 600-1 HD SQ SHK SCREWDRIVER 1-1/2	600-1	A-1	S		56	EA
			4	KLE 603-6 #3 PHILLIPS SCREWDRIVER	603-6	A63	*	N	1	EA
					S-101014					
					JME ASSOCIATES					
			5	KLE 603-6 #3 PHILLIPS SCREWDRIVER	603-6	A63	*	N	1	EA
					S-101365					
					BLACK AND DECKER					

Development Company  
 Purchase Order Receiving Report as of 10:16:12 MAY 07 2003  
 Page: 3

P/O #	Vend#	P/O Date	Ln	Product/Description	Vendor Part Number	Pri/Sec Bin	S	Qty-Opn	U/M	Qty-Rec
102719	000001	04/24/03	1	WIL 144-100 Wilson Accessories		1.B	S		10	EA
				Wilson Prostaff Golf Bag						

## 2.1.2 Receiving Stock

The Stock Receipts Entry screen allows you to:

- Receive stock from a P/O (refer to Section 2.1.2.1 on page 2-6).
- Receive stock without a P/O (refer to Section 2.1.2.2 on page 2-9).
- Receive stock by batch (refer to Section 2.1.2.3 on page 2-12).
- Reject stock (refer to Section 2.1.2.4 on page 2-16).
- Hold stock receipts (refer to Section 2.1.2.5 on page 2-17).

### 2.1.2.1 Receiving Stock from a P/O

To receive stock from a P/O:

- 1 Type **/SRE** (**Inventory > Stock Receipts > Stock Receipts Entry**) and press **ENTER**. The Stock Receipts Entry screen appears.



If you have access to more than one warehouse, the Location Retrieval screen appears first (refer to Section 1.9.7 on page 1-30). Enter the appropriate *Selling Warehouse*, *Department Number*, and/or *Cost Center Number* and press **ENTER**.

Ln#	Product# / Description	Whse	Quantity U/M	Received

Figure 2-4: Stock Receipts Entry Screen

- 2 Enter the *P/O Number* or press **F3** to search. After you enter or choose a P/O number, the *Vendor Number* and unreceived stock for that P/O number appears.

Figure 2-5: Stock Receipts Entry Screen

- 3 Enter the *Receipt Date*.
- 4 Enter the User ID of the person who received the stock or the person updating the receiver in *Received By* and press **ENTER** (defaults to the user ID of the person logged on). The Receive Purchase Order By dialog box appears.

Figure 2-6: Receive Purchase Order By Dialog Box

- 5 Choose one of the following:
  - **Line Item** - leaves *Received* (the quantity you received) blank. You must enter a received quantity for each line item. Proceed to step 6.
  - **Exceptions** - defaults *Received* to the quantity on the P/O. You can go back to a line item and change the received quantity. This option is useful for lengthy P/Os with only a couple of changes. Proceed to step 6.
  - **Complete** - receives the entire P/O as complete and closes the P/O.



**WARNING** **Complete** can be very dangerous. It **does not** give you a chance to review or change any line items. If you make a mistake, you must enter a new receiver if you under-received (refer to Section 2.1.2.2 on page 2-9) or a negative receiver (refer to Section 2.1.3 on page 2-20) if you over-received.

- **Abort** - stop receiving stock for this P/O. The cursor goes back to *P/O Number*.

- 6 To update the quantity or other information for a line item, put the cursor on the line item and press **ENTER**. The Detail Information screen appears.

**Figure 2-7: Detail Information Screen**

- 7 Enter the *Qty-Rec*. To receive stock that will go back to the vendor refer to Section 2.1.2.4 on page 2-16.
- 8 To change other data for the line item, for *A* (Accept), enter **N**.
- 9 If the line item is not completely received, the remaining quantity appears in *Qty-B/O*. To delete back ordered quantity, enter 0.
- 10 Change the *Del-Date* or *Promised* if necessary.
- 11 If you have access, update *Gross*, *Disc%*, and/or *Net Cost* if necessary.
- 12 Add or change the *Vendor Product#* if necessary.
- 13 Press **F2**.
- 14 Repeat steps 6-13 for each line item as necessary.
- 15 To add a line item to the receiver, for *Product# / Description*, choose one of the following:
- Enter the product number. If you a product number that matches a single product, the Detail Information screen appears.
  - Press **F3** or enter a keyword and press **ENTER**. For more information on searching, refer to Section 1.9.1 on page 1-21. The Product Tagging Lookup screen appears (refer to Section 1.9.2 on page 1-23). Highlight the product you want to use and press **F2**.
  - To link a product with a unlinked line item on a sales order, type **S<order number>/<line number>**. For example, to link line item 3 from sales order 123456, type **S123456/3**. You cannot link a line item that is already on a P/O.



You can also add a comment line. Enter **C** if the comment should print or **CN** if it should not print.

- 16 Edit the Detail Information screen using steps 6-12.
- 17 When all line items are correct, press **F2**.

### 2.1.2.2 Receiving Stock without a P/O

If a P/O does not exist for the product, you can create one in stock receipts. To receive stock without a P/O:

- 1 Type **/SRE** (**Inventory > Stock Receipts > Stock Receipts Entry**) and press **ENTER**. The Stock Receipts Entry screen appears.



If you have access to more than one warehouse, the Location Retrieval screen appears first (refer to Section 1.9.7 on page 1-30). Enter the appropriate *Selling Warehouse*, *Department Number*, and/or *Cost Center Number* and press **ENTER**.

**Figure 2-8: Stock Receipts Entry Screen**

- 2 For *P/O Number*, type **NEW** and press **ENTER**.
- 3 Enter a *Receipt Date*.
- 4 Enter a *Vendor Number* or description or press **F3** to search.
- 5 Enter the user ID of the person who received the stock or the person updating the receiver in *Received By* and press **ENTER** (defaults to the user ID of the person logged on).

- 6 One of the following occurs depending on your system settings:
  - No verification screen appears. The Purchase Order Header screen appears.
  - The Vendor Verification screen appears. The address is taken from Vendor Maintenance. If this is the correct vendor and address, enter **Y** in *Is This The Correct Vendor (Y/N)?*. If not, enter **N** and select another vendor. The Purchase Order Header screen appears.

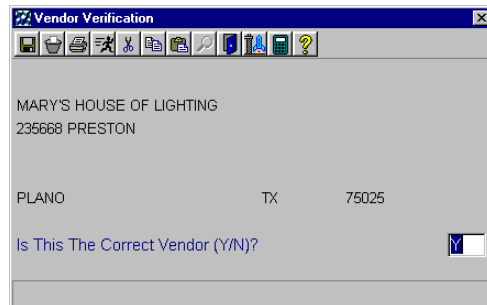


Figure 2-9: Vendor Verification Screen

- 7 The Purchase Order Header screen appears after you select or verify a vendor.

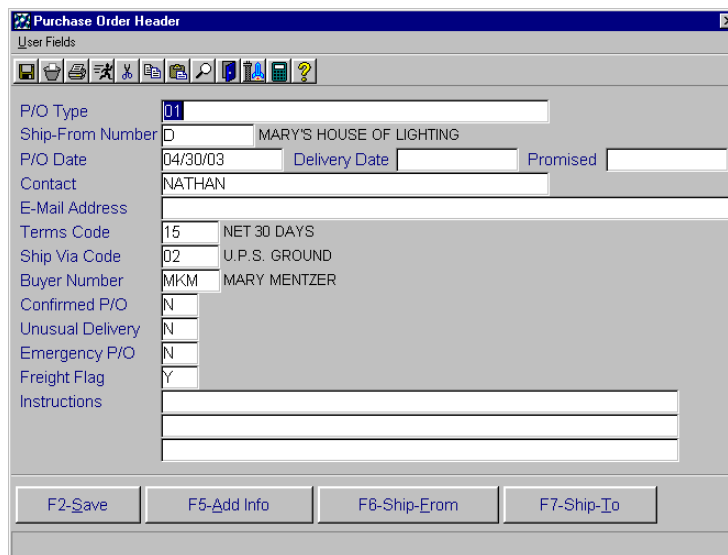


Figure 2-10: Purchase Order Header Screen



The information in this screen is pulled from Vendor Maintenance or Vendor Ship-From Maintenance, but you may change the data for this P/O. However, the changes do not affect the vendor record. They apply to **this P/O only**.

- 8 Verify the *P/O Type* and other information.
- 9 Press **F2**.

- 10** On the Stock Receipts Entry screen, for *Product# / Description*, choose one of the following:
- Enter the product number. If you a product number that matches a single product, the Detail Information screen appears.
  - Press **F3** or enter a keyword and press **ENTER**. For more information on searching, refer to Section 1.9.1 on page 1-21. The Product Tagging Lookup screen appears (refer to Section 1.9.2 on page 1-23). Highlight the product you want to choose and press **F2**.
  - To link a product with a unlinked line item on a sales order, type **S<order number>/<line number>**. For example, to link line item 3 from sales order 123456, type **s123456/3**. You cannot link a line item that is already on a P/O.

The Detail Information screen appears.

**Figure 2-11: Detail Information Screen**

- 11** Enter the *Qty-Opn* and *Qty-Rec* (quantities are usually the same). To receive stock that will go back to the vendor, refer to Section 2.1.2.4 on page 2-16.
- 12** To change other data for the line item, for *A* (Accept), enter **N**.
- 13** If you have access, update *Gross*, *Disc%*, and/or *Net Cost* if necessary.
- 14** Add or change the *Vendor Product #* if necessary.
- 15** Press **F2**.



You can also add a comment line. Enter **C** if the comment should print or **CN** if it should not print.

- 16** Repeat steps 10-15 for each line item as necessary.
- 17** Press **F2**.

### 2.1.2.3 Receiving Stock by Batch

Receiving stock by batch allows you to enter receipts for multiple P/Os under one batch number. You can return to that batch and edit the P/Os or add new P/Os to the batch. To view what was entered for each batch, run the Stock Receipts Edit Report. To update the batch and inventory, you must run the Batch Update Procedure.



**WARNING** Stock receipts entered by batch are **not** updated in the system until you run the Batch Update Procedure. You **must** run the Batch Update Procedure to update the system.

#### Entering Batch Information

To receive stock by batch:

- 1 Type **/BSRE (Inventory > Stock Receipts > Batch Stock Receipts > Batch Stock Receipts)**. The Batch Number Entry screen appears.



If you have access to more than one warehouse, the Location Retrieval screen appears first (refer to Section 1.9.7 on page 1-30). Enter the appropriate *Selling Warehouse*, *Department Number*, and/or *Cost Center Number* and press **ENTER**.

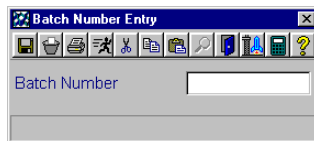


Figure 2-12: Batch Number Entry Screen

- 2 Enter an existing batch number or a new batch number and press **ENTER**. The Batch Stock Receipts Entry screen appears.
- 3 Receive against P/Os as described in Section 2.1.2.1 on page 2-6 or create new P/Os as described in Section 2.1.2.2 on page 2-9.

### Viewing Batch Information (Optional)

To view information about a batch, you must run the Stock Receipts Edit Report (**Inventory > Stock Receipts > Batch Stock Receipts > Batch Edit Report**). The report allows you to select by:

- Batch number.
- Warehouse.
- Only lines with a received quantity (Y or N).

Column headings are described in the table below. A sample of the report is shown on the next page.

Column Heading	Description
Po#	Purchase order number.
Vend #/Name	The vendor number. The vendor description is on the second line.
Product/ Description/ Serial#	Line one - the product number. Line two - the product description. Line three - serial number (if any).
Whse	The receiving warehouse.
Qty-Ord	The quantity ordered on the P/O.
Qty-Opn	The quantity yet to be received.
Qty-Rec	The quantity received.
Qty-B/O	The quantity back ordered.
Gross Price	The product's gross price.
U/M	The product's unit of measure.
Disc%	The percent discount you received on the product.
Extension	The total price paid for the product.

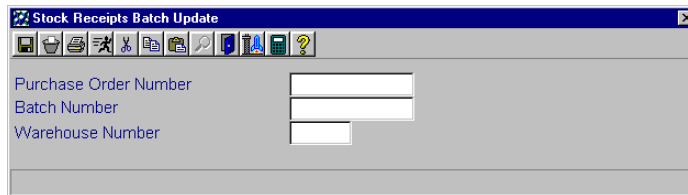
Development Company  
 Stock Receipts Edit Report As Of 13 AUG 2003  
 Page: 1  
 Batch Number 08-06-03

Po#	Vend#/Name	Product/Description/Serial#	Whse	Qty-Ord	Qty-Opn	Qty-Rec	Qty-B/O	Gross Price	U/M	Disc%	Extension
101940	100024	FAF 203P	10	1	1	1	0	2.500	EA	0.00	2.50
	Avon Products Inc.	FAFNIR 203P BALL BEARING									
		FAF 203P	10	1	1	2	0	2.500	EA	0.00	5.00
		FAFNIR 203P BALL BEARING									
Totals For Po# 101940						3					7.50
300027	000009	S45-0737B	30	1	1	1	0	8.000	EA	0.00	8.00
	R.C. Steele	Pet Pillow 24" x 30" Blue									
		S45-0738T	30	1	1	1	0	0.000	EA	0.00	0.00
		Pet Pillow 36" x 45" Teal Paw Print									
		S45-0737G	30	1	1	1	0	8.000	EA	0.00	8.00
		Pet Pillow 24" X 30" Burgundy									
		JNJ 1234-56	30	1	1	1	0	0.000	CS	0.00	0.00
		HPI NON-STERILE LATEX SURGEONS GLOVES SIZE 7-1/2									
Totals For Po# 300027						4					16.00
Totals For Batch Number 08-06-03						3					7.50

## Updating Batch Information

When a batch of stock receipts is complete, you must update the batch to change inventory and average cost. To update batch information:

- 1 Go to **Inventory > Stock Receipts > Batch Stock Receipts > Update Procedure**. The Stock Receipts Batch Update screen appears.



**Figure 2-13: Stock Receipts Batch Update Screen**

- 2 Choose one of the following:
  - To update a single P/O, enter the number in *Purchase Order Number*.
  - To update all P/Os, leave *Purchase Order Number* blank.
- 3 Choose one of the following:
  - To update all P/Os in a single batch, enter the number in *Batch Number*.
  - To update all batches, leave *Batch Number* blank.
- 4 Choose one of the following:
  - To update P/Os and batches for one warehouse, enter the number in *Warehouse Number*.
  - To update P/Os and batches for all warehouses, leave *Warehouse Number* blank.
- 5 Press **ENTER**. A warning dialog box appears. If you specified selection criteria, it appears in the dialog box.
- 6 To proceed with the update, choose **Yes**.

### 2.1.2.4 Rejecting Inventory

During stock receipts, you may find products that must be returned to the vendor. You must receive the product, but you can identify it as rejected.



Receivers with rejected inventory go to the buyer's Stock Receipts Discrepancy Inquiry (refer to the Purchasing Manual). The buyer must release the receiver before it can be processed through Vendor Invoice Reconciliation (refer to the Financial Manual).

To reject inventory during stock receipts (refer to Section 2.1.2 on page 2-6):

- 1 Open the Detail Information screen for the product (either by pressing **ENTER** on the line item or by entering a new product number).

**Figure 2-14: Detail Information Screen**

- 2 Enter the total quantity received (including rejected stock) in *Qty-Rec*.
- 3 Press **F5**. The Line Item Quality Control screen appears.

**Figure 2-15: Line Item Quality Control Screen**

- 4 Enter a *Rejection Claim Reason* or press **F3** to search.
- 5 Enter the number of rejected products in *Rejection Claim Quantity*.
- 6 Enter **NEW** in *Rejection Warranty Tag #*.
- 7 Enter a reason for the rejection in *Rejection Claim Notes*.
- 8 Press **F2**.



The quantity in *Rejection Claim Quantity* goes into warranty stock. The remainder of the stock on the line item goes to regular stock.

---

### 2.1.2.5 Holding Stock Receipts

Stock receipts can go on hold for the following reasons:

- **Manual buyer hold.** Cannot be processed through Vendor Invoice Reconciliation Entry until the buyer releases it.
- **Quality control inspection.** See your System Administrator for more information. Cannot be processed through Vendor Invoice Reconciliation Entry until the buyer releases it.
- **Rejected stock** (refer to Section 2.1.2.4 on page 2-16). Cannot be processed through Vendor Invoice Reconciliation Entry until the buyer releases it.
- **Over-received stock** (if tolerance parameters are established). Cannot be processed through Vendor Invoice Reconciliation Entry until the buyer releases it.
- **Under-received stock** (if tolerance parameters are established). Can be processed through Vendor Invoice Reconciliation Entry before the buyer releases it.
- **Under cost tolerance** (if tolerance parameters are established). Can be processed through Vendor Invoice Reconciliation Entry before the buyer releases it.
- **Over cost tolerance** (if tolerance parameters are established). Can be processed through Vendor Invoice Reconciliation Entry before the buyer releases it.

When stock receipts go on hold, they appear in the buyer's Stock Receipts Discrepancy Inquiry (refer to the Purchasing Manual) for review. After the buyer reviews and releases the stock receipts, they are released to Accounts Payable.

To manually hold stock receipts:

- 1 Put the cursor on the product you want to hold.
- 2 On the Action Bar, choose **Buyer Hold**. The Line Item Notes screen appears.

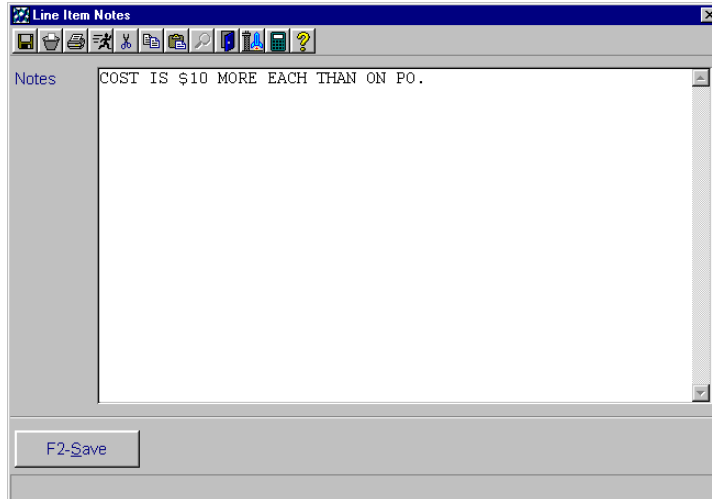


Figure 2-16: Line Item Notes Screen

- 3 Enter notes and press **F2**.



Receivers on manual hold go to the buyer's Stock Receipts Discrepancy Inquiry (refer to the Purchasing Manual). The buyer must release the receiver before it can be processed through Vendor Invoice Reconciliation (refer to the Financial Manual).

To enter notes for stock that must be reviewed.

- 1 If the stock received is outside the tolerance limits defined in Warehouse Maintenance, a dialog box appears describing the problem. An example is shown below.

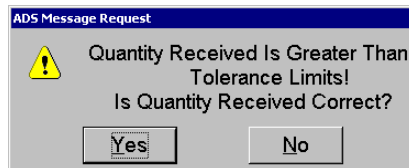


Figure 2-17: Stock Over-Receipt Warning Dialog Box

- 2 Choose **YES** if correct. The Line Item Notes screen appears.

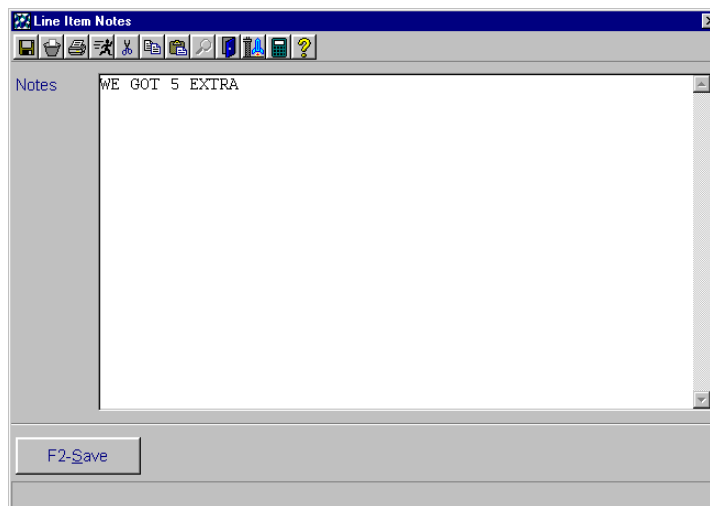


Figure 2-18: Line Item Notes Screen

- 3 Enter notes for the buyer and press **F2**.



Receivers with received quantities or cost changes that are over or under your company's tolerances go to the buyer's Stock Receipts Discrepancy Inquiry (refer to the Purchasing Manual). If the stock was over-received, the buyer must release the receiver before it can be processed through Vendor Invoice Reconciliation (refer to the Financial Manual).

### 2.1.3 Entering a Negative Receiver

If stock is received in error, enter a negative receiver to remove the stock from inventory. To enter a negative receiver:

- 1 Type **/SRE** (**Inventory > Stock Receipts > Stock Receipts Entry**) and press **ENTER**. The Stock Receipts Entry screen appears.



If you have access to more than one warehouse, the Location Retrieval screen appears first (refer to Section 1.9.7 on page 1-30). Enter the appropriate *Selling Warehouse*, *Department Number*, and/or *Cost Center Number* and press **ENTER**.

**Figure 2-19: Stock Receipts Entry Screen**

- 2 For *P/O Number*, enter the original P/O number to keep history with the original P/O or type **NEW** to get a new P/O number.
- 3 Enter a *Receipt Date*.
- 4 Enter a *Vendor Number* or press **F3** to search.
- 5 Enter the user ID of the person who received the stock or the person updating the receiver in *Received By* and press **ENTER** (defaults to the user ID of the person logged on).

- 6 One of the following occurs depending on your system settings:
- If the P/O has open lines, continue to step 9.
  - If the P/O does not have open lines or if you got a new P/O number, no verification screen appears. The Purchase Order Header screen appears.
  - If the P/O does not have open lines or if you got a new P/O number, the Vendor Verification screen appears. The address is taken from Vendor Maintenance. If this is the correct customer and address, enter **Y** in *Is This The Correct Vendor (Y/N)?*. If not, enter **N** and select another vendor. The Purchase Order Header screen appears.

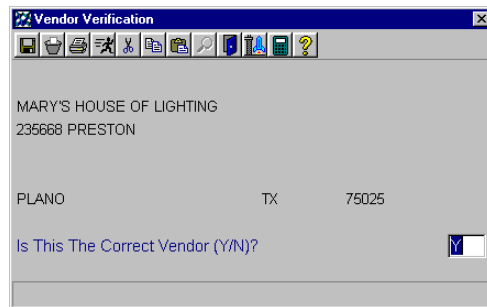


Figure 2-20: Vendor Verification Screen

- 7 The Purchase Order Header screen appears after you select and verify (if necessary) a vendor.

Figure 2-21: Purchase Order Header Screen

- 8 Verify the information and press **F2**.

- 9 On a blank line, for *Product# / Description*, choose one of the following:
- Enter the product number. If you a product number that matches a single product, the Detail Information screen appears.
  - Press **F3** or enter a keyword and press **ENTER**. For more information on searching, refer to Section 1.9.1 on page 1-21. The Product Tagging Lookup screen appears (refer to Section 1.9.2 on page 1-23). Highlight the product you want to choose and press **F2**.

The Detail Information screen appears.

Figure 2-22: Detail Information Screen

- 10 Enter the *Qty-Opn* and *Qty-Rec* (should be the same negative quantity). The Receiver Credit Information screen appears.

Figure 2-23: Receiver Credit Information Screen

- 11 Enter the original receiver number (e.g., 123456-1) or press **F3** to search so that costs are updated correctly.

12 Press **ENTER**. One of the following occurs:

- If the item was linked, the following dialog box appears. Choose **Continue**.

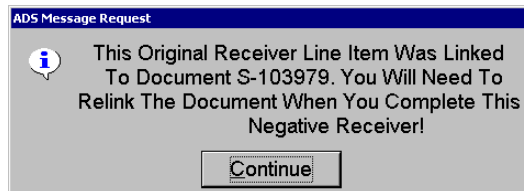


Figure 2-24: Linkage Warning Dialog Box

- If the item was not linked, the following dialog box appears. Choose **No** to remove the items from stock and not leave an open line on the original P/O. Choose **Yes** to remove the items from stock and leave an open line on the original P/O. Choose **Yes** if you still expect to receive the product from the vendor.

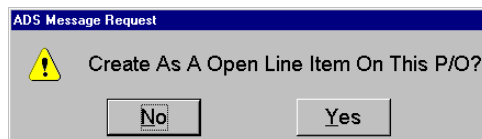


Figure 2-25: Create Open Line Dialog Box

13 Repeat steps 9-12 for each line item as necessary.



You can also add a comment line. Enter **C** if the comment should print or **CN** if it should not print.

14 Press **F2**.

## 2.1.4 Generating a Putaway Document

The Putaway Report (**Inventory > Reports > Stock Receipts Reports > Putaway Document**) lists products received and their putaway locations. The report allows you to select by:

- Division number.
- Warehouse.

Column headings are described in the table below. A sample of the report is shown on the next page.

Column Heading	Description
P/O Prod Num	The product number.
Description	The first and second (if available) of the product's description.
Document#	The receiver number for the product.
Linkage	The document type and number the BOM is linked to (if any). Document types are: <ul style="list-style-type: none"> <li>• S - sales order.</li> <li>• T - transfer.</li> <li>• W - work order.</li> </ul>
Qty-Rec	The quantity that was received.
U/M	The product's unit of measure.
Stk-Qty	The quantity that should be put in stock.
Primary Bin	The product's primary bin (if any).
Secondary Bin	The product's secondary bin (if any).

Development Company  
 Putaway Documents Report As Of 16:45:51 On 09/12/03  
 DIV.NUM = "01" AND WHSE.NUM = "10"  
 Warehouse DALLAS STORE

User Id MKM Page 1

P/O Prod Num	Description	Document#	Linkage	Qty-Rec	U/M	Stk-Qty	Primary Bin	Secondary Bin
9802-SEAL	OIL SEAL	100109-1		50	EA	50	A01	
TYR 4X4	4X4 SCAFFOLDING	100112-1		250	EA	250	A01	
BATTDCCD	BATTERY DURACELL D	100125-2		100	EA	100	PBH1	A01
4004	SCAF 4X4	100133-1		50	EA	50	A01	
6006	RENT SCAF 6X6	100133-1		75	EA	75	A01	
9805	GENERATOR (RENTAL) 5000 WATTS	100205-1		10	EA	10	A01	
BATTDCCD	BATTERY DURACELL D	100256-1		100	EA	100	PBH1	A01
9806	GENERATOR (RENTAL) 5000 WATTS	100258-1		50	EA	50	A01	
9804	GENERATOR (RENTAL) 5000 WATTS	100330-1		5	EA	5	A01	A01
BATTDCC	BATTERY DURACELL C	100338-1		100	EA	100	A01	
9807	GENERATOR (RENTAL) 5000 WATTS	100360-1		50	EA	50	A01	
9808	GENERATOR (RENTAL) 7500 WATTS	100362-1		100	EA	100	A01	
THHN 10 SOL BLK	THHN 10 SOLID BLACK	100402-1		1000	M	1000	A01	
THHN 10 SOL BLK	THHN 10 SOLID BLACK	100402-1		1000	EA	1000	A01	
BATTDCC	BATTERY DURACELL C	100754-1		100	EA	100	A01	
BATTDCCD	BATTERY DURACELL D	100754-1		100	EA	100	PBH1	A01
BATTERAA	BATTERY EVERREADY AA	100754-1		100	EA	100	A01	
BATTDCC	BATTERY DURACELL C	100798-1		100	EA	100	A01	
LADDERALUM12	LADDER ALUMINUM 12-FT	100123-1		100	EA	100	PBH1	
LADDERALUM24	LADDER ALUMINUM 24-FT	100123-1		100	EA	100	PBH1	
LADDERALUM6	LADDER ALUMINUM 6-FT	100123-1		25	EA	25	PBH1	
LADDERWOOD6	LADDER WOODEN 6-FT	100123-1		100	EA	100	PBH1	
LADDERALUM6	LADDER ALUMINUM 6-FT	100123-2		75	EA	75	PBH1	
HAMMER12LW	HAMMER LIGHTWEIGHT 12-INCH	100124-1		100	EA	100	PBH1	
HAMMER12HW	HAMMER HEAVYWEIGHT 12-INCH	100124-1		100	EA	100	PBH1	
BATTDCA	BATTERY DURACELL A	100125-1		50	EA	50	PBH1	
BATTDCAA	BATTERY DURACELL AA	100125-1		100	EA	100	PBH1	
BATTDCA	BATTERY DURACELL A	100125-2		50	EA	50	PBH1	
BATTER9V	BATTERY EVERREADY 9V	100125-2		100	EA	100	PBH1	
BATTERA	BATTERY EVERREADY A	100125-2		100	EA	100	PBH1	

---

## 2.1.5 Stock Receipts Report

Use a report when you want to do one of the following with the data:

- Print.
- Fax (refer to Section 1.9.6 on page 1-29).
- Email (refer to Section 1.9.5 on page 1-28).
- View on your screen.
- Export to HTML.
- Export to Microsoft® Excel.



Not all of these options are available for every report. For more information on the General Report Interface and output options, refer to Section 1.8 on page 1-15.

Stock receipts reports are available under **Inventory > Reports > Stock Receipts Reports**. This section describes the following report:

- Stock Receipts Exception Report (refer to Section 2.1.5.1 on page 2-27).

### 2.1.5.1 Stock Receipts Exception Report

To generate the Stock Receipts Exception Report, use the following menu path: **Inventory > Reports > Stock Receipts Reports > Stock Receipts Exception Report**. The report shows products that were received with an exception (e.g., rejected, over or under-received) using the following filters:

- Warehouse Number.
- Vendor Number.
- Receipt Date range.

Column headings are described in the table below. An example of the report is shown on the next page.

Column Heading	Description
<b>Receiver Information</b>	
Receiver#	The receiver number on which the exception occurred.
Vendor	The vendor number and description on the receiver.
<b>Product Information</b>	
Product	The product number and description.
Qty-Ord	The total quantity ordered on the P/O.
Qty-Rec	The quantity received on the receiver.
Grs Cost	The gross cost per unit of measure.
Rec-Date	The date on which the products were received.
Orig-Del	The original delivery date (only appears if the delivery date was changed).
Due Date	The current delivery date.
Linked Document (not labelled)	The document number to which the item is linked (if any): <ul style="list-style-type: none"> <li>• S - sales order.</li> <li>• W - work order.</li> <li>• T - transfer.</li> </ul>
<b>Reason For Exception</b>	
Message (not labelled)	The reason that the item appears on the report. Messages include: <ul style="list-style-type: none"> <li>• Received Product Not On Purchase Order.</li> <li>• Quality Control (rejected stock - refer to Section 2.1.2.4 on page 2-16).</li> <li>• Underreceived Units Exceed 10% (percentage is based on your company tolerances).</li> <li>• Overreceived Units Exceed 10% (percentage is based on your company tolerances).</li> <li>• Any notes that were manually entered.</li> </ul>
Quality Control	If the item was rejected, the Rejection Claim Reason code and description (refer to Section 2.1.2.4 on page 2-16).
Quantity	If the item was rejected, the quantity that was rejected (refer to Section 2.1.2.4 on page 2-16).
Wty Tag#	If the item was rejected, the warranty tag number for the rejected quantity (refer to Section 2.1.2.4 on page 2-16).

Development Company  
 Stock Receipts Exception Report As Of 11:11:24 On 10/07/03  
 DIV.NUM = "01" AND WHSE.NUM = "10" AND VEND.NUM = "010000"  
 Warehouse DALLAS STORE

User Id MKM Page 1

Receiver#	Vendor		Qty-Ord	Qty-Rec	Grs Cost	Rec-Date	Orig-Del	Due Date
100333-1	010000 KLEIN TOOL COMPANY							
Product	KLE 600-1	HD SQ SHK SCREWDRIVER 1-1/2	2	2	3.000	01/10/03		01/10/03
	Received Product Not On Purchase Order							
	Quality Control 01 RIPPED							
		Quantity 1	Wty	Tag#	100008			
101005-1	010000 KLEIN TOOL COMPANY							
Product	*KLE	MISC KLEIN TOOLS	3	3	30.000	01/17/03		01/24/03
	Quality Control 04 CRUSHED							S-101357
	MANGLED PARTS WON'T WORK AS IS							
		Quantity 3	Wty	Tag#	100014			
101011-1	010000 KLEIN TOOL COMPANY							
Product	*KLE	MISC KLEIN TOOLS	3	3	30.000	01/17/03		01/24/03
	Quality Control 01 RIPPED							S-101357
		Quantity 3	Wty	Tag#	100015			
101113-1	010000 KLEIN TOOL COMPANY							
Product	KLE 600-1	HD SQ SHK SCREWDRIVER 1-1/2	20	20	3.000	02/08/03		02/22/03
	Received Product Not On Purchase Order							
Product	KLE 600-12	HD SQ SHK SCREWDRIVER 12"	20	20	6.300	02/08/03		02/22/03
	Received Product Not On Purchase Order							
102305-1	010000 KLEIN TOOL COMPANY							
Product	KLE 10000	SCREWDRIVER KIT	10	15	36.000	08/13/03	08/27/03	08/15/03
	Overreceived Units Exceed 10.00%							
	Received Product Not On Purchase Order							
	WE GOT 5 EXTRA							
102529-1	010000 KLEIN TOOL COMPANY							
Product	KLE 600-4B	HD SQ SHK SCREWDRIVER 4"	50	50	4.050	08/21/03		09/04/03
	Received Product Not On Purchase Order							
Product	KLE 600-6	HD SQ SHK SCREWDRIVER 6"	250	250	4.500	08/21/03		09/04/03
	Received Product Not On Purchase Order							
Product	KLE 600-8	HD SQ SHK SCREWDRIVER 8"	100	100	4.950	08/21/03		09/04/03
	Received Product Not On Purchase Order							
Product	KLE 603-3	#1 PHILLIPS SCREWDRIVER	25	25	4.050	08/21/03		09/04/03
	Received Product Not On Purchase Order							
103225-1	010000 KLEIN TOOL COMPANY							
Product	KLE 600-1	HD SQ SHK SCREWDRIVER 1-1/2	10	8	3.000	09/09/03		09/10/03
	Underreceived Units Exceed 10.00%							S-103243
103996-1	010000 KLEIN TOOL COMPANY							
Product	KLE 600-1	HD SQ SHK SCREWDRIVER 1-1/2	10	5	3.000	09/22/03		10/06/03
	Underreceived Units Exceed 10.00%							W-100471
104572-1	010000 KLEIN TOOL COMPANY							
Product	KLE 600-6	HD SQ SHK SCREWDRIVER 6"	100	100	4.050	10/03/03		11/15/03
	Received Product Not On Purchase Order							
Product	KLE 600-8	HD SQ SHK SCREWDRIVER 8"	250	250	3.457	10/03/03		10/17/03
	Received Product Not On Purchase Order							

## 2.2 Transferring Inventory

To transfer inventory, you can:

- Enter the transfer (refer to Section 2.2.2 on page 2-31).
- Print a transfer pick ticket (refer to Section 2.2.3 on page 2-35).
- Ship the transfer (refer to Section 2.2.4 on page 2-37).
- Print a bill of lading (refer to Section 2.2.5 on page 2-41).
- Print a packing list (refer to Section 2.2.6 on page 2-43).
- Receive the transfer (refer to Section 2.2.7 on page 2-45).
- Generate a putaway report (refer to Section 2.2.8 on page 2-51).
- Release pick tickets (refer to Section 2.7 on page 2-108).

The following figure shows the ADS stock transfer flowchart.

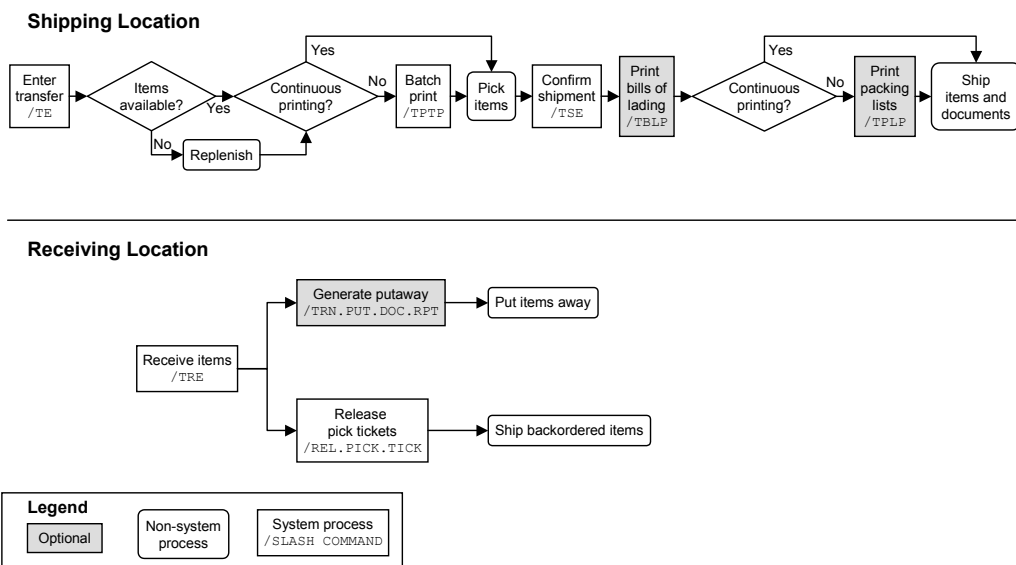


Figure 2-26: Stock Transfer Flowchart

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## 2.2.1 Transfer Types

Each transfer starts with a system-level default transfer type (most likely 01). You can change the transfer type when you create a transfer; you cannot change the transfer type after you save the header screen. Valid transfer types are:

- 01 - Regular (refer to **Section 2.2.1.1 on page 2-30**).
- 02 - Non-Inventory (refer to **Section 2.2.1.2 on page 2-30**).
- 03 - Warranty Inventory (refer to **Section 2.2.1.3 on page 2-30**).
- 04 - Crib Replenishment (refer to **Section 2.2.1.4 on page 2-30**).

---

### 2.2.1.1 Regular - Type 01

Use a regular stock transfer to transfer inventory items from one warehouse to another.

---

### 2.2.1.2 Non-Inventory - Type 02

Use a non-inventory stock transfer to move non-inventory products (e.g., boxes of paper, office supplies). These transfers appear in the system, but no inventory status is tracked.

---

### 2.2.1.3 Warranty Inventory - Type 03

Use a warranty inventory stock transfer to move inventory with a warranty tag from one location to another. The items must be in warranty inventory (not regular stock) to be used on this transfer type.

---

### 2.2.1.4 Crib Replenishment - Type 04

When the receiving warehouse is a crib warehouse, the transfer type defaults to 04. Because the crib is set up as a warehouse, replenishment can be handled as a standard transfers because each product/bin location can have a min/max, so Nightly Processing generates a recommended transfer to restock the crib.

## 2.2.2 Generating Transfers

Stock transfers are generated through Transfer Entry (**Inventory > Stock Movements > Transfer Entry**). Either the shipping or receiving warehouse can enter the transfer. Depending on your company procedures, Nightly Processing may generate reports that list recommended transfers. Refer to the Purchasing Manual for more information on Nightly Processing.

To generate a transfer:

- 1 Type **/TE**. The Transfer Entry screen appears.



If you have access to more than one warehouse, the Location Retrieval screen appears first (refer to Section 1.9.7 on page 1-30). Enter the appropriate *Selling Warehouse*, *Department Number*, and/or *Cost Center Number* and press **ENTER**.

Figure 2-27: Transfer Entry Screen

- 2 Choose one of the following:
  - To start a new transfer, press **ENTER** on the word **NEW** or enter **NEW** or **N** and press **ENTER**.
  - To access an existing transfer, enter the transfer number or press **F3** and enter search criteria. For more information on searching, refer to Section 1.9.1 on page 1-21.
- 3 For *From*, enter the warehouse that the transferred items are shipping from or press **F3** to search.

- For *To*, enter the warehouse that the transferred items are shipping to or press **F3** to search. The Stock Transfer Header screen appears.

**Figure 2-28: Stock Transfer Header Screen**

- To change the ship-to address, press **F7**.



Although freight information is not typically updated until the inventory is shipped, you may update freight information by pressing **F5**.

- Update any information on the header as necessary and press **F2**. The Transfer Entry screen is shown below.

**Figure 2-29: Transfer Entry Screen**

- 7 For *Product# / Description*, choose one of the following:
- Enter the item's part number. If you enter the exact number, the Transfer Entry Detail screen appears (step 8).
  - Enter a keyword and press **ENTER**. For more information on searching, refer to Section 1.9.1 on page 1-21. The Product Tagging Entry screen appears (refer to Section 1.9.2 on page 1-23).
  - Press **F3** and enter search criteria. For more information on searching, refer to Section 1.9.1 on page 1-21. The Product Tagging Entry screen appears (refer to Section 1.9.2 on page 1-23).
  - If this is a warranty transfer, press **F7** and enter or search for the warranty tag number. The product associated with the warranty tag you enter automatically appears on the transfer. You cannot edit warranty tag items.



If you use the Product Tagging Entry screen to enter quantities the products appear as line items on the order. To access the Transfer Entry Detail screen, put your cursor on the item and press **ENTER**. If you put your cursor on an item without entering a quantity and press F2 on the Product Tagging Entry screen, the Transfer Entry Detail screen appears.



You can also add a comment line. Enter C if the comment should print or **CN** if it should not print.

- 8 If you need to edit line item information, use the arrow keys to put the cursor on the product number and press **ENTER**. The Transfer Entry Detail screen appears. It automatically appears if you enter the full product number or press **F2** on the product without entering a Qty in the Product Tagging Entry screen.

Ln#	Quantity	U/M	A	Pck Qty	B/O Qty	Sc
1	1	EA		1	0	

Emg?  Cost 1.500

Available 46  
Onorder 2  
Stock Status S ALT

F2-Save F8-Invty Inq

Figure 2-30: Transfer Entry Detail Screen

- 9 Enter the quantity you want to transfer in *Quantity*.
- 10 To change other data for the line item, for A (Accept), enter **N**.
- 11 If the line item is not completely available for picking, the available quantity appears in *Pck Qty* and the remaining quantity appears in *B/O Qty*. Enter 0 if you do not want the item on back order for this transfer.

- 12 Verify the supply code in *Sc*. A supply code appears if the product is on backorder and varies depending on the product's replenishment path (refer to the Purchasing Manual for more information on replenishment) and product settings. Valid supply codes vary by company; the most commonly used options are listed in the table below.

Replenishment	Default Sc	Line item is linked to
<b>Non-Stock Product</b>		
P - Purchase	B - Buyout	Purchase order
T - Transfer	T - Transfer	Stock transfer
M - Manufacture	W - Work order	Work order
D - Direct	B - Buyout	Purchase order
O - Outplant	W - Work order	Work order
<b>Stock or Non-Stock Product Flagged as Always Direct</b>		
N/A	D - Direct	Direct ship purchase order



Other available supply codes include:

- **E** - Emergency purchase order.
- **R** - Emergency transfer.

To use one of these, enter or override the code.

- 13 If this transfer is needed immediately, set *Emg?* to **Y**.
- 14 Press **F2**.
- 15 Repeat steps 7-14 for each line item as necessary.
- 16 When you are finished entering line items, press **F2**. The Save Transfer dialog box appears.

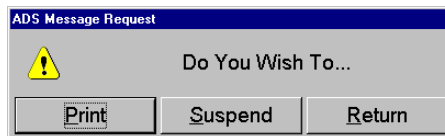


Figure 2-31: Save Transfer Dialog Box

- 17 Choose one of the following:
- **Print** - flags the transfer for pick ticket printing based on product availability and the *Pick Ticket Date* on the header.
  - **Suspend** to save the transfer but not flag it to be picked. If you select **Suspend** and the product becomes available and/or the pick date passes, the pick ticket will not print because the transfer is suspended.
  - **Return** - continue editing the transfer.

## 2.2.3 Printing Transfer Pick Tickets



Refer to Section 1.7 on page 1-14 for descriptions of continuous and batch printing.

To batch print transfer pick tickets:

- 1 Type **/TPTP (Inventory > Stock Movement> Transfer Printing & Processing)**. The Transfer Pick Ticket Printing screen appears.

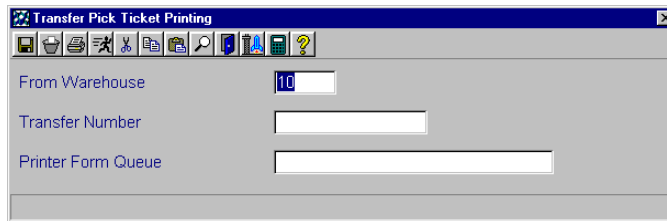


Figure 2-32: Transfer Pick Ticket Printing Screen

- 2 Enter the *From Warehouse* for which you want to print transfer pick tickets.
- 3 For *Transfer Number*, choose one of the following:
  - To print a single pick ticket, enter the transfer number or press **F3** to search.
  - To print all pick tickets, leave this field blank.
- 4 For *Printer Form Queue*, enter your UNIX printer number.
- 5 Press **ENTER**. The Load Transfer Ticket Forms dialog box appears.

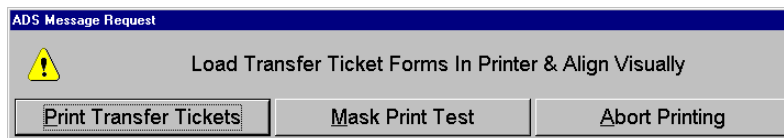


Figure 2-33: Load Transfer Ticket Forms Dialog Box

- 6 Choose one of the following:
  - Select **Print Transfer Tickets** to print the transfer tickets and create releases.
  - Select **Mask Print Test** to test the alignment of the transfer ticket forms in the printer. Not necessary if you are using a laser printer. After the forms are correctly aligned, select **Print Transfer Tickets**.
  - Select **Abort Printing** to cancel. No releases are created.
- 7 After you select **Print Transfer Tickets**, the Print Confirmation dialog box appears.

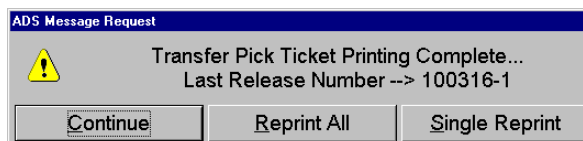


Figure 2-34: Print Confirmation Dialog Box

**8** Choose one of the following:

- Select **Continue** if all transfer tickets printed successfully.
- Select **Reprint All** if none of the transfer tickets printed successfully. This option is useful if only a couple of transfer tickets printed successfully from a large print job.
- Select **Single Reprint** to reprint transfer tickets individually. This option is useful if a couple of transfer tickets jammed in the printer.



Pick tickets are not printed for transfers that are (these are the most common reasons):

- On hold.
- Suspended.
- Not available.
- Not at or past their pick date.

## 2.2.4 Shipping Transfers

Two methods are available for shipping transfers:

- Enter transfer shipments and update them later. This method allows multiple transfer shipments to be entered and then reviewed before they are updated. To use this method, use Transfer Shipment Maintenance (refer to Section 2.2.4.1 on page 2-37) to enter the transfer shipments. Then use Transfer Shipment Entry (refer to Section 2.2.4.2 on page 2-39) to update the transfer shipments in the system.
- Enter and update transfer shipments at the same time. Use Transfer Shipment Entry (refer to Section 2.2.4.2 on page 2-39).

### 2.2.4.1 Entering Transfer Shipments

If you want to suspend transfer shipments, but still generate a packing list (must print continuously), use Transfer Shipment Maintenance. To use transfer shipment maintenance:

- 1 Type **/WTSE (Inventory > Stock Movements > Transfer Shipments Maintenance)**. The Transfer Shipments Entry screen appears.

**Figure 2-35: Transfer Shipments Entry Screen**

- 2 Enter the *Transfer Release#* (e.g., 123456-1).

- 3 Enter the *Shipment Date*. The Stock Transfer Header screen appears.

**Figure 2-36: Stock Transfer Header Screen**

- 4 To enter freight detail (e.g., box and tracking numbers), press **F5**.
- 5 To change the ship-to address, press **F7**.
- 6 Update any information on the header as necessary and press **F2**.
- 7 To edit line item information, use the arrow keys to put the cursor on the product number and press **ENTER**. The Transfer Shipment Detail screen appears.

Ln#	Quantity	U/M	Shp Qty	A	B/O Qty	Sc
1	1	EA	1		0	

Emrg?  Cost 12.000

Available 981  
Onorder 2  
Stock Status S

**Figure 2-37: Transfer Shipment Detail Screen**

- 8 Enter the quantity you are shipping in *Shp Qty*.
- 9 Press **F2**.
- 10 Repeat steps 7-9 for each line item as necessary.
- 11 When you are finished entering line items, press **F2**. To update the transfer you must go to Transfer Shipment Entry (refer to Section 2.2.4 on page 2-37).

## 2.2.4.2 Confirming Transfer Shipment

After a transfer is generated, a pick ticket prints, and the items are picked, the shipping warehouse must confirm transfer shipment. To confirm transfer shipment:

- 1 Type **/TSE (Inventory > Stock Movements > Transfer Shipments Entry)**. The Transfer Shipments Entry screen appears.

**Figure 2-38: Transfer Shipments Entry Screen**

- 2 Enter the *Transfer Release#* (e.g., 123456-1).
- 3 Enter the *Shipment Date*. The Stock Transfer Header screen appears.

**Figure 2-39: Stock Transfer Header Screen**

- 4 To enter freight detail (e.g., box and tracking numbers), press **F5**.
- 5 To change the ship-to address, press **F7**.
- 6 Update any information on the header as necessary and press **F2**.
- 7 To edit line item information, use the arrow keys to put the cursor on the product number and press **ENTER**. The Transfer Shipment Detail screen appears.

Ln#	Quantity	U/M	Shp Qty	A	B/O Qty	Sc
1	1	EA	1		0	

Emg?  Cost 12.000

Available 981  
Onorder 2  
Stock Status S

F2-Save F9-Invty Inq

**Figure 2-40: Transfer Shipment Detail Screen**

- 8 Enter the quantity you are shipping in *Shp Qty*.
- 9 Press **F2**.
- 10 Repeat steps 7-9 for each line item as necessary.
- 11 When you are finished entering line items, press **F2**. The Update Transfer dialog box appears.

ADS Message Request

Do You Wish To....

Update Suspend Return

**Figure 2-41: Update Transfer Dialog Box**

- 12 Choose one of the following:
  - **Update** - the transfer is updated and the inventory is moved to In Transit.
  - **Suspend** - the transfer is updated but can still be edited. The inventory is **not** moved to In Transit.
  - **Return** - continue editing the transfer.

## 2.2.5 Printing a Transfer Bill of Lading

You can generate a bill of lading for your carrier after entering the transfer shipments.

To print a bill of lading:

- 1 Type **/TBLP (Inventory > Stock Movement > Bill Of Lading Printing)**. The Transfer Bill Of Lading Print screen appears.

Figure 2-42: Transfer Bill Of Lading Print Screen

- 2 Enter the *From Warehouse Number* or press **F3** to search.
- 3 Enter the *To Warehouse Number* or press **F3** to search.
- 4 Enter the *Transfer Number(s)* that you want to include on the bill of lading. Press **F3** to search for transfer numbers.
- 5 For *Printer Form Queue*, enter your UNIX printer number.
- 6 Press **ENTER**. The Load Bill Of Lading dialog box appears.

Figure 2-43: Load Transfer Bill of Lading Dialog Box

- 7 Choose one of the following:
  - **Print Bill Of Lading** to print the bills of lading and create releases.
  - **Mask Print Test** to test the alignment of the bill of lading forms in the printer. Not necessary if you are using a laser printer. After the forms are correctly aligned, select **Print Bill Of Lading**.
  - **Abort Printing** to cancel. No bills of lading are created.

- 8 After you select **Print Bill Of Lading**, the Print Confirmation dialog box appears.

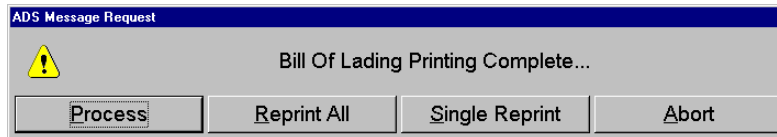


Figure 2-44: Print Confirmation Dialog Box

- 9 Choose one of the following:
- **Process** if all bills of lading printed successfully to update the log.
  - **Reprint All** if none of the bills of lading printed successfully. This option is useful if only a couple of the bills of lading printed successfully from a large print job.
  - **Single Reprint** to reprint bills of lading individually. This option is useful if a couple of bills of lading jammed in the printer.
  - **Abort** if you want to cancel bill of lading update.

## 2.2.6 Printing Transfer Packing Lists



Refer to Section 1.7 on page 1-14 for descriptions of continuous and batch printing.

Transfer packing lists are optional and are generated after a transfer is updated in Transfer Shipment Entry (refer to Section 2.2.4.2 on page 2-39) or suspended through Transfer Shipment Maintenance (refer to Section 2.2.4.1 on page 2-37). However, if you use Transfer Shipments Maintenance, packing lists must print continuously.



You can use packing lists to ship with the material so that the receiving warehouse has clean paperwork. If you do not generate packing lists, the receiving warehouse can receive from the transfer pick ticket.

If your company uses packing lists, use the follow procedure to generate packing lists by batch:

- 1 Type **/TPLP (Inventory > Stock Movement > Packing List Printing)**. The Transfer Packing List screen appears.

Figure 2-45: Transfer Packing List Screen

- 2 Enter the *From Warehouse* for which you want to print packing lists. Press **F3** to search.



After you enter a *From Warehouse*, you can press **F5** to reprint a packing list. Enter the *Transfer Number* and *Printer Form Queue* and press **F2**.

- 3 For *Transfer Number*, choose one of the following:
  - To print a single packing list, enter the transfer release number or press **F3** to search.
  - To print all packing lists, leave this field blank.
- 4 For *Printer Form Queue*, enter your UNIX printer number.
- 5 Press **ENTER**. The Load Packing List Forms dialog box appears.

Figure 2-46: Load Packing List Forms Dialog Box

- 6 Choose one of the following:
  - Select **Print Packing Lists** to print the packing lists.
  - Select **Mask Print Test** to test the alignment of the packing list forms in the printer. Not necessary for laser printers. After the forms are correctly aligned, select **Print Packing Lists**.
  - Select **Abort Printing** to cancel. No packing lists are created.
- 7 After you select **Print Packing Lists**, the Print Confirmation dialog box appears.

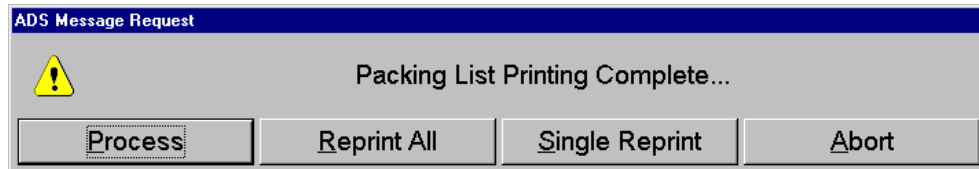


Figure 2-47: Print Confirmation Dialog Box

- 8 Choose one of the following:
  - **Process** if all packing lists printed successfully.
  - **Reprint All** if none of the packing lists printed successfully. This option is useful if only a couple of packing lists printed successfully from a large print job.
  - **Single Reprint** to reprint packing lists individually. This option is useful if a couple of packing lists jammed in the printer.
  - **Abort** to cancel packing list update.
- 9 If you select **Process**, the Process dialog box appears.

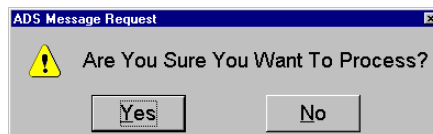


Figure 2-48: Process Dialog Box

- 10 Choose one of the following:
  - **Yes** if the packing lists printed successfully to update the Transfer Order Log (refer to Section 2.2.9.3 on page 2-56) and so that ADS recognizes that the packing lists printed successfully.
  - **No** if the packing lists did not print successfully so that you can rerun the process.

## 2.2.7 Receiving Transfer Shipments

You can receive transfers either:

- Individually - refer to Section 2.2.7.1 on page 2-45.
- By batch - refer to Section 2.2.7.2 on page 2-47.



If you are using a two-step transfer method, the transfer was received when the transfer was shipped (refer to Section 2.2.4.2 on page 2-39). You do not need to use Transfer Receipts Entry.

### 2.2.7.1 Receiving Transfer Shipments Individually

To receive a single transfer shipment:

- 1 Type **/TRE** (**Inventory > Stock Movements > Transfer Receipts Entry**). The Transfer Receipts Entry screen appears.

Figure 2-49: Transfer Receipts Entry Screen

- 2 Enter the *Transfer Release#* (e.g., 123456-1) or press **F3** to search. The shipped lines on the transfer appear.
- 3 Enter the *Receipt Date*. The Receive Transfer dialog box appears.

Figure 2-50: Receive Transfer Dialog Box

- 4 Choose one of the following:
  - **Line Items** - leaves *Qty-Rec* blank. You must enter a received quantity for each line item. Proceed to step 5.
  - **Exceptions** - defaults *Qty-Rec* to the quantity shipped on the transfer. You can go back to a line item and change the received quantity. This option is useful for lengthy P/Os with only a couple of changes. Proceed to step 5.
  - **Complete** - automatically receives all lines and closes the transfer.



**WARNING** Complete can be very dangerous. It **does not** give you a chance to review or change any line items. If you make a mistake, you will have to correct it. Review your company policies to determine how to correct errors in transfer receipts.

- **Abort** - stop receiving stock for this transfer. The cursor goes back to *Transfer Release#*.
- 5 For each line item that needs a received quantity, put the cursor on the line item and press **ENTER**. The Transfer Receipts Detail screen appears.

Ln#	Quantity	U/M	Rec Qty	A	Cost
1	10	EA		Y	1.500

F2-Save      F9-Invty Inq

**Figure 2-51: Transfer Receipts Detail Screen**

- 6 Enter the *Rec Qty* and press **F2**.
- 7 Repeat steps 5-6 for each line item as necessary.
- 8 Press **F2**.

## 2.2.7.2 Receiving Transfer Shipments by Batch

Receiving stock by batch allows you to enter receipts for multiple transfers under one batch number. You can return to that batch and edit the transfers or add new transfers to the batch. To view what was entered for each batch, run the Transfer Receipts Edit Report. To update the batch and update inventory, you must run the Batch Update Procedure.

### Entering Batch Information



**WARNING** Transfers entered by batch are **not** updated in the system until you run the Batch Update Procedure.

To receive stock by batch:

- 1 Type **/BTRE** (**Inventory > Stock Movements > Batch Transfer Receipts > Batch Transfer Receipts Entry**). The Batch Number Entry screen appears.



If you have access to more than one warehouse, the Location Retrieval screen appears first (refer to Section 1.9.7 on page 1-30). Enter the appropriate *Selling Warehouse*, *Department Number*, and/or *Cost Center Number* and press **ENTER**.

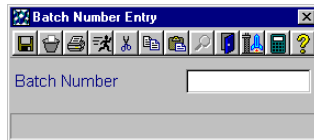


Figure 2-52: Batch Number Entry Screen

- 2 Enter an existing batch number or a new batch number and press **ENTER**. The Batch Transfer Entry screen appears.
- 3 Receive against existing transfers as described in Section 2.2.7.1 on page 2-45.

### Viewing Batch Information (Optional)

To view information about a batch, you must run the Stock Transfer Receipts Edit Report (**Inventory > Stock Movements > Batch Transfer Receipts > Batch Edit Report**). The report allows you to select by:

- Batch number.
- Receiving warehouse.
- Only lines with a received quantity (Y or N).

Column headings are described in the table below. A sample of the report is shown on the next page.

Column Heading	Description
Transfer#	Transfer number.
FWHs	The warehouse the stock was shipped from.
TWHs	The warehouse the stock was shipped to.
Product/ Description/ Serial#	Line one - the product number. Line two - the product description. Line three - serial number (if any).
Ord Qty	The quantity ordered on the transfer.
Opn Qty	The quantity yet to be received.
Rec Qty	Space to fill in the quantity received.
B/O Qty	The quantity back ordered.
Cost	The product's cost per unit of measure.
U/M	The item's unit of measure.
Extension	The total cost of the line item.

Development Company  
 Stock Transfer Receipts Edit Report As Of 18 AUG 2003  
 Page: 1  
 Batch

Transfer#	FWhs	TWhs	Product/Description/Serial#	Ord Qty	Opn Qty	Rec Qty	B/O Qty	Cost	U/M	Extension
100177-1	10	30	S45-0737B Pet Pillow 24" x 30" Blue	10	5	5	0	8.000	EA	40.00
100177-1	10	30	JNJ 1234-57 HPI STERILE LATEX SURGEONS GLOVES SIZE 6-1/2	5	5	5	0	19.000	BOX	95.00
Totals For Transfer# 100177-1				15	10	10	0			135.00
100179-1	10	20	1026ALD Lemon Drops	1	1	1	0	1.990	CS	1.99
100179-1	10	20	1026ALD Lemon Drops	1	1	1	0	1.990	CS	1.99
100179-1	10	20	1026ALD Lemon Drops	1	1	1	0	1.990	CS	1.99
100179-1	10	20	1026B Chocolate-covered cherries with cream filling	1	1	1	0	2.990	CS	2.99
100179-1	10	20	1026B Chocolate-covered cherries with cream filling	1	1	1	0	2.990	CS	2.99
100179-1	10	20	1026B Chocolate-covered cherries with cream filling	1	1	1	0	2.990	CS	2.99
100179-1	10	20	1026C Chocolate-covered peanuts	1	1	1	0	0.500	CS	0.50
100179-1	10	20	1026C Chocolate-covered peanuts	1	1	1	0	0.500	CS	0.50
100179-1	10	20	1026D Extra Large Gummi Bears	1	1	1	0	2.010	EA	2.01
100179-1	10	20	1026D Extra Large Gummi Bears	1	1	1	0	2.010	EA	2.01
100179-1	10	20	1026D Extra Large Gummi Bears	1	1	1	0	2.010	EA	2.01
100179-1	10	20	1026E Spice gum drops	1	1	1	0	2.050	CS	2.05
100179-1	10	20	1026E Spice gum drops	1	1	1	0	2.050	CS	2.05
100179-1	10	20	1026E Spice gum drops	1	1	1	0	2.050	CS	2.05
100179-1	10	20	APD 124 Cinnamon Imperials "Red Hots"	1	1	1	0	3.662	CS	3.66
Totals For Transfer# 100179-1				16	16	16	0			29.77

## Updating Batch Information

When a batch of stock transfers is complete, you must update the batch to update inventory. To update batch information:

- 1 Go to **Inventory > Stock Movements > Batch Transfer Receipts > Batch Update Procedure**. The Transfer Receipts Batch Update screen appears.

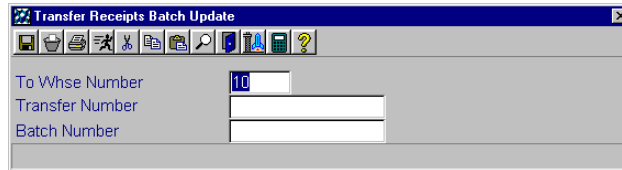


Figure 2-53: Transfer Receipts Batch Update Screen

- 2 Choose one of the following:
  - To update a receiving warehouse, enter the number in *To Whse Number*.
  - To update all receiving warehouses, leave *To Whse Number* blank.
- 3 Choose one of the following:
  - To update a single transfer, enter the number in *Transfer Number*.
  - To update all transfers, leave *Transfer Number* blank.
- 4 Choose one of the following:
  - To update a single batch, enter the number in *Batch Number*.
  - To update all batches, leave *Batch Number* blank.
- 5 Press **ENTER**. A warning dialog box appears.



Figure 2-54: Batch Update Warning Dialog Box

- 6 To proceed with the update, choose **Yes**.

## 2.2.8 Generating a Stock Transfer Putaway Report

The Stock Transfer Putaway Document Report (**Inventory > Reports > Stock Movements Reports > Putaway Documents Report For Transfers**) lists products that were received from transfers and their putaways locations in bin location order. The report allows you to select by warehouse.

Column headings are described in the table below. A sample of the report is shown on the next page.

Column Heading	Description
Product Number	The product number.
Description	The first and second (if available) of the product's description.
Document#	The receiver number for the product.
Linkage	The document type and number the BOM is linked to (if any). Document types are: <ul style="list-style-type: none"> <li>• S - sales order.</li> <li>• T - transfer.</li> <li>• W - work order.</li> </ul>
Qty-Rec	The quantity that was received.
U/M	The product's unit of measure.
Stk-Qty	The quantity that should be put in stock.
Prim/Sec Bin	The product's primary and secondary bins (if any).

Development Company  
Stock Transfer Putaway Document Report As Of 16:51:56 On 09/12/03  
WHSE.NUM = "20"

User Id MKM Page 1

Product Number	Description	Document#	Linkage	Qty-Rec	U/M	Stk-Qty	Prim/Sec	Bin
AGG003	Maroon Out Shirt Adult	100265-1		80	EA	80	***	
R17062D	Playhouse Climber Backyard Set	100292-1	S-200062	0	EA	0	DOCK	
R17062D	Playhouse Climber Backyard Set	100292-1	S-200062	1	EA	1	DOCK	
R17603D	Playhouse Swing Extension	100292-1	S-200062	2	EA	2	DOCK	
R57403D	Big Splash Center	100292-1	S-200062	1	EA	1	DOCK	
AGG003	Maroon Out Shirt Adult	100240-1		3	EA	3	***	
AGG002	Canvas Fold-up Chair	100265-1		80	EA	80	***	

## 2.2.9 Transfer Inquiries and Reports

Use an inquiry to look up information when you will not change data. For example, to view the details about an transfer, use **/TI** to review the invoice instead of **/TE**. If you use **/TE**, you must save the transfer even if you do not change any data. This save creates another entry in the order log. To avoid accidental changes, use inquiries when possible.

Use a report when you want to do one of the following with the data:

- Print.
- Fax (refer to Section 1.9.6 on page 1-29).
- Email (refer to Section 1.9.5 on page 1-28).
- View on your screen.
- Export to HTML.
- Export to Microsoft® Excel.




Not all of these options are available for every report. For more information on the General Report Interface and output options, refer to Section 1.8 on page 1-15.

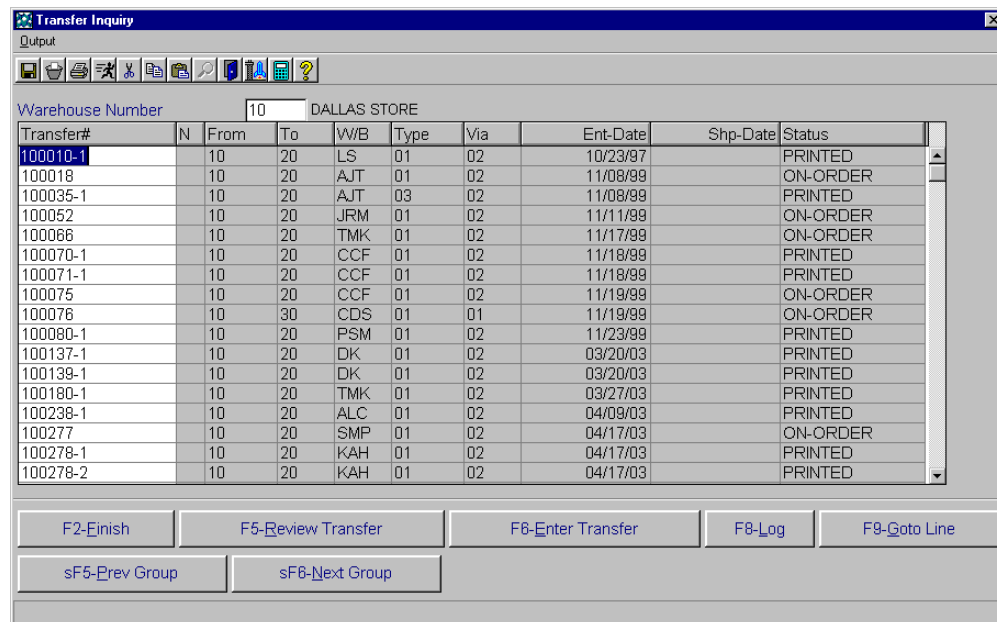
Transfer inquiries are available under **Inventory > Inquiries > Transfer Inquiries**. Transfer reports are available under **Inventory > Reports > Stock Movements Reports**. This section describes the following inquiries and reports:

- Transfer Inquiry (refer to Section 2.2.9.1 on page 2-54).
- Transfer History Inquiry (refer to Section 2.2.9.2 on page 2-55).
- Transfer Log Inquiry (refer to Section 2.2.9.3 on page 2-56).
- Open Stock Transfer Report (refer to Section 2.2.9.4 on page 2-58).
- Open Transfer In-Transit Report (refer to Section 2.2.9.5 on page 2-60).
- Transfer Discrepancy Report (refer to Section 2.2.9.6 on page 2-62).
- Transfer Pick Error Report (refer to Section 2.2.9.7 on page 2-64).

## 2.2.9.1 Transfer Inquiry

Transfer Inquiry (**Inventory > Inquiries > Transfer Inquiries > Transfer Inquiry**) allows you to view open (not received) transfers orders for a warehouse. To view the Transfer Inquiry:

- 1 Type **/T** or click . The Transfer Inquiry screen appears.
- 2 Enter the *Warehouse Number* or press **F3** to search and press **ENTER**. Open transfers for the warehouse appear. An example is shown below.



Transfer#	N	From	To	W/B	Type	Via	Ent-Date	Shp-Date	Status
100010-1		10	20	LS	01	02	10/23/97		PRINTED
100018		10	20	AJT	01	02	11/08/99		ON-ORDER
100035-1		10	20	AJT	03	02	11/08/99		PRINTED
100052		10	20	JRM	01	02	11/11/99		ON-ORDER
100066		10	20	TMK	01	02	11/17/99		ON-ORDER
100070-1		10	20	CCF	01	02	11/18/99		PRINTED
100071-1		10	20	CCF	01	02	11/18/99		PRINTED
100075		10	20	CCF	01	02	11/19/99		ON-ORDER
100076		10	30	CDS	01	01	11/19/99		ON-ORDER
100080-1		10	20	PSM	01	02	11/23/99		PRINTED
100137-1		10	20	DK	01	02	03/20/03		PRINTED
100139-1		10	20	DK	01	02	03/20/03		PRINTED
100180-1		10	20	TMK	01	02	03/27/03		PRINTED
100238-1		10	20	ALC	01	02	04/09/03		PRINTED
100277		10	20	SMP	01	02	04/17/03		ON-ORDER
100278-1		10	20	KAH	01	02	04/17/03		PRINTED
100278-2		10	20	KAH	01	02	04/17/03		PRINTED


**Figure 2-55: Transfer Inquiry Screen**

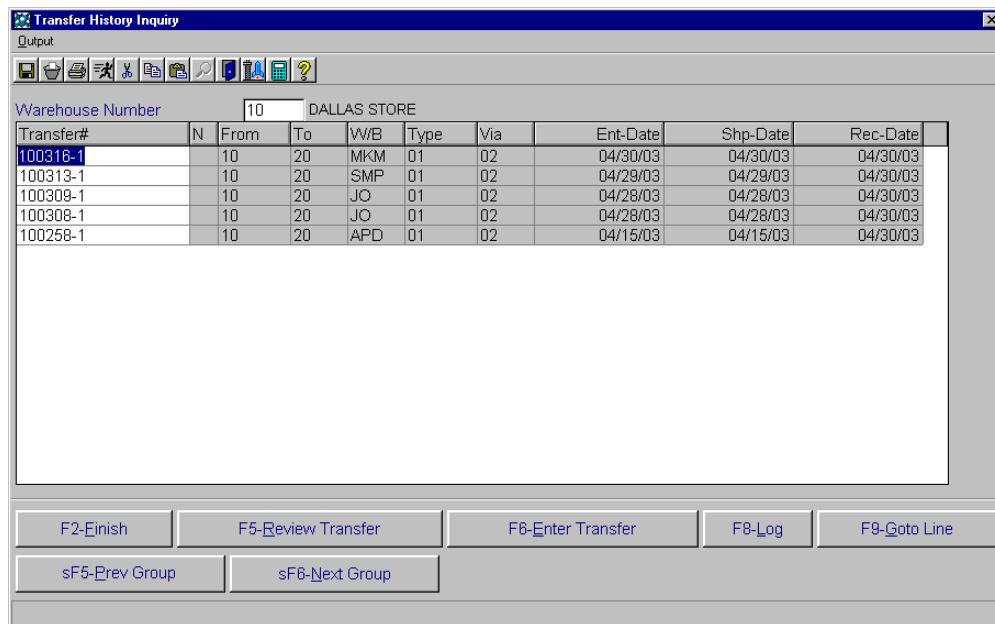
The following table lists the function buttons on the Transfer Inquiry screen.

Press	To	Comments
<b>F2</b>	Close this screen.	
<b>F5</b>	Review the transfer.	
<b>F6</b>	Enter an transfer number and go directly to the review screen for the transfer.	
<b>F8</b>	Review the log for the transfer that the cursor is on.	Refer to Section 2.2.9.3 on page 2-56.
<b>F9</b>	Identify a reference number on the screen that you want to jump to.	Valid codes are transfer number, page number, line number, <b>B</b> (bottom), or <b>T</b> (top).
<b>sF5</b>	See the previous page of results.	
<b>sF6</b>	See the next page of results.	

## 2.2.9.2 Transfer History Inquiry

Transfer History Inquiry (**Inventory > Inquiries > Transfer Inquiries > Transfer History Inquiry**) allows you to view received transfers for a warehouse. To view the Transfer History Inquiry:

- 1 Type **/THI** or click . The Transfer History Inquiry screen appears.
- 2 Enter the *Warehouse Number* or press **F3** to search and press **ENTER**. Received transfers for the warehouse appear. An example is shown below.



**Figure 2-56: Transfer History Inquiry Screen**

The following table lists the function buttons on the Transfer History Inquiry screen.

Press	To	Comments
<b>F2</b>	Close this screen.	
<b>F5</b>	Review the transfer.	
<b>F6</b>	Enter an transfer number and go directly to the review screen for the transfer.	
<b>F8</b>	Review the log for the transfer that the cursor is on.	Refer to Section 2.2.9.3 on page 2-56.
<b>F9</b>	Identify a reference number on the screen that you want to jump to.	Valid codes are transfer number, page number, line number, <b>B</b> (bottom), or <b>T</b> (top).
<b>sF5</b>	See the previous page of results.	
<b>sF6</b>	See the next page of results.	

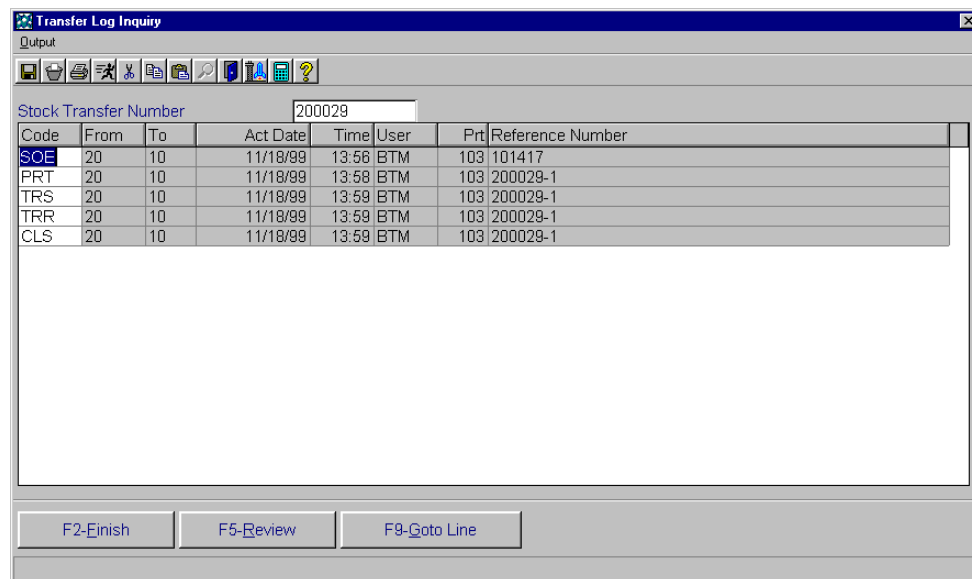
### 2.2.9.3 Transfer Log Inquiry

The Transfer Log Inquiry (**Inventory > Inquiries > Transfer Inquiries > Transfer Log Inquiry**) shows transactions for the life of the transfer. Refer to the table on the next page for a complete list of items that are tracked. The code CHG indicates a change that your company tracks. See your System Administrator for more information on your company's settings.

To view the transfer log inquiry:

- 1 Type **/TLI**. The Transfer Log Inquiry screen appears.
- 2 Enter the *Stock Transfer Number* and press **ENTER** or press **F3** to search for from and/or to warehouse.

Tracked transfer transactions appear. *Code* describes the type of change. Refer to the table on the next page for *Code* descriptions.



**Figure 2-57: Transfer Log Inquiry Screen**

The following table lists the function buttons on the Transfer Log Inquiry screen.

Press	To	Comments
<b>F2</b>	Close this screen.	
<b>F5</b>	Review the transfer.	
<b>F9</b>	Identify a reference number on the screen that you want to jump to.	Valid codes are code, page number, line number, <b>B</b> (bottom), or <b>T</b> (top).

Code	Description	Reference Number
ADD	Line Item added	Product Number
ALB	Allocation of backorder by age	Product Number
ALC	Allocation of backorder	Product Number
ASG	Transfer number assigned	
BRH	Interbranch hold	Branch Manager Id
BTR	Batch Transfer Receipts	
CHG	Header/Line Item changed	
CLS	Release received in full	Transfer Release Number
CNV	Temporary Transfer Converted	
CRP	Product's Shipping Warehouse updated	
CRR	Product's Receiving Warehouse updated	
DEL	Transfer deleted in Transfer Entry	
ENT	Transfer re-entered	
ESC	Escape from transfer	
FUT	Future Status removed	
IBH	Interbranch hold release	
LDE	Line item deleted in Transfer Entry	Product Number
PAK	Transfer Packing List Printed	
POE	Auto generated POE surplus	Purchase Order Number
PRT	Transfer printed	Transfer Release Number
RFT	RF Transfer Receipts	
SAV	Transfer Shipments Maintenance	Transfer Release Number
SDE	Line deleted in shipment entry	
SOE	Auto generation from SOE	Sales Order Number
SSC	Transfer Serial Ship Container Entry	Serial Ship Code Number
SUR	Transfer surplus procedure	
SUS	Suspended transfer	
TAG	Warranty tag added to transfer	Tag Number
TRB	Backorder created after shipment	Transfer Release Number
TRD	Release deleted in receipts	Transfer Release Number
TRR	Transfer received	Transfer Release#
TRS	Transfer shipped	Transfer Release Number
TSD	Release deleted in shipment entry	
WOE	Auto generation from WOE	Work Order Number

### 2.2.9.4 Open Stock Transfer Report

To generate the Open Stock Transfer Report, use the following menu path: **Inventory > Reports > Stock Movements > Open Stock Transfer Report.**

The report shows open transfers using the following filters:

- Warehouse.
- Entry Date.
- Shipping/Receiving Whse S/R:
  - **S** if the warehouse is the shipping warehouse.
  - **R** if the warehouse is the receiving warehouse.

Column headings are described in the table below. An example of the report is shown on the next page.

Column Heading	Description
Transfer#	The transfer number.
To	The receiving warehouse.
Ent-Date	The date the transfer was entered.
Product Number	The product number for the line item.
Description	The description of the line item.
S	The line item's supply code (if one appears on the transfer): <ul style="list-style-type: none"> <li>• B - purchase order.</li> <li>• E - emergency purchase order.</li> <li>• D - direct ship purchase order.</li> <li>• R - emergency stock transfer.</li> <li>• T - stock transfer.</li> <li>• W - work order.</li> </ul> The linked order number also appears if one exists.
Qty-Opn	The quantity that was ordered.
U/M	The line item's unit of measure.
Qty-Pck	The quantity to be picked.
Qty-B/O	The quantity that is back ordered.
Cost/Ext	Line one - the cost per unit of measure. Line two - the total extension for the quantity ordered.

Development Company  
 Open Stock Transfer Report As Of 12:21:26 On 08/21/03  
 [Warehouse Number = "10" AND Shipping/Receiving Whse S/R = "S"]

User Id MKM Page 1

Transfer#	To	Ent-Date	Product Number	Description	S Qty-Opn	U/M	Qty-Pck	Qty-B/O	Cost/Ext
100010-1	20	10/23/97	WIL 144-115	Wilson Prostaff Mallet Putter	2	EA	2	0	17.950
			PRINTED						35.90
100018	20	11/08/99	AJTPROD.1	AJ LARGE ADULT LIFE JACKET	1	EA	1	0	6.750
			ON-ORDER						6.75
100023-1	20	11/08/99	AJTPROD.1	AJ LARGE ADULT LIFE JACKET	1	EA	1	0	6.750
			IN-TRANS						13.50
100024-1	20	11/08/99	AJTPROD.1	AJ LARGE ADULT LIFE JACKET	10	EA	10	0	6.750
			IN-TRANS						67.50
100035-1	20	11/08/99	AJTPROD.1	AJ LARGE ADULT LIFE JACKET	1	EA	1	0	6.750
			PRINTED						6.75
100036-1	20	11/08/99	AJTPROD.1	AJ LARGE ADULT LIFE JACKET	2	EA	2	0	6.750
			IN-TRANS						13.50
100044-1	20	11/09/99	FAF 203K	FAFNIR 203K BALL BEARING	1	EA	1	0	0.000
			IN-TRANS						89.29
100047-1	20	11/09/99	NSK 6203	NSK 6203 BALL BEARING	1	EA	1	0	0.000
			IN-TRANS						2.00
			FAF 203K	FAFNIR 203K BALL BEARING	1	EA	1	0	0.000
									89.29
			FAF 203KD	FAFNIR 203KD BALL BEARING	1	EA	1	0	0.000
									4.25
100049-1	20	11/09/99	WIL 144-001	Wilson White Golf Shoes	1	EA	1	0	32.990
			IN-TRANS						32.99
100052	20	11/11/99	LEX 3.5	3.5" 1.44MB FLOPPY DRIVE	B	EA	0	1	75.000
			ON-ORDER		P-100621				75.00
100070-1	20	11/18/99	KLE 600-12	HD SQ SHK SCREWDRIVER 12"	1	EA	1	0	6.314
			PRINTED						6.31
100071-1	20	11/18/99	FAF 203KD	FAFNIR 203KD BALL BEARING	1	EA	1	0	0.000
			PRINTED						0.00
100076	30	11/19/99	S45-0737B	Pet Pillow	5	EA	5	0	8.000
			ON-ORDER	24" x 30" Blue					40.00
100080-1	20	11/23/99	CS1	TESTING BOM	1	EA	1	0	0.000
			PRINTED	DESCRIPTION TWO					0.00
			CS	TESTING BOM	1	EA	1	0	113.000
				TESTING BOM DESC2					113.00

### 2.2.9.5 Open Transfer in Transit Report

To generate the Stock Transfer In Transit Report, use the following menu path: **Inventory > Reports > Stock Movements > Open Transfer In-Transit Report**. The report shows transfers that were shipped but have not been received using the following filters:

- Shipping Warehouse.
- Receiving Warehouse.
- Shipment Date.
- Shipping/Receiving Whse:
  - **S** if the warehouse is the shipping warehouse.
  - **R** if the warehouse is the receiving warehouse.

Column headings are described in the table below. An example of the report is shown on the next page.

Column Heading	Description
Trans#/To	Line one - the transfer release number. Line two - is the receiving warehouse.
Date-Shp	The date the transfer release was shipped.
Product Number	The product number for the line item.
Description	The description of the line item.
S	The line item's supply code (if one appears on the transfer): <ul style="list-style-type: none"> <li>• B - purchase order.</li> <li>• E - emergency purchase order.</li> <li>• D - direct ship purchase order.</li> <li>• R - emergency stock transfer.</li> <li>• T - stock transfer.</li> <li>• W - work order.</li> </ul> The linked order number also appears if one exists.
Qty-Req	The quantity requested (if any).
Qty-Opn	The quantity that was ordered.
Qty-Shp	The quantity that was shipped.
Qty-B/O	The quantity that is back ordered.
U/M	The line item's unit of measure.
Cost/Ext	Line one - the cost per unit of measure. Line two - the total extension for the quantity ordered.

Development Company  
 Stock Transfer In-Transit Report As Of 11:04:35 On 08/21/03  
 [Shipping/Receiving Whse = "S"]

User Id MKM Page 1

Trans#/To	Date-Shp	Product Number	Description	S Qty-Req	Qty-Opn	Qty-Shp	Qty-B/O	U/M	Cost/Ext
100023-1 Tulsa Warehouse	11/08/99	AJTPROD.1	AJ LARGE ADULT LIFE JACKET	2	1	1	0	EA	6.750 6.75
100024-1 Tulsa Warehouse	11/10/99	AJTPROD.1	AJ LARGE ADULT LIFE JACKET	10	10	10	0	EA	6.750 67.50
100036-1 Tulsa Warehouse	11/08/99	AJTPROD.1	AJ LARGE ADULT LIFE JACKET		2	2	0	EA	6.750 13.50
100044-1 Tulsa Warehouse	11/18/99	FAF 203K	FAFNIR 203K BALL BEARING		1	1	0	EA	0.000 0.00
100047-1 Tulsa Warehouse	11/18/99	NSK 6203	NSK 6203 BALL BEARING		1	1	0	EA	0.000 0.00
		FAF 203K	FAFNIR 203K BALL BEARING		1	1	0	EA	0.000 0.00
		FAF 203KD	FAFNIR 203KD BALL BEARING		1	1	0	EA	0.000 0.00
100183-1 Tulsa Warehouse	08/01/03	236618	Natural Black Beeswax Styling Product	1	1	1	0	EA	32.494 32.49
100184-1 Tulsa Warehouse	08/04/03	99	Baseball	50	50	50	0	EA	4.500 225.00
100205-1 Denver Branch	08/05/03	EC 1001	ARGENTINA JERSEY	2	2	2	0	EA	17.500 35.00
100224-1 Tulsa Warehouse	08/15/03	BPB 100	STOCK ITEM	1	1	1	0	EA	2.500 2.50
Totals For Warehouse DALLAS STORE									382.74

### 2.2.9.6 Transfer Discrepancy Report

To generate the Transfer Discrepancy Report, use the following menu path: **Inventory > Reports > Stock Movements Reports > Transfer Discrepancy Report**. The report shows transfers with different shipped and received quantities using the following filters:

- Warehouse Number.
- Shipping/Receiving Whse S/R:
  - **S** if the warehouse is the shipping warehouse.
  - **R** if the warehouse is the receiving warehouse.

Column headings are described in the table below. An example of the report is shown on the next page.

Column Heading	Description
Trans#/From	Line one - the transfer release number. Line two - the shipping warehouse.
Date-Shp	The date the transfer release was shipped.
Product Number	The product number for the line item.
Description	The description of the line item.
S	The line item's supply code (if one appears on the transfer): <ul style="list-style-type: none"> <li>• B - purchase order.</li> <li>• E - emergency purchase order.</li> <li>• D - direct ship purchase order.</li> <li>• W - work order.</li> </ul> The linked order number also appears if one exists.
Qty-Opn	The quantity that is still open on the line item.
Linked Document (not labelled)	The document type and number the transfer is linked to (if any). Document types are: <ul style="list-style-type: none"> <li>• S - sales order.</li> <li>• W - work order.</li> </ul>
U/M	The line item's unit of measure.
Cost/Ext	Line one - the cost per unit of measure. Line two - the total extension for the quantity ordered.

Development Company  
 Stock Transfer Discrepancy Report As Of 14:32:53 On 10/07/03  
 [Warehouse Number = "20" AND Shipping/Receiving Whse S/R = "R"]

User Id MKM Page 1

Trans#/From	Date-Shp	Product Number	Description	S Qty-Opn	U/M	Cost/Ext
100036-1 DALLAS STORE	01/08/03	AJTPROD.1	AJ LARGE ADULT LIFE JACKET	2	EA	6.750 13.50
100292-1 DALLAS STORE	09/05/03	R17062D	Playhouse Climber Backyard Set	1	EA	90.000 90.00
100485-1 DALLAS STORE	10/07/03	KLE 600-12	HD SQ SHK SCREWDRIVER 12"	8	EA	6.117 48.94
100486-1 DALLAS STORE	10/07/03	KLE 603-3	#1 PHILLIPS SCREWDRIVER	7	EA	4.118 28.83
100488-1 DALLAS STORE	10/07/03	KLE 600-4B	HD SQ SHK SCREWDRIVER 4"	10	EA	3.632 36.32
		KLE 603-6	#3 PHILLIPS SCREWDRIVER	20	EA	4.766 95.32
100489-1 DALLAS STORE	10/07/03	KLE 603-6	#3 PHILLIPS SCREWDRIVER	8	EA	4.766 38.13
Totals For Warehouse Tulsa Warehouse						351.04
Grand Totals						351.04

### 2.2.9.7 Transfer Pick Error Report

To generate the Transfer Pick Error Report, use the following menu path: **Inventory > Reports > Stock Movements Reports > Transfer Pick Error Report**. The report shows transfers where the receiving branch received a different quantity than the shipping warehouse sent using the following filters:

- Period.
- Receiving Branch.
- Shipping Branch.

Column headings are described in the table below. An example of the report is shown on the next page.

Column Heading	Description
Product Number	The product number for the line item.
Description	The description of the line item.
Qty Shp	The quantity the shipping warehouse entered in Transfer Shipments Entry (refer to Section 2.2.4 on page 2-37).
Date Shp	The date the transfer release was shipped.
Qty Rec	The quantity the shipping warehouse entered in Transfer Receipts Entry (refer to Section 2.2.7 on page 2-45).
Rec Date	The date the transfer release was shipped.
Qty Os	The quantity that was over-shipped (Qty Rec > Qty Shp).
Qty Us	The quantity that was under-shipped (Qty Rec < Qty Shp).
Picker User Id	The picker entered in Transfer Shipments Entry (refer to Section 2.2.4 on page 2-37).

Development Company  
 Stock Transfer Pick Error Report As Of 14:41:30 On 10/07/03  
 [Period = "03-10"]

User Id MKM Page 1

Warehouse 20 Tulsa Warehouse

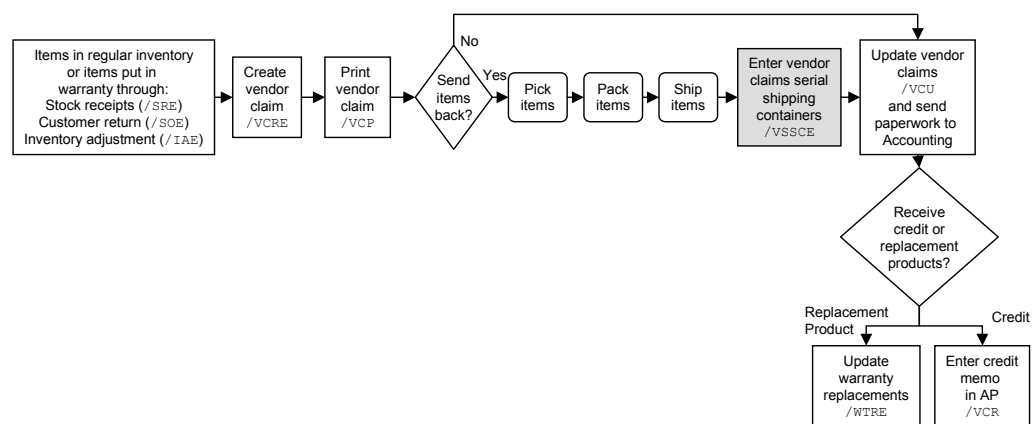
Product Number	Description	Qty Shp	Date Shp	Qty Rec	Rec Date	Qty Os	Qty Us	Picker	User Id
KLE 10000	SCREWDRIVER KIT	5	10/01/03	15	10/03/03	10	0	MKM	
KLE 600-12	HD SQ SHK SCREWDRIVER 12"	20	10/01/03	12	10/03/03	0	8	MKM	
KLE 600-4B	HD SQ SHK SCREWDRIVER 4"	50	10/01/03	75	10/03/03	25	0	MKM	
KLE 600-4B	HD SQ SHK SCREWDRIVER 4"	20	10/07/03	10	10/09/03	0	10	MKM	
KLE 600-6	HD SQ SHK SCREWDRIVER 6"	15	10/07/03	18	10/09/03	3	0	MKM	
KLE 600-8	HD SQ SHK SCREWDRIVER 8"	10	10/10/03	14	10/12/03	4	0	MKM	
KLE 603-3	#1 PHILLIPS SCREWDRIVER	10	10/10/03	3	10/12/03	0	7	MKM	
KLE 603-3	#1 PHILLIPS SCREWDRIVER	2	10/15/03	5	10/17/03	3	0	MKM	
KLE 603-4	#2 PHILLIPS SCREWDRIVER	1	10/15/03	6	10/17/03	5	0	MKM	
KLE 603-6	#3 PHILLIPS SCREWDRIVER	20	10/15/03		10/17/03	0	20	MKM	
KLE 603-6	#3 PHILLIPS SCREWDRIVER	35	10/20/03	27	10/22/03	0	8	MKM	
Totals For 20 Tulsa Warehouse		238		245		60	53		

## 2.3 Entering Vendor Claims

Vendor claims are used to make a claim with a vendor in return for credit or a replacement. Stock placed on a vendor claim can come from regular inventory or from warranty inventory. Warranty inventory tracks stock through warranty tags. Stock can be placed in warranty inventory through:

- Sales Order Entry. Refer to the Order Processing Manual for more information.
- Inventory adjustment. Refer to Section 2.5 on page 2-103.
- Stock receipts rejection. Refer to Section 2.1.2.4 on page 2-16.

The vendor claims flowchart is shown below.



**Figure 2-58: Vendor Claims Flowchart**

For more information on reconciling vendor claims, refer to the Financial Manual. For more information on warranty replacements, refer to Section 2.4 on page 2-92.

### 2.3.1 Understanding Vendor Claim Types

Each vendor claim starts with a default type of 01. You can change the vendor claim type when you create the vendor claim. Valid vendor claim types are:

- **01 - Regular.** Use to return regular or warranty inventory to the vendor for credit or replacement.
- **02 - Vendor Show.** Similar to an 01 type, but also automatically creates an open P/O with the line items on the claim.
- **03 - Vendor Consigned Inventory.** Used to return vendor consigned inventory.
- **04 - Non-inventory expense.** Used to claim an expense against a vendor.

## 2.3.2 Entering a Vendor Claim

To enter a vendor claim, you must:

- Start the claim (refer to Section 2.3.2.1 on page 2-67).
- Enter line items from stock inventory, if any (refer to Section 2.3.2.2 on page 2-70).
- Enter line items from warranty inventory, if any (refer to Section 2.3.2.3 on page 2-72).
- Save the vendor claim (refer to Section 2.3.2.4 on page 2-73).

### 2.3.2.1 Starting a Vendor Claim

To start a vendor claim:

- 1 Type **/VCRE** (**Inventory > Vendor Claims > Vendor Claims Entry**). The Vendor Claims Entry screen appears.



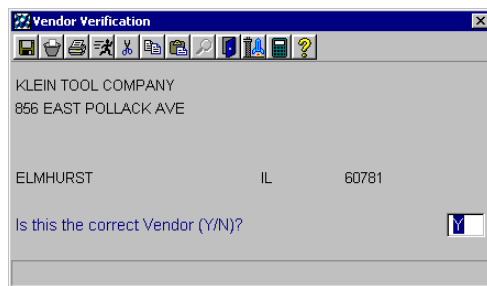
If you have access to more than one warehouse, the Location Retrieval screen appears first (refer to Section 1.9.7 on page 1-30). Enter the appropriate *Selling Warehouse*, *Department Number*, and/or *Cost Center Number* and press **ENTER**.

Ln#	Product# / Description	Whse	RMA Number	Quantity U/M

Figure 2-59: Vendor Claims Entry Screen

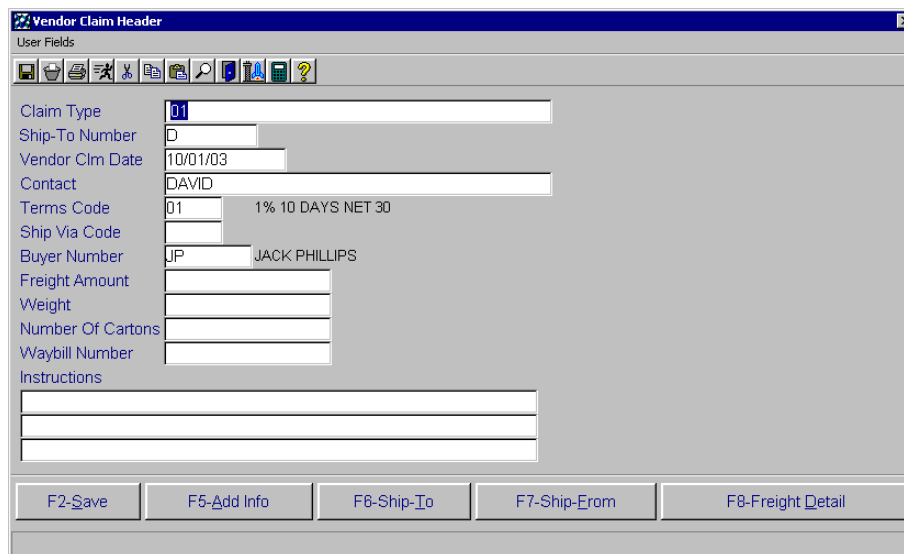
- 2 To enter an *Claim Number*, choose one of the following:
  - To start a new vendor claim, press **ENTER** on the word **NEW** or enter **NEW** or **N** and press **ENTER**.
  - To access an existing vendor claim, enter the vendor claim number or press **F3** and enter search criteria. For more information on searching, refer to Section 1.9.1 on page 1-21.

- 3 For *Vendor Number*, choose one of the following:
  - Enter the vendor's number.
  - Enter a keyword and press **ENTER**. For more information on searching, refer to Section 1.9.1 on page 1-21.
  - Press **F3** and enter search criteria. For more information on searching, refer to Section 1.9.1 on page 1-21.
- 4 One of the following occurs depending on your system settings:
  - No verification screen appears.
  - The Vendor Verification screen appears. The address is taken from Vendor Maintenance. If this is the correct vendor and address, enter **Y** in *Is This The Correct Vendor (Y/N)?*. If not, enter **N** and select another vendor.



**Figure 2-60: Vendor Verification Screen**

The Vendor Claim Header screen appears.



**Figure 2-61: Vendor Claim Header Screen**

- 5 Change the *Claim Type* if necessary (refer to Section 2.3.1 on page 2-66).
- 6 To change the ship-from address, press **F7** or press **F3** to search.
- 7 Update any information on the header as necessary and press **F2**.

- 8 If you have a return materials authorization number from the vendor, enter it in *Vendor RMA#*. If the vendor's *Vend Claim RMA# Required?* flag is set to  $\mathbf{x}$  in Vendor Maintenance, you must enter a *Vendor RMA#*. When the header information is complete, you are ready to enter lines in the Vendor Claim Entry screen.

**Figure 2-62: Vendor Claim Entry Screen**

Use the function buttons to view or change information. Refer to the table below for more information on the buttons.

Press	To	Comments
<b>F2</b>	Save the vendor claim.	Refer to Section 2.3.2.4 on page 2-73
<b>F4</b>	Delete the entire vendor claim, not just the line item.	To delete a line item, refer to Section 1.9.4.2 on page 1-27.
<b>F5</b>	Open the Vendor Claim Header screen to view or edit information.	
<b>F7</b>	Enter a line item from warranty stock.	Refer to Section 2.3.2.3 on page 2-72.
<b>F9</b>	Identify a reference number (e.g., line or page number) on the screen that you want to jump to.	Valid codes are product number, page number, line number, $\mathbf{B}$ (bottom), or $\mathbf{T}$ (top).

To enter line items from regular inventory, refer to Section 2.3.2.2 on page 2-70. To enter line items from warranty inventory, refer to Section 2.3.2.3 on page 2-72.

### 2.3.2.2 Entering Line Items from Stock Inventory

After starting the vendor claim (refer to Section 2.3.2.1 on page 2-67), you can enter line items from stock inventory. To enter line items on a vendor claim from stock inventory:

- 1 For *Product# / Description*, choose one of the following:
  - Enter the item's part number. If you enter a product number that matches a single product, the Detail Information screen appears.
  - Press **F3** or enter a keyword and press **ENTER**. For more information on searching, refer to Section 1.9.1 on page 1-21. The Product Tagging Lookup screen appears (refer to Section 1.9.2 on page 1-23). Put the cursor on the product you want to choose and press **F2**.



You can also add a comment line. Enter **C** if the comment should print or **CN** if it should not print.

- 2 For *Whse*, enter or press **F3** to search for the warehouse from which the inventory should be pulled.
- 3 Press **ENTER**. The Detail Information screen appears.

Figure 2-63: Detail Information Screen

- 4 In *Qty-Opn*, enter the quantity that should go on this vendor claim. The Original Vendor Invoice Info screen may appear.

Figure 2-64: Original Vendor Invoice Info Screen



This screen does not appear if the *Vend Claim Orig Invoice* flag in Inventory Parameters is set to **N**.

- 5 Enter or press **F3** to search for the original invoice number.
- 6 To change other data for the line item, for *A* (Accept), enter **N** or the field number that you want to edit (e.g., *Disc.%* is the fourth field after *A*, so enter **4** to go directly to that field).

- 7 In *Qty Ret*, enter the quantity that is being returned to the vendor.
- 8 In *Qty Scr*, enter the quantity that is being scrapped but you still want to receive credit or a replacement for.
- 9 Change *Gross* and *Disc%* as necessary.
- 10 If you have the vendor's part number, enter or change it in *Vendor Product#*.
- 11 Press **F2**.

Choose one of the following:

- Repeat this procedure for each line item you want to add from regular inventory.
- To add line items from warranty stock, refer to Section 2.3.2.3 on page 2-72.
- To save the vendor claim, refer to Section 2.3.2.4 on page 2-73.

### 2.3.2.3 Entering Line Items from Warranty Inventory

After starting the vendor claim (refer to Section 2.3.2.1 on page 2-67), you can enter line items from warranty inventory. To enter line items on a vendor claim from warranty inventory:

- 1 On a blank line, press **F7**. The Warranty Tag Number screen appears.

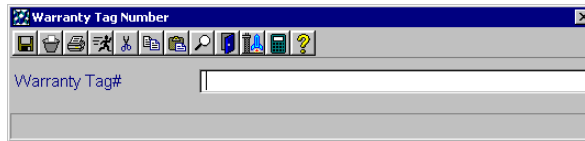


Figure 2-65: Warranty Tag Number Screen

- 2 For *Warranty Tag#*, enter the tag number or press **F3** to search. You can search using any combination of vendor number, product number, customer number, order number, and order date. Information from the warranty tag appears.
- 3 Change the *RMA Number* if necessary.
- 4 Press **ENTER**. The Detail Information screen appears.

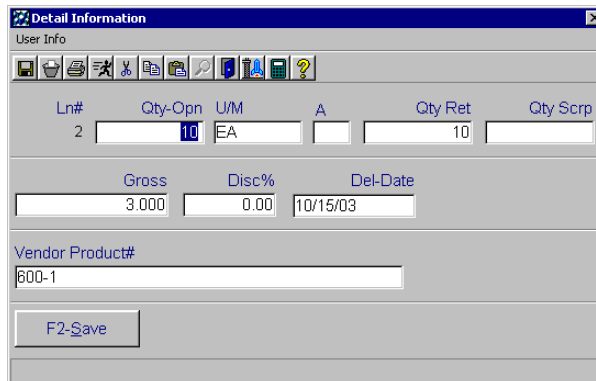


Figure 2-66: Detail Information Screen

- 5 To change data for the line item, for *A* (Accept), enter **N** or the field number that you want to edit (e.g., *Disc.%* is the fourth field after *A*, so enter **4** to go directly to that field).
- 6 Change *Gross*, *Disc%*, and *Vendor Product #* as necessary.
- 7 Press **F2**.



You can also add a comment line. Enter **c** if the comment should print or **cn** if it should not print.

Choose one of the following:

- Repeat this procedure for each line item you want to add from regular inventory.
- To add line items from regular stock, refer to Section 2.3.2.2 on page 2-70.
- To save the vendor claim, refer to Section 2.3.2.4 on page 2-73.

### 2.3.2.4 Saving the Vendor Claim



For more information on continuous and batch printing, refer to Section 1.7 on page 1-14.

After you enter line items on the vendor claim, you must save it. To save a vendor claim:

- 1 On the Vendor Claim Entry screen, press **F2**. The following dialog box appears.

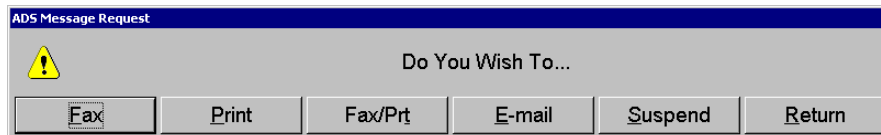


Figure 2-67: Vendor Claim Save Dialog Box



The order of the options may be different based on the vendor's setting in *P/O Document Option* in Vendor Maintenance. The first option is the vendor's preferred method of receiving the vendor claim; however, you can choose another method.

- 2 Choose one of the following:
  - **Print** - flags the vendor claim to print for your reference or for you to mail to or manually fax to the vendor.
  - **Fax** - faxes the vendor claim. The Fax Confirmation screen appears. If the vendor is not set up to fax, a warning dialog box appears. Select **Yes** to proceed to the Fax Confirmation screen. The information defaults from the header. Update it as necessary and press **F2**.

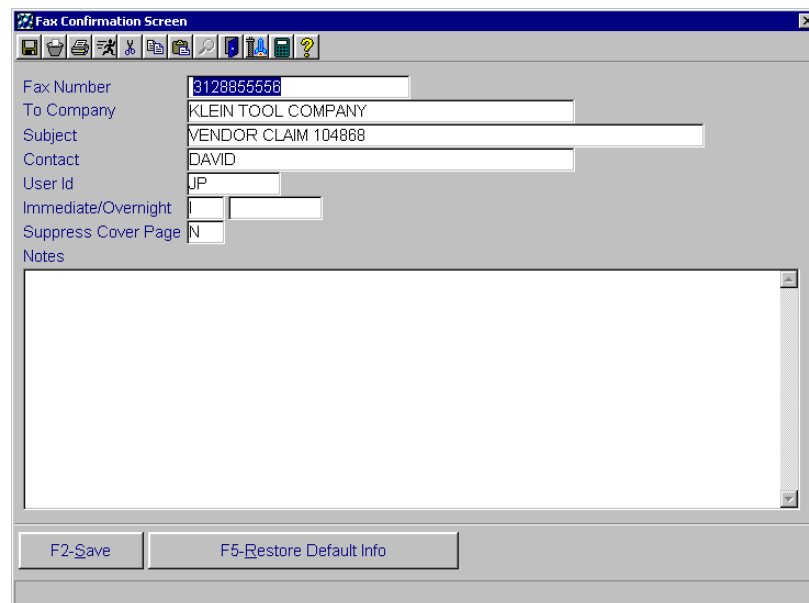


Figure 2-68: Fax Confirmation Screen



For faxing to work properly, you must use faxing software (e.g., VSI-FAX). For more information, see your System Administrator.

- **Prt/Fax** - faxes the vendor claim and prints a copy for your reference or to be faxed or mailed to the vendor. The Fax Confirmation screen appears (refer to Figure 2-68 on page 2-73). If the vendor is not set up to fax, a warning dialog box appears. Select **Yes** to proceed to the Fax Confirmation screen. Update the information and press **F2**.



For faxing to work properly, you must use faxing software (e.g., VSI-FAX). For more information, see your System Administrator.

- **E-mail** - emails the vendor claim to the vendor. The Email Confirmation screen appears. If the vendor is not set up to email, a warning dialog box appears. Select **Yes** to proceed to the Email Confirmation screen. The information defaults from the header. Update it as necessary and press **F2**.

**Figure 2-69: Email Confirmation Screen**



For emailing to work properly, you may need to update your user forms. For more information, see your System Administrator.

- **Suspend** - suspends the vendor claim. To print, email, or fax the vendor claim, you must go back through the vendor claim.
- **Return** - returns you to the vendor claim.

### 2.3.3 Printing Vendor Claims



For more information on continuous and batch printing, refer to Section 1.7 on page 1-14.

To print a vendor claim:

- 1 Type **/VCP** (**Inventory > Vendor Claims > Vendor Claims Printing**). The Vendor Claims Printing screen appears.

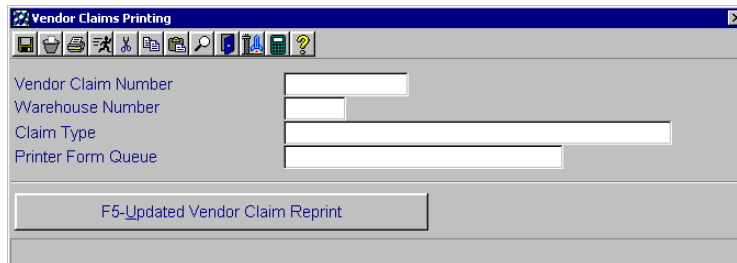


Figure 2-70: Vendor Claims Printing Screen



You can press **F5** to reprint an updated vendor claim. Enter the *Vendor Claim Number*, *Warehouse Number*, and *Printer Form Queue* and press **F2**.

- 2 For *Vendor Claim Number*, choose one of the following:
  - To print a single vendor claim, enter the claim number or press **F3** to search.
  - To print all vendor claims, leave *Vendor Claim Number* blank.
- 3 For *Warehouse Number*, choose one of the following:
  - To print vendor claims for a single warehouse, enter the warehouse number or press **F3** to search.
  - To print vendor claims for all warehouses, leave *Warehouse Number* blank.
- 4 For *Claim Type* (refer to Section 2.3.1 on page 2-66), choose one of the following:
  - To print vendor claims of a single type, enter the type number or press **F3** to search.
  - To print all vendor claim types, leave *Claim Type* blank.
- 5 For *Printer Form Queue*, enter your UNIX printer number.
- 6 Press **ENTER**. The Load Vendor Claims Form dialog box appears.

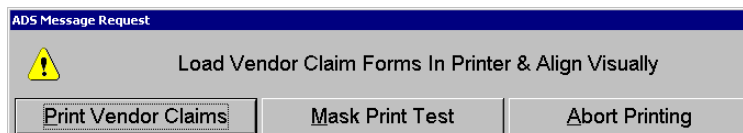


Figure 2-71: Load Vendor Claims Forms Dialog Box

- 7 Choose one of the following:
  - Select **Print Vendor Claims** to print the vendor claims.
  - Select **Mask Print Test** to test the alignment of the vendor claims in the printer. Not necessary for laser printers. After the forms are correctly aligned, select **Print Vendor Claims**.
  - Select **Abort Printing** to cancel. No vendor claims are printed, emailed, or faxed.
- 8 After you select **Print Vendor Claims**, the Print Confirmation dialog box appears.

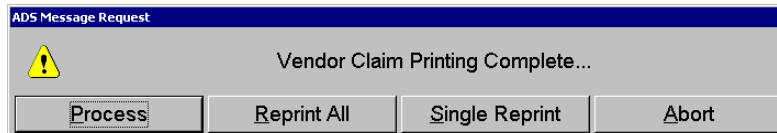


Figure 2-72: Print Confirmation Dialog Box

- 9 Choose one of the following:
  - **Process** if all vendor claims printed successfully.
  - **Reprint All** if none of the vendor claims printed successfully. This option is useful if only a couple of vendor claims printed successfully from a large print job.
  - **Single Reprint** to reprint vendor claims individually. This option is useful if a couple of vendor claims jammed in the printer.
  - **Abort** to cancel vendor claims update.
- 10 If you select **Process**, the Process dialog box appears.

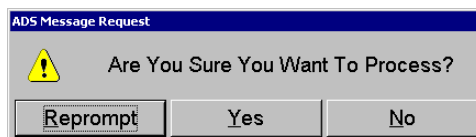


Figure 2-73: Process Dialog Box

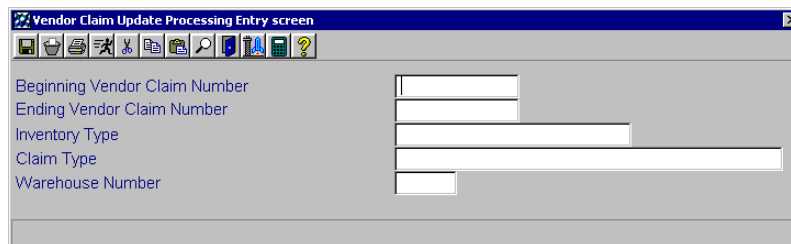
- 11 Choose one of the following:
  - **Reprompt** to keep this dialog box open.
  - **Yes** if the vendor claims printed successfully to update the Vendor Claim Log (refer to Section 2.3.5.3 on page 2-82) and so that ADS recognizes that the vendor claims printed successfully.
  - **No** if the vendor claims did not print, email, or fax successfully so that you can rerun the process.

### 2.3.4 Updating Vendor Claims

If you are returning products to the vendor, update the vendor claim when you ship the products on the vendor claim. If you are scrapping the products, you can update the vendor claim immediately after printing. Updating removes the regular and/or warranty inventory from the system and sets up an A/P record to reconcile with the claim in either Vendor Claim Reconciliation Entry (refer to Financial Manual) if you receive credit or Warranty Replacement Entry (refer to Section 2.4 on page 2-92) if you receive replacement stock.

To update the vendor claim:

- 1 Type `/vcu` (**Inventory > Vendor Claims > Vendor Claims Update Processing**). The Vendor Claim Update Processing Entry screen appears.



**Figure 2-74: Vendor Claims Update Processing Entry Screen**

- 2 For *Beginning Vendor Claim Number*, choose one of the following:
  - To update a single vendor claim number, enter the claim number or press **F3** to search.
  - To update a sequential range of vendor claims, enter the first claim number or press **F3** to search. You can also leave the field blank to start with the first claim number in the system.
  - To update all vendor claims, leave *Beginning Vendor Claim Number* blank. Not recommended because all vendor claims will be updated whether they shipped or not.
- 3 For *Ending Vendor Claim Number*, choose one of the following:
  - To update a single vendor claim number, accept the default, which is the the claim number you entered in *Beginning Vendor Claim Number*.
  - To update a sequential range of vendor claims, enter the last claim number or press **F3** to search. You can also leave the field blank to end with the last claim number in the system.
  - To update all vendor claims, leave *Ending Vendor Claim Number* blank.

- 4 For *Inventory Type*, choose one of the following:
    - **A** - all claims (default).
    - **M** - mixed stock (warranty and regular).
    - **R** - regular stock.
    - **W** - warranty stock.
  - 5 For *Claim Type* (refer to Section 2.3.1 on page 2-66), choose one of the following:
    - To print vendor claims of a single type, enter the type number or press **F3** to search.
    - To print all vendor claim types, leave *Claim Type* blank.
  - 6 For *Warehouse Number*, choose one of the following:
    - To print vendor claims for a single warehouse, enter the warehouse number or press **F3** to search.
    - To print vendor claims for all warehouses, leave *Warehouse Number* blank.
  - 7 Press **ENTER**. The claim(s) are updated in the system
- If you receive credit for the vendor claim, reconcile it in Vendor Claim Reconciliation (refer to the Financial Manual).
- If you receive a replacement, reconcile it in Warranty Replacements Entry (refer to Section 2.4 on page 2-92).

### 2.3.5 Vendor Claims Inquiries and Reports

Use an inquiry to look up information when you will not change data. For example, to view the details about a vendor claim, use `/VCI` to review the vendor claim instead of `/VCRE`. If you use `/VCRE`, you must save the vendor claim even if you do not change any data. This save creates another entry in the log. To avoid accidental changes, use inquiries when possible.

Use a report when you want to do one of the following with the data:

- Print.
- Fax (refer to Section 1.9.6 on page 1-29).
- Email (refer to Section 1.9.5 on page 1-28).
- View on your screen.
- Export to HTML.
- Export to Microsoft® Excel.



Not all of these options are available for every report. For more information on the General Report Interface and output options, refer to Section 1.8 on page 1-15.

Vendor claim inquiries are available under **Inventory > Inquiries > Vendor Claim Inquiries**. Vendor claim reports are available under **Inventory > Reports > Vendor Claim Reports**. This section describes the following inquiries and reports:

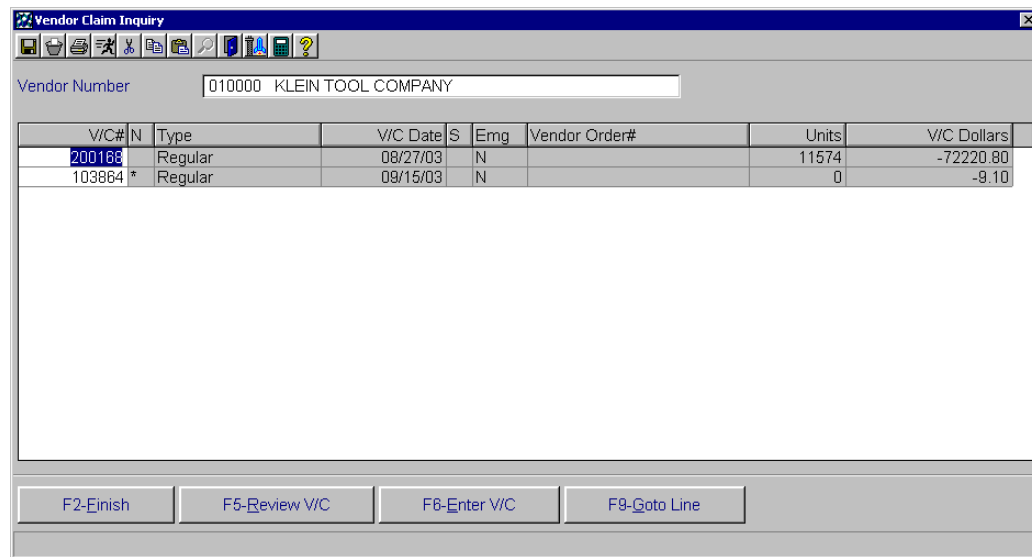
- Open Vendor Claim Inquiry (refer to Section 2.3.5.1 on page 2-80).
- Vendor Claim History Inquiry (refer to Section 2.3.5.2 on page 2-81).
- Vendor Claim Log Inquiry (refer to Section 2.3.5.3 on page 2-82).
- Vendor Open Claims Report (refer to Section 2.3.5.4 on page 2-84).
- Vendor Claims Aging Report (refer to Section 2.3.5.5 on page 2-86).
- Warranty Tags Not On Claim Report (refer to Section 2.3.5.6 on page 2-88).
- Warranty Inventory Register Report (refer to Section 2.3.5.7 on page 2-90).

### 2.3.5.1 Open Vendor Claim Inquiry

Vendor Claim Inquiry (**Inventory > Inquiries > Vendor Claims Inquiries > Open Vendor Claim**) allows you to view open (not updated) vendor claims for a vendor. To view the Vendor Claim Inquiry:

- 1 Type **/vci**. The Vendor Claim Inquiry screen appears.
- 2 Enter the *Vendor Number* or description or press **F3** to search and press **ENTER**.

Open vendor claims for the vendor appear. An example is shown below.



**Figure 2-75: Vendor Claim Inquiry Screen**

The following table lists the function buttons on the Vendor Claim Inquiry screen.

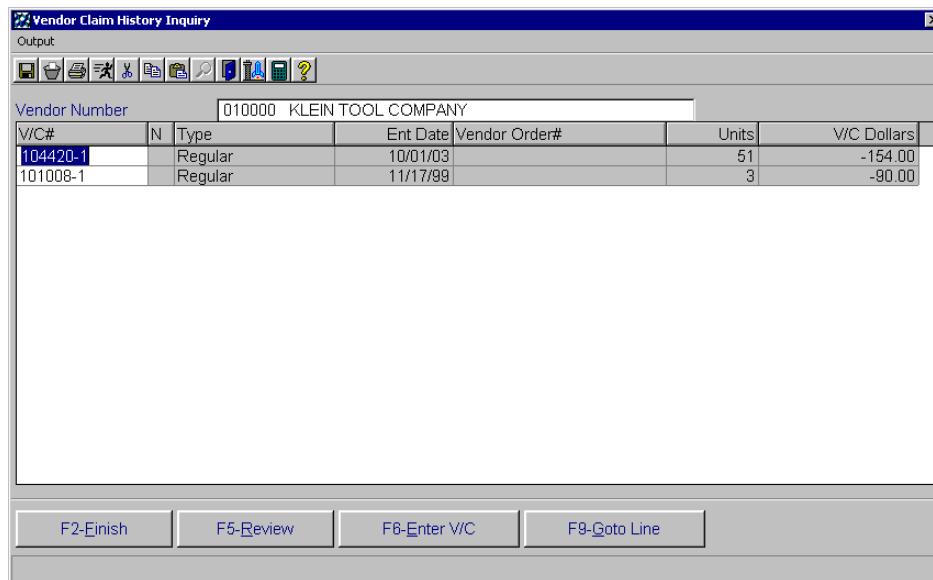
Press	To	Comments
<b>F2</b>	Close this screen.	
<b>F5</b>	Review the vendor claim.	
<b>F6</b>	Enter an vendor claim number and go directly to the review screen for the vendor claim.	
<b>F9</b>	Identify a reference number on the screen that you want to jump to.	Valid codes are vendor claim number, page number, line number, <b>B</b> (bottom), or <b>T</b> (top).

### 2.3.5.2 Vendor Claim History Inquiry

Vendor Claim History Inquiry (**Inventory > Inquiries > Vendor Claims Inquiries > Vendor Claim History**) allows you to view a transaction log for a vendor claim. To view the Vendor Claim History Inquiry:

- 1 Type **/VCHI**. The Vendor Claim History Inquiry screen appears.
- 2 Enter the *Vendor Number* or description or press **F3** to search and press **ENTER**.

Reconciled vendor claims for the vendor appear. An example is shown below.



**Figure 2-76: Vendor Claim History Inquiry Screen**

The following table lists the function buttons on the Vendor Claim History Inquiry screen.

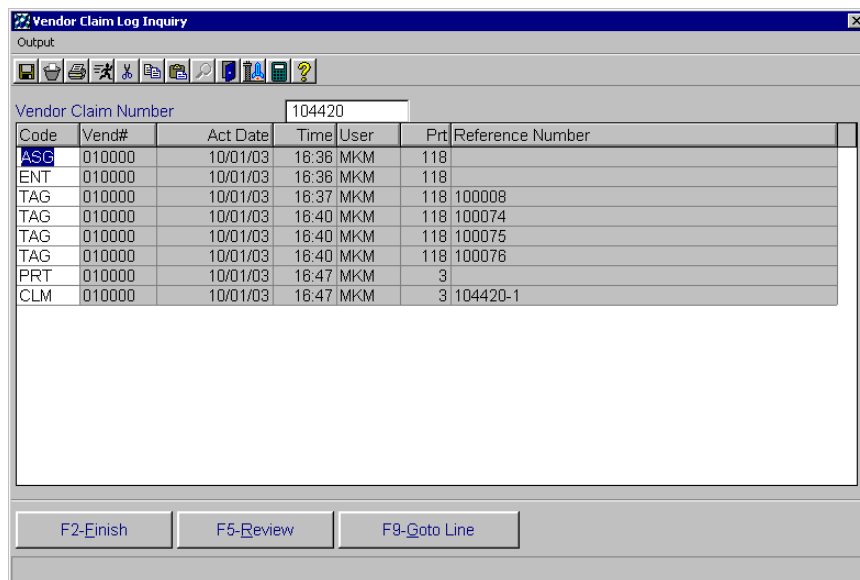
Press	To	Comments
<b>F2</b>	Close this screen.	
<b>F5</b>	Review the vendor claim.	
<b>F6</b>	Enter an vendor claim number and go directly to the review screen for the vendor claim.	
<b>F9</b>	Identify a reference number on the screen that you want to jump to.	Valid codes are vendor claim number, page number, line number, <b>B</b> (bottom), or <b>T</b> (top).

### 2.3.5.3 Vendor Claim Log Inquiry

Vendor Claim Log Inquiry (**Inventory > Inquiries > Vendor Claims Inquiries > Vendor Claim Log Inquiry**) allows you to view detail for open and updated vendor claims for a vendor. To view the Vendor Claim Log Inquiry:

- 1 Type **/VCLI**. The Vendor Claim Log Inquiry screen appears.
- 2 Enter the *Vendor Claim Number* or press **F3** to search and press **ENTER**.

Tracked vendor claim transactions appear. *Code* describes the type of change. Refer to the table on the next page for *Code* descriptions.



**Figure 2-77: Vendor Claim Log Inquiry Screen**

The following table lists the function buttons on the Vendor Claim Log Inquiry screen.

Press	To	Comments
<b>F2</b>	Close this screen.	
<b>F5</b>	Review the vendor claim.	
<b>F9</b>	Identify a reference number on the screen that you want to jump to.	Valid codes are code, page number, line number, <b>B</b> (bottom), or <b>T</b> (top).

<b>Code</b>	<b>Description</b>	<b>Reference Number</b>
ADE	Accounts payable deletion	Receiver Number
APH	Accounts payable buyer hold	
APP	Accounts payable posting	Receiver Number
APS	Accounts payable suppress posting (reconciled but not updated)	
ASG	Vendor claim number assigned	
CLM	Vendor claim processed	Receiver Number
DEL	Vendor claim deleted	
ENT	Re-entry into vendor claim	
ESC	Escape from vendor claim	
FAX	Vendor claim faxed	
LDE	Line item deleted	Product Number
MRG	Vendor claim Receiver merged	Merged Receiver Number
POC	P/O created from vendor claim (show claim)	P/O Number
POR	Received P/O created from vendor claim (show)	P/O Receiver Number
PRT	Vendor claim printed	
SPL	Vendor claim receiver split	New Receiver Number
SSC	Vendor Claim Serial Ship Container Entry	Serial Ship Code Number
TAG	Warranty tag added to vendor claim	Tag Number
WTR	Warranty replacement	Product Number

### 2.3.5.4 Vendor Open Claims Report

To generate the Vendor Open Claims Report, use the following menu path: **Inventory > Reports > Vendor Claims Reports > Vendor Open Claims Report**. The report shows vendor claims that were entered but not updated using the following filters:

- Division Number.
- Warehouse Number.
- Transaction Type. Choose one of the following:
  - P - printed or faxed vendor claims.
  - S - suspended vendor claims.
  - Leave blank to view printed, faxed, and suspended claims.
- Sort By (B)uyer or (V)endor. Choose one of the following:
  - B - sort by buyer.
  - V - sort by vendor.

Column headings are described in the table below. An example of the report is shown on the next page.

Column Heading	Description
Vendor # / Name / Buyer Name	Line one - the vendor's number. Line two - the name of the vendor's company. Line three - the buyer for the vendor (from Vendor Maintenance).
Claim#	The vendor claim number.
Proc	Flagged to be printed, faxed, or emailed.
Tag Number	The warranty tag number associated with the product (if any).
Product/ Description	Line one - the product's number. Line two - the product's description.
U/M	The product's unit of measure.
Claimed	The total quantity on the claim.
Returned	The quantity being returned to the vendor.
Scrapped	The quantity being scrapped.
Cost/Extension	Line one - the cost per unit of measure. Line two - the total cost of the quantity on the claim.

Development Company  
 Vendor Open Claims Report As Of 11:42:43 On 10/08/03  
 DIV.NUM = "01" AND WHSE.NUM = "10" [Sort By (B)uyer or (V)endor = "V"]

User Id MKM Page 1

Vendor # / Name / Buyer Name	Claim#	Proc Tag Number	Product/Description	U/M	Claimed	Returned	Scrapped	Cost/ Extension
010000 KLEIN TOOL COMPANY JACK PHILLIPS	104848	Y 100090	KLE 600-1 HD SQ SHK SCREWDRIVER 1-1/2	EA	10	0	10	3.00 30.00
		100091	KLE 603-3 #1 PHILLIPS SCREWDRIVER	EA	5	5		2.83 14.14
010000 KLEIN TOOL COMPANY JACK PHILLIPS	104849	Y 100092	KLE 600-4B HD SQ SHK SCREWDRIVER 4"	EA	25	0		3.65 91.13
			KLE 600-12 HD SQ SHK SCREWDRIVER 12"	EA	20	20		5.83 116.56
			KLE 603-6 #3 PHILLIPS SCREWDRIVER	EA	10	10		3.46 34.57

### 2.3.5.5 Vendor Claims Aging Report

To generate the Vendor Claims Aging Report, use the following menu path: **Inventory > Reports > Vendor Claims Reports > Vendor Claims Aging Report**. The report shows vendor claims that are updated but not reconciled using the following filters:

- Division Number.
- Warehouse Number.
- Vendor Number.
- Summary or Detail. Choose one of the following:
  - **S** - summary (order-level) information.
  - **D** - detail (line item-level) information.

Column headings are described in the table below. An example of the report is shown on the next page.

Column Heading	Description
Date/Clm	Line one - the date the claim was entered. Line two - the claim number.
Vend#	The vendor's number.
Tag#/Doc#	Line one - the warranty tag number associated with the product (if any). Line two - the document on which the document was placed in warranty inventory: <ul style="list-style-type: none"> <li>• R - stock receipts rejection.</li> <li>• A - inventory adjustment.</li> <li>• T - warranty transfer.</li> <li>• S - sales order (credit memo).</li> </ul>
Product # / Description	Line one - the product's number. Line two - the product's description.
Quantity	The quantity of products on the line.
Current	The dollar amount that is less than 30 days old.
31-60	The dollar amount that is between 31-60 days old.
61-90	The dollar amount that is between 61-90 days old.
91-120	The dollar amount that is between 91-120 days old.
121&Over	The dollar amount that is more than 120 days old.
Tot Value	The total dollar value for each line item, warehouse, and vendor.

Development Company  
 Vendor Claims Aging Report As Of 11:19:23 On 10/07/03  
 DIV.NUM = "01" AND WHSE.NUM.RPT = "10" [Summary or Detail = "D"]

User Id MKM Page 1

Date/Clm	Vend#	Tag#/Doc#	Product# / Description	Quantity	Current	31-60	61-90	91-120	121&Over	Tot Value
10/01/03	010000	100008	KLE 600-1	-1	-3.00					-3.00
104420-1		R-100333-1	HD SQ SHK SCREWDRIVER 1-1/2							
10/01/03	010000	100074	KLE 600-1	-10	-30.00					-30.00
104420-1		A-100373	HD SQ SHK SCREWDRIVER 1-1/2							
10/01/03	010000	100075	KLE 600-4B	-15	-42.42					-42.42
104420-1		A-100373	HD SQ SHK SCREWDRIVER 4"							
10/01/03	010000	100076	KLE 600-6	-25	-78.58					-78.58
104420-1		A-100373	HD SQ SHK SCREWDRIVER 6"							
10/06/03	010000	100087	KLE 603-4	-5	-15.72					-15.72
104635-1		A-100401	#2 PHILLIPS SCREWDRIVER							
10/06/03	010000	100086	KLE 600-12	-10	-58.28					-58.28
104636-1		A-100401	HD SQ SHK SCREWDRIVER 12"							
Totals For DALLAS STORE				-66	-228.00	0.00	0.00	0.00	0.00	-228.00
Totals For KLEIN TOOL COMPANY				-66	-228.00	0.00	0.00	0.00	0.00	-228.00

### 2.3.5.6 Warranty Tags Not On Claim Report

To generate the Warranty Tags Not On Claim Report, use the following menu path: **Inventory > Reports > Vendor Claims Reports > Wty Tags Not On Claim Report**. The report shows lists products in warranty inventory that are not on a vendor claim using the following filters:

- Division Number.
- Current Whse.
- Primary Vendor.

Column headings are described in the table below. An example of the report is shown on the next page.

Column Heading	Description
Tag Number	The warranty tag number associated with the product (if any).
T	The warranty type: <ul style="list-style-type: none"> <li>• R - returned.</li> <li>• S - scrapped.</li> </ul>
Product Number	Line one - the product's number. Line two - the product's description. Line three - the product's second line of description (if any).
Doc Number	The document on which the document was placed in warranty inventory: <ul style="list-style-type: none"> <li>• R - stock receipts rejection.</li> <li>• A - inventory adjustment.</li> <li>• T - warranty transfer.</li> <li>• S - sales order (credit memo).</li> </ul>
Doc Date	The date on which the document in Doc Number was entered.
Status	The last transaction for the product: <ul style="list-style-type: none"> <li>• R - stock receipt rejection.</li> <li>• IAE - inventory adjustment.</li> <li>• SOE - sales order entry.</li> <li>• AUPD - A update.</li> <li>• TRR - transfer receipt.</li> <li>• TS - transfer shipment.</li> </ul>
Price	If the product was placed in warranty inventory from a credit memo, the price that was charged for the product by unit of measure.
Cost	The cost of the product by unit of measure when the warranty tag was created.
Quantity	The quantity on the warranty tag.
U/M	The product's unit of measure.
Ext. Price	If the product was placed in warranty inventory from a credit memo, the total price that was charged for the product.
Ext. Cost	The total cost of the product.

Development Company  
 Wty Tags Not On Claim Report As Of 12:29:21 On 10/08/03  
 DIV.NUM = "01" AND CUR.WHSE = "10" AND PRIM.VEND.NUM = "010000"  
 Warehouse 10 DALLAS STORE

User Id MKM Page 1

Tag Number	T	Product Number	Doc Number	Doc Date	Status	Price	Cost	Quantity	U/M	Ext. Price	Ext. Cost
100015	R	*KLE MISC KLEIN TOOLS MORE MISC KLEIN TOOLS	R-101011-1	10/06/03	R		30.000	3	EA	0.00	90.00
100092	R	KLE 600-12 HD SQ SHK SCREWDRIVER 12"	A-100422	10/08/03	IAE		6.117	10	EA	0.00	61.17
100095	R	KLE 600-12 HD SQ SHK SCREWDRIVER 12"	R-104850-1	10/08/03	R		5.828	7	EA	0.00	40.80
100096	R	KLE 600-4B HD SQ SHK SCREWDRIVER 4"	R-104850-1	10/08/03	R		3.463	12	EA	0.00	41.56
100097	R	KLE 600-4B HD SQ SHK SCREWDRIVER 4"	S-104146	10/08/03	SOE	6.2851	3.628	10	EA	62.85	36.28
100094	R	KLE 600-8 HD SQ SHK SCREWDRIVER 8"	A-100422	10/08/03	IAE		3.860	15	EA	0.00	57.90
Totals For Warranty Type R								57		62.85	327.71
100093	S	KLE 600-6 HD SQ SHK SCREWDRIVER 6"	A-100422	10/08/03	IAE		4.018	25	EA	0.00	100.45
100098	S	KLE 603-3 #1 PHILLIPS SCREWDRIVER	S-104146	10/08/03	SOE	5.8137	4.118	8	EA	46.51	32.94
Totals For Warranty Type S								33		46.51	133.39
Totals For Vendor 010000 KLEIN TOOL COMPANY								90		109.36	461.10
Totals For Warehouse DALLAS STORE								90		109.36	461.10
Grand Total For Report								=====	=====	=====	=====
								90		109.36	461.10

### 2.3.5.7 Warranty Inventory Register Report

To generate the Warranty Inventory Register Report, use the following menu path: **Inventory > Reports > Vendor Claims Reports > Wty Inventory Register Report**. The report shows lists products in warranty inventory using the following filters:

- Division Number.
- Current Whse.
- Tag Type. Choose one of the following:
  - **R** - returned.
  - **S** - scrapped.

Column headings are described in the table below. An example of the report is shown on the next page.

Column Heading	Description
Tag Number	The warranty tag number associated with the product (if any).
T	The warranty type: <ul style="list-style-type: none"> <li>• R - returned.</li> <li>• S - scrapped.</li> </ul>
Product Number	Line one - the product's number. Line two - the product's description. Line three - the product's second line of description (if any).
Doc Number	The document on which the product was placed in warranty inventory: <ul style="list-style-type: none"> <li>• R - stock receipts rejection.</li> <li>• A - inventory adjustment.</li> <li>• T - warranty transfer.</li> <li>• S - sales order (credit memo).</li> </ul>
Doc Date	The date on which the document in Doc Number was entered.
Status	The last transaction for the product: <ul style="list-style-type: none"> <li>• R - stock receipt rejection.</li> <li>• IAE - inventory adjustment.</li> <li>• SOE - sales order entry.</li> <li>• AUPD - A update.</li> <li>• TRR - transfer receipt.</li> <li>• TS - transfer shipment.</li> <li>• VCP - vendor claim print.</li> <li>• A/P - accounts payable.</li> <li>• WTR - warranty replacement.</li> <li>• CLM - vendor claim.</li> <li>• TR - warranty transfer.</li> </ul>
Cost	The cost of the product by unit of measure when the warranty tag was created.
Quantity	The quantity on the warranty tag.
U/M	The product's unit of measure.
Extension	The total cost of the quantity on the line item (Cost * Quantity).

Development Company  
 Wty Inventory Register Report As Of 11:21:35 On 10/07/03  
 DIV.NUM = "01" AND CUR.WHSE = "10"  
 Warehouse 10 DALLAS STORE

User Id MKM Page 1

Tag Number	T	Product Number	Doc Number	Doc Date	Status	Cost	Quantity	U/M	Extension
100003	R	AJTPROD.1 AJ LARGE ADULT LIFE JACKET	R-100248-1	05/09/03	VCP	6.750	-1	EA	-6.75
100009	R	BKE-750 GIANT SERIES 750 BIKE	S-100469	05/09/03	WTR	325.000	-1	EA	-650.00
100010	R	BKE-750 GIANT SERIES 750 BIKE	S-100472	05/09/03	VCP	325.000	-1	EA	-650.00
100008	R	KLE 600-1 HD SQ SHK SCREWDRIVER 1-1/2	R-100333-1	05/09/03	VCP	3.000	-1	EA	-3.00
100011	R	WIL 144-001 Wilson White Golf Shoes	R-100653-1	05/09/03	VCP	32.990	-1	EA	-32.99
100054	R	236618 Natural Black Beeswax	S-102165	08/04/03	AUPD	14.730	1	EA	14.73
100058	R	236618 Natural Black Beeswax	S-102259	08/05/03	CLM	3.505	5	EA	17.53
100059	R	236618 Natural Black Beeswax	S-102260	08/05/03	AUPD	30.869	1	EA	30.87
100060	R	MKM P123 EXTERIOR FLAT PAINT	T-100219-1	08/05/03	TS	10.000	5	EA	50.00
100063	R	236618 Natural Black Beeswax	S-102355	08/06/03	AUPD	3.505	1	EA	3.51
100064	R	BPB 100 STOCK ITEM	R-102344-1	08/14/03	R	2.500	1	EA	2.50
ALC	R	EC 1001 ARGENTINA JERSEY	S-102663	08/18/03	AUPD	17.500	1	EA	17.50
100072	R	MKM 234 MAHOGONY STAIN	R-104326-1	09/30/03	R	2.000	2	EA	4.00
HAILEY	R	EC 1001 ARGENTINA JERSEY	A-100381	10/03/03	IAE	17.500	1	EA	17.50
HAA4	R	R45127X Aero Family Quick Pool		10/06/03	TR	71.991	1	EA	71.99
RSH.UM	R	RSH-7890 Firestorm Battery DZ	R-104642-1	10/07/03	TRR	4.165	5.5	EA	-0.01

## 2.4 Receiving Warranty Replacements

If you receive replacement products for a vendor claim (refer to Section 2.3 on page 2-66), you must reconcile the replacement products with the products on the vendor claim. A replaced product must be on an updated vendor claim before is can up reconciled with a replacing product.

To enter a warranty replacement, you must:

- Start the warranty replacement (refer to Section 2.4.1 on page 2-92).
- Select the replaced product(s) (refer to Section 2.4.2 on page 2-94).
- Select the replacing product(s) (refer to Section 2.4.3 on page 2-95).
- Save the warranty replacement (refer to Section 2.4.4 on page 2-97).

### 2.4.1 Starting a Warranty Replacement

To start a warranty replacement:

- 1 Type **/WTRE (Inventory > Warranty Replacements > Warranty Replacements Entry)**. The Warranty Replacement Entry screen appears.



If you have access to more than one warehouse, the Location Retrieval screen appears first (refer to Section 1.9.7 on page 1-30). Enter the appropriate *Selling Warehouse*, *Department Number*, and/or *Cost Center Number* and press **ENTER**.

**Figure 2-78: Warranty Replacement Entry Screen**

- 2 To enter an *Entry Number*, choose one of the following:
  - To start a new warranty replacement, press **ENTER** on the word **NEW** or enter **NEW** or **N** and press **ENTER**.
  - To access an existing warranty replacement, enter the warranty replacement number or press **F3** and enter search criteria. For more information on searching, refer to Section 1.9.1 on page 1-21.

- 3 For *Vendor Number*, choose one of the following:
  - Enter the vendor's number.
  - Enter a keyword and press **ENTER**. For more information on searching, refer to Section 1.9.1 on page 1-21.
  - Press **F3** and enter search criteria. For more information on searching, refer to Section 1.9.1 on page 1-21.
- 4 Enter the *Vendor Invoice#* or another reference number supplied by the vendor.
- 5 For *Received By*, enter the User ID of the person who received the warranty replacement or is updating the warranty replacement. Defaults to the User ID of the person logged in.
- 6 Enter a *Replacement Date*. Defaults to the current date.
- 7 For *Vendor Claim Number*, enter the number of the vendor claim or press **F3** to search.

You are ready to identify which products are being replaced. Continue to Section 2.4.2 on page 2-94.

## 2.4.2 Selecting Replaced Products

After you start the warranty replacement (refer to Section 2.4.1 on page 2-92), you must identify which products are being replaced. To select replaced products:

- 1 On the Warranty Replacement Entry screen, press **F5**. The Warranty Replaced Product Entry screen appears.

**Figure 2-79: Warranty Replaced Product Entry Screen**

- 2 Enter the product number or press **F5** to load the products and quantities from the vendor claim.
- 3 Delete any lines that are not being replaced if you loaded products from the vendor claim.
- 4 To edit a line item, put the cursor on the line and press **ENTER**. The Detail Information screen appears.

**Figure 2-80: Detail Information Screen**

- 5 Change the *Qty-Opn* if necessary.
- 6 To change the *Qty Rpld*, for *A* (Accept), enter **N**.
- 7 Edit the *Qty Rpld* if it is different than the quantity on the claim.
- 8 Repeat steps 4-7 for each line item you need to edit.
- 9 Press **F2**. You are ready to select replacing products (refer to Section 2.4.3 on page 2-95).

### 2.4.3 Selecting Replacing Products

After you select replaced products (refer to Section 2.4.2 on page 2-94), you must identify the replacing products. To select replacing products:

- 1 On the Warranty Replacement Entry screen, press **F6**. The Warranty Replacing Product Entry screen appears.

The screenshot shows a software window titled "Warranty Replacing Products Entry". At the top, there are menu options "Examine" and "Review". Below the menu is a toolbar with various icons. The main area displays the following information:

- Entry# 100153
- Vendor Number 010000 KLEIN TOOL COMPANY

Below this is a table with the following columns: Ln#, Product# / Description, Whse, and Quantity U/M. The table contains one row with the value "1" in the Ln# column. The Product# / Description, Whse, and Quantity U/M columns are currently empty.

At the bottom of the window, there are four buttons: "F2-Save", "F5-Load From Replaced Entry", "F9-Goto Line", and a section with "Rpld Qty", "Rpld Dollars", "Rplg Qty", and "Rplg Dollars".

**Figure 2-81: Warranty Replacing Product Entry Screen**

- 2 Choose one of the following:
  - If the replacing products are the same as the replaced products, press **F5** to load the products and quantities based on the replaced products. Press **F2**. You can now save the warranty replacement. (refer to Section 2.4.4 on page 2-97).
  - If the replacing products are not the same as the replaced products, continue to step 3.

- 3 For *Product Number/Description*, choose one of the following:
  - Enter the item's part number. If you enter the exact number, the Detail Information screen appears.
  - Enter a keyword and press **ENTER** or press **F3** and enter search criteria. For more information on searching, refer to Section 1.9.1 on page 1-21. The Product Tagging Lookup screen appears (refer to Section 1.9.2 on page 1-23). Put the cursor on an item and press **F2**. The Detail Information screen appears.

Ln#	Qty-Opn	U/M	A	Qty Rpld
1	5	EA		5

Gross  
3.143

Vendor Product#  
603-4

F2-Save

**Figure 2-82: Detail Information Screen**

- 4 To change the *Qty Rpld*, for A (Accept), enter **N**.
- 5 Edit the *Qty Rpld* (quantity that the vendor sent as replacements).
- 6 Repeat steps 3-6 for each line item you need to add.
- 7 Press **F2**. You are ready to save the warranty replacement (refer to Section 2.4.4 on page 2-97).

## 2.4.4 Saving the Warranty Replacements

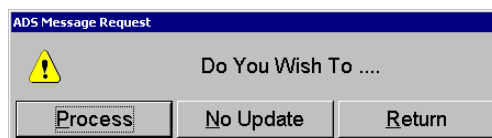
After you select replaced products and replacing products, you can save the warranty replacement from the Warranty Replacement Entry screen. The value of the replaced and replacing products and any discrepancy is displayed.

Entry Number	100153
Vendor Number	010000 KLEIN TOOL COMPANY
Vendor Invoice#	
Received By	MKM Mary Mentzer
Replacement Date	10/06/03 03-10
Vendor Claim Number	104635-1
Value - Replaced	15.72
Value - Replacing	15.72
Discrepancy	0.00

**Figure 2-83: Warranty Replacement Entry**

To save the warranty replacement:

- 1 Press **F2**. The Process Warranty Replacement dialog box appears.



**Figure 2-84: Process Warranty Replacement Dialog Box**

- 2 Choose one of the following:
  - **Process** - saves the transaction and updates inventory and A/P.
  - **No Update** - saves the transaction but does not update inventory and A/P. You must return to Warranty Replacement Entry to update inventory and A/P.
  - **Return** - go back to the Warranty Replacement Entry screen to edit the transaction.

The lines and quantities that were on the replaced products are removed from the vendor claim. If the quantity for a line item is zero, the line is removed.

The lines and quantities of replacing products are added to the onhand quantity of those products. Any discrepancy is posted to Vendor Claim Cost Difference.

## 2.4.5 Warranty Replacement Inquiries and Reports

Use an inquiry to look up information when you will not change data. For example, to view the details about a warranty replacement, use **/WTRI** to review the warranty replacement instead of **/WTRE**. If you use **/WTRE**, you must save the warranty replacement even if you do not change any data. To avoid accidental changes, use inquiries when possible.

Use a report when you want to do one of the following with the data:

- Print.
- Fax (refer to Section 1.9.6 on page 1-29).
- Email (refer to Section 1.9.5 on page 1-28).
- View on your screen.
- Export to HTML.
- Export to Microsoft® Excel.



Not all of these options are available for every report. For more information on the General Report Interface and output options, refer to Section 1.8 on page 1-15.

Warranty replacement inquiries and reports are available under **Inventory > Warranty Replacements**. This section describes the following inquiries and reports:

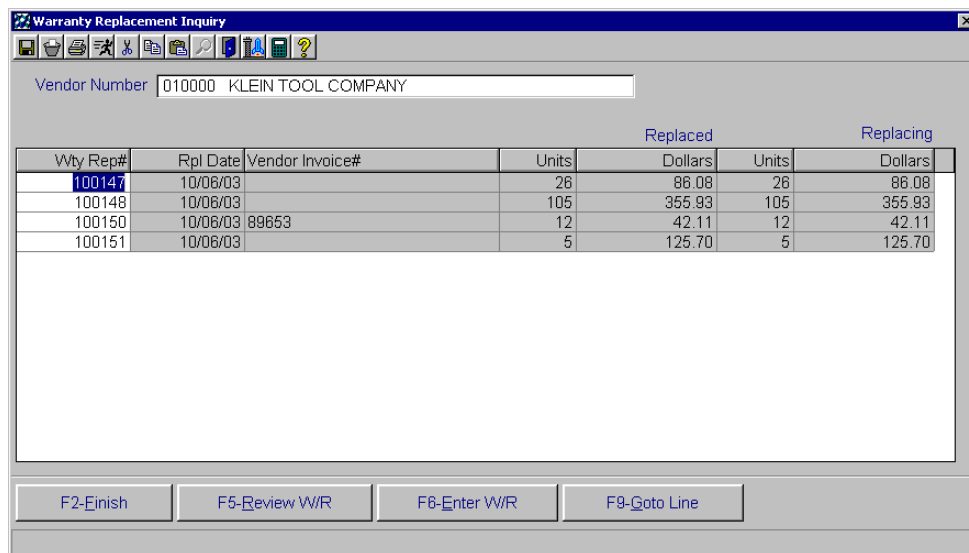
- Warranty Replacement Inquiry (refer to Section 2.4.5.1 on page 2-99).
- Warranty Replacement History Inquiry (refer to Section 2.4.5.2 on page 2-100).
- Daily Warranty Replacements Report (refer to Section 2.4.5.3 on page 2-101).

### 2.4.5.1 Warranty Replacement Inquiry

Warranty Replacement Inquiry (**Inventory > Warranty Replacements > Warranty Replacement Inquiry**) allows you to view entered (not updated) warranty replacements for a vendor. To view the Warranty Replacement Inquiry:

- 1 Type **/WTRI**. The Warranty Replacement Inquiry screen appears.
- 2 Enter the *Vendor Number* or description or press **F3** to search and press **ENTER**.

Open warranty replacements for the vendor appear. An example is shown below.



**Figure 2-85: Warranty Replacement Inquiry Screen**

The following table lists the function buttons on the Warranty Replacement Inquiry screen.

Press	To	Comments
<b>F2</b>	Close this screen.	
<b>F5</b>	Review the warranty replacement.	
<b>F6</b>	Enter a warranty replacement number and go directly to the review screen for the warranty replacement.	
<b>F9</b>	Identify a reference number on the screen that you want to jump to.	Valid codes are warranty replacement number, page number, line number, <b>B</b> (bottom), or <b>T</b> (top).

### 2.4.5.2 Warranty Replacement History Inquiry

Warranty Replacement History Inquiry (**Inventory > Warranty Replacements > Warranty Replacement History Inquiry**) allows you to view processed warranty replacements for a vendor. To view the Warranty Replacement History Inquiry:

- 1 Type **/WTHI**. The Warranty Replacement History Inquiry screen appears.
- 2 Enter the *Vendor Number* or description or press **F3** to search and press **ENTER**.

Processed warranty replacements for the vendor appear. An example is shown below.

Wty Rep#	Rpl Date	Vendor Invoice#	Units	Replaced		Replacing	
				Units	Dollars	Units	Dollars
100128	11/17/99 X		3	90.00	3	90.00	
100147	10/06/03		26	86.08	26	86.08	
100148	10/06/03		105	355.93	105	355.93	
100150	10/06/03	89853	12	42.11	12	42.11	
100151	10/06/03		5	125.70	5	125.70	

**Figure 2-86: Warranty Replacement History Inquiry Screen**

The following table lists the function buttons on the Warranty Replacement History Inquiry screen.

Press	To	Comments
<b>F2</b>	Close this screen.	
<b>F5</b>	Review the warranty replacement.	
<b>F6</b>	Enter a warranty replacement number and go directly to the review screen for the warranty replacement.	
<b>F9</b>	Identify a reference number on the screen that you want to jump to.	Valid codes are warranty replacement number, page number, line number, <b>B</b> (bottom), or <b>T</b> (top).

### 2.4.5.3 Daily Warranty Replacements Report

To generate the Daily Warranty Replacements Report, use the following menu path: **Inventory > Warranty Replacements > Daily Warranty Replacements Report**. The report shows lists warranty replacement using the following filters:

- Division Number.
- Warehouse Number.
- Replacement Date range.
- Vendor Number.

Column headings are described in the table below. An example of the report is shown on the next page.

Column Heading	Description
Wty Rep#	The warranty replacement number.
Vendor	The vendor number on the warranty replacement.
Replaced	The replacement date.
Product Number / Description	Line one - the product's number. Line two - the product's description. Line three - warranty tag number (if any).
Qty-Rpld	The quantity of the replaced product.
Qty-Rplg	The quantity of the replacing product.
Net-Price	The cost of the product.
U/M	The product's unit of measure.
Rpld Ext	The total extended cost of the quantity of the replaced product.
Rplg Ext	The total extended cost of the quantity of the replacing product.

Development Company  
 Daily Warranty Replacements Report As Of 11:22:53 On 10/07/03  
 DIV.NUM = "01" AND WHSE.NUM = "10" AND WTY.REP.DATE >= "01/01/03" AND WTY.REP.DATE <= "10/07/03"  
 Warehouse: 10

User Id MKM PAGE 1

Wty Rep#	Vendor	Replaced	Product Number / Description	Qty-Rpld	Qty-Rplg	Net-Price	U/M	Rpld Ext	Rplg Ext
100147	010000	10/06/03	KLE 603-6 #3 PHILLIPS SCREWDRIVER Tag:100084	15		3.457	EA	51.86	0.00
			KLE 600-8 HD SQ SHK SCREWDRIVER 8" Tag:100082	11		3.111	EA	34.22	0.00
			KLE 603-6 #3 PHILLIPS SCREWDRIVER		15	3.457	EA	0.00	51.86
			KLE 600-8 HD SQ SHK SCREWDRIVER 8"		11	3.111	EA	0.00	34.22
								86.08	86.08
100148	010000	10/06/03	KLE 600-4B HD SQ SHK SCREWDRIVER 4" Tag:100085	100		3.372	EA	337.20	0.00
			KLE 600-6 HD SQ SHK SCREWDRIVER 6" Tag:100081	5		3.746	EA	18.73	0.00
			KLE 600-4B HD SQ SHK SCREWDRIVER 4"		100	3.372	EA	0.00	337.20
			KLE 600-6 HD SQ SHK SCREWDRIVER 6"		5	3.746	EA	0.00	18.73
								355.93	355.93
100150	010000	10/06/03	KLE 600-4B HD SQ SHK SCREWDRIVER 4" Tag:100080	10		3.645	EA	36.45	0.00
			KLE 603-3 #1 PHILLIPS SCREWDRIVER Tag:100083	2		2.828	EA	5.66	0.00
			KLE 600-4B HD SQ SHK SCREWDRIVER 4"		10	3.645	EA	0.00	36.45
			KLE 603-3 #1 PHILLIPS SCREWDRIVER		2	2.828	EA	0.00	5.66
								42.11	42.11
100151	010000	10/06/03	KLE 10000 SCREWDRIVER KIT Tag:100079	5		25.140	EA	125.70	0.00
			KLE 10000 SCREWDRIVER KIT		5	25.140	EA	0.00	125.70
								125.70	125.70

## 2.5 Adjusting Inventory

Inventory Adjustment Entry allows you manually adjust inventory into and out of stock. To manually adjust inventory:

- 1 Type **/IAE (Inventory > Inventory Adjustments > Inventory Adjustments Entry)**. The Inventory Adjustment Entry screen appears.



If you have access to more than one warehouse, the Location Retrieval screen appears first (refer to Section 1.9.7 on page 1-30). Enter the appropriate *Selling Warehouse*, *Department Number*, and/or *Cost Center Number* and press **ENTER**.

**Figure 2-87: Inventory Adjustment Entry Screen**

- 2 For *I/A Number*, press **ENTER** on the word **NEW** or enter **NEW** or **N** and press **ENTER**.
- 3 Enter an *Entry Date* (defaults to current date).
- 4 Enter the warehouse number in *Warehouse* or press **F3** to search.

- 5 Enter the *Adj. Type*. Choose from:
- INV - regular. Increases or decreases onhand.
  - DMG - damaged. If the adjustment is positive, decreases onhand and increases damaged inventory, which has a value and will be taxed. If the adjustment is negative, decreases damaged inventory and increases onhand. Do not use damaged inventory if you will receive credit or a replacement from the vendor. Use warranty inventory.
  - SCR - scrapped. If the adjustment is positive, decreases onhand and increases scrapped inventory, which does not have a value. If the adjustment is negative, decreases scrapped inventory and increases onhand. Do not use scrapped inventory if you will receive credit or a replacement from the vendor. Use warranty inventory.
  - WTY - warranty. If the adjustment is positive, decreases onhand and increases warranty inventory, which will be placed on a vendor claim. If the adjustment is negative, decreases warranty inventory and increases onhand. Use warranty inventory if the product is damaged or scrapped but you will receive credit or a replacement from the vendor. You can indicate in step 8 that the product is damaged/scrapped.
- 6 For *Product Number/Description*, choose one of the following:
- Enter the item's part number. If you enter the exact number, the Inventory Adjustment Line Detail screen appears.
  - Enter a keyword and press **ENTER** or press **F3** and enter search criteria. For more information on searching, refer to Section 1.9.1 on page 1-21. The Product Tagging Lookup screen appears (refer to Section 1.9.2 on page 1-23). Put the cursor on an item and press **F2**. The Inventory Adjustment Line Detail screen appears.

Ln#	Quantity	U/M	Accept	Cost
1		EA		6.300

Reason

Available 20  
 Onorder 21  
 Stock Status S  
 ALT

F2-Save F9-Invty Inq

Figure 2-88: Inventory Adjustment Line Detail Screen



You can also add a comment line. Enter **C** if the comment should print or **CN** if it should not print.

- 7 Enter the quantity you want to adjust in *Quantity*. Enter a negative number to remove quantity. Enter a positive number to increase inventory.
- 8 If the adjustment is for an increase in warranty inventory, the Warranty Tag Information screen appears. If the adjustment is not for warranty inventory, skip to step 15.

**Figure 2-89: Warranty Tag Information Screen**

- 9 For *Returned/Scrapped*, enter one of the following:
  - **R** if the item will be returned to the vendor.
  - **S** if the vendor will send credit or a replacement.
- 10 For *Vendor RMA#*, enter an returned materials authorization number for the vendor if necessary.
- 11 For *Tag Number*, type **NEW** and press **ENTER**. A new tag number appears.
- 12 For *Tag Quantity*, enter the quantity of the items that go on this tag. Defaults to the adjusted quantity.
- 13 Repeat steps 11-12 for each tag. The total of the *Tag Quantity* must equal the total entered on the Inventory Adjustment Line Detail screen.
- 14 Press **F2**.
- 15 Change the unit of measure in *U/M*, if needed. If the product has multiple units of measure, you must choose a *U/M*.
- 16 To change other data for the line item, for *Accept*, enter **N**.
- 17 Update the *Cost*, if necessary (not available if you are reducing inventory).
- 18 Enter a *Reason* code or press **F3** to search.



**WARNING** Choose the *Reason* code carefully so that the correct GL account is affected. If you are not sure which *Reason* code to use, check with your System Administrator.

- 19 Press **F2**.
- 20 Repeat steps 6-19 for each item you need to adjust.
- 21 Press **F2**.

## 2.6 Allocating Inventory

Two flags in Inventory Parameters control automatic inventory allocation:

- *Auto Allocate Flag*.
- *Auto Unallocate Flag*.

If either flag is set to **N**, you must manually allocate inventory (refer to Section 2.6.2 on page 2-107).

Inventory is also allocated according to the *Allocate By Age* flag in Inventory Parameters:

- **Y** (Allocate by Age) - by order date or required date, based on the *Allocation Method* flag in Inventory Parameters.
- **N** (Allocate by Priority) - based on the *Allocation Priority* flag in Customer Maintenance or on the Sales Order Header.

See your System Administrator for more information on how your system is set up.

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### 2.6.1 Automatically Allocating Inventory

#### Auto Allocate Flag

If *Auto Allocate Flag* is set to **Y**, stock is automatically allocated when onhand quantity is increased by stock receipts, transfer receipts, work orders, or inventory adjustments. If onhand quantity is increased by returns to regular stock from credit memos or consignment returns, you must run the allocation process (refer to Section 2.6.2 on page 2-107).

#### Auto Unallocate Flag

If *Auto Unallocate Flag* is set to **Y**, stock is automatically unallocated from committed line items when onhand decreases through inventory adjustments, cycle counts, and physical inventory. Line items do not automatically unallocate if they meet any of the following criteria:

- **Sales Orders** - the line item is excluded if it is linked, has a supply code, has a release (pick ticket), or has an order type of 04, 05, 06, 08, 09, or 10. Refer to the Order Processing Manual for more information on sales orders.
- **Transfers** - the line item is excluded if it is linked, has a supply code, or has a status other than ON-ORDER and is not released for picking. Refer to Section 2.2 on page 2-29 for more information on transfers.
- **Work Orders** - the line item is excluded if it is linked, has a supply code, has a release, or has an order type of 04, 05, 06, 08, 09, or 10.

## 2.6.2 Manually Allocating Inventory

You must manually allocate inventory if either *Auto Allocate Flag* or *Auto Unallocate Flag* is set to **N** and/or if onhand is affected by increases due to credit memos or consignment returns. This process allocates inventory to backorders and products and produces an Inventory Allocation Report. The process reviews products with an increased onhand balance since the last time the process ran. It allocates backordered product to customers based on their priority (can be set at the sales order header or in an optional flag in Customer Maintenance). After inventory is manually allocated, you must release pick tickets (refer to Section 2.7 on page 2-108).

To manually allocate inventory:

- 1 Type **/ALLC (Inventory > Processes > Allocation Procedure)**. The Allocation Procedure screen appears.

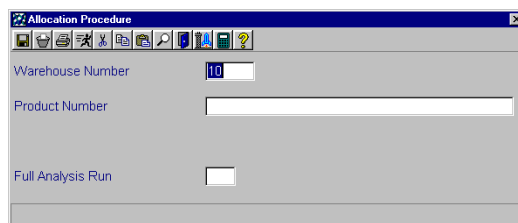


Figure 2-90: Allocation Procedure Screen

- 2 For *Warehouse Number*, choose one of the following:
  - To allocate inventory for one warehouse, enter or search for the *Warehouse Number*.
  - To allocate inventory for all warehouses, leave *Warehouse Number* blank.
- 3 For *Product Number*, choose one of the following:
  - To allocate inventory for one product, enter or search for the *Product Number*.
  - To allocate inventory or all products, leave *Product Number* blank.
- 4 For *Full Analysis Run*, choose one of the following:
  - **Y** - to run the process for all open line items.
  - **N** - to run the process only for line times with activity since the last allocation.
- 5 Press **ENTER**. The following dialog box appears.

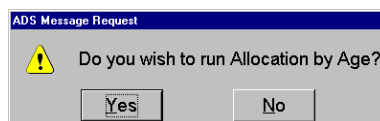


Figure 2-91: Allocate By Age Dialog Box

- 6 Choose one of the following:
  - **Yes** to allocate by age.
  - **No** to allocate by priority.

## 2.7 Releasing Pick Tickets

You must release pick tickets after:

- Receiving stock (refer to Section 2.1.2 on page 2-6).
- Receiving a transfer (refer to Section 2.2.7 on page 2-45).
- Allocating inventory (refer to Section 2.6 on page 2-106).
- Completing a work order.



To ensure that all inventory is correctly allocated and that all possible pick tickets are printed, you may want to run Inventory Allocation (refer to Section 2.6.2 on page 2-107) and release pick tickets at least daily.

To release pick tickets:

- 1 Type **/REL.PICK.TICK (Inventory > Processes > Release Pick Tickets)**. The Release Pick Tickets GRIM screen appears (for more information on GRIM, refer to Section 1.8.3 on page 1-19).

**Figure 2-92: Release Pick Ticket GRIM Screen**

- 2 To release pick tickets for specific warehouse(s), enter the warehouse number(s) in *Warehouse*. Leave this item blank to release pick tickets for all warehouses.
- 3 To release pick tickets for sales orders, enter **Y** in *Sales Orders?*.
- 4 In *Printer For Sales Orders*, enter a printer for the pick tickets to print to (defaults to the designated continuous printer).
- 5 To release pick tickets for work orders, enter **Y** in *Work Orders?*.
- 6 In *Printer For Work Orders*, enter a printer for the work orders to print to (defaults to the designated continuous printer).
- 7 To release pick tickets for transfers, enter **Y** in *Transfers?*.
- 8 In *Printer For Stock Transfers*, enter a printer for the transfer pick tickets to print to (defaults to the designated continuous printer).
- 9 Press **F2**.

## 2.8 Inventory Inquires and Reports

Use an inquiry to look up information when you will not change data. For example, to view the details about a inventory, use /II. To avoid accidental changes, use inquiries when possible.

Use a report when you want to do one of the following with the data:

- Print.
- Fax (refer to Section 1.9.6 on page 1-29).
- Email (refer to Section 1.9.5 on page 1-28).
- View on your screen.
- Export to HTML.
- Export to Microsoft® Excel.




Not all of these options are available for every report. For more information on the General Report Interface and output options, refer to Section 1.8 on page 1-15.

Inventory inquiries are available under **Inventory > Inquiries > Inventory reports** are available under **Inventory > Reports**. This section describes a few of the available inventory inquiries and reports:

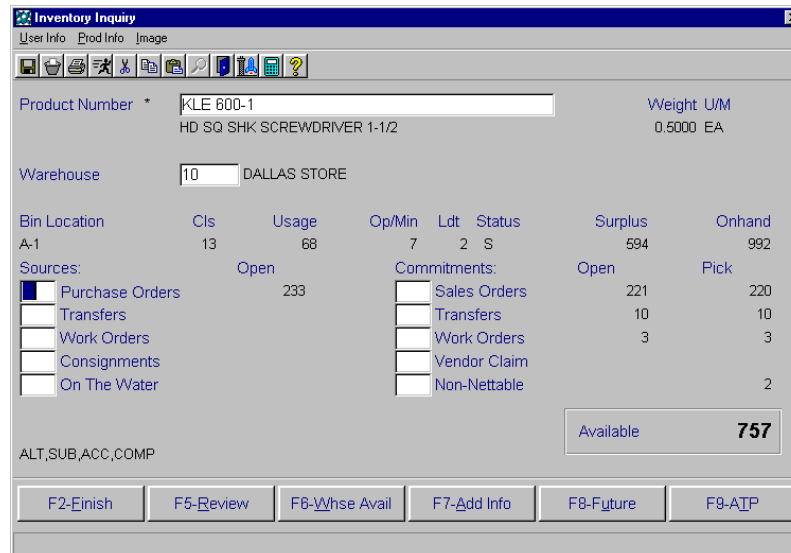
- Inventory Inquiry (refer to Section 2.8.1 on page 2-110).
- Transaction Audit Inquiry (refer to Section 2.8.2 on page 2-111).
- Usage Audit Inquiry (refer to Section 2.8.3 on page 2-113).
- Negative Onhand Report (refer to Section 2.8.4 on page 2-115).
- Inventory Available for Backorders Report (refer to Section 2.8.5 on page 2-117).
- Product Classification Report (refer to Section 2.8.6 on page 2-119).

## 2.8.1 Inventory Inquiry

Inventory Inquiry (**Inventory > Inquiries > Inventory Inquiry**) allows you to view product status and open transactions for a product/warehouse combination. To view the Inventory Inquiry:

- 1 Type **/II** or click . The Inventory Inquiry screen appears.
- 2 Enter the *Product Number* or keyword or press **F3** to search and press **ENTER**.
- 3 Enter the *Warehouse* or press **F3** to search and press **ENTER**.
- 4 To review open transactions, put the cursor next to the type of document (e.g, Transfers, Work Orders) you want to review and press **F5**. A **D** next to Purchase Orders indicates that direct P/Os exist.

Open transactions for the product/warehouse combination appear. An example is shown below.



Bin Location	Cls	Usage	Op/Min	Ldt	Status	Surplus	Onhand
A-1	13	68	7	2	S	594	992

Sources:	Open	Usage	Commitments:	Open	Pick
<input type="checkbox"/> Purchase Orders		233	<input type="checkbox"/> Sales Orders	221	220
<input type="checkbox"/> Transfers			<input type="checkbox"/> Transfers	10	10
<input type="checkbox"/> Work Orders			<input type="checkbox"/> Work Orders	3	3
<input type="checkbox"/> Consignments			<input type="checkbox"/> Vendor Claim		
<input type="checkbox"/> On The Water			<input type="checkbox"/> Non-Nettable		2

Available **757**

ALT,SUB,ACC,COMP

F2-Enish   F5-Review   F6-WHse Avail   F7-Add Info   F8-Future   F9-ATP


**Figure 2-93: Inventory Inquiry Screen**

The following table lists the function buttons on the Inventory Inquiry screen.

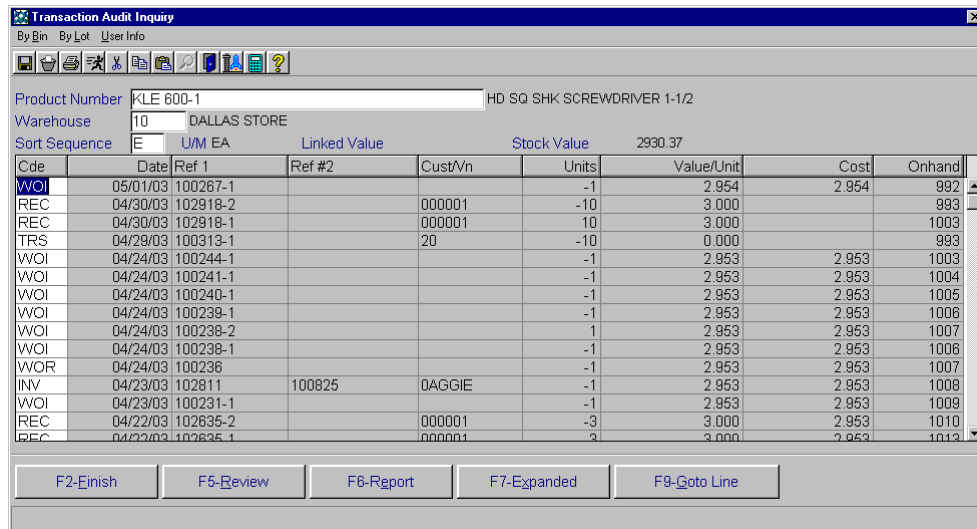
Press	To	Comments
<b>F2</b>	Close this screen.	
<b>F5</b>	Review the transaction(s).	
<b>F6</b>	Open the Warehouse Availability screen.	Lists availability for all warehouses.
<b>F7</b>	View purchasing, vendor, and stock status for the product.	
<b>F8</b>	View the Future Availability Inquiry screen.	Lists documents with future commitments for the product.
<b>F9</b>	View the Available to Promise screen.	Shows how much stock is expected, committed, and available.

## 2.8.2 Transaction Audit Inquiry

Transaction Audit Inquiry (**Inventory > Inquiries > Transaction Audit Inquiries > Inventory Transaction Audit**) allows you to view every transaction for a product/warehouse combination. Refer to the table on the next page for a list of valid codes. To view the Transaction Audit Inquiry:

- 1 Type **/TAI** or click . The Transaction Audit Inquiry screen appears.
- 2 Enter the *Product Number* or keyword or press **F3** to search and press **ENTER**.
- 3 Enter the *Warehouse* or press **F3** to search and press **ENTER**.
- 4 For *Sort Sequence*, enter one of the following:
  - **E** to list transactions in descending order from the current date.
  - **B** to list transactions in ascending order from the date you enter when prompted.

Transactions for the product/warehouse combination appear. An example is shown below.



**Figure 2-94: Transaction Audit Inquiry Screen**

The following table lists the function buttons on the Transaction Audit Inquiry screen.

Press	To	Comments
<b>F2</b>	Close this screen.	
<b>F5</b>	Review the transaction.	
<b>F6</b>	Generate the Transaction Audit Report.	
<b>F7</b>	Open the Expanded Transaction Audit Report.	Shows inventory adjustment reasons, vendor information and customer information.
<b>F9</b>	Identify a code on the screen that you want to jump to.	Valid codes are reference number, page number, line number, <b>B</b> (bottom), or <b>T</b> (top)

The table below lists valid codes for Transaction Audit Inquiry.

Code	Description	Reference Number
A/P	Avg Cost adjustment from AP/PO	Average Cost
ADJ	Onhand change by Inventory Adjustment	Adjustment number, code
BMV	Bin Movement	Bin movement, bin number
CM	Credit Memo	Credit memo, invoice number
CRP	Crib Replenishment - Ship	Stock receipt number
CRR	Crib Replenishment - Receive	Stock receipt number
CST	Cost Adjustment (average cost)	Cost adjustment number
FWD	Forward Balance from purge or conversion	
ILA	Average cost by Linked Inventory Adjustment	Linked inventory adjustment number
INV	Sales Invoice	Sales order, invoice number
ITC	Inventory Type Conversion	Inventory type conversion number
LCM	License Plate Combine Entry	Stock receipt number, vendor number
LSP	License Plate Split Entry	Stock receipt number, vendor number
LSC	Lease Contract Cancellation	
MRG	Universal Product Replacement/Merge Update	
PHY	Onhand change by Physical Inventory	Physical Inventory number
PIC	Sales Order Pick Confirmation	Release number
REC	Stock Receipts	Stock receipt number
RTL	Rental Invoice	Rental order, invoice number
TRR	Transfer Receipt	Transfer number
TRS	Transfer Shipment	Transfer number
TRT	Transfer Rental Return	Transfer rental return number
SHP	Sales Order Pack Confirmation	Release number
VCR	Vendor Claims	Vendor claim number
WOI	Work Order Issues	Work order number
WOR	Work Order Receipt	Work order number
WTR	Warranty Replacement	Warranty replacement number

### 2.8.3 Usage Audit Inquiry

Usage Audit Inquiry (**Inventory > Inquiries > Transaction Audit Inquiries > Usage Audit Inquiry**) allows you to view usage information for sales orders, transfers, and work orders for a product/warehouse combination. Refer to the table on the next page for a list of valid codes. To view the Usage Audit Inquiry:

- 1 Type **/UAI**. The Usage Audit Inquiry screen appears.
- 2 Enter the *Product Number* or keyword or press **F3** to search and press **ENTER**.
- 3 Enter the *Warehouse* or press **F3** to search and press **ENTER**.
- 4 For *Usage Month*, enter the 2-digit number for the month you wish to view (e.g., 08 is August; 11 is November).
- 5 For *Year*, enter the year for which you want to view data.
- 6 For *Type*, enter one of the following:
  - **A** - list all transactions.
  - **S** - list only sales orders.
  - **T** - list only transfers.
  - **W** - list only work orders.

The transactions for the product/warehouse combination appear. An example is shown below.

The screenshot shows the Usage Audit Inquiry screen with the following data:

Cde	Trn-Date	Document#	CN/WHse	Description	Type	Quantity
INV	04/14/03	102054	000100	PUMPS SERVICE AND SUPPLY	S	111
WOI	04/15/03	100216-1	10	DALLAS STORE	W	1
WOI	04/16/03	100222	7		W	1
WOI	04/21/03	100228-1	10	DALLAS STORE	W	50
WOI	04/21/03	100229-1	10	DALLAS STORE	W	40
WOI	04/21/03	100230-1	10	DALLAS STORE	W	40
WOI	04/23/03	100231-1	10	DALLAS STORE	W	1
INV	04/23/03	102811	0AGGIE	Ron's Aggie Co. WHOOPIII	S	1
WOI	04/24/03	100236	7		W	1
WOI	04/24/03	100238-1	10	DALLAS STORE	W	1
WOI	04/24/03	100238-2	10	DALLAS STORE	W	-1
WOI	04/24/03	100239-1	10	DALLAS STORE	W	1
WOI	04/24/03	100240-1	10	DALLAS STORE	W	1
WOI	04/24/03	100241-1	10	DALLAS STORE	W	1
WOI	04/24/03	100244-1	10	DALLAS STORE	W	1

Buttons at the bottom: F2-Enish, F5-Review, F9-Goto Line

Figure 2-95: Usage Audit Inquiry Screen

The following table lists the function buttons on the Usage Audit Inquiry screen.

Press	To	Comments
<b>F2</b>	Close this screen.	
<b>F5</b>	Review the transaction.	
<b>F9</b>	Identify a code on the screen that you want to jump to.	Valid codes are reference number, page number, line number, or <b>B</b> (bottom).

The table below lists the valid codes for Usage Audit Inquiry.

Code	Description
ADJ	Inventory Adjustment Usage
C/M	Credit Memo Usage
INV	Sales Order Usage
L/S	Lost Sales Product Usage
MOV	Move Product Usage
SUP	Supercedure Product Usage
T/R	Transfer Usage
UPR	Universal Replacement/Merge
WOI	Work Order Usage

---

## 2.8.4 Negative Onhand Report

To generate the Negative Onhand Report, use the following menu path: **Inventory > Reports > Stock Status Reports > Negative Onhand**. The report shows lists products with a negative onhand quantity using the following filter:

- Warehouse Number.

Column headings are described in the table below. An example of the report is shown on the next page.

Column Heading	Description
Product Number	The product's number.
Description	The first line of the product's description.
Description Two	The second line of the product's description (if any).
Onhand	The product's onhand quantity.
Bin Number	The product's primary bin number (if any).

Development Company  
 Negative Onhand Report As Of 11:23:54 On 10/07/03  
 WHSE.NUM = "10"  
 Warehouse 10 DALLAS STORE

User Id MKM Page 1

Product Number	Description	Description Two	Onhand Bin Number
100	SINGLE-HANDLE KITCHEN FAUCET	3 HOLE INSTALLATION	-248 A01
236618	Natural Black Beeswax	Styling Product	-5
BVP-1004	Cat Play Toy - Mouse	Toy Mouse	-1
BVP-1106	Side for Dog House	Side Dog House	-3 BB0102
BVP-1108	Front of Dog House	Front Dog House	-1 BB0103
FS 7L-836B	Pet Pillow Blue	30" Round	-1 A03
FS 7L-837B	Pet Pillow Blue	36" Round	-1 A01
MED 471-011	Medicus Coilmaster		-10 1.A
REM.STAND	Feeder Stand		-7 KE2
REM400	Oil		-10
RSH-34567	Firestorm Drill Bits	1/100/1000	-981
S45-0419B	Pet Pillow	27" x 36" Blue	-1
S45-0419G	Pet Pillow	27" x 36" Burgundy	-1
TOR 250R	RIDING MOWER		-1

## 2.8.5 Inventory Available for Backorders Report

To generate the Inventory Available for Backorders Report, use the following menu path: **Inventory > Reports > Stock Status Reports > Inventory Available For Backorders**. The report shows lists products with and open back order quantity and a quantity available to ship using the following filter:

- Warehouse Number.

Column headings are described in the table below. An example of the report is shown on the next page.

Column Heading	Description
Product Number	The product's number.
Description	Line one - the first line of the product's description. Line two - the second line of the product's description (if any).
On-Hand	The product's onhand quantity.
Avail	The quantity that is available to commit.
Documnt#	The documents that have the backorders for the product: <ul style="list-style-type: none"> <li>• S - sales order.</li> <li>• W - work order.</li> <li>• T - transfer.</li> </ul>
Cn/Whse/Name	Line one - the customer or warehouse number from the linked document. Line two - the name of the customer or warehouse from the linked document.
Pck-Date	The pick date on the document in Documnt#.
Linkage	The document number to which the backordered item is linked (if any): <ul style="list-style-type: none"> <li>• W - work order.</li> <li>• T - transfer.</li> <li>• P - purchase order.</li> </ul>
S	The line item's supply code on the linked document: <ul style="list-style-type: none"> <li>• B - purchase order.</li> <li>• E - emergency purchase order.</li> <li>• D - direct ship purchase order.</li> <li>• R - emergency stock transfer.</li> <li>• T - stock transfer.</li> <li>• W - work order.</li> </ul>
U/M	The product's unit of measure.
Qty-BO	The quantity that is back ordered on the document.

Development Company  
 Inventory Available For Backorder As Of 11:25:19 On 10/07/03  
 WHSE.NUM = "10"

User Id MKM Page 1

Product Number	Description	On-Hand	Avail	Documnt#	Cn/Whse/Name	Pck-Date	Linkage	S U/M	Qty-BO
BVP-1001	Canine Collar Red	64	59	S-100688	200010	11/12/99	P-300017	B EA	5
				S-101389	BV Pet Supply	11/18/99		B EA	1
FAF 203K	FAFNIR 203K BALL BEARING	9879	9852	W-100507	10	10/14/03		EA	1
					DALLAS STORE				
FAF 203KD	FAFNIR 203KD BALL BEARING	9932	9582	S-100879	000100	11/15/99		B EA	10
					PUMPS SERVICE AND SUPPLY				
KLE 600-1	HD SQ SHK SCREWDRIVER 1-1/2	450.88	66.88	S-102772	000010	08/21/03	T-200065-1	T EA	10
					JME ASSOCIATES				
				S-102773	000010	08/21/03	T-200067-1	T EA	10
					JME ASSOCIATES				
				S-102773	000010	08/21/03	T-200067-1	T EA	15
					JME ASSOCIATES				
				S-102995	000BAC	09/02/03		B EA	8
					BAC'S TEST CUSTOMER				
				S-103965	000010	10/02/03		EA	10
					JME ASSOCIATES				
				S-103965	000010	10/02/03		EA	5
					JME ASSOCIATES				
				W-100425	10	09/18/03		B EA	7
					DALLAS STORE				
				W-100442	10	09/23/03	P-103922	B EA	1
					DALLAS STORE				
				W-100449	10	09/17/03		E EA	1
					DALLAS STORE				
KLE 600-12	HD SQ SHK SCREWDRIVER 12"	239	135	S-102772	000010	08/21/03	T-200065	T EA	10
					JME ASSOCIATES				
KLE 600-4B	HD SQ SHK SCREWDRIVER 4"	1535	1531	S-101362	000010	10/02/03	P-101013	B EA	1
					JME ASSOCIATES				
				S-101363	000010	10/02/03	P-101014	B EA	1
					JME ASSOCIATES				
				S-101364	000010	10/02/03	P-101015	B EA	1
					JME ASSOCIATES				
				S-101370	000010	10/02/03	P-101018	B EA	1
					JME ASSOCIATES				
				S-101371	000010	10/02/03	P-101019	B EA	1
					JME ASSOCIATES				
LEX 3.5	3.5" 1.44MB FLOPPY DRIVE	1095	1081	T-100052	20	11/11/99	P-100621	B EA	1
					Tulsa Warehouse				
R17062D	Playhouse Climber Backyard Set	997	996	T-100291	20	09/05/03		EA	2
					Tulsa Warehouse				
				T-100292	20	09/05/03		EA	1
					Tulsa Warehouse				
R17603D	Playhouse Swing Extension	996	995	T-100291	20	09/05/03		EA	1
					Tulsa Warehouse				
				T-100292	20	09/05/03		EA	1
					Tulsa Warehouse				
R4407X	Tugboat Baby Float Water boat	984	981	T-100293	20	09/05/03		EA	1
					Tulsa Warehouse				
				T-100294	20				

## 2.8.6 Product Classification Report

To generate the Product Classification Report, use the following menu path: **Inventory > Reports > Miscellaneous Reports > Product Classification**. The report shows lists products by class, usage, or value using the following filter:

- Division Number
- Warehouse Number.
- Inventory Class.
- By Cls,Usg,Val. Choose one of the following:
  - c - Class.
  - u - Usage.
  - v - Value.

Column headings are described in the table below. An example of the report is shown on the next page.

Column Heading	Description
Product Number	The product's number.
Description	The first line of the product's description.
Usage	The product's usage.
Unit-Cost	The cost of one unit of measure of the product.
Usage-Value	The total cost of the product's usage.
Class	The product's inventory class.

Development Company  
 Product Classification Report As Of 11:26:33 On 10/07/03  
 DIV.NUM = "01" AND WHSE.NUM = "10" [By Cls,Usg,Val? = "C"]  
 By Classification

User Id MKM Page 1

Product Number	Description	Usage	Unit-Cost	Usage-Value	Class	
FAF 203K	FAFNIR 203K BALL BEARING	688	87.618	60281.18	1	
3194-16	DB BREATHABLE SF WADER LG	503	70.223	35322.17	1	
3194-14	DB BREATHABLE SF WADER MED	371	67.538	25056.60	1	
3194-15	DB BREATHABLE SF WADER ML	198	59.573	11795.45	1	
KLE 600-12	HD SQ SHK SCREWDRIVER 12"	1696	6.311	10703.46	1	
				537100.34	***	10
3194-18	DB BREATHABLE SF WADER XL	179	45.086	8070.39	2	
3194-34	DB BREATHABLE SF WADER MD-KING	173	45.086	7799.88	2	
KJB 101	17' MITSUBISHI LCD SCREEN PANEL ASSEMBLY KIT	235	32.494	7636.09	2	
100	SINGLE-HANDLE KITCHEN FAUCET 3 HOLE INSTALLATION	70	91.900	6433.00	2	
AGG001	Stadium Blanket	316	20.000	6320.00	2	
3194-17	DB BREATHABLE SF WADER LL	137	45.086	6176.78	2	
JNJ 1234-59	HPI STERILE LATEX SURGEONS GLOVES SIZE 7-1/2	315	19.010	5988.15	2	
3194-12	DB BREATHABLE SF WADER SM	82	68.233	5595.11	2	
KLE 600-1	HD SQ SHK SCREWDRIVER 1-1/2	1695	3.000	5085.00	2	
JNJ 1234-58	HPI STERILE LATEX SURGEONS GLOVES SIZE 7	247	19.003	4693.74	2	
9801	GENERATOR (RENTAL) 5000 WATTS	3	800.000	2400.00	2	
				66198.14	***	11
REM1100	Remington 1100	22	200.141	4403.10	3	
3194-36	DB BREATHABLE SF WADER L-KING	96	45.086	4328.26	3	
AJTPROD.3	AJ PWC SAFETY WHISTLE	591	6.130	3622.83	3	
MIL 6527	SUPER SAWZALL WITH CASE	7	500.000	3500.00	3	
IMP 226888	WATER STATION PLUS SINK	36	77.990	2807.64	3	
3194-19	DB BREATHABLE SF WADER XXL	39	69.088	2694.43	3	
3194-38	DB BREATHABLE SF WADER XL-KING	37	60.686	2245.38	3	
JDM3	GASKET MATERIAL 10 X 20 SHEET MIDDLETON TESTING UOM PRO	200	10.000	2000.00	3	
JNJ 1234-57	HPI STERILE LATEX SURGEONS GLOVES SIZE 6-1/2	105	19.013	1996.37	3	
				36134.16	***	12
261978	Honda Engine	78	24.300	1895.40	4	
LEX 3.5	3.5" 1.44MB FLOPPY DRIVE	24	73.370	1760.88	4	
REM700	Remington Model 700	9	179.000	1611.00	4	
BATTER9V	BATTERY EVERREADY 9V	220	4.850	1067.00	4	
DEN S24-10211	C-T6ED-T6EC 066 CW CART ASSY	2	526.500	1053.00	4	
BKE-700	GIANT SERIES 700 BIKE 26 INCH HYBRID	4	200.000	800.00	4	
BATTDGD	BATTERY DURACELL D	142	5.500	781.00	4	
FAF 203KD	FAFNIR 203KD BALL BEARING	183	4.250	777.75	4	
MID 123C	PUMP CORE	0		0.00	4	
				15139.54	***	14
DURACELL-C	BATTERY DURACELL C	108	6.000	648.00	5	
MLS 123	WAINSCOATING	60	10.000	600.00	5	
MRA.SNOBLO	SNOW BLOWER	4	150.000	600.00	5	
PART-04	TEST PART 04 STOCK ITEM	74	7.723	571.50	5	
20M	WIRE 20M ALUCLAD 250 FT COIL (87# PER 250' COIL)	400	1.380	552.00	5	
WIL 144-100	Wilson Prostaff Golf Bag	3	179.990	539.97	5	
AJTPROD.1	AJ LARGE ADULT LIFE JACKET	79	6.750	533.25	5	
REM.STOVE	Camping Stove	10	49.000	490.00	5	
KLE 600-8	HD SQ SHK SCREWDRIVER 8"	96	4.783	459.17	5	
				5611.65	***	10



# Appendix A Slash Commands

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## A.1 General Slash Commands

<b>/P</b>	Prints screen
<b>/R</b>	Refreshes screen
<b>/R, #</b>	Refreshes # of screens back (e.g., <b>/R, 1</b> refreshes one screen back)
<b>/M</b>	Refreshes messages display
<b>/MS</b>	Displays slash command for selected menu item
<b>/TIME</b>	Displays current time
<b>/CALC</b>	Displays calculator
<b>/DATE</b>	Displays calendar
<b>/WHO</b>	Displays user, port number, and account of user logged on
<b>/KEYS</b>	Lists edit keys
<b>/HELP</b>	Displays help menu
<b>/LEVEL</b>	Shows how many and what levels you have slashed into

## A.2 Common Slash Commands by Module

Entry & Printing		Inquiry	
<b>Order Processing</b>			
/QQE	Quick Quote Entry	/QOI	Quote Order Inquiry
/QOE	Quote Order Entry	/QOHI	Quote Order History Inquiry
/QOP	Quote Order Printing	/SOI	Sales Order Inquiry
/SOE	Sales Order Entry	/SOHI	Sales Order History Inquiry
/PTP	Pick Ticket Printing (F5 reprint)	/OLI	Order Log Inquiry
/RGE	RGA Entry	/VOI	Suspended Order Inquiry
/PRINT.RGA	RGA Printing	/UI	Universal Inquiry
/RCE	Release Confirmation Entry	/CAI	Customer Price & Availability
/IP	Invoice Printing (F5 reprint)	/CPHI	Customer Product History Inquiry
/IR	Invoice Reprint	/CSHI	Customer Sales History Inquiry
		/CI	Customer Inquiry
<b>Purchasing / Inventory</b>			
/POE	Purchase Order Entry	/II	Inventory Inquiry
/POP	Purchase Order Printing	/POI	Purchase Order Inquiry
/SRE	Stock Receipts Entry	/POHI	Purchase Order History Inquiry
/TE	Transfer Entry	/PLI	Purchase Log Inquiry
/TPTP	Transfer Printing	/TAI	Transaction Audit Inquiry
/TSE	Transfer Shipment Entry	/PRI	Product Receipts Inquiry
/TRE	Transfer Receipt Entry	/PWA	Product Warehouse Availability
/VCRE	Vendor Claims Entry	/PBI	Product Bin Inquiry
/VCP	Vendor Claims Printing	/BOHI	Bin Onhand Inquiry
/VCU	Vendor Claims Updating	/PI	Product Inquiry
		/PWI	Product Warehouse Inquiry
		/TI	Transfer Inquiry
		/THI	Transfer History Inquiry
		/PBOI	Product Backorder Inquiry
<b>Work Orders</b>			
/WOE	Work Order Entry	/WOI	Work Order Inquiry
/WOP	Work Order Printing	/WORI	Work Order Release Inquiry
/WOIE	Work Order Issue Entry	/WLI	Work Order Log Inquiry
/WOC	Work Order Completion	/WOHI	Work Order History Inquiry
		/BOMI	Bill of Material Inquiry
		/BMCI	Bill of Material Costed Inquiry
<b>Accounts Payable</b>			
/VIRE	APPO Vendor Invoice Entry	/API	Accounts Payable Inquiry
/VCR	Vendor Claims Invoice Entry	/VII	Vendor Invoice Inquiry
/APIE	Manual Invoice Entry	/VIHI	Vendor Invoice History Inquiry
/APPS	Payment Selection/Check Print	/POII	P/O Invoice Inquiry
		/APCI	A/P Check Inquiry
		/VI	Vendor Inquiry
<b>Accounts Receivable</b>			
/CRE	Cash Receipts Entry	/ARI	Accounts Receivable Inquiry
/CSP	Customer Statement Printing	/OII	Open Invoice Inquiry
/CCSE	Credit Collect Schedule Entry	/IDI	Invoice Detail Inquiry
/CM	Customer Maintenance	/CI	Customer Inquiry



## Appendix B Glossary

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### **A/P terms**

See payment terms.

### **A/R terms**

See payment terms.

### **accessory**

An optional addition to a line item for a product.

### **acknowledgement**

A document that prints after a sales order is entered (not suspended). The acknowledgement lists the line items on the sales order and a total for the sales order.

### **action bar**

The action bar is a menu bar at the top of some screens. If ADS is in character mode, press F10 to view action bar options (if F10 is available). If ADS is in GUI mode, the action bar is visible if options are available.

### **admin invoice hold**

Orders on admin invoice hold can be picked and shipped, but they cannot be invoiced. An Admin Invoice Manager must release the hold before it can be invoiced.

### **admin order hold**

Pick tickets are not generated for orders on admin order hold. An Admin Order Manager must release the hold before a pick ticket can be printed.

### **available**

Available inventory is stock that is not committed to a transaction (e.g., sales order, transfer, work order, vendor claim).

### **B/O**

See backorder

**backorder**

If a product is not available in a warehouse for picking, it is backordered. Backordered products may be brought into the warehouse via transfers, purchase orders, or work orders.

**batch printing**

Many of the documents in ADS can be printed by batch or printed continuously. If a document is set to batch print, the documents wait in a queue until a process is run to print the documents. For example, if pick tickets are set to batch print, the Pick Ticket Printing process must be run for the pick tickets to print.

**bill of lading**

A bill of lading is a document that lists all of the products in a shipment. A bill of lading is typically used by third-party carriers (e.g., to identify any hazardous products).

**bill of materials**

A bill of materials (BOM) is a combination of products that are used to build a finished good using the Work Order module.

**BOM**

See bill of materials.

**branch hold**

Pick tickets are not generated for transfers and sales orders on branch hold. A Branch Manager must release the hold before a pick ticket can be printed.

**buyer**

The user responsible for purchasing products from a vendor (established in Vendor Line Maintenance).

**character**

ADS can be viewed in either character or GUI mode. Character mode is text-based. You navigate through the system using the keyboard.

**charge back**

A deduction that a customer makes on an invoice when paying that is not allowed.

**committed**

Committed inventory is stock that is allocated to a transaction. Committed inventory is part of onhand inventory, but is not part of available inventory.

**continuous printing**

Many of the documents in ADS can be printed by batch or printed continuously. If a document is set to print continuously, open documents print as soon as all criteria are met. A separate process does not have to be run.

**customer statement**

A document that lists open A/R invoices for a customer.

**credit hold**

Pick tickets are not generated for orders on credit hold. A Credit Manager must release the hold before a pick ticket can be printed or products can be purchased.

**credit memo**

A transaction that lists products that a customer is returning. The value of the returned goods, less any fees, is credited to the customer's account.

**daily processing**

Similar to nightly processing, but allows you to specify whether to evaluate P/Os, transfers, and W/Os. You specify which vendors to process.

**debit memo**

A transaction that records an amount owed to you by your vendor.

**direct ship**

When a product is shipped directly from your vendor to your customer.

**forecast**

An estimation of future demand based on previous usage, seasonality, and trend.

**function buttons**

The F keys at the top of the keyboard that correspond to the buttons at the bottom of the screen.

**GRIM**

General Report Interface Maintenance. Most reports in ADS use this interface. The interface allows you to edit the report parameters, save your parameters to be used later, and schedule the report.

**GUI**

Graphical User Interface. ADS can be viewed in either character or GUI mode. GUI mode is windows-based. You navigate through the system using the mouse or keyboard. GUI mode also displays toolbars that are not available in character.

**invoice**

A document that shows line items and prices that are being billed or shipped. Invoicing moves an order from open to history.

**kit parent**

A product that represents multiple components that will be sold together.

**lead time**

The time required to receive a product beginning from replenishment request (e.g., work order, transfer, purchase order)

**line item**

A product entered on a transaction.

**lost sale**

A product that you did not sell, but could have sold if conditions had been right (e.g., enough quantity in stock, shorter delivery time). Products recorded as lost sales can be used to calculate the forecast.

**lot billing**

Changing the total price of an order at the order level, not the line level. Prices are not shown at the line level on the invoice, quote, and/or acknowledgement.

**negative receiver**

A receiver entered to correct an over-receipt of stock or receipt of an incorrect item. For example, you record that you received 10 units of a product, but you only received 8. You must enter a negative receiver to deduct the two that were received in error.

**nightly processing**

A process, typically run at the end of the day, during which ADS reviews open purchase orders, sales orders, work orders, and transfers to calculate a net available inventory for each product. If buying conditions are met based on the purchasing method used, ADS creates a recommended purchase order, direct purchase order, work order, or transfer depending on the product's replenishment method.

**onhand**

The total quantity of a product in a warehouse.

**P/O**

See purchase order.

**packing list**

A document that ships with the products and lists each product on the order.

**payment terms**

Specifies early-pay discount percent, due dates, and other payment information. Established for A/R and A/P.

**pick ticket**

A document that lists items that are committed to an order or transfer and are available in the warehouse. These items will be taken from the shelves and either placed in a staging area or shipped to the customer or warehouse. Multiple pick tickets may be generated for an order or transfer. See release.

**primary vendor**

The vendor from which a product is usually purchased. Primary vendors are established for a product/warehouse combination or in Company Vendor Cost Maintenance. If a primary vendor is established, that vendor will be used for recommended purchase orders created during nightly processing and daily processing.

**product line**

Every product must be associated with a product line. The product line is used to specify freight allocation, seasonality, forecast formulas, and override G/L accounts. Product lines can also be used to create special pricing in Price Matrix Maintenance. Used in Sales Analysis.

**purchase order**

A transaction that lists products that you are purchasing from a vendor.

**quote**

A transaction that lists products that a customer wants to purchase. Inventory is not committed to a quote. The quote lists prices that are valid until the quote's expiration day. An entire quote or line items from a quote can be converted to a sales order.

**receiver**

A transaction that records stock that was received. You can create multiple receivers against a P/O, one for each time stock was received against a P/O. Each receiver is noted with a -<#>. For example, the first receiver for P/O 123456 is 123456-1. The second receiver is 123456-2.

**release**

A transaction is generated to tell the user what products to pick. An order can have multiple releases, one for each time products were picked and shipped. Each release is noted with a -<#>. For example, the first release for order 123456 is 123456-1. The second release is 123456-2.

**replenishment method**

Identifies how the product will be replenished for a product/warehouse combination. Possible replenishment methods are:

- P: purchase - regular purchase order; products are shipped to the branch on the P/O.
- D: direct - central purchase; products are direct shipped from the vendor to each branch.
- T: transfer - from another branch.
- M: manufacture - through work order system.
- O: outplant - through work order system.

**review cycle**

The frequency with which products in a vendor line are reviewed for replenishment.

**returned goods authorization**

A transaction that lists products that a customer is returning to your warehouse. You may require that a customer have an RGA (returned goods authorization) to return the products. After the products are returned, credit is given to the customer by turning the RGA into a credit memo.

**RGA**

See returned goods authorization.

**safety stock**

The quantity of a product that is kept onhand to meet unanticipated changes in usage or lead time.

**sales order**

A transaction that records what products a customer ordered.

**scheduler**

Part of GRIM (general report interface). The scheduler allows you to schedule a report or process to run daily, weekly, monthly, or annually. You can print, email, or fax the report.

**slash command**

A shortcut to access a process in ADS. For example, to access Sales Order Entry, you can use the menu path **Order Processing > Sales Order Entry**, or you can type its slash command - **/SOE**.

**stock transfer**

See transfer.

**T/R**

See transfer.

**toolbar**

A row of icons at the top of the screen (GUI only).

**transaction**

A record of an event (e.g., sales order, transfer) in the system.

**transfer**

A transaction that records products that are shipped from one branch to another.

**U/M**

See unit of measure.

**unit of measure**

How a product's quantity is tracked. A product may have different buy, stock, and price units of measure. Examples of units of measure include each, case, pallet, and foot.

**vendor claim**

A transaction that records products that are being sent back to the vendor or products that were scrapped for which you will receive credit or a replacement product.

**vendor line**

Groups products to establish target information for purchasing (e.g., minimum order, free freight, discounts). These targets are included in calculation during nightly processing or daily processing. Vendor lines are established for a product/warehouse/vendor combination.

**W/O**

See work order.

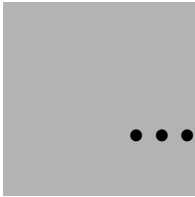
**warranty inventory**

Inventory for which the vendor will send you credit or a replacement. You can place stock in warranty inventory through a credit memo, inventory adjustment, or stock receipts rejection.

**work order**

A transaction that records BOMs that must be built to create finished goods.





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