



BUSINESS SYSTEM

Inventory Control

User's Manual

OUR GOAL IS AUTOMATION EXCELLENCE

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## **Inventory Control**

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**THE USER'S MANUAL**

We are pleased that you have selected this PROMPT application. The user manual is intended to be used in connection with the Inventory Control Procedure Manual.

The purpose of this manual is to show HOW to use the inventory control application.

All information is presented in association with the screens that appear on your computer terminal for ease of reference and understanding. Each screen is presented in processing time segments such as daily, monthly, and annually. We believe you will find the PROMPT Inventory Control System easy to use and understand.

**Inventory Control Overview**

The PROMPT Inventory Control System is designed to keep track of all inventory sales, orders, on hand balances, allocations and inventory movement.

The system allows the processing of purchase orders, receipts, issues, allocations, transfers, quantity and cost adjustments. Also, a physical inventory system is included plus reports and inventory sales analysis.

The PROMPT Order Processing program is a separate subsystem from the PROMPT Inventory Control System. However, Inventory Control can function fully without using Order Processing. If Order Processing is not installed, all items removed from inventory are issued using the process inventory transactions program, rather than having inventory being reduced by the order processing system.

However, PROMPT Order Processing is recommended with PROMPT Inventory Control System and the two modules are fully integrated.

**The Inventory Control System includes the following processes:**

- Multi-user, multi-tasking and multi-company capabilities.
- Product master file is created and maintained.
- Warehouse master file with multiple warehouses is created and maintained.
- Bin location master file is created and maintained.
- Purchasing generates recommended purchase orders.
- Products can be cross referenced to multiple vendors.
- Special orders and receipts are cross referenced to sales orders.
- Price maintenance is simple and powerful.
- Issue, allocate, transfer, quantity and cost adjustment.
- Bin location records indicate the location, quantity, cost lot or serial number and allocation status of inventory.
- A buyer master file is cross referenced to SKU's.
- Inventory quantities and dollars are summarized by group, class, SKU, and by warehouse and bin location.
- Lot or serial numbers can be tracked.
- Receipt of merchandise is efficient.
- Foreign system can be easily interfaced using EDI path.
- Receipt is interfaced to Accounts Payable.
- Inventory statistics are collected and printed.
- A commission plan can be established varying rate by SKU.
- Special customer pricing can be set by category.
- Volume discount plans are easily set up.
- Kits and sub-assemblies can be set up for Order Processing and production.
- A physical inventory system with cycle counts is included.
- Complete audit trail is included to track inventory movement.
- Full General Ledger interface with LIFO, FIFO or average cost.

**General Information About the Inventory System**

The PROMPT Inventory System is structured using three levels of Inventory information which are:

Group summary - Highest Level  
Class summary - Intermediate Level  
Stock keeping unit (SKU) - Lowest Level

A record will exist in the product master file for each SKU with group and class summary information always summarized and up to date for each change at the SKU level.

An example of the three levels is as follows:

Group Summary - HWDP - House wares Department  
Class Summary - L&F - Lighting & Fixtures in House wares Dept.  
Stock Keeping Unit (SKU) - 4275 - White lamp with shade

The warehouse master file allows you to set up as many warehouses as desired for each company. The location master file enables you to set up the specific locations for each SKU. If your inventory system does not require multiple warehouse or location identifications, you can set up defaults in the company file, and not implement warehouse or location tracking.

A product can be cross referenced for simple order entry. For example, assume you have an SKU which is X4J7925RWHT. This is a complicated number to use for order processing and it might be better to assign to this item a cross reference number - such as 47925 which is much easier to enter on the screen.

A product can also be set up to be superceded by a new product number. In this case when the old SKU number is ordered, the supercession number is automatically given.

The group and class files are used to hold summary information by group and class to obtain summary reports without printing long reports of each SKU in the product master file.

The quantity discount file allows a quantity discount to be associated with each separate SKU in the product master file, if desired. This is an optional feature, and if quantity discounting is not used, there will be no records in this file.

The kit file is used in setting up information for a group of SKU's that make up a kit. There must be an SKU set up in the product master file to identify the kit. Essentially, this is a dummy SKU which holds no quantities. It is only used to assemble the kit which consists of two or more real SKU's. Each separate item requested to assemble the kit is identified in the kit file.

For example, assume a tune up kit sold by a service center looks like this:

SKU Number	DESCRIPTION	PRICE
1020	Tune-up Kit	\$24.00

This kit could be made up of these items:

QTY	UNIT	SKU	DESCRIPTION
1	each	1127	points
8	each	1782	plugs
1	hour	1200	labor

When the PROMPT Order Processing System processes the kit, it uses the sale price from the kit SKU, and the cost from the kit records given in the kit file.

The location file indicates the inventory status of items in each warehouse and bin.

The product notes file provides the opportunity to enter notes relating to a product for view by order processing. These could be sales aids or technical notes or whatever you desire.

The product message file provides the opportunity to enter a message relating to one or more SKU's that print on the invoice and/or pack list and/or work order. An example could be hazardous materials message, warranty information, or whatever you desire.

The PO header file is the master record for the group of PO line records that make up a purchase order.

The PO line file holds line items on a purchase order.

The G/L interface file is used by the Inventory Control System and Order Processing System to prepare journal entries for posting to the general ledger. Journal entries are generated by the Inventory System for each financial change in the system.

The special pricing file is for the purpose of storing individual pricing arrangements with specific customers. The price algorithm file is for the purpose of storing an algorithm for use in setting the price for a particular group of inventory items. The algorithm can determine multiple price levels computed from list price or cost, or from other price levels.

The price maintenance file is for the purpose of entering price changes for subsequent price updates in a batch mode. Also, this file can be used to hold prices received from a foreign source such as manufacturer or distributor price change diskette or tape.

The commission plan file is used to set up specific commission Arrangements at the SKU level if desired. The buyer master file provides for reports by buyer if desired. Finally, the physical count code file allows you to define the cycle count codes for taking physical inventory.

The sub-assembly file is used to define sub-assemblies for each production process. When production is entered, inventory is relieved for the raw materials and finished goods is received, all in one automatic process.

### **Inventory Pricing Structure**

The product master file has eight individual prices (1-8) for each item, plus, the unit cost which we refer to as price 9. PROMPT Accounts Receivable system allows the entry of a price level (1-9) for each customer set up in the customer master file.

PROMPT Order Processing permits the sale of a product from the product master file at any of the nine prices in the file by simply indicating a price level (1-9) for the product being sold.

The price level from the customer master file is automatically used to look up the correct price in the PROMPT Inventory System, so that pricing is automatic and always correct.

The next step in correct pricing to a customer is illustrated by an example. Assume you have a hardware business and one of your customers buys a large quantity of paint from you each year. Therefore, you desire to sell paint to this customer at price 4, but you want everything else purchased by this customer to be sold at price 2.

The special price file allows you to qualify the price level shown in the customer master file. In the example case, you would set the price level in the customer master file at level 2. You would enter a record in the special price file to indicate that all paint (which must be classified as either a single group or a class within a group) will be sold to this customer at price level 4.

Price level 1 is list price and SRP (suggested retail price) is determined based on the list price and packaging quantity of the smallest selling unit of measure. PROMPT supports two selling units of measure, such as carton and each. Plus, two purchasing units of measure. The special customer pricing file also allows the computation of SRP based on a percentage markup of the selling price.

There are two discounts which may be applicable to an order using the flexibility of the PROMPT Inventory System.

First, a volume discount file can be set up for any SKU in the product master file, whereby a volume discount percentage is applied to an order line based on the unit quantity ordered. There are three quantity levels that are best understood by an example:

If the order is for more than 12 units but less than 36 the customer gets a 15% discount.

If the order is for more than 36 units but less than 72 the customer gets a 25% discount.

If the order is more than 72 units the customer gets a discount of 35%.

In summary, there are three quantity discount ranges that can be set for each product. In addition to indicating a discount applicable to each range, the discount can be a chained discount of up to five percentages. Also, an indicator is provided in the quantity discount file which will allow an override in terms for quantity discounts to be net only with no terms discount provided.

The second discount is the discount per order which is simply a percentage discount provided, in addition to all other discounts on the total amount of each order. This pricing is available by entry of an order discount percentage in the customer master file.

#### **GETTING STARTED**

You can get to the inventory master menu using the password and user ID assigned to you by management.

This section explains each menu with example screens and an explanation of what to enter on each screen and how the function keys work.

### Inventory Control Master Menu

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05          PROMPT Inventory Control          #PJLCP::  +
|                   Main Menu                        #I/NMENU  |
|                                                         |
|                                                         |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 1-- Display Daily Processing Menu   4-- Display End of Period Menu   |
| 2-- Display Purchasing Menu         5-- Display File Maintenance Menu  |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 3-- Display Physical Inventory Menu 6-- Display File Maint Reports Menu |
|                                                         |
|                                                         |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                   Enter Option ( )                   |
|                                                         |
|                                                         |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|F0=Accept Option                                     F7=Exit Screen  |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

This is the master menu for the Inventory Control System. Upon selection of an option on this menu, a sub menu will appear with the appropriate options for selection.

Each menu option is now explained.

**Daily Processing - Inventory Master Menu Option 1**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05          PROMPT Inventory Control          #IN1MENU |
|                   Daily Processing                   |
|                                                       |
| 1 -- Daily Functions          4 -- Print Inventory Lists |
| 2 -- Print Select Audit Trail  5 -- Print On Hand Quantities |
| 3 -- Print Journal Entries     6 -- Display Other Reports Menu |
|                               7 -- Display A/P EDI Menu |
|                                                       |
|                   Enter Option ( )                   |
|                                                       |
| F0=Accept Option                                     F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Upon the selection of Option 1 on the main menu, this daily processing menu will appear. This is the main menu from which most of your daily work using the inventory control system will be done.

Each menu option is now explained.

**Daily Functions - Daily Processing Sub Menu Option 1**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05  15:24:03          PROMPT Inventory Control          #BINTEP0 |
|                                                                     |
|                                                                     |
|          Inventory Company Number to Update ( 1 )              |
| ** BEGINNING OF FILE                                           |
| 1 Mid-American Control Corporation          P. O. Box 937       |
| ** END OF FILE                                                 |
|                                                                     |
|                                                                     |
| F0=Accept Input   F1=                F2=Display Reverse   F3=Display Forward |
| F4=                F5=                F6=                F7=Exit Screen   |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Selection of option 1 on the Daily Processing menu will cause screen #BINTEP0 to appear. The purpose of this screen is to display the companies in the company file for selection of a company for processing inventory transactions.

The PROMPT Inventory Daily Functions program is for the purpose of input of various types of transactions to the PROMPT Inventory Control System. The transaction types are receive, order, issue, allocate, transfer, cost adjustment, quantity adjustment and production.

If there is only one record in the company file, this screen will not be displayed. There is only one field of information to enter as explained below.

\*INVENTORY COMPANY NUMBER TO UPDATE - Enter the desired company number and press the F0=ACCEPT INPUT key to go to the next screen.

**Daily Functions - Daily Processing Sub Menu Option 1**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05 15:24:03      PROMPT Inventory Control      #BINTEP1  |
| Company 1              G/L Batch Header              |
| MID-AMERICAN CONTROL CORP                               |
|                                                           |
|                                                           |
| Enter Batch Header for Inventory & G/L Transaction History |
|                                                           |
| Batch Number          3555678                          |
| Batch Date            (01/01/05)  501  Posting Acct Period YYYY |
| Operator Initials    ( ABC )                          |
|                                                           |
|                                                           |
| F0=Accept Input      F1=                               F2=           F3=           |
| F4=                  F5=                               F6=           F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

When a receipt, issue, transfer, quantity adjustment, cost adjustment or production transaction is processed, a journal entry is automatically generated in the inventory control journal entry file for subsequent transfer to the general ledger journal entry work file.

Screen #BINTEP1 is for the purpose of establishing accounting period processing and operator identification. The batch date will appear as the system date, but can be changed if you are processing for an accounting period different than the system date. The operator initials must be entered for audit trail purposes.

Upon entry or acceptance of these two fields, press the F0 (send) key and screen #BINTEP2 will appear.

**Daily Functions - Daily Processing Sub Menu Option 1**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05 15:24:03          PROMPT Inventory Control          #BINTEP2 |
|                               Select Option                    |
| Company: 1 Mid-American Control Corp                          |
| Last Transaction: Receipt for 2842   For:                    |
|                               Record Time Labeler            |
|                                                                |
+-----+-----+-----+-----+-----+-----+-----+-----+
|                               Transaction Types                |
|-----|-----|-----|-----|-----|-----|-----|-----|
| 0 - Receive                8 - Product Search                |
| 1 - Order Search           9 - Product Inquiry                |
+ 2 - Issue                  10 - Location Inquiry             +
| 3 - Allocate               11 - Warehouse Inquiry           |
| 4 - Transfer               12 - Product Notes                |
| 5 - Adjust Quantity        13 - Product Kits                |
| 6 - Adjust Cost            14 - Group/Class Inquiry           |
+ 7 - Production             15 - Ledger Inquiry              +
|                                                                |
|                               Option: ( 0 )                    |
|                                                                |
| F0=Accept Input F1=Product Search  F2=Group/Class Inquiry F3=Ledger Inquiry|
| F4=                F5=Location Inquiry F6=Product Inquiry   F7=Exit Screen  |
+-----+-----+-----+-----+-----+-----+-----+-----+

```

Screen #BINTEP2 is for the purpose of selecting a transaction type or inquiry and search to process. Simply enter the desired option (no entry is required for 0 - Receive) and press the F0 (send) key and the screen appropriate to the transaction type or inquiry and search selected will appear.

The document of these program options first covers the inquiries and searches, program options 8-15 which also involve function keys 1-6, then the transaction types 0-7 are explained.

**Product Search - Function Key 1 or Program Option 8 - Screen #BOPENT5**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05 11:56:20      PROMPT Order Processing      #BINTEP      +
| Co#: 1 Whse#: 1      Product Generic Search      #BOPENT5      |
| Search For Name (w/Wildcards):      Items on File      |
| ( )      Place cursor on desired item and press      |
|      F7 to return that item to previous screen      |
+-----+-----+-----+-----+-----+-----+-----+-----+
+ | | Item Number      Description      QOHAV      List      +
+ | ? -----*****-----+
| | *****+
| | 1020      Red Labeler      12      14.500      |
| | 2842      Record Time Labeler      22      12.000      |
+ | 9870      Mark Labeler      16      17.200      +
| |
| |
| |
+ |
| |
| |
| |
+ |
|
|F0=Accept Input F1=Order by Item Number F2=Scroll Reverse F3=Scroll Forward |
|F4=Show View 2 F5=Location Inquiry F6=Go to Bottom F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+

```

This screen is an aid to locate an inventory item when you know some information, but not the SKU number of the desired item.

The fields that can be used for search are:

Search for Name	Search Manufacturer's Number
Search Item Number	Search Default Locations
Search Alternates	Search Groups
User Defined Index	

Enter the desired search characters and press the F0 (send) key. The screen will display the first and subsequent records that meet the search characters entered. You can use the numbers 0-7 in the command column beside the desired product to go to the transaction type as shown on screen #BINTEP2 on the previous page, or enter I, K, N, W or L for 'I'nquiry, 'K'its, 'N'otes, 'W'arehouse or 'L'ocation inquiry to go to a specific screen and the product will appear on the screen for appropriate action. In addition, you may use the function keys which are clearly explained on the screen above.

**Product Inquiry - Function Key 6 or Program Option 9 - Screen #BINTEPB**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05 15:24:03          PROMPT Inventory Control          #BINTEPB +
| Company:  1                Product Inquiry                  |
| MID-AMERICAN CONTROL CORP                                |
|-----GENERAL INFORMATION-----|
| SKU No: (  2842  ) Description: Record time labeler      |
| Whse #:  1  Unit Meas: Each  Pkg Qty:  Group: Equip  Class: Supp |
+ Alt No.  2920  Alt Unit Meas: Box                          +
| Alt Pk:  24  Price Multipl: 11.000                        |
| Mfg No:  RTL-2842-XY2  Search: Labeler  Wgt: .75  CuFt: 3  |
|-----PRICE/COST INFORMATION-----|
| #1: 12.000  #2:  11.500  #3: 11.000  #4: 10.500  #5: 10.000  |
+ #6:  9.500  #7:   9.000  #8:  8.500  #9:  8.500  Avg:  6.000  +
| Labor Cost: .725  Overhead Cost: .250  Freight Cost: .500  |
|-----QUANTITY DISCOUNTS-----|
| From Qty  To Qty  Discount Code  Price Code  Unit Price  Sell Net |
|-----STOCK STATUS INFORMATION-----|
| On Hand: 122.00  Alloc:  22.00  Avail: 100.00  Aggr Cost: 732.00 |
| On Ord:  20.00  Alloc:   3.00  Avail:  17.00  Tot Avail: 117.00 |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Accept Input      F1=More Info      F2=Display Reverse F3=Display Forward|
| F4=Alternate Display F5=Location Info  F6=Product Search  F7=Exit Screen  |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Screen #BINTEPB will appear when function key 6 has been pressed on screen #BINTEP2. You must then enter a company and SKU number and press the F0 key to inquire. If you arrive at this screen from the F4 key on the search screen #BINTEPA, no entry will be required to display the information shown in the example above.

Extended inquiry information is available using function keys as explained below and on the next page.

F1=MORE INFO

Screen #BINTEPC which includes purchasing information will appear as shown in the following example if you press this function key.

F5 & F6 = See next page.

**Product Inquiry - More Information Function Key 1 - Screen #BINTEPC**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05 15:24:03  PROMPT Inventory Control - Product Inquiry  #BINTEPC  |
| Company: 1 MID-AMERICAN CONTROL CORP                                     |
| SKU No.: 2842      Description: Record Time Labeler                    |
|-----+-----+-----+-----+-----+-----+-----+-----+-----+
|-----PURCHASING INFORMATION-----|
| Vendor#: 100  Buyer#: 60      Lead-Days: 30  Warranty:      Turns: 6.25  |
| Re-ord: 10  EQQ: 20  Min:      10  Max:      40                |
|-----+-----+-----+-----+-----+-----+-----+-----+-----+
|-----DATE INFORMATION-----|
| Last Sale: 06/27/04      Last Price Change: 05/01/04  Begin Sale:      |
| Last P.O.: 03/22/04      Last Maintenance: 06/27/04  End Sale:      |
| Last Rcpt: 04/28/04      Last Physical:      12/31/04  Set Up Date: 12/10/03|
|-----+-----+-----+-----+-----+-----+-----+-----+-----+
|-----MISCELLANEOUS INFORMATION-----|
+ Perpetual?: Y  Record Type:      Taxable Item?..: Y  Wghtd Age:      +
| Make/Buy: B  ABC Code:      Backorder Allowed?..: Y  Frt Class: 100  |
| Cycle Count Code...: AN      Hazardous Material?: N  Minimum %: 25.00  |
| General Ledger Code: 602      Inventory Kit Item?: N  Maximum %: 100.00  |
| Default Location...: AA1L623  Prompt Lot/Serial#?: N  Comm Plan: 75  |
|-----+-----+-----+-----+-----+-----+-----+-----+-----+
|-----SALES ANALYSIS INFORMATION-----|
|          $ Sales    $ Cost      Unit Sales    Lost Sales    Units Replaced  |
| M-T-D:      120.00    60.00          10.00          0              0              |
| Y-T-D:      872.00    531.00          70.00          0              0              |
| Last Yr:    1200.00    600.00          100.00         0              0              |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|
| F0=Accept Input  F1=Previous Screen  F2=Display Reverse  F3=Display Forward  |
| F4=              F5=Location Info    F6=Product Search   F7=Option Screen   |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Screen #BINTEPC will appear when function key 1 has been pressed on screen #BINTEPB. This screen provides more information regarding a specific product in the product master file.

**F5=LOCATION INFO**

Screen #BINTEPD which includes on hand information specific to the company, warehouse, and SKU number entered will appear as shown on the next page.

**F6=PRODUCT SEARCH**

Press this key to go to the product search screen #BINTEPA.

**Location Inquiry - Function Key 5 or Program Option 10 - On Hand View**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05 15:24:03          PROMPT Business Systems          #BINTEP  +
| Co#:  1 Whse#: ( 1 )          Location Inquiry              #BOPENT7  |
|
| Item No: ( 2842          ) Perpetual?:  Lot/Ser#?:  Default Loc: A1276 |
|
| WHSE: 1  On Hand  OH Alloc  OH Available  On Order  OO Alloc  OO Available |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| MFG Part No. RLT-2842-XY2          Unit Measure: Each  Pkg Qty:  1 |
+-----+-----+-----+-----+-----+-----+-----+-----+
| Location  Date  Lot/Serial No.  Sales#  Ln#  QTY On Hand  QTY Alloc'd  Unit Cost |
+-----+-----+-----+-----+-----+-----+-----+-----+
| ***** +-----+-----+-----+-----+-----+-----+-----+
| A1276    04/02/04          Received    12.00    12.00    6.00 |
+-----+-----+-----+-----+-----+-----+-----+-----+
| A1276    04/15/04          237          12.00          |
| A1276    04/28/04          Received    110.00    10.00    6.00 |
| A1276    04/28/04          782          10.00          |
|
|
+-----+-----+-----+-----+-----+-----+-----+-----+
|
|
|
|
+-----+-----+-----+-----+-----+-----+-----+-----+
|
|
|
|
+-----+-----+-----+-----+-----+-----+-----+-----+
|
|
|
|
+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Accept Input  F1=Order by Date  F2=Scroll Reverse  F3=Scroll Forward |
| F4=View On Order  F5=Product Search  F6=Product Inquiry  F7=Exit Screen  |
+-----+-----+-----+-----+-----+-----+-----+-----+

```

Screen #BINTEPD will appear if you press the F5=Location Inquiry key on several different screens. The purpose of the screen is to display records by warehouse and location showing the on hand and on order status of each SKU.

NOTE: The field headed 'Date' is used as follows: In the "Received" record it is the date the merchandise was received. In the allocation records (which show a sales order and line number) the date shown is the date expected to be pulled from stock.

The F4 key is essentially a toggle switch to enable you to look at the on order information in detail. If you press this key, the screen shown on the next page will be displayed.

The F2 and F3 scroll keys provide for scroll reverse or backwards based on cursor position.





**Daily Functions - Option 12 - Product Notes**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05          PROMPT Business Systems          #BINTEP  +
| Co#:( 1 ) Whse#: 1  Enter, Maintain Product Notes  #BOPENT8  |
|
| SKU....: ( 2842      ) Record Time Labeler          Bin: A1276  |
|  GL Code.....: 602          Group/Class: Equip/Supp  |
|  Unit of Measure: Each      Pkg. Qty...: 1          Weight: .75  |
+  Alternate Unit.: Box        Alt Pkg Qty: 24          +
|  Perpetual?: Y      Kit?: N  Record Type?: N  Make/Buy: B  Backorder?: Y  |
+-----+-----+-----+-----+-----+-----+-----+-----+
| Command | Date   Seq   Product Notes  |
| (C,D,L) | (      ) (      )           |
+-----+-----+-----+-----+-----+-----+-----+-----+
| ( ) | ***** |
| ( ) | 05/01/04 0 This labeler will generate 200 price |
| ( ) | 05/01/04 10 labels per minute for labeling retail |
| ( ) | 05/01/04 20 inventory. |
+ ( ) | ***** |
| ( ) | |
| ( ) | |
| ( ) | |
| ( ) | |
+ ( ) | |
|
| F0=Accept Input  F1=Product Search  F2=Display Reverse  F3=Display Forward |
| F4=              F5=Product Inquiry F6=              F7=Exit Screen  |
+-----+-----+-----+-----+-----+-----+-----+-----+

```

Selection of option 11 on #BINTEP2 will cause a screen like the one shown above to appear. You can also arrive at this screen from the product inquiry screen.

This screen is for entering, maintaining, or displaying sales or technical information about a product. The most recent note line will be displayed during order processing upon entry of an order line for this product, and the note lines can be scrolled during order processing. The entry and maintenance of notes is now explained.

The data entry area is used to enter notes. There are three fields:

**\*Date** - (Optional) Enter a date if desired. If left blank, the session date will be used, and once a date is entered it will repeat.

**\*Seq** - (Optional) If entering multiple lines for the same date, you do not have to enter the sequence number and the program will provide one equal to the highest sequence number for that date plus 10. Needs only to be entered if you wish to insert a note between two existing notes with the same date.

**\*Product Notes** - Enter any desired data.

**The line commands are:**

**C=Change** - If you enter 'C' in the command column to the left of a notes line and press the send/enter key, the note field will become enabled. Type the new note over the old and press send/enter to update the record (F7 cancels the change).

**D=Delete** - If you enter 'D' in the command column to the left of a notes line and press the send/enter key, the note will be deleted.

**L=Locate** - If you enter 'L' in the command column to the left of a notes line and press the send/enter key, the notes lines will become the first line on the display of notes lines.

**The function keys are:**

**F0=ACCEPT INPUT (send/enter key)**

Press this key to accept commands entered, notes entered or notes changed.

**F1=PRODUCT SEARCH**

Press this key to go to the product search screen to search for a product. An F7 from that screen will return you here.

**F2=SCROLL REVERSE**

This key will scroll SKU numbers or scroll notes depending upon where the cursor is positioned when you press the scroll key. If the cursor is on the SKU number, the previous SKU's data will be displayed, otherwise, the current SKU's notes will be scrolled in reverse order.

**F3=SCROLL FORWARD**

This key will scroll SKU numbers or scroll notes depending upon where the cursor is positioned when you press the scroll key. If the cursor is on the SKU number, the previous SKU's data will be displayed, otherwise, the current SKU's notes will be scrolled forward.

**F5=PRODUCT INQUIRY**

This key will take you to product inquiry screen #BOPENT6.

**F7=EXIT SCREEN**

Press this key to return you to the screen that brought you here.



Daily Functions - Option 13 - Kits - Alternate View 2

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05 15:24:03      PROMPT Inventory Control      #BINKIT0 +
| Co#:( 1 ) Whse#: 1    Enter, Maintain Product Kits    |
|
| SKU..: ( 3BSK        ) Fruit Basket                    |
| Units: Bsket        SKU Weight: ( 13.50 )              |
|-----+--- Data Entry Area: -----+-----+-----+-----+
+ Cmd | Seq# | Component | SKU | QTY Req'd | | QOHAV | QOOAV | Weight | +
| CDL | ( ) | ( ) | | | | | | | | |
|-----+-----+-----+-----+-----+-----+
| | | | | | | | | | |
| | 20 | 368 | | 1.00 | | 96.00 | 50.00 | 4.50 | |
+ | 30 | 369 | | 1.00 | | 45.00 | 100.00 | 4.50 | +
| | 40 | 401 | | 1.00 | | 41.00 | 20.00 | 4.50 | |
| | | | | | | | | | |
| | | | | | | | | | |
+ | | | | | | | | | | +
| | | | | | | | | | |
| | | | | | | | | | |
+ COMPUTED TOTALS: Pieces: 3 | Unit Cost: 15.625 | +
| Components: 3 Weight: 13.50 | Whse QTYOH: 50.00 | |
|
| F0=Accept Input   F1=Product Search F2=Scroll Reverse   F3=Scroll Forward |
| F4=Show Alternate3 F5=                               F6=Product Inquiry   F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Pressing F4=Show Alternate 2 will cause alternate view 2 to appear on the screen like the example shown above.

The 'QOHAV' is the quantity on hand available, and the 'QOOAV' is the quantity on order available for all warehouses. The weight is the weight for one component SKU.

**Daily Functions - Option 13 - Kits - Alternate View 3**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05 15:24:03      PROMPT Inventory Control                      #BINKIT0 +
| Co#:( 1 ) Whse#: 1      Enter, Maintain Product Kits                |
|                                                                    |
| SKU..: ( 3BSK          ) Fruit Basket                               |
| Units: Bsket          SKU Weight: ( 13.50 )                         |
|-----+----- Data Entry Area: -----+----- Component -----+
+ Cmd | Seq# | Component | SKU | QTY Req'd | Information (F4) |
| CDL | ( ) | ( ) | ( ) | ( ) | Units Pkg QTY H KS PERP Alternate # |
|-----+-----+-----+-----+-----+-----+-----+-----+
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
+ | | | | | | | | | | | | | | | | | | | | | | +
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
+ | | | | | | | | | | | | | | | | | | | | | | +
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| F0=Accept Input   F1=Product Search F2=Scroll Reverse   F3=Scroll Forward |
| F4=Show Alternate4 F5=                               F6=Product Inquiry   F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Pressing F4=Show Alternate 3 will cause alternate view 3 to appear on the screen like the example shown above.

Informational display columns are 'Units'=Unit of Measure, 'Pkg Qty'=Packaging Quantity for one component, 'H'=Hazardous item, 'DS'=Drop Shippable, 'Perp'=Perpetual item, and 'Alternate #'=Alternate SKU Number.



**Group/Class Inquiry - Function Key 2 or Program Option 14**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05 15:24:03          PROMPT Inventory Control          #BINTEPP |
|                               Group/Class Inquiry            |
| Company: 1                                                         |
| MID-AMERICAN CONTROL CORP                                         |
| Group..: ( EQUIP )   Class: ( OFFC )   Description: Office Equipment |
+-----+-----+-----+-----+-----+-----+-----+-----+
|                               Sales Analysis                       |
|                               Today      Week-to-Date  Month-to-Date  Year-to-Date |
| Dollar Sales...: 122,411.60   612,058.60   612,058.60   9,003,462.10 |
+-----+-----+-----+-----+-----+-----+-----+-----+
| Dollar Cost...:  62,058.20   388,080.80   388,080.80   6,136,058.20 |
| Gross Margin...:  60,353.40   223,977.20   223,977.20   2,867,403.90 |
+-----+-----+-----+-----+-----+-----+-----+-----+
| Margin Percent      49.3         36.6         36.6         31.8 |
| Unit Sales.....:    3,900       19,600       19,600       307,100 |
+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Accept Input      F1=Ledger Inquiry F2=Scroll Reverse  F3=Scroll Forward |
| F4=                   F5=Location Info F6=Product Inquiry F7=Exit Screen  |
+-----+-----+-----+-----+-----+-----+-----+-----+

```

You arrive at this screen by pressing F2 on screen #BINTEP2 or F1 on #BINTEPQ. The purpose of this screen is to display sales analysis data by inventory group and class. This is an inquiry only screen for the purpose of providing management information.

To select a group and class for view, enter the desired group and class and press F0 key to locate the record.

**Sales Ledger Inquiry - Function Key 3 or Program Option 15**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05 15:24:03      PROMPT Inventory Control      #BINTEPQ +
|                               Sales Ledger Inquiry
| Company: 1
| MID-AMERICAN CONTROL CORP
| Warehouse No.: ( 1 )
| G/L Link Code: ( 601 ) Record Type  D
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|-----Sales Analysis-----|
|
|          Today      Week-to-Date  Month-to-Date  Year-to-Date
| Dollar Sales...: 122,411.60   612,058.60   612,058.60   9,003,462.10
+-----+-----+-----+-----+-----+-----+-----+-----+
| Dollar Cost...:  62,058.20   388,080.80   388,080.80   6,136,058.20
|
| Gross Margin...:  60,353.40   223,977.20   223,977.20   2,867,403.90
|
+-----+-----+-----+-----+-----+-----+-----+-----+
| Margin Percent      49.3          36.6          36.6          31.8
|
| Unit Sales.....:    3,900        19,600        19,600        307,100
|
+-----+-----+-----+-----+-----+-----+-----+-----+
|
| F0=Accept Input F1=Group/Class Inquiry F2=Scroll Reverse F3=Scroll Forward
| F4=              F5=Location Info      F6=Product Inquiry F7=Exit Screen
+-----+-----+-----+-----+-----+-----+-----+-----+

```

You arrive at this screen by pressing F3 on screen #BINTEP2 or F1 on #BINTEPP. The purpose of this screen is to display sales analysis data by ledger code and warehouse. This is an inquiry only screen for the purpose of providing management information.

To select a record for display, enter the warehouse number and G/L link code and press the F0 key to locate the record.

Next, we explain the program options 0-8.

**Daily Functions - Daily Processing Sub Menu Option 1 -  
Program Option 0 - Receive**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05 11:24 am      PROMPT Inventory Control                #BINTEP3 |
| Company: 1              Receive Inventory                    |
| MID-AMERICAN CONTROL CORP                                |
|                                                              |
|                                                              |
| MFG #..: (           )                                     |
| Whse #: ( 1)  SKU #..: ( 2842           ) Record Time Labeler |
| Lot/Serial # Received: (           ) Sales Order #:         |
|                                                              |
| Sales Line #:                                             |
|                                                              |
| P.O. Number...: ( 874790 ) I/C Freight:( 10.00 ) A/P Freight:(   ) +
| Qty Received...: ( 10 ) Inv#:(           ) Date:(           ) Terms:(   ) |
| Location.....: ( MACWHS ) Inventory                        |
| Unit Cost, OR.: ( 6.00 ) Prev Cost: 5.75 4% change        |
| Aggregate Cost: (           ) Price 1:( 12.00 )           |
+-----+-----+-----+-----+-----+-----+-----+-----+
| Status: Received                                         |
|                                                              |
|                                                              |
|                                                              |
+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Receive Screen F1=Receive All F2=Display Reverse F3=Display Forward |
+ F4=Exception Qty F5=Order Search F6=Product Search F7=Exit Screen +
+-----+-----+-----+-----+-----+-----+-----+-----+

```

Screen #BINTEP3 is for the purpose of receiving inventory quantities into the inventory system.

**There are four ways to receive items into inventory.**

1. Receive one item at a time.
2. Receive all open items on a purchase order.
3. Receive all open items in the PO line file.
4. Same as #2, except for specific quantities.

The procedure to accomplish each of these receiving methods is explained on the following pages.

**Receive One Item at a Time**

The following information must be entered on the screen, or scrolled from the PO line file onto the screen. Refer to F2 and F3 on page 30 for information on using these scroll keys.

**\*MFG #** - An optional entry field instead of entering the product SKU number explained below. If the Mfg # is entered, the SKU does not have to be entered, but the Mfg # must be on file and will be used to find the correct SKU.

**\*WAREHOUSE NUMBER** - Enter the warehouse unless it will be defaulted from the company file or product file. A valid warehouse number is required for receiving.

**\*SKU NUMBER** - Enter the product number to be received. A valid product number is required for receiving.

**\*LOT/SERIAL NUMBER** - Enter a lot or serial number if applicable. This is optional information. When using serial numbers, you should receive one SKU for each serial number.

**\*PURCHASE ORDER** - Enter the purchase order number. A valid purchase order number is required information for receiving, unless you want to receive all open items in the PO line file. All receipts reference a purchase order number, and if you do not use purchase orders, you can use the same purchase order number over and over - such as purchase order number 100.

**\*I/C FREIGHT** - This field is used in two ways. First, if you are receiving using the F0=Receive Screen key, the freight amount entered will be considered as the total freight for the items being received. For example, if you enter freight of \$100 and you are receiving ten items that have a unit cost of \$250, the freight cost of \$10 per item will be added to produce an inventory cost of \$260 per unit. You will observe on screen #BINTEPB (see page 13), the last freight unit cost is shown to indicate the amount of freight included in the unit cost.

Secondly, if you are receiving using the F1=Receive All key (for a Specific purchase order), the freight amount entered will be the total freight applicable to the items being received. In this event, the freight amount is prorated over the items being received based on the cost of each item, as a percentage of the total cost being received.

Finally, when freight cost is entered, it is booked to the general ledger as cost of inventory. See function key F5=Open Freight. (Enter only if you plan to pass the invoice to A/P automatically.)

**\*A/P FREIGHT** - If you are receiving from an invoice and do not wish to consider the freight as inventory cost, enter the amount of freight for the entire invoice freight amount if you plan to press F1 to receive the entire invoice, otherwise, enter the amount of freight for the specific line.

**\*QUANTITY RECEIVED** - Enter the quantity received. If you are scrolling the records to the screen, the open order quantity will be displayed, which can be accepted when you press the F0 key. You can change the quantity shown on the screen before you press the F0 key to accept the revised data shown on the screen.

**\*INV#** - (Enter only if you plan to pass the invoice to A/P automatically.) Enter the invoice number, or skip this entry if receiving from a pack slip. If you enter an invoice number, you should also enter A/P Freight, if applicable, date and terms.

**\*DATE** - (Enter only if you plan to pass the invoice to A/P automatically.) Enter the invoice date. If no entry is made and the invoice number is entered above, the system date will be used as invoice date.

**\*TERMS** - (Enter only if you plan to pass the invoice to A/P automatically.) If no entry is made and you have entered an invoice number above, the default vendor terms will be used, otherwise, enter the invoice terms.

**\*LOCATION** - Enter the location unless it will be defaulted from the company file or product file. A valid location record is required for receiving.

**\*UNIT COST, OR** - Enter the unit cost; otherwise, it will be defaulted from the purchase order file if an open order is applicable. If not, it will be defaulted from the last cost field in the product file. If you are scrolling the records to the screen, the unit cost will be displayed, that can be accepted when you press the F0 key. You can change the unit cost shown on the screen before you press the F0 key in order to accept the revised data shown on the screen. If you have no cost for the item, enter .001 as the cost.

**\*AGGREGATE COST** - This field can be entered in lieu of entering unit cost. If entered, it will be used to compute unit cost by dividing the aggregate cost entered by the units being received.

**\*PRICE 1** - A display only field.

**Receive All Open Items on a Purchase Order.**

Enter the warehouse number unless it is to be defaulted from the company or product files, or to be accepted from the PO line file.

Enter the purchase order number to be received. Enter the location if the location is the same for all items being received. If the location is not entered, it will be defaulted from the company or product file, if not found in the PO record. Enter the I/C freight amount if desired. (See "I/C Freight" on page 27 for more details.)

Also, see previous page for A/P Freight, Inv#, Date and Terms. Then, press the F1=RECEIVE ALL key. You will be asked if you wish to receive all items for this PO number. The program will find the purchase order in the PO line file, and process each line of the order by receiving the open order quantity at the unit cost indicated in the record.

**Receive All Open Items in the PO Line File.**

Do not enter a purchase order number. This will tell the system that you wish to receive all open items in the PO line file, (i.e. all open purchase orders). After you press F1, you will be required to enter a PO number of **\*ALL** to assure that you desire to receive all open orders. Then, follow the explanation for "Receive All Open Items on a Purchase Order".

**Receive All, Except for Specific Quantities.**

This is a two-step operation whereby you first identify the exceptions, then execute a receive all.

The first step is to enter the product number and quantity exceptions by indicating the EXCEPTION QUANTITY TO RECEIVE. For example, assume there are 100 units on order for a specific item, and you only received 40 units.

Enter the exception quantity of 40 in the QUANTITY RECEIVED field, and press F4=EXCEPTION QTY. Once each exception quantity is entered, the second step is to execute the procedure explained above for "Receive All Open Items on a Purchase Order". Note that if the PO line is only partially received, it will remain in the PO line file as an open order for the remaining units to be received.

**Inventory File Cost Calculations**

When an item is received, the on-hand quantities and on-hand available quantities are updated in the Inventory File, and the aggregate cost is updated in the amount of the aggregate cost of the receipt. Then, average cost in the Inventory File is recalculated by dividing on-hand available into aggregate cost, except when the on-hand available or aggregate cost was zero or negative prior to the receipt. (In this case, the unit cost of this receipt is used as the average cost).

**Each function key is now explained.**

**F0=RECEIVE SCREEN (Send/Enter key)**

Press this key to receive the quantity and unit cost shown on the screen to the warehouse and location shown on the screen (unless defaulted from the company or product file) for the product number and lot/serial number # shown on the screen.

When the receipt occurs, the product and location files are updated, the purchase order file POLINFLE is updated to reflect the receipt of quantities and the audit trail file is updated with the transaction. In addition, journal entry totals are updated, as journal entries will be generated for the receiving session.

**F1=RECEIVE ALL**

Refer to the above discussion captioned "Receive All Items on a Purchase Order". The process that occurs for each purchase order line as it is processed, is the same as explained above for F0=RECEIVE SCREEN.

**F2=DISPLAY REVERSE**

This key can be used to read one record at a time or go to the nearest match in the file POLINFLE, reading in reverse order and beginning with the information entered on the screen.

**F3=DISPLAY FORWARD**

This key can be used to read one record at a time or go to the nearest match in the file POLINFLE, beginning with the information entered on the screen.

**F4=EXCEPTION QTY**

Refer to the above discussion captioned "Receive All, Except for Specific Quantities". Essentially, this key allows you to modify the quantity and/or cost exceptions prior to receiving the entire order.

**F5=ORDER SEARCH**

Press this key to do one or both of these functions:

- 1 - Search by Vendor name, or reference to find a purchase order, or purchase orders.
- 2 - From the located purchase order select a detail search that allows:
  - A - A view of the purchase order lines.
  - B - A way to search for a SKU to see what vendor it was purchased from.

**F6=PRODUCT SEARCH**

Press this key to go to the product search screen #BINTEPA.

**F7=EXIT SCREEN**

This key is used to exit the screen. Any information entered on the screen will be ignored unless the F0 key has been pressed prior to pressing the F7 key.

**Miscellaneous Notes About Receipts**

There are several files that have defaulted warehouse and location fields. The determination of which fields to be used to update the location file is based on the following hierarchy:

1. Warehouse and location numbers entered on the screen always override the defaults in the three files.
2. Warehouse and location numbers in the PO line file are used if there is no entry on the screen.
3. Warehouse and location numbers in the product file are used if the screen and PO line file have no entries.
3. Warehouse and location numbers in the inventory company file will be used if valid entries are not found anywhere else.

If none of the four places have valid entries, the PO line record will be flagged and not processed if you are batch receiving a purchase order or receiving all purchase orders. The values of the status field in the PO line file can be the following:

Blank - The PO line record has not been placed on order yet.

- E - The PO line record is not on order yet, and contains an error that prevents placing it on order.
- P - The PO line record has been placed on order and has not been fully received.
- C - The PO line record has been placed on order, but contains an error that prevents receiving it.
- R - The PO line record has been fully received. There should be no 'R' records in the Purchase Order Line File, as a purchase order line record is deleted when the merchandise has been fully received.

These are the types of errors that will prevent a PO line record from being received when using the F1, receive all function key (status will be 'C').

- Item is a regular stock item, and the purchase order number is zero.
- Warehouse number is zero.
- Location number is blank, or is not in the location master file.
- SKU number is blank.
- SKU number is not in the product file.
- Item is a regular stock item, and the quantity received is zero.
- Unit cost is zero or negative.
- A sales order line number exists without a sales order number.

In batch receiving, records with the following conditions will not be received, and will not be flagged (will just be skipped).

- Purchase order number is zero, or does not match the purchase order number on the screen.
- Status equals 'E' or 'C'.
- Status equals 'R', and is not an exception.

To correct errors in the PO line file records, authority is required to use the Inventory Control System supervisory menu. Any records that were flagged as an error by the inventory transaction processing program must have the error flag reset to its original status. Then, the batch processing can be run again. If any errors are detected, those records will be flagged again and not processed.

Daily Functions - Daily Processing-Sub Menu Option 1
Program Option 1 - Order Search

```
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05 15:24:03          PROMPT Purchasing          #BINTEP +
| C#: 1 Whse: 1              Order Generic Search        #POPENT4 |
| Search Name (w/Wildcards):                94 Orders on File |
| (                )          !Place Cursor On Desired Order and Press F7 |
|                                     ! to return that Order to Previous Screen |
+-----+ HELD  -+ 1 -- Type: ALL -+-----+-----+-----+-----+
| Cmd! Order#  Buyer   Ven#   Typ  Search Name  Reference   Amount |
|?LIM+-----+-----+-----+-----+-----+-----+-----+
| ! ***** |
| !          |
| !      851   2970   Ord   C D W, INC          105.29 |
+ !      850   2965   Ord   Dell                2194.00 +
| !      852   2955   Ord   VECMAR COMPUTE      271.41 |
| !          |
| !          |
| !          |
+ !          +
| !          |
| !          |
| !          |
+ !          +
| !          |
| !          |
| !          |
| F0=Accept Input      F1=Order by Reference F2=Scroll Reverse F3=Scroll Fwd |
+ F4=Show Alternate 1 F5=Receive              F6=Detail Search  F7=Exit Screen +
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
```

Screen #POPENT4 is for the purpose of executing an order search to Locate either a "closed" or "held" purchase order. This order search is the same order search found in IC 2, 3 and essentially the same as the order search in PROMPT Sales Order Processing.

The cursor will be under Search Name for you to enter a vendor name. You can enter a search name as explained below or you can change the search rules by pressing F1. For example if you press F1 one time the search rules change to search for reference.

If you press the Tab key, the cursor will go to "H" of the work "HELD". To search for a "closed" purchase order type a "C" over the "H". To execute a search after the parameters are entered press enter.

The screen shown in the above example represents the view you will see, for either "closed" or "held" purchase orders. At this point you can place the cursor in the "cmd" column on the line of the purchase order you desire to see and either press F6 to get a view of the lines on the purchase order, (see next screen example), or if you arrived at this screen from the F5=Order Search of the Receive Screen, the F7 will return you to the Receive Screen, otherwise the F7 will return you to the program options menu.

**Daily Functions - Daily Processing-Sub Menu Option 1  
Program Option F6 - Purchase Order Detail Search**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05 15:24:03          PROMPT Order Processing          #BINTEP  +
| C#: 1 Whse: 1  Purchase Order Detail Generic Search        #POPENTC  |
| Locate Order Number:                                     217 Order lines |
| (           )          !Place Cursor On Desired Order and Press F7 |
| Dell          ORD HLD 12/01/04! to return that Order to Previous Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+
| Cmd! SKU Number Description                               Order Qty  U/N  Unit Price |
|?LIM+-----+-----+-----+-----+-----+-----+-----+-----+
| ! *****                                              |
| ! PE400SC      DELL POWEREDGE SEVER PENT4,3.          2.00  EACH    1097.00 |
+ ! COM          FOR NEW SALES                               |
| !                                                       |
| !                                                       |
| !                                                       |
+ !                                                       |
| !                                                       |
| !                                                       |
| !                                                       |
+ !                                                       |
| !                                                       |
| !                                                       |
| F0=Accept Input      F1=Order by SKU Number F2=Reverse      F3=Forward  |
+ F4=Show Alternate 2  F5=Prev Vnd Ord          F6=Next Vndr Ord F7=Exit Screen +
+-----+-----+-----+-----+-----+-----+-----+-----+

```

By placing the cursor in the "cmd" column and pressing F6 from the screen #POPENT4 you arrive at this screen that displays the purchase order lines and the order total amount and date.

F4 shows an alternate view including the quantity remaining on order. F5 and F6 allow you to page back and forth to view other purchase orders for this vendor.

**Daily Functions - Daily Processing-Sub Menu Option 1**  
**Program Option 2 - Issue**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05 15:24:03      PROMPT Inventory Control      #BINTEP5 +
| Company: 1              Issue Inventory              |
| MID-AMERICAN CONTROL CORP                            |
| Whse #: ( 1 )  SKU#: ( 2842 )  Record Time Labeler  |
+ Whse  QOH.....:      122.00                          +
| Whse  QOH Available...:  110.00                      |
|-----|-----|-----|-----|-----|-----|-----|-----|
| Issue Information |-----|-----|-----|-----|
+ Qty Issued.....: ( 2.00 )  G/L Account No.....: ( 704      ) +
| Job Number.....: ( 100 )  G/L Reference.....: ( Jack Watson ) |
|-----|-----|-----|-----|-----|-----|-----|-----|
| Location Information |-----|-----|-----|-----|
+ Location.....: ( AI276 )      QOH.....: 110.00          |
| Receipt Date.....: ( 04/02/97 )  QOH Available.....: 100.00 |
| Lot/Serial Number.....: (          )  Unit Cost.....: 6.00   |
|-----|-----|-----|-----|-----|-----|-----|-----|
+ F0=Accept Screen  F1=Clear Screen  F2=Display Reverse  F3=Display Forward |
+ F4=                F5=                F6=                F7=Exit Screen  +
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Screen #BINTEP5 is for the purpose of issuing items from the inventory system. Typically, items will be sold using the PROMPT Order Processing System; however, this screen is used to issue items consumed in the business rather than sold to a customer.

Each field of information to be entered on the screen is now explained.

**\*WHSE#** - Enter the warehouse number from which the item is being issued.

**\*SKU#** - Enter the SKU number of the item being issued.

**\*QTY. ISSUED** - Enter the quantity that is being issued.

**\*G/L ACCOUNT NUMBER** -Enter the general ledger account number to be charged for the item being issued from inventory. If no account number is entered, the system will default to the Cost of Goods Sold account number associated with the item from the G/L Interface file. That account number will be displayed on the screen when the issue transaction is processed.

**\*JOB NUMBER** - Enter the job number for use with a job costing system. This entry is optional.

**\*G/L REFERENCE** - Enter a reference if desired, to show in the journal entry reference field.

**The function keys are now explained.**

**F0=ACCEPT INPUT (send/enter key)**

Press this key after the desired data has been entered on the screen and you are ready to issue the item.

**F1=CLEAR SCREEN**

Press this key to clear all fields on the screen.

**F2=DISPLAY REVERSE**

This key can be used to read one record at a time in the location file reading in reverse order and beginning with the SKU entered on the screen. When the location records are exhausted for the SKU on the screen, the next SKU in the product master file will appear with its first location record. When scrolling, the present unit cost and related information will be displayed on the screen.

**F3=DISPLAY FORWARD**

This key will be used to read one record at a time in the location file beginning with the SKU number on the screen. When scrolling, the present unit cost and related information will be displayed on the screen.

**F7=EXIT SCREEN**

This key is used to exit the screen. Any information entered on the screen will be ignored unless the F0 key has been pressed prior to pressing the F7 key.

**Daily Functions - Daily Processing-Sub Menu Option 1  
Program Option 3 - Allocate**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05 15:24:03      PROMPT Inventory Control                      #BINTEP6 +
| Company: 1              Allocate Inventory                          |
| MID-AMERICAN CONTROL CORP                                         |
|                                                                     |
| Warehouse Number: ( 1 )                                           |
+ Date of Units Being Allocated/Released.....: ( 04/02/04 )      +
| Lot/Serial # of Units Being Allocated/Released.: (              ) |
|                                                                     |
| Allocation of Qty On Hand.....: (    10    ) QOH.....: 100.00    |
+ Location from which to Allocate.: ( A1276  ) QOH Alloc:  10.00    +
| On Hand Allocation Reference.....: (              ) QOH Avail:  90.00 |
|                                                                     |
| Allocation of Qty On Order.....: (              ) QOO.....:      |
+ P.O. # from which to Allocate...: (              ) QOO Alloc:      +
| On Order Allocation Reference ...: (              ) QOO Avail:      |
|                                                                     |
|                                                                     |
|                                                                     |
+                                                                     +
|                                                                     |
|                                                                     |
| F0=Accept Input      F1=Clear Screen  F2=Display Reverse F3=Display Forward |
+ F4=Release Allocate F5=              F6=              F7=Exit Screen      +
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Screen #BINTEP6 is for the purpose of allocation of on hand inventory that is not to be sold until the allocation is to be released.

On order allocation should be done using program option 1, see screen #BINTEP4, F4=Maintain Data.

Each field of information to be entered on the screen is explained as follows:

**\*WAREHOUSE NO.** - Enter the appropriate warehouse number or accept the default warehouse number.

**\*SKU NO.** - Enter the stock keeping number to be allocated or released from allocation.

**\*DATE OF UNITS BEING ALLOCATED/RELEASED** - Enter the receipt date of the units being allocated or released. (Refer to function keys F2 and F3 for ease of entry).

**\*LOT/SERIAL#** - Enter the appropriate Lot/Serial number if applicable.

-- ON HAND ALLOCATION --

**\*ALLOCATION OF QTY. ON HAND** - Enter the quantity of units to be allocated, or released, from the on-hand inventory.

**\*LOCATION FROM WHICH TO ALLOCATE** - Enter or scroll to the location from which to allocate, or release.

**\*ON-HAND ALLOCATION REFERENCE** - Enter a reference if desired, for the allocation or release.

-- ON ORDER ALLOCATION --

**\*ALLOCATION OF QUANTITY ON ORDER** - Enter the quantity of units to be allocated, or released, from the on order inventory.

**\*P.O. # FROM WHICH TO ALLOCATE** - Enter the purchase order number from which to allocate, or release.

**\*ON ORDER ALLOCATION REFERENCE** - Enter a reference if desired, for the allocation or release.

**Each function key is now explained.**

**F0=ACCEPT INPUT (send/enter)**

Press this key after all data has been entered, and after the location file has been scrolled to the appropriate record to allocate the inventory quantity.

**F1=CLEAR SCREEN**

Press this key to clear all fields on the screen.

**F2=DISPLAY REVERSE**

This key can be used to read one record at a time in the location file reading in reverse order and beginning with the information entered. When scrolling, the present unit cost and related information will be displayed.

**F3=DISPLAY FORWARD**

This key can be used to read one record at a time in the location file beginning with the information entered. When scrolling, the present unit cost and related information will be displayed.

**F4=RELEASE ALLOCATION**

Press this key to release an allocation using the information on on the screen to determine the quantity and product to release.

**F7=EXIT SCREEN**

This key is used to exit the screen. Any information entered will be ignored unless the F0 key has been pressed prior to pressing the F7 key.

**Daily Functions - Daily Processing-Sub Menu Option 1 Program  
Option 4 - Transfer**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05 15:24:03          PROMPT Inventory Control          #BINTEP7 +
| Company: 1                  Transfer Inventory                |
| MID-AMERICAN CONTROL CORP                                     |
|                                                                  |
|-----Transfer From-----      -----Transfer To-----|
+
| Whse #.:( 1 ) SKU #.:(      2842 ) Record Time Labeler      |
| Quantity to Transfer..:(      10.00 ) Enter only if different than from |
| Transfer Reference.....:( Per Jane ) Whse #.: ( 2 ) Location (05DL250) |
|                                                                  |
|                                                                  |
|-----Location Information-----|
+
| Transfer from Location.....:( AI276 ) QOH.....:100.00 |
| Receipt Date.....:(04/02/04) QOH Alloc: 10.00 |
| Lot/Serial Number.....:( ) QOH Avail: 90.00 |
|
+
| F0=Accept Input   F1=Clear Screen   F2=Display Reverse   F3=Display Forward|
| F4=                F5=                F6=                F7=Exit Screen   |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Screen #BINTEP7 is for the purpose of transfer of inventory quantities from one company to another, one warehouse to another, or one location to another. The transfer TO can be the same warehouse or a different warehouse, and the same company or a different company. If the company is different, a journal entry is created to credit inventory and debit inter-company transfer for the FROM company, and debit inventory and credit inter-company transfer for the TO company.

If the transfer is within the same company, but to a different warehouse, the journal entry will debit the inventory asset account for the TO warehouse and credit the inventory asset account for the FROM warehouse if these account numbers are not the same general ledger number.

The fields to be entered on the screen are now explained.

-- **TRANSFER FROM** --

**\*WAREHOUSE #** - Enter the warehouse number for the product. This entry is required.

**\*SKU #** - Enter the stock keeping number. This entry is required.

**\*QUANTITY TO BE TRANSFERED** - Enter the units desired to transfer.

**\*TRANSFER REFERENCE** - Enter a reference for journal entry purposes if desired.

-- **TRANSFER TO** --

**\*WAREHOUSE** - Enter the transfer to warehouse number if different from the transfer from.

**\*TRANSFER TO LOCATION** - This is the only entry required if the warehouse and company are the same as the transfer FROM location. The location entered must be a valid location in the master file.

**\*COMPANY** - Enter the transfer to company number if different from the transfer from.

-- **LOCATION INFORMATION** --

**\*RECEIPT DATE** - Enter the receipt date of the desired record in the location file. This entry is required, or the transfer from will begin with the first record in the location file and continue the transfer until the quantity requirements are satisfied.

**\*TRANSFER FROM LOCATION** - Enter the source location for the item. (This can be blank if multiple location records are involved.)

**\*LOT/SERIAL #** - Enter the lot/serial # if applicable. Optional entry.

**The function keys are now explained.**

**F0=ACCEPT INPUT (send/enter)**

Press this key when a screen of information is entered. A record will be created in the transfer file.

**F1=CLEAR SCREEN**

Press this key to clear all fields on the screen.

**F2=DISPLAY REVERSE**

This key can be used to read one record at a time in the location file reading in reverse order and beginning with the SKU number entered on the screen. When the location file records are exhausted for this SKU, the next SKU in the product master file will appear with its first location record.

**F3=DISPLAY FORWARD**

This key can be used to read one record at a time in the location file beginning with the SKU number entered on the screen.

**F7=EXIT SCREEN**

This key is used to exit the screen. Any information entered on the screen will be ignored unless the F0 key has been pressed prior to pressing the F7 key.

**Daily Functions - Daily Processing-Sub Menu Option 1 Program  
Option 5 - Adjust Quantity**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05 15:24:03          PROMPT Inventory Control          #BINTEP8 +
| Company: 1                  Adjust Quantity                  |
| MID-AMERICAN CONTROL CORP                                     |
|                                                                    |
| P.O. #: (           )                                         |
+Whse #: ( 1 ) SKU#.....: ( 2842 ) Record Time Labeler      +
| Location to Adjust.....: ( 04CR251 )                       |
| Receipt Date to Adjust..: ( 05/18/04 )                     |
| Lot/Serial No. to Adjust: (           )                     |
|                                                                    |
|                                                                    |
| Adjustment of Qty. On Hand (+,-,=)..: ( -2.00 ) QOH.....: 108.00 +
| for this location record                                     |
|                                                                    |
| Optional G/L Reference.....: ( LOST )                       |
| Optional G/L Account Number.....: (           )             |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                                                                    |
|          Qty On Hand  Allocated  Available  Aggregate Cost  Average Cost |
| This Company..:    122.00     12.00    110.00         780.00         6.00 |
| This Warehouse:   122.00     12.00    110.00         780.00         6.00 |
+This Location..:   108.00         .00    108.00         Unit Cost...:    6.00 +
|                                                                    |
| F0=Accept Input   F1=Clear Screen  F2=Display Reverse   F3=Display Forward |
| F4=                F5=                F6=                F7=Exit Screen   |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
    
```

Screen #BINTEP8 is for the purpose of adjusting the quantity on hand for an item in the inventory system. The typical use for this screen is to correct a quantity. The cost applicable to the quantity entered is assumed to be the average unit cost now in the system. If you need to enter both a quantity and associated cost that is not the average cost, use the receiving screen #BINTEP3, or adjust quantity here and adjust cost in option 6.

Each field of information to be entered on the screen is now explained along with the function keys. When the information on the screen is accepted, a journal entry is generated with inventory debited or credited. The other side of the entry is cost of goods sold based on the G/L account number in the product master file, unless a different G/L account number is entered on the screen. However, where a specific purchase order number is entered, the other side of the entry will be A/P suspense.

**Each field of information to be entered is now explained.**

**\*PURCHASE ORDER NUMBER** - Enter the purchase order to which the adjustment applies when you are adjusting a quantity for the purpose of reconciling a purchase order with an invoice. Otherwise, do not enter a purchase order number which means the adjustment does not involve a specific purchase order to be reconciled on an invoice.

**\*WAREHOUSE #** - Enter the warehouse number for the product. This entry is required.

**\*SKU NUMBER** - Enter the stock keeping number. This entry is required.

**\*LOCATION TO ADJUST** - Enter the location for the item, or scroll to the desired record. This entry is required.

**\*RECEIPT DATE TO ADJUST** - Enter the receipt date of the units being adjusted, or scroll to the desired record in order to correct the appropriate record in the location file. This is a required entry. (Refer to function keys F2 and F3 for ease of entry.)

**\*LOT/SERIAL# TO ADJUST** - Enter the lot/serial number appropriate to the record to be adjusted, or scroll to the correct record in the file.

**\*ADJUSTMENT OF QUANTITY ON HAND (+,-,=) FOR THIS LOCATION RECORD** - Enter the quantity to adjust. If you are increasing the quantity, no sign is required. If you are decreasing the quantity, you must enter a minus sign in front of the number. An example is where you have an inventory quantity on hand of 100 and an error is discovered that the quantity should be 102.

Enter a 2 for the adjustment of quantity on hand. Conversely, if you have a quantity on hand of 100 and discover it should be 98, enter -2 for the adjustment of quantity on hand. The equal will make the quantity on hand the value entered, and automatically adjust up or down to accomplish the adjustment.

When the quantity adjustment is made, the aggregate cost is updated in the inventory file by the amount of the units adjusted times the average cost for this product. The aggregate cost in the inventory file is then recalculated.

**\*OPTIONAL G/L ADJUSTMENT REFERENCE** - This field is for entry of a journal entry reference. This is not a required entry and if no entry is made the default will be the operator's initials.

**\*OPTIONAL G/L ACCOUNT NUMBER** - This field is for entry of an optional G/L account number other than the normal cost of goods sold account in the general ledger interface file.

**The function keys are now explained.**

**F0=ACCEPT INPUT (send/enter)**

Press this key when a screen of information is entered. It is required to scroll the record to the screen that you desire to modify. However, if there is no on hand record and you desire to enter a quantity using this screen it is permitted, however, quantities are generally established using the receiving screen. The inventory location, group/class and product files will be updated and a transaction audit trail record will be generated. Also, a journal entry will be made for the amount of the change to inventory.

**F1=CLEAR SCREEN**

Press this key to clear all fields on the screen.

**F2=SCROLL REVERSE**

This key can be used to read one record at a time in the location file reading in reverse order and beginning with the SKU number entered on the screen. When the location file records are exhausted for this SKU, the next SKU in the product master file will appear with its first location record.

**F3=SCROLL FORWARD**

This key can be used to read one record at a time in the location file beginning with the SKU number entered on the screen.

**F7=EXIT SCREEN**

This key is used to exit the screen. Any information entered on the screen will be ignored unless the F0 key has been pressed prior to pressing the F7 key.

**Daily Functions - Sub Menu Option 1 Program Option 6 - Adjust Cost**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05 15:24:03          PROMPT Inventory Control          #BINTEP9 +
| Company: 1                  Adjust Cost                      |
| MID-AMERICAN CONTROL CORP                                     |
|                                                                    |
| P.O. #: (                )                                  |
+Whse #: ( 1 ) SKU #: ( 2842 ) Record Time Labeler          +
| Location to Adjust.....: ( AI276 )                          |
| Receipt Date to Adjust.: ( 04/28/04 )                       |
| Lot/Serial No. to Adjust:(                )                 |
|                                                                    |
+                                                                    +
| Adjustment of Loc Unit Cost(+,-,=)..: ( .50 ) Loc Unit Cost: 6.00 |
| Adjustment of Last Cost (+,-,=)....: (                ) Prod Lst Cost: 6.00 |
| Adjustment of Average Cost(+,-,=)..: ( .50 ) Prod Avg Cost: 6.00 |
| Adjustment of Aggregate Cost(+,-,=): (                ) Prod Agg Cost: 780.00 |
+                                                                    +
|                                                                    |
| Optional G/L Adjustment Reference....: ( correct )          |
| Optional G/L Account Number.....: (                )        |
|                                                                    |
+                                                                    +
|                Qty On Hand   Allocated   Available          |
| This Company..:      122.00      12.00      110.00           |
| This Warehouse:      122.00      12.00      110.00           |
| This Location..:      108.00       .00      108.00           |
|                                                                    |
| F0=Accept Input   F1=Clear Screen  F2=Display Reverse   F3=Display Forward |
+ F4=                F5=                F6=                F7=Exit Screen   +
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Screen #BINTEP9 is for the purpose of adjusting the cost of an item in the inventory file. The typical use for this screen is to correct an error in inventory cost. If a quantity is associated with the cost, use the receiving screen #BINTEP3. Each field of information to be entered on the screen is now explained along with the function keys. When the information on the screen is accepted, a journal entry is generated with inventory debited or credited. The other side of the entry is cost of goods sold based on the G/L code in the product master file, unless a different G/L account is entered on the screen. However, where a specific purchase order number is entered, the other side of the entry will be A/P suspense.

**Each field of information to be entered is now explained.**

**\*PURCHASE ORDER NUMBER** - Enter the purchase order to which the adjustment applies when you are adjusting the inventory cost for the purpose of reconciling a purchase order with an invoice. Otherwise, do not enter a purchase order number which means the adjustment does not involve a specific purchase order to be reconciled to an invoice.

**\*WAREHOUSE #** - Enter the warehouse number for the product. This entry is required.

**\*SKU NUMBER** - Enter the product number. This entry is required.

**\*LOCATION TO ADJUST** - Enter the location for the item or scroll to the desired record. This entry is required.

**\*RECEIPT DATE TO ADJUST** - Enter the receipt date of the units being adjusted, or scroll to the desired record, in order to correct the appropriate record in the location file. This is a required entry. (Refer to function keys F2 and F3 for ease of entry.)

**\*LOT/SERIAL# TO ADJUST** - Enter the lot/serial number appropriate to the record to be adjusted, or scroll to the correct record in the file.

**\*ADJUSTMENT OF LOC UNIT COST (+,-,=)** - The entry made will maintain the unit cost in the location file record on the screen, BUT NO OTHER CHANGE IS AUTOMATICALLY MADE IN AGGREGATE OR AVERAGE COST.

**\*ADJUSTMENT OF LAST COST (+,-,=)** - The entry made will maintain last cost in the product master file (also referred to as price 9). This maintenance is NOT TIED TO THE PRICE MAINTENANCE ALGORITHM and should only be used where no cost/price relationship is to be updated. See menu option 7 on the Inventory File Maintenance Menu for more information involving the price maintenance algorithm file and relationship between last cost and selling price.

**\*ADJUSTMENT OF AVERAGE COST (+,-,=) or ADJUSTMENT OF AGGREGATE COST (+,-,=)** - One and only one of these fields must be entered. If the average cost is entered, it is multiplied by the quantity on hand to determine the aggregate cost to be adjusted. If the aggregate cost is entered, the average cost in the product file is recalculated using the units on hand when the F0 key is pressed.

**\*OPTIONAL G/L ADJUSTMENT REFERENCE** - This field is for entry of a journal entry reference. This is not a required entry and if no entry is made, the default will be the operator's initials.

**\*OPTIONAL G/L ACCOUNT NUMBER** - This field is for entry of an optional G/L account number other than the normal cost of goods sold account in the general ledger interface file.

**NOTE:** The Loc. Unit Cost is the cost for the specific location file record shown on the screen, the Prod. Aggr. Cost is the aggregate cost in the Product File for this product number for all warehouses and the Prod. Avg. Cost is the average cost in the product file for this product number for all warehouses.

**The function keys are now explained.**

**F0=ACCEPT INPUT (send/enter)**

Press this key when a screen of information is entered. It is required to scroll the record to the screen that you desire to modify. The inventory location, group/class and product files will be updated and a transaction audit trail record will be generated. Also, a journal entry will be made for the amount of the change to inventory.

**F1=CLEAR SCREEN**

Press this key to clear all fields on the screen.

**F2=SCROLL REVERSE**

This key can be used to read one record at a time in the location file reading in reverse order and beginning with the SKU number entered on the screen. When the location file records are exhausted for this SKU, the next SKU in the product master file will appear with its first location record.

**F3=SCROLL FORWARD**

This key can be used to read one record at a time in the location file beginning with the SKU number entered on the screen.

**F7=EXIT SCREEN**

This key is used to exit the screen. Any information entered on the screen will be ignored unless the F0 key has been pressed prior to pressing the F7 key.

**Inventory Transaction Processing - Sub Menu Option 1 Program Option 7 - Production**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                                     PROMPT Inventory Control                                     #BINTEPM |
|                                     Maintain Production Information                               |
| Company No.....: ( 1 ) Shift#...: ( 1 ) Date Produced.....: (01/01/05) |
+ SKU# Produced....: ( 350 ) Qty Produced.....: ( 100 ) +
| Rcv'd to Whse....: ( 1 ) Rcv'd to Loc.....: ( 01CL103) |
| Lot/Serial#.....: ( ) Produced from Whse: ( 1 ) |
| Job Number.....: ( ) |
| C-D-L Part SKU # QTY Req'd Whse |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| | ( ) | ( 360 ) | ( 200.00 ) | ( 1 ) | |
| | ( ) | ( 364 ) | ( 800.00 ) | ( 1 ) | |
| | ( ) | ( 374 ) | ( 300.00 ) | ( 1 ) | |
| | ( ) | ( 380 ) | ( 350.00 ) | ( 1 ) | |
+ | ( ) | ( ) | ( ) | ( ) | | +
| | ( ) | ( ) | ( ) | ( ) | |
| | ( ) | ( ) | ( ) | ( ) | |
| | ( ) | ( ) | ( ) | ( ) | |
+ | ( ) | ( ) | ( ) | ( ) | | +
| F0=Accept Screen F1=Clear Entries F2=Scroll Reverse F3=Scroll Forward |
| F4=Begin Batch Process F5=Data Entry F6=Go to Top F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Screen #BINTEPM, in association with screen #BINTEPN, is for the purpose of maintaining and entering production data in connection with the manufacturing of finished goods from raw materials.

These screens serve as an editor for entry of production, and menu option 7 on the Other Inventory Reports menu can be used to print the work file of production data prior to pressing F4=Begin Batch Process.

The sub-assemblies file is used as the basis for data entry, which means that you only need to enter the SKU # produced with associated production data and all sub-assembly items automatically appear on the data entry screen. Substitution is allowed for both the SKU number and quantity.

Once the production data is entered and edited, the inventory values are modified when you press F4=Begin Batch Process. Essentially, what happens is this: Each sub-assembly item is issued in the quantities required to produce the finished goods. Inventory is relieved of these quantities and associated cost based on average cost. Journal entries are made for these inventory reductions. Also, audit trail records with code 'E' are generated for each SKU.

The journal entries use the inventory account in the general ledger interface file based on the ledger code in the sub-assembly SKU and the warehouse being relieved. Inventory is credited and work in process is debited.

The cost of each raw material is accumulated and when all of the sub-assembly items have been processed for a finished goods, the total cost of the raw materials, plus, the labor and overhead cost are rolled into the cost of the finished goods which is then received into inventory. Journal entries are made for the receipt of the finished goods, including the labor and overhead cost.

The finished goods journal entry debits inventory based on the general ledger interface file using the warehouse number for the finished goods and the ledger code in the finished goods SKU and credits the work in process account number found in the \$\$\$1 record for the finished goods warehouse. Audit trail records with code 'F' are generated with each finished goods SKU.

The labor and overhead costs are credited to the labor and overhead general ledger accounts as identified by the raw materials SKU account group code and warehouse depleted.

Each screen and the data to be entered or maintained using this program is now explained.

Screen #BINTEPM is for the purpose of browsing or maintaining data, whereas, screen #BINTEPN is for the purpose of entering data.

**Screen #BINTEPM is now explained.**

This screen is used only for browse or to maintain data already entered using screen #BINTEPN. The top portion of the screen is for use to enter a particular record to be viewed.

**\*COMMAND COLUMN** - The three eligible commands which are entered to the left of a part SKU # entry that you desire to impact are:

'C' for Change  
'D' for Delete  
'L' for Locate

- If a 'C' is entered and you press send, the line will open to allow maintenance to eligible fields. If you desire to change a field which is not opened, you must delete the line and enter the desired data.

- If a 'D' is entered and you press send, the line will be deleted and the record is removed from the INWRKFLE file.

- If an 'L' is entered and you press send, the record will go to the top of the screen followed by subsequent records.
- You may enter multiple commands on different lines in the command column.

**The function keys are now explained.**

**F0=ACCEPT SCREEN (send/enter)**

Press this key when data is entered in the command column or maintenance entered on the screen, or to locate the records with the data entered in the upper portion of the screen.

**F1=CLEAR ENTRIES**

Press this key to clear the fields of data on the screen.

**F2=SCROLL REVERSE**

Press this key to present another screen of data reading the file in reverse order for the sub-assembly shown on the screen.

**F3=SCROLL FORWARD**

Press this key to present another screen of data reading the file in ascending order for the sub-assembly shown on the screen.

**F4=BEGIN BATCH PROCESS**

Press this key to begin the process of issuing the raw materials, and receiving the finished goods for the production data entered.

**F6=GO TO TOP/BOTTOM**

Press this key to position the first sub-assembly in the file if Go to Top is shown, or press this key to go to the bottom of the file if Go to Bottom is shown.

**F7=EXIT SCREEN**

Press this key to exit the screen and return to the option screen #BINTEP2.

**Inventory Transaction Processing - Sub Menu Option 1 Program Option 7 - Production**

```

+-----+-----+-----+-----+-----+-----+-----+-----+
|                                     PROMPT Inventory Control                                     #BINTEPN |
|                                     Enter Production Information                               |
|                                                                                             |
| Company No.....: ( 1 )  Shift....: ( 1 )  Date Produced.....: (01/01/05) |
+ SKU# Produced....: ( 350      )                Qty Produced.....: ( 100      ) +
| Rcv'd to Whse....: ( 1 )                Rcv'd to Loc.....: ( 01CL103) |
| Lot/Serial #.....: (          )                Produced from Whse:( 1 ) |
| Job Number.....: (          )                |
|          Part SKU #                Qty Req'd                Whse                |
+-----+-----+-----+-----+-----+-----+-----+-----+
|          *****                *****                ***** ***** |
|          ( 364      ) | ( 800.00      ) | ( 1      ) |
|          ( 374      ) | ( 300.00      ) | ( 1      ) |
|          ( 380      ) | ( 350.00      ) | ( 1      ) |
+          (          ) | (          ) | (          ) |
|          (          ) | (          ) | (          ) |
|          (          ) | (          ) | (          ) |
|          (          ) | (          ) | (          ) |
+          (          ) | (          ) | (          ) |
| F0=Show Assembly Records F1=                F2=                F3=                |
| F4=                F5=Add More Parts F6=                F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+

```

You arrive at this screen when F5=Data Entry is pressed on screen #BINTEPM. The purpose of the screen is to enter records into the work file for subsequent batch processing.

Each field is now explained.

**\*Company Number** - Enter the inventory company number involved.

**\*Shift** - Enter the shift number, either 1, 2 or 3.

**\*Date Produced** - Enter the date of production. If no entry is made, the system date is defaulted.

**\*SKU # Produced** - Enter the SKU number of the item being produced, which must be a valid SKU # in the inventory master file.

**\*Qty Produced** - Enter the quantity produced for this shift. You can back out a previous production by entry of a negative quantity.

**\*Rcv'd to Whse** - Enter the warehouse number to which the production is to be received. It does not have to be the same warehouse from which the raw materials are issued, but must be a valid warehouse in the warehouse master file.

**\*Rcv'd to Location** - Enter the location to which the production is to be received in the rec'd to warehouse. It must be a valid location for the warehouse involved.

**\*Lot/Serial #** - Enter the lot or serial number for the product, if applicable.

**\*Produced from Whse** - Enter the warehouse number from which the raw materials were issued. This warehouse number will be forced into all sub-assembly records. However, using this screen or screen #BINTEPM you can change the issuing warehouse on an SKU by SKU basis if certain SKU's were withdrawn from different warehouses.

**\*Job Number** - Enter a valid job or project number if you wish to have the production entered appear in the job cost system.

After entry of the upper portion of the screen, press the send key and the lower section of the screen consisting of Part SKU # and Qty Req'd will be completed from the sub-assembly file. The whse number will be forced into each record as explained above.

You can accept the sub-assembly as is, or modify the SKU's and/or quantities and/or the whse number, then press F0 to accept the production data.

**The function keys are now explained.**

**F0=SHOW ASSEMBLY RECORDS/ACCEPT PARTS**

When the finished goods data has been entered in the upper portion of the screen, press this key to show the sub-assembly records. Then press this key again to accept these records as is or as modified.

**F2=SCROLL REVERSE**

Press this key to display another screen of data reading the file in reverse order.

**F3=SCROLL FORWARD**

Press this key to display another screen of data reading the file in ascending order.

**F5=ADD MORE PARTS**

Press this key to enter additional records used in production but not found in the sub-assembly file rather than pressing the F0 key.

**F7=EXIT SCREEN**

Press this key to end the program.

This completes the explanation of Daily Processing menu option 1.

**Print Select Audit Trail - Daily Processing Menu Option 2**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05 15:24:03          PROMPT Inventory System          #BINATS0 |
|                          Audit Trail Report Selection      |
|                                                                |
| Time Parameters - No entry means entire file.              |
+   Begin date.....: (12/01/04)                             +
|   End date.....: (12/31/04) (Blank=Begin Date)           |
|                                                                |
| Report Type - No entry defaults to 'D'.                   |
|   D=Detail, S=Summary, R=Receiving Report ( D )          |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| Selection Parameters - No entry means all in that category. |
|   Company Number.....: ( 1 )                             |
|   Warehouse.....: ( ) (If report type 'D' or 'S')         |
|   Purchase Order Number.....: ( ) (If report type 'R')    |
|   SKU.....: ( )                                           |
+   Lot/Serial.....: ( )                                     +
|   -----Type Codes Y=Select, N=Do not select-----     |
|   ( Y ) Allocate ( Y ) Issue ( Y ) Mtn Order ( Y ) Qty Adj |
|   ( Y ) Cost Adj ( Y ) Mfg-Raw ( Y ) Order ( Y ) Receive  |
|   ( Y ) Del Order ( Y ) Mfg-Fin ( Y ) Phy Count ( Y ) Transfer |
+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Edit Entries          F1=          F2=Reverse Y-N's    F3=          |
| F4=          F5=          F6=          F7=End Program      |
+-----+-----+-----+-----+-----+-----+-----+-----+

```

The selection of option 2 on the daily processing menu will cause this screen to appear. The purpose of this menu option is to permit the printing of an audit trail report that identifies changes in products in inventory, and to print a receiving report for inventory receipts.

There are three types of reports - Detail, Summary or Receiving. A detail report reveals each transaction change in inventory for the time parameters given. Whereas, a summary report summarizes by warehouse, SKU and lot/serial. The receiving report reveals the quantity and dollar receipts, and is a predetermined invoice total.

The type codes are for selecting what types of transactions to include on the report. For example, you can report all types of transactions or any combination of transaction types from the list below:

A = Allocate	M = Maintain an Order
C,U= Cost Adjustment	O = Order
D = Delete an Order	Q = Quantity Adjustment
E = Mfg. Issue (Raw Materials)	R = Receive
F = Mfg. Receive (Finished Goods)	T = Transfer
I = Issue	X = Physical Inventory

TECHNICAL NOTE: ParmS=OPEOPFLE 1st 8A, TR Type 1st 1A, CO# 1st 4I, Y in 2nd 1A to auto run.



In both cases (consolidated or transferred), the journal entry is deleted from the inventory control journal entry file. At the end of a batch, the totals from the consolidation account records are used to create summary journal entries. Each account to be consolidated will have a maximum of two entries, a debit and a credit. Journal entries for zero amounts will not be created. Then, each consolidation account will have its totals reset to zero for use by the next consolidation/transfer.

If the system crashes during this processing, restarting is available. Simply use this option again. If the system finds any totals in any of the consolidation account records, you will be asked if you are restarting. Answer 'Y' if you are restarting and consolidating/transferring will continue. If you are not restarting, the system has found totals because a consolidation is being run elsewhere for this company. Answer 'N' and you will be given the chance to choose another company.

**There is only one field to be entered:**

**\*G/L COMPANY** - Enter the number of the G/L companies for which inventory control journal entries are being processed. Totals will be displayed on the screen as they accumulate. If the company number is pre-stored in the menu, the company number will automatically appear from the menu and no entry is required.

The function keys are now explained.

**F0=ACCEPT SCREEN (send/enter)**

Press this key to validate the company number and begin the consolidation/transfer.

**F7=EXIT SCREEN**

Press F7 to exit the screen and return to the reports menu.

**Inventory Product Lists Selection - Daily Processing Menu Option 4**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05 15:15 pm          PROMPT Inventory Control          |
| Company # (1)          Inventory Product Lists Selection          #BINPRS0 |
|   Enter Report Title:( Unit Hot & Cold Sales )      *Top&Bot 100?: ( N ) |
| Report Sequence Code: ( S ) ( ) ( ) ( )      Suppress Zeros?: ( Y ) |
| Report Selection Code: ( S ) -----From-----To----- |
+   A=Alternate Item (SKU) No. ( ) ( ) ( ) |
|   B=Buyer No. ( ) ( ) ( ) |
|   C=Commission Plan ( ) ( ) ( ) |
|   D=Description ( ) ( ) ( ) |
|   G=Group/Class ( ) ( ) ( ) ( ) |
|   I=Item (SKU) No. ( ) ( ) ( ) |
|   L=Ledger No. ( ) ( ) ( ) |
+   M=Mfg. Part No. ( ) ( ) ( ) |
|   S=Search Name ( ) ( ) ( ) |
| * T=Turns ( ) ( ) ( ) |
| * U=Unit Sales M,Y,L ( Y ) ( ) ( ) |
|   V=Prime Vendor No. ( ) ( ) ( ) |
+ * W=Weighted Age ( ) ( ) ( ) |
| * $=Dollar Sales M,Y,L ( Y ) ( ) ( ) |
| Selection Parameters - Blank means 'ALL'. Use ? to get valid entries. |
| Perpetual (N) Make/Buy (N) Kits (N) Hazardous (N) Ask L/S# (N) |
| Sell Net (N) Taxable (N) Type (N) Backorder (N) Extnd Ovr (N) |
+ |
| F0=Start Record Select | F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Selection of option 4 will cause the above screen to appear. The purpose of the program is as follows:

1. To print inventory product sales analysis lists ranking the top and bottom 50 products (100 in total) by sales, unit or dollar, turns and age.
2. To print inventory product lists in various sequences and with selected products for review.

Also, this menu option serves as a model for those who wish to set up pre-stored report specifications using this program.

**The screen fields to be entered are now explained.**

**\*Enter Report Title** - Optional entry of a heading for the report to be printed.

**\*Company Number** - Enter a valid inventory company number.

**\*Top&Bot 100?:** - Enter a 'Y' if you plan to print using these codes:

T=Turns                      W=Weighted Age  
U=Unit Sales                \$=Dollar Sales

The result is a report showing the top 50 and bottom 50 products.

**\*Suppress Zeros? Y/N** - Generally, if printing top and bottom 100, answer with 'Y' because if not, all or part of the bottom 50 will be zero cases. Otherwise, it is also necessary to answer with 'Y', unless you desire zero if printing buyer number or vendor number selections.

**\*Report Sequence Codes ( ) ( ) ( ) ( )** - Using one or more of the codes (A-\$), you may enter up to four to determine the sequence of the report.

**\*Report Selection Code** - See screen for the various sequence options. The sequence code entered determines the selection range From and To which can be entered on the screen. In the case of U and \$, you must enter M,Y,L, which is:

M=Month-to-date            Y=Year-to-date            L=Last year

This entry determines the field in the file to use to determine report sequence.

**\*From-To Range** - You are allowed to enter a From and optional To range for the report sequence code entered.

**\*Selection Parameters** - See screen for options. When set to 'Y', you get all SKU's that meet the specifications of the report sequence code, From-To range entered and meet 'Y' codes entered.

**PJL parameters that can be passed to this report are:**

File Name 1: Selection Parameters

1st position = perpetual items            Y/N  
2nd position = make/buy                    M,B,L,O  
3rd position = kits                         Y/N  
4th position = hazardous materials       Y/N  
5th position = ask lot/serial #            Y/N  
6th position = sell at net                 Y/N  
7th position = taxable                     Y/N  
8th position = type                         D,N,R,S,X

File Name 2: Selection Parameters (continued)

1st position = backorder                   Y/N  
2nd position = extend price override Y/N

1st 1-char alpha: A/B/C/G/I/L/M/S/T/U/V/W/\$ Report Sequence  
2nd 1-char alpha: Y/N                      Top/Bottom 100  
3rd 1-char alpha: Y/N                      Pause at Pgm End  
4th 1-char alpha: Y/N                      Zero suprs top/bot  
1st 4-byte integer: Company #



**Display Other Reports Menu - Daily Processing Menu Option 6**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05          PROMPT Inventory Control          #IN8MENU |
|                   Other Reports                    |
|                                                       |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 1--Print Products by Group/Class      6--Print Sub Assembly Production Cost |
| 2--Print Price/Cost - All Groups      7--Print Production Work File       |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 3--Print Price/Cost - Select Grp/Cls  8--Print Production History         |
| 4--Print Price List-All Groups        9--Print Customer Price Report     |
| 5--Print Price List-Select Grp/Cls  10--Print Select Cus/Pro Sales Analysis |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                   11 -- Set ABC Code for Available Products                |
|                   Enter Option (    )                                     |
|                                                       |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Accept Option                                                                    |
|                                                                                   F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of this menu is to print miscellaneous inventory reports. Each report is now explained:

**Option 1 - Print Products by Group/Class**

This report will print all products with a list price in sequence by SKU within group and class for the entire inventory master file, beginning on a new page for each group and class.

**Option 2 - Price/Cost-All Groups**

This is a report of all price levels and costs for each product with a list price in the master file.

**Option 3 - Price/Cost-Select Grp/Cls**

This report prints all price levels and costs for each product with a list price in the master file for the group class code you enter. Enter the group, class together such as 'FRUTAPPL', then press send. If you enter only the group, such as:  
'FRUT', you get all classes within this group.

Please observe that group is four characters so if you have a group code of RAW and class of METL, you would enter RAW METL which is RAW 'space' METL.

**Option 4 - Print Price List-All Groups**

This report prints all products with a list price by groups and classes in the inventory master file revealing the list price only.

**Option 5 - Print Price List-Select Grp/Cls**

This report prints products with a list price by group/class revealing the list price for the group and class you select. Enter the group, class together such as 'FRUTAPPL', then press send. If you enter only the group, such as 'FRUT', you get all classes within this group.

**Option 6 - Print Sub-Assembly Production Cost**

This report uses the sub-assembly file to report the last cost of each item in the sub-assembly, plus, the labor and overhead to total the production cost of all items in the sub-assembly file.

**Option 7 - Print Production Work File**

This report prints all finished goods quantities produced in the production work file.

**PJL parameters that can be passed to the report program #BINQRS are as follows: (see page 59)**

File Name 1: Group/Class (4 characters each)

1st 1-char alpha: 1-5	Report sequence
2nd 1-char alpha: A/B/N/Z	QOH selection
3rd 1-char alpha: Y/N	Pause at end of program
1st 4-byte integer: Company #	
2nd 4-byte integer: Warehouse	

**Print Production History - Other Reports Menu Option 8**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05 13:20:02          PROMPT Inventory Control          #BINMRS0 |
|                               Production Report Selection      |
|                                                                    |
| Time Parameters - No entry means entire file.                 |
|   Begin date.....: (01/01/05)                               +
|   End date.....: (01/01/05) (Blank=Begin Date)              |
|                                                                    |
| Report Type - No entry defaults to 'D'.                       |
|   D=Detail, S1, S2=Summary...: ( D )                          |
|                                                                    +
| Selection Parameters - No entry means all in that category.   |
|   Company Number.....: ( )                                    |
|   Warehouse.....: ( )                                        |
|   Location.....: ( )                                        |
|   Group.....: ( )                                          +
|   Class.....: ( )                                          |
|   SKU.....: ( )                                            |
|   Lot/Serial.....: ( )                                      |
|   Job Number.....: ( )                                      |
|                                                                    +
| F0=Edit Entries          F1=          F2=          F3=          |
| F4=          F5=          F6=          F7=End Program      |
+-----+-----+-----+-----+-----+-----+-----+-----+

```

The selection of option 8 on the daily processing menu will cause the above screen to appear. The purpose of this menu option 8 is to print a production report for the time period identified.

There are three report formats - Detail, Summary 1, and Summary 2.

The selection parameters are for use in selection of only certain data. For example, you could print all production of a specific lot number during a specific time period.

Using this option, you can print the production report for a day, week, month, year or any time using a begin and end date.



2. The date entry also determines the report format. To understand the eligible formats, we illustrate below an example of the "fixed" portion of a detail line on the report:

SKU	Pkg	Unit	Description	Price
=====	===	====	=====	=====
364	1	Box	Chocolate Mousse	16.122

To the right of this date, there is a "flexible" portion of each detail line. Each of four possible formats is shown below as FA-FD.

FA: Days of the week column  
 Mon Tue Wed Thu Fri Sat Sun  
 ===  
 ( ) ( ) ( ) ( ) ( ) ( ) ( )

FB: Anything you want to set up in lieu of using days of the week.

FC: EFFECTIVE followed by blanks  
 =====

FD: EFFECTIVE followed by anything you want in lieu of blanks.  
 =====

3. We now explain how to use date entry to get each format, then we will explain how to alter the formats.

a) Format FA and FB are accomplished by entry of A START DATE ONLY.

In other words, do not enter an end date. The default date is always the next Monday, but you can change it to any start date you desire. If you are using Format FA, the days of the week will change to agree with the start date entered. For example, if you enter a date that is Wednesday, the headings will be Wed-Tue instead of Mon-Sun.

b) Format FC - FD are accomplished by entry of BOTH A START DATE AND END DATE. In this event, you also will be determining how a line in the report heading is formatted. This line will be either:

Format 'HB':  
 Price List EFFECTIVE MM/DD/YY  
 or Format 'HBE':  
 Price List EFFECTIVE MM/DD/YY to MM/DD/YY

Heading date Format 'HB' automatically goes with FA and FB discussed previously, however, you can use FC or FD with date format 'HB' by simply entering the start date and end date as the same date.

Heading date Format 'HBE' will apply to all cases when there is a begin date and end date entered, and the end date is different from the begin date.

## 4. How to Alter the Flexible Part of the Print Line

Go to the accounts receivable system and select menu option 4-- Display Maintenance Menu, then select option 12--Statement message. Enter or maintain the record with salesperson number of -1, code of P with zero customer number.

There are three lines, each of which are used over to the vertical bar on the screen as follows:

First line - Heading Line 1  
 Second line - Heading Line 2  
 Third line - Detail Line

For example, the first line could be like this:

ENTER DESIRED QUANTITY AND SHIP DATE

The second line, for example, could be all equal signs.

=====

The third line could be like this example:

QUANTITY (            )      SHIP DATE (            )

Remember, the entire flexible portion of the report could be blank space. To accomplish this, simply enter the record with the -1, P and O with nothing in the three lines.

SPECIAL NOTE: THE FORMAT FA PREVIOUSLY DISCUSSED IS EMBEDDED IN THE PROGRAM BECAUSE THE DAYS OF THE WEEK ARE DEPENDENT UPON THE DATE ENTERED. THIS FORMAT WILL ONLY PRINT IF THERE IS NO -1, P, OR O RECORD IN THE STATEMENT MESSAGE FILE.

**\*Customer Number and Related Fields**

From Status Code to Next Follow Up Date

This portion of the screen is used to select WHICH CUSTOMERS WILL GET A PRICE LIST, except for the special case of "Print Specially Priced Customers and Products Only?" which is explained later. The best way to explain is with some examples.

- a) Print for one customer. Enter the customer number and press send.
- b) Print a range of customers by number. Enter the beginning customer number under 'Begin' and the ending customer number under 'End'.  
If you entered customer number 10 as begin and 40 as end and your customer file had customer numbers 10, 20, 30, and 40, you would get four reports, one for each of the four customers.
- c) What if you want a price list for all customers assigned to salesperson 10? Enter salesperson 10 and press send. Every customer coded with salesperson 10 will get a price list printed.
- d) What if you want a price list for territory 1 in Kentucky for the retail industry with a follow up date in March, 1993? You would enter the territory number of '1', the state of 'KY', and the code for retail which could be 'RETL' with a beginning follow up date of 03/01/93 and end follow up date of 03/31/93.
- e) This should give you the picture. All entries are 'and' conditions and each condition must be met to get a report printed.

**\*SKU Number and Related Fields of Group, Class and ABC Code**

This portion of the screen is used to select WHAT PRODUCTS APPEAR ON THE PRICE LIST, except for the special case of "Print Specially Priced Customers and Products Only?" which is explained later.

Select printing of SKU's is also explained by examples, except for ABC Code which has some very specific meanings:

- a) Print from SKU 1000 to 9000. Enter SKU number begin as '1000' and end as '9000'.
- b) Print the inventory group of 'TIRE'. Enter group as 'TIRE'.
- c) If you want the class of 'WHWL' (whitewall) within the group of 'TIRE', enter the group of TIRE and class of WHWL.
- d) ABC Code - There are some reserved codes specifically for use with this report.
  - 1) Note that no entry here means print all SKU's. THE ONLY THING THAT WILL PREVENT A RECORD FROM PRINTING IS IF THE PRICE FOR THE SKU FOR THIS CUSTOMER IS ZERO.
  - 2) ABC Code in product file is 'N'. The heading in the price report states that 'N' indicates new item. In order to get the 'N' to print beside the price, you must have ABC Code of 'N'.
  - 3) ABC Code in product file is 'P'. The heading in the price report states that 'P' indicates promotional item. In order to get the 'P' to print beside the price, you must have ABC Code of 'P'.

- 4) A tip to clear codes of 'N' or 'P' from the product file rather than change them one at a time. Use the PROMPT Database option FG as follows:

```
SDNAME (INPROFLE)
Flag Field ( 40 )
Flag Value (    ) blank
Conditional Field ( 40 )
Conditional Value ( = )
Conditional Value ( N )
```

The above example will remove all ABC Codes of 'N' and replace them with codes of blank.

If you wanted to blank all 'P' (promotional) codes, use the conditional value of 'P' instead of 'N' shown above.

- 5) You can use any 'ABC' Code of A-Z in selective printing of items on the price report. It is suggested to use letters before 'P' for printing and letters after 'P' for not printing.

**\*Print Specially Priced Customers and Products Only?**

Eligible entries are blank and 'Y' with blank being the default. Entry of 'Y' means only records in the special customer pricing file will be used to determine what products to print. However, the customer selection and SKU selection previously discussed can be used to filter out records in the special customer pricing file that you do not wish to print.

For example, assume you want to print for customer 770 all of his special prices (records in the special customer price file as entered from the inventory maintenance menu, option 13). Simply enter customer number begin as 770 and enter 'Y' for Print Specially Priced Customers and Products Only?.

**\*UNITS:**( ) R:Regular, A:Alternate Only, B:Both  
Eligible entries are clearly explained.

For example, assume the primary unit of measure for a product is a box that normally sells for \$12. However, the product can be sold under the alternate unit of measure of each for \$1.25.

If 'B' is used, the box and price of \$12 will show on the first print line for this product and the each and price of \$1.25 will show on the second print line for this product.

If a 'R' is used, the second line for this product will not print at all, and if 'A' is used, the second line only will print.

**\*Prt UPC?:** ( ) - Entry of a 'Y' will cause the "flexible" portion of the detail line to be used only to print the UPC code in the Product Master File Alternate # field. Entry of 'N' prints the "flexible" portion as explained on page 65.

**\*Show Price Chgs:** ( ) - Entry of a 'Y' prints price changes with a + or - based on the change in price in the Product Master File and Price Change File for the effective date of the price report. Entry of an 'O' prints ONLY price changes. Entry of an 'N' prevents printing of the price change indicator (+ or -).

**\*Print an Index?:** ( ) - Entry of a 'Y' will cause an index (or table of contents) to print in addition to the price report.

**\*Print SRP or PC?:**( ) - Entry of a 'Y' will cause the suggested retail price to print on the report. Entry of a 'P' causes "Portion Cost" (Cost / Pack qty) to print instead of SRP. Entry of 'N' prevents print of both.

**\*Variable Message in Report Header**

Up to three line messages can be printed on each customer specific price list. The message can be customer specific, or one message can be used for all customers, or it can be customer and salesperson specific. The program decides which message to print using this hierarchy.

Customer number and salesperson number

Customer number and zero (any for this customer)

Zero and salesperson number (any for this salesperson)

Zero and zero (universal message)

To enter a message, go to the accounts receivable system and select menu option 4--Display Maintenance Menu, then select option 12--Forms Message. Enter or maintain a message using the right side of the screen with a code of 'P' and the customer and salesperson number desired as explained above. The full 76 characters for all three lines are available to use for the message.

**Print Select Cus/Pro Sales Analysis - Other Reports - Option 10**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05                PROMPT Inventory Control                #BINCP50 |
|                          Select Item Sales Analysis Report      |
|                                                                    |
|                          Selection Parameters:                    |
| Selection Category      Rpt Seq No.  Begin (blank=ALL)  End (optional) |
| =====                =====                =====                ===== |
| Company Number.....:    1          ( 1 )              |
| GL Year (YY).....:      2          ( 04 )              |
| Salesperson Number...:  3          (   )              |
| Territory Number.....:  4          (   )              |
+ Customer Number.....:  5          (   )              +
| SKU Number.....:        6          (   )              |
| Lot/Serial Number....:  7          (   )              |
| Group.....:            8          (   )              |
| Class.....:            9          (   )              |
+ Report Sequence No...: (5) (6) ( ) ( ) ( ) ( ) ( ) ( ) ( ) +
|                                                                    |
|                                                                    |
|                                                                    |
|                                                                    |
| F0=Start Record Select F1=                F2=                F3=                |
+ F4=                F5=                F6=                F7=Exit Screen +
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of this menu option is to generate an item sales analysis report by customer. Another version of this type of reporting is available in O/P menu option 5, and the data gathering for this report is generally turned off in favor of using the OP report.

The existence of, and format of an item sales analysis record is dependent upon the answer to questions in the inventory company file. The question that determines if you collect sales analysis data is: "Collect Item Sales Analysis Data? Y/N". This question is followed by summarization detail questions for: salesperson, customer, SKU and lot/serial #.

If the answer to the first question is 'Y', and the other four questions are answered with a 'D', you have detail sales analysis records.

When you have detail sales analysis records, there is one for each year, each salesperson, customer, SKU and lot/serial #.

Each screen field that can be entered is now explained.

**\*Company Number** - Enter the inventory company number under the "Begin" column for the desired report. Company 1 is the default.

**\*G/L Year** - The current year will default. Remember, there is one record for each general ledger year, thus, you can print one year or a range of years, such as enter 95 as the begin year and 96 as the end year which would print 1995-1996.

**\*Salesperson Number** - Leave blank for "All" salespersons, or enter the desired salesperson under "begin" for one salesperson, or for a range of salespersons you might enter 1 under "begin" and 10 under "end" for salespersons 1-10.

**\*Territory, Customer Number, SKU Number, Lot/Serial Number, Group and Class** - all work exactly the same as salesperson. You can select a specific one, a range or all. REMEMBER, WHAT YOU GET IS BASED ON HOW YOU ELECTED TO SUMMARIZE IN THE INVENTORY COMPANY FILE.

The report sequence number is used to determine the sequence of the report. If you want it in customer sequence, the SKU within customer, you would make the entries as shown above on the screen.

The report that appears is prepared with a report writer and reveals months of the year, salesperson and customer, with units sold. Additional information you could add to this report are dollars and cost, if desired.

**Set ABC Code for Available Products - Other Reports - Option 11**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05                PROMPT Inventory Control                #BINABC |
|                          Set ABC Code for Available Products    #BINABC0 |
|                                                                    |
| Company Number:  ( 1 )                                         |
+                                                                    |
| Group:  ( EQUIP ) Class ( SUPP ) Optional, blank means all    |
|                                                                    |
| New ABC Code:  ( E )                                           |
+                                                                    |
|                                                                    |
| This program will process the inventory master file and       |
| examine the products indicated above to determine if they     |
| have an available quantity, meaning either on hand or on     |
+| order.  If there is an available quantity the ABC code      +|
| will be set to the new ABC code entered above.                |
|                                                                    |
|                                                                    |
+|                                                                    +|
| F0=Begin Processing F1=                                         F2=         F3=         |
| F4=                   F5=                                         F6=         F7=Exit Program |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

This program can be used in connection with menu option 9 to print a customer price report. Should you desire to print a price report of only products available for sale (either on hand or on order), you could run this program to set a specific ABC code (for example E), then when you use option 9 to print the price list you would print only ABC codes of 'E'.



**Option 0 - Create Invoices for I/C Receipts**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05                PROMPT Accounts Payable                #BAPTRS0 +
+                          Create Invoice Batch Records From PO's  +
+
+      Processing PO#
+          Invoice#
+
+      This program creates A/P invoices from P/O headers
+      if the invoice number is entered during inventory
+      receiving.  These invoices are placed into the EDI
+      batch file for print and/or review prior to update
+      into the A/P system.
+
+      This program should be run after each inventory
+      receiving session, however, you do not have to
+      update into A/P after each inventory session.
+
+      Press F0 to begin generating invoice batch records.
+      If you do not wish to execute this procedure, press F7.
+
+
+      F0=Accept Screen      F1=                F2=                F3=
+      F4=                F5=                F6=                F7=Exit screen
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of this program is explained on the above program screen.

You can use menu option 1 to scroll the invoices placed in the EDI batch file by this program, menu option 2 to print a report of all records in the batch file and menu option 3 to update these invoices into the A/P system.

**Option 1 - Enter, Maintain EDI data**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05                PROMPT Accounts Payable                #BAPINV  +
|                          EDI-Batch Invoice Maintenance        #BAPINV0 |
| A/P Company#: ( 1 )    Batch#.: (      )                    |
| Vendor Company#: ( 1 ) Vendor#: ( 100 )                    |
| - INVOICE DATA:-----+                                     |
+ Invoice Number.: ( 56789      ) PI: (      )!                 |
| Invoice Date...: ( 01/01/05 ) Grp:( 1 )    +---+- ENTRY DATA: -----+
| Terms Code.....: ( 30 ) Due Date:( 01/31/05 )! Session Date: (      ) |
| Description....: ( PO# 80      )          ! System Date.: (      ) |
| Purchase Order#: ( 80 ) 1099 Code: (      ) ! Current Age Bucket.: (      ) |
+ Invoice Amount.....: (      1724.80 ) !                         +
| Freight Amount.....: (      72.00 ) + - LOST DISCOUNT:-----|
| Exclude from discount.....: (      72.00 ) ! Amount.: (      ) |
| Discount%:(      ) Amount: (      ) ! Override Lost Disc?: (      ) |
| Debit Memo Amount.....: (      ) !                         |
+ Credit Memo Amount.....: (      ) !- LAST CHECK DATA: -----+
| Paid to Date Amount.....: (      ) ! Bank#....: (      ) |
| Balance Due.....:      1724.00 ! Check#....: (      ) |
| 1st G/L Account.....: ( 421      ) ! Date.....: (      ) |
| 1st Job Number.....: (      ) ! Amount...: (      ) |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|
|F0=Add Record      F1=Clear Screen    F2=Scroll Reverse      F3=Scroll Forward|
|F4=Maintain Record F5=Delete Record   F6=Inquire           F7=Exit Screen  |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

This program is for view of invoices resulting from execution of option 1.

**Option 2 - Print EDI Batch Data**

Select this option to print invoices setting in the batch file awaiting update into the A/P system.

**Option 3 - EDI - Batch invoice Update**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05          PROMPT Accounts Payable          #BAPBTU0 |
|                   EDI - Batch Invoice Update      |
|                   *** WARNING ***                 |
|                   This procedure should only be executed when you desire to |
|                   update the Accounts Payable System with invoices that     |
|                   were entered or EDI transmitted using the EDI-Batch Maintenance |
|                   menu option.                                               |
|                   If you do not wish to execute this procedure, press F7.    |
|                   Company to Update:   (   ) (Leave blank to update all companies) |
|                   Default session Date: ( 01/01/05 )                          |
|                   Processing Vendor#                                         |
|                   Invoice#                                                    |
|                   F0=Accept Screen      F1=          F2=          F3=          |
|                   F4=                   F5=          F6=          F7=Exit screen |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

This menu option is for the purpose of updating records in the batch invoice file into the A/P system just as if they had been individually entered into A/P.

**Purchasing - Inventory Master Menu Option 2**

```

+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05          PROMPT Inventory Control          #PJLCP:: +
|                                     Purchasing Menu          #IN2MENU |
|
| 1 -- Generate Recommended Order(s)      8 -- Create Price Changes From PO's |
|
+ 2 -- Print Recommended Order(s)          9 -- Inquire Unit Sales History |
|
| 3 -- Prepare/Print Purchase Orders      10 -- Print Unit Sales History |
|
| 4 -- Purge Selective Purchase Orders    11 -- Maintain Terminal Controls |
+
| 5 -- Set Reorder point and EOQ          12 -- Maintain Session Controls |
|
| 6 -- Batch Change/Print Pur Orders      13 -- Maintain Forms Control |
+
| 7 -- Print Open Purchase Orders
|
|                                     Enter Option (      ) |
|
+
| F0=Accept Option
|
|                                     F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of this menu is to process purchase orders for the inventory system.

The purchasing subsystem was rewritten in 2002 and the entry and edit of a purchase order in the new purchasing system was written from the order processing program to make it as much like OP as possible.

All receiving is subsequently done using the daily functions menu.

Each menu selection is explained on the following pages.

Generate Recommended Purchase Order - Purchasing - Sub Menu Option 1

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05          PROMPT Inventory Control          #BINGRO  +
|                                     Generate Recommended Purchase Order                                     |
|                                                                              |
| Co,No,:( 1 ) PO Whse No:( 1 ) ( MIN ):Order Methods Code-Use F1 for help|
| Optional Entries to narrow the ORP - Reorder using Order point and EOQ |
+ selection-applies to all Methods MIN - Reorder based on minimum stock lvl |
| Vendor..:( 100 ) Buyer: ( ) MAX - Reorder based on maximum stock lvl |
| Grp:( EQUIP )Cls( )Cycle( ) SLS - Reorder only from sales order file |
|                                                                              |
|+---- Complete this section only if the order method is SLS -----|
+ Select: B=Backorders,R=Replacement:( )Include H=Held, C=Closed, B=Both( )+
| Enter dare(s) Beginning order date:( ) Ending order Date:( )|
| or number(s) Beginning order no..:( ) Ending order no..:( )|
| Summarize by SKU number and do not pick up the sales order number...Y/N( )|
| Whse# for Sales Order File:( 0 )0=All |Percent for Avail Stock offset( )|
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| Include % ( ) - do not enter include % for method SLS - |
| If you desire that recommended orders include SKU's that are |
| within X % of their reorder point, enter the desired percentage. |
| Note: 0% will generate orders only for those SKU's which have reached |
+ their reorder point, while 100 % will generate orders for all SKU's. +
|                                                                              |
|F0=Begin Generation F1=Help for Ord Methods F2=          F3=          |
|F4=          F5=          F6=          F7=Exit Program |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Screen #BINGRO) is for the purpose of generation of a recommended order by evaluation of the on hand available and on order available balances verses the order method indicated by the user. This menu selection generates "Quote" or temporary PO's that can be viewed on screen or by print, edited and turned into an actual PO or killed.

**Each field of information to be entered is now explained:**

**\*Co.No.:** ( ) A valid company number containing the inventory company file is required.

**\*PO Whse No:** ( ) Enter the warehouse number to be used in the PO creation.

**\*Order Method** - There are four valid order methods as explained on the screen. One of these must be entered. Each is briefly explained below:

**ORP** - Reorder Using Order Point and Economic Order Quantity  
 This method assumes the reorder point has been set by file maintenance, or computed by a program that evaluates sales history, and that the economic order quantity has been set by file maintenance, or computed by a program based on a user defined algorithm. This method generates a recommended order when the available quantity, (quantity on hand less quantity allocated, plus, quantity on order less quantity on order allocated) is at or below the reorder point, and the reorder quantity is the economic order quantity.

**MIN** - Reorder Based on Minimum Stock Level

This method will generate a recommended order for the positive Difference between the minimum stock level and the available quantity (quantity on hand less quantity allocated, plus, quantity on order less quantity on order allocated).

**MAX** - Reorder Based on Maximum Stock Level

This method will generate a recommended order for the positive difference between the maximum stock level and the available quantity (quantity on hand less quantity allocated, plus, quantity on order less quantity on order allocated).

**SLS** - This section is only for use in scanning sales orders to either select for purchase all 'B' backorders or 'R' replacements, and you further identify if the selection includes held, closed, or both. Finally, you then provide the selection information, either order number or date. If you are using the "SLS" method to replenish sales, as opposed to using the sales order lines to become purchase order lines, you should answer the "summarize" question as 'Y'.

The whse# for the Sales Order File means the warehouse you want to scan for sales activity. This does not have to be the same as the PO Whse no.

The Percentage for Avail Stock Offset means that you can elect to have the amount of unit sales counted from the scan reduced by the on hand available stock using 100% as a full offset, 0 as no offset or any number in between for partial.

**\*INCLUDE PERCENT** - Include SKU's within ( )% of their reorder point (100%=ALL SKU's). If you desire that recommended purchase order lines are within 10% of their reorder point, enter ( 10 ) as the percentage. Any percentage can be entered from 0 to 100 where 0=nothing is generated except where the reorder point is reached and 100 means all SKU's will be placed in the recommended order file that have a reorder quantity that is not zero.

The remaining fields are not required entries. If no entries are made a recommended order will be generated for the entire product master file.

**\*VENDOR** - Enter a vendor number if you desire to qualify the recommended order to a specific vendor number. This field can be entered in connection with a group or class, if desired.

**\*BUYER** - Enter a buyer number if you desire to qualify the recommended order to a specific buyer number. This field can be entered in connection with a specific group, class or vendor, if desired.

**\*GROUP** - Enter a group code only if you desire to qualify the recommended order to a specific group code. A group code can be entered in connection with a vendor number.

**\*CLASS** - Enter a class code only if you desire to qualify the recommended order to a specific class code. A class code can be entered in connection with a vendor number. When a class code is entered the associated group code must also be entered.

The function keys are now explained.

**F0=BEGIN GENERATION (send/enter key)**

Press this key to start the process of generation of records into the purchase order work file (POLINFLE).

**F5=STOP GENERATION**

If you should desire to stop the generation process, press this key. The records generated to the purchase order work file after generation started and before stopped will remain in the file (POLINFLE).

**F7=EXIT PROGRAM**

This key is used to exit the program. Any information entered on the screen will be ignored unless the F0 key has been pressed, in which case, you cannot process this key until the recommended order generation is completed or stopped using the F5 key explained above.

**Print Recommended Order(s) - Purchasing - Sub Menu Option 2**

Selection of this option will cause a report to be printed based on the parameters entered on the screen as explained below.

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05          PROMPT Inventory Control          #BINPOS  +
|          Purchase Order File Report Selection          #BINPOS0 |
|
| Enter Datee Range OR Purchase Order Number Range, Or All  Quote Orders |
| Begin date..(          ) Begin PO No.(          ) Enter A for all |
+ End date...:(          ) End PO No.(          ) Quote Orders ( ) |
|
| Report Sequence ( 1 )( 2 )( ) ( ) ( ) Enter 1 or up to 6 codes |
| 1=PO No.          3=Vendor No.          5=Customer No. |
| 2=SKU No.          4=Sales order No. 6=Buyer No. |
+
| Sub total by...( 1 ) Enter one of the codes 1-6 from above or leave |
| blank for no subtotal. |
|
| Selection Parameters: Optional entries below will narrow the selection ||
+ Company Number.....( 1 ) +
| Vendor Number.....(          ) |
| SKU Number.....(          ) |
| Sales Order Number.....(          ) |
| Customer Number.....(          ) |
+ Buyer Number.....(          ) +
| Group and Class.....(          ) |
|
| F0=Start Record Select F1=          F2=          F3=          |
| F4=          F5=          F6=          F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Enter either a date range, or a PO number range, or A for all

Optionally you can enter one or more Selection parameters to narrow the range entered above.

After you press enter to start the process the selections will occur, then the report will print.

**Prepare/Print Purchase Orders - Sub menu Option 3**

```

+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05          PROMPT Business System          #SYSLOG +
| Co#: 1 Whse# 1  Purchase Order File Report Selection  #POPENT1 |
| MID-AMERICAN CONTROL CORP                               |
|
| +----- PURCHASE ORDERS -----+   +----- VENDOR -----+
+   0 = Order Search                4= Invoice Inquiry
|   1 = Order Detail Search          5 = Search
|   2 = Enter New Orders              6 = Notes
|   3 = Inquire/Maintain Orders      7 = Price File
|                                     8 = PO Address File
+
|
|           +----- INVENTORY -----+
|             9 = Search
|            10 = Notes
|            11 = Product Inquiry
+           12 = Location Inquiry
|           13 = Warehouse Inquiry
|           14 = Sales History
|
|           Option: ( 2 )
+
|
| F0=Accept Input      F1=          F2=          F3=
| F4=                  F5=          F6=          F7=Exit Screen
+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of the program is to edit a "quote" purchase order generated from menu option 1, turn a "quote" purchase order into an actual purchase order, or simply enter a purchase order.

Also, purchase orders previously issued can be viewed on screen and there are many other functions available as revealed by the 14 program options available in this program.

As previously explained, this program was written using the Sales Order Entry as a model and this documentation is written based on the Assumption that the user knows how to use the Sales Order Entry Program as explained in the PROMPT Business System Order Processing User's Manual.

**Program Options**

The Purchase Order Entry Program has the same options as Sales Order Entry such as:

- 0 = Order Search
- 1 = Order Detail Search
- 2 = Enter New Orders
- 3 = Inquire/Maintain Orders

Options 0 and 1 are almost identical to Sales Order Entry with some slight differences in the data displayed.

Options 2 and 3 likewise are similar to Sales Order Entry except where you enter a quantity to order, there is no shipped or backordered quantity.

The pricing for a simple SKU is last cost, but using inventory menu option IC 5, 19 you can set up vendor specific prices for a single SKU including quantity breaks.

Program Options 4 - 8 are:

- 4 = Vendor Invoice Inquiry
- 5 = Vendor Search
- 6 = Vendor Notes
- 7 = Vendor Price File
- 8 = Vendor PO Address file

Options 4 - 6 are like Sales Order Entry but in Sales Order Entry these options involve Accounts Receivable and in the Purchase order Entry these options involve Accounts Payable.

Option 7 is exactly the same as IC 5, 19 thereby allowing you to change vendor specific pricing without getting out of the Purchase Order Entry program.

Option 8 is the exactly the same as the Accounts Payable, Daily Functions option 4 - Purchase Order Address. The Purchase order Entry program obtains the vendor PO address from this Purchase Order Address file.

#### **Sales History Inquiry**

The sales history inquiry that was in the old purchase order entry program is now option 14 in the new PO program. You can also access this inquiry from the SKU line entry screen by entry of an H as the SKU number.

#### **Quotes, Open and Closed Purchase Orders**

The terminology is also similar to Sales Order Entry. A quote is a recommended purchase order and no stock has been placed on order while the order is a quote. An Open order is an actual purchase order with one or more lines on order, meaning the entire purchase order has not been received.

A closed purchase order is an order fully received, or some lines could have been adjusted to have no quantity remaining on order.

The Purchase Order Entry program does not "close" a purchase order. A purchase order is automatically closed by the receiving program (See IC, 1,1) when all stock on the order has been received.

#### **Special functions of \*KILL, \*MERGE and \*ORDER**

They work the same as in Sales Order Entry. \*ORDER is used to turn a "quote" PO into an "Open" PO meaning the stock is placed on order and the status of the purchase order is changed from "quote" to "order". If you use \*MERGE to copy an old PO and want the vendor prices (your cost) updated, use the global command PC=9 to refresh the prices. (Not applicable to non stock SKU's.).

#### **Entry of an order line**

A purchase order line can simply include only the quantity ordered, cost of the item and the extended amount, with of course the same approach used for non stock as sales order entry, meaning the use of lot/serial number as the real SKU number.

However, much more is available if turned on in the session control file, such as the ability to enter fob cost, line freight and even a market adjustment, to arrive at both a delivered cost and a loaded cost.

#### **Maintain a Purchase Order**

It works much like Sales Order Entry, you can add lines with insert or at the end of the PO, change order quantity or price (cost), delete a line or kill the PO if no lines have been received.

One significant difference between Sales and Purchase Order entry is Purchase Order line maintenance allows a change in the vendor number on a "quote" PO line. This means the Line is removed from the PO you are editing and placed on a "quote" PO of the vendor number changed to. If there is no "quote" PO for the vendor no. changed to, one is automatically created using the maintained PO line.

#### **Printing a purchase order**

Works like Sales Order entry. A comma on the entry screen can be used to print a PO. The settlement screen can also be used to print and it is possible, if desired, that the print from the settlement screen can be a different document format.

#### **Settlement screen of Purchasing Verses Sales**

The top part of the settlement screen is similar to sales order entry, but there is no payment section at the bottom and other differences are now explained.

**How the Ship to Window works**

The default ship to address shown in the ship to window will be the warehouse address based on the warehouse number used to create the PO.

If any shipping instructions appear they are coming from the vendor purchase order address file. There are no shipping instructions associated with a warehouse, they are associated with a vendor.

**Drop Ship Address from Sales Order Processing**

Assume a sales order has been entered into Sales Order Entry with a special ship to address (meaning the ship to address in in the "Shipping information" file of A/R). This address can be accessed from the Purchase order entry program to be used as the drop ship address. This is accomplished from the settlement screen in the ship to window by using F3 to scroll to the desired record in the shipping information file. When the record appears press enter and the ship to address of the customer, including any shipping instructions becomes the ship to information for the PO.

This shipping address and related instructions, if any, cannot be Changed in PO, only in OP.

Create your own shipping address and or shipping instructions

When you are in the ship to window you will always see some numbers and possibly a letter to the right of "Ship-To". For example if the default is shown and the warehouse number is 1, you will see 1 0 on the ship to line.

To create your own unique shipping address or instructions that relate only to the PO you are currently processing simply change the first number to -1. Then type over whatever you wish to change in the address or shipping instructions and press enter. If you desire to modify this later, do the same thing.

**Using Order Reference on the Settlement Screen**

There is a difference from Sales Order Entry in that Order Reference is in the same window as Ship Via, Ship Date, Freight and other charges. This means you use tab when in the window to get to Reference and only press enter after all data has been entered in this window.

**Closing a PO**

Purchase Order entry looks the same as sales order entry at the end of the settlement screen because we retained the "C" to close that is only for printing. The "C" has nothing to do with "closing" a PO, it simply prints, assuming a PO document is defined to print at close in the session control file.

**Purge Selective Purchase Order(s) - Purchasing - Sub Menu Option 4**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05          PROMPT Purchasing          #POPPRG +
|          Purchase Order Processing File Purge          #POPPRG0 |
| Company #:( 1 )          99 orders on file |
| Have Files Been Backed Up?:( ) |
| |
| Select Files to Purge:          Purge Parm: |
+-----+-----+-----+-----+-----+-----+
| Order Header & Detail?:( Y )  Orders Placed on or Before .....:( )|
|   --- OR ---          --- OR --- |
| Order Detail Only?.....:( )  Order Numbers Up to and Including:( )|
| |
+ Optional Controls: |
+-----+-----+-----+-----+-----+-----+
| Purge Closed Orders?.....: ( ) |
| Purge Quotes ONLY? (Recommended Purchase Orders): ( Y ),for Buyer( )0=all|
| |
+ |
| |
+ |
| |
| F0=Accept Input   F1=          F2=          F3= |
| F4=          F5=          F6=          F7=Exit/Cancel |
+-----+-----+-----+-----+-----+-----+

```

The selection of option 4 on the purchasing menu will cause the above screen to appear. The purpose of this option is to purge the purchase order file of "quotes" (recommended orders) that are not desired. The entries shown on the screen will purge recommended orders that are not converted to actual purchase orders.

This menu option can also be used to purge older closed purchase orders.

**Set Reorder Point and EOQ - Purchasing - Sub Menu Option 5**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05                PROMPT Inventory Control                #BINOQM0 |
|                          Product Order Quantity Maintenance    |
|                                                                    |
| Company Number.....: ( 1 )                                     |
|                                                                    |
| Scroll to previous (F2) or next (F3): Use (F6) for SKU        |
+ Group (HARD), Class (   ) or SKU (   )                        +
|                                                                    |
| SKU Number.....: (      2899      )                             |
| Reorder Point.....: (      5.00   )   ABC Code.....:          |
| Economic Order Quantity: (    10.00 )   Unit of Measure...:   |
+ Minimum Stock Level.....: (   )       Quantity Available:    +
| Maximum Stock Level.....: (   )       |
| Prime Vendor Number.....: (    100   ) |
| Buyer Number.....: (    10   )        |
|=====|
+ Reorder Point Calculation (Activate by pressing F1)           +
| (Optional) Group (   ) Class (   )                             |
| Calculate reorder point using sales history for calendar year: (   ) |
| Number of inventory turns to use in calculation.....: (   )      |
|                                                                    |
+                                                                    +
|                                                                    |
| F0=                      F1=Open Calc Window F2=Display Reverse F3=Display Forward |
| F4=Change Record F5=                      F6=Find SKU Number F7=Exit Screen      |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

The selection of option 5 on the purchasing menu will cause screen #BINOQM0 to appear.

This screen is for the purpose of maintenance of purchasing information in the product master file relating to purchasing for all warehouses. The screen is designed in a manner to allow scrolling through a product line and review and change the purchasing levels as desired.

Once adequate sales history has been collected, this program can be used to analyze the sales history and automatically set the reorder point and economic order quantity, or the minimum and maximum stock levels based on the formula defined two pages below.

Each field in the inventory product master file to be viewed or maintained is explained below.

**\*COMPANY NUMBER** - Enter the desired inventory company number. It cannot be changed in the file.

**\*SCROLL TO PREVIOUS F2 OR NEXT F3: USE (F6) FOR SKU** - Enter group and optional class to scroll using F2 or F3. Enter SKU and use F6 to go to a specific record.

**\*SKU NUMBER** - Display only; cannot be changed.

**\*REORDER POINT** - Available to view or change as desired.

**\*ABC CODE** - View Only

**\*ECONOMIC ORDER QUANTITY** - Available to view or change as desired.

**\*UNIT OF MEASURE** - View Only

**\*MINIMUM STOCK LEVEL** - Available to view or change as desired.

**\*QUANTITY AVAILABLE** - View Only

**\*MAXIMUM STOCK LEVEL** - Available to view or change as desired.

**\*PRIME VENDOR NUMBER** - Available to view or change as desired.

**\*BUYER NUMBER** - Available to view or change as desired.

**\*CALCULATE REORDER POINT USING SALES HISTORY FOR CALENDAR YEAR** - Enter the desired year to use in calculation, such as 95. See F1 below.

**\*NUMBER OF INVENTORY TURNS TO USE IN CALCULATION** - Enter the desired inventory turns to use in calculation. See F1 below.

**The function keys are now explained.**

**F1=OPEN CALC WINDOW**

Press this key to compute the economic order quantity and reorder point for all inventory items or a group/class of inventory items, based on the sales history of a specific calendar year, where you tell the system the number of turns to use in the calculation.

The formula for the calculation is as follows:

If YTD sales for the selected calendar year are = 1.

EOQ	=	1
Reorder Point	=	0
MIN	=	0
MAX	=	1

If YTD sales for the selected calendar year are greater than 1, but less than 5.

EOQ = 2  
Reorder Point = 1  
MIN = 1  
MAX = 2

If YTD sales for the selected calendar year are greater than 4, but less than 11.

EOQ = 5  
Reorder Point = 2  
MIN = 2  
MAX = 5

If YTD sales for the selected calendar year are greater than 10.

EOQ = Unit sales divided by number of turns specified  
Reorder Point = EOQ divided by 3  
MIN = EOQ divided by 2  
MAX = EOQ multiplied by 1.5

These calculations are rounded up to the next whole number of units.

**F2=DISPLAY REVERSE**

Press this key to go to the previous record in the file, as qualified by the fields entered on the screen.

**F3=DISPLAY FORWARD**

Press this key to go to the next record in the file, as qualified by the fields entered on the screen.

**F4=CHANGE RECORD**

Press this key when the data for a record has been changed and you are ready to update the record in the product master file.

**F6=FIND SKU NUMBER**

Press this key to locate the SKU number entered.

**F7=EXIT SCREEN**

Press this key to exit the program.

**Batch Change/Print Purchase Orders - Sub Menu Option 6**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05                                PROMPT Purchasing System                #POPOPN +
| Company Number: ( 1 )                    Batch Process Change/Print            #POPOPNO |
| Process Code..: ( P ) C=Change Quote to Order, P=Print PO's, B=Both           |
|   Select By:      From:      To:                99 Orders on file           |
|   =====      =====      =====      Session Date: ( 01/01/05 )       |
| Order Date...: ( 01/01/05 ) (          ) Session date used for PO           |
+ Vendor Number: (          ) (          ) Date if chng Quo to Ord             +
| Order Number.: (          ) (          )                                     |
| Ship Date....: (          ) (          ) Opt. Ship Via:(          )           |
| Order Source.: (          ) (          )                                     |
| Opt. Ship Status: Not Shipped:( ) Pending:( ) Shipped..:(          )       |
+   Order Types: Normal.....:( ) Quote..:( ) Recurring:(          )         +
|   Order Status:Held.....:( ) Closed..:( ) Buyer.....:(          )         |
| Print:      R/W/A      Printer:                                             |
| =====      =====      =====                                         |
| Invoices.....: (          ) ( $SYSPRTR )                                     |
+ Receipts.....: (          ) (          )                                     +
| Work orders....: (          ) (          )                                     |
| Pack Slips.....: (          ) (          )                                     |
| Shipping Labels: (          ) (          )                                     |
| Extra Std Forms: (          ) ( $SYSPRTR )                                     |
+
|
| F0=Accept Input   F1=          F2=          F3=          |
| F4=              F5=          F6=          F7=Exit      |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of this menu selection is to batch print purchase orders.

You have the option to print only, close only, or both print and close. The default printer name is displayed and can be changed to any valid printer. The default document code is displayed and can likewise be changed to a valid document specified in the forms file.

**Sub Menu Option 7 - Print Open Purchase Orders**

This report will print a line for each open purchase order record showing open items on the purchase order.

The screen that appears is the same as the one in option 2 but is set to only print open purchase orders. Optional selection parameters are available as shown on the program screen on page 80.

However, this menu option offers F2 that will toggle between open purchase orders, or you can use this menu option for selective report analysis on closed purchase orders.

**Sub Menu Option 8 - Create Price changes from PO's**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05          PROMPT Purchase Order Processing          #BPODRS +
|          Generate Price Change Records From Purchase Orders          #BPODRS0 |
|
| Date Parameters.....( 0 )          O = Order Date, S=Ship date |
| No entry below means all, otherwise you get records only for the entry |
| A=ABC Code.....:( )          B=Buyer No.....:( ) |
+ C=Sales Ord Cust No..:( )          L=Lot Serial No:( ) +
| P=Purchase Order No..:( )          S=SKU Number...:( ) |
|          V=Vendor Number:( )          ) |
|
| Include Selection Parameters: |
+ Include Company Number.: ( 1 ) Required +
| Include Warehouse No...: ( 0 ) Blank=All |
| Include Open Orders....: ( ) Y/N |
| Include Quotes.....: ( ) Y/N |
| Include Closed.....: ( ) Y/N |
+
| Price Change Effective Date...:( 01/07/05 ) Delivered Price Level:( 2 ) 0-8|
|
|
+
| F0=Start Record Select F1=          F2=          F3= |
| F4=          F5=          F6=          F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

This menu option is for businesses that prepare PO's on a weekly cycle and update their pricing to customers on the same cycle. Using this menu option and cost changes to a vendor are used to create a price change record for updating in menu option IC 5, 8.

**Inquire Unit Sales History - Sub Menu Option 9**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05          PROMPT Inventory Control          #BINHST |
|                   Item Sales History File Maintenance  #BINHST0 |
|
| Company#.....:( 1 )
| SKU#.....:( 2842 )
| Year Beginning:(2004)
+ Last Updated...:(12/31/04)
|
|                   Monthly Unit Sales
|                   -----
|                   1 Jan:(    120    )
|                   2 Feb:(     65    )
+                   3 Mar:(     90    )
|                   4 Apr:(     75    )
|                   5 May:(     82    )
|                   6 Jun:(    115    )
|                   7 Jul:(    120    )
+                   8 Aug:(    198    )
|                   9 Sep:(    206    )
|                   10 Oct:(     42    )
|                   11 Nov:(     37    )
|                   12 Dec:(     20    )
+
|
| F0=                F1=Clear Screen   F2=Scroll Reverse   F3=Scroll Forward
| F4=                F5=                F6=Inquire         F7=Exit Screen
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Selection of option 9 will cause this screen to appear. The purpose of the program is inquiry only on the unit sales history.

Each field to be entered is now explained.

**\*Company #** - Enter a valid company number.

**\*SKU #** - Enter the SKU number to be viewed.

**Print Unit Sales History - Menu Option 10**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05                PROMPT Inventory Control                #BINHAR0 |
|                          Unit History Analysis Report          Printer: |
|                                                                    |
|                          Page                Selection Parameters: |
| Selection Category      Break?  Total?  Begin (blank=ALL)  End (optional) |
| =====                =====  =====  =====                ===== |
+ Company Number....:      Y        Y        ( 1 )            ( )          +
| Start Date (MM/YY):                (12/04)                    |
| Optional:                                                                    |
| Group.....:      ( )  (Y)  ( )            ( )          |
| Class.....:      ( )  ( )  ( )            ( )          |
+ SKU Number.....:                ( )            ( )          +
|                                                                    |
|                          Enter Option ( )                               |
|                                                                    |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Begin Printing      F1=Align Forms      F2=                F3=                |
| F4=                    F5=                F6=                F7=Exit Screen      |
+-----+-----+-----+-----+-----+-----+-----+-----+

```

Selection of option 10 will cause this screen to appear. The purpose of the program is to print unit sales history. If you want a report to show who bought these products, refer to the O/P Manual Menu option 5 Sales Analysis.

Each screen field to be entered is now explained.

**\*Company #** - Enter the desired inventory company number.

**\*Start date** - The date to appear will be one year prior to the system date.

The report will always print one year on one line. The left most column on the report will be the month and year you entered. If you enter January, the report headings will be Jan-Dec across the page from left to right.

If you enter June, the headings will be June-May across the page from left to right.

**\*Optional** - Entry of any of the optional data narrows the print selection to include only the data given.

**Maintain Terminal Controls - Sub Menu Option 11**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05                PROMPT Order Processing                #POPTID  +
|                          Terminal Identification File Maintenance  #POPTID0 |
|                                                                    |
| Terminal Name.....: ( $SYSGLOGA ) Description: ( John's Terminal ) |
| Default Company#.....: ( 1 )      Mid-American Control Corp.      |
+ Default Control Code..: ( 1 )      Start Up Record - no line frt    +
| Default Buyer Number..: (      ) |
| Show Under Freight & Min: ( Y ) |
| Not Currently Used ..: (      ) |
| Not Currently Used ..: (      ) |
+ Not Currently Used ..: (      ) |
+-----OPTIONAL OVERRIDES OF SESSION-CONTROL DATA FOR THIS TERMINAL-----+
|| ITEM          DEFAULT      OVERRIDE | PRINTER          DEFAULT      OVERRIDE ||
|| =====      =====      ===== | =====      =====      ===== ||
|| Timeout (secs)  300          (      ) | Invoice           $SYSPRTR         (      ) ||
+|| Not in Use      (      ) | Receipt          (      ) |
|| Warehouse#      (      ) | Work-Order       (      ) |
|| 1st SKU          (      ) | Pack Slip        (      ) |
|| Auto Help?      (      ) | Ship Labels      (      ) |
|| Prevent Order Completion? N (      ) | Extra           $SYSPRTR         (      ) |
+||                | User-Defined    (      ) |
||                |                |
| F0=Add Record    F1=Clear Screen    F2=Scroll Reverse  F3=Scroll Forward |
| F4=Maintain Record F5=Delete Record  F6=Inquire        F7=                |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Selection of menu option 6 will cause the above screen to appear. The purpose of the program is to define a terminal for use by the PROMPT Purchase Order Processing program.

The definition of a terminal will permit certain defaults to occur when entering or editing a purchase order such as company, buyer, and override of document printing printers.

A terminal identification file record is required in addition to a session control file record in order to operate the PROMPT Purchase Order program.

**Each field of information to be entered is now explained:**

**\*Terminal Name** - Enter the terminal name for use by this order processing operator. The only requirement for this eight character code is that it be unique to any other terminal name. This is a required entry.

**\*Description** - Enter a description for ease of identification of the terminal ID record.

**\*Default Company #** - Enter the inventory company number for use by PROMPT Purchase Order Program. This is a required entry.

**\*Default Control Code** - Enter the three character control codes to be used, along with the above company number, to identify the PROMPT Purchase Order Processing session control record. This is a required entry and must match a record in the session control file.

**\*Default Buyer #** - This is an optional entry where you desire a specific buyer number to default into each purchase order created using this terminal.

**\*Show Under Freight & Min?** - Enter 'Y' to configure a terminal to display reveal that a purchase order is under minimum order amount and minimum amount for free freight.

**\*Timeout (secs)** - The PROMPT Purchase Order Processing screens are designed with timeout features which means if left sitting idle for the number of seconds shown, the screen will go back to the previous screen. This security feature can be controlled by entry of the number of seconds permitted to remain idle before timeout. An entry here overrides the entry from the order processing session control file for this terminal. (This feature is currently disabled and not available).

**\*Warehouse #** - This is an optional entry where you desire a default warehouse number different from the one in the session control file for a specific terminal.

**\*1st SKU** - The first SKU number entered in the session control file can be overridden by an entry here.

**\*Auto Help?** - Entry of a 'Y' will turn on help messages for this terminal. No entry, or entry of 'N', will turn help messages off.

**\*Prevent Order Completion?** - The session control file provides for setting a control to prevent order completion. This feature can be overridden in the terminal control file. A 'Y' means an order cannot be completed using this terminal, a blank or 'N' means it can be completed using this terminal.

**\*Printer Names** - If you desire to override the default printer name for use by order processing for any of the forms produced, enter the desired printer name. An entry here overrides the entry from the purchase order processing session control file for this terminal.

**Maintain Session Controls - Sub Menu Option 12**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05                PROMPT Order Processing                #POPSCC  +
| Company #:( 1 )Purchase Order Processing Control File Maintenance #POPSCC0 |
|
| Control Code: ( 1 ) Description: (Start Up Record - No line frt ) |
| Not in use..: ( Y ) Updt Inventory?:( Y ) Authorization Cd: ( OK ) |
+ Add Vendors On Line?:( Y ) Not In Use( ) Override Order Type:( ) +
| Default Warehouse#...: ( 1 ) 1st SKU: ( ) Auto-Help?: ( ) |
| Not in Use....: ( ) Terminal Timeout: ( ) seconds Hi-Speed:( ) |
|+---FORM-----+---at HOLD--at STL?--RWA--PRINTER---ALLOW OVERRIDES-----+
||Invoice.....: (Y) (Y) (R) ($SYSPRTR)| Terms.....: ( Y )||
+|Receipt.....: ( ) ( ) ( ) ( )| Price Codes..: ( Y )|+
||Work Order.....: ( ) ( ) ( ) ( )| Line Freight..: ( N )||
||Pack Slip.....: ( ) ( ) ( ) ( )| Drop Ship....: ( N )||
||Shipping Label.....: ( ) ( ) ( ) ( )| Line Tax Cd...: ( N )||
||Extra Standard Form..: ( ) ( ) ( ) ($SYSPRTR)| Settle-up Tax: ( N )||
+|User Defined.....: ( ) ( ) ( ) ( )| Discount.....: ( N )|+
||----SETTLE-UP CONTROLS-----+---Order Date....: ( ) | Bill-To Ven#.: ( Y )|+
|+"Add-To" 1:( FREIGHT ) | Ship Lead Time: ( 2 ) | Vendor info ..: ( Y )|+
||"Add-To" 2:( Other ) | Default Pkg Ct: ( 1 ) +-----TAX-----+
||"Add-To" 3:( ) | Not in use....: ( Y ) | Vend/Bill-To: ( C )|+
+|Begin w/Ship Via?:( N ) Prvent Order Completion:( N ) Not in Use..: ( N )|+
|
|
| F0=Add Record F1=Clear Screen F2=Scroll Reverse F3=Scroll Forward |
| F4=Maintain Record F5=Delete Record F6=Inquire F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Selection of menu option 12 will cause the above screen to appear. The purpose of the program is to define a session control file which passes parameters to the PROMPT Purchase Order Processing program that controls certain program functions.

To operate the PROMPT Purchase Order Processing program, you must have one Session control record, however, you may desire additional records based on your operation requirements.

**Each field of information to be entered is now explained:**

**\*Company Number** - Enter the inventory control system company number for use by PROMPT Purchase Order Processing. This is a required entry.

**\*Control Code** - Enter the three character control code to be used, along with the above company number, to establish a PROMPT Purchase Order Processing session control record. The only requirement for the three character code is that it be unique to any other session control code. This is a required entry. We suggest using EP for Electronic Purchase Order

**\*Description** - Enter the description relating to the three character control code for easy identification.

**\*Updt Inventory?** - This entry determines whether the inventory master files will be automatically and immediately updated by the computer as orders are entered on this terminal. Enter 'Y' to allow immediate updating or 'N' to prevent it.

**\*Authorization Code** - Not currently in use.

**\*Add Vendor On line?** - This entry determines whether the operator is permitted to add a record to the vendor master file during purchase order processing. Enter 'Y' to allow entry of new vendor records during order processing or 'N' to prevent it.

**\*Override Order Type** - This entry will default an order type to each order entered using this session control record. Valid entry is 'Q' for quote.

**\*Default Warehouse #** - During order processing, the terminal will prompt the operator to enter a warehouse number for every purchase order. This entry allows a warehouse number to be chosen now to be automatically inserted. Doing this will also eliminate prompting on each purchase order, however, override of the warehouse number during purchase order processing will be permitted. The warehouse number must be a valid warehouse in the warehouse master file. An entry of zero means no default warehouse number will be used by the purchase order processing program, as it will be entered for each purchase order.

**\*1st SKU** - If an SKU number is entered here, it will appear as the first SKU number when the purchase order entry screen is ready for a new order. It can be accepted as the first line on the order or cleared and a different SKU number entered. An override is permitted in the terminal control file.

**\*Auto Help?** - Entry of a 'Y' turns help messages on for all terminals unless overridden in the terminal control file.

**\*Terminal Timeout (secs)** - The PROMPT Purchase Order Processing screens are designed with timeout features which means if left sitting idle for the number of seconds shown, the screen will go back to the previous screen. This security feature can be controlled by entry of the number of seconds permitted to remain idle before timeout. You are permitted to override this entry in the terminal identification file. (This feature is currently disabled and not available).

**\*Hi-Speed** - Entry of a 'Y' causes the cursor to go from entry of the customer number to entry of an SKU number, just like a cash sale is processed.

**Forms Control**

At Hold - Enter a 'Y' to automatically print a form when the purchase order is placed on hold line entry screen. Enter 'N' if the form is not to be printed.

**R/W (Retail/Wholesale forms selection)** - Enter 'R' for the retail form selection or 'W' for the wholesale form selection.

**Printer Selection** - Enter the eight character printer name upon which the form is to be printed. Use ELECTPRT for email or fax of purchase orders.

**\*ALLOW OVERRIDES**

**Terms Code** - Enter a 'Y' to allow override of the terms code which automatically comes from the customer master file when entering an order. Enter 'N' to prevent override, or enter a 'P' for automatic point of sale cash lane set up, which means that each order must be paid in full on the settlement screen.

**Price Code** - Enter a 'Y' to allow override of the price code which automatically comes from the customer master file when entering an order. Enter 'N' to prevent override or 'M' to allow override upon maintenance. An additional feature permits entry of a price code of 0-9 which will default as the price code for each order line.

**Line Freight** - Enter a 'Y' to turn on the line freight prompts. An order line can simply include only the quantity ordered, cost of the item and the extended amount, with of course the same approach to non stock's as sales order entry, such as use of a lot/serial number.

However, much more is available, if line freight prompts are turned on with a Y, such as the ability to enter fob cost, line freight, and even a market adjustment, to arrive at either or both a delivered cost and a loaded cost.

**Drop Ship** - Enter Y, N, M or R. This prompt allows the terminal operator to indicate that an item will be drop shipped which means the bin location will be set to "DRPSHP".

**Line Tax Code** - Reserved for future use.

**Settle-Up Tax** - Reserved for future use.

**Discount** - Enter a 'Y' to permit override of the vendor discount percentage for an order on the settlement screen. Enter 'N' to prevent override.

**Bill-To Ven#** - Enter a 'Y' into this field.

**Vendor info** - Enter a 'Y' to permit entry or change of the following data elements when entering or maintaining a vendor account in the purchase order entry program. Free freight, free weight, free units, minimum order amount, minimum order weight, minimum order units, tax code and Ship via code and class code.

**SETTLE-UP PROMPTS**

\*Add-To 1 - Entry of a literal such as 'FREIGHT', 'HANDLING', or  
\*Add-To 2 'INSURANCE' will cause a prompt to appear on the  
\*Add-To 3 settlement screen for each entry made here.

**Begin at Ship Via?** - Entry of a 'Y' causes the cursor to stop for ship via on the settlement screen, otherwise, a reverse tab is required to reach ship via.

**\*Order Date** - This field allows you to determine the order (an invoice) date that is recorded when the order is closed. Valid entries are 'C' for date closed or 'E' for date entered. If no entry is made, 'C' is assumed.

**\*Ship Lead Time** - An entry is optional. This is the number of days desired to add to session date to determine an estimated ship date for orders. You are allowed to override the result of this entry on the settlement screen for each order.

**\*Default PkgCt** - An entry is optional. This is the default number of shipping labels to be printed for each order. You are allowed to override this entry on the settlement screen for each order.

**\*Pause After "C"** - Valid entries are Y/N. An entry of 'Y' means that the settlement screen will provide an option to reprint after printing an order on the settlement screen. You are required to press send to continue. If an 'N' is entered, the order entry screen will appear immediately after settlement without the reprint option.

In this event, reprint is available but you would be required to bring The order off hold to reprint.

**\*Prevent Order Completion** - Entry of a 'Y' will prevent a user from settling an order. A blank or 'N' allows the user to settle orders.

**\*Tax Based on Vendor Number or Bill To Address C, B** - Reserved for future use.

**NOTE:** The session control file control code can be passed to the PROMPT Order Processing program via the PROMPT Job Language system, thereby, permitting the entry of a user ID and password to automatically establish a terminal for operation of order processing using pre-defined defaults stored in the terminal ID and session control files.

**Maintain Forms Controls - Sub Menu Option 13**

This menu options is very similar to PROMPT Sales Order processing Main Menu Options 8 therefore it is not documented in detail in this manual. The data items that can be printed in a Header or footer and the Detail data items are documented here, otherwise, refer to the PROMPT Sales Order Processing User's Manual for remaining detail documentation.

**DATA ELEMENTS THAT CAN PRINT IN THE HEADER OR FOOTER  
OF A PURCHASE ORDER ORGANIZED BY ITEM CODE**

A	Buyer Name	n	P. O. Contact Name
a	Buyer Number	O	Order Subtotal
B	Bill-To Address	o	Order Balance
b	Bill-To Vendor Number	P	Payment History
C	Vendor Address	p	Page Number
c	Order From Vendor #	Q	Total Quantity Shipped
D	Session Date	q	Line Freight Total
d	Session Time	R	Order Reference
E	Check Phone Number	r	Qualify for free freight?
e	Check Fax Phone Number	S	Shipping Address
F	Purchase Order # Phone #	s	Check in progress?
f	Purchase Order Fax Phone #	T	Terms Desc/Qual
G	Package Count	t	Terms Code
g	Shipped Date	U	Margin Amount
H	Footer Col Headers	u	Margin percent
h	Free Freight \$	V	Ship Via Name
I	Order Number	v	Ship Via
i	Shipping Instructions	W	Warehouse Name
J	Job Cost Number	w	Warehouse Number
j	Vendor Class	X	Total Tax Amount
K	Company Address	x	Total Tax Rate
k	Company Literal	Y	Discount Amount
L	"Quote"/"Credit"	y	Discount %
l	P. O. Ship To Number	Z	"If Paid By"
M	Header Message	z	Notes on File?
m	Invoice Due Date	(	Check Phone Number
N	P. O. Contact name	)	Check Fax Number
		@	Ship To Name
1	Add-To 1 Amount	!	Total Delivered
2	Add-To 2 Amount	%	Gross Marg %
3	Add-To 3 Amount	*	Order Org Date
4	Taxable Subtotal	&	Total Weight
5	Total Order Amount	{	State Tax Amount
6	Free Freight Units	}	State Tax Rate
7	Minimum order \$	<	Local Tax Amount
8	"Discount"	>	Local Tax Rate
9	Total Retail Value	-	Lcl Txbl Subtt
0	Free Weight	+	Lcl Tx Ln Thrsh
[	Min Order Weight	#	Non-Taxable Subt
]	Min Order Units	^	System Date

**DATA ELEMENTS THAT CAN PRINT ON THE DETAIL LINE  
OF A PURCHASE ODERE ORGANIZED BY ITEM CODE**

A Extended Price  
a Advert Allow \*24  
B Quantity Bko  
C G/L Account Group  
c Product Class Code  
D Item Description  
E Today's Delivery  
e Remaining Delivery  
F Freight Class  
G Group+Class  
g Product Group Code  
I Item Number (SKU)  
K Pkg Qty  
L Bin Location  
l Last Cost  
M Unit Weight  
m Mfg Part #  
N Net Code  
n Extended Cost  
O Quantity Ordered  
P Unit Price - Net  
p List Price  
Q Unit Cubic Feet  
q GT/LT Profit  
R Price Code  
r Restocking Charge  
S Quantity Shipped  
s Lot/Serial Number  
T Taxable Amount  
t Taxable Item Flg  
U Unit of Measure  
V Average Cost  
v Extended Delivery  
W Sales Order Number  
X Cross Reference  
Y Discount Amount  
y Discount % Entered  
\$ Discount/GM \$ List/Cost  
% Discount/GM % (see subtotal)  
[ Labor  
] Material  
! Other





**\*IF A CYCLE COUNT IS DESIRED, ENTER THE APPROPRIATE CYCLE CODE.**

If you desire to count only the items marked in the inventory file for a specific cycle count, enter the appropriate cycle code, which will be validated against the cycle count code file.

**\*GROUP OR CLASS** - IF YOU DESIRE TO COUNT ONLY SELECTED GROUPS OR CLASSES, ENTER EITHER THE GROUP OR CLASS YOU WISH TO COUNT.

This is where you enter either the group or class you desire to count. for each entry of a group or class, the cycle count information above will apply.

For example, you could select group 'HARD' for cycle count of 'MT' and group 'SOFT' for cycle count of 'QT' which would print the appropriate count sheets for each of these inventory groups.

This is how you take a cycle count with the PROMPT System assuming you continue the selling process while taking physical inventory.

1. Run order processing end of day for the last day of sales before you start the cycle count.
2. Be sure all incoming shipments (purchase orders) have been received before you start the cycle count.
3. Go to the physical inventory menu and select option 1 - Select Group, Class and/or Cycle and enter the group(s) or class(es) you desire to count.
4. Announce to all parties involved that you will be counting these groups or classes and that ANY ITEMS PULLED FROM STOCK THAT HAVE NOT BEEN COUNTED MUST BE INCLUDED IN THE COUNT.
5. Then, immediately run option 2 - Store On-Hand Balances. The question "Do you want the on-hand balance adjusted by the on-hand allocated?" means that inventory allocations for orders on hold at this exact point in time when you run this option can be subtracted from the on hand quantity for purposes of the count if you answer with 'Y'. This would mean that the stock has been pulled for orders on hold.

IF THE STOCK HAS NOT BEEN PULLED for orders on hold, answer with 'N'.

6. The second question "Do you want physical count records written for zero on-hand summary records?" means you can have SKU's that have a computer on-hand count of zero included on the count sheets, if desired. (Note that this means SKU's for which you have at some time in the past had a quantity on-hand. If you have SKU's which you have never received stock, they will not appear on the count sheets.)

7. When menu option 2 is finished, select option 3 to print count sheets. The count sheets are a report writer and if you want the stored on-hand count printed on the count sheet or something else changed to help you count, the report specification name is INCNTRPT.
8. REMEMBER, WHEN COUNTING A GROUP OR CLASS, MARK THE BINS AS COUNTED SO IF SOMETHING IS PULLED FROM STOCK IT MUST BE INCLUDED IN THE COUNT ONCE YOU HAVE STORED THE ON-HAND BALANCE (MEANING OPTION 2 HAS BEEN RUN FOR THIS GROUP OR CLASS).
9. Enter the counts using menu option 4. If you encounter an SKU that is in the group or class being counted, but does not appear on the count sheet, it must be entered with menu option 5 - Maintain Batch Counts.
10. When the counts are all entered for the group or class involved, use option 7 to print a variance report. Scan this report to look for obvious errors, for example a count of 10 entered as 100. Make any corrections necessary using option 4.
11. Close the group or class by using menu option 8. When you enter the program you can use F3 to display the group(s) and class(es) being counted. If you have entered the counts for ALL, you can press F6 to close ALL.  
  
If one or more (but not ALL) are counted, put a 'C' to close beside the appropriate records and press F4 to initiate the close.  
  
When you tell this program to close, it verifies that all counts have been entered for the group or class being closed. If this verification fails, you need to scroll through the file with option 4 and find the counts not entered. A count of zero must be entered. Then, try the close again.
12. Do NOT run end of day while processing a count. Do NOT receive purchase orders while processing a count. The idea generally is to do one group or class per day, meaning you will do this entire process for one group or class each day.
13. Are there any tricks? Yes. If you would like to get the count sheets printed first, then store on-hand balances later, you can do options 1 and 2 for as many groups or classes as desired. Then, print the count sheets for all groups or classes entered.

Then, go to PD, select FE and enter these SDNAMES: INPISFLE, INPOHFLE, Replace if Busy 'Y', then press enter. This clears these files and to start the process, you simply begin with paragraph 3 on the previous page.

14. What if you are just getting started with inventory control, but have been running order processing for a while with negative counts and are not sure of the accuracy of your average cost? There are programs you can run before you begin to take a physical inventory that will assure your files to be in order before you take a physical inventory.
- a) No users can be in order processing or inventory control when these programs are run.
  - b) Go to PD, select option BKU, then ROL, then ALF.
  - c) Next, go to IC, select option SA, then run option 1.
    - Analyze (A) or Synchronize (S)? (S)
    - Create Audit Trail of Errors? (Y)
    - Report Cost Discrepancies? (Y)
  - d) Next, run option 2 on the menu.
    - Select option (S)
  - e) Next, go to PD, enter option WAIT. Then > \$L #INAVCST,ICLIB.

**Store On-Hand Balances - Physical Inventory - Sub Menu Option 2**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05                PROMPT Inventory Control                #BINSOB0  |
|                          Store On-Hand Balances                |
|                                                                    |
|          This program stores the on-hand inventory              |
|          balances for comparison with the physical              |
|          count.                                                 |
|                                                                    |
|          Do you want the on-hand balance reduced                |
|          by the on-hand allocated (Y/N)?  (N)                   |
|                                                                    |
|          Do you want physical count records written            |
|          for zero on-hand summary records?  (Y/N)?  (N)        |
|                                                                    |
|          IF YOU DO NOT DESIRE TO EXECUTE THIS PROGRAM,         |
|          PRESS THE F7 KEY TO EXIT.                               |
|                                                                    |
|          F0=Begin Program  F1=                F2=                F3=                |
|          F4=                F5=                F6=                F7=Exit Screen  |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Screen #BINSOB0 is for the purpose of storing the inventory on hand balances and average unit cost prior to taking a physical inventory. This program must be executed before the printing of count sheets. It is essential to understand that when this program is executed, it will store the on hand balances for comparison with the physical count.

The program will use the entries made on screen #BINPIS0 to determine what SKU records are to be counted and will only store the on hand balances for the product records meeting the selection criterion.

There are two optional parameters that can be set prior to executing the program. The first question is:

**Do you want the on-hand balance reduced by the on-hand allocated (Y/N)? ( )**

If you answer this question with a 'Y', the on-hand allocated quantities will be subtracted from the on-hand balance to determine the stored quantity for taking physical inventory.

In other words, the quantities of the orders on hold will be treated as if they have reduced from the on hand balance in inventory.

The second question is:

**Do you want physical count records written for zero on-hand summary records (Y/N)? ( )**

If you answer this question with a 'Y', the count sheets will include all SKU's that have zero on-hand balances. Whereas if you answer with 'N', the zero balance SKU's will not appear on the count sheets.

It is important to understand that an "on hand summary record of zero" means you have at some time sold or stocked this item, but the on hand quantity is now zero. It does not include the situation where you have the inventory item in your product master file but have never sold or stocked the item.

**There are two function keys that are explained below.**

**F0=BEGIN PROGRAM (Enter/send key)**

Press this key to initiate the program.

**F7=EXIT SCREEN**

Press this key to exit the screen and return to the physical inventory menu.

### **Print Count Sheets - Physical Inventory - Sub Menu Option 3**

Selection of this option will cause count sheets to be printed for each location, in sequence by location (index 1).

It is necessary to execute sub menu Option 2 prior to printing the inventory count sheets.

If you desire to change the sequence of this report, use the PROMPT Report Writer to modify the index number of INPOHFLE. The report name is INCNTRPT. See the next page for index numbers and the file sequence.

**Physical Inventory Option 4 - Enter/Maintain Counts**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05          PROMPT Inventory Control          #BINEMC0  +
|          Enter/Maintain Counts          Scroll (Half) |
| Company Number ( 1 )  Warehouse ( 1 )  SKU#(          )  Index# ( 0 ) |
| Bin Loc (          )  Group (          )  Class (          )  Cycle Count Code (          ) |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+  SKU No.      Description          Location      Count          +
|  2842      Sample Inventory Item - Blue  12EL012 (          ) |
|  2843      Sample Inventory Item - Red   12EL022 (          ) |
|  2843      Sample Inventory Item - Red   12EL032 (          ) |
|  2844      Sample Inventory Item - Green  12EL042 (          ) |
+  2845      Sample Inventory Item - Yellow 12EL052 (          )  +
|  2846      Sample Inventory Item - Brown  12EL062 (          ) |
|  2847      Sample Inventory Item - Black  12EL072 (          ) |
|  2848      Sample Inventory Item - White  12EL082 (          ) |
|  2849      Sample Inventory Item - Purple 12EL092 (          ) |
|  2850      Sample Inventory Item - Maroon 12EL102 (          ) |
+  2851      Sample Inventory Item - Aqua   12EL112 (          )  +
|
|
|
|
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Accept Screen  F1=Find First SKU  F2=Scroll Up      F3=Scroll Down |
| F4=                F5=                F6=                F7=Exit Screen  |
+-----+-----+-----+-----+-----+-----+-----+-----+

```

Screen #BINEMC0 is for entering physical inventory counts. After these counts are entered, a variance report can be printed to find and review exceptions. The fields to be entered on the screen are explained below.

**\*INDEX NUMBER** - Enter the index number to use when finding the first SKU and for scrolling the file. Indexes presently on the file are:

- 0 = Company, Warehouse and SKU
- 1 = Company, Warehouse, Location and SKU
- 2 = Company, Warehouse, Cycle Count and Group Code
- 3 = Company, Warehouse, Cycle Count and Class Code

Note when using F1 to Find the 1st SKU, you must enter the above defined data to go to the correct 1st SKU for the given index.

**\*COMPANY NUMBER** - Enter the appropriate company number.

**\*WAREHOUSE NUMBER** - Enter the appropriate warehouse number.

**\*SKU** - This information must be entered when you desire to find a particular SKU to begin entry of counts. See note above relating to indexes for other required entries to Find the 1st SKU.

**\*BIN LOC** - This applies to index 1. In addition to entering the first SKU, enter a warehouse and location to enable you to find the first SKU in a desired location.

**\*GROUP** - This is required to find the 1st SKU if you are using index 2.

**\*CLASS** - This is required to find the 1st SKU if you are using index 3.

**\*CYCLE COUNT CODE** - This is required to find the 1st SKU if you are using index 2 or 3.

**\*COUNT** - This column of fields is for use in entry of the inventory count from count sheets.

**Each function key is now explained:**

**F0=ACCEPT SCREEN (send/enter key)**

When all counts on this screen have been entered, press this key to accept the screen of counts and the next screen of SKU records will appear to allow entry of another screen of data.

**F1=FIND FIRST SKU**

When the appropriate data is entered on the screen relating to the index chosen, and this key is pressed, the 1st SKU for that index will appear followed by subsequent SKU's for that index. If part of an SKU is entered, the closest match will be found as the 1st SKU.

**F2=SCROLL UP**

Press this key to scroll up the records on the screen. The field (scroll) in the upper right portion of the screen allows you to adjust, scrolling to 'half' or 'scrn' or '1-15' meaning half screen or full screen with the default being 'half'; or you can adjust the scroll to a specific number of lines. To set the scroll, enter a 'half', 'scrn', or any number 1-15 for a specific number of lines.

**F3=SCROLL DOWN**

Press this key to scroll down the records on the screen. The field (scroll) in the upper right portion of the screen allows you to adjust, scrolling to 'half' or 'scrn' or '1-15' meaning half screen or full screen, with the default being 'half'; or you can adjust the scroll to a specific number of lines. To set the scroll, enter a 'half', 'scrn', or any number 1-15 for a specific number of lines.

**Physical Inventory Option 5 - Enter/Maintain Batch Counts**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05          PROMPT Inventory Control          #BINBMC0 |
|                   Enter/Maintain Batch Counts      |
|                                                       |
|   Company Number ( 1 )   Warehouse Number ( 1 )   |
|                                                       |
+ |   SKU (    2842    )   Location ( 12EL012 )   Count ( 106 )   |
|                                                       |
|   Description: Sample Inventory Item - Blue         |
|                                                       |
+ |                                                       |
|                                                       |
|   If you do not desire to execute this program,   |
+ |   press the F7 key to exit.                       |
|                                                       |
|                                                       |
+ |                                                       |
| F0=Add Record      F1=Clear Entries   F2=Scroll Reverse   F3=Scroll Forward |
| F4=Change Record   F5=Delete Record   F6=Inquire         F7=Exit Screen   |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Screen #BINBMC0 is for the purpose of maintenance of a batch file used for inventory counts. This file can be from another system or can be entered using this screen. However, screen #BINEMC0 under option 4 is to be used to enter counts resulting from using menu options 1-3.

This screen will be used when you choose to select only SKU's with an on-hand balance in menu option 2, and during the count an SKU is discovered that is not printed on the count sheet. It can be entered using this menu option, but do not use menu option 6 to update in this situation. Once the record is entered, it will be the same as if the "store on-hand balance" program had created it.

This menu option 5 is also used in connection with option 6 - Batch Update where the entire count file comes from a remote system, or where you choose to count selected inventory items that are not identified by a group, class or cycle count code.

Each field to be entered or maintained on the screen is now explained.

**\*COMPANY NUMBER** - Enter a valid company number.

**\*WAREHOUSE NUMBER** - Enter a valid warehouse number.

**\*SKU** - Enter the SKU number of the counted item.

**\*LOCATION** - Enter the location from where the count was taken.

**\*COUNT** - Enter the quantity of items counted.

Refer to page 126 for an explanation of the function keys.

**Physical Inventory Option 6 - Batch Update Counts**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05                PROMPT Inventory Control                #BINSOB0 |
|                          Store On-Hand Balances                |
|                                                                    |
|          This program stores the on-hand inventory balances    |
|          for comparison with the physical count.                |
|                                                                    |
|          Do you want the on-hand balance reduced by the        |
|          on-hand allocated (Y/N)?  (N)                          |
|                                                                    |
|          Do you want physical count records written for        |
|          zero on-hand summary records? (Y/N)?  (N)            |
|                                                                    |
|          If you do not desire to execute this program,        |
|          press the F7 key to exit.                              |
|                                                                    |
|                                                                    |
|          F0=Begin Program   F1=                                F2=                                F3=                                |
|          F4=                F5=                                F6=                                F7=Exit Screen                    |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

DO NOT USE THIS PROGRAM TO UPDATE RECORDS ENTERED USING MENU OPTION 5 IN THE SITUATION WHERE SOME SKU'S WERE ENTERED BECAUSE THEY FAILED TO APPEAR ON COUNT SHEETS PREPARED USING MENU OPTIONS 1 - 3.

This program is for a special situation where you desire to count selected SKU's that are not easily identified by group, class or cycle count.

When using this program, the following procedure MUST be carefully followed.

1. You must not be in the process of taking inventory using menu options 1-3 for the warehouse involved in this selected count. For example, you cannot have a cycle count in process if you plan to use this program.

2. First, you must use menu Option 1 -- Select Group, Class and/or Cycle, to enter a single record for the company and warehouse using 'E' to indicate a count of the entire inventory. (This must be entered even though you plan to count only specific SKU's.)
3. Next, use menu Option 5 -- Enter/Maintain Batch Counts to enter the company, warehouse, location and physical count for the selected SKU's.
4. When all are entered, you may execute this program - (which you will observe brings up the same screen as menu Option 2). This is because it is the same program modified to only store the on-hand balance into the records you have entered.
5. Next, print a variance report using menu Option 7.
6. Finally, select menu Option 8 and close the company and warehouse you entered in step 1 above, which completes the process.

When executing this program, you cannot answer the second question on the screen with a 'Y', but you can answer the first question with a 'Y' if desired. See page 106 for an explanation of the first question.

**Each function key is now explained.**

**F0=BEGIN PROGRAM (Enter/send key)**

Press this key to initiate the program.

**F7=EXIT SCREEN**

Press this key to exit the screen and return to the physical inventory screen.

**Physical Inventory Option 7 - Print Variance Report**

Select this option to print a variance report.

This report only prints SKU's where the count entered is different from the stored on hand balance.

**Physical Inventory Option 8 - Close Physical Inventory**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05                                PROMPT Inventory Control          #BINCP10 |
|                                         Close Physical Inventory          SCROLL (half) |
|                                         |
|      First Record: Company ( 1 )      Warehouse ( 1 )                |
|                                         Group   (   )      Class   (   )                |
|                                         |
+ Comp  Whs  Count  Cycle  Group  Class      Group      Enter 'C' +
| No.   No.  Type   Code   Code   Code      Description  To Close   |
| 1     1    C     QT     HARD   CPUS     Computer Processors  (C)      |
| 1     1    C     QT     HARD   PRNT     Computer Printers    (C)      |
+ 1     1    C     QT     HARD   TERM     Computer Terminals   (C)      +
|
|
|
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Accept Screen  F1=Find 1st Record  F2=Scroll Up   F3=Scroll Down |
| F4=Initiate Close F5=                  F6=Close All   F7=Exit Screen  |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Screen #BINCP10 is for the purpose of selecting the inventory group, warehouse, cycle count, or class to close, and closing the physical inventory for these categories.

Closing the physical inventory means creation of journal entries for any variance between stored and physical inventory, reflection of these variances into the current inventory on hand, on hand available, and aggregate cost. Also, the records entered in menu option 1 to indicate the selection of warehouse, group, class and/or cycle are deleted upon closing. Finally, the date field in the inventory product master file for physical inventory count date is updated with the date on which this program is executed.

**The fields to be entered on the screen are now explained.**

**\*FIRST RECORD - GROUP OR CLASS** - This is optional information to be entered only if you desire to scroll records beginning with a specific group or class which you would enter here.

**\*ENTER 'C' TO CLOSE** - This field is to be entered for each group or class to be closed. If a 'C' is not entered, the corresponding group or class will remain open.

To close all categories, it is not necessary to make any entries. Simply use the F6=CLOSE ALL function key explained on the following page.

The journal entries will reflect an accounting period based on the system date. For example, if you are closing for the period ended 12/31/04 but the system date is 01/10/05, you might prefer to set the system date to 12/31/04 to run this option, or change the accounting period date in the journal entry work file before posting.

**Each function key is now explained.**

**F0=ACCEPT SCREEN (enter/send key)**

This key is used only to update the selection records to be closed. Records to be closed are identified by entry of a 'C' on the screen.

**F1=FIND 1ST RECORD**

Press this key to find the group or class record entered on the screen beside the prompt - First Record.

**F2=SCROLL UP**

Press this key to scroll up the records on the screen. The field (scroll) in the upper right portion of the screen allows you to adjust scrolling to 'half' or 'page' meaning half screen or full screen with the default being 'half'.

**F3=SCROLL DOWN**

Press this key to scroll down the records on the screen. The field (scroll) in the upper right portion of the screen allows you to adjust scrolling to 'half' or 'page' meaning half screen or full screen with the default being 'half'.

**F4=INITIATE CLOSE**

After a 'C' has been entered for each group or class you desire to close, (and you have pressed the F0 key to enter the 'C'), the closing process is initiated by pressing this key. You will be asked if you are sure, before the process begins.

**F6=CLOSE ALL**

If you desire to close all categories selected in option 1, it is not necessary to enter a 'C' for each category here. Simply press this key to close all categories. You will be asked if you are sure before the process begins.

**F7=EXIT SCREEN**

Press this key to exit the screen.

**End of Period - Inventory Master Menu Option 4**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05                PROMPT Inventory Control                #PJLCP:: |
|                          End-of-Period                          #IN4MENU |
|                                                                    |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 1 -- Print Sales Analysis by Product  6 -- Purge Inventory Master File |
| 2 -- Print Valuation By Group/Class   7 -- Purge Audit Trail File     |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 3 -- Print Valuation By Product       8 -- Purge Production History File |
| 4 -- Print Valuation By Warehouse     9 -- Purge Price Maintenance File  |
| 5 -- Print Item Sales Analysis        10 -- End of Month Initialization  |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                                                                    |
|                          Enter Option (    )                          |
|                                                                    |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Accept Option   F1=                F2=                F3=                |
| F4=                F5=                F6=                F7=Exit Screen   |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Selection of option 4 on the main menu will cause this menu to appear. The purpose of this menu is to obtain certain optional end of month reports and to initialize sales statistics in the product file for the next month processing.

**Each option is now explained.**

**Option 1 - Print Sales Analysis by Product**

This report prints the sales for the month and year to date by product.

**Option 2 - Print Valuation by Group/Class**

This report reflects the inventory at cost by group and class.

**Option 3 - Print Valuation by Product**

This report reflects the inventory valuation at cost at the SKU level.





**Purge Inventory Master File - Menu Option 6 - End of Period**

This menu option is a batch purge of all items in the Product Master File where menu option IC 5,6 has been used to place an "!" in the ABC code of an SKU.

The first event that occurs when this menu option is run is a report is printed of all SKU's marked for purge.

Next these SKU's are purged PROVIDED THE ON HAND AND ON ORDER QUANTITIES ARE ZERO.

Finally, a report is printer of any SKU's not purged because the quantities are not zero.

**Purge Audit Trail File - Menu Option 7 - End of Period**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05          Mid-American Control Corporation          #PDFPUR |
|                   PROMPT Database Management System V2.0    #PDFPUR0 |
|                   File Purge Facility                      |
| 1. Data File SDNAME.....: ( INTRNFLE )                    |
+ 2. Conditional Field Number...: ( 12 )                      +
| 3. Conditional Operator.....: ( )                          |
| 4. Conditional Value.....: (                               ) |
|-----|
+ All records of the file specified in entry 1 that meet the condition +
| specified in entries 2, 3, and 4 will be deleted.  If the conditional |
| field number (entry 2) is not specified, then all records will be     |
| deleted.  The conditional operators for entry 3 are ">", " ", "=", and  |
| "#" for "greater than", "less than", "equal to", and "not equal to",  |
+ respectively.  Conditional values can take the form of dates (MM/DD/YY) +
| when selecting by numeric fields, and can contain wildcard characters  |
| ("*" and "?") when selecting by character fields.                  |
|-----|
|
+ Press F0 to begin purging, F7 to end.                          +
|
| F0=Accept Screen   F1=           F2=           F3=           |
| F4=                F5=           F6=           F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Selection of option 7 on the end of period menu will cause this screen to appear.

THIS IS AN OPTIONAL MENU SELECTION THAT DOES NOT HAVE TO BE RUN AT THE END OF EACH MONTH.

The purpose of running this option is to purge records from the audit trail file based on the date the record was processed.

See Daily Processing Menu option 2 -- Print Select Audit Trail. Audit trail records for purchases, receipts, production, etc., can be purged based on date to reduce the records on your hard drive.

In order to purge records, enter a date in the conditional value and all records less than (before) this date will be purged from the file. This means they can no longer be reported on the audit trail report.

**Purge Production History - Menu Option 8 - End of Period**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05          Mid-American Control Corporation          #PDFPUR |
|                   PROMPT Database Management System V2.0    #PDFPUR0 |
|                   File Purge Facility                       |
| 1. Data File SDNAME.....: ( INMFGFLE )                    |
+ 2. Conditional Field Number...: ( 4 )                      +
| 3. Conditional Operator.....: ( )                          |
| 4. Conditional Value.....: (                               ) |
|-----|
+ All records of the file specified in entry 1 that meet the condition +
| specified in entries 2, 3, and 4 will be deleted. If the conditional |
| field number (entry 2) is not specified, then all records will be   |
| deleted. The conditional operators for entry 3 are ">", " ", "=", and  |
| "#" for "greater than", "less than", "equal to", and "not equal to", |
+ respectively. Conditional values can take the form of dates (MM/DD/YY) +
| when selecting by numeric fields, and can contain wildcard characters |
| ("*" and "?") when selecting by character fields.                |
|-----|
|
+ Press F0 to begin purging, F7 to end.                          +
|
| F0=Accept Screen   F1=           F2=           F3=           |
| F4=                F5=           F6=           F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+

```

Selection of option 8 on the end of period menu will cause this screen to appear.

THIS IS AN OPTIONAL MENU SELECTION THAT DOES NOT HAVE TO BE RUN AT THE END OF EACH MONTH.

The purpose of running this option is to purge records from the production history file based on the date of production. In order to purge records, enter a date in the conditional value and all records less than (before) this date will be purged from the file. This means they can no longer be reported on the production report.

**Purge Price Maintenance - Menu Option 9 - End of Period**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05          PROMPT Inventory Control          #BINPRP0 |
|                   Purge Price Maintenance File      |
|
| This program will purge records from the inventory product price
| maintenance file only if the price maintenance has been completed.
|
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| For example, if a sale is involved with a beginning and ending sale
| date and maintenance has been done for the beginning sale date, but
| not the ending sale date, the price maintenance records will not be
| purged by running this option.
|
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| Press F0 to purge price file, F7 to cancel purge.
|
|
|
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Accept Screen  F1=          F2=          F3=          |
| F4=              F5=          F6=          F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of menu option 9 is to permit the purging of records in the price maintenance file that has already been updated to the product master file. This is an optional menu option, meaning you are not required to run it at all. Also, if you desire to purge the price maintenance file, you can do so at any time, meaning you do not have to wait until the end of the month.

NOTE: You can do no harm by running this menu option. It purges work records used to update prices in the "Product Price Change" menu option on the Display File Maintenance menu. The benefit of running this selection is to reduce the records on your hard drive.

**End of Period Initialization - Menu Option 10 - End of Period**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05          PROMPT Inventory Control          #BINEOP0 |
|                   End of Period Initialization      |
|                                                         |
|                   * WARNING *                       |
|                                                         |
|   This program should only be executed at the end of the |
|   month after the last inventory transaction has been   |
|   processed for the month, and after the inventory sales |
|   analysis report has been printed.                    |
|                                                         |
|   If you do not wish to execute this program, press F7 |
|                                                         |
|   Company Number to Process..... ( 1 )               |
|                                                         |
|   Starting SKU # (restart only)..... (      )        |
|                                                         |
|   Is this the last month in the year?.... ( N )      |
|                                                         |
|                                                         |
| F0=Accept Screen  F1=          F2=          F3=      |
| F4=              F5=          F6=          F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of menu option 10 is to initialize the statistics in the product master file as of the end of the month and the end of the year. This menu option should be run at the end of each month.

Screen #BINEOP0 is for the purpose of identification of the company to be initialized, and to advise if this is the last month in the year. The fields to be entered on the screen are explained below.

**\*Enter Company Number to Process** - Enter the company number to be processed.

**\*Starting SKU # (restart only)** - No entry is required unless a restart is involved. A restart means the program encountered a calculation it could not handle due to bad data in the inventory master file and the program terminated. A report can be used to determine the bad data, fix it and restart using the SKU #.

**Inventory Control File Maintenance Master Menu - Option 5**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05          PROMPT Inventory Control          #IN5MENU |
|                   File Maintenance Menu                   |
|                                                           |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 1 -- Company Master          13 -- Special Customer Pricing |
| 2 -- Warehouse Master       14 -- Product Kit Specifications |
| 3 -- Location Master        15 -- Product Commission Plan   |
| 4 -- Group/Class Master     16 -- General Ledger Interface  |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 5 -- Physical Count Codes   17 -- Purchasing Buyer Master   |
| 6 -- Product Master        18 -- Purchasing Vendor Data    |
| 7 -- Product Notes         19 -- Purchasing Product Data    |
| 8 -- Product Price Changes 20 -- Product Lot/Serial Number  |
| 9 -- Price Change Algorithm 21 -- Product Sub-Assemblies   |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 10 -- Product Messages     22 -- JE Consolidation Accounts  |
| 11 -- Discount Percentages 23 -- Create New SKU's & Superceded |
| 12 -- Product Quantity Discounts 24 -- View New SKU's & Superceded |
|                                                           |
|                               Enter Option ( )                               |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Accept Screen                                                  F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

This is the master menu for the Inventory Control File Maintenance System. Upon the selection of an option on this menu, a screen will appear to allow entry or maintenance of data.

The function keys are explained on the next page and are applicable to most maintenance screens. Where different functions keys are used, they are explained with the appropriate screens.

**The function keys are now explained.**

**F0=ADD RECORD (send/enter key)**

Press this key when a screen of information has been entered to be added to the file. If all data is valid, the files will be updated. Otherwise, the appropriate error message will appear.

**F1=CLEAR SCREEN**

Press this key when you desire to clear the screen which will erase the data displayed in each field as shown on the screen.

**F2=SCROLL REVERSE**

Press this key to go to the previous record in the file. This data is available for viewing or change. If you have just entered the program and press this key, you will get the last record in the file.

**F3=SCROLL FORWARD**

Press this key to go to the next record in the file. This information is available for viewing or change. If you have just entered the program and press this key, you will get the first record in the file.

**F4=MAINTAIN RECORD**

Press this key when the data for a record has been changed on the screen and you are ready to update the record in the file.

**F5=DELETE RECORD**

Press this key to delete a record from the file. You will be asked "Are you sure?". If you do not wish to delete the record respond with "F7=N". Otherwise, respond with "F0=Y".

**F6=INQUIRE**

Press this key when you have entered a key field to be retrieved from the file. This will cause the screen to be completed with information from the record for viewing or change.

**F7=EXIT SCREEN**

Press this key to exit the file maintenance screen and return to the file maintenance sub menu.

## Maintain Inventory Companies - Option 1 - File Maintenance Sub Menu

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05 01:46 pm          PROMPT Inventory Control          #BINCOM +
|                               Company File Maintenance        #BINCOM0 |
|Company Number: ( 1 )                                           |
|Company Name.....: (Mid-American Control Corp. )             |
|Mailing Address.....: (P. O. Box 937 )                         |
+City, State, Zip Code.....: (Shelbyville, Kentucky 40066-0937 ) +
|Telephone Number/ALT or Fax No.: (502-633-5700) (FAX (502-695-8129) |
|A/P Company Number.....: ( 1 ) Mid-American Control Corp.    |
|G/L Company Number.....: ( 1 ) Mid-American Control Corp.    |
|Next G/L JE Batch Number.....: ( 445727 ) Collect Item Sales Analysis?(N)|
+Costing A=Avg, F=FIFO,L=LIFO....: ( A ) If YES Summarize by Slsprsn#( ) +
|Create G/L Journal Entries.....: ( Y )(Y/N) Customer#( ) SKU#( )L/S#( )|
|Default Warehouse Number.....: ( 1 ) Restock Charge Code $or %:( %)|
|Default Location.....: ( ) Restock Charge Value:( 5 )         |
|Default Make=M, Buy=B.....: ( B ) Default AdvAlw Price Code:( )|
+Default Vendor Number.....: ( ) Price Algorithm Dec Prec.:( 3 )+
|Default Physical Count Cycle....: ( AN)                       |
|Update Last Cost Upon Receipt?..: ( N )                       |
|Job Cst:Make?(N) Std?(N) O/P(N)                               |
|Lst PO# & Seq #          OP#: 5197                           |
+
| F0=Add Record          F1=Clear Screen  F2=Scroll Reverse   F3=Scroll Forward |
+ F4=Maintain Record F5=          F6=Inquire          F7=Exit Screen +
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of this screen is to enter or maintain the company name, address, phone number and other information. Each field of information to be entered, viewed or changed on this screen is now explained.

**\*COMPANY NAME** - Enter the name of the company. No entry is required for name, address and telephone number if you prefer to use the same information from the general ledger company file.

**\*MAILING ADDRESS** - Enter the street address of the company. This is for use in identification of the company when scrolling through the company names and prints on the order processing forms and the customer price report.

**\*CITY, STATE, ZIP** - Enter the remainder of the mailing address.

**\*TELEPHONE NUMBER/ALT or FAX NO.** - Enter the phone number if desired.

**\*A/P COMPANY NUMBER** - Enter the accounts payable no. for the co.

**\*G/L COMPANY NUMBER** - Enter the general ledger no. for the co.

- \*COLLECT UNIT SALES HISTORY?** - Enter 'Y' to collect unit sales history.
- \*COLLECT ITEM SALES ANALYSIS DATA? Y/N** - If you answer 'Y', the end-of-day process will update the file INISAFLE for printing the Item Sales Analysis Report on the end-of-month menu.
- \*NEXT G/L JE BATCH NUMBER** - Automatically assigned.
- \*COSTING METHOD A, F, OR L** - Enter an 'A' for average method, 'F' for first in first out, or 'L' for last in first out inventory valuation method.
- \*IF YES, SUMMARIZE BY SLSPRSN #** - Only applicable if Collect Item Sales Analysis Data = Y. Entry of a 'D' means do not summarize the data for each category (Customer, SKU, L/S#.) Entry of an 'S' means summarize.
- \*RESTOCK CHG CODE \$,%** - If you desire PROMPT Order Processing to compute a restocking charge, enter either \$ or % to determine the method of computing the charge where \$=fixed dollar amount and % is a fixed percentage.
- \*RESTOCK CHG VALUE** - If no entry is made in restock chg code, do not make an entry here. If the entry was \$, enter the fixed dollar amount for a restocking charge per invoice line. If the entry was %, enter the percentage of unit price to be used to calculate the restocking charge.
- \*CREATE G/L JOURNAL ENTRIES** - Enter either 'Y' or 'N' to create journal entries.
- \*PRICE ALG PRECISION ( ) DECIMALS** - Use this field to set the precision of prices 2-8 when using the price change program, to be either 2 or 3 decimal places. No entry is two decimal places.
- \*DEFAULT WAREHOUSE NO.** - If you have only one warehouse number, it can be entered here to simplify entry on other screens.
- \*DEFAULT LOCATION** - If you have only one location, it can be entered here so you do not have to enter it on individual screens.
- \*DEFAULT ADV ALW PRICE CODE** - If you choose to print advertising allowance on order processing documents, enter the desired price code to be used.
- \*DEFAULT MAKE=M, BUY=B** - This default is provided to allow each item entered into the inventory product file to have a default make or buy indicated. (Make means the item will be manufactured, buy means the item will be purchased.)

**\*DEFAULT VENDOR NUMBER** - This default is provided to allow each item entered into the inventory product file to have a default vendor number if desired. Where all items are purchased from one vendor, this will save data entry effort.

**\*DEFAULT PHYSICAL COUNT CYCLE** - This default is provided to allow entry of one cycle count for the entire system (for example, where the only cycle count is annual).

**\*UPDATE LAST COST UPON RECEIPT Y/N** - If you answer 'Y', the inventory receipts program will automatically update last cost upon receipt of merchandise, answer 'N' and it will not.

**\*JOB COST:MAKE? ( ) STD?: ( ) O/P: ( )** - If you desire 'MAKE' inventory items to feed job cost, enter 'Y', otherwise, enter 'N'. If you want job cost to be updated with "standard" costs by inventory, enter 'Y', otherwise enter 'N'. If you desire order processing to update job cost with revenue and costs, enter 'Y', if no update is required enter 'N'. If revenue only is desired, enter 'R', if expense only enter 'I'.

**\*LAST PO# & SEQ# O/P:** - The last purchase order number will be displayed, along with the last PO record sequence number. They cannot be changed from this screen. Also, the last order processing order number will be displayed.

**Each function key is now explained.**

**F0=ADD RECORD**

Press this key to update the file with the information shown on the screen. If you did not enter the name and address, it will be pulled from the general ledger company file.

**F1=CANCEL INPUT**

Press this key when you have made changes on the screen, but have not pressed the F0=ACCEPT INPUT key, and you desire to erase the changes and return to the data as it was before modification.

**F2=SCROLL REVERSE**

Press this key to scroll to the previous record in the file.

**F3=SCROLL FORWARD**

Press this key to scroll to the next record in the file.

**F4=MAINTAIN RECORD**

Press this key to update the record with changes made on the screen.

**F7=EXIT SCREEN**

Press this key only when you desire to ignore all changes made on the screen and exit the screen.

**Maintain Inventory Warehouse - Inventory File Maintenance - Sub Menu Option 2**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05                PROMPT Inventory Control                #BINWFM0 +
|                               Warehouse Master File Maintenance |
|                               |                               |
|                               |                               |
| Company Number.....: ( 1 ) |                               |
| Warehouse Number.....: ( 1 ) |                               |
+ Warehouse Name.....: ( Mid-American Control Corp.) |                               +
| Mailing Address 1.....: ( 1234 Warehouse Road ) |                               |
| Mailing Address 2.....: ( ) |                               |
| Mailing Address 3.....: ( ) |                               |
| City, State, Zip Code...: ( Shelbyville ) ( KY ) ( 40065 ) |                               |
+ Telephone Number.....: ( 502-633-5700 ) |                               +
| Contact Name .....: ( William Shipp ) |                               |
| Contact Title .....: ( Warehouse Manager ) |                               |
|                               |                               |
|                               |                               |
+                               |                               +
|                               |                               |
|                               |                               |
+                               |                               +
|                               |                               |
| F0=Add Record      F1=Clear Entries  F2=Scroll Reverse  F3=Scroll Forward |
| F4=Maintain Record F5=Delete Record  F6=Inquire        F7=Exit Screen   |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Screen #BINWFM0 is for the purpose of establishing or changing a master warehouse file which is used to define each warehouse in the inventory system.

Each field on the screen is now explained.

**\*COMPANY NUMBER** - Enter the appropriate company number.

**\*WAREHOUSE NUMBER** - Enter the number assigned to the warehouse.

**\*MAILING ADDRESS** - Enter the street address of the warehouse.

**\*CITY, STATE, ZIP** - Enter the remainder of the address.

**\*TELEPHONE NUMBER** - Enter the phone number, if desired.

**\*CONTACT NAME** - Enter the contact name, if desired, precede by title such as Mr., Ms., etc.

**\*CONTACT TITLE** - Enter the contact title, if desired.

**NOTE:** The warehouse name and address will print on the purchase order when items are ordered for shipment to a warehouse.

When a warehouse is deleted from the file, you will get this message:

**Delete warehouse summary records? F0=yes, F7=no**

Press F0 and all warehouse summary records will be deleted for the master warehouse involved.

**Maintain Inventory Locations - Inventory File Maintenance - Sub Menu Option 3**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05                PROMPT Inventory Control                #BINLFM0 |
|                          Location Master File Maintenance      |
|                                                                    |
| Company Number..: ( 1 )                                         |
+ Warehouse Number: ( 1 )                                         +
| Master Location.: ( 01CL103 )                                    |
|                                                                    |
+ Physical Inventory Count Cycle ( AN )                            +
|                                                                    |
|                                                                    |
+                                                                    +
|                                                                    |
+                                                                    +
|                                                                    |
| F0=Add Record      F1=Clear Screen  F2=Scroll Reverse  F3=Scroll Forward |
| F4=Maintain Record F5=Delete Record F6=Inquire        F7=Exit Screen  |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Screen #BINLFM0 is for the purpose of establishing or changing a master stock location in the file, which is used to define each inventory location within a warehouse.

Each screen field is now explained.

\*COMPANY NUMBER - Enter the company number relating to the warehouse data to be entered. The company number must be a valid company in the inventory company file.

\*WAREHOUSE NUMBER - Enter the warehouse number which must be a valid warehouse in the warehouse master file.

\*STOCK LOCATION - Enter a seven character stock location which can simply be a bin location or other description of where the merchandise is located. If the user does not have a convention, we suggest the following example for structure of the seven character location: AISLE 01, AREA C, SIDE (L OR R) L, BIN 10, SHELF 3 (01CL103).

**\*PHYSICAL INVENTORY COUNT CYCLE** - This is an optional entry. If you enter the count cycle code, it will be automatically placed into the product master records subsequently entered into the system for this location.

**NOTE:** If you have a default location entered in the company file, you will not be allowed to enter individual master location records here. The default location is for a simple warehouse layout where you do not have individual bin locations for each product.

**Maintain Inventory Group/Class - Inventory File Maintenance - Sub Menu Option 4**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05          PROMPT Inventory Control          #BINGCM0 |
|                   Group/Class File Maintenance      |
| Company No. ( 1 ) Group ( EQUIP ) Class ( OFFC ) No. of SKU's:( 175 ) |
| Description ( OFFICE EQUIPMENT ) Turns: 5.2 |
+-----+-----+-----+-----+-----+-----+-----+-----+
|-----Sales Analysis-----|
|      Sales      Cost      Gross Margin      Margin %      Units |
+ TODAY:  122,411.60  62,058.20  60,353.40  49.3  3,900 +
| W-T-D    612,058.60  388,080.80  223,977.20  36.6  19,600 |
| M-T-D    612,058.60  388,080.80  223,977.20  36.6  19,600 |
+ Y-T-D   9,003,462.10  6,136,058.20  2,867,403.90  31.8  307,100 |
|-----Inventory Status-----|
| Units:  On Hand  40,000          On Order  0 |
+-----+-----+-----+-----+-----+-----+-----+
| F0=Add Record      F1=Clear Screen    F2=Scroll Reverse  F3=Scroll Forward |
| F4=Maintain Record F5=Delete Record  F6=Inquire         F7=Exit Screen    |
+-----+-----+-----+-----+-----+-----+-----+

```

Screen #BINGCM0 is for the purpose of entry or maintenance of group summary records for the accumulation of inventory group data by the PROMPT Order Processing System.

**\*COMPANY NUMBER** - Enter the company number relating to the group/class data to be entered. The company number must be a valid company in the inventory company file.

**\*GROUP CODE** - Enter a four character group code to indicate the group classification. For more information about group classifications, read the general information section in the front of this manual. '\*ALL' cannot be used as a group code.

**\*CLASS CODE** - Enter a four character class code to indicate the class classification. For more information about class classifications, read the general information section in the front of this manual.

**\*GROUP DESCRIPTION** - Enter the description for the group of inventory items.

**\*SALES ANALYSIS** - These fields of information cannot be entered or maintained. They are maintained by the PROMPT Order Processing System and are for display only.

**\*INVENTORY STATUS** - These fields of information cannot be entered or maintained. They are maintained by the PROMPT Order Processing System and are for display only.

**Maintain Physical Count Codes - Inventory File Maintenance - Sub Menu Option 5**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05          PROMPT Inventory Control          #BINPICO |
|                   Physical Count Codes File Maintenance      |
|                                                           |
+                                                           +
|   Company Number.....:( 1 )                               |
|                                                           |
|   Physical Inventory                                       |
|     Cycle Count Code: ( AN )                               |
+                                                           +
|   Code Description...: ( ANNUAL )                          |
|                                                           |
+                                                           +
|                                                           |
+                                                           +
| F0=Add Record      F1=Clear Screen  F2=Scroll Reverse  F3=Scroll Forward |
| F4=Maintain Record F5=Delete Record F6=Inquire        F7=Exit Screen  |
+-----+-----+-----+-----+-----+-----+-----+-----+

```

Screen #BINPICO is for entering codes and related descriptions to support the cycle count inventory sub system. This is an optional screen since you can enter a default cycle count code in the company file, which would apply to the entire inventory system. In addition, you can enter a default in the location master file.

However, if you desire to do cycle counting, you must establish your codes here. Upon entry of a product master record, the code entered will be validated against this file. These codes are later used in the physical inventory system to produce count sheets.

**Each field to be entered for each screen is now explained.**

**\*COMPANY NUMBER** - Enter the appropriate company number.

**\*PHYSICAL INVENTORY CYCLE COUNT CODE** - You can make up your own codes. For example 'WK' for weekly, 'QT' for quarterly, '01' for January, etc.

**\*CODE DESCRIPTION** - This is a simple explanation of the code, such as weekly; for 'WK', etc.

**Maintain Inventory Products - Inventory File Maintenance - Sub Menu Option 6**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05                PROMPT Inventory Control                #BINPRO0 |
|                          Product File Maintenance              |
|                                                                    |
| Company No.(   1   )      G/L Link Code ( 602 ) Default Whse ( 1 ) |
| SKU Number (    2842   ) Group Code      (Equip ) Class Code   (Supp ) |
+Alternate #(    2920   ) Mfg Part Number ( RTL-2842-XYZ   )      +
| Short Search ( Labeler ) Min Unit(   1.0   ) Min Alt Unit(   1.0   ) |
| Description ( Record Time Labeler ) Warranty Months (   ) |
|                                                                    |
| U/M (each)  AltUnit ( box ) AltPkgMlt ( 24   ) OR AltPktQty (   ) |
+Package Qty (   1   )    Alt PrcMlt ( 24   ) OR Alt Prc (   ) +
|                                                                    |
| List Price ( 12.00 ) Item Cost ( 6.00 ) Vendor No. ( 100 ) |
| Reorder Pt. ( 20.00 ) Eco Ord Qty ( 20.00 ) Buyer No. ( 60 ) |
| Min Stk Lvl ( 10.00 ) Max Stk Lvl ( 40.00 ) Lead Time/Days ( 30 ) |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| Ask L/S # Y/N (Y) Extnd Ov Y/N (N) Default Location (AA1L623) Wgt( .75 ) |
| Perpetual Y/N (Y) Sell At Net (Y) Taxable Item ..... (Y) CubFt ( 3 ) |
| Record Type...(N) Make=M,Buy=B (B) Backorder Allowed Y/N (Y) FtCls (200.0) |
| Cycle Cnt Cd (Q) Kit Item Y/N ( ) Commission Plan..( 75 ) Min % (25.00) |
+Hazardous Y/N (N) Auto Order Message ( ) ABC (A) Max %(100.00)+
|                                                                    |
| F0=Add Record      F1=Prod/Ven Search F2=Display Reverse F3=Display Forward|
| F4=Maintain Record F5=Delete Record  F6=Inquire       F7=Exit Screen  +
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Screen #BINPRO0 is for the purpose of entry or maintenance of items in the product master file.

The following menu options must be executed prior to entry of inventory records in order to have the files in place to validate fields appropriately:

1 -- Company Master	5 -- Physical Count Codes
2 -- Warehouse Master	10 -- Product Messages
3 -- Location Master	15 -- Product Commission Plan
4 -- Group/Class Codes	16 -- General Ledger Interface
	17 -- Buyer Master

In addition, the primary vendor numbers to be entered must be established in the accounts payable vendor master file. Also, the general ledger accounts referenced under option 16 - General Ledger Interface must be entered in the ledger prior to setting up the codes in the general ledger interface.

If you have set up price maintenance algorithms using menu option 9, the appropriate price levels 2-8 will be computed when a product is entered or maintained using this program.

Each field on the screen is explained after the defaults which follow:

Lot/Serial?	N
Perpetual Inventory Item?	Y
Sell Net?	N
Record Status	N
Taxable Item?	Y
Backorder Allowed?	Y
Hazardous Material?	N
Inventory Kit Item?	N
Permit Extended Price Override?	N

Make/Buy, Default Warehouse, and Default Location - Each of these fields will default to whatever is in the company file default.

**\*COMPANY** - Enter a valid company number.

**\*G/L LINK CODE** - Enter the general ledger link code which links this product to the general ledger interface file. This is explained under menu option 16.

**\*DEFAULT WAREHOUSE** - Enter a default warehouse. This is the warehouse number where this product will be held in inventory. This must be a valid warehouse in the warehouse master file.

**\*SKU NUMBER** - The stock keeping number is sometimes referred to as part number or item number. It is the primary key to the product master file and can be up to fourteen characters in length which can be a combination of letters and numbers.

**\*GROUP CODE** - Enter a four character number for summary information to be kept for reporting purposes at the inventory group level. See menu option 4.

**\*CLASS CODE** - Enter a four character number for summary information to be kept for reporting purposes at the inventory class level. See menu option 4.

**\*ALTERNATE #** - Enter up to a 14 character SKU number which is an alternate number to be displayed in the PROMPT Order Processing System if the primary SKU number is out of stock. If you are using the UPC version this field is for the UPC code and the alternate SKU feature is disabled.

In the case of record status 'S' or 'X', this field defines the superceded or cross reference SKU number.

**\*MFG PART NO.** - Enter up to 20 characters for the manufacturer's part number. This field is a secondary key to the file and can be used by PROMPT Order Processing to locate an SKU by the manufacturer's part number.

**\*SHORT SEARCH** - This field is for the purpose of providing a generic name or other type of short search description. The field is used by PROMPT Order Processing to aid in location of SKU numbers by entry of the generic name or search name designated by the user. The default to short search is the first 14 characters of the description, unless the description is left blank. In this case the default is the word "BLANKS".

**\*MIN UNIT** - This optional field is for entry of a minimum unit to be entered in the order entry program for an SKU. For example, if you do not wish to sell partial units you would enter 1.0. If no entry is made, there is no check of minimum entry.

**\*MIN ALT UNIT** - This optional field is for entry of a minimum alternate unit of measure to be entered in the order entry program for an SKU. If no entry is made, there is no check of minimum alternate unit entry.

**\*DESCRIPTION** - Enter a description. If left blank, order entry will prompt for the description.

**\*WARRANTY MONTHS** - If the SKU carries a warranty, you may enter the warranty months in this field. If an entry is made in this field, the order processing end of day program will create records in A/R notes for each warranty item sold (unless a P/JL parameter is set to turn off this feature).

**\*U/M** - Enter up to a five character field used to describe the packaging unit, such as "each". The entry of BAG or entry of a period as the fifth character such as BAG . causes the number of bags to print on the invoice for a fertilizer business. Also, for a fertilizer company the unit of measure for each kit must be 'ton' or 'unit' with no alternate unit of measure or alternate pkg. quantity.

**\*ALT UNIT** - Enter up to a five character field used to describe the alternate packaging unit, such as "doz" for dozen. BAG or a period in the fifth character causes the number of bags to print on the invoice for a fertilizer business.

**\*ALTPKGMLT** - This field defines the alternate packaging quantity from the regular unit of measure. For example, assume the regular unit of measure is "each" and the alternate unit of measure is "dozen". In this case the alternate packaging quantity to be entered in this field is '12'. You can use the next field, if desired, to calculate this value.

**\*ALTPKGQTY** - This field will compute alternate package multiplier. Alternate package quantity will be divided by package quantity, except if the alternate unit reflects a lesser value (such as lbs. to ozs.) you must enter a minus sign in front of the alternate package quantity to properly calculate the alternate package multiplier.

**\*PACKAGE QUANTITY** - Enter the number associated with the unit of measure. For example, each=1, pair=2, etc. No entry is permitted if the SKU is a kit, in which case this value will be determined to be the total quantity for the kit when the kit is defined using menu option 14.

For a fertilizer company the pack quantity for a kit will be the total pounds in the kit components. (For example the total pounds in the sub-assembly).

**\*ALT PRCLMT** - This field is entered when there is an alternate unit of measure thus the price is to be multiplied by this percentage to determine the alternate price. This is an optional screen field as you may desire to enter the alternate price in the next field.

**\*OR ALT PRICE** - This is an optional screen field to allow entry of the alternate unit price rather than having to enter the previous field. If a price is entered the alt price multiplier will automatically be calculated.

**\*LIST PRICE** - Enter the retail unit price (list) of the product. When an item is added to the product file, the appropriate price maintenance algorithm is accessed (see menu option 9) for the purpose of calculation of the other seven price levels in the product file. If this screen is used to maintain list price, the appropriate price maintenance algorithm will also be accessed to calculate the other seven price levels.

For a fertilizer company the list price and item cost for each kit component must be entered in pounds with an alternate unit of measure of tons and alternate pkg. quantity of 2000. The list price for each kit must be entered in tons and there is no item cost to be entered because the cost comes from the components. Components sold by the bag must have a unit of measure of "Bag", and must be priced by the bag with alternate unit of measure as a ton and the alternate package quantity as the number of bags in a ton. The weight per bag must also be entered.

**\*ITEM COST** - Enter the unit cost of the product if desired. This is not a required entry, as unit cost may be updated upon receipt of merchandise. However, the system permits the receipt of items without entering a cost if the cost is entered here. Thus, this field can be used to enter a standard cost if desired. If cost is used to compute price using an algorithm entered in menu option 9, it will be accessed to compute the other prices as determined by the algorithm.

**\*VENDOR NO.** - Enter the primary vendor number which must be a valid number in the accounts payable vendor master file. If the cursor is positioned in this field and you press F1, you will get a vendor search.

**\*REORDER POINT** - This field must be entered if it is to be referenced by the purchasing program that generates recommended orders. When the inventory quantity on hand is at or below the reorder point entered, the purchasing program will reorder the economic order quantity.

**\*ECONOMIC ORDER QTY** - This field is an optional entry. Please read the above explanation for reorder point. Also read menu option 1 on the purchasing menu entitled "Generate Recommended Order." The economic order quantity is used to establish either a required reorder quantity established by a vendor, or a desired other quantity established by the user.

**\*BUYER NO.** - Enter a buyer number of up to five numeric digits. This field is for use by buyers who are assigned to specific SKU numbers. See menu option 17.

**\*MIN STK LEVEL** - This field is used to indicate the minimum stock level. Please read "Generate Recommended Order", as this field can be used to enter the reorder stocking level for the slow season in a seasonally-adjusted buying business.

**\*MAX STK LEVEL** - This field is used to indicate the maximum stock level. Please read "Generate Recommended Order," as this field can be used to enter the reorder stocking level for the busy season in a seasonally-adjusted buying business.

**\*LEAD TIME/DAYS** - This field is used to indicate the lead time in days to either manufacture the product (if it is a "make item"), or lead time to get the product from the supplier (if it is a "buy item").

**\*ASK L/S # Y/N** - This field tells the order processing program whether or not to prompt for a lot/serial number at the time the order is entered. Y=prompt for lot/serial number; N=not to prompt; M=prompt only during maintenance. A code of 'U' can be entered, which means that the inventory receiving program should consolidate identical lot/serial numbers, using the earliest date of receipt.

**\*PERMIT EXTENDED PRICE OVRD** - Enter a 'Y' if you desire the PROMPT Order Processing System to allow an override of the extended price. This is useful when you need to synchronize the computer generated extended price to an amount computed on gas pumps or where you are entering a manually prepared invoice and experience penny rounding differences.

**\*DEFAULT LOCATION** - Enter a seven character stock location which can simply be the bin location or other description of where the merchandise is located. If the user does not have a convention, we suggest the following structure for the seven characters of stock location: AISLE 01, AREA C, SIDE (L OR R), BIN 10, SHELF 3 (01CL103).

**\*WEIGHT** - Enter in pounds the unit weight. The data is to be entered using two decimal places with a maximum entry of 99999.99 pounds. No entry is permitted if the SKU is a kit.

**\*PERPETUAL** - Enter a 'Y' to indicate that the inventory system is to keep track of units for this item. If an 'N' is entered, the inventory system will only track dollars for this item. If no entry is made, a 'Y' will be defaulted.

**\*SELL AT NET? Y/N** - If a terms discount is allowed when this item is sold using the PROMPT Order Processing System enter 'Y'; otherwise, enter 'N'. Also, items with 'Y' will not be included in the discount amount when discounting the entire invoice amount.

**\*TAXABLE ITEM?** - A 'Y' is to be entered if the inventory item is taxable. Otherwise, enter an 'N'. In addition to a Y or N answer, this field will accept the tax exempt ID letters found in the PROMPT Business System Accounts Receivable menu 4, then 7 - Tax Rates. When an item is sold using PROMPT Order Processing, it will be taxed if this flag is a 'Y' and the customer is not tax exempt.

**\*CUBIC FEET** - Enter the cubic feet shipping size for the item. For a Tobacco Wholesaler this field is used to enter the number of sticks per carton.

**\*RECORD TYPE** - Enter a code of N=normal product, D=discontinued, S=superceded, X=cross reference, or R=restricted, which means the product cannot be purchased or sold but is in the file to support history data.

**\*MAKE=M, BUY=B** - This field is used to indicate if the item is manufactured (make) or purchased (buy). However, additional codes are 'L' and 'O'. 'L' means "labor" to the PROMPT Order Processing System and 'O' means "other". Where the order processing system will define an order line as labor, materials or other. An L=labor, O=other, anything else=materials.

**\*BACKORDER ALLOWED? Y/N** - Enter a 'Y' if backorders are allowed on this product. Otherwise, enter an 'N'. The PROMPT Order Processing System provides for each customer to be coded individually to indicate if the customer accepts backorders. Therefore, for a backorder to occur, both the customer AND the item must be coded to permit a backorder. A 'Y' is defaulted if no entry is made.

**\*FREIGHT CLASS** - Enter up to a three digit number with one decimal place for freight class to print on the wholesale packing list.

For a Tobacco Wholesaler this field is used to identify "premium" brands as 1.0 and "discount" brands as 2.0.

For a fertilizer company freight class will be codes as 1.0 for bulk, 2.0 for bag and 3.0 for liquid.

**\*CYCLE COUNT CODE** - Enter a code to indicate the frequency of a physical inventory count. This code will be validated against the cycle codes file. See menu option 5.

**\*KIT ITEM? Y/N** - Enter a 'Y' if the inventory item is a kit item. This means the SKU number is not a stock item but a "dummy SKU number" used to indicate a kit. A kit is an assembly of several inventory items, the total of which result in a kit. A kit item has no quantity on hand and carries a kit price. The kit file holds the information required to assemble the kit and these components are entered using menu option 14. For a fertilizer company each kit component must have this question answered with an 'S'.

**\*COMM PLAN** - Enter the commission plan code if a commission plan scheme is used for this item. See menu option 15.

**\*MIN%** - Enter a percentage with a maximum of two decimals, such as 10.50, which will be the lowest acceptable gross margin on the inventory item. If the item is sold below this margin while using the PROMPT Order Processing System, a warning message will be displayed. If no entry is made, this check will not occur.

**\*HAZARDOUS MATERIAL? Y/N** - Enter a 'Y' only if the inventory item is classified as a hazardous material. An 'N' will be defaulted if no entry is made.

**\*AUTO ORDER MESSAGE** - Optional field for use in printing extra invoice lines with a message relating to the product. Enter a valid product message number as entered in menu option 10.

For a Tobacco Wholesaler this field is also used to explain the product promotion, and the explanation is limited to 48 characters.

**\*ABC CODE** - Enter the ABC code to indicate the demand for this SKU, or for use in the customer price report. 'A' is considered the highest demand, 'B' is intermediate and 'C' is the lowest demand code. (See customer price report screen #BINCPD for more uses of this field.) Also, to accomplish a delete of an SKU where history exists an "!" is entered in the ABC field. Later the Purge Inventory Master menu option 6 on End Of Period Menu is run to complete the purge.

**\*MAX %** - Enter a percentage with a maximum of two decimals, such as 125.00, which will be the highest acceptable gross margin on the inventory item. If the item is sold above this margin while using the PROMPT Order Processing System, a warning message will be displayed. If no entry is made, this check will not occur.

**The F1 function key for this option is now explained.**

#### **F1=PROD/Vend SEARCH**

This search is cursor sensitive, if the cursor is positioned in the vendor number field and F1 is pressed a vendor search will appear, otherwise F1 will search for a product. When the desired product is located, point the cursor to this product and press F7 to return the product to this screen for view or maintenance. The vendor search is informational meaning it returns the record in view before the search.



**Commands (C,D,L)****The line commands are:**

**C=Change** - If you enter 'C' in the command column to the left of a notes line and press the send/enter key, the note field will become enabled. Type the new note over the old and press send/enter to update the record (F7 cancels the change).

**D=Delete** - If you enter 'D' in the command column to the left of a notes line and press the send/enter key, the note will be deleted.

**L=Locate** - If you enter 'L' in the command column to the left of a notes line and press the send/enter key, the notes line will become the first line on the display of note lines.

**The function keys are now explained.****F0=ACCEPT INPUT (send/enter)**

Press this key to accept commands entered, notes entered, notes changed.

**F2=SCROLL REVERSE**

This key will scroll SKU numbers or scroll notes depending upon where the cursor is positioned when you press the scroll key. If the cursor is on the SKU number, the previous SKU's data will be displayed, otherwise, the current SKU's notes will be scrolled in reverse order.

**F3=SCROLL FORWARD**

This key will scroll SKU numbers or scroll notes depending upon where the cursor is positioned when you press the scroll key. If the cursor is on the SKU number, the next SKU's data will be displayed, otherwise, the current SKU's notes will be scrolled forward.

**F7=EXIT SCREEN**

Press this key to return to the previous screen.

**Product Price/Cost - Inventory File Maintenance - Sub Menu Option 8**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05          PROMPT Inventory Control          #BINPRM0 |
| Scroll I A=Alg,G=Group      Price Maintenance      Batch Update Date |
|           I=Inv,P=Price          01/01/05          |
| CO#( 1 )SKU#( 2842 ) GROUP (EQU) CLASS (SUPP) VENDOR#( 100 ) |
+ Description( RECORD TIME LABELER ) ABC Code ( A ) |
| Price #1 ( 12.000 ) Price #9 ( 6.000 ) |
|-----+-----+-----+-----+-----+-----+-----+-----+
| Window #1 - open/close with F6 -----|
| Price #2 ( ) Price #3 ( ) Price #4 ( ) |
| Price #5 ( ) Price #6 ( ) Price #7 ( ) |
+ Price #8 ( ) To maintain prices to zero pat a 'Z' beside F4 +
|-----+-----+-----+-----+-----+-----+-----+-----+
| Window #2 - open/close with F6 -----|
| Begin Sale Date mnt ( ) Ending Sale Date mnt ( ) |
| Minimum Gross Percentage ( ) Maximum Gross Percentage ( ) |
+-----+-----+-----+-----+-----+-----+-----+-----+
| ALGORITHM TO CALCULATE PRICE -----|
| 1-9 Operand Markup,Down%      1-0 Operand Markup,Down%      +
|                               = Price #1                    = Price #5 |
|                               = Price #2                    = Price #6 |
|                               = Price #3                    = Price #7 |
|                               = Price #4                    = Price #8 |
+ Round-Up:                               = Price #9 +
| Percisions:      Decs-----|
| F0=Create Prc Chg Record F1=Product Search      F2=Scroll Reverse F3=Forward |
| F4=Immediate Change( ) F5=(A)lg/(B)atch (A) F6=Open Window( ) F7=-Exit |
+-----+-----+-----+-----+-----+-----+-----+-----+

```

Screen #BINPRM0 is for the purpose of inventory product file price maintenance. This screen provides for both batch and on line price maintenance, and this program can be run from menu; for example, it is included in the order processing end-of-day job stream.

Batch price maintenance can be accomplished by entering price change records for subsequent price update. In this event, the F0=CREATE PRICE CHANGE RECORD key is used to enter the price change that goes into the file INPRCFLE. Later the F5(B) key can be used to batch update using the file INPRCFLE, or it can be updated in the end-of-day job stream based on the beginning and ending sale date.

On-line price maintenance can be accomplished by pressing F4=IMMEDIATE CHANGE. In this event, the product master file prices are updated and a record is entered into the file INPRCFLE for subsequent printing. Read the section five pages forward entitled: Exchange Prices.

Each field to be entered on the screen is now explained:

\*SCROLL (A,G,I,P) - Enter 'I' to scroll records in the inventory product master file by SKU number order. Enter 'P' to scroll records in the price file. Enter 'G' to scroll records in the product master file by group and class entered on the screen, then SKU within group and class. Enter 'A' to scroll an algorithm into the algorithm window. This key is used in connection with F5=(a) where you want only one algorithm.

**\*COMPANY NO.** - Enter the desired company for price maintenance. The entry must be a valid company in the inventory company file.

**\*SKU NUMBER** - Enter the SKU number of the record to be changed. A valid entry for a record in the product master file is required.

**\*GROUP** These fields are for use with function key F5=(A) where  
**\*CLASS** - you desire to perform price maintenance to a range of  
**\*VENDOR** products. They can also be used to enter a group and set the scroll to 'G' to scroll through this product group.

**\*DESCRIPTION** - The description from the product master file can be changed if desired.

**\*ABC CODE** - The ABC code in the product master file can be changed, if desired. If you see an 'I' displayed to the right of ( ) this means the ABC code is updated immediately in the product master file if F0 is pressed. It will always be updated immediately if F4 is pressed.

**\*PRICE #1** (LIST PRICE) - Enter the list unit price if you desire to modify the list price for this product in the product file. The timing of this price change will depend upon whether you press the F0 or F4 key, each of that are explained below. If list price is computed from cost, no entry is required to change list price.

**\*PRICE #9** (ITEM COST) - Enter the item unit cost if you desire to modify the item cost for this product in the product file. The purpose of item cost in the product file is to reflect the last cost at which merchandise was received in the inventory Daily Functions program.

**\*PRICE #2-#8** - These fields collectively are window #1. See the explanation of function key F6=OPEN WINDOW to determine how to open this window for use.

If prices #2-#8 are calculated based on list price or item cost using an algorithm entered in menu option 9, you do not need to open this window for entry of prices. Please read "Algorithm to Calculate Prices".

You can open this window and input or maintain prices 2-8, in which case you are choosing to override any applicable algorithm. See function keys F0=BATCH INPUT and F4=IMMEDIATE CHANGE below.

Price 2-8 has special meaning for a non stock inventory SKU, meaning the SKU is NS? where ? means any character. Prices 2-8 for a non-stock SKU represent a markup from cost and will be invoked when using order processing where F1 is used to enter a cost in the order entry line screen.

For example, if you made price level 1 2.0, price level 2 1.75, price level 3 1.5 and price level 4 1.25 for SKU NSE, then using order entry entered a cost for NSE of \$10, the selling price would be \$20 for price level 1, \$17.50 for price level 2, etc.

**\*BEGINNING AND ENDING SALE DATE AND MINIMUM AND MAXIMUM GROSS PERCENTAGE**

These fields collectively are window 2. See the explanation of F6=OPEN WINDOW to determine how to open this window for use. The beginning and ending sale dates are for use to identify when a special price is applicable because of a sale. Price maintenance is automatically executed at the beginning and at the end of the sale by the order processing end of day program unless you do it with F5=(B).

The minimum and maximum gross percentage are used by the PROMPT Order Processing to warn the operator when a sale is made outside of these tolerances.

**The function keys are now explained.**

**F0=CREATE PRICE CHANGE RECORDS**

The purpose of this key is to enter a record into the price change file for use in subsequent price maintenance as opposed to immediate price update that is accomplished with F4=IMMEDIATE CHANGE. A record previously entered into the price change file is maintained with this key by overwriting the data in the price change record.

**F1=PRODUCT SEARCH**

You can use this key to initiate a product search, then place the cursor on the desired SKU and press F7 to return to the price maintenance screen.

**F2=SCROLL REVERSE**

Press this key to go to the previous record in the file indicated by the field "scroll", that will be A, G, I, or P.

**F3=SCROLL FORWARD**

Press this key to go to the next record in the file indicated by the Field "scroll", that will be A, G, I or P.

**F4=IMMEDIATE CHANGE**

Press this key when the date for a record has been changed on the screen and you are ready to update the record in the file. This change will immediately occur in the product master file and a record will be entered into the price change file for printing which reflects the price that was in the product file before the change.

The brackets beside IMMEDIATE CHANGE ( ) are for entry of a "Z" if you want prices to go from the screen to the product file where there is no price entered for maintenance. Also, if scroll=P, and you enter a 'D' beside IMMEDIATE CHANGE and press F4 you delete the price record.

For example assume you had been using 8 price levels for a product and now you desire only 4 price levels. To zero the prices you no longer desire to use, enter a 'Z' in the brackets and the maintenance program will move zeros where no price is entered on the screen.

**F5=EXECUTE ALGORITHMS (A)**

When you have set up a price maintenance algorithm (using sub menu Option 9) that is to be applied to a group, class or vendor, press the F5 key followed by (A) to begin processing one algorithm, or all Algorithms against the inventory master file.

For example, assume you desire to increase all prices for a product group by 5%. You could type individual price records for each SKU in the entire group which would be a lot of data entry, or you could accomplish the same thing by going to sub-menu option 9 and set up an algorithm that will increase each price by 5%, with the algorithm reflecting the desired group.

Also, if you experience several price changes throughout your inventory master file, you could update the desired algorithm and process all algorithms against the inventory master file.

To process only one algorithm, set the scroll to "A" and scroll the desired algorithm to the screen before you press F5. Next, press the F5 function key followed by "A", and you will be given the option of using a single algorithm in the algorithm file to change prices, or use all algorithms in the algorithm file. Press F0 for a single algorithm or F1 for all algorithms. The only screen entry required to process all algorithms is company number.

For all SKU's that meet the algorithm conditions, the algorithm file is searched for a match in the following order and if a match is found, the prices are executed for the SKU and processing then goes to the next SKU:

1. company,SKU, group, class, vendor
2. company, group, class, vendor
3. company, class, vendor
4. company, group, vendor
5. company, vendor
6. company, group, class
7. company, group
8. company, class
9. company

**F5=BATCH UPDATE (B)**

Press this key followed by a (B) to update all price change records in the batch file. Beginning and ending sale date records will only maintain the price if the "Batch Update Date" is the same or greater than the sale date shown in the beginning sale date. Assume, for example, the beginning sale date is May 1 and the ending sale date is May 31. The prices in the product master file would all change when F5=(B) is processed on or after May 1, and the price would revert to the previous price if F5=(B) is pressed on or after May 31.

**F6=OPEN WINDOW ( )**

There are two windows on the screen that open or close. Enter a window number and press the key . If the window is open, it will close; if it is closed it will open. If this key is pressed and no number is entered, the cursor will be positioned so a number (1-2) can be entered.

**The screen has three windows that are now explained;****Window #1.** Prices #2-#8 and alternate unit multiplier

This window can be opened as explained above. If opened, it is used to do maintenance to prices 2-8 instead of the algorithm determining these prices.

**Window #2.** Sale dates and gross percentage deviation

This window can be opened as explained above. If opened, it is used to enter a beginning and ending sale date and gross percentage deviations. If this window is open when you enter a beginning and ending sale date, this date will duplicate in each record entered with F0.

**Window #3.** Algorithm to relate list price or cost to prices #1-#8

ALGORITHM TO CALCULATE PRICES - These fields on the screen collectively are window 3. This window does not open or close - as it is used only to scroll the algorithm file created using menu option 9.

Each field on the screen will be explained after the purpose of this window is discussed.

The PROMPT Inventory Control System has eight prices (#1-#8), plus cost, that is referred to as price 9. The purpose of multiple price levels is to give price breaks to customers based on actual or anticipated volumes of business. (Please see menu Option 12=Special Customer Pricing).

This screen provides a simple way to compute any or all of the eight prices using markup off cost or discount off price #1 or any other price. See page 128 for decimal precision explanation relating to computing prices using an algorithm.

The power of the percentage markup or discount can be used to implement price changes to a range of prices such as group or class, if desired.

**F7=EXIT SCREEN**

Press this key to exit the price maintenance screen and returns to the file maintenance sub menu.

**Running #BINPRM in a Job Stream**

The price maintenance program is designed to also be placed in an end-of-day job stream where it can be executed to process price changes based on effective date. Listed on the next page you will find the parameters to enter for execution in a job stream, using either PDBMENU or PJL.

PDBMENU	PJL	PARAMETER
File 1	1st 8 character	Effective date MM/DD/YY/ (Blank or *DATE for system date)
File 2	2nd 8 character	Group (or *ALL)
File 3	3rd 8 character	Class
PARM 7	1st 1 character	Blank =online, B=Batch, G=Global
PARM 12	1st 4 byte integer	Company Number
PARM 13	2nd 4 byte integer	Vendor Number

To run under PJL in on-line mode, enter extended parameters='N' on the PJL program statement.

#### **Purging price records from INPRCFLE**

The program #BINPRP found on the End of Period menu under option 9 can be executed to purge price records that have been maintained.

#### **Setting Round up Mask and Decimal Precision**

See page 155 for an explanation of round up mask. See page 128 where you can enter a field in the inventory company file to set the precision of calculated prices to two or three decimal places.

#### **Exchange prices**

The price change file INPRCFLE plays a dual role in the process of executing price maintenance. The file either holds the price to be updated, such as when you enter a price record using F0=BATCH INPUT, or the file holds the price before the update was processed, such as when you update a price using F4=IMMEDIATE CHANGE, or after executing F5 price update, either (A) or (B).

This is further explained with an example. Assume for SKU 1234 the inventory file has price 1 of \$10.00. Assume you desire to change this price to \$10.50, and you key a record for \$10.50, that is updated immediately on-line using F4; or it could be subsequently updated using F5=(B). After the price change is made, the price file will reflect \$10.00 - the price before the change; and the inventory file will reflect \$10.50 - the price after the change.

If you perform this price change by first entering the \$10.50 using F0, the price field will reflect the \$10.50 until the F5=(a) is used to perform the maintenance; then the price file will reflect the \$10.00 before change price.

**Maintain Algorithm - Inventory File Maintenance - Sub Menu Option 9**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05 11:00          PROMPT Inventory Control          #BINPRA |
|                          Price Algorithm Maintenance      #BINPRA0 |
|                                                                |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| Company Number ( 1 ) |
| SKU Number (          ) or Group (          ) Class:(          ) |
| Primary Vendor (          ) |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                          Algorithm to Calculate Prices |
| 1-9 *Operand Markup,Down % or 1-9 *Operand Markup,Down % or |
| (1) ( * ) ( 1.05 ) = Price #1 (2) ( * ) ( 1.05 ) = Price #2 |
| (3) ( * ) ( 1.05 ) = Price #3 (4) ( * ) ( 1.05 ) = Price #4 |
| (5) ( * ) ( 1.05 ) = Price #5 (6) ( * ) ( 1.05 ) = Price #6 +
| (7) ( * ) ( 1.05 ) = Price #7 (8) ( * ) ( 1.05 ) = Price #8 |
| ( ) ( ) ( ) = Price #9 |
| *Operand '*'=times, '/'=divided by, |
| Round-Up Mask: (          ) '+'=plus, '-'=minus, |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Add Record F1=Clear Screen F2=Scroll Reverse F3=Scroll Forward |
| F4=Maintain Record F5=Delete Record F6=Inquire F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Screen #BINPRA0 is for entry of a price maintenance algorithm for use in performing price maintenance with a minimal amount of data entry.

Please see sub-menu option 8 for a detailed explanation of how the algorithm works in connection with price maintenance data entered using menu option 8.

Each field to be entered is now explained:

- \* Company Number - These fields are for the
- \* SKU Number purpose of matching an
- \* Vendor # algorithm to a price change
- \* Class being entered on screen
- \* Group #BINPRC0.

For example, assume that you desire to increase all prices in the Product file by 5%. The sample algorithm entered above would accomplish this purpose when executed using menu option 8.

Another example, assume that for all inventory products in Company 1, Group "PROG", Class "SOFT" you desire to set price 2, 3, and 4 to be 10%, 15% and 20% less than price 1.

You would set up the algorithm for company 1, Group "PROG", Class "SOFT" with the following additional entries:

1-9	OPERAND	MARKUP, DOWN % OR \$	PRICE
1	*	.90	= PRICE 2 (10% off)
1	*	.85	= PRICE 3 (15% off)
1	*	.80	= PRICE 4 (20% off)

When a new price 1 is entered using sub menu option 6 or 8 for any product in company 1, for the group "PROG" and the class "SOFT" prices 2-4 will automatically be calculated using this algorithm, regardless of vendor number.

It is important to understand that a record entered in this file is processed on a hierarchical basis from the lowest level match to the highest level match. When a match is found between the SKU record being processed and the fields in the algorithm file, the price change is updated. The hierarchical basis from lowest to highest is as follows:

1. company, SKU, group, class, vendor
2. company, group, class, vendor
3. company, class, vendor
4. company, group, vendor
5. company, vendor
6. company, group, class
7. company, class
8. company, group
9. company

Here are some more examples of algorithms:

EXAMPLE	1-9	OPERAND	MARKUP, DOWN%	
A	9	*	1.400	= PRICE #1
B	1	*	.900	= PRICE #2
C	1	*	1.050	= PRICE #1
D	9	+	1.200	= PRICE #1
E	1	-	2.000	= PRICE #2
F	9	/	.50	= PRICE #1
G	1	M		= PRICE #3

Explanation of each example: (See page 128 for decimal precision)

A Cost (#9) will be marked up 40% to determine price #1.

B Price #1 will be discounted by 10% to determine price level 2 (i.e. price 2 is 90% of price 1).

- C (A price increase example) This would be done in connection with F5=EXECUTE ALGORITHMS. The range entered would have all SKU's prices changed by increasing the existing price by 5%. If the price change was a decrease of 5%, the markup/markdown percent would be entered as .950. Note that only list price (#1) was changed. The same approach could be applied simultaneously to the other price levels, if desired.
- D Cost (#9) will be increased by \$1.20 to arrive at price #1. Note, when you use + or -, the markup/markdown percent field becomes a dollar value rather than a percentage.
- E Price #1 minus \$2.00 equals price #2.
- F Price #9 divided by .50 equals price #1.
- G Price #3 is to be the mean price between cost and price #1.

**\*Round-Up Mask:** ( ) - This field can be used when desired to accomplish one of two purposes: (1) to round up prices computed with the algorithm to the next highest value. For example, 5/9. If 5/9 is entered, all prices computed will end in either a 5 or a 9. (2) to accomplish a specific penny value for all computed prices. For example, 99 cents. If you want all computed prices to end in 99 cents, enter 99 and that is what you will get.

**Here are some rules when using the mask:**

- The mask values must be in ascending order. "5/9" is ok, "9/5" is invalid.
- All mask values should be the same length. "00/25/50/75" is valid, "0/25/50/75" is also valid but not recommended, "00/25/5/75" is invalid.
- The mask values "work" against the "back end" of a number. For example, "5" makes all values round up to end in "5", regardless of the precision of the number, including integer fields.
- A mask value cannot be greater in length than the number of decimals to the right of the decimal point. For example, if you use 3 decimal pricing, you can have mask values of "5", "00/50", and "333/666/999"; but "5555" is invalid.
- When dealing with an integer field, the mask value should always be a single character; for example, "5/9", not "50/90".
- To round up to numeric values greater than 1, you must enter the decimal point and the correct number of trailing digits. For example, "0.00/5.00" would round all values up to a multiple of \$5.00.





The principle of chain discounting is explained by the following example. Assume you have three chain discounts which are 30%, 15%, 15%. Assume the amount to be discounted is \$100. The computation is as follows:

\$100	\$100	70	70.00	59.50	59.50
X 30%	-30	x15%	-10.50	x 15%	-8.93
<u>\$ 30</u>	<u>\$ 70</u>	<u>\$10.50</u>	<u>\$59.50</u>	<u>\$ 8.93</u>	<u>\$50.57</u>

Therefore, \$100 discounted at 30%, 15%, 15% equals \$50.57.

This file can be used for simple, single level discounts whereby you enter the code, and the discount percentage in discount #1.

This feature of the PROMPT Inventory Control System is used by the PROMPT Order Processing System, and is not otherwise used within the Inventory Control System, except for entry in option 12.



**DISCOUNT LEVEL ONE**

**\*FROM QUANTITY** - Discounts are granted based on quantity ranges such as from 12 to 36. Enter the "FROM" number of the range for discount level one.

**\*TO QUANTITY** - Enter the "TO" number of the range for discount level one.

**\*DISCOUNT CODE** - Special pricing is available for sales that fall into the quantity range specified in the FROM and TO fields. The PROMPT Order Processing System will use the discount code to reduce the list price for the product by the discount code referenced in this file, if entered.

**\*PRICE CODE** - If you prefer, instead of entering a discount code for use in computing price, you can enter the price level (1-8).

**\*PRICE** - If you prefer, instead of entering a discount code or price code, you can simply enter the price. However, if you enter the price here, be aware that you must maintain it here, as it cannot be maintained using menu option 8.

**\*SELL NET?** - Enter a "Y" if the terms discount usually available for a customer is to be ignored and the sale is to be net. Enter an "N" if normal terms discounts apply.

**DISCOUNT LEVEL TWO****DISCOUNT LEVEL THREE**

These fields are exactly the same as discount level one except the data entered is applicable to two additional quantity ranges.

This feature is used by the PROMPT Order Processing System, and is not otherwise used within the Inventory Control System.

**\*ROUND-UP MASK** - Entry of a round-up mask will cause computed prices to be rounded based on the value entered. (See menu option 9 for an explanation of round-up mask.)



**PROMPT ORDER PROCESSING HIERARCHY USED TO PRICE FROM THE SPECIAL CUSTOMER PRICING FILE**

When the PROMPT Order Processing program is checking to determine if a customer (see \* Note below) has a special price, here is what it does for the SKU number it is processing:

- First, the order date is checked for this customer to determine if a record in the price file applies. (Remember, a zero begin date for a record in this file is forever unless a new record is entered with a specific begin date other than zero.)
- Since there can be overlapping records by Group, or Group/Class, or Group/Class/SKU the LOWEST LEVEL always applies.

**SPECIAL CUSTOMER PRICING MAINTENANCE PROGRAM**

The special customer pricing maintenance program has two modes of Operation that are:

1. Entry or edit of records in the special customer pricing file.
2. The ability to read into a work file a logical set of records in the special customer price file, and save the work file back into the special customer price file. This could possibly create a new set of records with a different begin date, or customer number, or Group/Class. Or, the same records could overwrite the original records with something updated for all records, for example ending date or price.

The program is now explained by first covering the entry or edit of records in the special customer pricing file, then the work file features are explained.

**Entry or Edit of Records in Special Customer Pricing File**

Four options are presented:

A - ADD Records	(F5)
B - BROWSE Records	(F2)
X - END Program	(F7)
R - READ Records into Workspace	(F1)
P - PURGE Special Customer Price File	

NOTE: The word customer as used here means either the actual customer number who orders the product, or a special customer number associated with this customer in the special pricing field of the customer master file. What this means is that you can set up a dummy customer, that has a set of special customer pricing records entered into this file. Then you can apply these same special prices to other customers by simply entering a Y and the dummy customer number in screen #BAPRPAY 3 "Spcl Pricing" (See A/R manual screen #BARPAY3 and more details on page 164.)

**Option A - Explained****Option A - ADD Records (F5)**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05 10:37 a.m.      PROMPT Inventory Control          #BINSCP |
| Company: ( 1 )      Special Customer Pricing Maintenance    #BINSCP2 |
|                                                                    |
| Customer #: ( 40 )      Corpus Christi Sales              |
|==== PRODUCTS & PERIOD =====|
+ Group.....: ( FRUT )      (Enter the Lowest Level of Inventory Applicable +
| Class.....: (          )      to the Special Customer Pricing Agreement.) |
| SKU Number: (          ) |
| Begin Date: (01/01/05) (Optional) |
| End Date...: (12/31/05) (Optional) |
+==== PRICES ===== Sell At Net?: ( )====+
|Price      Price --Discount*---                               Alt Unit |
|Type       Level+Type & Value  + Round Up Mask OR Fixed Value  Fixed Value |
|-----   ---  ---  --- (Opt)-  - (Opt)-----  ----- (Opt)- |
|SELLING: ( 4 ) ( ) (          ) (          ) (          ) (          ) |
+ Alt. Unit Price Multiplier: (          ) (Opt) |
|LIST...: ( ) ( ) (          ) (          ) (          ) |
|SRP....: ( 4 ) ( %) (-35.000) ( 5/9 ) (          ) |
|ADV ALW: ( ) ( ) (          ) (          ) (          ) (          ) |
|                                                                    |
+                                                                    +
|** NOTE: Negative Discount Value is Markup. |
|                                                                    |
| F0=Inquire/Maintain F1=Clear Screen  F2=See Choices Rvrs F3=See Choices Fwd|
+ F4=Change Index:0   F5=Unlock Record F6=Screen Print   F7=Exit Screen   +
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of this screen is as follows:

- You can add a record to the special customer pricing file
- You can view an entire record in the special customer pricing file
- You can change eligible fields of a record in the special customer pricing file
- You can delete a record from the special customer pricing file
- You can scroll one record at a time in the special customer pricing file

Each field to be entered, viewed, or changed when a record is added is now explained.

The first screen section identifies the customer, the products and the time period for the special pricing agreement.

**\*COMPANY NO.** - Enter the inventory company number which must be a valid company in the inventory company file.

**\*CUSTOMER NO.** - Enter the customer number which must be a valid customer in the PROMPT Accounts Receivable system customer master file. When the customer price level record is entered or maintained, the field "Special Pricing Y/N" in the customer master file shown on the accounts receivable screen for enter and maintain customer will be set with a 'Y'. This field will be set to an 'N' if all special pricing records for that customer are deleted.

**NOTE:** In the accounts receivable customer file, there is also a field beside the Y/N for a special customer price customer number. This field can be used to point multiple customers to prices in this special customer pricing file.

- Group One, two, or all of these three fields must be entered
- Class to indicate the product category eligible for the special
- SKU No. pricing indicated.

For example, if all classes and SKU's in group "EQUP" are to get special pricing, you would only enter group "EQUP". Another example is if all SKU's within class "OFFC" are to get special pricing, you would enter group "EQUP" and class "OFFC". If the special price is related to an SKU, you would enter the group, class and SKU.

However, assume that a special price level is granted to a customer for all classes and SKU's in a group except one. First, enter a record with the special pricing for the group (entering only this group). Then, enter a second record for the excluded class with the price level applicable to the excluded class and enter the price multiplier as zero which means use the price level indicated without adjustment.

**\*BEGIN DATE/END DATE** - Enter the beginning and ending dates of the price agreement. An entry of blank is acceptable which means forever, until changed.

This completes the identification of the customer, products and time period involved. The next section involves the pricing agreement. First, a calculated price example is explained:

**\*Selling Price** - An entry is REQUIRED on the selling price line to define the selling price to the customer for the product(s) and periods defined above. This means that you MUST define a selling price in order to have the opportunity to define "List", "SRP" or "Adv Allowance". However, when you define the selling price, you are NOT required to enter a price or formula "List", "SRP" or "Adv Allowance".

**\*Price Level** - This field is for entry of one of the eight price levels 1-8, or you can enter 9 for last cost. An entry is NOT required in this field, but if no entry is made here a fixed value price must be entered. See the example after explanation of round-up mask below.

**\*Type** - If a discount is to be entered in the next field, enter either a '%' or '\$' in this field to indicate if the entry in the next field is a percentage discount which is type '%' or a dollar amount which is type '\$'. See the example after the explanation of round-up mask below.

**\*Discount Value** - If a price level is entered along with a type of '%' or '\$', this field is to enter the value. See the example after the explanation of round-up mask below.

**\*Round-Up Mask** - The purpose of a round-up mask is to modify the results of a computed price by rounding it up to a pre-defined ending value. For example, you might want all prices to end in .99, or prices to end in .00 or all prices to end with a 5 or 9.

Here is an entry example involving a calculated price with a round-up mask.

Price Level	Type	Value	Round-Up Mask
( 4 )	( % )	(-35.00)	(5/9 )

It means use price level 4 marked up by 35% with the result ending in the nearest .5 or .9.

Some examples are explained:

Assume	35%	Round-Up	Decimal
Price 4	Markup	Value	Assumption
\$8.27	\$11.16	\$11.19	2
\$9.00	\$12.15	\$12.15	2
\$8.275	\$11.171	\$11.175	3
\$9.000	\$12.15	\$12.150	3

If you are using three decimal pricing and want a round-up of 5 or 9 cents, set up the mask like this: 05/90.

**\*Fixed Value** - If no entries were made to price level, etc., then a fixed price must be entered such as 12.00 to indicate \$12.

**\*Alt Unit Fixed Value** - A fixed value can also be entered for the alternate unit quantity price such as 1.00 for \$1. The examples of \$12 and \$1 could apply to a product sold by the dozen for \$12 per dozen, or if sold individually (alternate unit of each) they might sell for \$1.

**\*Alt Unit Price Multiplier** - If no entry is made in this field, and a formula is used to compute the selling price, the selling price will be adjusted by the alternate unit price multiplier in the product master file. However, a multiplier can be entered in this field such as 1.15000 which will be used to determine the alternate unit price, instead of using the multiplier in the product master file.

To explain, assume the example above defined under round-up mask with price level 4 being \$10.00. Assume the primary unit of measure is a box of ten items. In the example a markup of 35% to \$10.00 produces a selling price of \$13.50, multiplied by .10 (the unit multiplier for a box of ten items which is determined by dividing one by ten), produces an alternate unit selling price of \$1.35. However, if a price multiplier of 1.15000 is entered, the computed price would be \$1.55 ( $1.35 \times 1.15000$ ). It just happens to work out that a 5/9 round up does not modify the result because the price ends in a 5.

This concludes the explanation of the selling price agreement entry that is the only required entry.

Optional entries for list price, SRP (suggested retail price) and advertising allowance are now explained.

#### **List Price, SRP (suggested retail price) and Adv Allowance Agreements**

Once you understand the selling price agreement just explained, the entry of values to determine the other pricing agreements are identical, except there is no alternate unit price multiplier involved.

**The list price** is for use by a wholesaler who wants to show a product \ list price, then a discount to produce their selling price to the customer.

**SRP (suggested retail price)** is for use by a wholesaler who wants to show the customer the suggested retail price and also the percentage markup earned by the customer if the product is sold at the suggested list price.

**Advertising allowance** is designed to print on the invoice to show the customer the value used to determine their selling price. ADVERTISING ALLOWANCE DOES NOT ALTER THE SELLING PRICE ENTERED ABOVE, IT IS TO SHOW WHAT AMOUNT WAS USED TO DETERMINE THE SELLING PRICE.

This completes the explanation of how to enter and edit special customer pricing values.

**Option B - BROWSE Records (F2)**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05 10:37 a.m.      PROMPT Inventory Control                #BINSCP |
| Company#:( 1 )      Special Customer Pricing Maintenance        #BINSCP1 |
| Locate Customer                                             |
| (          )  --+-----+-----+-----+-----+-----+-----+ (F4)-----+-----+
|---+ Customer          SKU          Begin |
+CMD| Number  Grp  Cls  Number  Date      Selling Price      @Net? +
|-----+-----+-----+-----+-----+-----+-----+-----+
| |      40  Frut |          | 01/01/05  PC=4 |
| |      40  Frut Appl  401    | 01/01/05 |
| |      60  Pres Cher  350    | 06/01/05 |
+ |      60  Pres Cher  362    | 06/01/05 |
| |      60  Pres Peac  360    |          | | |
| |          |          |          |          |
| |          |          |          |          |
+ |          |          |          |          |
| |          |          |          |          |
| |          |          |          |          |
+ |          |          |          |          |
| |          |          |          |          |
| F0=Accept Input      F1=Order by Group  F2=Scroll Reverse F3=Scroll Forward|
+ F4=Show Alt Selling F5=Add/Edit Records F6=Go To Bottom  F7=Exit Screen  +
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

You will arrive at this screen #BINSCP1 by entering option B, or pressing F2 from screen #BINSCP0. The purpose of the screen is full screen browse of certain fields for records in the special customer pricing file.

First, we will explain how to locate records in the special customer pricing file, then how to edit these records.

**HOW TO LOCATE RECORDS IN THE SPECIAL CUSTOMER PRICE FILE**

The F1 key and the prompt "LOCATE" work together to present records on the screen in any of these sequences:

- Customer Number
- Group/Class
- SKU
- Begin Date

When this screen, #BINSCP1, comes up the default for the prompt "Locate" is "Customer" which means customer number. This means F2 and F3 scroll records based on customer number. To change the scroll sequence, press F1 that will present and scroll data using F2 or F3 by inventory Group/Class. You can press F1 again to move the sequence to SKU, etc., etc.

#### **HOW TO CHANGE A RECORD IN THE SPECIAL CUSTOMER PRICING FILE**

Edit Commands (CMD)

The six eligible commands which are entered to the left of the customer number on the line you desire to change, are (?), plus these:

'C' for Change	'I' for Inquire
'D' for Delete	'T' for Top
'L' for Locate	'B' for Bottom

If a ? is entered and you press send, the commands are displayed.

If a 'C' is entered and you press send, you will go to screen #BINSCP2 to allow maintenance to eligible fields.

If a 'D' is entered and you press send, the line will be deleted and the record is removed from the special customer pricing file, after verification of your desire to delete the record.

If a 'L' is entered and you press send, the record will go to the top of the screen, followed by subsequent records.

If an 'I' is entered and you press send, the screen #BINSCP2 will appear to show full view of a single record.

If a 'T' is entered and you press send, the records from the beginning of the file, based on the locate sequence, will be displayed on the screen. In other words, you go to the top of the file, based on the selected locate sequence.

If a 'B' is entered and you press send, the records from the bottom of the file will be shown on the screen, based on the selected locate sequence.

You may enter multiple commands on different lines in the command column.

**Option R - READ Records Into Workspace (F1)**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05 10:36 a.m.      PROMPT Inventory Control          #BINSCP |
| Company: ( 1 )   Special Customer Pricing Maintenance      #BINSCP0 |
|                                                                |
|           Enter Option: ( R )                               |
|           =====                                         |
|           E - EDIT Records                                (F2) |
|           A - ADD Records                                (F5) |
|           X - END Program                                (F7) |
|           R - READ Records into Workspace                (F1) |
|           P - PURGE Special Customer Price File          |
|                                                                |
|           Optional Read Selection Parms:  First      Last |
|           Begin Sale Date                (   )      (   ) |
|           End Sale Date                   (   )      (   ) |
|           Customer Number                 (   )      (   ) |
|           Group                           (   )      (   ) |
|           Class                           (   )      (   ) |
|           SKU                             (   )      (   ) |
|                                                                |
|           F0=Accept Input      F1=Clear Screen  F2=Edit      F3= |
|           F4=                  F5=              F6=          F7=Cancel |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of this option is to read selected records from the special customer pricing file into a work file for possible editing, and then save to the special customer price file with modified data.

When you enter the option 'R' and press send, the lower section of the screen will be filled in as shown above.

This program option is now explained using an example.

Assume you desire to give customer 80 the same deal (or a slightly modified deal) as customer 40.

First, you need to be aware that this objective can simply be accomplished by going to the accounts receivable program and edit customer 40's master record to show vendor special pricing. Enter a 'Y' followed by the customer number 40. However, should you have need for a different beginning date or ending date, you would need to use the following approach.

In our previous example on screen #BINSCP1, you will notice that customer 40 gets price level 4 on all fruit for January, 2005 through December 2005 except for SKU 401 which is priced at \$10.

Here is how you give the same deal to customer 80. First, enter the command 'R' and press send.

Next, fill in these prompts as follows and press send.

	First	Last
Optional Read Selection Params:	(Blank=All)	(Optional)
Begin Sale Date	( )	( )
End Sale Date	( )	( )
Customer Number	( 40 )	( )
Group	( )	( )
Class	( )	( )
SKU	( )	( )

Screen #BINSCP0 will now appear as shown on the next page.





**Options N and Q Explained****Option N - New (Empty the Workspace)**

Enter option N and press send and all records in the workspace will be cleared. It is your responsibility to clear records in the workspace when you are finished with them.

Once the workspace is cleared, the program always defaults to edit of the special customer price file. However, when records are in the workspace, the program defaults to edit of records in the workspace.

**Option Q - Quit Without Saving**

Entry of option Q tells the program you wish to quit without saving records back to the special customer pricing file.

This will allow you to end the program and come back later for more Editing of records in the workspace.



The quantity required means the quantity for each component SKU required to make one kit. The quantity required MUST be entered in the primary unit of measure for the SKU number. For example, assume SKU number 368 Royal Golden Oranges are sold in the primary unit of measure each, or dozen as the alternate unit of measure. The quantity required of 1.00 in the example means 1.00 each (not 1.00 dozen).

The F4=Show Alternate provides three additional views of the components.

**Maintain Product Commission Plan - Inventory File Maintenance - Sub Menu  
Option 15**

```

+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05          PROMPT Inventory Control          #BINCPM0 |
|          Commission Specification File Maintenance          |
|
+-----+-----+-----+-----+-----+-----+-----+-----+
|
| Company Number   ( 1 )          Commission Plan   ( 5 )   |
|
+-----+-----+-----+-----+-----+-----+-----+-----+
|
| Commission Rate  ( 5.125 )      Applied To Code ( M ) *   |
|
|                                     * A = Amount of Sale   |
|                                     M = Margin on Sale      |
|                                     U = Rate per Unit        |
|
+-----+-----+-----+-----+-----+-----+-----+-----+
|
| F0=Add Record      F1=Clear Screen   F3=Scroll Reverse  F4=Scroll Forward |
| F4=Maintain Record F5=Delete Record  F6=Inquire         F7=Exit Screen   |
+-----+-----+-----+-----+-----+-----+-----+-----+

```

Screen #BINCPM0 is for the purpose of entry of commission plans for use by PROMPT Order Processing in computing commissions on sales where the commission method in the salesperson file is 'P'.

**\*COMPANY NUMBER** - Enter the appropriate company number. The company number must be a valid company in the inventory company file.

**\*COMMISSION PLAN** - Enter the code number of the commission plan which will be entered along with a master SKU record.

**\*COMMISSION RATE** - Enter the percentage rate. For example, 5.125 means five and one-eighth percent.

**\*APPLIED TO CODE** - Enter an 'A' if the commission rate is to be multiplied by the sale amount, enter 'M' if the rate is to be applied to the margin on the sale (amount less cost) or enter 'U' if the commission is an amount per units sold.

This feature of the PROMPT Inventory Control System is used by the PROMPT Order Processing System, and is not otherwise used within the Inventory Control System.

**Maintain Inventory G/L Codes - Inventory File Maintenance - Sub Menu Option 16**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05                PROMPT Inventory Control                #BINA FM  +
|                               General Ledger Interface File Maintenance  #BINA FM1 |
|           Company 1 Mid-American Control Corp                        |
|                                                                       |
+ Last Update: 1   602  D  Domestic Sales                               +
|                                                                       |
| Warehouse Number and Account Group Code for Update or Search..:(   )(   )|
| After search, enter line no. from below to retrieve for update:(   )  |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                               Beginning of File                               |
| 1 1 $$$1 H  Accounts Receivable                                0.00          |
| 2 1 601  D  Sales                                           601          0.00          |
+ 3 1 602  D  Domestic Sales                                602          0.00          +
|                                                                       |
+ NOTE: One Header is required per warehouse with an account group of $$$1. +
|                                                                       |
| F0=Accept Input  F1=Generic Search  F2=Display Reverse  F3=Display Forward |
+ F4=                F5=                F6=                F7=Exit Screen      |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of #BINA FM1 is to select a warehouse or account group code for inquiry, change or deletion; or to enter a new account group code for a warehouse. It is necessary to understand the interface from the PROMPT Inventory System and PROMPT Order Processing to the PROMPT General Ledger that is now explained.

Each inventory account in the general ledger may have corresponding accounts for sales and cost of goods sold.

For example, the PROMPT Order Processing System is capable of generation of the following entries from a sale.

1. Debit - A/R or Cash
2. Credit - Sales
3. Debit - Cost of Goods Sold
4. Credit - Inventory

Entries 1 and 2 will be in the amount of the sale, whereas entries 3 and 4 will be in the amount of the inventory cost. In addition, other entries could be involved such as discount, sales tax, freight, etc.

The purpose of the inventory account group file (or interface file) is to define to the Inventory and Order Processing Systems the general ledger accounts applicable to the general ledger codes in the inventory product master file for each warehouse.

The order processing program and inventory transaction processing program each update the appropriate records and fields in this account group file. Journal entries are then prepared from the account group file on the time cycle desired by the user.

The two types of account group records per warehouse are:

- H = Header (order processing header records) (\$\$\$1)
- D = Detail (order processing detail records  
and inventory transaction processing types)

When an inventory receipt is processed by the inventory transaction processing program, the program looks at the general ledger code in the product master file and uses this code to locate the matching number in the account group code file for the warehouse to which the merchandise is being received. Individual journal entries are generated when a record is processed to receive, issue, transfer, adjust quantity or adjust cost - provided the company file is coded to create journal entries.

A similar approach is used by the order processing program, except it summarizes journal entries. When a sale is invoiced, it uses the account group code for the SKU coupled with the warehouse number to obtain the sales, cost of goods sold and inventory accounts. The \$\$\$1 header record is used to obtain the account number for cash or accounts receivable.

See page 50 for an explanation of the journal entries made when executing production.

Screen #BINAFM1 is now explained by using two examples; one, a header record and the other, a detail record.

The cursor will appear next to this prompt:

**\*Warehouse Number and Account Group Code for Update or Search ( ) ( )**

To define or maintain a header record, enter '\$\$\$1' and press the send key. You will go to screen #BINAFM2 which is explained following the explanation of the function keys for screen #BINAFM1.

Each function key is now explained.

**F0=ACCEPT INPUT (send/enter)**

If you enter an account group code that has not been previously entered and then press this key, you will go to the next screen and will be in the "add" mode which permits the entry of a new account group code.

If you enter an existing account group code, or just enter the line number corresponding to the account group code, and then press this key, you will go to the next screen and will be in the "update" mode which permits the inquiry or change of an account group code.

**F1=GENERIC SEARCH**

If no entry is made and this key is pressed, the account group number is entered, all codes beginning with this warehouse number will be displayed.

**F2=DISPLAY REVERSE**

Press this key to scroll through the account group codes in the file in reverse order one page at a time.

**F3=DISPLAY FORWARD**

Press this key to scroll forward through the account group codes in the file one page at a time.

**F7=EXIT SCREEN**

Press this key to exit the screen.

Maintain Inventory G/L Codes - Inventory File Maintenance - Sub Menu Option 16

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+*UPDATE MODE*          PROMPT Inventory Control          #BINAFFM +
| 01/01/05              General Ledger Interface File Maintenance  #BINAFFM2 |
|                        Company 1  Mid-American Control Corp      |
| Warehouse Number: 1  Account Group Code: $$$1  Record Type 'H' or 'D' (H) |
+-----+-----+-----+-----+-----+-----+-----+-----+
|                                     HEADER Account Group Definition                                     |
| Entry Definition | Tailored GL JE Reference | GL Account No. | Amount |
+-----+-----+-----+-----+-----+-----+-----+-----+
| Cash | Cash | 101 | 0.00 |
|Accounts Receivable| Accounts Receivable | 120 | 0.00 |
|Discounts | Discounts | 720 | 0.00 |
|Sales Tax | Sales Tax | 427 | 0.00 |
+Freight | Freight | 832 | 0.00 +
|Handling | Handling | | 0.00 |
|Insurance | | | 0.00 |
|A/P Suspense | A/P Suspense | 401 | |
|Work in Process | Work in Process | 810 | 0.00 |
+Restocking Chg | | | 0.00 +
|Deposits | | | 0.00 |
|Commissions | | | |
| F0=Accept Input  F1=Cancel Input  F2=          F3=          |
+ F4=Accept Changes F5=Delete Account  F6=          F7=Cancel Record |
+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of screen #BINAFFM2 for a record type H is to enter the Journal entry reference and general ledger account numbers to be used by the inventory and order processing systems for each warehouse. YOU MUST ENTER ONE TYPE H RECORD FOR EACH WAREHOUSE, WHICH CONSISTS OF THREE DOLLAR SIGNS FOLLOWED BY A 1.

The example screen illustrates a completed screen where the tailored GL JE reference and GL Account No. have been entered.

**\*TAILORED G/L JE REFERENCE** - Enter the specific journal entry reference to be used for the journal entries for the accounts shown under the heading 'Entry Definition.' If no entry is made, the system will automatically use a default entry for each G/L reference.

**\*G/L ACCOUNT NO.** - Enter the general ledger account number applicable to the entry definition.

**The function keys for this screen are now explained.**

**F0=ACCEPT INPUT (send/enter key)**

Press this key to update the file with the information shown on the screen.

**F1=CANCEL INPUT**

Press this key when you have made changes on the screen, but have not pressed the F0=ACCEPT INPUT key, and you desire to erase the changes and return the data as it was before modification.

**F4=ACCEPT CHANGES**

Press this key or the F0 key to update the file with the information shown.

**F5=DELETE ACCOUNT**

Press this key to delete an account that does not have a balance. You will be asked if you are sure you want to delete the account. Respond with 'Y' if so. Otherwise, respond with 'N'.

**F7=CANCEL RECORD**

Press this key only when you desire to ignore all changes made on the screen and exit the screen. Also, press this key to exit the screen after data entry or maintenance.

Maintain Inventory G/L Codes - Inventory File Maintenance - Sub Menu Option 16

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+*UPDATE MODE*          PROMPT Inventory Control          #BINAFM  +
| 01/01/05              General Ledger Interface File Maintenance  #BINAFM2 |
|                          Company 1 Mid-American Control Corp      |
|
| Warehouse Number: 1 Account Group Code:601 Record Type 'H' or 'D' (D) |
+-----+-----+-----+-----+-----+-----+-----+-----+
|
|          DETAIL Account Group Definition
| Entry Definition | Tailored GL JE Reference | GL Account No. | Amount |
+-----+-----+-----+-----+-----+-----+-----+
+
| Sales            | Import Sales            | 601            | 0.00  |
| Returns/Allowance | Import Returns & Allow  | 601            | 0.00  |
| Inventory        | Import Inventory Sold   | 150            | 0.00  |
| Cost of Good Sold | Import CGS              | 702            | 0.00  |
+ Inter-Comp Transfer |
| Manufacturing Labor | Manufacturing Labor     | 320            | 0.00  |
| Overhead         | Overhead                | 350            | 0.00  |
| Work in Process  | Work in Process        | 810            | 0.00  |
|
|
+
|
|
| F0=Accept Input  F1=Cancel Input  F2=          F3=
+ F4=Accept Changes F5=Delete Account F6=          F7=Cancel Record
+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of screen #BINAFM3 for a record type D is to enter the journal entry reference and general ledger account numbers to be used by the inventory and order processing systems for each warehouse and each G/L link code in your inventory product master file.

The method of entry is the same as previously explained for the header type record.

You will observe that a detail record only involves four accounts unless an inter-company transfer account or manufacturing is involved.

The function keys are the same as explained on the previous page.



**Maintain Vendor Purchasing Data - Inventory File Maintenance -  
Sub Menu Option 18**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05          PROMPT Inventory Control          #BAPVEN0 +
|                   Vendor Purchasing Maintenance    |
| Vendor Co#.:( 1 ) Vendor No...: ( 100 )           |
| PO Req (Y/N)?:                                       |
| Ship Via.....: (   )                               |
+-----+-----+-----+-----+-----+-----+-----+-----+
| Contact Name.....:(          Janet Head )         |
| DOC.....:(www.thepoaddress.com          )         |
| Title.....:(          Sales Rep )                 |
| Telephone Number.....:(503-826-4924)              |
+-----+-----+-----+-----+-----+-----+-----+-----+
|           Free Freight   Minimum Order             |
| Dollars:( 100,000.00 ) (          10,000 )         |
| Weight..:(          2000.00 ) (                   ) |
| Units..:(          10000.00 ) (                   ) |
+-----+-----+-----+-----+-----+-----+-----+-----+
| Last PO #...: ( 1260 )                             |
| Last PO Date: (12/12/04)   Open PO Amount:         |
| Currently Printing Check?: (   )                   |
|                                                     |
+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Add Record      F1=Clear Screen   F2=Scroll Reverse F3=Display Forward |
| F4=Change Record   F5=Delete Record  F6=Find Record   F7=Exit Screen   |
+-----+-----+-----+-----+-----+-----+-----+-----+

```

Screen #BINVNM0 is for the purpose of entry of vendor information used to purchase. The name and address associated with this vendor is found in the A/P vendor file.

Each field of information to be entered is now explained.

**\*COMPANY NUMBER** - Enter a valid A/P company number - which also must be a valid inventory company number.

**\*VENDOR NUMBER** - Enter a valid A/P vendor number.

**\*CONTACT NAME** - Enter sales contact name

**\*DOC** - Electronic Document routing address that will be "www." followed by the email address to send the PO, or "fax." followed by the fax number just as it would be dialed to fax the PO, or "prt." if the PO is to be printed rather than emailed or faxed.

**\*TITLE** - The sales rep title

**\*PHONE NUMBER** - PO contact phone number.

**\*FREE FREIGHT DOLLARS** - Enter the dollar amount for a purchase order that will qualify for free freight. This is optional, and no entry is required.

**\*FREE FREIGHT WEIGHT** - Enter the weight amount for a purchase order that will qualify for free freight. This is optional, and no entry is required.

**\*FREE FREIGHT UNITS** - Enter the purchasing units that will qualify for free freight. This is optional, and no entry is required. If used, the units must be expressed in the vendor quantity ordered. For example, if the vendor sells in crates, but the inventory is stocked in each, you enter the units for a crate.

**\*MINIMUM ORDER DOLLARS** - Enter the minimum dollar amount for an order, if any.

**\*MINIMUM ORDER WEIGHT** - Enter the minimum weight amount for an order, if any.

**\*MINIMUM ORDER UNITS** - Enter the minimum purchasing unit quantities for an order, if any.

**NOTE:** The Free Freight and Minimum Order Limits are used by the purchase order subsystem. When a purchase order is prepared, if these limits are not met you will be advised.



**\*COMPANY NUMBER** - Enter a valid A/P company number - which must also be a valid inventory company.

**\*VENDOR NUMBER** - Enter a valid A/P vendor number.

**\*PRIME VENDOR?** - This is an optional entry. However, if entered, the program will modify the prime vendor in the inventory product file to be the vendor number shown on the screen. If the prime vendor number is changed from a 'Y' to an 'N', the prime vendor number in the inventory product file will become zeroes.

**\*LEAD TIME IN DAYS** - Enter the lead time in days from this vendor. If this vendor is the prime vendor, the lead time in the Inventory Product Master File will be automatically maintained to agree with the entry in this field.

**\*INVENTORY SKU NUMBER** - This entry must match an inventory SKU number - which is the product number used to sell this item offered by this vendor.

**\*MANUFACTURING PART NUMBER** - This is the number the manufacturer uses to stock the item. If this vendor is the prime vendor, the manufacturing part number in the inventory master file will be automatically maintained to agree with this field.

**\*PURCHASING UNIT OF MEASURE** - Enter the unit of measure used by the vendor for this item if different from the unit of measure used to sell the product as reflected in the product master file. No entry is required, in which case the default is from the Inventory Product Master File.

**\*ALLOW BROKEN UNIT?: ( )** - Entry of a "Y" means the vendor allows the purchase of a broken case, whereas entry of an "N" means the vendor does not allow purchase of a broken case.

**\*INVENTORY QTY PER UNIT** - Enter the inventory stocking quantity for each unit purchased from this vendor. No entry is required except where you need to convert from vendor purchasing units to inventory stocking units.

**\*PURCHASING QTY PER UNIT** - This entry is only required where the purchasing quantity and the inventory stocking quantity are not the same.

The entry is to indicate the conversion into the inventory stocking quantity. For example, assume you purchase 1 box with 1000 items which are stocked as each in the inventory system. Entries for this field, plus the two above, would be like this example:

Purchasing Unit of Measure	-	Box
Inventory Qty Per Unit	-	1000
Purchasing Qty Per Unit	-	1

**\*PURCHASING PACK QTY** - This entry determines the pack quantity of the Purchasing Qty Per Unit as sold by the vendor.

**\*PURCHASING UNIT COST** - Enter the vendor selling price (your cost) per purchasing unit.

**\* QTY BREAK UNIT COST** - There are three fields to reflect quantity  
**\* FROM QUANTITY** - cost breaks offered by the vendor. If  
**\* TO QUANTITY** - applicable, each of the fields may be entered.

**Maintain Lot/Serial No. - Inventory File Maintenance - Sub Menu  
Option 20**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05                PROMPT Inventory Control                #BINLSM1  +
|                          Maintain Lot/Serial Number              |
|                                                                    |
| Company No. ( 1 )   Warehouse No. ( 1 )   Item Number ( 350       ) |
| Location (06CR202)   Date      (01/01/05)   Lot/Serial # ( 12647293  ) |
+ PO No.      (      )   Sales Order # (      )   Sales Line # (      )   +
|                                                                    |
| Qty On Hand.....:   40.00                Qty On Hand (Allocated).....:   |
+ Qty On Order.....:    .00                Qty On Order (Allocated).....:   +
| Unit Cost.....:     3.50                Date Qty Went to Zero.....:   |
|                                                                    |
+ * Note: The only field of information that will be changed is lot/serial # |
|                                                                    |
|                                                                    |
+                                                                    +
|                                                                    |
| F0=                      F1=Clear Entries  F2=Scroll Reverse  F3=Scroll Forward |
| F4=Maintain Record F5=                      F6=Inquire       F7=Exit Program  |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Screen #BINLSM1 is for the purpose of maintaining a lot/serial number for a location record already received where the lot/serial number was not available at the time the item was received, or the lot/serial number was incorrectly entered upon receipt of the item.

Enter the company, warehouse and item number and use F3 to scroll to the correct record.

Enter the correct lot/serial number and press F4 to input or change the lot/serial number.

**Maintain Product Sub-Assemblies - Inventory File Maintenance - Sub Menu Option 21**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05                PROMPT Inventory Control                #BINASM0 +
|                Sub-Assembly File Maintenance                57 Records |
|
| Company No.....: ( 1 )                Locate SKU Produced: (          ) |
|
| C-D-L  SKU# Produced    Labor    Overhead    Part SKU#    Qty Required |
+-----+-----+-----+-----+-----+-----+-----+-----+
| ( ) | 350 | 4.552 | 3.217 | 360 | 2.00 |
| ( ) | 350 |      |      | 364 | 8.00 |
| ( ) | 350 |      |      | 374 | 3.00 |
| ( ) | 350 |      |      | 380 | 3.50 |
| ( ) | 350 |      |      |      |      |
+-----+-----+-----+-----+-----+-----+-----+
| ( ) |      |      |      |      |      |
| ( ) |      |      |      |      |      |
| ( ) |      |      |      |      |      |
| ( ) |      |      |      |      |      |
| ( ) |      |      |      |      |      |
+-----+-----+-----+-----+-----+-----+-----+
|
| F0=Accept Input  F1=Order by Part SKU No F2=Scroll Reverse F3=Scroll Foward|
| F4=Change Record F5=Data Entry          F6=Go to Top      F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+

```

This program is for the purpose of entering and maintaining sub-assemblies for use in production. See page 52 for the process to use these sub-assemblies as the basis for processing production, which converts raw materials into finished goods inventory.

Each screen and the data to be entered or maintained using this program is now explained.

Screen #BINASM0 is for the purpose of browsing or maintaining data, whereas, screen #BINASM1 is for the purpose of entering data.

**Screen #BINASM0 is now explained.**

**\*Locate Feature (F1) - ( )** - The screen provides two separate ways to sequence the data to assist you in finding records in the file.

When the screen first appears, the default is SKU # produced. This means that the file is sequenced by the field SKU # produced.

You have the option of pressing the F1 key to change the sequence to part SKU #. This provides the ability to look at the file in sequence by raw materials part number to see what parts are in what finished goods.

**\*Command Column** - The three eligible commands which are entered to the left of the SKU # produced entry that you desire to impact are:

'C' for Change  
'D' for Delete  
'L' for Locate

- If a 'C' is entered and you press send, the line will open to allow maintenance to eligible fields. If you desire to change a field that is not opened, you must delete the line and enter the desired data.
- If a 'D' is entered and you press send, the line will be deleted and the record is removed from the INASMFLE file.
- If an 'L' is entered and you press send, the record will go to the top of the screen followed by subsequent records.
- You may enter multiple commands on different lines in the command column.

**The function keys are now explained.****F0=ACCEPT INPUT (send/enter)**

Press this key when data entered in the command column or maintenance has been done, or to locate a record with the data entered in the locate field.

**F1=ORDER BY ????????**

Press this key to change the sequence of the data presented. The Possible sequences are by SKU# produced or part SKU#.



**F2=SCROLL REVERSE**

Press this key to present another screen of data reading the file in reverse order.

**F3=SCROLL FORWARD**

Press this key to present another screen of data reading the file in ascending order.

**F5=DATA ENTRY**

Press this key to go to screen #BINASM1 and perform data entry.

**F6=LOCATE RECORDS**

Press this key to position the record to the top of the screen based on the data 'Locate' field.

**F7=EXIT SCREEN**

Press this key to exit the program.

**Maintain Product Sub-Assemblies - Inventory File Maintenance - Sub Menu  
Option 21 - F5 key**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05 02:31 p.m.      PROMPT Inventory Control      #BINASM1 +
|                               Enter Sub Assembly                57 Records |
|                                                                    |
| Company No.....: ( 1 )          SKU Produced.....: ( 350      ) |
| Labor Unit Cost: ( 4.552 )      Overhead Unit Cost..: ( 3.217 ) |
|                                                                    |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                               Part SKU Number                Quantity Required      |
|                               -----                     -----   |
|                               ***                          ***       |
|                               ( 360      )                  ( 2.00    ) |
|                               ( 364      )                  ( 8.00    ) |
|                               ( 374      )                  ( 3.00    ) |
+-----+-----+-----+-----+-----+-----+-----+-----+
|                               ( 380      )                  ( 3.50    ) |
|                               (          )                  (          ) |
|                               (          )                  (          ) |
|                               (          )                  (          ) |
|                               (          )                  (          ) |
|                               (          )                  (          ) |
|                               (          )                  (          ) |
+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Add Record   F1=          F2=          F3=          |
| F4=             F5=          F6=          F7=Exit Screen |
+-----+-----+-----+-----+-----+-----+-----+-----+

```

You arrive at this screen when F5=Data Entry is pressed on screen #BINASM0. The purpose of the screen is to enter records into the sub-assembly file.

Each field is now explained.

**\*Company Number** - Enter the inventory company number involved.

**\*SKU Produced** - Enter the SKU number for the item being produced. It must be a valid SKU in the inventory file for the associated company.

**\*Labor Unit Cost** - Enter the per unit labor cost for the SKU number being produced. For example, if the inventory quantity is a case for the SKU being produced and the case consists of 50 items, use the labor unit cost for producing the entire case (not the cost for each item in the case, use the cost for all items in the case).

**\*Overhead Unit Cost** - Enter the per unit overhead cost for the SKU being produced. Refer to the above example regarding a unit.

**\*Quantity Required** - Enter the sub-assembly required to produce the finished goods inventory quantity.

Using the example on screen #BINASM1, it takes 2.00 of SKU 360, 8.00 of SKU 364, 3.00 of SKU 374 and 3.50 of SKU 380 to produce 1.00 unit of SKU 350.

Once a sub-assembly has been entered, you can add to it by entering new entries just below the previous screen entry, and of course delete entries on screen #BINASM0.

**The function keys for screen #BINASM1 are now explained.**

**F0=ADD RECORD (send/enter)**

Press this key when you have entered a sub-assembly on the screen. This will verify the SKU numbers entered as each line of data is accepted.

**F7=EXIT SCREEN**

Press this key to exit this screen and return to screen #BINASM0.

**Maintain JE Consolidation Accounts - Inventory File Maintenance - Sub Menu  
Option 22**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05          PROMPT Inventory Control          #BINACT0 |
|                   Consolidated Accounts Maintenance      |
| G/L Company Number.....: ( 1 )                      |
| G/L Account Number.....: ( 450 )                      |
+-----+-----+-----+-----+-----+-----+-----+-----+
|-----Current Totals-----|
| For Accounting Period:                                |
| Debit Total.....:                               Credit Total.....: |
+-----+-----+-----+-----+-----+-----+-----+-----+
| Quantity from Debits.:                               Quantity from Credits..: |
| Original #DR Entries.:                               Original #CR Entries...: |
+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Add Record      F1=Clear Screen   F2=Scroll Reverse  F3=Scroll Forward |
| F4=Maintain Record F5=Delete Record  F6=Inquire         F7=Exit Screen   |
+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of this screen is to enter general ledger accounts to be consolidated for purposes of summarizing entries to be passed to the general ledger.

One example of where you should consolidate is the production process where the work in process account should be consolidated to reduce the number of entries.

Without consolidation of journal entries, you have a very detailed audit trail with reference back to the source document, however, you also have a lot of entries.

If you desire to summarize the entries, you simply enter the account numbers to be summarized and the rest is automatic. Typically, you enter only your inventory and work in process account numbers.

If no account numbers are entered no consolidation will occur.

Each field on the screen to be entered is now explained.

**\*G/L COMPANY NUMBER** - Enter the general ledger number of the accounts to be consolidated.

**\*G/L ACCOUNT NUMBER** - Enter the general ledger account number to be consolidated. F4 is not valid for this program because you cannot change the file key. If you need to change a record, you first delete the incorrect record, then add the correct record.

**Create New SKU's & Superseded - Inventory File Maintenance - Sub Menu  
Option 23**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05 10:34 AM          PROMPT Inventory Control          #ZENPRO0  +
|              Create Product records from unmatched price records              |
|                                                                              |
| This program requires the price records to be Converted using PROMPT into a  |
| file with the FFD of INPROFLE less all indexes but 0 and the SDNAME INPROTMP. |
+ It assumes the CO#, SKU#, Group, class, MFG#, Description, prices & cost are  +
| in INPROTMP when this program is run.                                       |
|                                                                              |
| The default data for each INPROFLE record, if not provided, is as follows.    |
| GLcode=600, Discontinued=N, Date added=System Date, Kit=N, Taxable=Y        |
+ Ask L/s#=N, Backorder   =Y, Hazardous =N      Pack Qty =1, Sell Net=N        +
| Make/Buy=B, Perpetual   =Y, Extend Ovr=N  Default Bin  = WHSE                |
| Def Whse=1, Cycle Count =AN Unit Measr=EACH                                |
| The product description is used to create the short search name              |
|                                                                              |
+ Records are deleted in the work file INPROTMP as processed. There is no      +
| problem with other terminals using the inventory files while running this    |
| programs. You will need to run a global price update, executing all          |
| algorithms, after running this program.                                     |
|                                                                              |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Add New SKU's   F1=Process Superseded F2=                               F3=
| F4=                 F5=                 F6=                               F7=Exit Screen
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

This program has two functions:

1. If new product records have been placed into the file INPOROTMP, from an external source such as file import, for update into the product master file (INPROFLE) this can be accomplished by pressing F0 (enter key). See rules on the screen above.
2. If superseded records have been placed into the file INPOROTMP, from an external source such as file import, for update of the product master file (INPROFLE) this can be accomplished by pressing F1 key.

In the event of suppression updates the program modifies the retired SKU and transfers all on hand and on order stock. After the program completes you can run **IC, 1, 2** and enter the date of the update and ask for Y Mnt order with all other Y set to N. This produces a report of stock transfers from the obsolete SKU to the superseded number

**View New SKU's & Superceded - Inventory File Maintenance - Sub Menu  
Option 24**

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05          PROMPT Inventory Control          #TINPRO0 |
|                   Product File Maintenance          |
|
| Company No.( 1 )   G/L Link Code ( ) Default Whse ( ) |
| SKU Number ( CAC100 ) Group Code ( ) Class Code ( ) |
+Alternate #( EDC100 ) Mfg Part Number ( RTL-2842-XYZ ) +
| Short Search ( ) Min Unit( ) Min Alt Unit( ) |
| Description ( REPL BY EDC100 ) Warranty Months ( ) |
|
| U/M ( ) AltUnit ( ) AltPkgMlt ( ) OR AltPktQty ( ) |
+Package Qty ( ) Alt PrcMlt ( ) OR Alt Prc ( ) +
|
| List Price ( .00 ) Item Cost ( .00 ) Vendor No. ( 100 ) |
| Reorder Pt. ( .00 ) Eco Ord Qty ( .00 ) Buyer No. ( ) |
| Min Stk Lvl ( .00 ) Max Stk Lvl ( .00 ) Lead Time/Days ( 0 ) |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| Ask L/S # Y/N ( ) Extnd Ov Y/N ( ) Default Location ( ) Wgt( .00 ) |
| Perpetual Y/N ( ) Sell At Net ( ) Taxable Item ..... ( ) CubFt ( 0 ) |
| Record Type...(S) Make=M,Buy=B ( ) Backorder Allowed Y/N ( ) FtCls ( 0.0 ) |
| Cycle Cnt Cd ( ) Kit Item Y/N ( ) Commission Plan..( ) Min % ( .00 ) |
+Hazardous Y/N ( ) Auto Order Message ( ) ABC (A) Max %( .00 )+
|
| F0=Add Record      F1=Product Search F2=Display Reverse F3=Display Forward |
| F4=Maintain Record F5=Delete Record F6=Inquire      F7=Exit Screen      +
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Screen #TINPRO0 is for the purpose of view of new SKU's or superceded records in INPROTMP awaiting update to INPROFLE or possibly purge if there is no desire to update these records.

The function keys for this screen are the same as found in option 6.



**Option 3 - Location Master**

Selection of this option will cause a report to be printed for each inventory location in the location master file.

**Option 4 - Group/Class Master**

Selection of this option will cause a report to be printed for each inventory group and class in the group/class summary file.

**Option 5 - Physical Count Codes**

Selection of this option will cause a report to be printed of each record in the physical count code file.

**Option 6 - Product Master**

Selection of this option will cause a report to be printed for each inventory item in the product master file in SKU sequence.

All headings and data on the report are self-explanatory; except the following headings which are explained below:

Heading: T B H K P D M

T=Taxable	Y/N
B=Backorder Allowed	Y/N
H=Hazardous	Y/N
K=Kit	Y/N
P=Perpetual	Y/N
Status	D=discontinued, N=normal, S=superceded, X=cross reference
M=Make, Buy=B	M/B

**Option 7 - Product Notes**

Selection of this option will cause a report to be printed of all notes by SKU.

**Option 8 - Product Price Changes**

Selection of this option will cause one report to be printed of the records in the price file.

**Option 9 - Price Change Algorithm**

Selection of this option will cause a report to be printed for each price maintenance algorithm in the algorithm file.

**Option 10 - Product Messages**

Selection of this option will cause a report to be printed of each product message.

**Option 11 - Product Quantity Discount Percentages**

Selection of this option will cause a report to be printed of the discount codes and related percentages applicable to quantity discounts.

**Option 12 - Product Quantity Discounts**

Selection of this option will cause a report to be printed for each quantity discount record in the quantity discount file.

**Option 13 - Special Customer Pricing**

Selection of this option will cause a report to be printed for each customer in the special price file and the related inventory pricing information.

**Option 14 - Product Kit Specifications**

Selection of this option will cause a report to be printed for each record in the kit file in sequence by kit inventory number.

**Option 15 - Product Commission Plan**

Selection of this option will cause a report to be printed for each product commission plan in the file.

**Option 16 - General Ledger Interface**

Selection of this option will cause a report to be printed for each record in the general ledger interface account group code file.

**Option 17 - Purchasing Buyer Master**

Selection of this option will cause a report to be printed of each buyer in the buyer master file.

**Option 18 - Purchasing Vendor Data**

Selection of this option will cause a report to be printed of each purchasing vendor, and data related to such vendor.

**Option 19 - Purchasing Product Data**

Selection of this option will cause a report to be printed for each product offered by each vendor with cross reference information.

**Option 20 - Product Lot/Serial Numbers**

Selection of this option will cause a report to be printed for each record in the location with a lot/serial number. You will be prompted for a company and warehouse number to print.

**Option 21 - Product Sub-Assemblies**

Selection of this option will cause a report to be printed for each sub-assembly in the product sub-assembly file.

**Option 22 - JE Consolidation Accounts**

Selection of this option will cause a report to be printed for each journal entry consolidation record in the inventory journal entry consolidation file.

