



Menu 8: Inventory Control

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Menu 8 Inventory Control

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MENU-8                INVENTORY CONTROL
23:04:43 13 May 1998                1 JSS.UPG DBS
1. On Order Posting
2. Vendor In-Transit Posting
3. Non Purchase Order Receipts Posting
4. Inventory Adjustment Posting
4A. Inventory Adjustment Value Report
5. Inv Transfers-No Transfer Billing
7. Inv Rcpts Posting-With Transfer Bill
8. Transfers In Process Report
9. Inventory Reports

Enter a Menu Path or <Enter>:
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Figure 8-1. Costing/Inventory Evaluation main menu

Purpose

Most Inventory Control features are automated through Order Entry's purchasing and transferring processes. Reference this menu for a more detailed explanation of the inventory processes.

8.1 On Order Posting

Set up and display items on order in stock status. Use this menu to remove items from an order. This menu, however, is rarely used because on-order values automatically process through Purchasing during online purchase orders.

Step 1

Enter to proceed.

Step 2

At the "Inventory On Order Posting" screen, enter your operator code, then the company number, and then the warehouse number.

Step 3

Fill in the products to post:

- Type the product number (must include dash). The description automatically fills in.
- Enter the quantity.
- Type a reference number, if any.

Step 4

Enter to confirm your input; otherwise type '*n*' to change the line (begins at new product number).

Step 5

Continue to add the next product or '*end*.'

Step 6

Press '*end*' again and confirm the quantity that displays at the bottom of the screen, "TOTAL QUANTITY ENTERED." To change a line, type '*n*,' and then select a line.

'0' to accept when done.

LN#	PRODUCT NUMBER	DESCRIPTION	QTY	REF #
1.	b10-016	GL7 THERMOSTAT KIT	4	
2.	b10-017	ML45 THERMOSTAT	7	
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

OPER: 123 DATE: 05/14/98
 CO #: 01 JOHNSTONE SUPPLY INVENTORY ON ORDER POSTING
 WHSE: 001 JOHNSTONE SUPPLY DBS-TEST

ENTER PRODUCT NUMBER, OR 'END'

TOTAL QUANTITY ENTERED 11

Figure 8-2. Inventory On Order Posting

8.2 Vendor In-Transit Posting

Use this menu to set up in-transit quantities from vendors (when a product is on order from a vendor). This quantity displays only in Menu 19.13. We do not recommend using this menu.

- Follow the same steps as in previous menu above.

OPER:	123	DATE:	05/14/98	
CO #:	01	JOHNSTONE SUPPLY		INVENTORY VENDOR INTRANSIT
POSTING				
WHSE:	001	JOHNSTONE SUPPLY DBS-TEST		
LN#	PRODUCT NUMBER	DESCRIPTION	QTY	REF #
1.	b10-016	GL7 THERMOSTAT KIT	10	
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
ENTER PRODUCT NUMBER, OR 'END'				
TOTAL QUANTITY ENTERED 10				

Figure 8-3. Inventory Vendor in Transit Posting

8.3 Non Purchase Order Receipts Posting

One of the few processes in Menu 8 we recommend using, this menu receives products into stock without a purchase order. For example, if an employee goes to a vendor and picks up items already on a purchase order, and then decides to pick up more items *not* on the purchase order, use this menu to receive the additional items into stock. Process all online purchase orders through Menu 7.3 or Menu 34.1.

Step 1

Enter to continue.

Step 2

Type in your operator initials.

Step 3

Enter the company number; **Enter** for default. Heed the warning:

THESE RECEIPTS MUST NOT BE FOR ONLINE PURCHASE ORDERS
USE P/O RCPTS POSTING FOR THESE RECEIPTS

Step 4

Enter the next numbers in the order of the prompts:

- a. Warehouse (**Enter** for default)
- b. Date (**Enter** for today's date)
- c. Receiver

- d. Product (no dash required)
- e. Vendor
- f. Quantity

Step 5

The Cost displays. **Enter** if correct, or type a new amount.

Step 6

Type a PO/Reference number. **Enter** if correct or '*n*' to change (restarts at Product Number).

Step 7

Enter the next product number or '*end*.'

INVENTORY RECEIPTS POSTING						
OPERATOR ###						THESE RECEIPTS MUST NOT BE
CO # 01	JOHNSTONE SUPPLY					FOR ONLINE PURCHASE
ORDERS						
WHSE #	001 JOHNSTONE SUPPLY DBS-TEST					USE P/O RCPTS POSTING FOR
DATE	05/14/98					THESE RECEIPTS
RECEIVER #	001111					
PRODUCT NUMBER	DESCRIPTION	WHSLOC	QTY	COST	PO/REF	
b10-016	GL7 THERMOSTAT KIT		56	36.610	111	
b10-020	ML60 THERMOSTAT		49	1.990	222	
#####						
VENDOR #						

Figure 8-4. Inventory Receipts Posting

8.4 Inventory Adjustment Posting

This is also a recommended menu. Use Adjustment Posting to account for discrepancies in inventory counts without running the Physical Inventory process. Adjust product quantities into or out of stock by adding or subtracting them.

Step 1

When the screen displays, enter the following in the order of the prompts:

- a. Operator code
- b. Company number
- c. Warehouse number
- d. Date
- e. Authorization number
- f. Product number
- g. Quantity to adjust; the OH-IP column automatically displays the current count (on-hand minus quantity inpick)

Step 2

Input reason code, RC REASON. To change it, type '?' for a list:

INV.RSN.CODE DESC.....

01	PILFERAGE
02	MISCOUNT
03	UNKNOWN LOSS
04	UNKNOWN ADDITION
05	DAMAGED MERCHANDISE
16	AUTO-WARR RECEIVING



Reason codes are created in Menu 12.3.10.

Step 3

Enter to confirm your entries.

Step 4

Type the next product number or '*end*'.

OPERATOR 123	INVENTORY ADJUSTMENT POSTING			
CO # 01	JOHNSTONE SUPPLY			
WHSE #	001 JOHNSTONE SUPPLY DBS-TEST			
DATE	05/14/98			
AUTHORIZE #	1111			
PRODUCT NUMBER	DESCRIPTION	QUANTITY	RC REASON	OH - IP
b10-020	ML60 THERMOSTAT	10	02 MISCOUNT	
b10-021	ML70 THERMOSTAT	12	##	18

Figure 8-5. Inventory Adjustment Posting

8.4A Inventory Adjustment Value Report

Report the current month's inventory adjustments and the categories (reason codes) into which they fall. The cost and the balance before and after the adjustment display.

Step 1

Select a printer destination. Then **Enter** to proceed with the process.

Step 2

Enter the starting and ending dates (mm/dd/yy).

14 May 1998		INVENTORY ADJUSTMENT REGISTER						PAGE 1		
05/14/98 THRU 05/14/98										
WHSE REASON...	A.PROD.NO.	PROD.DESC.....	DATE...RA#...	BAL.BEF.	QTY ...	BAL.AFT.	COST..	VALUE...	OPER.NAME	
001	PILFERAGE	B10-016	GL7 THERMOSTAT KIT	05/14/98	183	50	233	36.598	1,829.900	JF'sTest
001	PILFERAGE	B10-021	ML70 THERMOSTAT	05/14/98	11	12	23	2.410	28.920	JF'sTest

									62	1,858.820
001	MISCOUNT	B10-020	ML60 THERMOSTAT	05/14/98	104	10	114	1.986	19.860	JF's Test

									10	19.860
									72	1,878.680
[405] 3 items listed out of 3 items.										

Figure 8-6. Inventory Adjustment Register sample report

8.5 Inventory Transfers—No Transfer Billing

This is a relatively quick and simple procedure for transferring stock from one warehouse to another, however, we do not recommend using this menu for the following reasons:

1. Entries only display in Menu 19.7b
2. Any entries recorded in this menu are not traceable on paper (no end-of-day or -month reports to track these transactions)
3. General Ledger does not track entries.

Step 1

Enter the following information:

- a. Your operator code
- b. Company number
- c. Warehouse number
- d. "To" warehouse number to which your are transferring
- e. Product number
- f. Quantity to transfer
- g. Reference number, if any

Step 2

Enter to confirm your entries; type *'n'* to change.

Step 3

Type the next product number or *'end.'*

OPER:	DATE: 05/14/98			
CO #:	01	JOHNSTONE SUPPLY	INVENTORY TRANSFERS	
FROM WHSE:	001	DBS		
TO WHSE:	002	JOHNSTONE SUPPLY DBS-TEST		
LN#	PRODUCT NUMBER	DESCRIPTION	QTY	REF #
1.	b10-016	GL7 THERMOSTAT KIT	4	
2.	b10-017	ML45 THERMOSTAT	2	
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

ENTER PRODUCT NUMBER, OR 'END'

TOTAL QUANTITY ENTERED 6

Figure 8-7. Inventory Transfers

8.7 Inventory Receipts Posting—With Transfer Bill

Accessing this menu is *not* recommended, its purpose and instructions are purposely omitted.

8.8 Transfers In Process Report

Print a report of incomplete transfers entered through Menu 8.5.

8.9 Inventory Reports

MENU-8.9		INVENTORY REPORTS MENU	
07:59:54	14 May 1998		1 JSS.TEST DBS
1. On Order Posting Register		14. Inventory by Vendor Inquiry(Print)	
2. In-Transit Posting Register		15. Inventory by Vendor Inquiry(Crt)	
3. Receipts Posting Register		16. Inventory Transaction Inquiries	
4. Inventory Adjustments Register		18. Availability Detail Report	
5. Transfer Register		19. Availability Detail Inquiry	
6. Inventory Transaction Audit Report		20. Availability Summary Report	
7. Product Activity Report		21. Availability Summary Inquiry	
8. Stock Status--Sales Report		22. Inventory Audit History Update	
9. Low Stock Report		23. Inventory Audit History Purge	
10. Excess Inventory Report		25. Printer Select	
11. Purchasing Report by Vendor			
12. Weeks Supply Analysis			
Enter a Menu Path or <Enter>:			

Figure 8-8. Inventory Reports menu

8.9.1 On Order Posting Register

Print all entries entered in Menu 8.1, Inventory on Order Posting.

INVENTORY ON ORDER POSTING LISTING						PAGE 1
DATE	29 Sep 1998					
REF.NO..	DATE....	OPER	TRANS.NO	A.PROD.NO...	PROD.DESC.....	QTY.....
T	09/29/98	TSA	259252	H25-486	11259 3/8DR7/16DP SK	3
	09/29/98	TSA	259253	S88-256	OCB1026 MOTOR	5
*****						8
1122356	09/29/98	TSA	259251	L38-046	B14010-09S IGNITR AS	25
*****						25
DS500	09/29/98	TSA	259250	B10-222	68Z3204 TEF2 VALVE	50
*****						50
						83

Figure 8-9. Inventory on Order Posting

8.9.2 In-Transit Posting Register

Print data entered in Menu 8.2, Vendor In-Transit Posting.

INVENTORY IN TRANSIT POSTING LISTING						
DATE 29 Sep 1998				PAGE 1		
REF.NO..	DATE....	OPER	TRANS.NO	A.PROD.NO...	PROD.DESC.....	QTY.....
	09/29/98	TSA	259254	S88-789	2142 1/10 21/29 4-PO	3
***						3
112233	09/29/98	TSA	259255	S88-254	OBL10086 MOTOR	8
112233	09/29/98	TSA	259256	S88-258	FH1036 MOTOR	11
112233	09/29/98	TSA	259257	S88-265	5456 MOTOR	4
***						23
SS22588	09/29/98	TSA	259258	S88-289	US1036 MOTOR	10
***						10
						36

Figure 8-10. Inventory in Transit Posting

8.9.3 Receipts Posting Register

Print report of items entered in Menu 8.3, Non Purchase Order Receipts Posting.

RECEIPTS POSTING LISTING											
DATE 29 Sep 1998										PAGE 1	
REF.NO..	DATE..	OPER	VENDOR#.	V.NAME.....	TRANS.NO	A.PROD.NO...	PROD.DESC.....	QTY...	COST..	VALUE...	PO#... RCVR#.
000109	08/21/98	123	001	JOHNSTONE SUPPL	249189 2	12345678901234567890		10	26.500	265.000	000109 12345

Figure 8-11. Receipts Posting

8.9.4 Inventory Adjustment Register

Print report of items entered in Menu 8.4, Inventory Adjustment Posting

8.9.5 Transfer Register

Print report of items entered in Menu 8.5, Inventory Transfers.

8.9.6 Inventory Transaction Audit Report

Display each product transaction for a specific day, including the type of transaction (invoice, credit, adjustment) and the on-hand quantities before and after the transaction process.

8.9.7 Product Activity Report

List product transactions and their effect on inventory. For a more detailed report on inventory history items, use Menu 19.7B's hardcopy option.

8.9.8 Stock Status – Sales Report

Print a snap shot of the Stock Status Inquiry from Menu 19.6.

15:45:30 29 Sep 1998		INVENTORY STATUS REPORT - VENDOR 001						PAGE 1	
PROD NO	DESCRIPTION	WHSE	OH.IP	VOQ	COQ	ROP	ROQ	OOS.YTD	
AA450B	ASHTRAY 4.5" RND BLK	001	6	0			1		
B10-016	GL7 THERMOSTAT KIT	001	46	12	0	14			
B10-017	ML45 THERMOSTAT	001	20	43	12	9			
J27-363	LP655 TUB LEAK KIT	001	3		0				
J27-485	LP303 DRIVE BLOCK	001	6		0				
J27-487	LP926 SHAFT STUD	001	5		0				
J27-488	LP925 SEAL KIT	001	5		0				

Figure 8-12. Inventory Status

8.9.9 Low Stock Report

Print a list of all *non*-discontinued items that are *not* kit items, and that have on-hand quantities less than the ROP.

8.9.10 Excess Inventory Report

Print a report of excess inventory: available on-hand greater than average monthly sales year-to-date times days of supply.

8.9.11 Purchasing Report by Vendor

Print report of items purchased by purchasing vendor—the vendor on the PO.

PAGE 1		PURCHASING REPORT BY WAREHOUSE BY VENDOR						DATE 09/29/98	
WHSE: 001--Database Business Systems		VENDOR: NOT ON FILE		MIN FREIGHT					
PRODUCT NO	PROD DESCRIPTION	SELL	ON VEND	CUST AVAIL	ROP	ROQ	BUY LAST	LAST RECPT	SALES
SALE\$VALUE		UM	HAND	ON ORD	BACKORD	UM	ORD	RECP	YTD
B12-518	SP696 END CAP	EA	0	0	0	EA			0
B12-805	GA278 ICE CUBE FLEX TRAY	0	0	0	0	EA			0
B12-841	GL249 MOUNTING CLIP 3PK	0	0	0	0	EA			0
B80-904	2001 DOOR GASKET	EA	10	10	0	EA			84
B80-989	GH408 DEFROST HEATER	10	10	10	0	EA	02/20		138
B80-991	GH409 DEFROST HEATER	5	5	5	0	EA	02/20		

Figure 8-13. Purchasing Report by Warehouse by Vendor

8.9.12 Weekly Supply Analysis

Print a weekly supply analysis report based on six-months usage. Program selects sales figures for the last six months and prints the associated products and quantities, providing a weekly average.

8.9.14 Inventory by Vendor Inquiry (Print)

Print report of inventory by vendor name.

PAGE 1		** INVENTORY BY VENDOR **		16:21:50		29 Sep 1998						
VEND.NO.	WHSE	PRODC#...	ITEM.DESC...	UM	ON	AVAIL..	VEND	ROP..	DISC	QTY	SOLD.	QTY
				HAND	ON	ON	ORD	IND	12 MONTHS			
001	001	B11-474	GC112 COLD CONTROL	EA	10	10		0	N			2
001	001	B11-475	GC113 D83 COLD CONTROL	EA	10	10		0	Y			3
001	001	B11-476	GC114 COLD CONTROL	EA	10	10		0	N			2
001	001	B11-477	GC115 COLD CONTROL	EA	10	10		0	N			1
001	001	B11-478	GC116 SUB B12-626 D85	EA	10	10		0	Y			0
001	001	B11-479	GC117 COLD CONTROL	EA	10	10		0	N			5
001	001	B11-480	GC118 COLD CONTROL	EA	10	10		0	N			2
001	001	B11-481	GC119 COLD CONTROL	EA	10	10		0	N			3
001	001	B11-483	GC122 D85 COLD CONTROL	EA	10	10		0	Y			8
001	001	B11-485	GC125 COLD CONTROL	EA	10	10		0	N			5
001	001	B11-486	GC126 COLD CONTROL	EA	10	10		0	N			1
001	001	B11-487	GC127 D85 COLD CONTROL	EA	10	10		0	Y			2
001	001	B11-488	GC129 SUB 612-627 D85	EA	10	10		0	Y			3

Figure 8-14. Inventory by Vendor

8.9.15 Inventory by Vendor Inquiry (CRT)

Print same as previous report but to screen.

8.9.16 Inventory Transaction Inquiries8.9.16.1 By Customer

- Enter customer number.
- Type 'y' to send to printer; otherwise type 'n.'

DATE 31 Aug 1998		CUSTOMER: 123 - Jeff's Tester		PAGE 1			
A.PROD.NO...	DESC.....	DATE....	REL.NO.....	TNX	QTY...	PRICE..	COST..
B12-019	CD2245 BRASS CAP 25PK	08/27/98	02200136001	INV	5	9.69	4.240
B92-185	H-24 COIL	08/26/98	01000707001	INV	2	85.00	83.120
B10-360	A30-261 REFR. CONTROL	08/26/98	01000707001	INV	1	27.10	11.183

Figure 8-15. Inventory Transaction by Customer

8.9.16.2 By Product

- Enter warehouse number or **Enter** for all.
- Enter product number.
- Type 'y' to send to printer; otherwise type 'n.'

TNX	DATE	ORD/PO#	REF/RCVR#	QTY	COST	PRICE	CUSTOMER/VENDOR
DATE:	08/31/98	PRODUCT: B10-120 - 083S DRYER					
INV	07/23/98	01000669001		-1	0.000	10.61	GOOMBA GOOMBA SAFARI
INV	06/30/98	01000172001		-1	5.878	5.88	S01 JOHNSTONE SUPPLY
INV	06/30/98	01000339001		-1	5.877	5.88	S01 JOHNSTONE SUPPLY
POR	06/15/98	01101057	001537	1	5.650		001 JOHNSTONE SUPPLY

Figure 8-16. Inventory Transaction by Product

8.9.18 Availability Detail Report

Print report of product availability.

- Enter report date (mm/dd/yy).

8.9.19 Availability Detail Inquiry

Print same report as in previous menu but to screen.

8.9.20 Availability Summary Report

Print a six-month average summary of product availability.

8.9.21 Availability Summary Inquiry

Print previous menu to screen.

8.9.22 Inventory Audit History Update

Update the inventory history files with the daily transactions. Unless Database consents, do not use this process. Daily programs such as order entry, day-end, and PO receipts automatically run this menu.



Run this process only with Database supervision.

8.9.23 Inventory Audit History Purge

Clear the Inventory Audit file to update it. Run this purge *after* running Menu 8.9.21.

8.9.25 Printer Select

Select printer destination for all reports in Menu 8. Use this menu first, before printing reports.

Appendix

Screen Column Headings

Name	Meaning
A.PROD.NO	Product number
AMT OPEN	Amount remaining open on invoice
AVAIL	Available
BAL. BEF. QTY	Balance before quantity
BAL.AFT	Balance after
DISC QTY	Discount quantity
LN#	Line number that corresponds to an open ar entry.
NUMBER	A/R invoice number
OH-IP	On-hand
OPER.NAME	Operator name
PO#	Purchase order number
PO/REF	Purchase order or reference number
PROD.DESC	Description of product
QTY	Quantity
RC	Reason code
RCVR#	Receiver number
REF#	Reference number
REL.NO	Release number
ROP	Re-Order-Point
ROQ	Re-Order-Quantity
TNX	Transaction
TYP	Type
V.NAME	Vendor name
VENDOR#, VEND.NO	Vendor number
VOQ	Quantity On-Order to vendor
WHSE	Warehouse
WHSLOC	Warehouse location

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