

**Raw Material  
Inventory Control**

Classic AS/AP™







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## PREFACE

This manual is intended for users who understand the concepts of basic accounting and bookkeeping, are familiar with the basic operations of their computer hardware, and who understand the accounting and bookkeeping procedures and requirements of their company.

All of the **AS/AP<sup>tm</sup>** manuals have been structured around the assumption that the user understands the basic conventions of the **AS/AP<sup>tm</sup>** program as described in the System Utilities Manual.

The single most confusing reference in the manuals is the convention of indicating a specific key which is to be pressed. The "<" and ">" symbols are used to enclose the *name* of a specific key. Therefore, <A> indicates that the user is to press the *letter "A"*. When not assigned a specific Hot Key function within a program module, the following assignments are in effect.

<F2> Function key #2 places a "½" in the alpha data entry field. This is only effective if the key isn't programmed for a different Hot Key purpose displayed on the screen.

<F4> Function key #4 places a "¼" in the alpha data entry field. This is only effective if the key isn't programmed for a different Hot Key purpose displayed on the screen.

<F10> Function key #10 is used at any point that the user wishes to jump through an entire input screen without making any changes. This is only effective if the key isn't programmed for a different Hot Key purpose displayed on the screen.

<Esc> Indicates the key that is usually marked "Esc". The "Escape" key is used for just that, to escape from where you are. If <Esc> is pressed from most menus, the program will back one menu.

If escape is used during data entry, it will terminate the entry process. In most cases if <Esc> is pressed **during** data entry, it will cause the system to ignore the last input. This does not include points in the program where the system specifically instructs the user to press <Esc> to quit or return to the previous menu.

<Enter> Indicates that the user is to press the <Return>, <Enter>, **5**, or equivalent key.

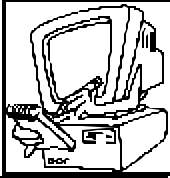
<Ctrl> The Control key is **always** used in conjunction with another key, in the same manner as the shift key. <Ctrl><Y> indicates that the user is to press the Control key and the letter "Y" at the same time.

<PgDn> Page Down key on the numeric key pad. If the number lock (NumLock) light is lit, the user can press the <Shift> and <PgDn> at the same time to get the desired effect. The same rules are true for *all* of the keys in the numeric key pad. Other related keys include : <PgUp>, <Home>, and <End>

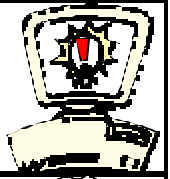
<Ins> The 'Insert' key will toggle the *INSERT* function on and off. With *Insert On*, whatever the user enters from the keyboard, will push existing characters to the right of the data entry field.

<Del> The *Delete* key will delete the character under the cursor, when the key is pressed.

Shown below are the five other symbols that appear throughout the **AS/AP™** manuals and a brief description of each:



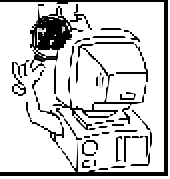
NOTES: IN THE LONG TERM THESE ITEMS MAY SERVE TO BE VERY HELPFUL.



WARNING: THESE IMAGES WILL HELP YOU AVOID TROUBLE.



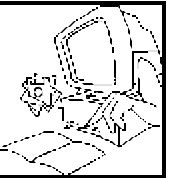
DANGER: *EXTREMELY* IMPORTANT ISSUES WILL BE PRECEDED BY THIS IMAGE.



UNDER DEVELOPMENT: THIS IMAGE DENOTES AREAS OF THE PROGRAM THAT ARE UNDER DEVELOPMENT.



CUSTOM MODIFICATIONS: THIS IMAGE WILL POINT OUT AREAS OF THE PROGRAM THAT INVOLVE CUSTOM MODIFICATIONS.



REFERENCE: THIS IMAGE IS USED TO INSTRUCT THE USER TO REFER TO ANOTHER MANUAL FOR FURTHER INFORMATION.





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## Raw Material Inventory Control

This manual covers the Raw Material Inventory options which include Raw Material Inventory, Trim Sheets, Material Requirements Planning, and some Raw Material related options from Cut Order Processing.

In addition to the relationship of Raw Material to Finished Goods, there is an indirect relationship to Sales Order Processing.

The standard system provides for an interface between the Raw Material files and the Order Booking reports. This interface prints an explosion of the Raw Material Requirements for a selected Booking Report.

In the standard system, deductions are made through Cutting Order Processing-Finished Goods Inventory Control. As a special option, a custom system exists that deducts the Raw Materials as the Sales Order is listed on the Daily Booking Report. Please talk to your software dealer if this option would be beneficial to your organization.

O

## Raw Material Inventory (Fabric/Trim Inventory)

The raw material inventory is all of the inventoriable items that are not finished products in themselves. It is generally the inventory of raw components as well as trim items and shipping supplies. In some companies, even office supplies are maintained in this program.

If your company mixes trading in with office supplies and non-production inventoriables they can still be isolated for reporting purposes by entering different inventory classes.

Moving the light bar until the Raw Material option is highlighted, or clicking 'Raw Mat'l' with the left mouse button, will display the following pull down submenu:

Util Ledger Payable Receiv Sales Finish Raw Mat'l Payroll E D I

- 1. Inventory Maintenance
- 
- 2. Query Stock Items
- 3. Change Cost/Quantity
- 4. Stock Receipts from PO
- 5. Inventory Reports
- 6. Purchase Orders
- 7. BOM Sub Assemblies
- 8. Raw Material Transfers
- 9. Update/Pack Case/Roll File
- W. Work Order Processing
- P. Physical Inventory System
- U. Raw Material Utilities

Your Company December 31, 1997

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## Inventory Maintenance

This function combines adding, editing and deleting items into one procedure. If the operator enters an item number and color code that does NOT already exist, it can be added. If the item and color are already in the file, a screen is displayed to edit/delete the information.

After taking selection '1', the first prompt will be:

```

Item Number ..... Color ..... Whs 000
<F5> Search by Spec Sheet
<F7> Search Description - <Esc> to Quit
<F9> Search by Item No.

```

Enter an item number of up to 12 characters (digits and/or numbers). At this point, pressing <Esc> will return the user to the Raw Material Inventory submenu. An <F5> will allow an operator to search a spec sheet by inserting key words to search for when prompted. Pressing <F7> will allow the operator to lookup an item based on the description. And, <F9> will present the operator with a list of all item numbers, pressing <Enter> will select the item number that is highlighted to work with.

### Add an Item

When the user enters the number of an item or item/color code combination which is not in the system, they will receive the following prompt:

```

Item Not Found. Do You Want To Add It
To The File?

```

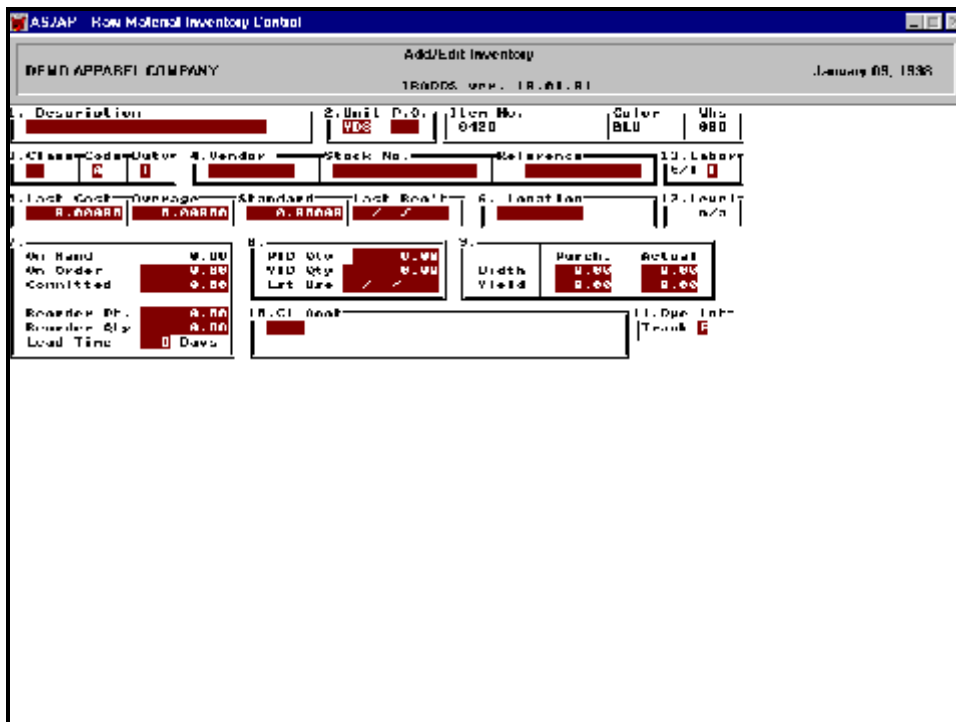
Yes

No

If a mistake was made in typing the Inventory Item number, a <N>o response will return the user to the 'Item Number' prompt. A <Y>es will clear the screen and prompt the following:

Enter Unit of Measure .....

The screen will then clear and the following Item Maintenance screen will appear (shown below):



The following describes each of the fields in the above Item Maintenance screen:

1 - **DESCRIPTION** - 25 character alphanumeric field. This is the description of the style that is passed on to other program modules.

2 - **UNIT OF MEASURE** - The Finished Goods Inventory of the ASAP Apparel Systems are preinstalled to operate in either pieces (PCS) or dozens (DOZ). Therefore, the only time the user will be asked to enter a Unit of Measure will be while selling a Non-Stock [MISC] item or Raw Material. The Raw Material Unit of Measure is defined by the Company and the Operator and can be any 3 character (alphanumeric) code. If the company wants to maintain consistency in the codes used, a FLAG can be set to limit the choices to a list of codes. The Raw Material Inventory permits the operator to define a Unit of Measure for every

SKU entered. If System Flag 99 is activated, the Unit of Measure is validated against a lookup table. In addition to the verification table, the codes M, KG, and DZ will be handled with 3 decimal places. DOZ is used by the Finished Goods system and will have no special effect if used in the Raw Material portion of the system. The codes HR, YDS, LBS, and GRS are handled with 2 decimal places. All other Units of Measure will be handled as whole numbers with NO decimal places.

- **PURCHASING UNIT OF MEASURE** - If item may be purchased in an alternate unit of measure (i.e. - feet v. meters) this is where the user can enter that unit. This option is controlled by a flag. If interested, please contact your software dealer for more information.

- **ITEM NUMBER** - This is a 12 character alphanumeric field used by the Raw Material Inventory system. If the code for the item is not known, the <F7> lookup can be utilized. There are 2 reserved codes, which should not be used to create inventory items. These are COMM which is used for comments, and MISC which is used for misc. sales. This field can also be referred to as the SKU.

- **COLOR CODE** - This is the 3 character color code which distinguishes one fabric (or any other raw material) from another. Depending on the requirements of your company, these codes can be very specific in identifying the exact color (WHT for white, NBL for navy blue, etc.), or the code can be general (SLD for solid color, PRT for print, STP for stripe, etc.). Unlike the Finished Goods Inventory which MUST have a color code, the Raw Material system can be run WITHOUT color codes, or mixed, where some items have the 3 letter code and others do not.

- **WHS** - This is the 3 digit numeric code to indicate which warehouse this stock belongs in. It is used by many clients to store layers (locations) of inventory. This option is controlled by a flag. Please contact your software dealer for more information.

3 - **CLASS** - The Inventory Class field is 2 characters long and can be upper or lower case and alphanumeric. The field is used to sort Inventory items into groups for numerous Sales and Inventory reports. An apparel manufacturer may use 'BL' to indicate blouses or 'SK' to indicate skirts. Reports can subsequently be produced that will list only one class or pre-sort all items by class and then item number within each class. It is important to remember that the Class Code is stored with each Order Line as the Order is entered into the system. If the Class is changed in the Inventory Master file, the change DOES NOT EFFECT previously issued Invoices or Open Sales Orders.

- **CODE** - This can be used for additional classifications of Inventory by assigning a 1 character alphanumeric field. The Inventory Class can be maintained in this code table. If the associated system FLAG is activated, the operator can only enter Class Codes that

are in the Table.

- **DUTY** - This is only used as a reference field to indicate if an item is dutiable or not.

4 - **VENDOR** - This is simply the name of the vendor for a particular item.

- **STOCK NUMBER** - The Vendor's stock number. This should be the SKU under which the Vendor will identify a particular inventory item. This code is used for purchase orders and cross reference purposes.

- **REFERENCE** - This is a 12 character alphanumeric field. The Reference field is what will appear on the Trim Sheet. Therefore if the user leaves this field blank, they will not have a reference (description) of this item.

5 - **LAST COST** - This field should contain the Last Cost for the item. Unlike Standard Cost, the Last Cost is the actual cost without any allowance for shipping or handling charges.

- **AVERAGE COST** - The default Costing method utilized by AS/AP™ is called a weighted average. LIFO and FIFO costing is also available for companies who wish to use them. Weighted Average means that the system continuously monitors changes in inventory and the value at which these changes occur.

- **STANDARD COST** - The Standard Cost is used as an Alternative to the Last Cost or Average Cost. By definition, the Standard Cost is neither the Last Cost nor the Average Cost, but, rather a cost which is assigned. The Standard Cost is ONLY updated manually through the Inventory Master file maintenance screen. The use of Standard Cost as the default for unit cost in the sales files, is activated by a System FLAG. Standard Cost is intended to be the valuation rather than the actual cost represented by the Last Cost and the Average Cost. Standard Cost will typically contain the purchase price PLUS shipping, packaging, handling, and even waste allowances.

- **LAST RECEIPT** - Date field that will be filled in automatically when goods are received.

6 - **LOCATION** - Actual location in the warehouse, that is used for tracking. This is a 6 character field that contains the physical location in the warehouse where the Product is stored.

7 - **ON HAND** - Automatically updated by the computer.

- **ON ORDER** - Automatically updated by the computer.

- **COMMITTED** - Automatically updated by the computer.

- **REORDER PT.** - The point at which your company will need to restock.

- **REORDER QTY.** - The quantity that your company will need to restock.

- **LEAD TIME** - This is the time allowed between ordering.

8 - **PTD QTY.** - Period-to-Date quantity; automatically updated by the computer.

- **YTD QTY.** - Year-to-Date quantity; automatically updated by the computer.

- **LAST USE** - Date field; automatically updated by the computer.

9 - These fields only appear if the system is running a roll by roll inventory.

- **PURCHASE WIDTH**

- **PURCHASE YIELD**

- **ACTUAL WIDTH**

- **ACTUAL YIELD**

10 - **GL ACCT** - Cost of Goods sold. The GL Account number is a 4-digit code that relates to a particular account. For data entry purposes, this account MUST be either a type 2 or 3. This is what is known as 'Working Accounts.' In other words, they accumulate the money. The other accounts are either formatting, totaling, or summary accounts and cannot be used to post money.

11 - **DYE LOT TRACK** - A true or false field that indicates whether or not the company wants to track dye lots for this particular item.

## Raw Material

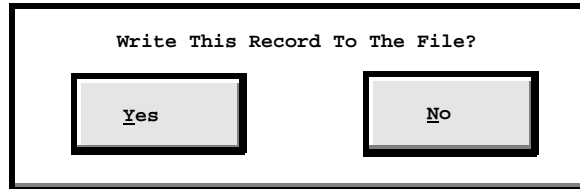
---

12 - **LEVEL** - Bill of Material field for a layered inventory. This option is controlled by a flag. If interested, please contact your software dealer for more information.

13 - **LABOR** - This field would be utilized as a Piece Work Interface with Raw Materials.

If your system has GL activated and the user does not enter a valid GL number, a window will open prompting for a description to search by.

After entering the last field, the next prompt will be:



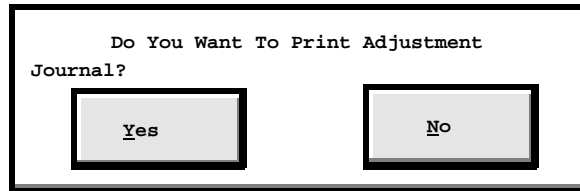
Write This Record To The File?

Yes      No

A <N>o will return the user to the 'Description' field to make any changes and a <Y>es will write the record to the file and prompt the following at the bottom of the input screen:

Create Record For What Other Color (<Blank> to Quit)? .....

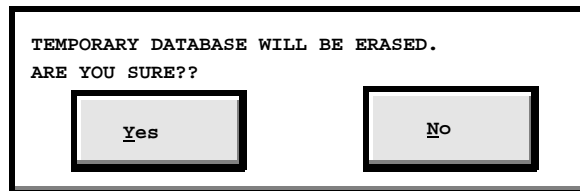
When finished adding colors, leave the field blank and press <Enter> or <Esc>. The user will then be returned to the 'Item Number' prompt. If finished adding items press <Esc> at the 'Item Number' prompt. The following prompt will then appear:



Do You Want To Print Adjustment Journal?

Yes      No

A <Y>es will prompt the standard printer report control, once printing is complete, the user will be returned to the Raw Material submenu. If <N>o is selected, the following prompt will appear:



TEMPORARY DATABASE WILL BE ERASED.  
ARE YOU SURE??

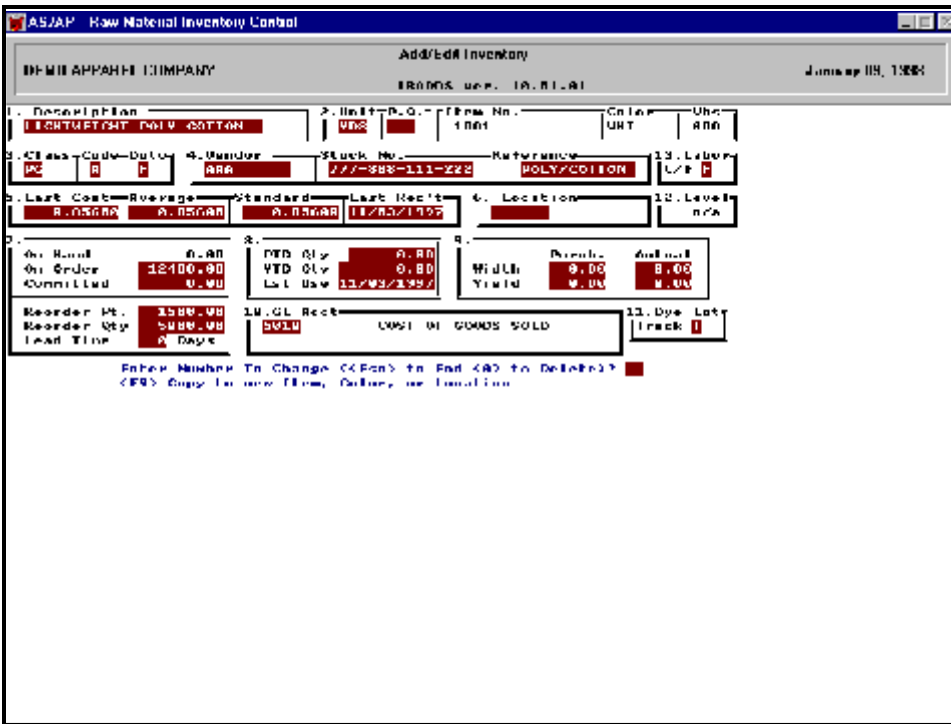
Yes      No

A <N>o will prompt the standard printer report control, once printing is complete the user will be returned to the Raw Material submenu. Choosing <Y>es will erase the temporary file and then return to the Raw Material submenu.

## Edit/Delete an Item

If the user is editing or deleting an existing fabric inventory item, the screen will clear and the item file master record will be displayed (shown below with sample data):





At this point, if the user wishes to copy the current item information to a new item, color, or location, press <F9>. The following prompt will then appear:

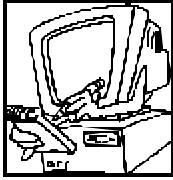
Copy to Item XXXX Color XXX  
(<Esc> to Quit)

The Item and Color codes will default in with the current codes. Enter the new item number and color and press <Enter>. To abort the copy process at any time, press <Esc> to return to the input screen. After the new code is entered, the following prompt will appear:

Write New Item To File?  
  
Yes
No

A <N>o will return the user to the 'Copy to Item' prompt, while a <Y>es will copy the data and return them to the input screen.

In the previous Add/Edit Inventory screen, each group of fields has a number in the upper left corner of the block. If the user wants to change the information in one of those fields, enter the number of that field. If a number lower than 10 is selected, the user will have to press <Enter> following entry of the number or enter a <0> (zero) before the number. The Cursor will jump to the field to be corrected. If any characters are left from the previous entry, the user should use the Space Bar to 'BLANK' them out or press the <Ins>ert key prior to typing to enable typeover capabilities. When completed editing, pressing <Esc> will write the changes to the current file and return the user to the 'Item Number' prompt.



**NOTE: ANY CHANGES TO THE 'LAST COST' FIELD OR THE 'ON HAND' FIELD WILL DISPLAY A WARNING THAT CHANGING THESE FIELDS MIGHT ALTER THE 'AVERAGE COST'.**

If <0> (zero) is selected to delete this item, the following prompt will appear:

```
Confirm Deletion Of This Inventory
Item?
  Yes      No
```

If this is NOT the item the user wishes to delete, selecting <N>o will return them to the 'Item Number' prompt. A <Y>es will mark the style for deletion and return to the 'Item Number' prompt.

It is important to note that the deletion does not occur immediately. When the user indicates that an item is to be deleted, the computer marks that item and returns to the 'Item Number' prompt. When <Esc> is pressed from the 'Item Number' prompt, the records are removed from the files, making the deletions permanent.

When the user presses <Esc> at the 'Item Number' prompt to exit out of the 'Add/Edit Fabric Inventory' option, they will first receive a message that 'Deleted Files Are Being Updated...' and possibly the following prompt:

```
Do You Want To Print Adjustment
Journal?
  Yes      No
```

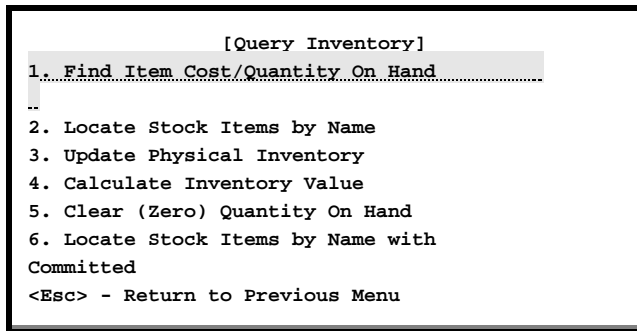
A <Y>es will prompt the standard printer report control prompt. A <N>o will further prompt:

```
TEMPORARY DATABASE WILL BE ERASED.
ARE YOU SURE??
  Yes      No
```

A <N>o, at this point, will prompt the standard printer report control. Accepting the default of <Y>es will erase the temporary file and return the user to the Raw Material submenu.

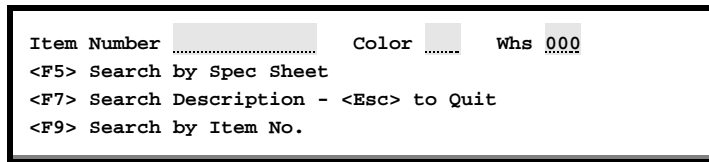
# Query Stock Items

Upon selecting option '2', another submenu will be displayed:



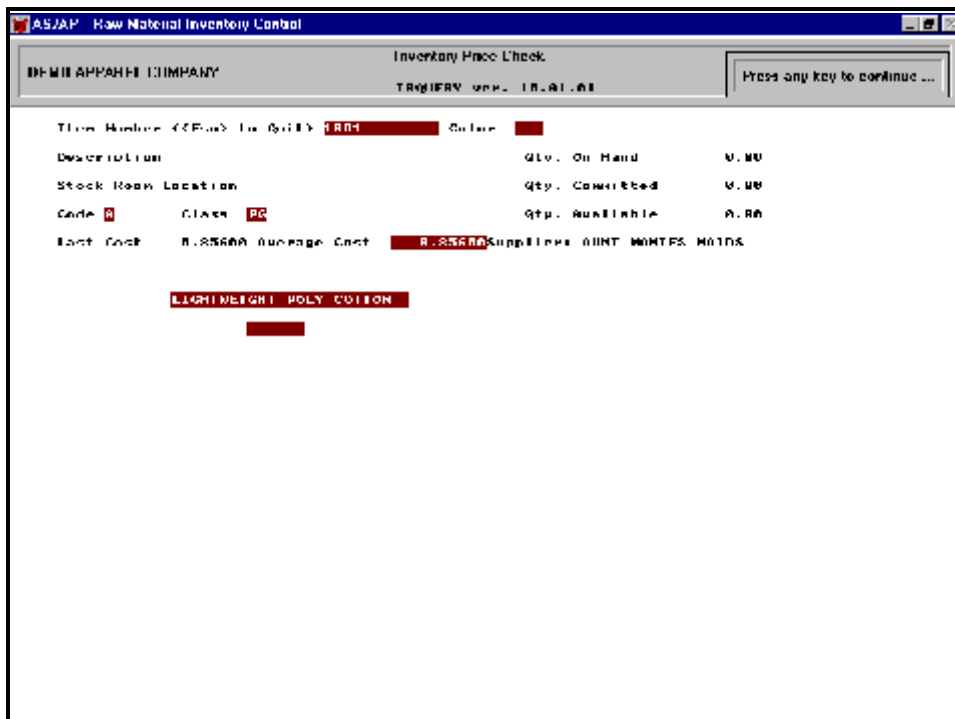
## Find Item Cost / Quantity on Hand

When the user selects '1' from this submenu, the screen will clear and the following prompt will appear:



If an invalid item/color is entered, the user will receive a message and be returned to the 'Item Number' prompt.

After selecting a valid item/color, the following item description and information will appear on the screen (shown below with sample data):

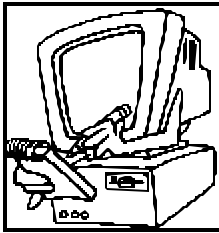


After viewing the information, pressing any key will return to the 'Item Number' prompt. Once the user has finished checking the quantity on hand for all necessary items, pressing <Esc> will return to the Query Inventory submenu.

### Locate Stock Items by Name

Selection '2' allows the uses to find any Item in inventory by asking for its name or part of its name. The search is done on the 'Description' field. The search is known as a 'Sub-String' search, and it will show any (and all) items asked for, with the group of letters anywhere in its description.

For example, a certain color of fabric is needed and the user does not know the code. They know that all the fabrics in inventory have the fabric name in their description. To find the correct fabric, simply type 'LYCRA' (no quotation marks, just the letters wanted) and press <Enter>. All items with the phrase 'LYCRA' in the description (no matter what part of the description) will be displayed on the screen.



**NOTE:** TO THE COMPUTER, THE PHRASE 'LYCRA' AND 'LYCRA' ARE NOT THE SAME, I.E. UPPER AND LOWER-CASE LETTERS DO NOT MATCH. THEREFORE, WE SUGGEST THAT THE USER ALWAYS ENTER INVENTORY ITEM DESCRIPTIONS IN UPPERCASE. THAT WAY, WHEN A SEARCH IS PERFORMED AND UPPERCASE IS USED, THE USER WILL ALWAYS BE ASSURED OF A MATCH (IF THE ITEM EXISTS).

When the user selects '2', the submenu will clear and the following prompt will be displayed:

Search String (<Esc> to Quit)

'Search String' means the same as: description, word or words, part of a name - whatever the user is going to use to locate something.

If the program does not find a match, they will receive a message and be returned to the 'Search String' prompt.

The following screen will be displayed based on the 'Search String' selected (sample shown is from the above example, 'LYCRA'):

Item No.	Clr Description	On Hand	Cost	Comm	Lst Date
PRINTING	PRINTING ON LYCRA	0	1.9500	0.00	/ /
PRT-LYCRA	AST PRINTED LYCRA	0.00	3.2800	0.00	03/02/97
SP-101	BLK FLORAL PRINTED LYCRA	0.00	1.2350	0.00	/ /
SP-101	BLU FLORAL PRINTED LYCRA	0.00	1.2450	0.00	/ /
SP-101	GRN FLORAL PRINTED LYCRA	0.00	1.3330	0.00	/ /
SP-101	ORG FLORAL PRINTED LYCRA	0.00	1.3330	0.00	/ /
SP-101	RED FLORAL PRINTED LYCRA	0.00	1.2500	0.00	/ /
SP-101	WHT SOLID WHITE LYCRA	0.00	1.3330	0.00	/ /

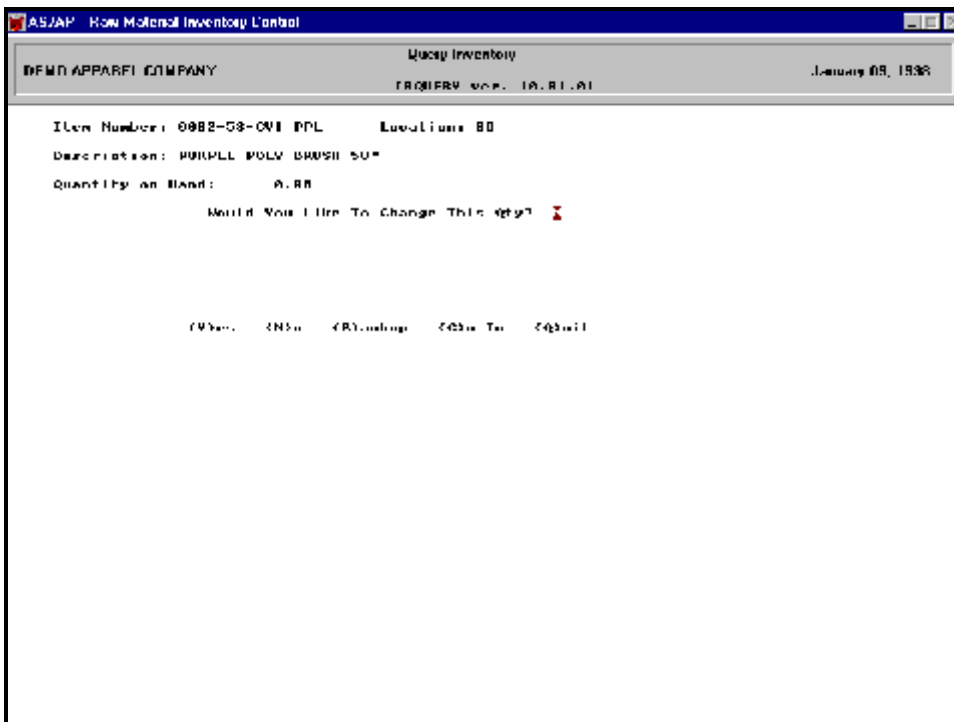
Press Any Key to Continue...

After viewing the information, pressing any key will return to the 'Search String' prompt. Once the user has completed locating particular stock items by name, pressing <Esc> will return to the Query Inventory submenu.

### Update Physical Inventory

This function is used to allow the operator to physically alter the inventory.

After selecting option '3', the first item in the inventory master file will be displayed, along with the following:



A <Y>es will further prompt:

Enter New On Hand

After entering the new 'On Hand' quantity, the user will be returned to the 'Change Qty' prompt.

Accepting the default of <N>o to the above 'Change Qty' prompt will advance to the next record in the file. A <B>ackup will display the previous record in the file. A <G>o To will further prompt:

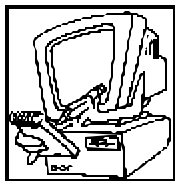
Go To Which Record Number?

For this the user will need to know the number of the record they wish to view. If an invalid record number is entered, they will be advised, and returned to the 'Change Qty' prompt. A valid record number will advance to that record in the file.

When the user is finished viewing the file and/or making any changes to the quantities, select <Q>uit to return to the Query Inventory submenu.

## Calculate Inventory Value

This feature will calculate the total cost of inventory and the total assigned value. The costs are based on the average cost of the goods on hand.



**NOTE:** SINCE THE PROGRAM EXAMINES EACH INVENTORY ITEM INDIVIDUALLY, THIS PROCEDURE CAN TAKE 15 TO 20 MINUTES ON LARGER SYSTEMS.

After selecting option '4', the following message will be displayed on the screen:

Base Value On <L>ast or <A>verage Cost? ..

When the system is done with the calculations of either the <L>ast or <A>verage Cost, the information will be displayed as in the following example:

Total Cost Of Inventory ..... = \$ .....  
Total Standard Cost ..... = \$ .....

Press Any Key to Continue...

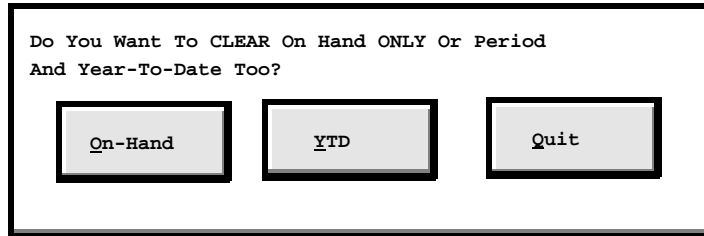
Pressing any key will return the user to the Query Inventory submenu.

### Clear (Zero) Quantity On Hand

Upon selecting option '5' from the Query Inventory submenu the following message will flash on the screen:

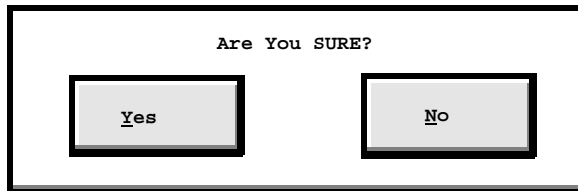
Files being set up...

Once complete the following prompt will appear:



Selecting <O>n Hand will further prompt:

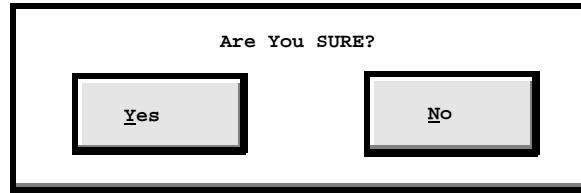
You are about to ZERO out the On Hand Quantities for  
ALL of your Raw Material items!



A <Y>es will proceed, zero out the On Hand Quantities, and the return to the Query Inventory submenu. A <N>o, however, will return to the Raw Material Inventory submenu.

Selecting <Y>TD will further prompt:

You are about to ZERO out the On Hand Quantities  
AND the Period to Date Quantities  
AND the Year to Date Quantities  
for EVERY ONE of your Raw Material items!

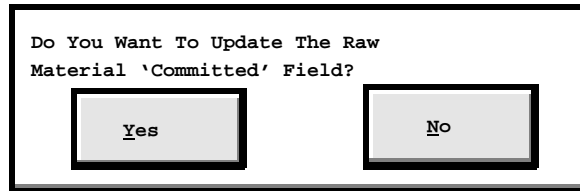


A <Y>es will zero out the On Hand, Period to Date, and Year to Date Quantities and return to the Query Inventory submenu. Selecting <N>o will return to the Raw Material Inventory submenu.

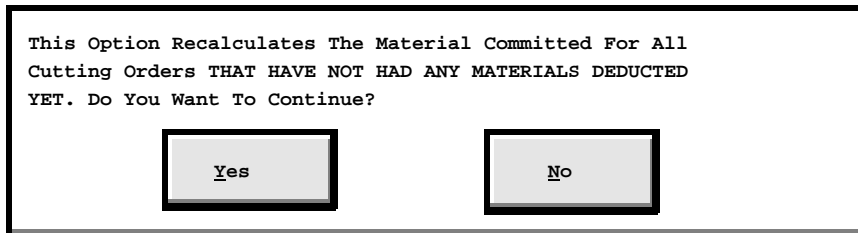
Furthermore, selecting <Q>uit from the '...CLEAR On Hand ONLY...' prompt will return to the Raw Material Inventory submenu.

### Locate Stock Items by Name with Committed

Selecting option '6' will prompt the following:



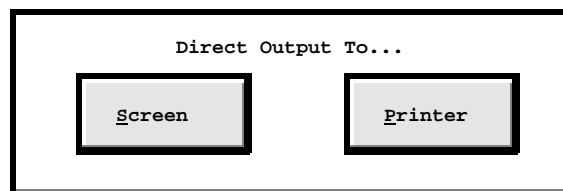
Selecting <Y>es will prompt the following:



Selecting <N>o will return the user to the Query Inventory submenu. Choosing <Y>es from this option or <N>o from the previous 'Update' prompt will further prompt:

Search String (<ALL> for ALL, <Esc> to Quit) .....

If the user wishes to locate all stock items with committed, <ALL> should be entered, if they wish to quit, press <Esc>. The following prompt will appear once a search string has been entered:



Selecting <P>rinter will prompt the standard printer report control. Once the printing is complete, the user will be returned to

## Raw Material

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the 'Search String' prompt. If <S>reen was selected, the requested data would be displayed on the screen. Once complete, pressing any key would return the user to the 'Search String' prompt. If finished, pressing <Esc> will return the user to the submenu.



## Change Cost/Quantity

This function allows the user to change the On Hand quantity and the cost of an inventory item.

When option '3' is selected, the following prompt will be displayed:

```

Item Number ..... Color ..... Whs 000
<F5> Search by Spec Sheet
<F7> Search Description - <Esc> to Quit
<F9> Search by Item No.
  
```

If an invalid item/color is entered, the user will be advised and returned to the 'Item Number' prompt.

After selecting a valid item/color, **IF DYE LOTS ARE ACTIVE ON YOUR SYSTEM**, the following item description and information will appear on the screen, along with the prompt:

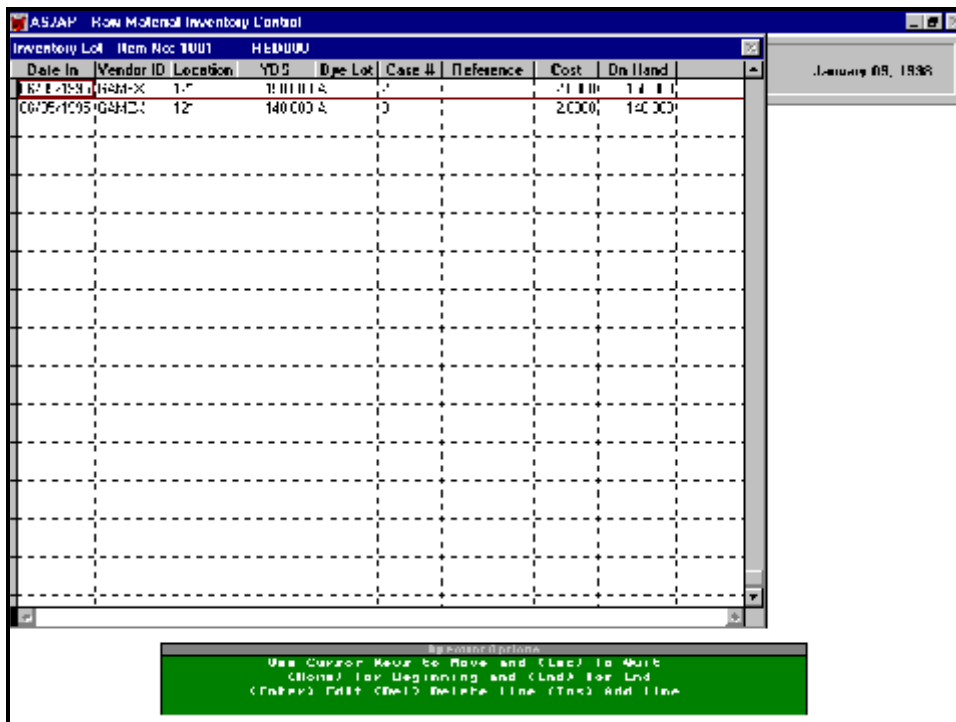
Item No.	Whs	Description	On Hand	Unit
1001	RED	LIGHTWEIGHT POLY/COTTON	298.00	YDS
Cost	0.85600	Average Cost	0.88910	

```

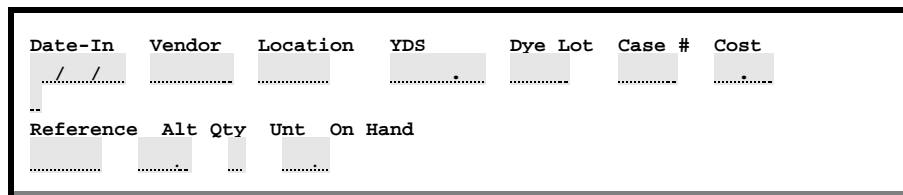
Change Quantity On Hand?
  Yes      No
  
```

If the user needs to change the OnHand quantity, selecting <Y>es will display the following Inventory Lot screen (shown below with sample data). Otherwise, selecting <N>o will return to the 'Item Number' prompt.

# Raw Material



Selecting <Home> will return the user to the first line of the inventory lot file. Pressing <End> will take them to the last line of the inventory lot file. Pressing the <Del>ete key will prompt as to if they wish to 'Delete This Item..?'. Both responses to this question will return to the Inventory Lot file, however <Y>es will first delete the selected item. Selecting <Ins>ert will display the following over the Operator Options box:



Adding the new inventory line and pressing <Enter> will return the user to the Inventory Lot screen with the new line highlighted.

Pressing <Enter> to Edit will display the previous box allowing the user to make changes. When the user has completed making changes, pressing <Enter> will again return him/her to the Inventory Lot screen displaying any changes made to the selected line. When finished, pressing <Esc> will prompt:

### Updating Master File

The user will then be returned to the 'Item Number' prompt.

**IF DYE LOTS ARE NOT ACTIVE ON YOUR SYSTEM**, the following screen will appear after the user has selected a valid item number:

```

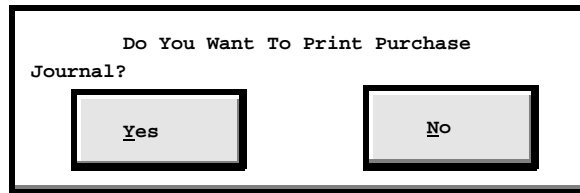
Item No.      Whs Description          On Hand Unit
1001         RED      LIGHTWEIGHT POLY/COTTON  298.00  YDS

Cost 0.85600   Average Cost 2.00000

Quantity to Add  0.00   Change Cost?  N
    
```

Change the quantity and, if desired change the cost as well by selecting <Y>es at which point the cursor will appear in the cost field. Once complete the user will be returned to the 'Item Number' prompt.

When complete changing costs and quantities, pressing <Esc> at the 'Item Number' prompt will further prompt:



Do You Want To Print Purchase  
Journal?

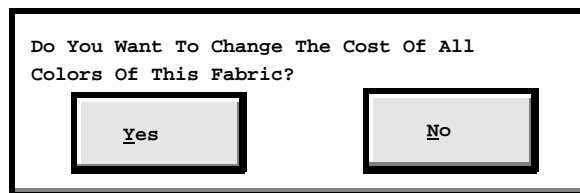
Yes      No

Selecting <Y>es will display the following message:

Indexing Data

The user will then be prompted with the standard printer report control. When the printing is complete, or if the user responded <N>o to the previous prompt, they will be returned to the Raw Material Inventory submenu.

Upon changing the cost the following prompt will appear:

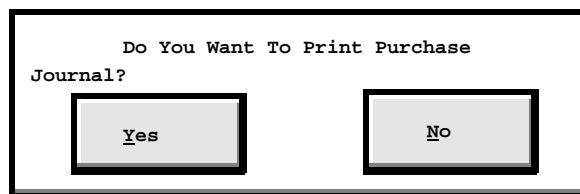


Do You Want To Change The Cost Of All  
Colors Of This Fabric?

Yes      No

Pressing <Enter> to accept the default of <N>o will change the cost of only that one color/item and return the user to the 'Item No.' prompt. Selecting <Y>es will change every one of that item number to the new cost and return the user to the 'Item No.' prompt.

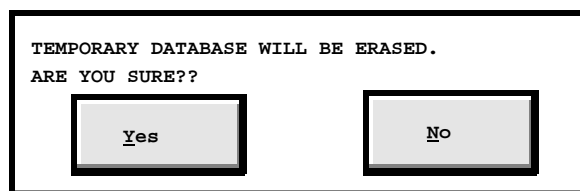
When the user is through making changes, pressing <Esc> to quit from the 'Item Number' prompt, will display the following prompt:



Do You Want To Print Purchase  
Journal?

Yes      No

A <Y>es will prompt the standard printer report control prompt. A <N>o will further prompt:



TEMPORARY DATABASE WILL BE ERASED.  
ARE YOU SURE??

Yes      No

A <N>o will prompt to print. While <Y>es will erase the temporary file and return to the submenu.

O

## Stock Receipts from PO

This function allows Items to be added to the inventory file that have been ordered through the Fabric/Trim Purchase Order system.

When the user selects '4' from the Raw Material Inventory submenu, the first prompt will be:

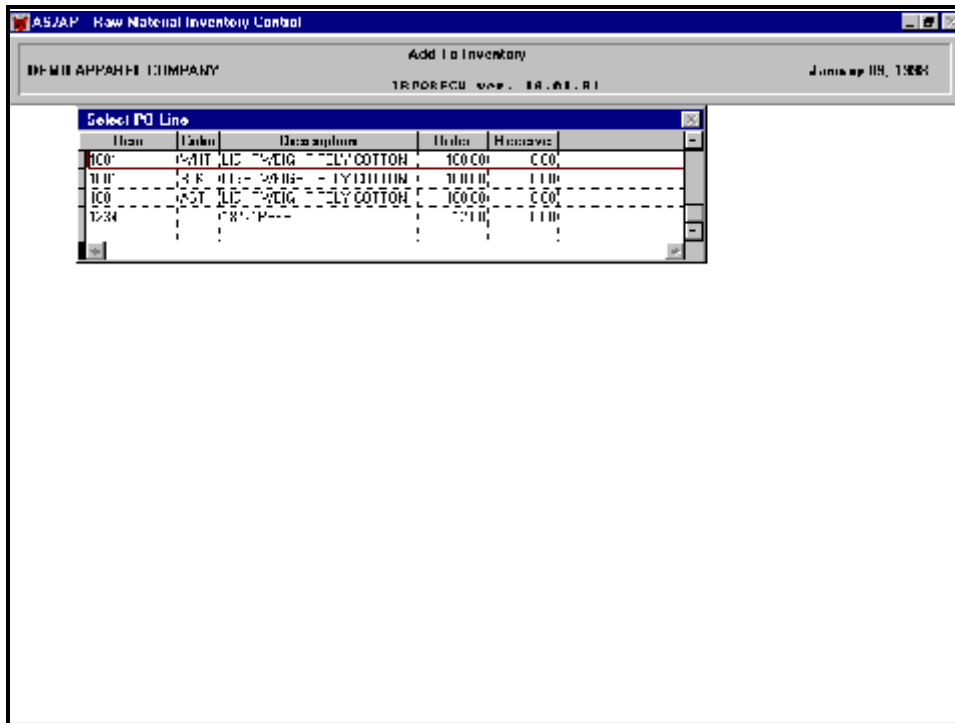
Enter Your Purchase Order No. (<Esc> to Quit)

Entering an invalid purchase order number will return to the 'Purchase Order No.' prompt.

After selecting a valid purchase order number, the following prompt will appear:

Receipt Date?

After an appropriate date has been entered, the following P.O. Selection screen will be displayed for the operator to choose which Purchase Order they want to work with (shown below with sample data):



Once a line has been selected from the previous 'Select PO Line' screen the following screen will appear:

Item No.	Clr	Whs	Description	Unt	Order	Rec'd	Cost
1001	WHT	000	LIGHTWEIGHT POLY COTTON	YDS	12	<input style="width: 50px;" type="text" value="0"/>	6.5000

Proceed and fill in the amount received, then press <Enter>. The user will then be returned to the 'Select PO Line' screen with the amount just entered showing up in the Received column of the selected line.

If <Esc> is pressed at this point, any items selected to be received will be ignored and the user will be prompted:

DO YOU WANT TO CANCEL THE BALANCE OF  
THIS PURCHASE ORDER?

Selecting <Y>es will cancel the balance of the selected P.O. and return to the Raw Material Inventory submenu. A <N>o will return to the 'Purchase Order No.' prompt.

When the user has finished entering all the shipments received, pressing <Esc> at the 'Purchase Order No.' prompt will further prompt:

Do You Want To Print The Purchase  
Journal?

A <Y>es will prompt the standard printer report control prompt. A <N>o will further prompt:

TEMPORARY DATABASE WILL BE ERASED.  
ARE YOU SURE?

A <N>o, at this point, will prompt the standard printer report control prompt. Accepting the default of <Y>es will erase the temporary file. Both will update the Inventory and Purchase Order files, then return to the Raw Material Inventory submenu.

If updates were made to receiving the following prompt will appear:

Do You Want To Print The Receiving  
Records(s)?

A <Y>es will prompt the standard printer report control prompt. A <N>o will prompt the following once again:

TEMPORARY DATABASE WILL BE ERASED.  
ARE YOU SURE?

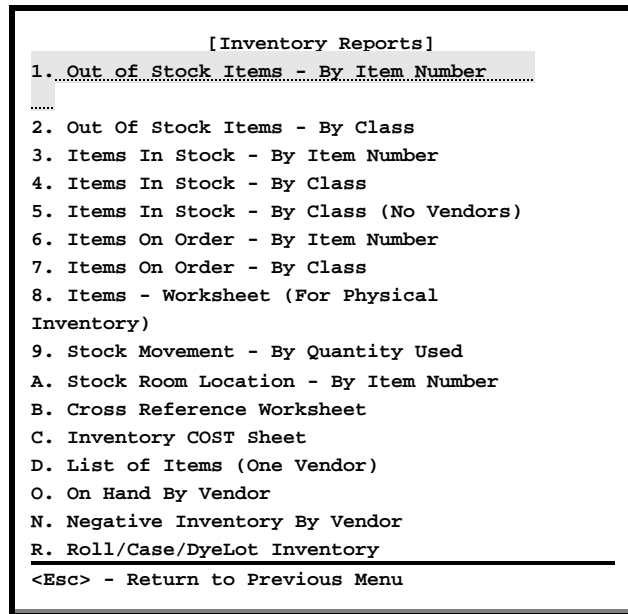
A <N>o will once again prompt the standard printer report control prompt. Accepting the default of <Y>es, however, will erase the temporary file. Both will update the Inventory and Purchase Order files, then return to the Raw Material Inventory submenu.

0



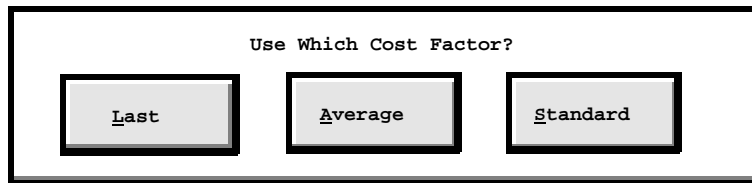
# Inventory Reports

Upon selecting option '5', the following submenu will be displayed:



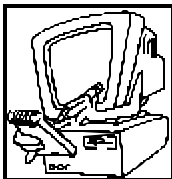
## Out Of Stock Items - By Item Number

This report will print in order by item number. When option '1' is selected the first prompt will be the following:



Regardless of which cost was selected to use on the report the following prompt may appear next:

Enter Location (<Blank> for ALL <Esc> to Quit) .....



**NOTE: THE 'LOCATION' PROMPTS WILL ONLY APPEAR IF THE SYSTEM HAS DEPARTMENTS TURNED ON OR THE APPROPRIATE FLAG ACTIVATED.**

After entering a valid location point the following will appear:

Enter Product Code (<Blank> for ALL <Esc> to Quit) ..

A valid product code will prompt the standard printer report control prompt. When printing is complete, they will be returned to the Inventory Reports submenu.

### Out Of Stock Items - By Class

This report will print in order by class code. When the user selects option '2', they will receive the following prompt:

```
Use Which Cost Factor?  
  
Last      Average      Standard
```

Again, regardless of which cost was selected the following prompt will follow:

```
Enter Single Inventory Class for Report (Blank for All) .....
```

The user can select a single class for the report or press <Enter> to list all classes. They may then be prompted for the following:

```
Enter Location (<Blank> for ALL <Esc> to Quit) .....
```

After entering a valid location point the following will appear:

```
Enter Product Code (<Blank> for ALL <Esc> to Quit) ..
```

A valid product code will prompt the standard printer report control prompt. When printing is complete, the user will be returned to the Inventory Reports submenu.

### Items In Stock - By Item Number

This report will print in order by item number. When option '3' is selected, the user will receive the same prompts as in selection '1' from the same menu. When the printing is complete, they will be returned to the Inventory Reports submenu.

### Items In Stock - By Class

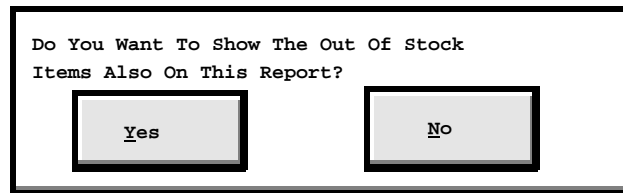
This report will print in order by class code. When the user selects option '4', they will receive the same prompts as in option '2' above. When the printing is complete, they will be returned to the Inventory Reports submenu.

### Items In Stock - By Class (No Vendors)

This report will print in order by class code. When option '5' is selected, the user will first receive the following prompt:

```
Which Cost Do You Want To Use On This Report?  
  
Average      Standard
```

Once the user has selected the type of cost they wish to use the following prompt will appear:



Do You Want To Show The Out Of Stock  
Items Also On This Report?

Yes      No

A <Y>es will prompt the same as in option '2' above, while a <N>o will omit the first 'Single Inventory Class' prompt, but prompt the other two, as in selection '1' above. When the printing is complete, the user will be returned to the Inventory Reports submenu.

### Items On Order - By Item Number

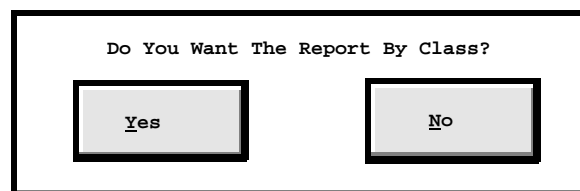
This report will print in order by item number. When the user selects option '6', they will receive the same prompts as in option '1' above. When the printing is complete, they will be returned to the Inventory Reports submenu.

### Items On Order - By Class

This report will print in order by class code. When option '7' is selected, the user will receive the same prompts as in option '2' above. When the printing is complete, they will be returned to the Inventory Reports submenu.

### Items - Worksheet (For Physical Inventory)

When the user selects option '8', they will receive the following prompt:



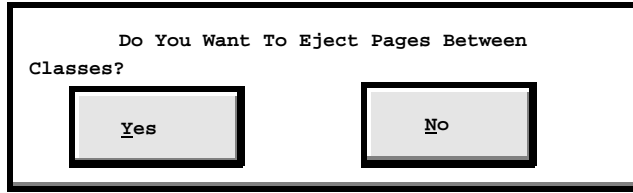
Do You Want The Report By Class?

Yes      No

A <N>o will prompt for the Product Code/Location. The user will then receive the standard printer report control prompt. Once the printing is complete, they will be returned to the Inventory Reports submenu. A <Y>es will prompt the following:

Enter Single Class For Report (Blank for ALL)

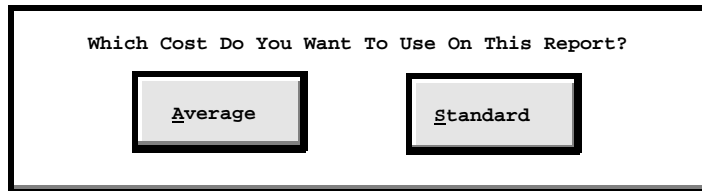
Once the user has entered the single class for the report, the screen will clear and the following prompt will appear:



They will then be prompted, regardless of the response to the previous prompt, as to a Location and Product Code. Finally, the user will be prompted with the standard printer report control prompt. When the printing is complete, they will be returned to the Inventory Reports submenu.

### Stock Movement - By Quantity Used

When option '9' is selected, the user will receive the following prompt:

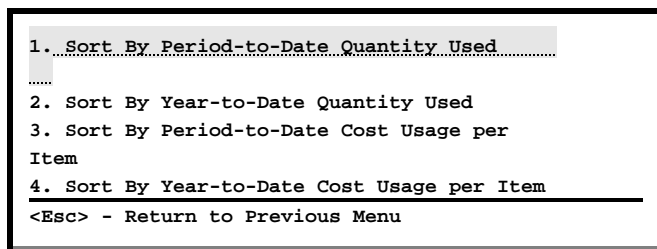


They will then receive the following prompt, regardless of whether <A>verage or <S>tandard Cost was selected:

Enter Single Inventory Class for Report (Blank for All) .....

They can select a single class for the report or press <Enter> to list all classes.

Next the following submenu will appear:



After the files are prepared based on the users selection they may receive the following prompt, regardless of the selection from the Stock Movement submenu:

Enter Location (<Blank> for ALL <Esc> to Quit) .....

After entering a valid location point the following will appear:

Enter Product Code (<Blank> for ALL <Esc> to Quit) ..

A valid product code will prompt the standard printer report control prompt. When printing is complete, the user will be returned to the Inventory Reports submenu.

## Stock Room Location - By Item Number

This report will print in order by item number. When the user selects option 'A', they will receive the same prompts as option 'I' above. When the printing is complete, they will be returned to the Inventory Reports submenu.

## Cross Reference Worksheet

When the user selects option 'B', they will receive the following prompt:

Enter Cross Reference Code (Blank for All, <Esc> to Quit)

Selecting <Esc> will return the user to the Inventory Reports submenu. After entering a cross reference code, the files will be sorted and indexed. The user will then receive the same prompts (Product Code/Location) as in selection 'I' above. When the printing is complete, they will be returned to the Inventory Reports submenu.

## Inventory COST Sheet

When the user selects option 'C', they will receive the same prompts as in option '8' above. When the printing is complete, they will be returned to the Inventory Reports submenu.

## List of Items [One Vendor]

When option 'D' is selected, the user will receive the following prompt:

Enter Vendor Code (<Esc> to Quit)

After entering a vendor code, the files will be 'sorted and indexed...'. If no matching records were found for that vendor, the user will be returned to the Raw Material Inventory submenu, otherwise they will receive the same prompts as in option 'I' above (with the Product Code/Location prompts). When the printing is complete, the user will be returned to the Inventory Reports submenu.

## On Hand By Vendor

When the user selects option 'O' from the Inventory Reports submenu they will receive the same prompts as option 'D' above. They will, finally, be prompted with the standard printer report control. When the printing is complete, they will be returned to the Inventory Reports submenu.

## Negative Inventory by Vendor

The prompts that the user will receive upon selecting option 'N' from the Inventory Reports submenu will be the same prompts that were received in option 'D' and option 'O' above.

## Roll/Case/DyeLot Inventory

Upon selecting option 'R' from the Inventory Reports submenu the following prompts will appear:

```
Enter Class for Report (Blank for All) .....  
Enter Vendor for Report (Blank for All) .....  
Enter Item for Report (Blank for All) .....
```

Enter the Class, Vendor, and Item, or simply leave blank for all. Upon pressing <Enter> on the 'Enter Item' line the following prompt will appear:

A dialog box with a black border. At the top center, the text "Ok To Continue?" is displayed. Below this text are three rectangular buttons arranged horizontally. The left button contains the text "Yes" with a small underline under the 'y'. The middle button contains the text "No" with a small underline under the 'o'. The right button contains the text "Cancel" with a small underline under the 'c'.

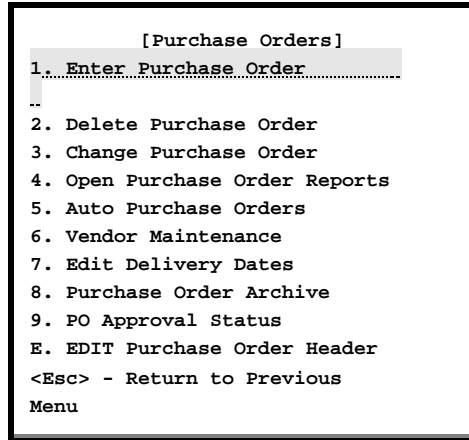
A <N>o will return the user to the 'Enter Class, Vendor, Item' prompt above for reentry. Selecting <C>ancel returns to the Inventory Reports submenu. And selecting <Y>es to continue will further prompt for a Location and a Product Code. Upon entering a valid location and product code, or <Blank> for all, the screen will clear and the following prompt will appear:

A dialog box with a black border. At the top, the text "Do You Want To Sort By Physical Roll/Case Location?" is displayed. Below this text are two rectangular buttons arranged horizontally. The left button contains the text "Yes" with a small underline under the 'y'. The right button contains the text "No" with a small underline under the 'o'.

Answering either <Y>es or <N>o to the previous prompt will further prompt the standard printer report control. Once the printing is complete, you will be returned to the Inventory Reports submenu.

# Purchase Orders

Upon selecting option '6', the following submenu will be displayed:



## Enter Purchase Order

This selection is used to add a purchase order. When the user selects option '1', the screen will clear and display the following message:

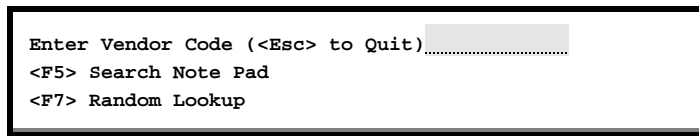
One Moment For File Set Up

Once the file set up has been completed, the following prompt will appear:

PO Number (<Esc> to Quit) .....

[LEAVE BLANK FOR AUTOMATIC NUMBERING]

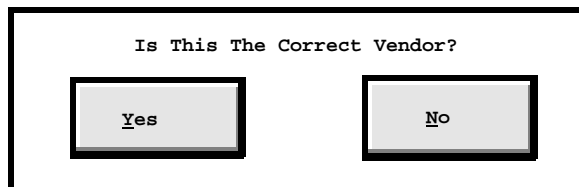
Once entering a valid purchase order number, or pressing <Enter> for automatic numbering the following prompt is displayed:



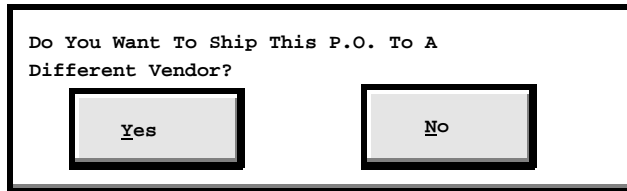
If the user enters an invalid vendor number, they will be advised and returned to the 'Vendor Code' prompt.

After selecting a valid vendor, the vendor's name, address and phone number will be displayed on the left side of the screen and the vendor's information on the right side (see sample below), along with the following prompt:

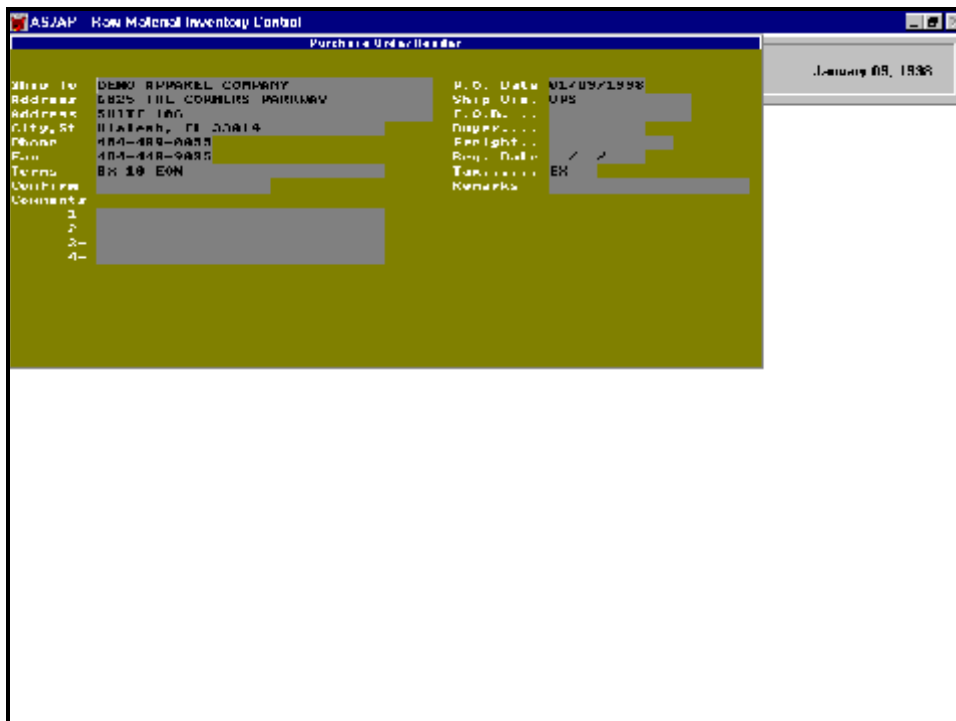
VENDOR NAME	Terms: 5
XXXXXXXXXXXXXXXXXX	YTD: 6000.00
XXXX, XX XXXXX	Limit: 10000.00
XXX-XXX-XXXX	Balance: 25.00



A <N>o will return the user to the 'PO Number' prompt. A <Y>es will prompt the following:

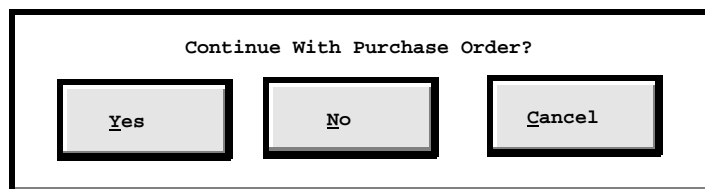


Choosing <Y>es will allow the user to enter a new vendor code. Selecting <N>o, or once the new vendor code has been entered, the following input format will appear on the screen, along with your company information defaulted in the 'Ship To' field (shown below with sample data):



This information will be printed at the top of the Purchase Order. Those fields which have default information in them can be easily changed by overwriting the information with new information. Use the space bar to 'blank out' any unwanted characters, or press <Ins>ert to typeover.

When the last field has been entered, or if <F10> is pressed, the following prompt will appear at the bottom of the screen:



If the user presses <C>ancel at this time, they will be returned to the Purchase Order submenu. If there is a correction necessary, entering <N>o will return the user to the 'Ship To' field. If everything is correct, pressing <Enter> will accept the default of <Y>es to continue and, if active on your system, the following information and prompt will appear:



```

VENDOR NAME                Terms: 5
XXXXXXXXXXXXXXXXXXXX        YTD: 6000.00
XXXX, XX XXXXX            Limit: 10000.00
XXX-XXX-XXXX              Balance: 25.00

```

Enter Header Comment?

Yes

No

Selecting <Y>es will open the vendor's note pad allowing the user to enter a header comment. Once complete, or if <N>o was selected from the previous prompt, the following prompt will appear:

```

Item Number ..... Color ..... Whs 000
<F5> Search by Spec Sheet
<F7> Search Description - <Esc> to Quit
<F9> Search by Item No.

```

Make sure to enter YOUR item stock number and press <Enter>. The user may be using stock numbers which are different from your vendor's stock numbers. Entering an invalid item number will cause the system to advise the user and they will simply be returned to the 'Item No.' prompt to enter another item number.

After entering a valid item number, the bottom half of the screen will clear and display the following input format:

```

VENDOR NAME                Terms: 5
XXXXXXXXXXXXXXXXXXXX        YTD: 6000.00
XXXX, XX XXXXX            Limit: 10000.00
XXX-XXX-XXXX              Balance: 25.00

Item No.   Clr Whs Cls Description                Unit   Qty.   Unit Cost
-----
1001..... AST 000 PG LIGHTWEIGHT POLY COTTON YDS 0.00   0.85600
VENDOR'S SKU 123-456-123-12                ESTIMATED DATE  /  /

```

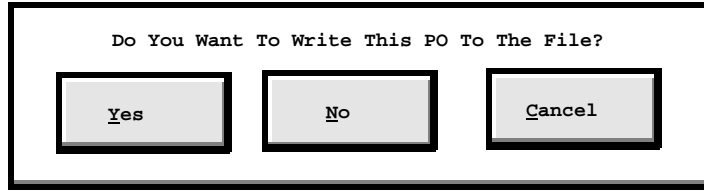
The user will be advised if they leave the quantity ordered at zero. Once finished with a line, the following prompt will appear at the bottom of the screen:

Is Everything Correct?

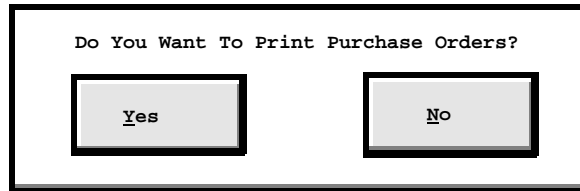
Yes

No

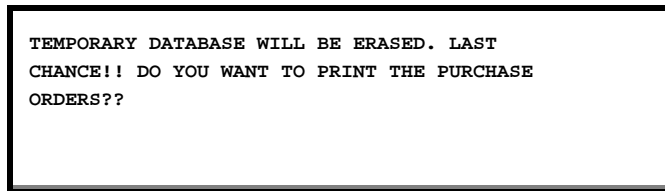
If there is a correction necessary, entering <N>o will return the user to the 'Item No' prompt. If everything is correct, press <Enter> to accept the default of <Y>es to continue. The user will then be returned to the 'Item No' prompt to enter the next item. Once finished with this Purchase Order, pressing <Esc> at the 'Item Number' prompt will display the following prompt:



Pressing <C>ancel will return the user to the 'PO Number' prompt, ignoring everything entered. A <N>o will return them to the 'Item Number' prompt to continue adding items to the purchase order. Choosing <Y>es will return to the 'PO Number' prompt and assign a Purchase Order number. Once complete adding Purchase Orders, pressing <Esc> at the 'PO Number' prompt will display following prompt:

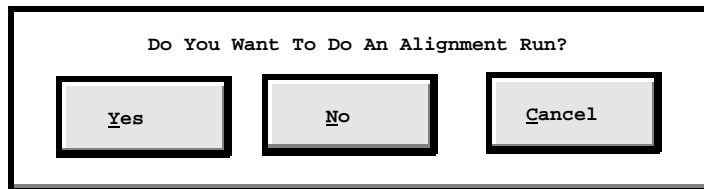


The user may select not to print the purchase orders at this time by selecting <N>o, at which point they will receive the following prompt:

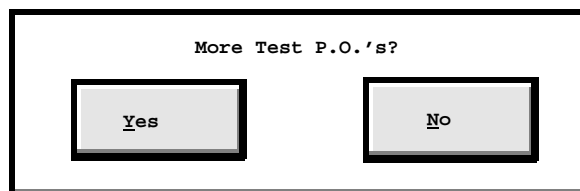


Choosing <N>o will return the user to the Purchase Order submenu. Accepting to print at either this prompt or the previous one will further prompt the standard printer report control prompt.

After pressing any key to continue the user will receive the standard printer report control prompt. They will then receive the following prompt, after pressing <F10> to print:



Choosing <C>ancel will cancel the printing all together and return the user to the Purchase Order submenu. Selecting <N>o will simply print, without testing the alignment. If the user selected <Y>es to an alignment run, a sample purchase order will be printed. Following the sample purchase order, the prompt will change to:



The user can repeat the alignment procedure as many times as necessary. When everything is aligned properly, answering <N>o will begin the printing of the purchase orders.

When the printing is completed, or if the user indicated to skip the printing, by pressing <C>ancel, they will be returned to the Purchase Orders submenu after the Purchase Order file has been updated.

### Delete Purchase Order

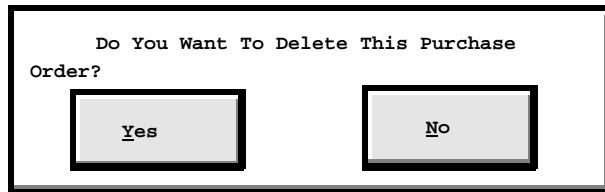
This selection is used to delete a purchase order.

When the user selects option '2', the screen will clear and display the following prompt:

Enter P.O. Number (<Esc> to Quit) .....

If an invalid purchase order number was entered, the user will be advised and returned to the 'P.O. Number' prompt.

After entering a valid purchase order number, the Purchase Order Date, Vendor Code, and Balance Open on the purchase order will be displayed, along with the prompt:



If this is NOT the purchase order the user wants to delete, accepting the default of <N>o will return them to the 'P.O. Number' prompt. Responding <Y>es, the computer will mark the purchase order for deletion, and return to the 'P.O. Number' prompt.

It is important to note that the deletion does not occur immediately. When the user indicates that a purchase order is to be deleted, the computer marks that order and prompts for the next order to be deleted. When they have selected all of the orders to be deleted, pressing <Esc> will display the following message:

Updating Purchase Order File . . .

When the updating is complete, the user will be returned to the Purchase Orders submenu.

### Change Purchase Order

This selection is used to edit a purchase order.

When the user selects option '3', the following prompt will appear:

Enter Your Purchase Order No. (<Esc> to Quit) .....

If an invalid purchase order number was entered, the user will be advised and returned to the 'Purchase Order No.' prompt.

After entering a valid purchase order number, the purchase order file master record will be displayed, along with the following prompt:

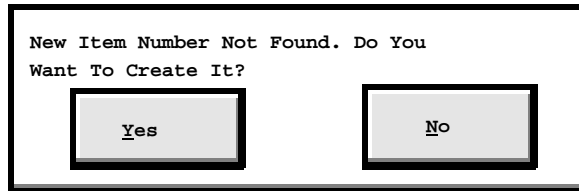
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No	Item No	Clr	Whs	Cls	Description	Est Date	Qty	Ord	Unt	Cost
1	SP-101	BLU	000		POLY/COTTON					1.000
2	SP-101	RED	000		POLY/COTTON					1.000

Change Which Line Number? ("0" to Continue <Esc> to Quit) .....

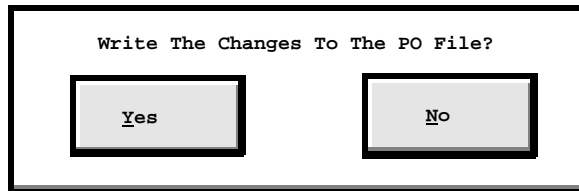
If this is not the correct purchase order, pressing <Esc> will return the user to the 'Purchase Order No' prompt. If this is the correct purchase order, entering the 'Line Number' will display the 'Enter Item No.' prompt. The selected lines' item number and color code will be the default. Press <Enter> through them to accept, or make any necessary changes. Entering a new item number and/or color code will prompt the following:



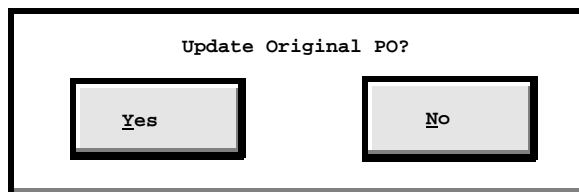
Pressing <N>o will return the user to the 'Change Which Line No.' prompt. Selecting <Y>es allows them to enter the new data.

If this order has more lines than will fit on one screen, pressing <0> (zero) to continue will display the next screen of items, otherwise the system will perform the update of the inventory and P.O. files. If the user wishes to view the line notes, pressing <F5> will display them. If <Esc> is pressed at this point, any changes made will be ignored and the user will be returned to the 'Purchase Order No' prompt.

After making all necessary changes, the following prompt will appear:



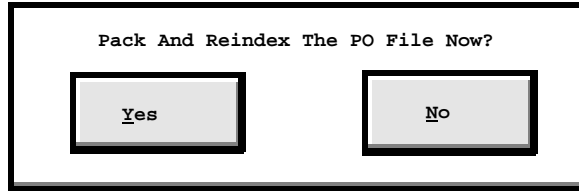
Selecting <Y>es will temporarily hold any changes made until the system updates when the user returns to the Purchase Orders submenu. A <N>o will temporarily hold any changes made, however, the system will not update the purchase order(s) with the changes, they will remain the way they were before this option was selected. Pressing <Esc> from 'Change Line Number' prompt will then prompt:



A <N>o will return the user to the 'Purchase Order No.' prompt without saving any changes made. A <Y>es will display the following message:

Updating PO and Inventory

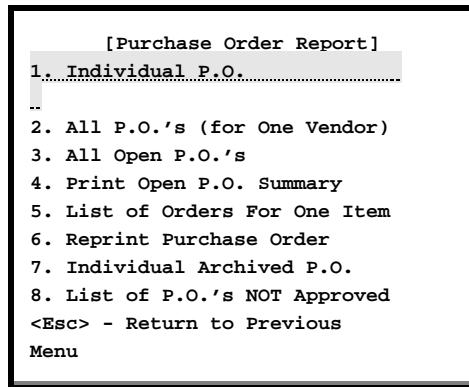
The user will then be returned to the 'Purchase Order Number' prompt. An <Esc> will further prompt:



A <Y>es will pack and reindex the PO file, a <N>o will not, and both will return to the Purchase Orders submenu.

### Open Purchase Order Reports

Selecting option '4' will display the additional submenu as follows:



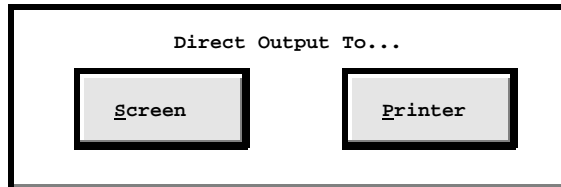
#### Individual P.O.

Selection '1' allows the user to view the information of one purchase order. The first prompt will be:

P.O. Number (<Esc> to Quit) .....

Entering an invalid purchase order number will return to the Purchase Order Report submenu.

After entering a valid purchase order number, the user will be prompted:



Depending on the answer to the above 'Output' prompt, the selected purchase order will either be displayed on the screen or sent to the printer. When the report is complete, the user will be returned to the Purchase Order Report submenu.

### All P.O.'s (for One Vendor)

Selection '2' allows the user to view the information on all purchase orders for one selected vendor. The first prompt will be:

```
Enter Vendor Code (<Esc> to Quit).....  
<F5> Search Note Pad  
<F7> Random Lookup
```

Entering an invalid vendor code or one with no purchase orders returns the user to the Purchase Order Report submenu.

After entering a valid vendor code, the following prompt will appear:

```
Direct Output To...  
  
Screen      Printer
```

Depending on how the user answered the above 'Output' prompt, the selected purchase order(s) will either be displayed on the screen or sent to the printer. The report will list the oldest purchase order first to the present ones. Pressing any key will scroll through the purchase orders. The format will be the same as that of option '1'. When the report is complete, the user will be returned to the Purchase Order Report submenu.

### All Open P.O.'s

Selection '3' allows the user to view all the open purchase orders starting at the top of the file until it reaches the end of the file.

The only prompt will be:

```
Direct Output To...  
  
Screen      Printer
```

Depending on how the user answers the above 'Output' prompt, the open purchase order(s) will either be displayed on the screen or sent to the printer. This will be the same as option '2', however, it will not be vendor specific. When the report is complete, the user will be returned to the Purchase Order Report submenu.

### Print Open P.O. Summary

Upon selecting option '4', the following submenu will appear:

```

[Purchase Order Summary Reports]
1. Original Purchase Order Summary
.....
2. All Open P.O.'s by Vendor Name
3. All Open P.O.'s by Vendor Code
4. All Open P.O.'s by Class
5. All Open P.O.'s by Item No.
<Esc> - Return to Previous Menu

```

Once the user selects the summary report they wish to print, the standard printer report control prompt will be displayed. Once complete the user will be returned to the Purchase Order Report submenu.

### List of Orders For One Item

Selection '5' allows the user to view the information of all purchase orders for one selected item. The first prompt will be:

```

Enter Item to Print ..... Color .....
<F5> Search by Spec Sheet
<F7> Search Description - <Esc> to Quit
<F9> Search by Item Code

```

Entering an invalid item number/color code or one with no open purchase orders will return to the Purchase Order Report submenu.

After entering a valid item number/color code, the user will receive the standard printer report control prompt. The report will list the oldest purchase order first up to the present ones. When the report is complete, the user will be returned to the Purchase Order Report submenu.

### Reprint Purchase Order

Selection '6' allows the user to reprint a Purchase Order.

The first prompt will be:

```
P.O. Number (<Esc> to Quit) .....
```

If the user elects to stop now, pressing <Esc> without entering any numbers will return them to the Purchase Order Report submenu.

Enter the beginning number of the Purchase Order to print. Press <Enter> if the number doesn't fill the field entirely. The next prompt will default in with the same number entered above:

```
Enter Last Number (<CR> for Same) .....
```

To print only one purchase order, press <Enter> to accept the default purchase order number (the beginning one entered). The program prints the range in numerical order. If the user attempts to enter an ending number lower than the beginning or if the beginning purchase order number is not found a message will appear.

The user must enter a valid beginning number. However, the ending number must ONLY be equal to or greater than the

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beginning number, but does not have to be a real number in the file. As an example, suppose the first purchase order number entered was '1194', but the user doesn't remember the last purchase order number. The user can enter '1194' as the beginning number and '999999' as the ending number and the computer will print all purchase orders starting with '1194' to the end of the file.

Assuming valid numbers have been entered, the program will begin the alignment procedure, which is the same as the procedure outlined in the *Enter Purchase Order* option on page 34.

When the purchase order is complete, the user will be returned to the Purchase Order Report submenu.

### Individual Archived P.O.

Selecting option '7' from the Purchase Order Report submenu will prompt the following:

P.O. Number (<Esc> to Quit)

After entering a valid Purchase Order number the following prompt will appear:

```
Direct Output To...
  Screen      Printer
```

The screen will then clear and list the individual Purchase Orders, or prompt the standard printer report control prompt. Pressing <Esc> will then return to the Purchase Order Report submenu.

### List of P.O.'s NOT Approved

The first prompt that the user will receive, upon selecting option '8' is the following:

```
Direct Output To...
  Screen      Printer
```

The purchase orders that have not been released as of the current date will then be displayed on the screen or sent out to the printer. Once complete, the user will be returned to the Purchase Order Report submenu.

### Auto Purchase Orders

Upon selecting option '5' from the Purchase Order Processing submenu, the following submenu will be displayed:



```

[Auto Re-Order Program]
1. Print Re-Order Report Only
.....
2. Print Re-Order with Auto-P.O. File
3. Change Auto P.O. File
4. Change Company Defaults In Auto-P.O. File
5. Convert Auto-P.O. File to Purchase Orders
<Esc> - Return to Previous Menu

```

### Print Re-Order Report Only

Selection '1' will display the following message on the screen:

Reviewing Inventory File

Next the user will receive the standard printer report control prompt. When the report is complete, they will be returned to the Auto Re-Order Program submenu.

### Print Re-Order with Auto-P.O. File

Selection '2' will display the following message:

Reviewing Inventory File

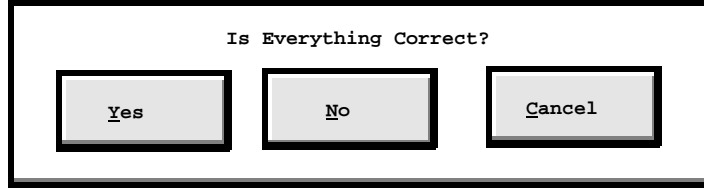
Next the user will receive the standard printer report control prompt. When the report is complete, they may receive the following Auto-P.O. file input screen (shown below with sample data):

The screenshot shows a window titled "ASAP Raw Material Inventory Control" with a sub-header "Auto Re-Order Program" and the date "January 09, 1998". The main content area is divided into two columns of text:

Ship To	DEMO APPAREL COMPANY	P.O. Date	01/09/1998
Address	6825 THE CORNERS PARKWAY	Ship Via	UPS
Address	SUITE 106	P.O. Box	
City/State	Wheaton, IL 60094	Invoice	
Company		Weight	
		Est. Date	01/09/1998
		Term	EX
		Remarks	

At the bottom of the screen, the text reads: "Please Enter the Defaults for the Auto P.O. File"

When the last field has been entered, or <F10> has been pressed to jump through the fields, the prompt at the bottom of the screen will be:



If the user presses <C>ancel at this time, they will be returned to the Auto Re-Order Program submenu. If there is a correction necessary, selecting <N>o will return the user to the 'Ship To' field. If everything is correct, press <Enter> to accept the default of <Y>es and the following message will be displayed:

Creating the Auto-P.O. File

Once complete the user will be returned to the Auto Re-Order Program submenu.

Change Auto-P.O. File

The first prompt that the user will receive is the following:

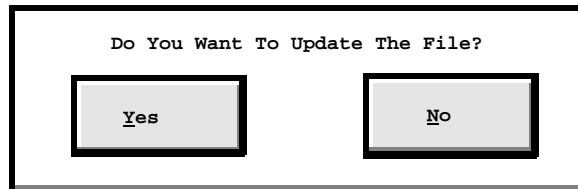
Change Which Record? (<Esc> to Quit) .....1

After the record number has been entered, the following information will be added to the screen:

```
Item No..... 1001
1. Description.. RED LYCRA
2. Qty. Ordered. 500.00
3. Unit..... YDS
4. Unit Cost.... 1.2500
5. Vendor Code.. SAT
6. Vendor No....
```

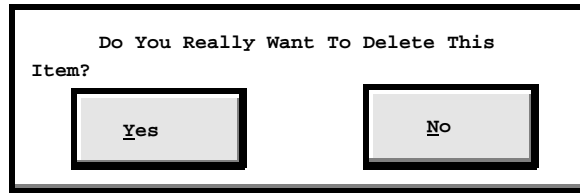
Change Which Number (<D>elete This Item <Esc> to Quit)? .....

Selecting choices 1-6 will allow the user to edit the P.O. File. Once complete, pressing <Esc> will display the following prompt:



Either choice will return the user to the 'Change Which Record' prompt, however, <Y>es will first update the record.

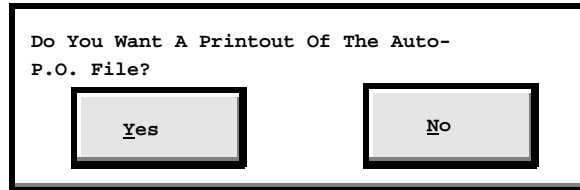
Selecting <D>elete will replace the 'Change Which Number' prompt at the bottom of the screen with the following:



Do You Really Want To Delete This  
Item?

Yes      No

A <N>o will redisplay the P.O. File and return the user to the 'Change Which Number' prompt. A <Y>es will clear the screen and redisplay the 'Change Which Record' prompt. If complete pressing <Esc> will further prompt:



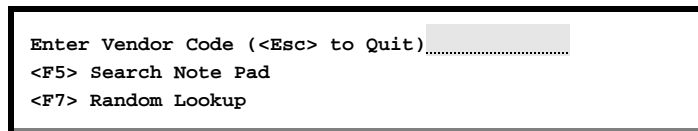
Do You Want A Printout Of The Auto-  
P.O. File?

Yes      No

A <Y>es will prompt the standard printer report control prompt. When the printing is complete, the user will be returned to the Auto Re-Order Program submenu. A <N>o will return to the Auto Re-Order Program submenu.

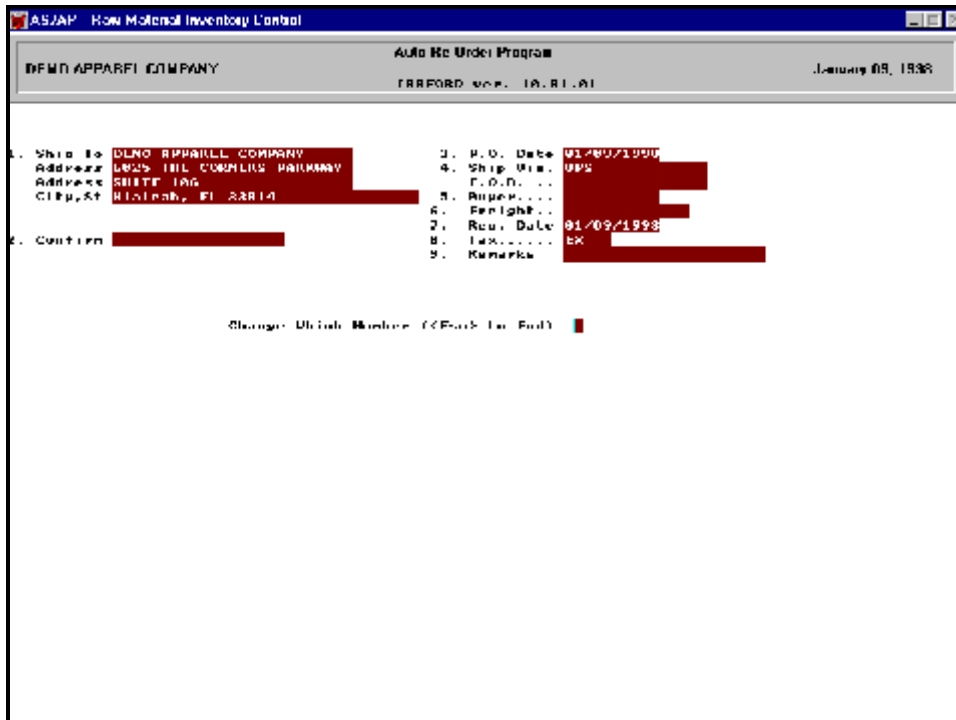
#### Change Company Defaults In Auto-P.O. File

The first prompt, upon selecting option '4' from the Auto Re-Order Program submenu, will be the following:



Enter Vendor Code (<Esc> to Quit).....  
<F5> Search Note Pad  
<F7> Random Lookup

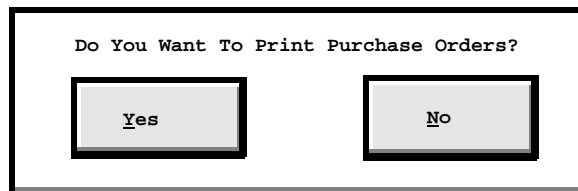
The screen will then clear and the following will be displayed (shown below with sample data):



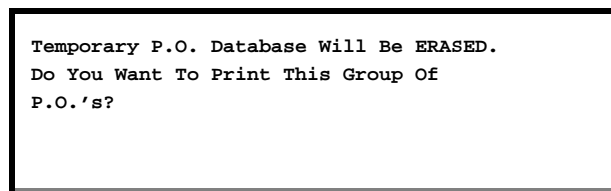
Selecting numbers 1-9 will allow the user to edit the above Vendor Maintenance screen. When complete, pressing <Esc> will return to the Vendor Code prompt. Pressing <Esc> from the 'Vendor Code' prompt will return to the Auto Re-Order Program submenu.

### Convert Auto-P.O. File To Purchase Orders

Upon selecting option '5' from the Auto Re-Order Program submenu the following prompt will appear:



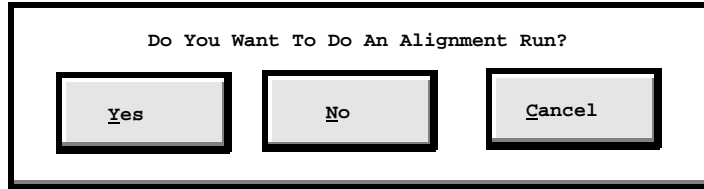
Choosing <Y>es will prompt for the user to load the PO forms in the printer along with the standard printer report control prompt. They will then receive the prompt concerning an alignment run. Selecting <N>o will further prompt:



Responding <N>o to the previous prompt will display an 'Updating Inventory' message. The user will then be returned to the Auto Re-Order Program submenu. A <Y>es to either of the previous prompts will further prompt:

Press any key when the P.O. Forms are loaded...

Upon loading the forms and pressing any key to continue the user will receive the following prompt:



Selecting <C>ancel will return the user to the Auto Re-Order Program submenu without printing. Regardless of whether <Y>es or <N>o is selected, the screen will clear and prompt the following in the top right-hand corner of the screen:

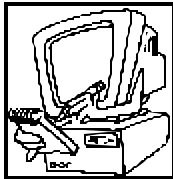
Press any key when the P.O. Forms are loaded . . .

Upon pressing a key to begin printing the following two messages will flash on the screen:

Purchase Order Printing In Process...  
Updating Purchase Order File...

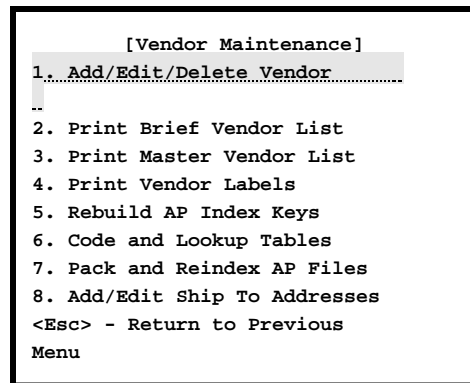
When the printing is complete, the user will be returned to the Auto Re-Order Program submenu.

## Vendor Maintenance



**NOTE:** THIS OPTION ONLY APPEARS ON THE MENU IF YOUR SYSTEM HAS ACCOUNTS PAYABLE ACTIVE, OR ARRANGEMENTS HAVE BEEN MADE FOR THE VENDOR DATA FILES TO BE INVOICED. THE ACCOUNTS PAYABLE MANUAL CONTAINS THE SAME DISCUSSION OF VENDOR MAINTENANCE AS FOUND BELOW.

Upon selecting option '6' from the Purchase Order submenu the following submenu will appear:



### Add/Edit/Delete Vendor

Upon selecting '1' from the Vendor Maintenance submenu the user will receive the following prompt:

```
Enter Vendor Code (<Esc> to Quit).....
<F5> Search Note Pad
<F7> Random Lookup
```

Upon entering an invalid vendor code the following prompt will be displayed:

```
Do You Want To Add To Vendor List?

  Yes          No
```

A <N>o will return to the 'Vendor Code' prompt and allow the user to enter a new vendor code. A <Y>es will display the Vendor Maintenance screen for the operator to insert all of the new information for that vendor.

Entering a valid vendor code will display the following Vendor Maintenance screen and the operator options at the bottom (shown below with sample data):

Selecting numbers 1-6 will allow the user to edit that field. A <F5> will reveal that vendor's notepad for comments to be made. Selecting <0> (zero) will allow for deletion of that vendor from the file; assuming that they do not have any outstanding balances. Pressing <Esc> will return to the 'Vendor Code' prompt. If any changes were made the following prompt will appear:

```
Write Changes To The File?

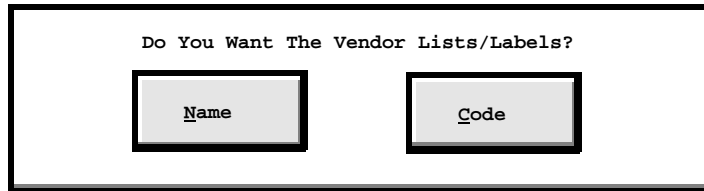
  Yes          No
```

A <Y>es will save the changes and return to the 'Vendor Code' prompt. Selecting <N>o will simply return to the 'Vendor

Code' prompt without saving. If any vendors were deleted from the file, the user will receive a prompt concerning the packing and reindexing of the files. Once complete, pressing <Esc> will return to the Vendor Maintenance submenu.

### Print Brief Vendor List

The first prompt, upon selecting '2', is the following:



```
Do You Want The Vendor Lists/Labels?  
Name      Code
```

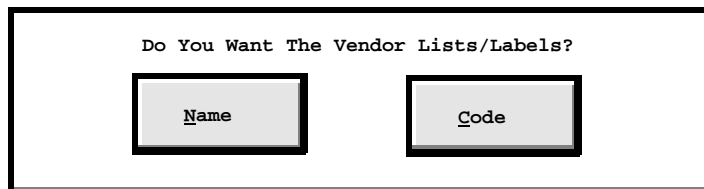
Choosing to either print the Vendor name's or code's will prompt the standard printer report control prompt. When printing is complete, the user will be returned to the Vendor Maintenance submenu.

### Print Master Vendor List

Option '3' on the Vendor Maintenance submenu will prompt the same as in option '2' above.

### Print Vendor Labels

The first prompt, upon selecting option '4' from the Vendor Maintenance submenu, will be the following:

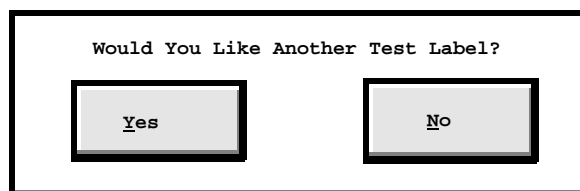


```
Do You Want The Vendor Lists/Labels?  
Name      Code
```

Regardless of whether the user chooses to print the vendors' name's or code's they will then be prompted:

```
Number of Each Label Desired (1-250 or 0 to Quit)? 
```

Entering <0> (zero) will return to the Vendor Maintenance submenu. Selecting any number between 1 and 250 will prompt the standard printer report control prompt. Once the printing is complete, the following prompt will appear:



```
Would You Like Another Test Label?  
Yes      No
```

A <Y>es will send the test to the printer. A <N>o will go ahead and print the actual labels. When printing is complete, the user will be returned to the Vendor Maintenance submenu.

Rebuild AP Index Keys

This function is intended to re-build the index keys in the event that one or more become damaged. The user will find a selection on the Utility Menu that permits the operator to re-build all of the indexes throughout the system. However, they will also find options, such as this one, that allow them to re-build the index keys for specific modules. This option will index only the files that are required by this system.

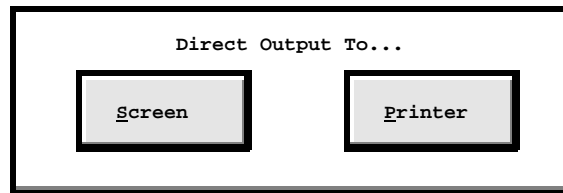
They will first receive the following message flashing across the screen:

Building Index Keys...

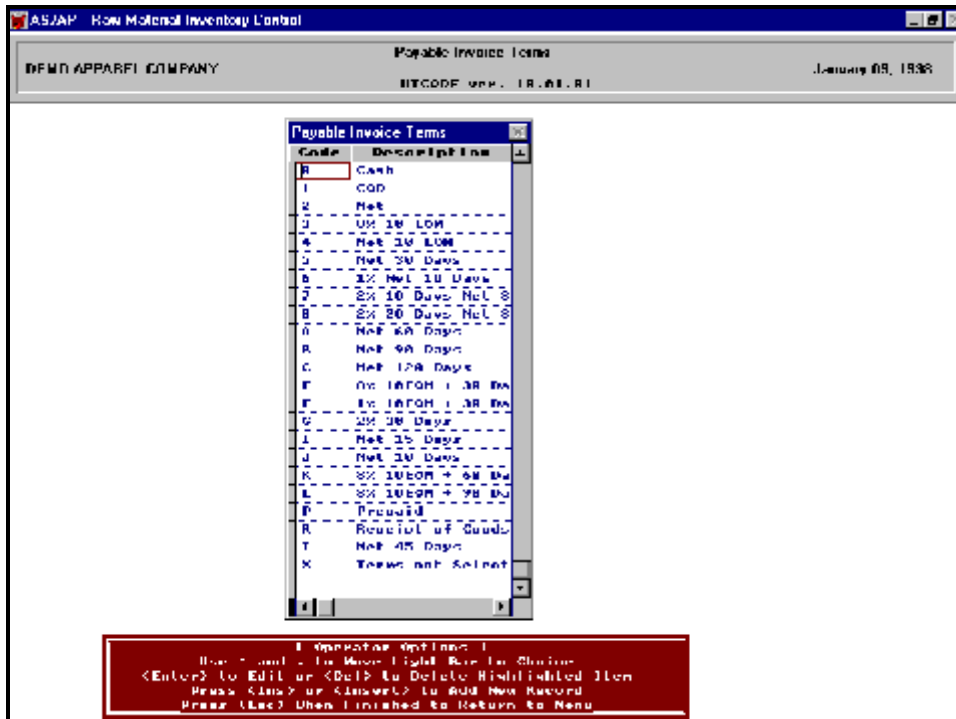
When the indexing is complete, they will be returned to the Vendor Maintenance submenu with an 'Accounts Payable Indexes ...Completed' message appearing in the top right-hand corner.

Code and Lookup Tables

The first prompt, upon selecting option '6', will be the following:



Selecting to have the output sent to the <Printer> will prompt the standard printer report control prompt. When the printing is complete, the user will then be returned to the Vendor Maintenance submenu. Selecting to have the output sent to the <Screen> will display the following Payable Invoice Terms screen (shown below with sample data):



From here the user is able to edit, delete, and insert new records (Refer to the Accounts Payable Manual). Pressing <Esc> will return to the Vendor Maintenance submenu.



## Pack and Reindex AP Files

Pack and Reindex is a function that completes the deletion (permanent removal) of all records from a database file and reduces the file size. Depending on which file and indexes are involved, this function can cause some delays and should usually be performed at the End of the Day if the option to do so is offered.

This is what Packing and Reindexing is and that is all that most operators need to know. For those interested in a more detailed and thorough explanation, read on.

When a record is deleted from a database file or table, Xbase systems merely mark the record as deleted by changing the first byte of the record. There are several possible problems that relate to this process. First, if the programmer neglects to filter out deleted records, they can inadvertently be listed on a report. And secondly, the deleted record occupies the same space that it occupied before it was deleted.

We can get around displaying and/or counting deleted records and totals by clearing the records in most instances. In other words, when the user deletes an order, the system replaces the Item Number, Salesrep, Customer Code, Order Number, and Product Class with blanks, and the Quantity, Price, and Cost with 0.00.

This is why the user can occasionally find Sales Orders, Purchase Orders, etc. with the number '000000' or even a blank.

In order to permanently remove the record, a function called 'PACKING' the file must run. When a file is PACKED, the system actually copies the undeleted records to a new file and a fresh spot on the disk.

Of course, nothing is ever that simple. There are three considerations related to this process. The most important restriction is that the system MUST have EXCLUSIVE use of the file in order to PACK. This means that everyone else is locked out while the file is PACKED.

The second problem is that the computer needs a space as large as the original file in order to sort the data. If a file is 40 MB, it means that the computer needs at least 40 MB free in order to pack the file.

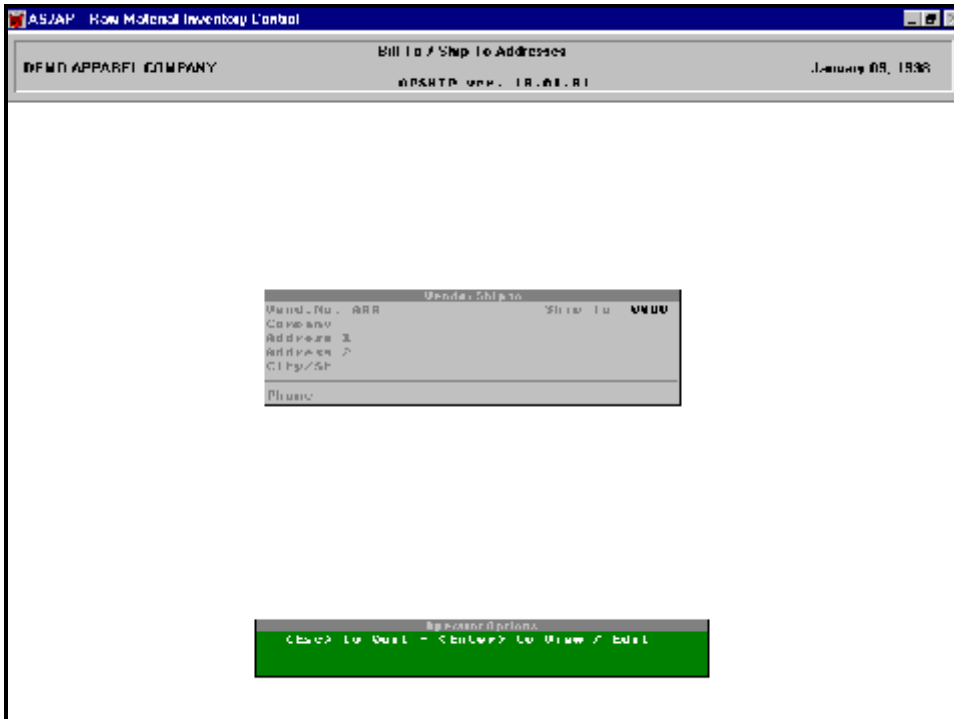
The third problem is time. Although the time required is based on the speed of the work station, file server, and hard disk, even the fastest system will experience some delay. To place the delay in perspective, we can provide the results of some of our testing. If your company has 3,000 Open Orders with an average of 10 lines per Order the result will be 30,000 Detail Lines. This is a typical file size. The Order Header and Order Detail files each have 2 indexes. On a 4.77 MHz IBM-AT (the original IBM-AT) with 2 Mb RAM, 40 ms Hard Disk, Novell NetWare 2.0a running on an 8 MHz XT with 640 k, with AS/AP 3 version 5.80 under DOS 3.3, required 20 minutes. A single user 20 MHz 80386/SX computer with 4 Mb RAM, 17 ms Hard Drive running FoxPro 1.02 and DOS 5.0 required about 4 minutes for a similar size file. Clients with faster systems can expect even faster times.

## Add/Edit Ship To Addresses

Upon selecting option '8', the following prompt will appear:

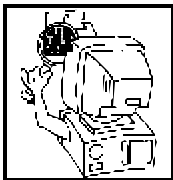
```
Enter Vendor Code (<Esc> to Quit).....
<F5> Search Note Pad
<F7> Random Lookup
```

Once a valid vendor code has been entered the following screen will appear (shown below with sample data):



Pressing <Esc> will return to the 'Vendor Code' prompt. Entering a ship to number will display the address or ask if the user wishes to add it to the file. Once complete, pressing <F10> will display the same screen (shown to the left), but prompting for a bill to address. Once complete, the user will be returned to the Vendor Maintenance submenu.

## Edit Delivery Dates



*THIS OPTION IS NOT PRESENTLY IMPLEMENTED...*

## Purchase Order Archive

Upon selecting option '8' from the Purchase Order Processing submenu the user will receive the following submenu:

```

[Archive Options]
1. List by Inventory Item
2. List by Transaction Date
3. List by All Data
4. List by Vendor
5. Reprint Receiver
6. Purge Detail
<Esc> - Return to Previous
Menu

```

### List by Inventory Item

The first prompt upon selecting option '1' from the Archive Options submenu will be the following:

```

Print Data From Which File?

```

Regardless of which file the user wants the data to come from, the screen will clear and the following prompt will be displayed:

```

Item Number (<F7> to Lookup <Esc> to Quit) ..... Warehouse .....
Color Code (If Necessary) .....

```

After entering a valid item number the user will receive the following message:

```

Sorting Detail...

```

They will then receive the standard printer report control prompt. When the printing is complete, they will be returned to the Archive Options submenu.

### List by Transaction Date

The first prompt will be the same as the first prompt in the above Inventory Listing:

```

Print Data From Which File?

```

Regardless of whether the user chooses to print the data from the receivings file or the transactions file they will receive the following two prompts next:

Enter Date Range for Report:

Beginning Date (<Esc> to Quit) mm/dd/yyyy

Ending Date (<Esc> to Quit) mm/dd/yyyy

After entering the beginning and ending transaction dates the user wants to pull from they will receive the standard printer report control prompt. When printing is complete, they will be returned to the Archive Options submenu.

### List by All Data

To begin with, the user will receive the first prompt from the two previous options, asking which file, receivings or transactions, they wish to print the data from. Once choosing a file, the following Purchase Order Register submenu will appear:

```
[Purchase Order Register]
1. List by Item
-
2. List by Date
3. List by Receiver
4. List by PO Number
<Esc> - Return to Previous
Menu
```

The only difference among the four selections above is that they will print different listings depending on what is selected to print. All four options will prompt the standard printer report control prompt. When the printing is complete, the user will be returned to the Purchase Order Register submenu.

### List by Vendor

Upon selecting option '4' from the Archive Options submenu the following prompt will be displayed:

```
Print Data From Which File?
```

Regardless of whether the user chooses to print the data from <Receivings> or <Transactions> the screen will clear and the following prompt will appear:

```
Enter Vendor Code (<Esc> to Quit).....
<F5> Search Note Pad
<F7> Random Lookup
```

Once entering a valid vendor code the following message will flash, the screen will then clear and the user will receive the

standard printer report control prompt:

Sorting Detail...

Once the printing is complete, they will be returned to the 'Vendor Code' prompt. When finished listing by vendor, pressing <Esc> will return to the Archive Options submenu.

### Reprint Receiver

The first prompt that the user will receive, upon selecting option '5' from the Archive Options submenu, will be the following:

Reprint Which Receiver (<Esc> to Quit) .....

After telling the system which receiver they wish to reprint from the user will receive the standard printer report control prompt. When the printing is complete, they will be returned to the Archive Options submenu.

### Purge Detail

The first prompt, once choosing option '6' will, once again, be the following:

Print Data From Which File?

After choosing which file the user wants the data to print from, the following prompt will appear:

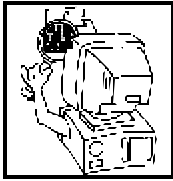
Purge Detail Older Than What Date? mm/dd/yyyy

Once entering the date up to which the user wants the detail to print they will receive the following prompt:

Is It Ok To Delete Records Older Than  
This Date?

A <N>o will return the user to the Archive Options submenu. A <Y>es will flash an 'Updating Records...' message on the screen and then return to the Archive Options submenu.

### Purchase Order Approval Status



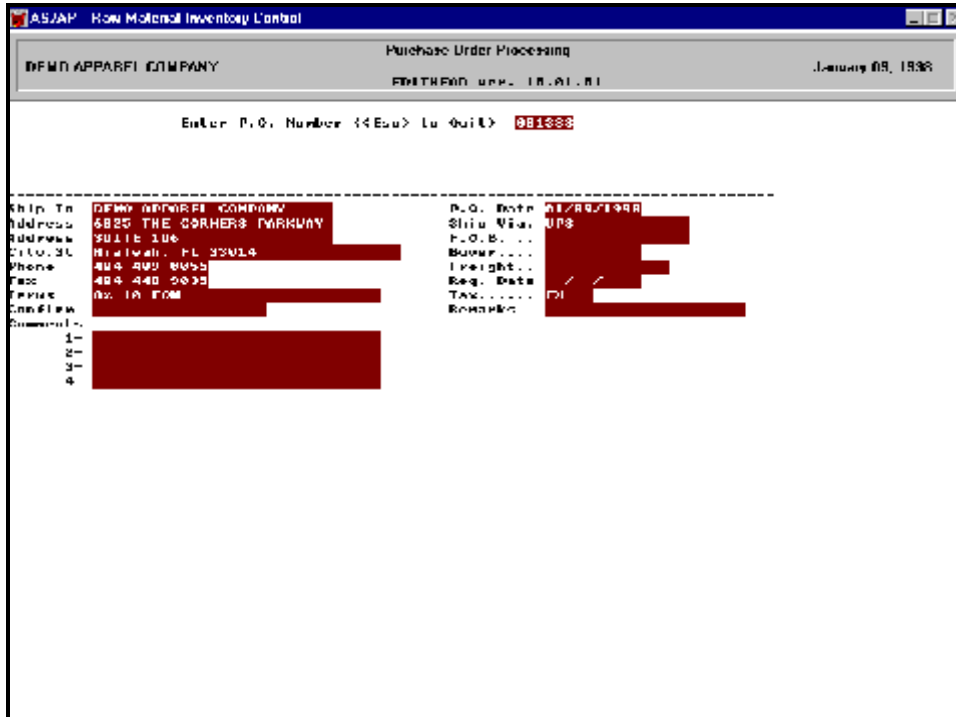
*THIS OPTION IS NOT PRESENTLY IMPLEMENTED...*

### EDIT Purchase Order Header

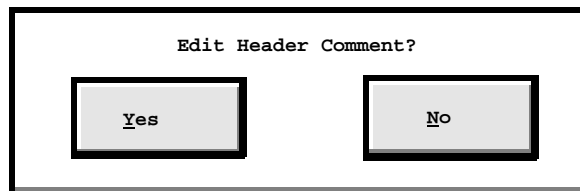
Upon selecting option 'E' from the PO Processing submenu the following prompt will appear:

Enter P.O. Number (<Esc> to Quit)

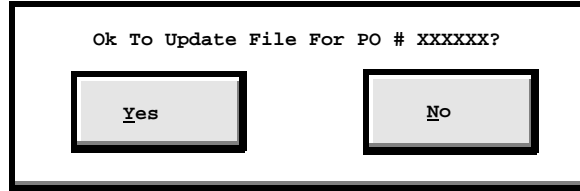
After entering a valid purchase order number the following order header information appears on the screen permitting the user to make any necessary corrections (shown below with sample data):



Once complete, the following prompt may be displayed:



A <Y>es will allow the user to edit the header comment. Responding <N>o, or once complete editing the header comment, the user will receive the following prompt:



Ok To Update File For PO # XXXXXX?

Yes      No

A <N>o will return to the PO Processing submenu without affecting the Order Header. A <Y>es will update the Header and then return to the submenu.

O



## BOM Sub Assemblies

This is a Custom Module available by special order. If this option would be helpful, discuss it with your software dealer. If your company has this module activated, the following will be the information and prompts that the user will receive. For a more detailed explanation please refer to the Bill of Materials manual.

```
[BOM Sub Assemblies Menu]
1. Enter Bill of Materials .....
..
2. Delete Existing BOM
3. Change [Edit] BOM
4. Process Bill of Materials
5. BOM Lists and Explosions
6. Recalculate Inventory
7. Work Order Processing
-----
8. Search and Replace
P. Pack and Reindex BOM File
R. Rebuild Index Keys
-----
<Esc> - Return to Previous
Menu
```

### Enter Bill of Materials

The first prompt that the user will receive upon selecting option '1' from the BOM Sub Assemblies submenu is:

```
Enter Item/BOM No. .... Color ..
<F5> Search by Spec Sheet
<F7> Search Description - <Esc> to Quit
<F9> Search by Item Code
```

If an invalid code is entered, the user will receive the following prompt:

```
The Item Code Is Not In The Inventory
File...Do You Want To Use This Code Anyway And
Add It To The Inventory File Later?

Yes No
```

A <N>o will return to the 'Item/BOM Code' prompt. Choosing <Y>es to this prompt or entering a valid Item/BOM Code will further prompt:

```
Enter Item Code .... Color ..
<F5> Search by Spec Sheet
<F7> Search Description - <Esc> to Quit
<F9> Search by Item Code
```

After entering a valid item code the screen behind this prompt will update with the information for that item as follows:

# Raw Material

Master Code: CORDING    WHT

Item No.	Whs	Description	Order	Unt	Acct	Dept	Cost
1	1001	WHT	100	LIGHTWEIGHT POLY COTTON	0.01	YDS	0.856

C = Cancel This B.O.M.    N = Cancel Line    Y = Ok

Choosing <N> to cancel the line, will ignore the line and return to the 'Item Code' prompt. Pressing <C>, to cancel the BOM, will further prompt:

Are You Certain You Want To CANCEL?

Yes

No

A <Y>es will return to the beginning, 'Enter Item/BOM Code' prompt after canceling the current BOM. A <N>o will simply return to the 'Item Code' prompt.

Selecting <Y> from the BOM line prompt, will accept the information and return to the 'Item Code' prompt. When finished pressing <Esc> at this prompt will further prompt:

Write Finished BOM To File?

Yes

No

Cancel

A <Y>es will display the following message and return to the 'Enter Item/BOM Code' prompt:

Updating Master BOM File...

A <N>o will simply return the user to the 'Item Code' prompt. Selecting <C>ancel will further prompt:

Do You Really Want To Cancel This  
BOM?

Yes

No

A <Y>es will ignore anything previously entered and return to the 'Item/BOM Code' prompt. A <N>o will simply return to the 'Item Code' prompt.

When finished, pressing <Esc> will return to the BOM Sub Assemblies submenu.

## Delete Existing BOM

The first prompt the user will receive is:

```

BOM To Delete ..... Color .....
<F5> Search by Spec Sheet
<F7> Search Description - <Esc> to Quit
<F9> Search by Item Code
  
```

The selected Bill-of-Materials is then displayed on the screen with the prompt:

```

Confirm Deletion Of This BOM?

  Yes      No
  
```

Selecting <N>o will return to the 'BOM To Delete' prompt without deleting the original BOM. A <Y>es will display the following message and return to the 'BOM To Delete' prompt:

BOM has been marked for deletion.

When finished, pressing <Esc> will further prompt:

```

Do You Want To Pack And Reindex Your
BOM File?

  Yes      No
  
```

A <Y>es will pack and reindex and then return to the BOM Sub Assemblies submenu. Selecting <N>o will simply return to the BOM Sub Assemblies submenu without packing/reindexing the file.

## Change [EDIT] BOM

Upon selecting option '3' from the BOM Sub Assemblies submenu the following prompt will appear:

```

BOM To Change ..... Color .....
<F5> Search by Spec Sheet
<F7> Search Description - <Esc> to Quit
<F9> Search by Item Code
  
```

Upon selecting a valid BOM Code the following information will be displayed on the screen:

# Raw Material

No	Item No.	Whs	Description	Reg	Unit	BOM: CORDING		WHT
						Acct	Dept	
1	1001	WHT	LIGHTWEIGHT POLY COTTON	0.01	YDS	5010		0.856

<Enter> to Continue, <Esc> to Quit, <M>ore - Change Which Line? |

Pressing <Enter> will allow the user to continue viewing screens. When the last screen is reached, they will be returned to the 'BOM To Change' prompt. Entering a line number will allow them to edit that line. When complete they will be returned to the original BOM screen. Selecting <M>ore will allow the user to continue entering lines. The first prompt that will appear will be 'Enter Item Code.' After each new line is entered the following prompt will appear:

Write This Line To File?

Yes

No

Selecting <Y>es will save the changes that were made and return to the 'Enter Item Code' prompt. A <N>o will simply return to the 'Enter Item Code' prompt, ignoring the line that was entered. When complete pressing <Esc> will return to the original BOM screen.

If finished editing BOM pressing <Esc> will return to the 'BOM To Change' prompt. When complete pressing <Esc> will return to the BOM Sub Assemblies submenu.

## Process Bill of Materials

The first prompt that the user will receive is the following:

BOM Item Code ..... Color .....

<F5> Search by Spec Sheet

<F7> Search Description - <Esc> to Quit

<F9> Search by Item Code

After entering a valid BOM Item Code the following screen/prompt will be displayed:

Description: CORDING  
How many should I make of this item (0 to Quit)? .....1.00 (Unt)

Pressing <0> (zero) at this point will return to the 'BOM Item Code' prompt. The user should change the amount to the amount they wish to make, or press <Enter> to accept the default amount. The next prompt will then appear:

Is This Really What You Want To Do?

Yes

No

A <N>o will return to the 'BOM Item Code' screen, while a <Y>es will further prompt:

Do You Want To Use Last Cost? If You Answer  
No, The Average Cost Is Used.

<u>Y</u> es	N <u>o</u>	C <u>a</u> ncel
-------------	------------	-----------------

Selecting <C>ancel will return to the 'BOM Item Code' screen. A <Y>es will use the Last Cost and a <N>o will use the Average Cost. Regardless of whether <Y>es or <N>o is selected the following prompt will appear:

Should I Correct The Inventory Master  
File?

<u>Y</u> es	N <u>o</u>
-------------	------------

At the top of the screen there will be a note informing the user that "There is a difference in Calculating Cost." The file cost and calculated cost will also appear. Selecting <N>o will not make the correction in the Inventory Master File. A <Y>es, on the other hand will update the Master File. Both responses will further prompt:

Do You Want To Print This BOM  
Transaction?

<u>Y</u> es	N <u>o</u>
-------------	------------

A <N>o will return to the 'BOM Item Code' prompt without printing. Selecting <Y>es will prompt the standard printer report control prompt. Once complete the user will be returned to the 'BOM Item Code' prompt.

If complete pressing <Esc> will further prompt:

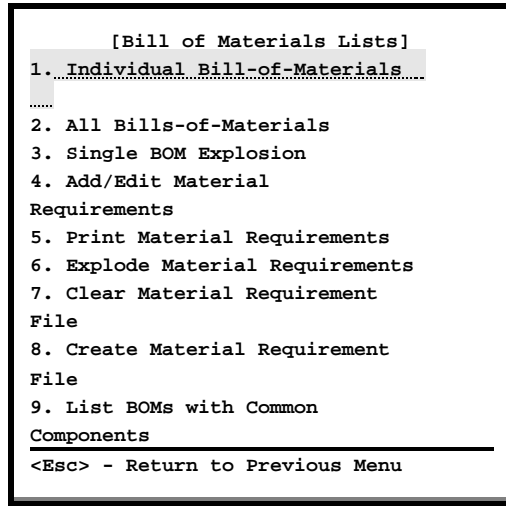
Do You Want To Print All BOM  
Transactions?

<u>Y</u> es	N <u>o</u>
-------------	------------

Like the previous prompt, a <N>o will return to the BOM Sub Assemblies submenu without printing, while a <Y>es will prompt the standard printer report control prompt. Once the printing is complete, the user will be returned to the BOM Sub Assemblies submenu.

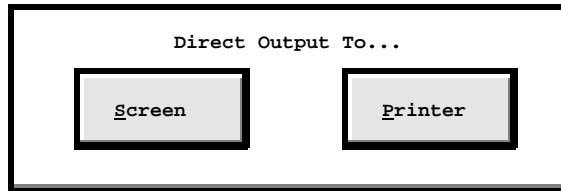
## BOM Lists and Explosions

Upon selecting option '5' from the BOM Sub Assemblies submenu the following submenu will be displayed:

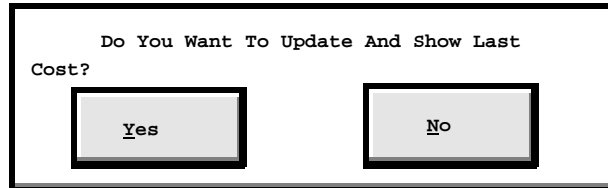


### Individual Bill-of-Materials

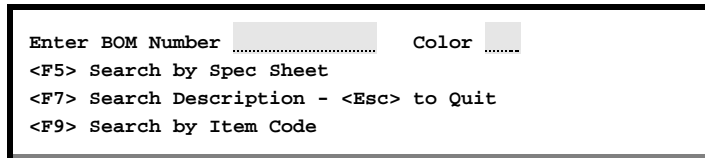
The first prompt that the user will receive is:



Regardless of which output is selected the following prompt will appear:



A <Y>es will proceed with the update. Both responses will further prompt:



After entering a valid BOM Number either the Bill-of-Materials will appear on the screen or the user will receive the standard printer report control prompt, depending on the output source selected. Once complete the user will be returned to the Bill of Materials Lists submenu.

## All Bills-of-Materials

The first prompt will again be:

Direct Output To...

Screen

Printer

Once an output has been selected the following prompt will appear:

Do You Want To Update And Show Last  
Cost?

Yes

No

Regardless of the response to the previous question the user will receive either the standard printer report control prompt or the screen will clear and display all Bills-of-Materials. When finished they will be returned to the Bill of Materials Lists submenu.

## Single BOM Explosion

The first two prompts from option '2' will first appear and then:

Enter BOM Number ..... Color .....

<F5> Search by Spec Sheet

<F7> Search Description - <Esc> to Quit

<F9> Search by Item Code

Once a valid BOM Number has been entered the following prompt will appear:

Make How Many? ..... 1.00 (Unt)

The BOM screen for the selected BOM will then be displayed or printed (depending on the output selected) showing how many units of raw material are needed. Pressing any key to continue will then return to the Bill of Materials Lists submenu.

## Add/Edit Material Requirements

The first prompt the user will receive upon selecting option '4' from the Bill of Materials Lists submenu will be the following:

Enter BOM to Add ..... Color .....

<F5> Search by Spec Sheet

<F7> Search Description - <Esc> to Quit

<F9> Search by Item Code

## Raw Material

---

Once a valid BOM Code has been entered the following prompt will appear:

How Many? .....0.00 (Unt)

At this point the user can either edit an existing BOM or add a new one. When complete they will be returned to the 'Enter BOM to Add' prompt. If finished, pressing <Esc> will return to the Bill of Materials Lists submenu.

### Print Material Requirements

Upon selecting option '5' the only prompt that the user will receive will be the standard printer report control prompt. Once the proof list of material requirements has been printed, the user will be returned to the Bill of Materials Lists submenu.

### Explode Material Requirements

The first prompt that the user will receive will be the standard printer report control prompt. Once the list of requirements has completed printing, they will receive the following message:

Calculating Requirements

When finished the user will again receive the standard printer report control prompt. Once the explosion of materials has completed printing, they will be prompted:

Do You Want To Clear The Requirements  
File?

Yes      No

A <N>o will return to the Bill of Materials Lists submenu. Selecting <Y>es will first clear the file and then return to the submenu.

### Clear Material Requirement File

The only prompt that the user will receive upon selecting option '7' from the Bill of Materials Lists submenu will be:

Do You Want To Clear The Requirements  
File?

Yes      No

Both responses will return to the Bill of Materials submenu, however, <Y>es will first clear the requirements file.



## Create Material Requirement File

The first prompt that the user will receive is:

```

Do You Want To Clear The Requirements File
And Create A New One Based On The Sales
Orders?

  Yes          No
  
```

Responding <N>o will return to the Bill of Materials Lists submenu. A <Y>es will further prompt:

```

This option erases the current Material Requirements File,
and Creates a New file from the Open Sales Orders...
Enter Inventory Class to use (<Esc> to Quit)
  
```

Leaving the above field blank and pressing <Enter> will display the available inventory class codes. Once a valid inventory class has been entered the following prompt will appear:

```

You are creating a list for class: xx
Do You Want a <D>etailed or <S>ummary List?
  
```

Once the user has selected either a detailed or summary list the following prompt will appear:

```

Is It Ok To Continue?

  Yes          No
  
```

Selecting <N>o will return to the Bill of Materials Lists submenu. A <Y>es will create the new file and the return to the submenu.

## List BOMs with Common Components

Upon selecting option '9' the following prompt will be displayed:

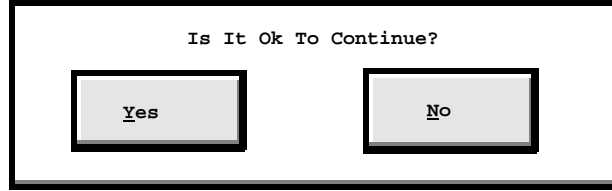
```

Item to List ..... Color .....
<F5> Search by Spec Sheet
<F7> Search Description - <Esc> to Quit
<F9> Search by Item Code
  
```

Once a valid item number has been entered the following screen and prompt will appear:

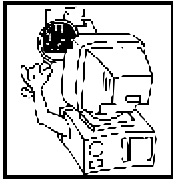
```

Item Number ... 1001      WHT 000
Description  ... LIGHTWEIGHT POLY COTON
  
```



A <N>o will return to the 'Item to List' prompt. Responding <Y>es will further prompt the standard printer report control prompt. Once the printing of the BOMs Containing xxxx is complete, the user will be returned to the 'Item to List' prompt. When complete pressing <Esc> will return to the Bill of Materials Lists submenu.

### Recalculate Inventory



*THIS OPTION IS NOT PRESENTLY IMPLEMENTED...*

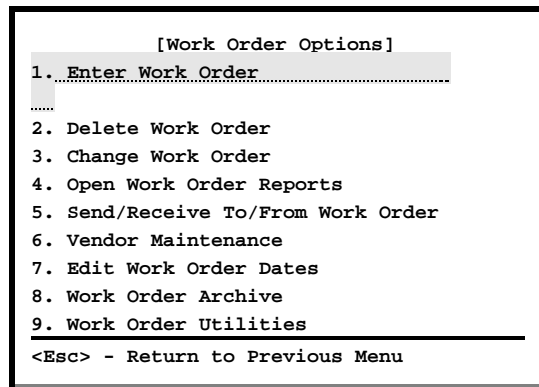
### Work Order Processing



*CUSTOM MODULE - DISCUSS WITH SOFTWARE DEALER*

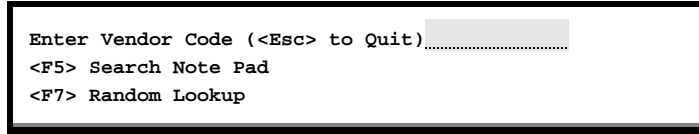
If your company has this option active, following is the appropriate submenus along with a brief explanation of the topics included.

Upon selecting option '7' the following submenu will appear:

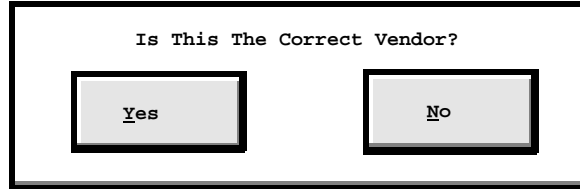


Enter Work Order

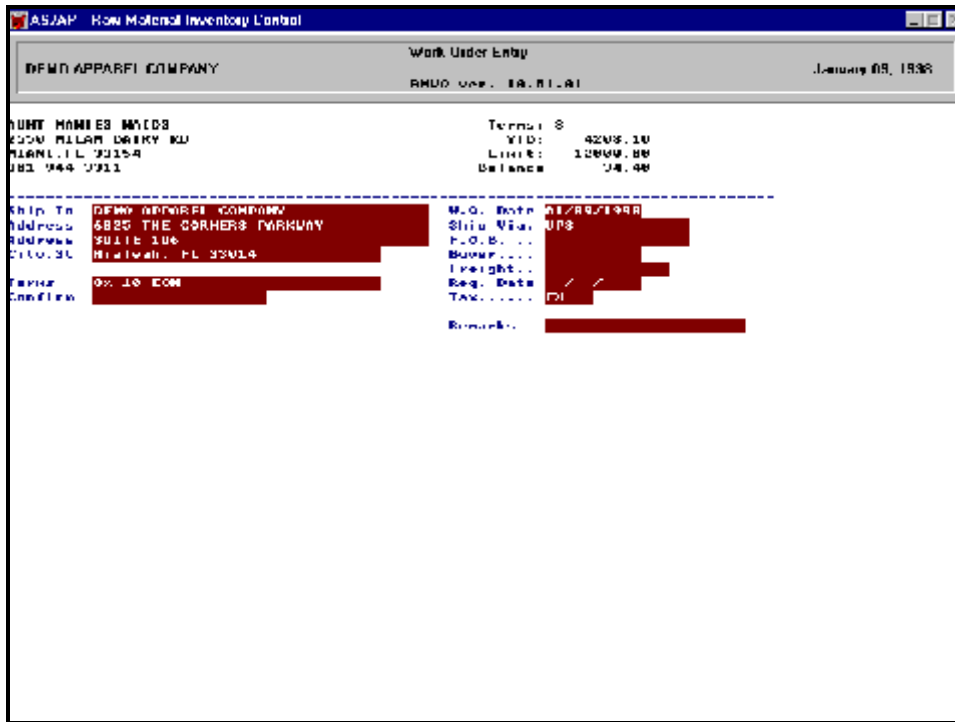
The first prompt that the user will receive, upon selecting option '1', is the following:



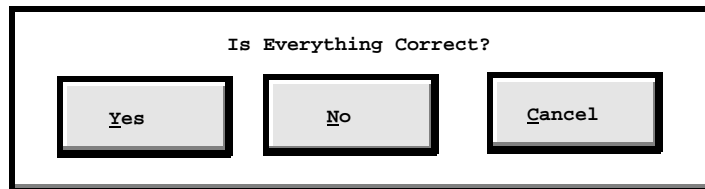
Once a valid vendor code is entered, the vendor's information will be displayed, along with the following prompt:



A <N>o will return to the vendor code prompt. If this is the desired vendor, selecting <Y>es will display the following screen (shown with sample data):



After making any necessary changes to the shipping information, or pressing <F10> to accept the defaults, the following prompt will appear:



Choosing <C>ancel will return the user to the vendor code prompt, ignoring anything entered so far. Selecting <N>o will

# Raw Material

return to the shipping information screen for changes to be made. Finally, selecting <Y>es will prompt the following:

```
Item Number ..... Color ..... Whs 000
<F5> Search by Spec Sheet
<F7> Search Description - <Esc> to Quit
<F9> Search by Item No.
```

Once a valid item number has been entered, the following screen will appear (shown with sample data):

The screenshot shows a window titled 'AS/AP Raw Material Inventory Control'. The window contains the following information:

- Work Under Entry
- DFMD APPARFI COMPANY
- RMUD DEP. RA. RL. RL
- January 09, 1998
- QUANTITY MYI03
- 2000 MILLAM DAIKRY KU
- FLANNEL 000000
- Terms: 8
- YTD: 42000.10
- Limit: 12000.00

Item No	Cl	My	Cl	Description	Unit	Qty.	Unit Cost
1002	MHT	000	PC	FLANNEL	YDS		

Make any necessary changes and enter the quantity desired. The following prompt will then appear:

```
Is Everything Correct?
Yes No
```

Selecting <N>o will return the user to the 'Enter Item No.' prompt for reentry. A <Y>es, on the other hand, will return the item to the same 'Enter Item No.' prompt, however, the previous entry will be retained.

Once complete, pressing <Esc> from the 'Enter Item No.' prompt will assign a work order number and return the user to the vendor code prompt.

The user can then proceed with additional vendors, or press <Esc> to end, at which point the following prompt will appear:

Do You Want To Print Work Orders?

Selecting <Y>es will prompt the standard printer report control prompt. Once complete, the user will be returned to the Work Order Options submenu. Selecting <N>o will further prompt:

TEMPORARY DATABASE WILL BE ERASED.  
LAST CHANCE!! ARE YOU SURE??

Choosing <N>o will continue as if <Y>es was selected with the previous prompt and print the work orders. Selecting <Y>es, on the other hand, will simply return the user to the Work Order Options submenu.

### Delete Work Orders

The first prompt to appear, once option '2' is selected, is the following:

Enter W.O. Number (<Esc> to Quit) .....

Once a valid work order number has been entered, the work order information will appear on the screen, along with the following prompt:

Do You Want To Delete This Work  
Order?

Selecting <N>o will return the user to the 'Enter W.O. Number' prompt without deleting the selected work order. A <Y>es, on the other hand, will first delete the work order, and then return to the beginning prompt. Once complete, pressing <Esc> from the original prompt will return the user to the Work Order Options submenu.

### Change Work Order

The first prompt will again be the following:

Enter Your Work Order No. (<Esc> to Quit) .....

Once a valid work order number has been entered, the following screen will appear (shown with sample data):

No	Item No.	UTY	UHA	Description	Est Date	Qty	Ord	Unit	Cost
1	1007	MIT	000	FLANNEL	/ /	100.00	YDS		1.150
2	1002	BLK	000	FLANNEL	/ /	100.00	YDS		1.150

Change Which Line Number? <N> To End Item or <99> To Quit

Pressing <99> will return to the beginning prompt. Entering a line number prompts for confirmation of the item number and color. Make any necessary changes, including entering the estimated date. Once complete, the following prompt will appear:

Write The Changes To The WO File?

Yes

No

Pressing <N>o will return the user to the 'Change Which Line #' screen without updating the file. A <Y>es will return to the same screen, however, the changes will first be written to the file. Once complete, pressing <99> or <Esc> will return the user to the beginning prompt. Pressing <Esc> at that point will return to the Work Order Options submenu.

### Open Work Order Reports

Upon selecting option '4' the following submenu will appear:

[Work Order Report]

1. Individual W.O.
2. All W.O.'s (for One Vendor)
3. All Open W.O.'s
4. Print Open W.O. Summary
5. List of Orders for One Item
6. Reprint Work Order
7. Individual Archived W.O.

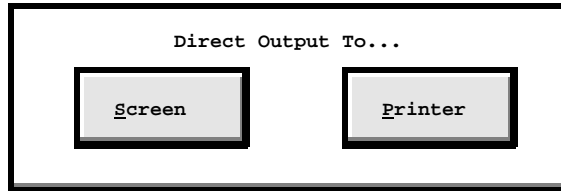
<Esc> - Return to Previous Menu

**Individual W.O.**

Upon selecting option '1' the following prompt will appear:

W.O. Number (<Esc> to Quit) .....

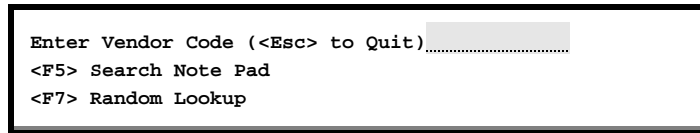
Entering a valid work order number will prompt the following:



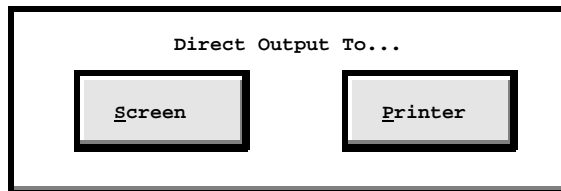
The selected work order is then either displayed on the screen or printed. Once complete, the user will be returned to the Work Order Report submenu.

**All W.O.'s (for One Vendor)**

The first prompt will be the following:



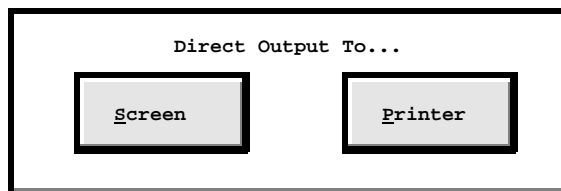
Entering a valid vendor code will further prompt:



Work orders for the selected vendor will then either be displayed or printed, before the user is returned to the Work Order Report submenu.

**All Open W.O.'s**

The only prompt that the user will receive, upon selecting option '3' from the Work Order Report submenu, is the following:



All open work orders will then be printed or displayed and the user will be returned to the submenu.

### Print Open W.O. Summary

The only prompt that the user will receive, upon selecting option '4', is the standard printer report control prompt. They can then either print the report, view it on the screen, or save it to a file. The file will be a compilation of all of the open work orders. Once complete, the user will be returned to the Work Order Report submenu.

### List of Orders for One Item

The first prompt that the user will receive is the following:

```
Enter Item to Print ..... Color .....  
<F5> Search by Spec Sheet  
<F7> Search Description - <Esc> to Quit  
<F9> Search by Item Code
```

Once a valid item has been entered, the standard printer report control prompt will appear. Once complete, the user will be returned to the Work Order Report submenu.

### Reprint Work Order

The first prompt, upon selecting option '6', is the following:

```
W.O. Number (<Esc> to Quit) .....  
Enter Last Number (<Esc> to Quit) .....
```

If the user only wishes to print one work order, the same number should be entered when the second prompt appears. The standard printer report control prompt will then appear. Once complete, the user will be returned to the Work Order Report submenu.

### Individual Archived W.O.

The only prompt that the user will receive is the following:

```
W.O. Number (<Esc> to Quit) .....
```

The archived work order will then be displayed on the screen. Once complete, the user will be returned to the Work Order Report submenu.

### Send/Receive To/From Work Order

The first prompt that the user will receive, upon selecting option '5', is the following:

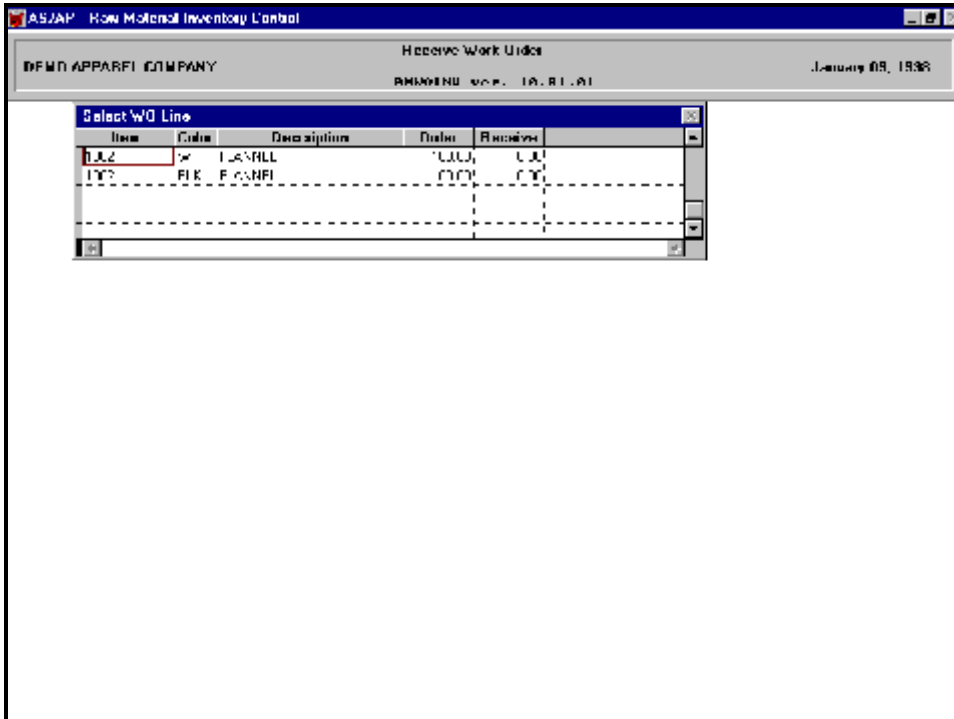
```
Enter Your Work Order No. (<Esc> to Quit) .....
```

Once a valid work order number has been entered the following prompt will appear:

```
Receipt Date? .. / .. / ..
```

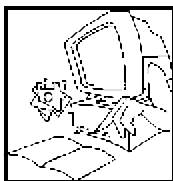


Once a valid date has been entered the following screen will appear:



Once complete, the user will be returned to the Work Order Options submenu.

**Vendor Maintenance**



PLEASE REFER TO THE ACCOUNTS PAYABLE MANUAL FOR A FULL DISCUSSION OF THIS TOPIC.

**Edit Work Order Dates**



THIS IS A CUSTOM MODIFICATION, PLEASE CONTACT TECHNICAL SUPPORT FOR FURTHER INFORMATION.

## Work Order Archive



THIS IS A CUSTOM MODIFICATION. PLEASE CONTACT TECHNICAL SUPPORT FOR FURTHER INFORMATION.

## Work Order Utilities

This option, '9', allows the user to reset the work order number, change the status of a work order, and run any file updates.

## Search and Replace

The first prompt that the user will receive upon selecting option '8' from the BOM Sub Assemblies submenu is:

```
Item to Change From ..... Color .....  
<F5> Search by Spec Sheet  
<F7> Search Description - <Esc> to Quit  
<F9> Search by Item Code
```

After entering a valid item number to search for the following prompt will appear:

```
Item to Change To ..... Color .....  
<F5> Search by Spec Sheet  
<F7> Search Description - <Esc> to Quit  
<F9> Search by Item Code
```

After the user selects the item that they wish to replace the previous item with, the following prompt will appear (the two selected items will appear above the prompt for verification):

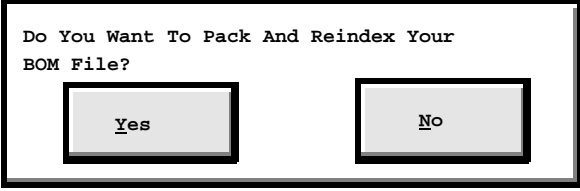
```
Is It Ok To Continue?  
  
Yes No
```

A <N>o will return to the BOM Sub Assemblies submenu, ignoring anything previously entered. Responding <Y>es will first search for the first item number entered and then replace it with the second, once complete the user will be returned to the BOM Sub Assemblies submenu.

## Pack and Index BOM File

Pack and reindex is a function that completes the deletion (permanent removal) of records from a database file and reduces the file size. Depending on which file and indexes are involved this function can cause some delays and should usually be performed at the End of Day if the option to do so is offered.

The first prompt that the user will receive upon selecting option 'P' from the BOM Sub Assemblies submenu is:



Do You Want To Pack And Reindex Your  
BOM File?

Yes      No

A <N>o will simply return to the BOM Sub Assemblies submenu. A <Y>es will first pack and reindex the file and then return to the submenu.

## Rebuild Index Keys

This function is intended to re-build the index keys in the event that one or more become damaged. The user will find a selection on the Utility Menu that permits them to re-build all of the indexes throughout the system. However, there are also options, such as this one, that allow the user to re-build the index keys for specific modules. This option will index only those files that are required by this system.

Once complete rebuilding the indexes the user will be returned to the BOM Sub Assemblies submenu.

0

## Raw Material Transfers

This option, '8' on the Raw Material Inventory submenu gives the user an opportunity to add to an inventory item (SKU) while subtracting from another. The option basically eliminates one step and archives the transfer.

Depending on how your company's system is setup, the following prompts will vary.

The first prompt that will appear is:

```

Do You Want To Transfer Raw Materials Tracked
By:
  
```

Pressing <Q>uit will return the user to the Raw Material menu. Selecting <D>yelot will prompt the following:

```

Transfer From ..... Color .....
<F5> Search by Spec Sheet
<F7> Search Description - <Esc> to Quit
<F9> Search by Item Code
  
```

Once a valid item number has been entered the following prompt will appear:

```

Transfer To ..... Color .....
<F5> Search by Spec Sheet
<F7> Search Description - <Esc> to Quit
<F9> Search by Item Code
  
```

The following prompt will then appear:

```

Do You Want To Print A Stock Transfer
Journal?
  Yes          No
  
```

A <Y>es will prompt the standard printer report control prompt. Once the printing is complete the user will be returned to the Raw Material Inventory submenu. If they reply <N>o, the system returns to the submenu and archives the receiving data.

If <B>ulk was selected from the original prompt, the following prompt will appear:

```

SKU to Transfer ..... Color .....
<F5> Search by Spec Sheet
<F7> Search Description - <Esc> to Quit
<F9> Search by Item Code
  
```

## Raw Material

---

After entering a valid SKU, the screen will display the following:

```
TRANSFER FROM:
                STYLE: XXXXXX  COLOR: XXX  WHS: 000  QTY: .....
```

Entering a quantity will further prompt:

```
Transfer To ..... Color .....
<F5> Search by Spec Sheet
<F7> Search Description - <Esc> to Quit
<F9> Search by Item Code
```

Again, once a valid code has been entered to transfer to, the following will appear on the screen:

```
TRANSFER TO:
                STYLE: XXXXXX  COLOR: XXX  WHS: 000  QTY: .....
```

The quantity field will default in with the previous amount entered. Once complete, the following prompt will appear:

```
Are You Sure You Want To Transfer These
Goods?
  Yes      No
```

Selecting <N>o will return the user to the beginning prompt. A <Y>es, on the other hand, will update and return the user to the Raw Material menu.

## Update/Pack Case/Roll File



*CUSTOM MODULE - DISCUSS WITH SOFTWARE DEALER*

If this option is active on your company's system, the following prompt will be the first to appear:

```
Do You Want To Purge Rolls/Dye Lots For  
Inventory Master Items That Have Already Been  
Deleted?
```

Selecting <N>o will return the user to the Raw Material menu. A <Y>es will continue and update/purge prior to returning the user to the Raw Material menu.

O



## Work Order Processing

Upon choosing option 'W' from the Raw Material Inventory submenu, the screen will clear and the following submenu will be displayed:

```
[Work Order Processing]
1. Enter Work Order .....
--
2. Delete Work Order
3. Change Work Order
4. Open Work Order Reports
5. Send/Receive To/From Work Order
6. Vendor Maintenance
7. Edit Delivery Dates
8. Work Order Archive
9. Work Order Utilities
<Esc> - Return to Previous Menu
```



*CUSTOM MODULE - DISCUSS WITH SOFTWARE DEALER*

For a brief write up concerning the topics discussed in this option please refer to page 66 in this manual.

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## Physical Inventory System



*CUSTOM MODULE - DISCUSS WITH SOFTWARE DEALER*

Upon selecting option 'P' from the Raw Material submenu the following submenu will appear:

```
[Inventory Options]
1. Generate Inventory Cards
..
2. Print Inventory Cards
3. Reprint Selected Cards
4. Edit Card Data
5. Mark Cards Not Used
6. Physical Inventory Reports
7. Update Original Inventory
<Esc> - Return to Previous
Menu
```

Following is a brief discussion of the options found throughout the Physical Inventory system:

### Generate Inventory Cards

Selecting option '1' will create a file that will be used to print cards for each inventory item found throughout your company's system. At the same time it freezes the inventory in a temporary file so that when the actual inventory is counted, there will be an inventory position to check totals against for variance reports.

It is important to note that after the file has been generated, but prior to the physical inventory being taken, any receivings or uses of inventory will be ignored. The system for variance reporting only looks at the inventory as it was when the cards were generated, and the physical inventory as entered by using the cards.

### Print Inventory Cards

Option '2' will actually print the cards to be used in the taking of physical inventory. The cards can be printed by either 'Itemno' or 'Class', and can be printed on Index Cards, Post Cards, or Blank Paper.

### Reprint Selected Cards

Selecting option '3' will allow the user to re-print an inventory card by card number.

### Edit Card Data

This, option '4', is where the user enters the number of each card they want to update. Once the number has been entered, they have the ability to change the Vendor, Class, and Unit of Measure. They will be asked for the number of entries for the card, the entries can be one or more which allows the user to take count for items that may be in multiple locations, and consolidate them onto one card. After the user decides how many entries are needed for the card they will need to enter the count for each of the entries. For example: If there are a total of 400 units counted on the card, the user can make one entry for the total of 400 or they can make four entries, each with 100. The breakdown over the entries is entirely controlled by the numbers entered on the Physical Inventory Card.

### Mark Cards Not Used

Using selection '5', the user can mark cards as being used or unused. If a card is marked as being used, then the total amount put onto the cards will become the new onhand inventory. If a card is marked used, and there are no entries on the card, the item will have zero as a new onhand inventory. If a card is marked as being unused, the inventory that was onhand for that card will remain the onhand inventory when the update process is complete.

### Physical Inventory Reports

There are six possible reports that the user can print by selecting option '6' from the Inventory Options submenu.

```
[Physical Inventory Reports]
1. List of Cards.....
2. Error List
3. Inventory Details
4. Inventory Summary
5. Inventory Variance
6. Cards Not Used
<Esc> - Return to Previous
Menu
```

#### List of Cards

Option '1' will print a simple list of all of the physical inventory cards created in the 'Generate Inventory Cards' option.

#### Error List

This option, '2', will print a list of errors that occurred during the card editing process.

#### Inventory Details

Option '3' will print a list of the new quantities that had been inputted using the edit card option.

#### Inventory Summary

Option '4' will list the summary of new quantities entered using the edit card option.

**Inventory Variance**

Selecting option '5' will print a report which gives the difference between the Onhand and the Counted quantities with extension for dollar figures based on sales price.

**Cards Not Used**

Option '6' will print a simple report that lists the cards marked as not being used.

**Update Original Inventory**

Selecting option '7' will take the quantities entered as a physical count, and store them as the new quantity onhand for each of the items. The update process is based on the way the cards were defined during the 'Mark Cards Not Used' option above. If the cards were marked as 'Used' then the quantities entered will be used, and if there were no quantities entered, then they will be treated as if zeros were entered. If the card was marked as 'Not Used' then the original quantities in the item at the time the inventory cards were generated will remain as the onhand quantities.

O

## Raw Material Utilities

Upon selecting this option, 'U' from the Raw Material Inventory Menu the following submenu will appear:

```
[Inventory Utilities]
1. Reserved
2. Rebuild Index Keys
3. Reset Quantity On Hand
4. Reserved
<Esc> - Return to Previous
Menu
```

### Rebuild Index Keys

Upon selecting option '2' from the Inventory Utilities submenu, the screen will clear and the following message will flash across the screen:

**Building Index Keys...**

When the system is finished 'building the index keys', the user will be returned to the Inventory Utilities submenu with a 'Raw Material Inventory Indexes...Completed' message appearing in the top right hand corner of the screen.

### Reset Quantity On Order

Upon selecting option '3' from the Inventory Utilities submenu, the following message will flash on the screen:

**Updating Inventory File...**

The system will scan the open P.O.'s and adjust the 'Total' field in the inventory master. When complete, the user will be returned to the Inventory Utilities submenu.

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