Microsoft Dynamics®

Microsoft Dynamics® GP

Inventory Control

Copyright

Copyright © 2010 Microsoft. All rights reserved.

Limitation of liability

This document is provided "as-is". Information and views expressed in this document, including URL and other Internet Web site references, may change without notice. You bear the risk of using it.

Some examples depicted herein are provided for illustration only and are fictitious. No real association or connection is intended or should be inferred.

Intellectual property

This document does not provide you with any legal rights to any intellectual property in any Microsoft product.

You may copy and use this document for your internal, reference purposes.

Trademarks

Microsoft, Microsoft Dynamics, SQL Server, and Windows are trademarks of the Microsoft group of companies. FairCom and c-tree Plus are trademarks of FairCom Corporation and are registered in the United States and other countries.

All other trademarks are property of their respective owners.

Warranty disclaimer

Microsoft Corporation disclaims any warranty regarding the sample code contained in this documentation, including the warranties of merchantability and fitness for a particular purpose.

License agreement

Use of this product is covered by a license agreement provided with the software product. If you have any questions, please call the Microsoft Dynamics GP Customer Assistance Department at 800-456-0025 (in the U.S. or Canada) or +1-701-281-6500.

Publication date

May 2010

Contents

Introduction 2

What's in this manual 2

Symbols and conventions 3

Resources available from the Help menu 3

Send us your documentation comments 4

Part 1: Setup 6

Chapter 1: Overview 7

Dependencies and relationships to other modules 7

Item types 7

Valuation methods 8

Standard and extended pricing 9

Multiple bins 10

Stock count overview 10

Chapter 2: Setup preparation 13

System Manager, General Ledger, and Payables Management setup 13

Multicurrency Management setup 14

Chapter 3: Preferences and default settings 15

Specifying preferences and default entries 15

Preparing to use multiple bins 18

Handling existing quantities for multiple bins 18

Multiple bins and existing stock counts 20

Defining a user category 20

Chapter 4: Unit of measure schedules 23

Creating a unit of measure schedule 23

Copying a unit of measure schedule 24

Modifying a unit of measure schedule 25

Deleting a unit of measure schedule 25

Chapter 5: Standard pricing 27

Creating a price level 27

Deleting a price level 28

Creating a price group 28

Deleting a price group 28

Chapter 6: Lot category setup 31

Minimum shelf life 31

Creating a lot category 32

Modifying a lot category 32

Deleting a lot category 33

Chapter 7: Item classes **35**
Relationship of item class to item record 35
Creating an item class 35
Assigning a currency to an item class 38
Specifying default accounts for an item class 39
Modifying an item class 39
Effects of changing item class information 40
Controlling the effects of item class changes 41
Removing a currency from an item class 41
Deleting an item class 41

Chapter 8: Stock count calendar **43**
Setting up a stock count calendar 43
Changing stock count calendar settings 44

Part 2: Cards **46**

Chapter 9: Item cards **47**
Setting up a numbering system for items 47
Creating an item record 48
Entering Internet information for an item 51
Entering item options 52
Defining a serial number mask 53
Defining a lot number mask 55
Assigning posting accounts to items 57
Assigning a currency to an item 58
Item numbers and substitute items for customers 59
Changing the item print option for an item 59
Copying an inventory item 61
Understanding item record modifications 62
Modifying an item record 62
Removing a currency from an item 63
Deleting an item 63

Chapter 10: Standard price lists **65**
Price methods 65
Standard pricing price structures 67
Multicurrency Management: Items and currencies 69
Using the price list tree view 69
Creating a price list for an item 70
Adding a price list record for an item 72
Adding quantity breaks to a price list record 73
Specifying options for a price list 74
Removing quantity breaks from a price list record 76
Requirements and effects of copying price lists 76
Copying a price list 77

Removing part of a price list from an item 78
Removing an entire price list from an item 79

Chapter 11: Extended pricing 81
Extended pricing terms and definitions 81
How prices are calculated 82
Preparing to use extended pricing 83
Creating and editing price groups 83
Assigning an individual item to a price group 84
Assigning multiple items to a price group 85
Assigning a range of items to a price group 86
Price sheets overview 87
Creating or editing a price sheet 87
Price sheet warnings 89
Creating and editing price sheet details 89
Creating a promotional price sheet 91
Entering details for free-item promotions 92
Examples: Advanced free-item promotions 93
The base price book 94
Creating price books 94
Assigning a price sheet to multiple price books, customers, or prospects 95
Assigning a price sheet to a range of price books, customers, or prospects 96
Setting up pricing for a customer or prospect 97
Assigning a price book to customers and prospects 98
Assigning a price book to a range of customers or prospects 99

Chapter 12: Purchasing options, vendors, and planners 101
Entering purchasing options for an item 101
Entering a manufacturer's item numbers 103
Assigning vendors to an item 103
Removing a vendor assignment from an item 105
Cost variance tolerances 105
How purchase receipts are updated for cost variances 105
Example: Effects of cost variances on accounts 106
Creating a planner ID 107
Deleting planner IDs 107

Chapter 13: Sites and beginning quantities 109
Item-site relationships 109
Posting accounts and site segment substitution 109
Overview of basic item-site tasks 110
Defining a site 111
Entering bins for a site 112
Specifying default bins for a site 113
Assigning items to a site 114
Entering beginning quantities 115
Specifying lot numbers for inventory quantities 117

Specifying serial numbers for inventory quantities 119
Specifying bins for inventory quantities 120
Requirements for deleting a site 120
Deleting an item-site relationship 121
Deleting a site 121

Chapter 14: Item-site details 123
Item-site combinations and the “all site” 123
Entering basic all-site information for an item 124
Entering basic item-site combination information 125
Specifying default bins for an item-site combination 126
Overview of the purchase order generator 128
Resource planning windows 129
Entering resource planning information 129
Setting up an item for purchase order generator 131
How quantities are calculated for suggested purchase orders 133
Entering default values for resource planning 135

Chapter 15: Kits 137
Kits and phantom bills of materials 137
Assigning kit components 138
Deleting a component from a kit 139

Chapter 16: History 141
Item history requirements 141
Entering item history 141
Entering item projections 142

Chapter 17: Count intervals 145
Setting up count intervals for several items 145
Setting up a count interval for one item 147
How stock count dates are calculated 148
Changing the cycle-count intervals for an item 148

Chapter 18: Landed cost cards 149
Creating or modifying a landed cost record 149
Cost calculation methods 150
Example: Invoice matching and distributions 151
Effects of deleting a landed cost record 151
Creating a landed cost group 151
Deleting a landed cost from a landed cost group 152

Part 3: Transactions 156

Chapter 19: Batches 157
Using batches to group inventory transactions 157
Creating a batch 158
Modifying a batch 159
Deleting a batch 159

Chapter 20: Transaction entry 161

Inventory Control transactions 161

How bins affect transactions 162

Document dates and posting dates 162

Entering an adjustment or variance transaction 162

Transferring an item to a different site 164

Changing the quantity type of an item 166

Entering an in-transit transfer 167

Specifying lot numbers for a transfer 169

Specifying serial numbers for a transfer 170

Changing lot numbers for an in-transit transfer 171

Changing serial numbers for an in-transit transfer 173

Specifying bins for item transfers 174

Specifying bins for in-transit transfers 175

Changing distributions for a transaction 175

Transferring quantities from one bin to another 177

Specifying lot numbers for a bin-to-bin transfer 178

Specifying serial numbers for a bin-to-bin transfer 179

Entering lot attribute information 179

Split purchase receipts 180

Deleting an inventory transaction 181

Deleting an in-transit transfer transaction 181

Chapter 21: Stock count schedules 183

Stock count requirements 183

Statuses for stock count schedules 183

Creating or modifying a stock count schedule 184

Adding many items to a stock count schedule 185

Removing items from a stock count schedule 186

Starting a stock count schedule 186

Exceptions for starting a stock count 187

Options for stock count forms 188

Canceling a stock count schedule 189

Deleting a stock count schedule 189

Chapter 22: Stock count processing 191

Effects of processing a stock count 191

Stock counts and dates 192

Entering stock count results 192

Changing the default stock count date 194

Entering results in a different unit of measure 195

Entering stock count lot number information 196

Entering stock count serial number information 197

Changing serial or lot number information 198

Changing accounts for posting a count variance 198

Verifying variance amounts 199

Clearing stock count entries 201

Processing a stock count 202

Chapter 23: Posting 203

Posting a single transaction 203

Posting a single batch 204

Posting multiple Inventory Control batches 205

Chapter 24: Transaction corrections 207

Modifying an unposted transaction 207

Modifying an in-transit transfer transaction 207

Corrections for posted transfers and transactions 208

Entering a transaction increase adjustment 208

Entering a transaction decrease adjustment 209

Entering a transfer increase adjustment 210

Entering a transfer decrease adjustment 210

Part 4: Inquiries and reports 214

Chapter 25: Item inquiries 215

Viewing item information 215

Viewing item allocation information 217

Viewing bin quantity information 218

Viewing item stock information 218

Viewing serial number information 219

Viewing lot number information 221

Viewing lot attribute information 222

Viewing planning information for an item 223

Viewing a life cycle serial or lot number trace 224

The bill of materials trace tree view 226

Viewing a bill of materials trace 228

Viewing a recall serial or lot number trace 229

Viewing inventory available to promise information 230

Chapter 26: Standard pricing inquiries 233

Viewing price list information 233

Viewing pricing option information 234

Chapter 27: Extended pricing inquiries 237

Tracing a price calculation 237

Originating currency errors in price trace inquiries 238

Viewing the items and price groups in a price sheet 239

Viewing price sheets for a selected item or price group 241

Viewing promotions for a prospect or customer 242

Chapter 28: Transaction inquiries 243

Viewing item transaction information 243

Viewing inventory transaction information 245

Viewing in-transit transfer transaction information 246
Viewing purchase receipt information 247

Chapter 29: Reports 251
Inventory Control report summary 251
Accuracy Comparison report 254
Historical stock status report 255
Checking for missing prices 256
Printing extended pricing summary reports 258
Printing a purchase order generator item report 259
Specifying an Inventory Control report option 260
Microsoft SQL Server® Reporting Services reports for Inventory Control 261

Part 5: Utilities 264

Chapter 30: Item cost adjustments 265
Adjusting the purchase receipt cost of an item 265
Average cost updates 266

Chapter 31: Standard pricing wizards 267
Getting started with a price list wizard 267
Adding a price list to several items 268
Updating price lists for several items 271
Fixed percentages versus percentages 274
Rounding calculations for updating price lists 274
Copying a price list from one item to others 274
Removing price list records from several items 276
Assigning a currency to a group of items 278
Items updated by price list wizards 280

Chapter 32: Extended pricing utilities 283
Transferring price sheet details 283
Removing price sheets 285

Chapter 33: History utilities 287
Removing calendar- or fiscal-year history 287
Removing inventory transaction history 288
Removing inventory distribution history 289
Removing inventory journal history 290
Removing stock count history 290
Removing in-transit transfer history 291

Chapter 34: Reconciling inventory records 293
Effects of reconciling inventory records 293
Reconciling inventory records 294

Chapter 35: Inventory Control setup changes 297
Changing currency or quantity decimal places for items 297
Handling effects of changing quantity decimals for items 298

Effects of changing decimal places for currencies for items 299
Changing valuation methods 299
Effects of changing valuation methods 300
Removing bins 300
Replacing all buyers or planners 301
Updating purchase order generator options for several items 302
Modifying lot number attributes 303

Part 6: Routines 306

Chapter 36: ABC analysis 307
ABC analysis overview 307
Requirements for ABC analysis 308
Performing ABC analysis of inventoried items 308
ABC analysis ranking value calculations 311
ABC analysis and large inventories 311
Previewing and adjusting ABC analysis results 311
Finalizing ABC analysis results 312
ABC analysis and zero or negative item quantities 313
Modifying an item's ABC code 314
Using ABC analysis information 314

Chapter 37: Year-end closing 317
Closing a fiscal period 317
Preparing to close a year 317
Closing a year 318
Effects of closing a year 320
Removal of discontinued items 320

Chapter 38: Inventory control checklists 321
Standard Inventory Control checklists 321
Using an Inventory Control checklist 321

Glossary 323

Index 329

Introduction

You can use Inventory Control to help manage your company's inventoried items. Many Inventory Control tasks help you create records for your items, such as how the items are to be tracked and what pricing should be used for the items that are sold.

You also can use Inventory Control to complete the following tasks:

- Enter and post adjustment transactions and variance transactions individually or in batches
- Enter and post transfer transactions individually or in batches
- Complete stock counts, which include both cycle counts and physical inventory counts
- Use ABC analysis to prioritize items
- Print the Historical Stock Status Report
- Trace the life cycle of a serial number or lot number
- Track a single inventory item across multiple bins within the warehouse

This introduction is divided into the following sections:

- *What's in this manual*
- *Symbols and conventions*
- *Resources available from the Help menu*
- *Send us your documentation comments*

What's in this manual

This manual is designed to give you an understanding of how to use the features of Inventory Control, and how it integrates with the Microsoft Dynamics® GP system.

To make best use of Inventory Control, you should be familiar with systemwide features described in the System User's Guide, the System Setup Guide, and the System Administrator's Guide.

Some features described in the documentation are optional and can be purchased through your Microsoft Dynamics GP partner.

To view information about the release of Microsoft Dynamics GP that you're using and which modules or features you are registered to use, choose Help >> About Microsoft Dynamics GP.

The manual is divided into the following parts:

- Part 1, **Setup**, describes the tasks you must complete to set up inventory, such as specifying system settings and setting up unit of measure schedules and item classes.

- Part 2, **Cards**, includes information about basic inventory records. Refer to that part to learn how to define, modify, and remove items, sites, and kits. Information about setting up pricing structures also is included.

- Part 3, **Transactions**, contains information about entering and posting inventory transactions and transfers.

- Part 4, **Inquiries and reports**, describes windows and reports you can use to view your inventory information.

- Part 5, **Utilities**, includes information about completing special tasks, such as using price list wizards, reconciling inventory, removing history records, and adjusting average costs of items.

- Part 6, **Routines**, describes how you can use inventory checklists. Information about year-end closing tasks is also included.

Symbols and conventions

This documentation uses the following symbols and conventions to make specific types of information stand out.

Symbol	**Description**
💡	The light bulb symbol indicates helpful tips, shortcuts and suggestions.
⚠	The warning symbol indicates situations you should be especially aware of when completing tasks. Typically, this includes cautions about performing steps in their proper order, or important reminders about how other information in Microsoft Dynamics GP may be affected.
£ ¥ $	The multicurrency symbol points out features or procedures that apply if you're using Multicurrency Management.

The conventions table explains how we refer to chapters, sections, acronyms, and other information in the documentation set.

Convention	**Description**
Creating a batch	Italicized type indicates the name of a section or procedure.
File >> Print or **File > Print**	The (>>) or (**>**) symbol indicates a sequence of actions, such as selecting items from a menu or toolbar, or pressing buttons in a window. This example directs you to go to the File menu and choose Print.
TAB or ENTER	Small capital letters indicate a key or a key sequence.

Resources available from the Help menu

The Microsoft Dynamics GP Help menu gives you access to user assistance resources on your computer, as well as on the Web.

Contents

Opens the Help file for the active Microsoft Dynamics GP component, and displays the main "contents" topic. To browse a more detailed table of contents, click the Contents tab above the Help navigation pane. Items in the contents topic and tab are arranged by module. If the contents for the active component includes an "Additional Help files" topic, click the links to view separate Help files that describe additional components.

To find information in Help by using the index or full-text search, click the appropriate tab above the navigation pane, and type the keyword to find.

To save the link to a topic in the Help, select a topic and then select the Favorites tab. Click Add.

Index

Opens the Help file for the active Microsoft Dynamics GP component, with the Index tab active. To find information about a window that's not currently displayed, type the name of the window, and click Display.

About this window

Displays overview information about the current window. To view related topics and descriptions of the fields, buttons, and menus for the window, choose the appropriate link in the topic. You also can press F1 to display Help about the current window.

Lookup

Opens a lookup window, if a window that you are viewing has a lookup window. For example, if the Checkbook Maintenance window is open, you can choose this item to open the Checkbooks lookup window.

Show Required Fields

Highlights fields that are required to have entries. Required fields must contain information before you can save the record and close the window. You can change the font color and style used to highlight required fields. On the Microsoft Dynamics GP menu, choose User Preferences, and then choose Display.

Printable Manuals

Displays a list of manuals in Adobe Acrobat .pdf format, which you can print or view.

What's New

Provides information about enhancements that were added to Microsoft Dynamics GP since the last major release.

Microsoft Dynamics GP online

Opens a Web page that provides links to a variety of Web-based user assistance resources. Access to some items requires registration for a paid support plan.

Customer Feedback Options

Provides information about how you can join the Customer Experience Improvement Program to improve the quality, reliability, and performance of Microsoft® software and services.

Send us your documentation comments

We welcome comments regarding the usefulness of the Microsoft Dynamics GP documentation. If you have specific suggestions or find any errors in this manual, send your comments by e-mail to the following address: bizdoc@microsoft.com.

To send comments about specific topics from within Help, click the Documentation Feedback link, which is located at the bottom of each Help topic.

Note: By offering any suggestions to Microsoft, you give Microsoft full permission to use them freely.

PART 1: SETUP

Part 1: Setup

Use the following information to set up Inventory Control. Setup procedures generally need to be completed once, but you can refer to the information at other times for instructions on modifying or viewing existing entries.

⚠ *You'll need to complete these setup procedures before using the procedures in Part 2, **Cards**, which describes how to create item records, and Part 3, **Transactions**, which describes accounting tasks specific to Inventory Control.*

The following information is discussed:

- Chapter 1, "Overview," describes how Inventory Control integrates with other modules, and discusses basic terms and concepts.
- Chapter 2, "Setup preparation," explains tasks you must complete before you can begin setting up Inventory Control.
- Chapter 3, "Preferences and default settings," contains information about setting preferences and default settings.
- Chapter 4, "Unit of measure schedules," includes information about creating, modifying, and deleting unit of measure schedules.
- Chapter 5, "Standard pricing," describes how to set up and maintain price levels and price groups if you're using standard pricing.
- Chapter 6, "Lot category setup," explains how you can use lot categories to track shared attributes of the items in a lot.
- Chapter 7, "Item classes," contains information about setting up item classes, an optional step you can use to make defining new items quicker and more accurate.
- Chapter 8, "Stock count calendar," describes how to create a stock count calendar.

Chapter 1: Overview

You can use Inventory Control to help manage your company's inventoried items. These can be any items needed for customer support, such as products or spare parts you sell; for business support activities, such as maintenance and repairs; or for use in creating your products, as in a manufacturing environment.

Many Inventory Control tasks help you create records for your items—how the items are to be tracked, what pricing should be used for the items that are sold, and so on. You also can use Inventory Control to enter and post certain types of inventory transactions, to create service items, and to set up and perform stock counts.

This document includes the terms and concepts you'll need to know to use Inventory Control.

The following information is discussed:

- *Dependencies and relationships to other modules*
- *Item types*
- *Valuation methods*
- *Standard and extended pricing*
- *Multiple bins*
- *Stock count overview*

Dependencies and relationships to other modules

When you use Inventory Control, you should be aware of how the module interacts with other modules.

Refer to the table for more information.

Module or series	Affects inventory:	Uses inventory info:
Sales Order Processing	Sales transactions will decrease inventory amounts	Item records, quantities, and pricing information
Invoicing	–	Item records, quantities, and pricing information
Purchase Order Processing	Purchase transactions will increase inventory amounts	Item records, quantities, and vendor information. If you're using the purchase order generator or landed costs, the details for each item-site combination are entered in Inventory Control.
Bill of Materials	–	Item records
General Ledger	–	Posting

Item types

Item types describe the type of item or the status of the item. These types also determine which posting accounts are updated when items are entered on transactions. Refer to the Purchase Order Processing or Sales Order Processing documentation for information about which accounts are affected when posting transactions for each item type. Use the following table to decide which item type to assign to an item or item class.

Item type	Description
Sales Inventory	Quantities are tracked. You can enter both increase and decrease adjustments. Amounts posted to the Inventory and Inventory Offset accounts appear on the Distributions Breakdown Register. Posting from Purchase Order Processing affects the Cash or Accounts Payables accounts. Posting from Sales Order Processing affects the Sales, Cash, Cost of Good Sold, or Accounts Receivables accounts.
Discontinued	Items are tracked the same as Sales Inventory items, selling Quantities On Hand. You can enter adjustments for the item, and can delete the item when the quantity reaches zero. Posting updates the Inventory and Inventory Offset accounts. Posting from Sales Order Processing affects the Sales, Cash, Cost of Good Sold, or Accounts Receivables accounts. If you don't want to sell discontinued items, be sure that the Allow Sale of Discontinued Items option is unmarked in the Sales Order Processing Setup Options window.
Miscellaneous Charges	Quantities and current costs aren't tracked in Inventory. Miscellaneous charges include costs such as freight expense. You can't change this item type once it's assigned. Posting updates the Sales and Cash accounts.
Kit	Quantities aren't tracked. Kits consist of one or more components, which can be services, sales inventory, miscellaneous charges, discontinued, or flat fee items. Based on the item type, posting updates the Inventory and Cost of Goods Sold accounts specified for each component. If you plan to create a phantom bill for use on a bill of materials, we recommend not assigning components to the Kit in Inventory. Posting from Sales Order Processing affects the Sales, Cash, Cost of Good Sold, or Accounts Receivables accounts.
Services	Current costs, but not quantities, are tracked. You can sell these items individually or as part of a kit. Posting updates the Sales and Cash accounts.
Flat Fees	Current costs, but not quantities, are tracked. You can sell these items individually or as part of a kit. Posting updates the Sales account.

Valuation methods

Valuation methods determine how the costs of inventory items are calculated. While you can have different valuation methods for different items or companies, we recommend that you talk to your tax accountant before changing the valuation method you currently use. The following table describes the valuation methods available and explains how each is used.

Valuation method	Description
FIFO perpetual	Items purchased first are considered sold first (First In, First Out). Detailed information about the cost of all items is maintained, and the inventory is valued at its actual cost. The current cost for items is the cost of the item the last time it was purchased.
LIFO perpetual	Items purchased last are considered sold first (Last In, First Out). Detailed information about the cost of all items is maintained, and the inventory is valued at its actual cost. The current cost for items is the cost of the item the last time it was received.

Valuation method	Description
Moving average perpetual	The cost of items with the same item number is totaled and an average cost is assigned to the items. The average cost of an item is revalued throughout the period as you enter increase transactions for items. The average cost also is used as the current cost. The formula is: (Current units x current moving average cost) + (New units x purchase price) / (Current units + new units)
FIFO periodic	Items purchased first are considered sold first (First In, First Out), and are valued at their standard cost. To update the standard cost, you can use the Inventory Year-End Closing window. At the end of the year, the standard cost can be adjusted to the current cost.
LIFO periodic	Items purchased last are considered sold first (Last In, First Out), and are valued at their standard cost. To update the standard cost, you can use the Inventory Year-End Closing window. At the end of the year, the fixed cost can be adjusted to the current cost, or the cost of the item the last time it was received.

Cost variances—which can result with any of the valuation methods—are tracked in the General Ledger using the Inventory Variance account.

Standard and extended pricing

You have the option of using standard or extended pricing. Both pricing systems allow you to set up different pricing structures—price levels in standard pricing, or price sheets and price books in extended pricing. You can create different pricing for different currencies and different units of measure. Either system can be used to create pricing structures with quantity breaks. However, you must choose one pricing system and use it exclusively; you can't use both systems simultaneously.

Standard pricing

Standard pricing might be a better option for your company if any of the following conditions are true:

- You're using Invoicing. (Extended pricing doesn't work with Invoicing.)
- You want price lists to be updated automatically when the current cost or standard cost of an item changes.
- You have a fairly simple pricing structure, and don't need additional tiers.

For more information about standard pricing structures, refer to *Price methods* on page 65 and *Standard pricing price structures* on page 67.

Extended pricing

Extended pricing might be a better option for your company if any of the following conditions are true.

- You want to use date-specific pricing.
- You want to create promotions for special pricing, such as value-off pricing or for "buy one, get one free" situations.
- You have a complex pricing structure: you want to use more tiers or you want to apply multiple promotions simultaneously.

For more information about extended pricing, refer to *Extended pricing terms and definitions* on page 81 and *How prices are calculated* on page 82.

Multiple bins

Use multiple bins to add a layer to item quantity tracking for items with the Sales Inventory or Discontinued item type. Besides tracking items within inventory sites, with multiple bins you can track item quantities in bins that reside within each site. Bin quantities are processed and displayed in the item's base unit of measure.

You must register the multiple bins feature and enable it in Inventory Control before you can use it. Refer to Specifying preferences and default entries on page 15 for more information about enabling multiple bins.

Default bins for transaction types at each site can be identified. For example, a default bin could be created for sales order transactions at your warehouse site. Default bins can also be identified for a particular item and transaction type at a site. If you always use Bin A when selling a certain item from your main site, for example, you can set up Bin A as the default sales order bin for the item at the main site.

When you enter a transaction, the default bin for the transaction type for the item-site combination or the site is used automatically. In most cases, if there isn't a default bin for the item-site combination or the site, you can enter a bin.

Refer to the table for more information about when default bins are suggested and whether you can change them.

Module or series	Default bin supplied?	Can you change it?
Bill of Materials	Yes	No
Inventory Control	No	You must specify the bin when you enter the transaction.
Invoicing	You can't use multiple bins if you're using Invoicing.	
Purchase Order Processing	Yes	Yes
Sales Order Processing	Yes	Yes
Field Services Series	Yes	Yes
Manufacturing Series	Yes	Yes

For information about how multiple bins are used in each module, refer to the documentation for the module.

You can transfer items from one bin to another. You can also remove bin records from a site or an item-site combination. You can select a range of bins to remove, and you can select a range of sites and items from which to remove bins.

For more information about multiple bins, refer to the following topics:

- *Preparing to use multiple bins* on page 18
- *How bins affect transactions* on page 162

Stock count overview

To help you monitor your inventory and the accuracy of your inventory records, you can use Inventory Control to complete stock counts, which include both cycle counts and physical inventory counts. Cycle counting is the practice of having inventory personnel count items on an on-going basis. If you want inventory personnel to complete some counts every day or every week, you'll probably want to use cycle counting. Physical inventory counts occur when all items are counted at the same time. Inventory Control's stock count system includes both cycle counts and physical inventory counts.

With Inventory Control, you can specify items to be counted in a stock count schedule. After the count is complete, you can enter the results. The counted quantities are compared with inventory record quantities. You can use variance transactions—if needed—to correct discrepancies. Later, you can compare the accuracy of different stock counts with the Accuracy Comparison report. The information on that report can help you spot inventory trends, which can be helpful in determining business practices.

You can specify how frequently you want to count each item number at each site. For example, you might want to count critical items every 30 days, and you might want to count relatively unimportant items—such as supplies—much less frequently. You can specify a different count frequency—or "cycle"—for each item at each site.

Once you've specified a group of items with the same cycle frequency, Inventory Control divides the number of items to be counted over the cycle period. For example, if you have 100 item numbers to be counted every 10 days at a site, Inventory Control would schedule 10 items to be counted each day. This helps to minimize the impact of the stock counts on your inventory personnel.

Refer to these topics for more information about using stock counts and cycle counting.

- Chapter 8, "Stock count calendar," explains how to create and modify a stock count calendar—the calendar the system will use to determine the days when a stock count might be done.

- Chapter 17, "Count intervals," describes how you can specify a count interval for groups of items.

- Chapter 21, "Stock count schedules," includes information about starting a stock count—specifying which item-site combinations should be included in the count, printing forms to record count information, and so on.

- Chapter 22, "Stock count processing," contains information about entering the results of a stock count, working with default variance transactions, and generating the stock count accuracy report. Information about using the report also is included.

Chapter 2: Setup preparation

Inventory Control integrates with several other modules, so be sure you've completed the setup procedures for those modules before you begin setting up Inventory Control.

When you set up Inventory Control, you can open each setup window and enter information, or you can use the Setup Checklist window (Microsoft Dynamics GP menu >> Tools >> Setup >> Setup Checklist) to guide you through the setup process. See your System Setup Guide (Help >> Contents >> select Setting up the System) for more information about the Setup Checklist window.

The following information is discussed:

- *System Manager, General Ledger, and Payables Management setup*
- *Multicurrency Management setup*

System Manager, General Ledger, and Payables Management setup

Before you begin setting up Inventory Control, be sure you've completed setup procedures for the following items.

Company setup When you complete company setup tasks, be sure to set up the following information. For more information, refer to your System Setup instructions (Help >> Contents >> select Setting Up the System).

- Company settings
- Shipping methods
- Payment terms
- Credit cards
- Fiscal periods
- Account formats
- Tax schedules
- Bank information

Financial setup You also must set up certain cards related to your financial information. Be sure to set up accounts, currencies, and checkbooks. For more information, refer to your System Setup instructions (Help >> Contents >> select Setting Up the System) and General Ledger documentation.

- Posting accounts
- Checkbooks
- Currencies
- Unit accounts
- Variable allocation accounts
- Fixed allocation accounts

To track variances separately for inventoried items, you need to set up an Inventory Variance Account before setting up Inventory Control. Refer to the General Ledger documentation for more information about setting up accounts.

Posting setup You also must set up the following posting options. For more information, refer to your System Setup instructions (Help >> Contents >> select Setting Up the System).

- Posting options
- Posting accounts
- Source document code information
- Audit trail code information

Purchasing setup You must create vendor records. (Refer to your Payables Management documentation for more information.)

Sales setup If you're using extended pricing and want to set up special pricing for specific customers and prospects, you must create the customer or prospect records. (Refer to your Sales Order Processing documentation for more information.)

Multicurrency Management setup

If you're using Multicurrency Management, you can use Inventory Control to create separate pricing in each currency for each inventoried item. Before you can do this, however, you must complete these Multicurrency Management setup tasks:

Functional currency The functional currency for the organization—the currency your business will use to keep the bulk of its financial records—must be defined.

Other currencies Currencies must be assigned to the company before they can be assigned to the items of the company, so be sure you've assigned all currencies needed for price lists to the company. (Currencies other than a company's functional currency are originating currencies.)

Chapter 3: Preferences and default settings

Inventory Control includes several options and default entries to control how certain processes will work in your inventory system. The preference and default settings in the Inventory Control Setup window will affect how information appears throughout Inventory Control. Use the Inventory Control Setup window to complete the following tasks:

- Defining user categories, which you can use to organize inventoried items into broad groups.
- Entering the starting document numbers for use in transaction entry.
- Selecting the account segment to represent site information.
- Specifying the default number of decimal places for item quantities and currency amount.
- Specifying the types of transaction overrides—such as variance overrides—to be allowed.
- Specifying if costs should be displayed for decrease transactions.
- Specifying if stock count variance transactions should be posted automatically.
- Specifying whether multiple bins should be enabled.
- Specifying how to use lot numbers.
- Specifying whether to create tasks in the Task List window when there is a picking ticket shortage.

Most of these tasks are described in Specifying preferences and default entries on page 15. Refer to Defining a user category on page 20 for more information about defining user categories and values.

The following information is discussed:

- *Specifying preferences and default entries*
- *Preparing to use multiple bins*
- *Handling existing quantities for multiple bins*
- *Multiple bins and existing stock counts*
- *Defining a user category*

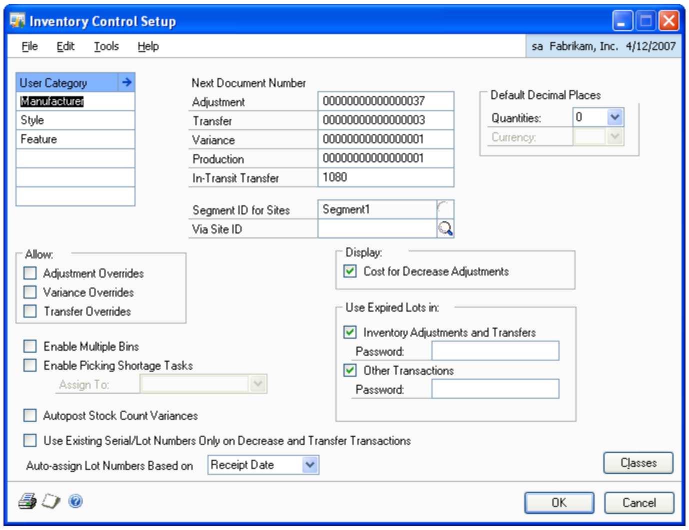
Specifying preferences and default entries

Use the Inventory Control Setup window to specify basic Inventory Control settings. You can set up user categories, specify the beginning document numbers for different transaction types, and set the default number of decimal places to be used when entering new item records.

If you're starting to use multiple bins, it's best to enter registration keys for multiple bins, define the bins for each site, and assign default bins to items and sites before marking the option to enable multiple bins. Refer to Preparing to use multiple bins on page 18. If you already have item quantities in Microsoft Dynamics GP, you'll need to complete certain tasks so that those records are updated appropriately for using multiple bins. Refer to Handling existing quantities for multiple bins on page 18.

To specify preferences and default entries:

1. Open the Inventory Control Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Inventory >> Inventory Control)



Inventory Control Setup

sa Fabrikam, Inc. 4/12/2007

User Category
Manufacturer
Style
Feature

Next Document Number	
Adjustment	00000000000000037
Transfer	00000000000000003
Variance	00000000000000001
Production	00000000000000001
In-Transit Transfer	1080

Default Decimal Places
Quantities: 0
Currency:

Segment ID for Sites: Segment1
Via Site ID:

Allow:
☐ Adjustment Overrides
☐ Variance Overrides
☐ Transfer Overrides

Display:
☑ Cost for Decrease Adjustments

Use Expired Lots in:
☑ Inventory Adjustments and Transfers
Password:
☑ Other Transactions
Password:

☐ Enable Multiple Bins
☐ Enable Picking Shortage Tasks
Assign To:

☐ Autopost Stock Count Variances

☐ Use Existing Serial/Lot Numbers Only on Decrease and Transfer Transactions

Auto-assign Lot Numbers Based on: Receipt Date

2. You can enter up to six user categories to classify related items.

   User categories are user-defined item categories that provide a way for you to group your inventory and analyze trends in purchases and sales. Refer to Defining a user category on page 20.

3. Enter the next document number for adjustment, transfer, variance, and in-transit transfer transactions. For more information about inventory transactions, refer to Inventory Control transactions on page 161.

   The document numbers you enter will be the next numbers assigned to adjustment, transfer, and variance documents. To ensure that enough document numbers will be available for future documents, the document numbers must end with a numeral that includes leading zeros—for example, ADJ0001. Each time you enter transactions, the default document number increases to the next available number. You can change the next document number, if needed, but the same document number can be posted only once.

   The numbers you enter also determine the number of unique document numbers available. For example, if you enter ADJ0001, you can enter only 9,999 unique adjustment transactions.

4. Enter or select the site ID that is the interim location for items that are being moved from one site to another using an in-transit transfer transaction. You can use the via site to ensure that the items aren’t sold before the items reach their destination.

   If you leave the Via Site ID field blank, you must enter a site ID when entering new in-transit transfer transactions.

5. Enter or select an account segment ID to represent sites.

   The account segment ID corresponds to the accounts you set up in Account Segment Setup window to track items by site. Once you’ve entered this information and moved the pointer out of the field, you can’t change it.

6. Enter or select the number of decimal places to use as a default number of places for item quantities when creating new item records.

7. If you’re not using Multicurrency Management, enter or select the number of decimal places to use as a default number of places for displaying currency amounts associated with items. (If you’re using Multicurrency Management, this field won’t be available.)

8. Choose which override options to allow. If you allow overrides, you can allocate quantities that are greater than the quantity available.

9. To use multiple bins at each inventory site, mark Enable Multiple Bins.

   If you’re using stock counts, you should be aware of how marking this option will affect your existing stock count records. Refer to Multiple bins and existing stock counts on page 20 for more information.

   Marking this option will change Microsoft Dynamics GP processing so that bin information is required for transactions. Before you mark this option, you should complete several setup tasks related to multiple bins. Refer to *Preparing to use multiple bins* on page 18 for more information.

10. Choose whether a task should be created if a picking ticket shortage is entered is found. After the shortage occurs in the Sales Order Fulfillment Entry window or the Manufacturing Component Transaction Entry window, a message will appear, and you will have the option to create a task for the quantity shortage. You can use the task to create a stock count or to locate the missing quantities. You must enter a user ID to create tasks for picking ticket shortages.

11. Choose whether stock-count variances should be posted automatically.

12. Choose whether to use only existing lot numbers and serial numbers on decrease and transfer transactions. By marking this option, you can’t enter a new lot number or serial number when entering a decrease transaction or transfer transaction in Inventory Control, Microsoft Dynamics GP Bill of Materials, Sales Order Processing, or Invoicing.

13. Select to automatically assign lot numbers to transactions by receipt date or expiration date in Sales Order Processing, Microsoft Dynamics GP Bill of Materials, and Invoicing. To use the lot numbers nearing expiration first, select to assign lot numbers by expiration date.

14. Choose whether costs for decrease adjustment transactions should be displayed.

15. Choose whether to use expired lots when entering inventory adjustments and transfers. In the Password field, you can enter a password for this option if you want to limit the users who can use expired lots. If this option is not marked, expired lots can't be used when entering inventory adjustments and transfers.

16. Choose whether to use expired lots when entering transactions in Microsoft Dynamics GP Bill of Materials, Purchase Order Returns, Sales Order Processing, Invoicing, and Manufacturing. In the Password field, you can enter a password for this option if you want to limit the users who can use expired lots. If this option is not marked, expired lots can't be used when entering transactions in other modules.

17. Choose OK to save your changes.

    When you've entered your preferences and default settings, you can verify your entries by choosing File >> Print to print the Inventory Module Setup Report. You also can print this report by choosing the print icon button in the window.

Preparing to use multiple bins

Before you begin to use multiple bins in transactions, you should complete several setup tasks. For example, you should create the bins at each site, and specify default bins for each site and for each item-site combination. You can complete these tasks as soon as you've entered registration keys for multiple bins. Refer to *Multiple bins* on page 10 for more information about multiple bins.

Refer to the following topics for information about the tasks that should be completed after you've registered the multiple bins feature, but before you mark the option in the Inventory Control Setup window.

- *Entering bins for a site* on page 112
- *Specifying default bins for a site* on page 113
- *Specifying default bins for an item-site combination* on page 126
- *Specifying preferences and default entries* on page 15

If you have existing inventory quantities, you also might want to enter a bin name in the Bin field in the Item Quantities Maintenance window for each item-site combination. The quantities for each item-site combination automatically will be put in this bin (from a software perspective) when you mark the option to enable multiple bins.

When you've completed those tasks, you can mark the option to enable multiple bins. An alert message will appear, telling you to reconcile inventory and to check links. These steps are required *only if you have existing inventory quantities.* For more information, refer to *Handling existing quantities for multiple bins* on page 18.

Handling existing quantities for multiple bins

An alert message appears when you mark the option to enable multiple bins, telling you to use the inventory setup checklist. The checklist will direct you to reconcile inventory and check links, among other things. You can complete those tasks immediately, or you can edit your pending (unposted) transactions first.

It's helpful to understand how Microsoft Dynamics GP changes and updates information for multiple bins.

Marking the Enable multiple bins option After you mark the option, bin information is required for any new transaction that's entered.

Reconciling inventory and sales documents When you reconcile inventory and sales documents, Microsoft Dynamics GP supplies bin information to unposted transactions. The bin that Microsoft Dynamics GP supplies for each unposted transaction is the default bin for the transaction type for the item-site combination or the site.

After you mark the option to enable multiple bins and before you reconcile inventory and check links, you can edit unposted transactions to add the bin information. You need to do this *only* if you want to use bins other than the default bins.

Refer to Modifying an unposted transaction on page 207 for more information.

After you've edited the unposted transactions—or immediately after marking the option to enable multiple bins, if it's OK if the default bins are used for the transactions—you need to complete the steps described in the following table.

Task	Reference
Reconcile sales documents	Refer to the Sales Order Processing documentation.
Reconcile inventory	Refer to Reconciling inventory records on page 294.
Check links	Refer to your System Administrator's Guide (Help >> Contents >> select System Administration), referencing the tables listed below.

The System Administrator Guide includes information about how to check links. You'll need to check links for the following combinations of series and tables. Refer to the table for more information.

Series	Logical tables	Required
Inventory	Item Master	For anyone using multiple bins who has existing inventory quantities
	Inventory Transaction Work	
	Bill of Materials Transactions	Only if you use Bill of Materials
	Stock Count	Only if you use stock counts
Sales	Sales Work	Only if you use Sales Order Processing
Purchasing	Purchasing Transactions	Only if you use Purchase Order Processing

If any of these processes fail, contact technical support.

When you reconcile inventory for multiple bins, a bin automatically is created for each site that's already set up in Microsoft Dynamics GP, and all quantities of items at that site are put in that bin. If you've entered a bin name in the Item Quantities Maintenance window, that bin name is used; otherwise, a bin called AUTOCREATE automatically is created. For information about moving the quantities to their appropriate bin locations, refer to Transferring quantities from one bin to another on page 177.

When you reconcile sales documents, bin information is added to unposted sales transactions. The default bin used is the default bin for the transaction type for the item-site combination or for the site. If no default bin for the item-site combination or the site is available, the quantity fulfilled will be cleared and you'll need to use Sales Order Processing windows to fulfill the documents before they can be posted.

Multiple bins and existing stock counts

If you mark the option to Enable Multiple Bins in the Inventory Control Setup window, bin information also is required for each line in each stock count.

If possible, it's a good idea to finish processing any Started or Entered stock counts before you mark the option to use multiple bins. You also should post any variance transactions resulting from those stock counts.

Refer to the table for information about how stock count IDs are affected, depending on their status.

Status	**Effect of marking the Enable Multiple Bins option**
Available	When you enter or select the stock count in the Stock Count Schedule window or the Stock Count Entry window, an alert message appears. If you choose to continue using the stock count, the bin information in the stock count will be cleared and you must enter valid bin information before you can start the stock count. If the status of the stock count was Started, it will be reset to Available.
Started	
Entered	When you enter or select the stock count in the Stock Count Entry window, an alert message appears, telling you that the stock count has been converted for use with multiple bins. Any bin information and any stock count results you've entered will be cleared. You must enter the necessary bin information before you can restart the stock count.

Defining a user category

Use the Inventory Control Setup window to create user categories—groups of item characteristics—and then use the Item Category Setup window to define values for each category. For example, you might create a user category called Storage if you have inventoried items that require special storage conditions. Then you could use the Item Category Setup window to create different values—such as Refrigeration or Hazardous—to assign to items that require special handling.

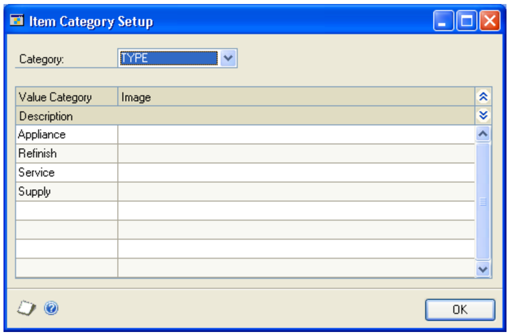
You can create as many as six user categories. Each category can include unlimited values.

To define a user category:

1. Open the Inventory Control Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Inventory >> Inventory Control)

2. Enter a user category in the first blank user category field.

3. Choose the expansion button to open the Item Category Setup window.



Category: TYPE

Value Category	Image
Description	
Appliance	
Refinish	
Service	
Supply	

4. Select the Category.

5. Enter values for the category in the scrolling window. You can enter a description of the value or a path to an image.

6. Your entries automatically are saved as they're entered in the scrolling window. When you've finished entering information, choose OK.

Chapter 4: Unit of measure schedules

To be able to purchase and sell the same inventoried item in different quantities, you can use unit of measure schedules. A unit of measure schedule is a sort of conversion table that helps you define the equivalent number of units.

For example, you might purchase light bulbs by the case, and then sell them individually. If you set up a unit of measure schedule for the light bulbs, you can accomplish this.

Every inventoried item must be assigned a unit of measure schedule, but an item can't be assigned more than one unit of measure schedule.

The following information is discussed:

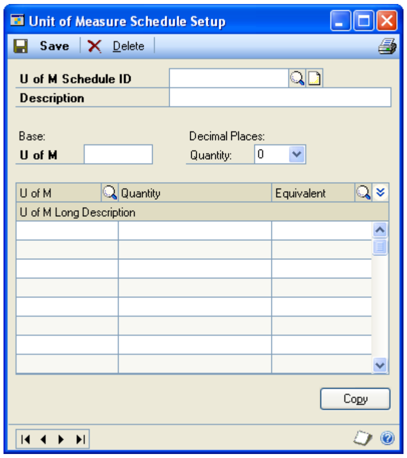
- *Creating a unit of measure schedule*
- *Copying a unit of measure schedule*
- *Modifying a unit of measure schedule*
- *Deleting a unit of measure schedule*

Creating a unit of measure schedule

Use the Unit of Measure Schedule Setup window to define a unit of measure schedule. You must create at least one unit of measure schedule, because a unit of measure schedule must be assigned to every inventoried item.

To create a unit of measure schedule:

1. Open the Unit of Measure Schedule Setup window. (Microsoft Dynamics GP menu >> Tools >> Setup >> Inventory >> Unit of Measure Schedule)



2. Enter an identifier and a description for the unit of measure schedule.

3. Enter or select the number of the decimal places for the quantities you plan to enter on this unit of measure schedule.

The number of decimal places for entering and displaying quantity information for the item and for the unit of measure must match. You might need to create several unit of measure schedules that are the same except for the number of decimal places displayed.

You can create one schedule and make copies of it. Refer to Copying a unit of measure schedule on page 24 for more information.

4. Enter a base unit of measure. This should be the smallest unit available for the item. When you move out of the field, a base equivalency—an equivalency that states that the smallest unit is equal to itself—automatically will be created in the first line of the scrolling window.

Even if you purchase and sell an item in only one unit of measure, you need to set up a unit of measure schedule with the base equivalency information.

5. Set up the quantities, equivalents, and descriptions for each unit of measure you plan to use, relative to the base unit of measure.

   For example, if you're selling cans of soft drinks and your base unit of measure is "can," you could set up equivalents as follows:

Unit of measure	Quantity	Equivalent
Can	1	Can
Six-pack	6	Can
12-pack	12	Can
Case	24	Can
Case	4	Six-pack

6. When you've finished defining all units of measure for a schedule, choose Save.

   When you've entered all of your unit of measure schedules, you can verify your entries with a Unit of Measure List report.

Copying a unit of measure schedule

Use the Unit of Measure Schedule Setup window to copy an existing unit of measure schedule. This is especially helpful if you need to create several similar schedules that differ only in the number of quantity decimals.

To copy a unit of measure schedule:

1. Open the Unit of Measure Schedule Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Inventory >> Unit of Measure Schedule)
2. Enter a name for the new schedule.
3. Enter or select the number of quantity decimal places to include.
4. Choose Copy and select an existing unit of measure schedule. The schedule you select must track a number of quantity decimals that is the same or fewer than the new schedule you're creating.
5. Make any changes as needed.
6. When you've finished, choose Save.

Modifying a unit of measure schedule

You can make changes to a unit of measure schedule at any time, including adding, modifying, and deleting equivalencies. The following requirements apply to modifying a unit of measure schedule:

- If you change the base equivalency, all standard pricing price lists are updated but you must check links for the Item Master table for the update to occur. Prices won't change. If an item is sold before you check links, the item will be sold at its original price—not the updated price.

- If you change the base equivalency, all extended pricing price sheet information for the item is not updated. You must edit price sheet information.

- If you change a unit of measure schedule while an affected price list is open, the Unit of Measure Schedule Audit Report automatically will be printed when you save the changes to the schedule. The report lists the items whose price lists couldn't be updated when the unit of measure schedule was changed. You should check links for the Item Master table.

Refer to your System Administrator's Guide (Help >> Contents >> select System Administration) for more information about checking links.

To modify a unit of measure schedule:

1. Open the Unit of Measure Schedule Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Inventory >> Unit of Measure Schedule)

2. Enter or select a unit of measure schedule.

3. Make any changes as needed. You can add or delete rows by placing your pointer in the scrolling window, choosing the Edit menu and selecting Add Row or Delete Row.

You can't delete the base equivalency (where you make the smallest unit of measure equal to itself) if other equivalencies are included in the scrolling window.

4. When you've finished entering changes, choose Save.

Deleting a unit of measure schedule

Use the Unit of Measure Schedule Setup window to delete a unit of measure schedule. This might affect other records, such as price lists based on the unit of measure. The following requirements apply when you're deleting a unit of measure schedule.

- If you delete a unit of measure in a schedule, that unit of measure will be removed from any existing price lists or price sheets.

- You must remove the unit of measure schedule from all items and item classes before you can delete the unit of measure schedule.

To delete a unit of measure schedule:

1. Open the Unit of Measure Schedule Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Inventory >> Unit of Measure Schedule)

2. Enter or select a unit of measure schedule.

3. Choose Delete. An alert message appears, asking if you’re sure you want to delete the schedule. Choose Yes.

Chapter 5: Standard pricing

If you’re using standard pricing, you can define price levels and price groups for use with price lists. A price level is a pricing tier that can be assigned to items, customers, and prospects. For example, you might create a Wholesale price level and a Retail price level—and then assign the Wholesale price level to certain customers.

If you’re using extended pricing, you don’t need to complete these tasks, but you will need to enable extended pricing. Refer to the Sales Order Processing documentation for more information about marking the option to enable extended pricing, and refer to Chapter 11, “Extended pricing,” for more information about setting up extending pricing.

Price groups are identifiers that you can assign to items that have similar pricing structures. You can use price groups to specify the items to be included when you update price lists. For example, if you have several items that are identical except for their color, you might assign them all to the same price group. Later, you can use a price list wizard to update the price lists for all those items at once. Price groups also are an available option for some reports—you can choose to generate a report based on items that share a certain price group.

You don’t need detailed pricing information to complete these pricing setup procedures—creating a price level or a price group involves creating the identifiers and entering brief descriptions of each price level or group.

Refer to Standard pricing price structures on page 67 for more information about how you can combine pricing setup options to create different pricing structures.

The following information is discussed:

- *Creating a price level*
- *Deleting a price level*
- *Creating a price group*
- *Deleting a price group*

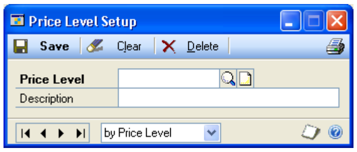
Creating a price level

Use the Price Level Setup window to create price levels. If you’re going to use price lists, you must create at least one price level. Each price list must include at least one price level.

You don’t need to complete this task if you’re using extended pricing.

To create a price level:

1. Open the Price Level Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Inventory >> Price Level)



2. Enter an identifier—such as Retail or Wholesale—and a description for the price level.

3. Choose Save.

   If you're using Inventory Control with either Sales Order Processing or Invoicing, you can repeat steps 2 and 3 to create additional price levels. (You can't create more price levels if you're not using one of those modules.)

Deleting a price level

Use the Price Level Setup window to complete this procedure.

To delete a price level:

1. Open the Price Level Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Inventory >> Price Level)

2. Enter or select a price level.

3. Choose Delete. An alert message appears, asking if you're sure you want to delete the record. Choose Delete.

Creating a price group

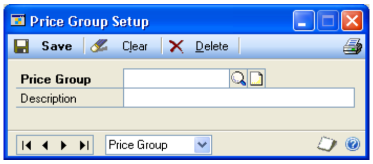
If you have several items that will have very similar price lists, you can group those items by creating a price group and then assigning the items to the price group. You can create as many price groups as you like. Price groups are optional.

The price groups that are created with this procedure aren't the price groups used with extended pricing. If you're using extended pricing, refer to Creating and editing price groups on page 83.

Use the Price Group Setup window to complete this procedure.

To create a price group:

1. Open the Price Group Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Inventory >> Price Group)



2. Enter an identifier and description for the price group.

3. Choose Save.

Deleting a price group

Use the Price Group Setup window to delete a price group, if needed. You can't delete a price group if it's assigned to any items or item classes.

To delete a price group:

1. Open the Price Group Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Inventory >> Price Group)

2. Enter or select a price group.

3. Choose Delete. An alert message appears, asking if you're sure you want to delete the price group. Choose Delete.

Chapter 6: Lot category setup

If your organization tracks items by lots, you can use lot categories to group lot-numbered items by shared characteristics. For example, items such as fabrics, carpets, and wallpaper are often assigned to lots, so that all items produced with a certain ink or dye can be tracked together. You also can create lot categories for tracking items to be used by or sold by a particular date, such as pharmaceuticals or cosmetics.

Once you've decided on the type of lot category you want to create, you can enter lot attributes for the category. Lot attributes are used when you enter an increase adjustment to further identify the lot-numbered item you've received. Tracking items by lot attribute is valuable if, for example, you've sold carpeting with specific dye and date attributes. If a customer who purchased carpeting with these attributes needs to purchase additional quantities, you'll be able to decrease quantities from the same lot category and ensure that the customer receives an identical product. If you are using sales fulfillment workflow, you can use the date attributes in the Lot Category Setup window to assign minimum shelf life attributes for an item. For more information, see *Minimum shelf life* on page 31

You can create an item record for a lot-number–tracked item without assigning a lot category to the item. If you don't assign a category, however, you won't be able to track the item by the attributes of the lot.

The following information is discussed:

- *Minimum shelf life*
- *Creating a lot category*
- *Modifying a lot category*
- *Deleting a lot category*

Minimum shelf life

If you are using sales fulfillment workflow, you can use the Date 1 and Date 2 fields in the Lot Category Setup window to assign minimum shelf life attributes for an item. For example, you can enter Use By, Sell By, or Display Until as date attributes for an item. (You can enter an expiration date for an item in the Lot Attribute Entry window.) The attributes you enter will be displayed in the Item Maintenance Options window, where you can enter the number of days that you can use, sell, or display the item. The number of days you enter is used to determine whether or not the item meets the minimum shelf life when receiving the item in the Receivings Transaction Entry window.

For example, you need to ensure that the inventory you receive will not expire before it can be sold by your company. You enter Sell By as one of the date attributes for a lot category. Then, you enter the minimum number of days that it will take to sell the item in the Item Maintenance Options window. When the item is received, user date is subtracted from the Sell By date entered in the Lot Attribute Entry window to determine whether or not the item meets the minimum shelf life. If the difference between the Sell By date and the user date is less than the number of days entered in the Item Maintenance Options window, a message will be displayed indicating that the item received has less than the minimum acceptable shelf life.

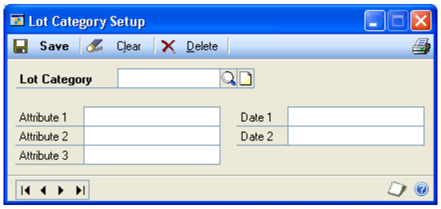
Creating a lot category

Use the Lot Category Setup window to create a lot category you can use to track the attributes of similar items.

If you are using sales fulfillment workflow, you can use the Date 1 and Date 2 fields to assign minimum shelf life attributes for an item. For example, you can enter Use By, Sell By, or Display Until as date attributes for the item's shelf life. The attributes you enter will be displayed in the Item Maintenance Options window. Refer to *Minimum shelf life* on page 31 for more information.

To create a lot category:

1. Open the Lot Category window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Inventory >> Lot Category)



2. Enter a name or number for the lot category.

3. Assign up to five attributes, including as many as three alphanumeric and two date attributes. The attributes appear as labels in the Lot Attribute Entry window.

   If you are using sales fulfillment workflow, you can use the date attributes to track the shelf life of an item. For more information, see *Minimum shelf life* on page 31

4. Save the lot category.

   When you have entered all your lot categories, you can verify your entries with a Lot Category List.

Modifying a lot category

Use the Lot Category Setup window to change the names assigned to lot attributes.

When you change a lot attribute name, any information you've entered won't change or be removed—only the label will change.

To modify a lot category:

1. Open the Lot Category window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Inventory >> Lot Category)

2. Enter or select a lot category.

3. Make changes to the lot attribute names as needed.

4. When you’ve finished making changes, choose Save. You can verify your entries with a Lot Category List. For information about printing this and other setup reports, see Help >> Index, and search for Inventory Setup Reports window.

Deleting a lot category

Use the Lot Category Setup window to delete a lot category.

To delete a lot category:

1. Open the Lot Category window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Inventory >> Lot Category)
2. Enter or select a lot category.
3. Choose Delete. An alert message appears, asking if you’re sure you want to delete the lot category. Choose Delete.

Chapter 7: Item classes

You can use item classes to group items according to common characteristics. If you define a class and then assign items to it, default information about the items will appear, making it quicker and easier to define new items. You also can use item classes to make changes to many items at once—you change the item class information and then “roll down” the changes to items that belong to the class. Item classes also are a common sorting option on reports.

The following information is discussed:

- *Relationship of item class to item record*
- *Creating an item class*
- *Assigning a currency to an item class*
- *Specifying default accounts for an item class*
- *Modifying an item class*
- *Effects of changing item class information*
- *Controlling the effects of item class changes*
- *Removing a currency from an item class*
- *Deleting an item class*

Relationship of item class to item record

Before creating item classes, it’s important to have an understanding of what your items are, and how they relate to your business. You can create item classes for groups of items that share certain characteristics such as valuation method or price group.

Using item classes can be helpful in these instances:

Entering new records When you create an item class, you can specify certain default settings and preferences for the items in the class: the number of decimal places for tracking quantities or currencies, the item type, and so on. Later, when you add an item record, you can select the appropriate item class—and the class information will be added to the item record. This can make data entry faster and more accurate.

Updating items in a class You also can use item classes to update several item records at once. If you change item class information and choose Save, an alert message will appear, asking if you want to “roll down” the changes to all items in the class. If you choose to do this, the change you made to the item class will be reflected in the records of the items that belong to the item class.

Refer to *Controlling the effects of item class changes* on page 41 for more information about controlling the effects of item class changes.

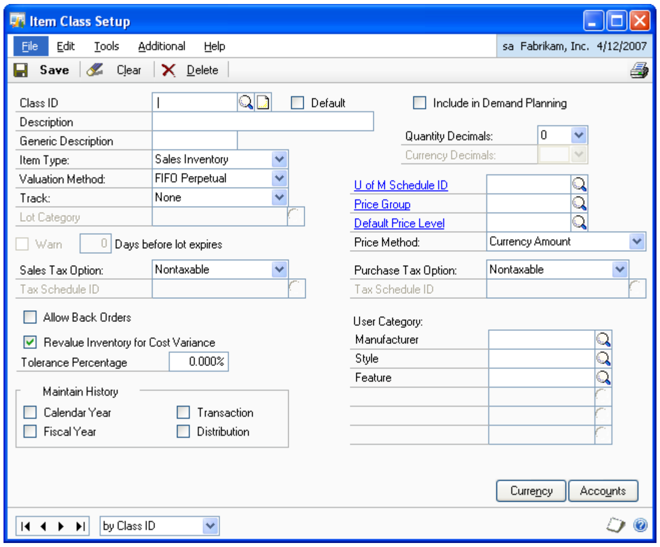
Generating reports Item classes are one of the most common report restrictions available in Microsoft Dynamics GP.

Creating an item class

Use the Item Class Setup window to create item classes. Creating item classes is optional, but assigning items to a class gives you a way to organize your item records, sort information, and print reports.

To create an item class:

1. Open the Item Class Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Inventory >> Item Class)



Class ID
☐ Default
☐ Include in Demand Planning
Description
Generic Description
Item Type: Sales Inventory
Valuation Method: FIFO Perpetual
Track: None
Lot Category
☐ Warn 0 Days before lot expires
Sales Tax Option: Nontaxable
Tax Schedule ID
☐ Allow Back Orders
☑ Revalue Inventory for Cost Variance
Tolerance Percentage 0.000%
Maintain History
☐ Calendar Year ☐ Transaction
☐ Fiscal Year ☐ Distribution
Quantity Decimals: 0
Currency Decimals:
U of M Schedule ID
Price Group
Default Price Level
Price Method: Currency Amount
Purchase Tax Option: Nontaxable
Tax Schedule ID
User Category:
Manufacturer
Style
Feature

2. Enter an identifier and description for the item class.

We recommend that you set up your first class with the most common entries and mark this class as your default class. If you mark the Default option, the information you define for this class automatically appears as the default for every subsequent class you create. This makes data entry faster if similar entries are required in many classes. You can save only one default item class.

3. Select an item type. Refer to *Item types* on page 7 for more information.

4. Select a valuation method for how costs are tracked and how quantities are entered and removed from inventory. Refer to *Valuation methods* on page 8 for more information.

If you enter the wrong valuation method, you must use the Change Valuation Methods window to change it. Refer to Changing valuation methods on page 299 for more information.

5. Specify if serial or lot numbers will be tracked for items in this class. The tracking option is available only for sales inventory or discontinued items.

If you choose to track items by lot number, you can enter or select a lot category—a set of item attributes you want to track for the lot. Refer to Chapter 6, "Lot category setup," for more information about defining lot categories. Refer to Entering lot attribute information on page 179 for more information about entering lot category values.

6. If you selected to track lot numbers, you can select to be warned before a lot number expires. After marking the Warn option, you can enter the number of days you want to be warned before the lot number expires. You won't receive a warning message if you leave the days before lot expires field blank.

If you marked the Lot Due to Expire reminder in the Reminder Preferences window, the number of days you enter is used when generating the reminder that a lot is nearing its expiration date.

7. Specify how the items in this class will be taxed. If you choose Taxable, choose a Tax Schedule ID.

   Refer to your System Setup instructions (Help >> Contents >> select Setting Up the System) for more information about tax schedules.

8. If you're using standard pricing, enter or select a price method for the item class. Refer to *Price methods* on page 65 for more information.

   If you're using extended pricing, the price method isn't used.

9. Specify if back orders will be allowed in the Sales Order Processing module for items in this class.

10. If the item class will be for sales inventory or discontinued items, and if the Valuation Method is LIFO Perpetual, FIFO Perpetual, or Average Perpetual, you can specify whether purchase receipts for the item should be revalued when cost variances exceed certain levels. Mark Revalue Inventory for Cost Variance if you want this to occur.

    If you mark Revalue Inventory for Cost Variance, enter a Tolerance Percentage. The tolerance percentage determines how large a cost variance must be—greater or less than the shipment receipt amount—before the purchase receipt is revalued. Refer to *Cost variance tolerances* on page 105 for more information.

11. Mark the history types to keep for this item class.

    You must keep transaction history to print the Transaction History Report or to print details for the Historical Stock Status Report. You must keep distribution history to print the Distribution History Report. Both transaction and distribution history are kept automatically if you specify at the system level that you want to reprint posting journals. Refer to your System Administrator's Guide (Help >> Contents >> select System Administration) for more information.

12. Enter or select decimal places for quantities and currencies.

    If you're using Multicurrency Management, the Currency Decimals field isn't available because the number of currency decimals will vary from one currency to another. Refer to *Assigning a currency to an item class* on page 38 for more information.

13. Enter or select a unit of measure schedule and price group. The number of decimals used to track quantity information for the item and for the unit of measure schedule must be the same.

14. If you're using standard pricing, enter the price level that you use most often when selling items in this class. The price level you select should be one that will be in the price list of each item in the class.

If you’re using Sales Order Processing and standard pricing, this price level will be the default entry if you enter a sales transaction for a customer that has no assigned price level.

15. Enter values for user categories, if needed. Refer to *Defining a user category* on page 20 for more information about user categories.

16. If you’re tracking Intrastat statistics, enter or select a tax commodity code and a country or region of origin.

    These fields are available only if you’ve marked the Enable Intrastat Tracking option in the Company Setup Options window.

17. Choose Currency to open the Item Class Currency Setup window, where you can assign a currency to an item class, if you’re using Multicurrency Management. Refer to *Assigning a currency to an item class* on page 38 for more information.

18. Choose Accounts to open the Item Class Accounts Setup window, where you can specify default posting accounts for items in the class. Refer to *Specifying default accounts for an item class* on page 39 for more information.

19. Choose Save.

    When you’ve entered all class records, you can verify your entries with an Item Class List report.

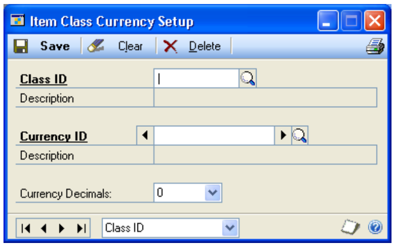
Assigning a currency to an item class

If you’re using Multicurrency Management, use the Item Class Currency Setup window to assign currencies to item classes. You must assign a currency to an item to be able to create a price list in that currency for the item, or to use the item in Sales Order Processing or Purchase Order Processing.

Before you begin this procedure, you must set up your currencies in Multicurrency Management.

To assign a currency to an item class:

1. Open the Item Class Currency Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Inventory >> Item Class Currency)



Currency Decimals: 0

2. Enter or select a class ID.

3. Enter or select a currency ID.

4. Enter the number of currency decimals. You can change the number of currency decimals at any time.

5. Choose Save.

6. Repeat steps 3 through 5 to assign multiple currencies to the item class. You can assign as many currencies to an item class as you like.

Specifying default accounts for an item class

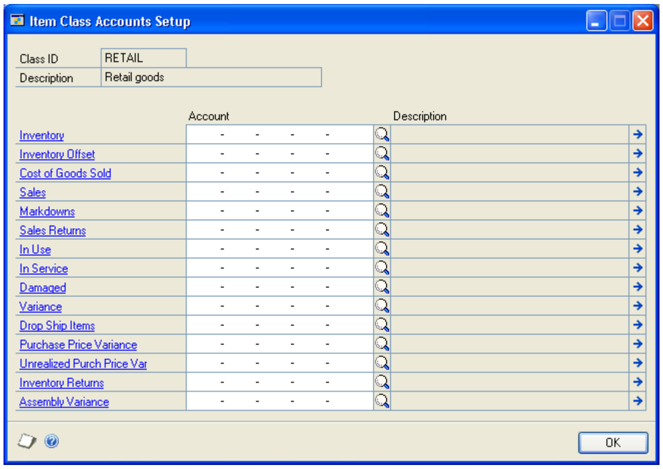
Use the Item Class Accounts Setup window to specify default posting accounts for an item class.

To specify default accounts for an item class:

1. Open the Item Class Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Inventory >> Item Class)

2. Enter or select an item class.

3. Choose Accounts to open the Item Class Accounts Setup window.



Item Class Accounts Setup
Account
Description
Inventory
Inventory Offset
Cost of Goods Sold
Sales
Markdowns
Sales Returns
In Use
In Service
Damaged
Variance
Drop Ship Items
Purchase Price Variance
Unrealized Purch Price Var
Inventory Returns
Assembly Variance
OK

Class ID RETAIL
Description Retail goods

4. Enter or select the account numbers to be used for items in the class. Later, when you create individual item records, you can accept or change the default posting account selections.

5. When you’ve finished selecting accounts, choose OK.

Modifying an item class

Use the Item Class Setup window to change item class information. When you change item class information, you might have the option to “roll down” your changes to the items that belong to the item class. Refer to *Effects of changing item class information* on page 40 for information about what changes can be rolled down. Refer to *Controlling the effects of item class changes* on page 41 for information about controlling the effects of item class changes.

To modify an item class:

1. Open the Item Class Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Inventory >> Item Class)

2. Enter or select an item class.

3. Make changes as needed.

4. Choose Save.

   Depending on the changes you've made, an alert message might appear, asking if you want to roll down the changes to all items in the class. Refer to *Effects of changing item class information* on page 40 and *Controlling the effects of item class changes* on page 41 for more information.

Effects of changing item class information

Some changes to item class information can be "rolled down" to items that have already been assigned to the item class. For example, if your company begins selling items to customers in a new currency and you assign that currency to the item class, you can choose to roll down the change, so the currency automatically is added to all items in the class.

Some changes to item class information, however, cannot be rolled down. Changes that cannot be rolled down include:

- Number of decimal places for currency or quantity information
- Valuation method
- Price method, if you're using standard pricing
- Unit of measure schedule

Some changes to item class information can be rolled down only in certain situations. These changes include:

Item types If you're changing the item type for an item class, the change can be rolled down only if you're changing the item type from Sales Inventory to Discontinued.

Track option If you're changing the lot- or serial-number tracking options for an item class, the change can be rolled down only to those items that have zero quantity in stock.

Default price level If you're using standard pricing and you're changing the default price level for an item, the change can be rolled down only to those items that already include the price level in their price lists.

Revaluing inventory and tolerance percentage If you're marking or clearing the Revalue Inventory for Cost Variance option, the change will be rolled down only to Sales Inventory or Discontinued items that have LIFO perpetual, FIFO perpetual, or average perpetual valuation methods. If you change the tolerance percentage for a class and choose to roll down the change, the percentage will be changed only for those items that have the Revalue Inventory for Cost Variance option marked.

If you make a change to an item class and the change is not rolled down, only new item records assigned to the item class will reflect the new information.

Controlling the effects of item class changes

When you create an item class, the options and selections you specify for the item class are inherited by any new items that are created and assigned to the class. Some changes that you might make to an item class can be rolled down to the items assigned to the class—other changes are reflected only in new item records assigned to the class. Refer to *Effects of changing item class information* on page 40 for more information about what item class changes can be rolled down to items.

When you change an item record, carefully consider the relationship of the item to its item class. If you change an item that is assigned to a class, then change the information for the class and roll down those changes, the changes to the item record will be removed—and the item information will match the class information.

If you need to roll down item class changes Clear the class ID from any item record that shouldn't be updated when the class information changes.

If you don't need to roll down item class changes Use classes as a starting point for creating item records. Rather than rolling down changes to all items in the class, use updated item classes only to base new item records on.

Removing a currency from an item class

Use the Item Class Currency Setup window to remove a currency from an item class.

To remove a currency from an item class:

1. Open the Item Class Currency Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Inventory >> Item Class Currency)

2. Enter or select a class ID.

3. Enter or select the currency to be removed.

4. Choose Delete. An alert message appears, asking if you're sure you want to delete the currency from the item class. Choose Yes, then close the window.

Deleting an item class

If an item class has become obsolete, you can delete it from Inventory Control. Because item classes are used only to make maintenance easier and faster, existing item records aren't affected when you delete the class. You can delete an item class at any time.

To delete an item class:

1. Open the Item Class Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Inventory >> Item Class)

2. Enter or select the class you want to delete.

3. Choose Delete. An alert message appears, asking if you're sure you want to delete the class. Choose Yes.

Chapter 8: Stock count calendar

A stock count calendar identifies the days when a stock count can be performed. Days when counts can be performed are called up days; days when counts can't be performed are called down days. For example, you might choose to designate all Saturdays and Sundays as down days. You also can designate other days—such as company holidays—to be down days.

The stock count calendar serves these functions.

- First, the stock count calendar is used to determine the next suggested count date for each item-site (or, if you're using multiple bins, item-site-bin) combination. For example, if you define an item on June 1 and specify that it should be counted every 30 days, you're actually specifying that it should be counted every 30 *up days*. So, if you've specified down days within the month of June, the first suggested count date for the item at the site might be well into July.

Refer to How stock count dates are calculated on page 148 for more information.

- Second, when you use cycle counting, the suggested count dates are spread over the length of the cycle. For example, if you specify 300 items you want counted at a specific site every 30 days, stock count dates for the items will be calculated so that you're counting quantities for 10 item numbers each of the 30 *up* days in the cycle. (If the number of items can't be evenly divided by the number of days in the cycle, the remainder is spread as evenly as possible over the cycle.)

For more information about cycle-counting, refer to Chapter 17, "Count intervals."

The following information is discussed:

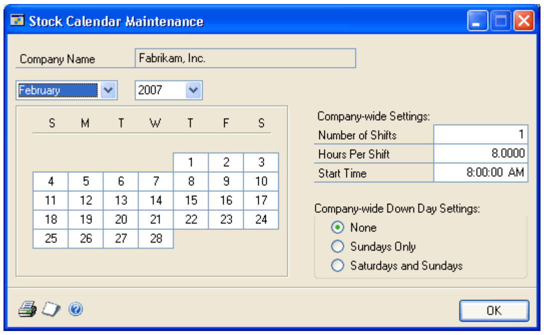
- *Setting up a stock count calendar*
- *Changing stock count calendar settings*

Setting up a stock count calendar

Use the Stock Calendar Maintenance window to set up a stock count calendar.

To set up a stock count calendar:

1. Open the Stock Calendar Maintenance window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Inventory >> Stock Calendar)



Company Name: Fabrikam, Inc.

February 2007

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Company-wide Settings:
Number of Shifts: 1
Hours Per Shift: 8.0000
Start Time: 8:00:00 AM

Company-wide Down Day Settings:
● None
○ Sundays Only
○ Saturdays and Sundays

The window opens with the current month and year displayed.

2. Enter the number of shifts that can complete stock counts, and the number of hours per shift that are available for the stock count tasks. Enter the start time for the first shift.

The number of shifts, number of hours per shift, and the start times for the shifts are optional—the fields are informational only.

3. Select the companywide days off. For example, if your company does not have a weekend shift, you would select Saturdays and Sundays.

If your company is usually closed on Saturdays and Sundays but you set aside one day each year or quarter to do the stock counts, you can select the Saturdays and Sundays option and then choose the date of the stock count.

4. To select additional company holidays or other down days, select the month, then select the day. (To change the day back to the original setting, select the day again.)

   - Days that appear black with white text are designated down days.

   - Days that appear white with black text are designated up days (days when counts can be performed).

5. Choose File >> Print to print the Stock Count Calendar List.

   This report shows you which days are designated as companywide down days. You also can print the report from the Inventory Setup Reports window. Choose Reports >> Inventory >> Setup to open that window.

6. Choose OK to save your changes and close the window.

Changing stock count calendar settings

Use the Stock Calendar Maintenance window to change the stock count calendar, if needed. Changes to the stock count calendar won’t affect the suggested stock count dates for items until the suggested dates are recalculated.

To change stock count calendar settings:

1. Open the Stock Calendar Maintenance window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Inventory >> Stock Calendar)

2. Make changes as needed. If you change the status of any day—changing an up day into a down day, for example—an alert message appears, warning that the changes won’t be reflected in any current dates for stock counts. Choose Yes to continue.

3. Choose OK to save your changes and close the window.

Part 2: Cards

This part of the documentation includes information that will help you create and modify cards for Inventory Control. You can refer to these procedures whenever you need to create or modify a record for a new item or site. Information about viewing and deleting records also is included in this document.

You'll need to complete these setup procedures before you enter transactions.

The following information is discussed:

- Chapter 9, "Item cards," describes how to create and modify item records.
- Chapter 10, "Standard price lists," describes how to specify costing and pricing information for items for standard pricing.
- Chapter 11, "Extended pricing," discusses how to set up extended pricing information.
- Chapter 12, "Purchasing options, vendors, and planners," contains information about purchasing options, including specifying vendors.
- Chapter 13, "Sites and beginning quantities," includes information about setting up sites and creating item-site relationships.
- Chapter 14, "Item-site details," explains how to enter information about sites for items.
- Chapter 15, "Kits," explains how you can use kits to work with collections of items that are sold as a unit.
- Chapter 16, "History," contains information about keeping history for your item records.
- Chapter 17, "Count intervals," includes information about specifying how frequently an item should be counted at a specific site.
- Chapter 18, "Landed cost cards," describes how to create and group landed cost records, and how to assign the groups to item-site (or item-site-bin) combinations.

Chapter 9: Item cards

When you enter an item record in Inventory Control, you can enter much more information than just an item number and description. You can use Inventory Control to add Internet information, to choose what types of history to keep, to specify posting accounts, and to designate substitute items.

If you're using Multicurrency Management, you also can assign currencies to items. To be able to purchase or sell items in currencies other than your own, you must first assign the currencies to the items.

The following information is discussed:

- *Setting up a numbering system for items*
- *Creating an item record*
- *Entering Internet information for an item*
- *Entering item options*
- *Defining a serial number mask*
- *Defining a lot number mask*
- *Assigning posting accounts to items*
- *Assigning a currency to an item*
- *Item numbers and substitute items for customers*
- *Changing the item print option for an item*
- *Copying an inventory item*
- *Understanding item record modifications*
- *Modifying an item record*
- *Removing a currency from an item*
- *Deleting an item*

Setting up a numbering system for items

As you begin setting up your items, consider how you want to number existing and new items. For example, you can assign specific groups of numbers to different types of items. Once you've determined the most appropriate numbering system for your company's inventoried items, use it consistently for the best results when printing reports or completing maintenance procedures.

Be sure that the numbers you enter to identify items all have the same number of characters. You should consider including leading zeros in your item numbers, if possible. Including leading zeros helps ensure that enough item numbers will be available in your scheme for the addition of new item numbers, and that the item numbers will be sorted appropriately in reports and scrolling windows.

For example, as an electronics manufacturer, you might want to use WIRE as a prefix for item numbers for different types of wire. In reports and scrolling windows, the items would be in the following order.

Sorting without leading zero	Sorting with leading zero
WIRE-10	WIRE-008
WIRE-8	WIRE-009
WIRE-9	WIRE-010

Creating an item record

Use the Item Maintenance window to set up records for inventoried items. The item records serve as the foundation of Inventory Control, providing detailed item information that can help you control your current inventory and plan for the future.

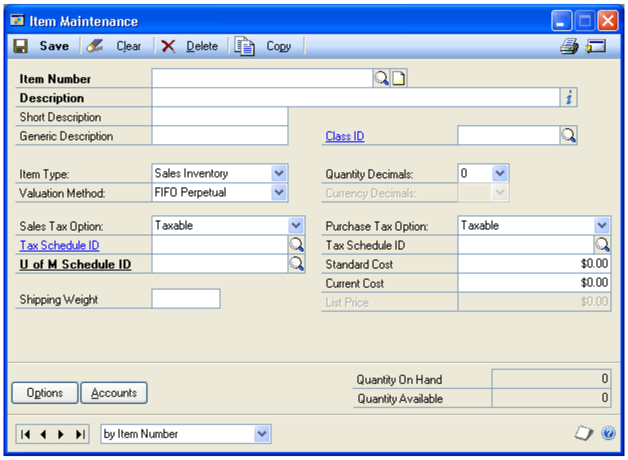
Information you can enter for items includes vendors, valuation methods, cost information, and whether you are tracking serial or lot numbers for the items.

You can use the Copy button in the Item Maintenance window to create a new inventory item record from a copy of an existing inventory item. See *Copying an inventory item* on page 61 for more information.

To create an item record:

1. In the navigation pane, choose the Inventory button, and then choose the Items list.

2. In the New group, choose Item to open the Item Maintenance window.


Item Maintenance
Save
Clear
Delete
Copy
Item Number
Description
Short Description
Generic Description
Class ID
Tax Schedule ID
U of M Schedule ID
Shipping Weight
Currency Decimals:
Tax Schedule ID
List Price
Options
Accounts

Item Type: Sales Inventory
Valuation Method: FIFO Perpetual
Quantity Decimals: 0
Sales Tax Option: Taxable
Purchase Tax Option: Taxable
Standard Cost $0.00
Current Cost $0.00
List Price $0.00
Quantity On Hand 0
Quantity Available 0
by Item Number

3. Enter an alphanumeric item number. You can't change the item number after the item number has been saved. To change the item number, you must delete the item and reenter it.

Refer to Setting up a numbering system for items on page 47 for more information about considerations for item numbers.

4. Enter a description, short description, and generic description for the item.

5. If you're using item classes, enter or select an item class. Default information will appear in many of the fields once you select the item class. Refer to *Chapter 7, "Item classes,"* for more information.

6. Select the item type and valuation method.

Refer to Item types on page 7 and Valuation methods on page 8 for more information about the options for these fields.

7. Enter or select the Sales/Payables Tax Option. If you select Taxable, enter or select the tax schedule ID to be used to calculate taxes on the item.

8. Enter or select the Purchasing Tax Option. If you select Taxable, enter or select the tax schedule ID to be used to calculate taxes on the item.

9. You can enter shipping weight information. The shipping weight you enter should be the weight of the base unit of measure for the item.

10. If you're tracking Intrastat statistics, enter the tax commodity code and its description for the item. This field is available when you've marked the Enable Intrastat Tracking option in the Company Setup Options window.

11. Enter or select the number of decimal places that should be used for quantities for the item information.

12. Select the number of decimals to be used to track currency information.

    If you're not using Multicurrency Management Enter or select the number of decimal places that should be used for currency information for the item.

    If you're using Multicurrency Management You'll specify the number of decimal places for tracking currency information as you assign currencies to the item.

    The functional currency—the currency in which your company conducts most of its business—automatically is assigned to each item. When you completed Multicurrency Management setup tasks, you specified the default number of decimal places for tracking information in the functional currency. To use a different number for this item, choose the Go To button, and select Item Currency to open the Item Currency Maintenance window. Use the browse buttons to display the functional currency, and select the appropriate number of decimal places. Choose Save, then close the window.

    To change the number of currency decimals used for the functional currency for the item, you must make the change before the item record is saved for the first time. If you decide later that you need to change the number of currency decimals for an item in the functional currency, you must use the Change Currency Decimals utility. Refer to Changing currency or quantity decimal places for items on page 297 for more information.

13. Enter or select a unit of measure schedule. The item and the unit of measure schedule must use the same number of decimals to track quantity amounts.

14. Enter costing information for the item. Refer to the table for information about the Standard Cost, Current Cost and List Price fields. You need to enter information only in the field required for the price method you plan to use for the item, if you're using standard pricing. (These fields aren't used with extended pricing.)

Refer to *Valuation methods* on page 8 and *Price methods* on page 65 for more information about valuation methods and price methods.

Fields	Price method	Notes
Standard Cost	%Markup–Standard Cost %Margin–Standard Cost	You can enter or update a standard cost value anytime, unless an outstanding shipment or shipment invoice exists in Purchase Order Processing. You also can use year-end close activities to update standard cost information.
Current Cost	%Markup–Current Cost %Margin–Current Cost	If the item's valuation method is Average Perpetual, you can enter a value before the first time you save the item. If an item's valuation method is not Average Perpetual, you can enter a value in the field before the first time you save the item. The amount will be updated after each increase transaction for the item.
List Price	% of List Price	If you're not using Multicurrency Management, you can enter a List Price and update it at any time. If you're using Multicurrency Management, you must use the List Price field in the Item Currency Maintenance window to enter different list prices for different currencies.

15. You can use the Internet information icon button, and the windows you open with the Go To button to complete other tasks to define the item record.

    Refer to the table to find more information about specific tasks.

To complete these tasks ...	Refer to ...
Enter Internet item information	*Entering Internet information for an item* on page 51
Enter item options	*Entering item options* on page 52
Enter or select posting accounts	*Assigning posting accounts to items* on page 57
Assign a currency to an item	*Assigning a currency to an item* on page 58
Enter customer information for an item, such as a customer's item number	*Item numbers and substitute items for customers* on page 59
Enter pricing information	Chapter 10, "Standard price lists," or Chapter 11, "Extended pricing"
Assign a site to the item and enter quantity information	Chapter 13, "Sites and beginning quantities"
Enter vendor information	Chapter 12, "Purchasing options, vendors, and planners"
Enter components for kit	Chapter 15, "Kits"
Specify what kinds of history information you want to track for this item	Chapter 16, "History"

16. Choose Save.

    When you've entered all the item records, you can verify your entries with a Detailed Item List report. For information about printing this and other item reports, choose Help >> Index, then search for Inventory Item Reports.

Entering Internet information for an item

Use the Internet Information window to track Internet-related information about your company, employees, customers, vendors and items.

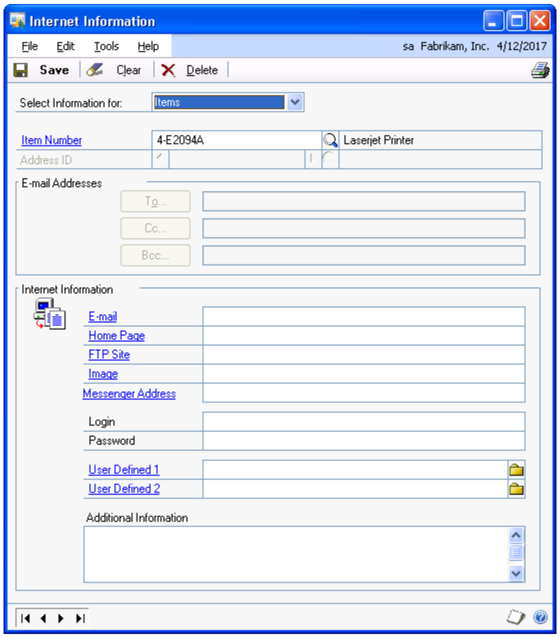
Refer to your System User's Guide (Help >> Contents >> select Using the System) for more information about Internet options.

To enter Internet information for an item:

1. Open the Item Maintenance window.
   (Cards >> Inventory >> Item)

2. Enter or select an item number.

3. Choose the Internet information icon in the Description field to open the Internet Information window.



Internet Information

sa Fabrikam, Inc. 4/12/2017

Select Information for: Items

Item Number 4-E2094A Laserjet Printer

File
Edit
Tools
Help
Save
Clear
Delete
Address ID
E-mail Addresses
To...
Cc...
Bcc...
Internet Information
E-mail
Home Page
FTP Site
Image
Messenger Address
Login
Password
User Defined 1
User Defined 2
Additional Information

4. Enter Internet information for the item.

   Refer to the table for more information about how each field can be used.

Field	Enter this...	... for this link result:
E-mail	Enter an e-mail address. (If you're using Microsoft Mail, add "Mailto:" in front of the address.)	Launches an e-mail application, if one is set up, with a new e-mail message addressed to the address you entered.
WWW URL	Enter a Web site address.	Opens the Web site you specified, using your default browser.
FTP URL	Enter an address of an FTP site.	Opens the FTP site, using your default browser.
Image	Enter a web address or pathname to a graphic file.	Opens the graphic-viewing software associated with the image type, displaying the file you specified.

Field	Enter this...	... for this link result:
User-defined fields	Enter a pathname or browse to find a specific file.	Opens the file you specify. Set up these fields in the Internet Information window (Microsoft Dynamics GP menu >> Tools >> Setup>> Company >> Internet Information). Refer to your System Setup instructions (Help >> Contents >> select Setting Up the System) for more information.

5. Enter a login and password, if they're required to open the Web site.

6. Choose Save.

Entering item options

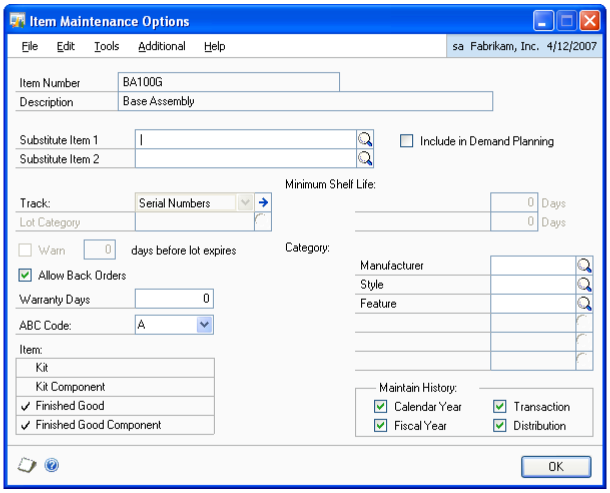
Use the Item Maintenance Options window to enter additional information about items. Optional item information includes substitute items, category information, and history options for a specific item.

To enter item options:

1. Open the Item Maintenance window.
   (Cards >> Inventory >> Item)

2. Enter or select an item.

3. Choose Options to open the Item Maintenance Options window.



sa Fabrikam, Inc. 4/12/2007

Item Number: BA100G
Description: Base Assembly
Substitute Item 1:
Substitute Item 2:
☐ Include in Demand Planning
Track: Serial Numbers
Lot Category:
Minimum Shelf Life:
0 Days
0 Days
☐ Warn 0 days before lot expires
☑ Allow Back Orders
Warranty Days: 0
ABC Code: A
Category:
Manufacturer:
Style:
Feature:
Item:
Kit
Kit Component
✓ Finished Good
✓ Finished Good Component
Maintain History:
☑ Calendar Year
☑ Transaction
☑ Fiscal Year
☑ Distribution

4. Enter or select up to two substitutes for the item. The substitutes are suggested replacements for the item.

   - If you aren't using a bill of materials module, the substitute item won't affect any processes.

   - If you're using Microsoft Dynamics GP Bill of Materials, you must enter substitute items here to be able to make a substitution for an assembly transaction.

- If you're using Manufacturing Bill of Materials, you must use the Alternate Items window to specify substitutes. Refer to the Manufacturing Core Functions documentation for more information.

5. Indicate if serial or lot numbers should be used to track the item. If you choose Lot Numbers, you can enter or select a lot category.

Refer to Chapter 6, "Lot category setup," for more information.

6. If the lot-numbered item has a shelf life, enter the number of days that will be used to determine whether or not the item meets the acceptable minimum shelf life when you enter the receipt of the item in the Receivings Transaction Entry window. Don't enter the number of days if you aren't tracking the minimum shelf life of an item. See *Minimum shelf life* on page 31 for more information.

   The Days fields are available only if you are using sales fulfillment workflow.

7. If you selected to track lot numbers, you can select to be warned before a lot number expires. After marking the Warn option, you can enter the number of days you want to warned before the lot number expires. You won't receive a warning message if you leave the days before lot expires field blank.

   If you marked the Lot Due to Expire reminder in the Reminder Preferences window, the number of days you enter is used when generating the reminder that a lot is nearing its expiration date.

8. Indicate if back orders will be allowed for this item if there is a quantity shortage during a sales transaction in Sales Order Processing.

9. Enter the number of days the item is under warranty.

10. If you want to classify items by category, enter or select user category values for the item. The categories you set up in the Inventory Control Setup window—as well as any values you assigned to the categories—are available.

    You can select an existing value or enter a different one. If you enter a different value, an alert message appears, asking if you want to create the value. Choose Yes.

Refer to Defining a user category on page 20 for more information.

11. Select the types of history to keep for this item.

    You must keep transaction history to print the Transaction History Report or to print details for the Historical Stock Status Report, and you must keep distribution history to print the Distribution History Report. Both transaction and distribution history are kept automatically if you specify in the Audit Trail Codes Setup window that you want to reprint posting journals.

12. When you've finished entering information, choose OK.

Defining a serial number mask

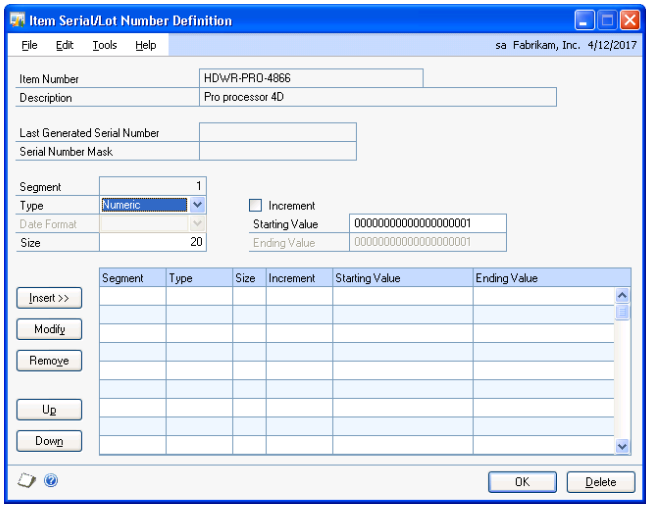
Use the Item Serial/Lot Number Definition window to set up serial number masks for serial-tracked items. A serial number mask is a pre-defined serial number format used to generate serial numbers automatically. With a serial number mask, you can specify starting and ending serial numbers for an item, create incrementing segments, and control the character type. You must create a serial number mask before you can generate serial numbers automatically in Purchase Order Processing.

To define a serial number mask:

1. Open the Item Maintenance window.
   (Cards >> Inventory >> Item)

2. Select an item tracked by serial numbers, and then choose Options to open the Item Maintenance Options window.

3. Choose the Track expansion button to open the Item Serial/Lot Number Definition window.


Item Serial/Lot Number Definition
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2017
Last Generated Serial Number
Serial Number Mask
Date Format
Ending Value
Segment
Type
Size
Increment
Starting Value
Ending Value
Insert >>
Modify
Remove
Up
Down
OK
Delete

Item Number: HDWR-PRO-4866
Description: Pro processor 4D
Segment: 1
Type: Numeric
Size: 20
☐ Increment
Starting Value: 00000000000000000001
Ending Value: 00000000000000000001

You also can open this window by clicking the Serial Number Mask field label in the Purchasing Serial Number Entry window.

Information for the item you selected, including the last serial number that was generated and any current mask information, will appear.

4. Select a character type for the first segment: Numeric, Alpha, Symbol, User Date, or Space. The character type will determine which of the remaining fields are editable.

5. Enter a size, if you selected a character type of Alpha or Numeric.

Symbol and Space character types must have a size of 1. The size of a User Date segment depends on the date format you select.

6. Mark Increment if you want this segment to increase each time a serial number is generated. You must have at least one segment marked to increment in order to generate serial numbers automatically for an item.

   You can use the Increment check box only if the character type is Alpha or Numeric. Symbol and space characters do not change. User date segments automatically increment when the user date changes.

If more than one segment is marked to increment, the segments increment from right to left. For example, assume you have incrementing segments 0001-0001. The next serial number contains the segments 0001-0002. The first segment increments when the second reaches its maximum value (from 0001-9999 to 0002-0000). If the mask contains a date segment, other incrementing segments will reset when the date segment changes—that is, when the date is different from the date in the Last Generated Serial Number field.

7. Enter starting and ending values.

   If you selected a type of User Date or Space, you won't be able to set starting and ending values. If you selected a type of Symbol, you will be able to enter a single character in the starting value field.

8. If you selected a character type of User Date, select a date format.

9. Choose the Insert button to add the segment to the serial number mask. The segment's starting value appears in the Serial Number Mask field.

10. Define and insert the remaining segments. Serial number masks can be a maximum of 20 characters long.

11. To move a segment to a different position in the serial number mask, select the segment, then choose Up or Down.

    Choose Remove to delete the selected segment or choose Modify to change the selected segment's information.

12. Choose OK to save the serial number mask.

Defining a lot number mask

Use the Item Serial/Lot Number Definition window to set up lot number masks for lot-tracked items. A lot number mask is a pre-defined lot number format used to generate lot numbers automatically. With a lot number mask, you can specify starting and ending lot numbers for an item, create incrementing segments, and control the character type. You must create a lot number mask before you can generate lot numbers automatically in Purchase Order Processing.

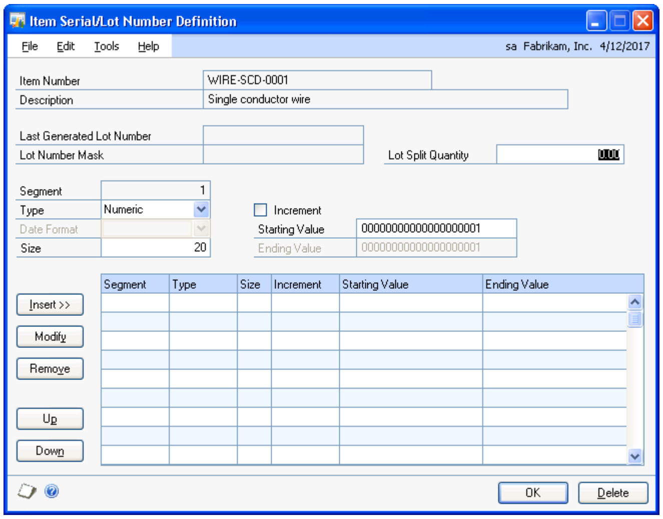
You also can enter a lot split quantity, which is the breakpoint for creating separate lots for a lot-tracked item. For example, assume that you enter a lot split quantity of 50. If you receive 120 units for a lot-tracked item, two lots of 50 and one lot of 20 are created. If the starting value for the mask is AA-001, the first lot is AA-001, the second lot is AA-002, and the third lot for the remainder is AA-003. If the lot split quantity is zero, the total quantity is treated as a single lot.

To define a lot number mask:

1. Open the Item Maintenance window.
   (Cards >> Inventory >> Item)

2. Select an item tracked by lot numbers, and then choose Options to open the Item Maintenance Options window.

3. Choose the Track expansion button to open the Item Serial/Lot Number Definition window.



Item Number: WIRE-SCD-0001
Description: Single conductor wire
Last Generated Lot Number:
Lot Number Mask:
Lot Split Quantity: 0.00
Segment: 1
Type: Numeric
Date Format:
Size: 20
☐ Increment
Starting Value: 00000000000000000001
Ending Value: 00000000000000000001

You also can open this window by clicking the Lot Number Mask field label in the Purchasing Lot Number Entry window.

Information for the item you selected, including the last lot number that was generated and any current mask information, will appear.

4. Enter a lot split quantity, if applicable.

5. Select a character type for the first segment: Numeric, Alpha, Symbol, User Date, or Space. The character type will determine which of the remaining fields are editable.

6. Enter a size, if you selected a character type of Alpha or Numeric.

Symbol and Space character types must have a size of 1. The size of a User Date segment depends on the date format you select.

7. Mark Increment if you want this segment to increase each time a lot number is generated. You must have at least one segment marked to increment in order to generate lot numbers automatically for an item.

   You can use the Increment check box only if the character type is Alpha or Numeric. Symbol and space characters do not change. User date segments automatically increment when the user date changes.

   If more than one segment is marked to increment, the segments increment from right to left. For example, assume you have incrementing segments 0001-0001. The next lot number contains the segments 0001-0002. The first segment increments when the second reaches its maximum value (from 0001-9999 to 0002-0000). If the mask contains a date segment, other incrementing segments will reset when the date segment changes—that is, when the date is different from the date in the Last Generated Lot Number field.

8. Enter starting and ending values.

If you selected a type of User Date or Space, you won’t be able to set starting and ending values. If you selected a type of Symbol, you will be able to enter a single character in the starting value field.

9. If you selected a character type of User Date, select a date format.

10. Choose the Insert button to add the segment to the lot number mask. The segment’s starting value appears in the Lot Number Mask field.

11. Define and insert the remaining segments. Lot number masks can be a maximum of 20 characters long.

12. To move a segment to a different position in the lot number mask, select the segment, and then choose Up or Down.

    Choose Remove to delete the selected segment or choose Modify to change the selected segment’s information.

13. Choose OK to save the lot number mask.

Assigning posting accounts to items

You must specify posting accounts for every inventoried item. If the item is assigned to a class, the posting accounts of the item class appear in the Item Account Maintenance window as default accounts. If you’re posting *through* General Ledger, Microsoft Dynamics GP posts transaction amounts to these accounts.

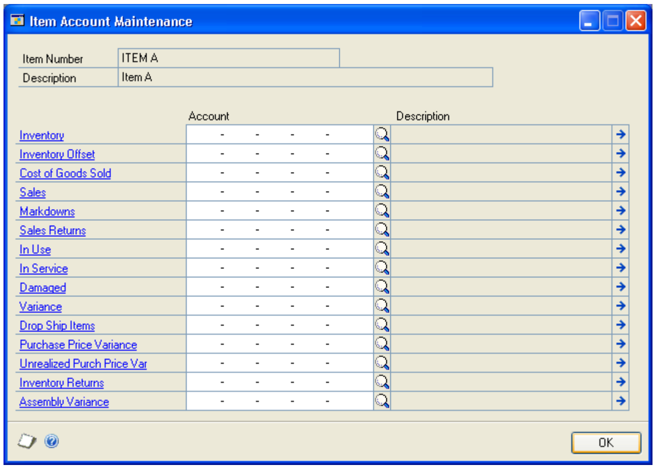
If you don’t enter posting accounts in the Item Account Maintenance window, the accounts entered in the Posting Accounts Setup window or in the Item Class Setup window are used during transaction entry.

To assign posting accounts to an item:

1. Open the Item Maintenance window.
   (Cards >> Inventory >> Item)

2. Enter or select an item.

3. Choose Accounts to open the Item Account Maintenance window.


Item Account Maintenance
Account
Description
Inventory
Inventory Offset
Cost of Goods Sold
Sales
Markdowns
Sales Returns
In Use
In Service
Damaged
Variance
Drop Ship Items
Purchase Price Variance
Unrealized Purch Price Var
Inventory Returns
Assembly Variance
OK

Item Number ITEM A
Description Item A

4. Review the default accounts. You can accept or change each default account.

If you specify an account site segment when you define sites, the appropriate site segment will be substituted into your posting account number. Refer to Defining a site on page 111 for more information about entering site segment information. Refer to Posting accounts and site segment substitution on page 109 for more information about how the segments are used.

5. Choose OK to save your changes.

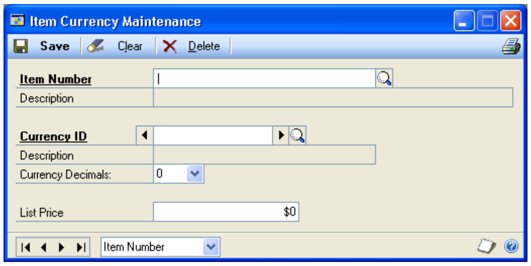
Assigning a currency to an item

Use the Item Currency Maintenance window to assign each currency to the items you'll purchase or sell with that currency. If you're not using Multicurrency Management, you don't need to complete this procedure.

Before you begin assigning currencies to an item, be sure the currencies you want to use have been defined and that they have been assigned to your company.

To assign a currency to an item:

1. Open the Item Currency Maintenance window.
(Cards >> Inventory >> Item Currency)


Item Currency Maintenance
Save
Clear
Delete
Item Number
Description
Currency ID
Description
Item Number

Currency Decimals: 0
List Price $0

2. Enter or select an item number.

3. Enter or select a currency ID.

4. Enter or select the number of decimal places to be used for transactions for this item and currency.

Once the item record has been saved, you must use the Change Currency Decimals window to change the number of decimals used to track currency information. Refer to Changing currency or quantity decimal places for items on page 297 for more information.

5. If you're using standard pricing and the pricing method is Percent of List, enter the List Price in the currency you're assigning to the item.
6. Choose Save.
7. To assign other currencies to the item, repeat steps 3 through 6.
8. When you've finished assigning currencies, close the window.

Item numbers and substitute items for customers

Some customers use different names for items than your company uses. The name that the customer uses is a customer item. You can set up customer item numbers to make entering orders easier. You also can set up substitute item numbers to sell an item in place of another item.

To set up customer item numbers, substitute item numbers, and user-defined information, use the Customer Item Maintenance window. For more information about customer item numbers and customer substitute items, refer to the Sales Order Processing documentation.

Changing the item print option for an item

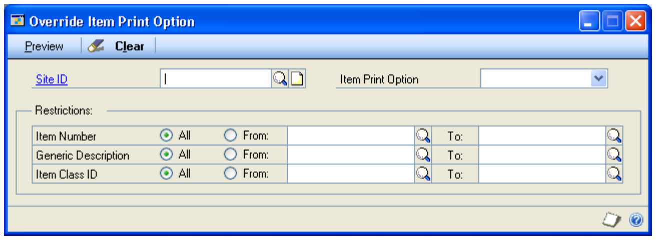
If you're using advanced picking, use the Override Item Print Option window to select the site for one or more items to change the item print option for. You can select items by item number, generic description, and item class IDs.

For example, suppose that you selected the item print option Both for a site, but you don't want to print bulk picking tickets for large items that are picked individually. You can change the item print option for just that item at that site to Individual and keep the item print option for all the other items at Both. For more information about item print options, refer to Sales Order Processing documentation.

Use the Item Print Option Preview window to change the item print option that you selected for a item in the Item Quantities Maintenance window. For more information, refer to *Entering basic item-site combination information* on page 125.

To change the item print option for an item:

1. Open the Override Item Print Option window.
(Cards >> Inventory >> Modify Item Print Option)


Override Item Print Option
Preview
Clear
Site ID
Item Print Option
Restrictions:
Item Number ● All ○ From: To:
Generic Description ● All ○ From: To:
Item Class ID ● All ○ From: To:

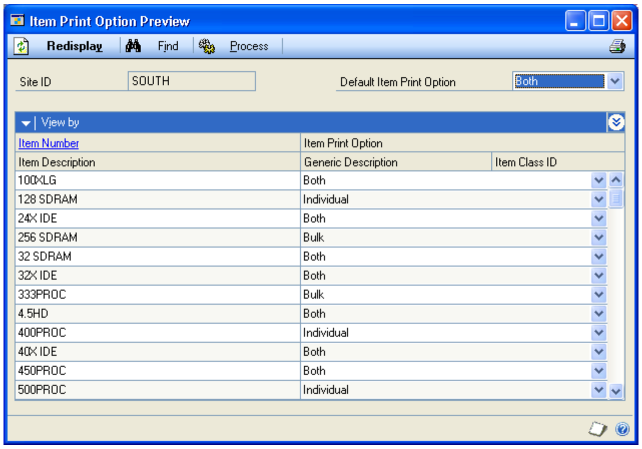
2. Enter or select a site ID.

3. Select an item print option and enter or select additional criteria to display specific records.

   For example, suppose you have many different types of paint in inventory. Although the item print option selected for the paint is Both for the site Warehouse, paint that is included in the Indoor Paint class needs to be printed only on individual picking tickets.

   To change the item print option for all paint assigned to the class ID Indoor Paint, select From in the Generic Description field and enter or select Indoor Paint in the From and To fields.

4. Choose Preview to open the Item Print Option Preview window and view the records that match your criteria.


Item Print Option Preview
Redisplay
Find
Process
View by
Item Description
Generic Description
Item Class ID

Site ID SOUTH
Default Item Print Option Both

Item Number	Item Print Option
100XLG	Both
128 SDRAM	Individual
24X IDE	Both
256 SDRAM	Bulk
32 SDRAM	Both
32X IDE	Both
333PROC	Bulk
4.5HD	Both
400PROC	Individual
40X IDE	Both
450PROC	Both
500PROC	Individual

The printing option for the item will be saved with the item record as displayed.

5. Choose Process to save the item print options for each item record.

6. Close the window.

Copying an inventory item

Use the Item Copy window to create a new inventory item from a copy of an existing item.

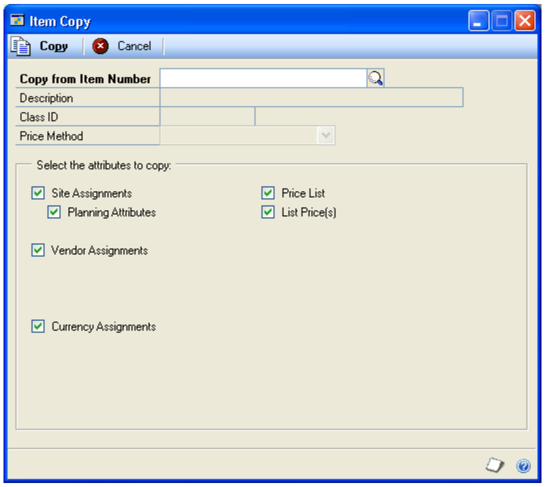
If the new and existing items have different currencies and neither is the functional currency, amounts will be converted from the currency for the existing item to the functional currency and then to the currency for the new item.

To copy an inventory item:

1. Open the Item Maintenance window.
   (Cards >> Inventory >> Item)

2. Enter a new alphanumeric item number.

3. Choose Copy to open the Item Copy window.



Select the attributes to copy:

☑ Site Assignments
  ☑ Planning Attributes
☑ Vendor Assignments
☑ Currency Assignments
☑ Price List
☑ List Price(s)

You also can press ALT+Y to open the Item Copy window.

4. Enter or select an item to copy.

5. Mark the desired copy attributes.

   If you’re using extended pricing and have installed and registered Manufacturing, additional fields will be displayed in the Item Copy window. You can use these fields to copy the price group, price sheets, drawing group, and the effective date to the new item. You also can select the Receive Purchase Orders to QA Site option to route incoming items to a quality assurance site. Refer to help for more information about these fields.

6. Choose Copy.

Understanding item record modifications

You can use the Item Maintenance window to complete most changes to item information, but some changes require special processes. Refer to the table to find more information about special processes.

To do this ...	Refer to ...
Change the number of decimals for tracking currency or quantity information	*Changing currency or quantity decimal places for items* on page 297
Change valuation methods	*Changing valuation methods* on page 299
Set up or change standard pricing price list information	Chapter 10, "Standard price lists"
Set up or change extended pricing information	Chapter 11, "Extended pricing"
Changing purchasing options for an item	*Entering purchasing options for an item* on page 101
Assigning or unassigning vendors for an item	*Entering purchasing options for an item* on page 101 or *Removing a vendor assignment from an item* on page 105
Set up or changing site information for an item	Chapter 13, "Sites and beginning quantities"
Changing the cycle for counting an item at a site	*Changing the cycle-count intervals for an item* on page 148

Before beginning to change an item record, you also should be aware of these limitations:

- If the item has a type of Sales Inventory, you can change the item type only to Discontinued, and vice versa. If the item has a type of Flat Fee, Discontinued, Miscellaneous Charges, or Services, it can't be changed.
- You can't change the decimal place or valuation method selections for the item in this window. If you want to change either of these options, you must use the Change Decimal Places window or the Change Valuation Method window to do so.
- A site assigned to an item can't be removed from the item record unless all quantities at that site have been removed. To remove a site, enter a transfer transaction, to transfer all quantities for the item at the site you want to remove, and then assign the item to a different site.

Modifying an item record

You can use the Item Maintenance window to complete most changes to item information, but some changes require special processes. Use this procedure for basic changes, or refer to *Understanding item record modifications* on page 62 to find more information about special processes.

To modify an item record:

1. Open the Item Maintenance window.
   (Cards >> Inventory >> Item)

2. Enter or select an item number.

3. Make changes as needed.

4. Choose Save.

Removing a currency from an item

Use the Item Currency Maintenance window to remove a currency from an item.

Removing a currency from an item will remove the currency from price lists for the item if you're using standard pricing, or from price sheets for the item if you're using extended pricing.

To remove a currency from an item:

1. Open the Item Currency Maintenance window.
   (Cards >> Inventory >> Item Currency)
2. Enter or select an item number.
3. Enter or select the currency to remove.

   You can't remove a currency if it is the functional currency, or if the currency is used in Sales Order Processing or Purchase Order Processing transactions.

4. Choose Delete. An alert message will appear, warning that removing the currency will also remove the associated price list for the item and asking if you're sure you want to remove the currency. Choose Yes.

Deleting an item

You can delete an item from your records. Before you can delete an item record, the following conditions must be met.

- No quantities of the item are available at any site.
- The item is no longer assigned to any site. Refer to *Deleting an item-site relationship* on page 121 for more information.
- No unposted transactions for the item exist.
- The item isn't a component in any Microsoft Dynamics GP bills of materials. Refer to the Bill of Materials documentation for more information.
- No inventory history exists for the item. Refer to Chapter 33, "History utilities," for more information about removing history.

If you're using a series such as Manufacturing, you might have additional prerequisites for deleting item records.

To delete an item:

1. Open the Item Maintenance window.
   (Cards >> Inventory >> Item)
2. Enter or select the item number you want to delete.
3. Choose Delete. A message appears, asking if you're sure you want to delete the item. Choose Yes.

To delete an item using the action pane:

1. In the navigation pane, choose the Inventory button, and then choose the Items list.
2. Mark the item number you want to delete.
3. Delete the item.

Chapter 10: Standard price lists

You can use the standard pricing system in Inventory Control with other Microsoft Dynamics GP modules to create complex pricing structures. The number of options you'll have depends on the other modules you're using with Inventory Control.

For more information about extended pricing, refer to Chapter 11, "Extended pricing."

For example, if you're using Multicurrency Management, you can define different pricing in each currency for each inventoried item, as long as the price method is Currency Amount or Percent of List.

Inventory Control also helps you to create multiple price levels, which you can assign to items, customers, and prospects. If you're using Sales Order Processing or Invoicing, that information is reflected in your sales order and invoice documents.

Refer to Standard pricing price structures on page 67 for a detailed example of how you can use currencies, price levels, and units of measure to create complex pricing structures.

The following information is discussed:

- *Price methods*
- *Standard pricing price structures*
- *Multicurrency Management: Items and currencies*
- *Using the price list tree view*
- *Creating a price list for an item*
- *Adding a price list record for an item*
- *Adding quantity breaks to a price list record*
- *Specifying options for a price list*
- *Removing quantity breaks from a price list record*
- *Requirements and effects of copying price lists*
- *Copying a price list*
- *Removing part of a price list from an item*
- *Removing an entire price list from an item*

Price methods

Price methods are used to calculate prices in the price list. The price method you select also will control which values—either percentages or amounts—can be entered to determine pricing for an item.

If you're using Multicurrency Management and want to create pricing information for different currencies, you must use the Currency Amount or Percent of List price method for that item. However, you might define prices in only one currency for some items, even if you're using Multicurrency Management. You can use any price method for those items.

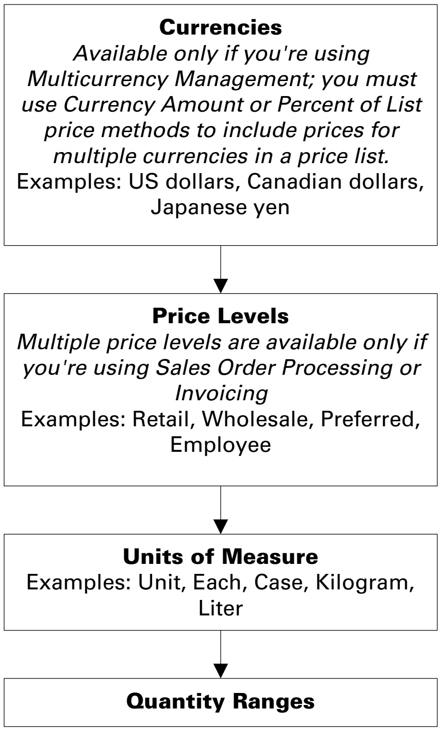
The following table explains how each price method calculates prices.

Price method	**Equation and description**
Currency Amount	*Flat amount* Enter a flat currency amount for each unit of measure in the price list.
% of List Price	*List price x price percentage* For each unit of measure, enter a percentage of the item's list price that's used to calculate prices. For example, the distributor's list price for a single can is $0.20, and you want to sell single cans at 250% of list. All single cans are sold at $0.50 (250% x $0.20). You can specify a different list price for each currency, if needed.
% Markup–Current Cost	*Current cost x (100% + price percentage)* Enter a percentage based on the current cost of each unit of measure. Each time you receive a shipment of an item, the price being charged for the item changes according to the item's current cost when it was received. For example, the current cost for single cans is routinely updated each time you receive a shipment. If you enter 150% as the price for Can, the price for single cans will always be 250% (100% + 150%) more than you paid for your last shipment.
% Margin–Current Cost	*Current cost + [(current cost x price percentage)/(100% - price percentage)]* Enter the profit percentage you want to achieve, based on the current cost of the item being sold. Each time you receive a shipment, the current cost for the item is updated and the price changes accordingly. For example, suppose you've entered a profit of 25%. The price for single cans will always be 25% more than the current cost.
% Markup–Standard Cost	*Standard cost x (100% + price percentage)* The prices you charge for each unit of measure are updated only when you update the standard cost. Because the standard cost is updated periodically, the standard cost doesn't always match the amount you most recently paid for an item. For example, if you enter 150% as the price for a single can, the price for single cans will always be 250% (100%+ 150%) more than the standard cost.
% Margin–Standard Cost	*Standard cost + [(standard cost x price percentage)/(100% -price percentage)]* The profit percentage you want to achieve is entered, based on the standard cost. Each time the standard cost is updated, the price changes, as well. For example, suppose you've entered a profit of 25%. The price for single cans will always be 25% more than the standard cost.

Standard pricing price structures

Currencies, price levels, units of measure, and quantity ranges combine in price lists to give you different options for pricing your inventory for customers.

If you’re using Multicurrency Management, the basic pricing structure for an item has currency at the top level, then price level, unit of measure, and quantity range. If you’re not using Multicurrency Management, the structure is price level, then unit of measure, then quantity range.



Currencies
Available only if you're using Multicurrency Management; you must use Currency Amount or Percent of List price methods to include prices for multiple currencies in a price list.
Examples: US dollars, Canadian dollars, Japanese yen

Price Levels
Multiple price levels are available only if you're using Sales Order Processing or Invoicing
Examples: Retail, Wholesale, Preferred, Employee

Units of Measure
Examples: Unit, Each, Case, Kilogram, Liter

Quantity Ranges

As you plan your pricing structure, you’ll probably start with a single item, then consider the different layers of pricing information you’ll want to add. Currencies, price levels, units of measure and quantity ranges can help you create a complex pricing structure.

Currencies If you’re using Multicurrency Management and the price method for an item is Currency Amount or Percent of List, you can create different pricing for different currencies.

Item	Currencies
Item ABC	US dollars
	British pounds

Price levels You can use price levels to create different pricing structures for items. You can create different pricing levels for different customers. For example, you might want to create Wholesale and Retail pricing levels for different sales situations—you might sell a single unit of Item ABC for $1.25 to a wholesale customer, or for $2 to a retail customer.

Item	Currencies	Price levels
Item ABC	US dollars	Wholesale
		Retail
	British pounds	Wholesale
		Retail

Units of measure and unit of measure (U of M) schedules Use units of measure to define different pricing for different sizes or quantities of products. For example, you might define an Each unit of measure for items you sell, but you also might want to define a Six-pack unit of measure so you can sell the items in sets of six.

Item	Currencies	Price levels	Units of measure
Item ABC	US dollars	Wholesale	Single
			Six-pack
		Retail	Single
			Six-pack
	British pounds	Wholesale	Single
			Six-pack
		Retail	Single
			Six-pack

Quantity ranges Finally, you can add quantity ranges to the overall pricing structure. With quantity ranges, you can give better pricing to customers who purchase larger quantities of items.

Item	Currencies	Price levels	Units	Quantities
Item ABC	US dollars	Wholesale	Single	1-100
				101-999,999,999
			Six-pack	1-500
				501-999,999,999
		Retail	Single	1-100
				101-999,999,999
			Six-pack	1-500
				501-999,999,999
	British pounds	Wholesale	Single	1-100
				101-999,999,999
			Six-pack	1-500
				501-999,999,999
		Retail	Single	1-100
				101-999,999,999
			Six-pack	1-500
				501-999,999,999

Price lists and price list records When you add actual prices to the structure—the amounts you'll charge customers—the entire structure for one item is called a price list. Each row in the price list—each combination of currency, price level, unit of measure, quantity range and price—is a price list record. Pricing information for Sales Order Processing and Invoicing come from the price lists.

Item	Currencies	Price levels	Units	Quantities	Prices
Item ABC	US dollars	Wholesale	Single	1-100	$1.25
				101-999,999,999	$1
			Six-pack	1-500	$6.25
				501-999,999,999	$5.95
		Retail	Single	1-100	$2
				101-999,999,999	$1.75
			Six-pack	1-500	$10
				501-999,999,999	$9
	British pounds	Wholesale	Single	1-100	£0.78
				101-999,999,999	£0.50
			Six-pack	1-500	£3.93
				501-999,999,999	£3.40
		Retails	Single	1-100	£1.25
				101-999,999,999	£1
			Six-pack	1-500	£6.28
				501-999,999,999	£5.78

Multicurrency Management: Items and currencies

If you're using Multicurrency Management, you can define multiple currencies for each company and then assign as many currencies as you like to each inventoried item. If an item's price method is Percent of List or Currency Amount, you can define different pricing for different currencies.

If you're not using Multicurrency Management The currency you set up for each company will be the currency used for all transactions.

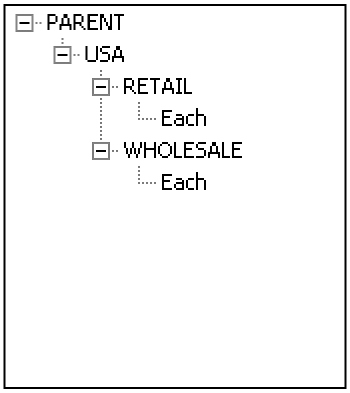
If you're using Multicurrency Management The currencies you'll work with can be divided into two groups: functional currency—the main currency of your business—and originating currency—the currency used for selling and purchasing transactions in currencies other than your own.

While you can define different pricing for different currencies, only sales transactions are stored in the originating currencies. All history information is kept in the functional currency.

Using the price list tree view

The Item Price List Maintenance window has two main parts: the upper part of the window, where you complete tasks such as selecting the default price level, and the lower part of the window, where you define and view price list information. The lower part includes a tree view and a scrolling window. The Item Price List Inquiry window—where you can view information entered in the Item Price List Maintenance window—has a similar arrangement.

The tree view is a graphic view of an item's price list. It works much like a Windows® Explorer or My Documents: if a label—such as a currency or price level—is marked with a plus sign, you can expand the view to see more levels of pricing information. Click the minus signs to collapse the tree view. You also can use the arrow keys to expand and collapse parts of the tree view.



- PARENT
  - USA
    - RETAIL
      - Each
    - WHOLESALE
      - Each

The highest level in the tree view is the item number. Subsequent levels depend on whether or not Multicurrency Management is registered. Refer to the table for more information.

If Multicurrency Management is:	Then the tree view includes:
Registered	Item number Currency Price Level Unit of measure
Not registered	Item number Price Level Unit of measure

You can use the tree view to control the information displayed in the scrolling window. If you highlight a currency or price level, only the pricing information for that branch of the overall pricing structure is displayed in the scrolling window. For example, if you highlight the Retail price level in the tree view, only the pricing information for that price level is displayed—no pricing information for a Wholesale price level would be included. Any changes you make in the scrolling window—such as adding a price level or currency—automatically are reflected in the tree view.

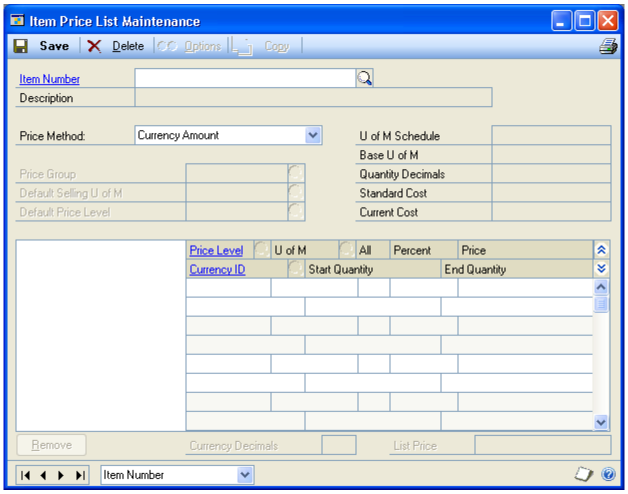
Creating a price list for an item

Use the Item Price List Maintenance window to create a price list for an item.

You don't need to create price lists if you're using extended pricing. For more information about extended pricing, refer to Chapter 11, "Extended pricing."

To create a price list for an item:

1. Open the Item Price List Maintenance window.
   (Cards >> Inventory >> Price List)


Item Price List Maintenance
Save
Delete
Options
Copy
Item Number
Description
Price Group
Default Selling U of M
Default Price Level
U of M Schedule
Base U of M
Quantity Decimals
Standard Cost
Current Cost
Price Level
U of M
All
Percent
Price
Currency ID
Start Quantity
End Quantity
Remove
Currency Decimals
List Price

Price Method: Currency Amount

Item Number

2. Enter or select an item number.

3. Enter or select the price method. If the item is assigned to a class, a default price method might be displayed. You can accept it or change it.

   If you're using Multicurrency Management, the price method must be Currency Amount or Percent of List if you want to create different pricing for multiple currencies.

4. If you want to organize item information by grouping items with similar price lists, you can enter or select a price group.

5. Enter or select a default selling unit of measure, if you like. The default selling unit of measure is the default unit of measure for Sales Order Processing or Invoicing transactions.

   The default selling unit of measure must be in the unit of measure schedule for the item, and must be defined in the price list for the item.

6. Enter or select a default price level.

   If you enter a sales transaction for a customer that isn't assigned a price level (such as Wholesale or Retail), the default price level you specify will be the default price level for the transaction entry. The default price level must be defined in the item's price list.

7. In the scrolling window, enter or select a price level.

8. Enter or select a unit of measure. The available units of measure come from the unit of measure schedule assigned to the item.

9. Accept or change the quantity range information.

The All option is marked automatically, signifying that the pricing information for that combination of currency, price level and unit of measure applies no matter what quantity is sold.

Refer to Adding quantity breaks to a price list record on page 73 for more information about creating quantity price breaks.

10. Enter pricing information.

    If you're using the Currency Amount price method, enter the price in the appropriate line in the scrolling window.

    If you're using another price method, enter the percentage of list or cost to be used to calculate the selling price.

11. If you're using Multicurrency Management and the price method is Currency Amount or Percent of List, enter or select the currency ID for this price list record.

    If you're not using Multicurrency Management or if the price method isn't Currency Amount or Percent of List, the entire price list automatically will be in your company's assigned currency.

12. Choose Save to clear the window, or you can continue to add to the price list—entering pricing information for other currencies, other price levels and other units of measure as needed. Refer to *Adding a price list record for an item* on page 72 or *Adding quantity breaks to a price list record* on page 73 for more information.

13. When you've finished entering price list information, choose File >> Print to generate the Item Price List report and verify your entries.

14. Close the window.

Adding a price list record for an item

Use the Item Price List Maintenance window to add more price list information to an existing price list.

You don't need to complete this procedure if you're using extended pricing. For more information about extended pricing, refer to Chapter 11, "Extended pricing."

To add a price list record for an item:

1. Open the Item Price List Maintenance window.
   (Cards >> Inventory >> Price List)

2. Enter or select an item number with an existing price list.

3. In the tree view, expand the item price list information. You can click the plus sign to see more price list information. If you highlight a currency, price list, or unit of measure you can see only the associated price list records in the scrolling window.

Refer to Using the price list tree view on page 69 for more information about the levels of information in the tree view.

4. Decide where in the pricing structure you want to add a price list record.

   For example, to add a price list record for a new unit of measure for an existing price level, you can highlight the price level, then put the pointer in the first blank line in the scrolling window. Information about the currency automatically will be displayed in the new scrolling window line.

   To add a price list record for a new currency You must be using Multicurrency Management and the item's price method must be Currency Amount or Percent of List. Highlight the item number, then put your pointer in the first blank line in the scrolling window. Enter or select a currency, price level and unit of measure in the scrolling window. Enter pricing information.

   To add a price list record for a new price level If the price list includes pricing for multiple currencies, highlight the currency you want to add the price level to. If the price list includes only one currency, highlight the item number in the tree view. Put your pointer in the first blank line in the scrolling window, and then enter or select a price level and unit of measure. Enter pricing information.

   To add a price list record for a new unit of measure The unit of measure must be included in the unit of measure schedule assigned to the item. Highlight the appropriate price level, then put your pointer in the first blank line in the scrolling window. Enter or select the price level and unit of measure. Enter pricing information.

5. Your entries automatically are saved as soon as they're entered in the scrolling window. You can choose Save to clear the window, or you can continue to add to the price list—entering pricing information for other units of measure, other price levels and other currencies as needed.

6. When you've finished entering price list information, choose File >> Print to generate the Item Price List report and verify your entries.

7. Choose Save and close the window.

Adding quantity breaks to a price list record

Use the Item Price List Maintenance window to add quantity breaks to price lists. Quantity breaks are typically used to give better pricing to customers who purchase many units of an item.

You can create different quantity breaks for each combination of currency, price level and unit of measure. For example, customers purchasing your items in US dollars might see the first quantity break at 50 units, while customers purchasing the item with German marks might see the first quantity break at 100 units.

If you're using quantity breaks for a combination of currency, price level and unit of measure, the ranges you define—such as 0-50 units, 51-100 units and so on—must cover all possible quantities from 0 to 999,999,999,999. If you're using one or more decimals to track quantity information, the ranges must cover the decimal quantities as well. For example, if you're using two decimals to track quantity information, the quantity ranges must cover all possible quantities from 0.00 to 999,999,999,999.99.

To add quantity breaks to a price list record:

1. Open the Item Price List Maintenance window.
   (Cards >> Inventory >> Price List)

2. Enter or select an item number.

3. In the tree view, highlight the unit of measure that includes the currency and price level combination that you want to add quantity breaks to.

   The information in the scrolling window will include just those price list records for this combination.

4. In the first blank scrolling window line, position the insertion point in the End Quantity field and enter the maximum quantity to be sold for a certain price.

5. Enter or select a currency, price level and unit of measure.

6. Enter the price for the quantity range.

   If you're using the Currency Amount price method enter the per-unit-of-measure price for each quantity range.

   If you're using another price method enter the percentage to be used to calculate pricing for each quantity range.

7. Continue, repeating steps 4 through 6 until you've entered all the quantity groups needed for the combination of currency, price level and unit of measure.

The End Quantity for the last quantity range must be 999,999,999,999 with additional 9's if one or more decimals are used to track the item's quantity information.

8. Choose Save and close the window.

Specifying options for a price list

Use the Item Price List Options Maintenance window to specify rounding options and to select selling options.

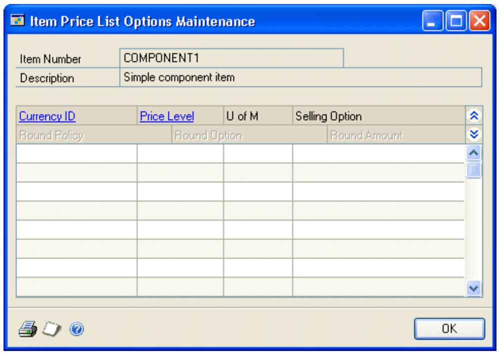
You don't need to complete this procedure if you're using extended pricing. Refer to Chapter 11, "Extended pricing," for more information about setting up extended pricing.

To specify options for a price list:

1. Open the Item Price List Maintenance window.
   (Cards >> Inventory >> Price List)

2. Enter or select an item number.

3. Choose Options to open the Item Price List Options Maintenance window.



Item Number COMPONENT1
Description Simple component item

Each record in the scrolling window represents a combination of a currency (if you're using Multicurrency Management), price level, unit of measure and pricing—also known as a price list record.

4. For each record in the scrolling window, accept the default selling option or change it. Selling options include:

   Not Available Select Not Available if the item isn't available for sale in this combination of currency, price level and unit of measure.

   Whole Select Whole if the item is available for sale only in whole units.

   Whole and Fractional Select Whole and Fractional if the item is available for sale in both whole and fractional units of this unit of measure for this currency and price level.

5. If the price method is Currency Amount, skip to step 8.

   If the price method isn't Currency Amount, accept the default rounding policy for each record in the scrolling window, or change it. Rounding policies include:

   None Select None if pricing information shouldn't be rounded.

   Up Select Up if pricing information should always be rounded up.

   Down Select Down if pricing information should always be rounded down.

   To nearest Select To nearest if pricing information should be rounded to the nearest currency unit.

6. If the item's price method is calculated with a percentage—such as Percent of List—accept the default round option for each record in the scrolling window, or change it. Rounding options include:

   Multiple of Select Multiple of to have pricing amounts rounded to a multiple of an amount you enter. For example, you might have pricing rounded to multiples of five cents.

   Ends in Select Ends in to have pricing rounded to amounts that end in a set of numbers you specify. For example, you might have pricing rounded to amounts that end with "$.99."

7. For each record in the scrolling window, accept the default round amount or change it. You can enter any amount.

8. Entries automatically are saved as you enter them in the scrolling window. To generate the Item Price List Options List report to verify your entries, you can choose File >> Print, or you can choose the print icon button.

9. When you've finished, choose OK to close the window and return to the Item Price List Maintenance window. Close the window.

Removing quantity breaks from a price list record

Use the Item Price List Maintenance window to remove quantity breaks from a price list record.

To remove quantity breaks from a price list record:

1. Open the Item Price List Maintenance window.
   (Cards >> Inventory >> Price List)

2. Enter or select an item number.

3. In the tree view, highlight the combination of currency, price level and unit of measure that you want to remove price breaks from. The price list record is displayed in the scrolling window.

4. Mark the All option in that line of the scrolling window.

5. Choose Save. An alert message appears, asking if you're sure you want to remove remaining quantity ranges. Choose Yes.

Quantity ranges for other combinations of currency, price level and unit of measure won't be affected by this.

6. Close the window.

Requirements and effects of copying price lists

You can use the Item Price List Copy Maintenance window to copy the existing price list of one item for use on another item. The source item is the item that has a price list to be copied for use with other items. The destination item is the item that will be given a copy of the existing price list.

To copy a price list to several other items, use the Price List Utilities wizard. Refer to Copying a price list from one item to others on page 274 for more information.

To do this, these conditions must be met:

- The source and destination items must have the same unit of measure schedule assigned.
- No other users can edit the unit of measure schedule or the price list of the source item. For example, if another use has the Item Price List Maintenance window open and is displaying the source item number, the copying process will fail.

When a price list is copied, these rules apply:

- Any existing price list information for the destination item is removed.
- The price method and price group are copied to the destination item.
- The default price level is copied to the destination item if the price level is part of the price list information that's copied to the destination item.
- The default selling unit of measure is copied to the destination item if the unit of measure is included in the price list information that's copied to the destination item.
- If the currency decimals for a currency are different for the source and destination item, then prices will be padded with zeros or rounded to accommodate the destination item's currency decimals setting.
- Price list records from the source item's price list are copied for each currency that also is assigned to the destination item. Refer to the table for an example.

Source item currencies	Destination item currencies	Copied?
US dollars	US dollars	Yes
CAN dollars	CAN dollars	Yes
AUS dollars		No

Copying a price list

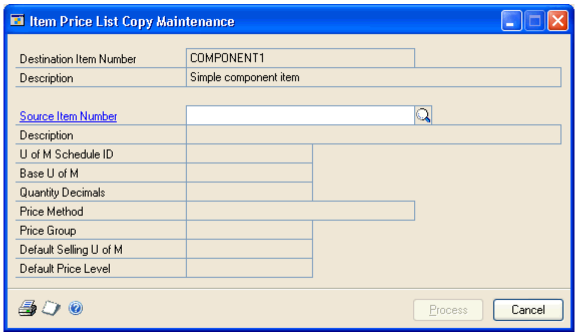
Use the Item Price List Copy Maintenance window to copy an existing price list from one item over the price list of another item. To copy a price list to several other items, use the Price List Utilities wizard. Refer to *Copying a price list from one item to others* on page 274 for more information.

When you copy a price list to a destination item, any existing price list for the destination item is removed. The copied information replaces the existing destination item price list—it doesn't add to it.

To copy a price list:

1. Open the Item Price List Maintenance window.
   (Cards >> Inventory >> Price List)
2. Enter or select an item number to copy a price list to.

3. Choose Copy to open the Item Price List Copy Maintenance window.



Destination Item Number COMPONENT1
Description Simple component item

4. Enter or select a Source Item Number—the item number that has the price list you want to copy.

5. Choose File >> Print or choose the print icon button to generate the Copy Price List Preview Report. You can use the report to verify the information that will be copied before you actually change the destination record.

6. Choose Process.

   If the copying can't occur—for example, because there are no common currencies assigned to both the source item and the destination item—the existing price lists of both the source and destination item will be left intact, and the Copy Price List Audit Report will be generated.

To refresh the information in the tree view, collapse the tree view and then expand it again. You'll need to refresh the tree view to see the proper hierarchy of price list records if you copy price list records.

Removing part of a price list from an item

Use the Item Price List Maintenance window to remove a part of a price list from an item. For example, suppose you're ending a program that offered special pricing to employees. Before you can delete the Employee price level, you must remove the price level from all items and item classes that are assigned that price level.

You also can use this procedure to remove units of measure from a price list—for example, if you're no longer going to sell items singly, you might want to delete the price list records for selling one unit.

To remove part of a price list from an item:

1. Open the Item Price List Maintenance window.
   (Cards >> Inventory >> Price List)

2. Enter or select an item number.

3. Expand the tree view. You can click the plus signs to see more information.

4. Highlight the name of the price level or unit of measure in the tree view.

Be sure the object you highlight is in the appropriate spot in the tree view. For example, be sure the price level or unit of measure is under the appropriate currency.

5. Choose the Remove button below the tree view. An alert message appears, asking if you're sure you want to delete the price list. Choose Yes.

Removing an entire price list from an item

Use the Item Price List Maintenance window to remove an entire price list from an item.

To remove an entire price list from an item:

1. Open the Item Price List Maintenance window.
   (Cards >> Inventory >> Price List)

2. Enter or select an item number.

3. Choose Delete. An alert message appears, asking if you want to delete the entire price list. Choose Yes.

Chapter 11: Extended pricing

If you're using extended pricing, you can set up price groups, price sheets, and price books, and then assign items, customers, and prospects to them.

For a comparison of basic and extended pricing, refer to *Standard and extended pricing* on page 9.

The following information is discussed:

- *Extended pricing terms and definitions*
- *How prices are calculated*
- *Preparing to use extended pricing*
- *Creating and editing price groups*
- *Assigning an individual item to a price group*
- *Assigning multiple items to a price group*
- *Assigning a range of items to a price group*
- *Price sheets overview*
- *Creating or editing a price sheet*
- *Price sheet warnings*
- *Creating and editing price sheet details*
- *Creating a promotional price sheet*
- *Entering details for free-item promotions*
- *Examples: Advanced free-item promotions*
- *The base price book*
- *Creating price books*
- *Assigning a price sheet to multiple price books, customers, or prospects*
- *Assigning a price sheet to a range of price books, customers, or prospects*
- *Setting up pricing for a customer or prospect*
- *Assigning a price book to customers and prospects*
- *Assigning a price book to a range of customers or prospects*

Extended pricing terms and definitions

Use the following definitions, along with the pricing hierarchy in *How prices are calculated* on page 82 to understand how extended pricing works.

Price group A group of items that share common pricing calculations. Prices set up for the price group will apply to every item in the group, unless overridden by item-specific prices.

Price sheet A list of prices that will apply only during a specified period. Each price sheet can be created for different combinations of items, price groups, or both. You can assign a price sheet to price books, customers, and prospects. For more information about price sheets, refer to *Price sheets overview* on page 87.

For prices to be calculated, every item must have a net price on a price sheet, or must be part of a price group that has a net price on a price sheet.

Promotion or promotional price sheet A price sheet that contains special offers for individual products. Promotions can be set up for free products, for special prices, or for an amount or percentage of the list price.

Price book A collection of one or more price sheets. You can assign one price book to each customer, but each price book can be assigned to multiple customers.

Base price book The base price book that is automatically created and is called BASEBOOK. Prices are taken from the base price book if a price cannot be located anywhere else in the pricing hierarchy. Prices are not automatically added to the base price book; you must assign net price sheets to this book. For more information about the base price book, refer to *The base price book* on page 94.

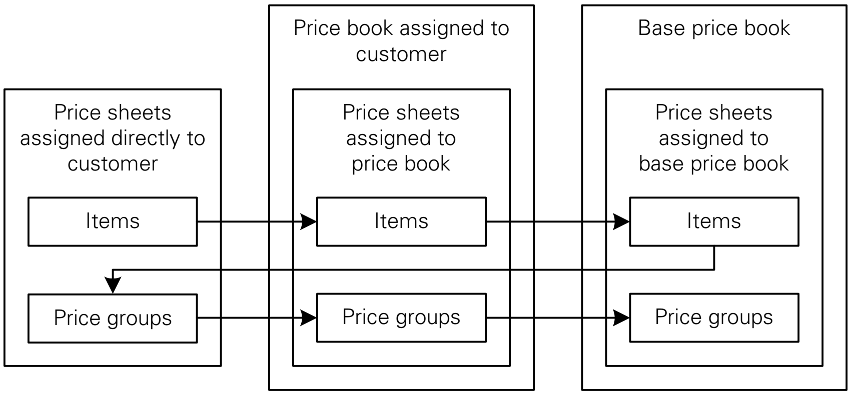
How prices are calculated

When an order or other sales transaction is created for a customer, the following process is used to select the price for each item on the transaction.

First, the system searches for item-specific pricing information. The system searches for a price in the price sheets (which must be active and which must include the current date) assigned directly to the customer first. Then, the system searches the price sheets in the price book assigned to the customer, and finally it searches base price book.

If no item-specific pricing is found, the system searches for a price group that includes the item. Price sheets assigned directly to the customer are searched first, followed by price sheets in the customer's price book, and finally the base price book.

Refer to the illustration for more information.


Price book assigned to customer
Base price book
Price sheets assigned directly to customer
Price sheets assigned to price book
Price sheets assigned to base price book
Items
Items
Items
Price groups
Price groups
Price groups

If an adjusted value-off or percent of list price is found, the rest of the pricing structure is searched for a list price to apply the discount to. For example, if there's a value-off price in a price sheet assigned to the customer, the customer's price book and the base price book are searched for a list price.

It is possible for the final price to be the result of two adjustments applied to the base price. For example, a customer sheet might give 2 percent off the customer price book price, which is itself 5 percent off the base price.

If multiple promotions are applied, they are applied in the order they are discovered: first the promotions from the first step of the search, then from the second step, and so on.

Preparing to use extended pricing

Refer to the following checklist for an overview of the tasks you'll need to complete before you can begin to use extended pricing.

Task	**Reference**
Make extended pricing options available	Refer to the Sales Order Processing documentation for information about setup options for extended pricing.
Create price groups (optional)	*Creating and editing price groups* on page 83 *Assigning an individual item to a price group* on page 84 *Assigning multiple items to a price group* on page 85 *Assigning a range of items to a price group* on page 86
Create price sheets	*Creating or editing a price sheet* on page 87 *Creating and editing price sheet details* on page 89 *Creating a promotional price sheet* on page 91
Assign price sheets to the base price book	*Assigning a price sheet to multiple price books, customers, or prospects* on page 95 *Assigning a price sheet to a range of price books, customers, or prospects* on page 96
Assign price sheets to price books, customers, and prospects	
Setting up pricing for customers and prospects	*Setting up pricing for a customer or prospect* on page 97 *Assigning a price book to customers and prospects* on page 98 *Assigning a price book to a range of customers or prospects* on page 99

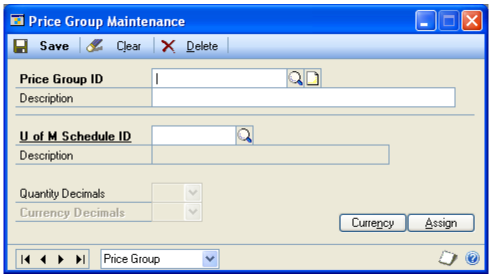
Creating and editing price groups

Use the Price Group Maintenance window to create price groups. A price group is a group of similar items with common prices. Prices set up for the price group will apply to every item in the group, unless overridden by item-specific prices.

Price groups and individual item prices can be combined to create price sheets. For more information about price sheets, refer to *Price sheets overview* on page 87.

To create and edit price groups:

1. Open the Price Group Maintenance window.
   (Cards >> Inventory >> Extended Pricing >> Price Groups)



2. Enter or select a price group ID.

3. Enter a description for the price group.

4. Enter or select a unit of measure schedule.

Once items have been assigned to a price group, the unit of measure schedule ID for the group cannot be changed. If you're using Multicurrency Management, the Quantity Decimals field is set according to the unit of measure schedule and also cannot be changed.

5. Enter currency information.

   If you're not using Multicurrency Management Select values from the Currency Decimals list. These values will be used for prices and in this price group.

   If you're using Multicurrency Management Choose the Currency button to open the Price Group Currency Maintenance window. Use this window to select the currency ID and number of currency decimal places for the price group. When you're finished, choose Save and close the window.

   If a price group is created without selecting currency decimal places for the originating currency, the default decimal places for the functional currency will be used.

6. Choose Assign to open the Price Group Items Maintenance window, where you can assign items to the price group. For more information, see *Assigning multiple items to a price group* on page 85.

7. Choose Save to save the price group.

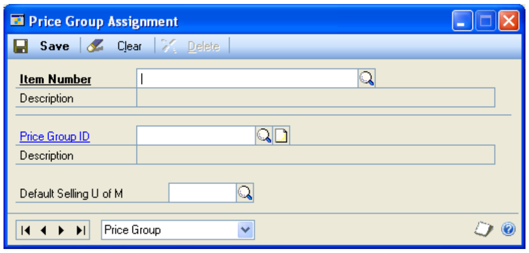
Assigning an individual item to a price group

Use the Price Group Assignment window to assign individual items to price groups. Once an item has been assigned to a price group, you can reassign it to another price group only if the new price group has the same unit of measure schedule. An item can be assigned to only one price group at a time.

To be assigned to a price group, the quantity decimals and currency decimals of the item must match those of the price group.

To assign an individual item to a price group:

1. Open the Price Group Assignment window.
   (Cards >> Inventory >> Extended Pricing >> Group Assignment)



2. Enter or select an item number.

3. Enter or select a price group ID.

4. Enter or select a default selling unit of measure.

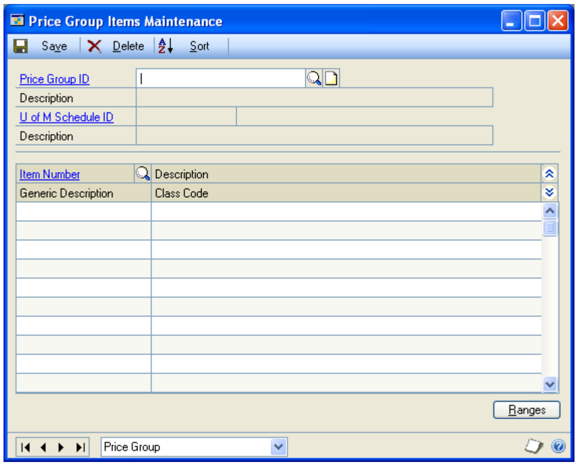
5. Choose Save to assign the current item to the price group.

Assigning multiple items to a price group

Use the Price Group Items Maintenance window to assign multiple items to a price group. Once an item has been assigned to a price group, you can reassign it to another price group only if you unassign it from the original price group and then assign it to another price group that has the same unit of measure schedule. An item can be assigned to only one price group at a time.

To assign multiple items to a price group:

1. Open the Price Group Items Maintenance window.
   (Cards >> Inventory >> Extended Pricing >> Group Items)


Price Group Items Maintenance
Save
Delete
Sort
Price Group ID
Description
U of M Schedule ID
Description
Item Number
Description
Generic Description
Class Code
Ranges
Price Group

2. Enter or select a price group ID.

3. Enter or select an item number for each item to assign to the price group.

   Items will be added to the price group in the order you select them. The order items are displayed doesn't affect processing, but you can choose Sort to sort the items by item number. This is helpful if you're looking for a specific item.

   If no price sheet has been set up for the price group, you can choose Edit >> Delete Row to remove an item from a price group. If a price sheet has been set up for the price group, you'll need to create a new price group that doesn't include the item you want to remove, add that price group to the price sheet, and then remove the old price group from the price sheet.

4. Choose Ranges to open the Price Group Item Ranges window, where you can assign ranges of items to the price group. For more information, refer to *Assigning a range of items to a price group* on page 86.

5. Choose Save to save changes to the price group.

Assigning a range of items to a price group

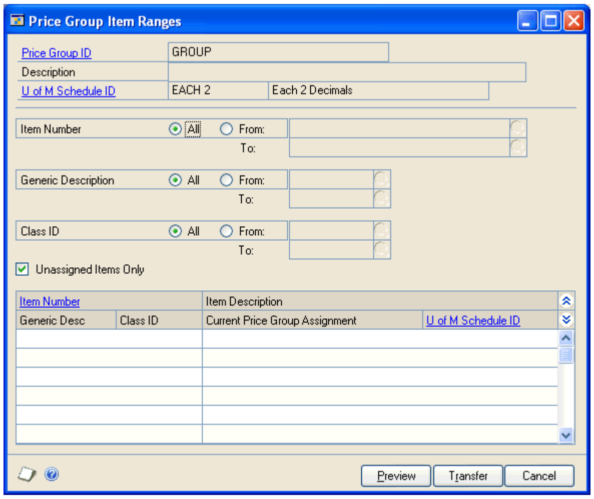
Use the Price Group Item Ranges window to assign a range of items to a price group. You can select a range of item numbers, generic descriptions, or class IDs that have the same unit of measure schedule as the selected price group. An item can be assigned to only one price group at a time.

To assign a range of items to a price group:

1. Open the Price Group Items Maintenance window.
   (Cards >> Inventory >> Extended Pricing >> Group Items)

2. Enter or select a price group ID. Any items already assigned to the price group will be displayed in the scrolling window.

3. Choose Ranges to open the Price Group Item Ranges window.



Price Group ID: GROUP
Description:
U of M Schedule ID: EACH 2 Each 2 Decimals
Item Number: ● All ○ From: To:
Generic Description: ● All ○ From: To:
Class ID: ● All ○ From: To:
☑ Unassigned Items Only

4. Enter or select the item numbers, generic descriptions, and class IDs to assign to the price group.

5. Mark the Unassigned Items Only option to add only unassigned items to the price group, or unmark this option to add all items in the range you specified. If you unmark this option, items previously assigned to price groups with the same unit of measure schedule will be reassigned to this price group.

6. Choose Preview to view the items that fit your criteria. The item numbers and item descriptions will be listed in the scrolling window.

   If no price sheet has been set up for the price group, you can choose Edit >> Delete Row to remove an item from a price group. If a price sheet has been set up for the price group, you'll need to create a new price group that doesn't include the item you want to remove, add that price group to the price sheet, and then remove the old price group from the price sheet.

7. Choose Transfer to assign the items to the price group.

Price sheets overview

A price sheet is a list of prices that will apply only during a specified date range. Each price sheet can be created for different combinations of items and price groups. With extended pricing, you can create and edit price sheets, and set up price details for each item or price group in the price sheet. You can use price sheets to set up promotions and customer-specific pricing arrangements.

For more information about assigning price sheets to specific customers or prospects, refer to Assigning a price sheet to multiple price books, customers, or prospects on page 95.

Use price sheets to set up date-specific price adjustments for multiple items and price groups. You can set up a price sheet for a promotion, as part of a customer price book, or as part of the base price book. To be included in a sales transaction, an item must have a net price on an active price sheet, or must be part of a price group that has a net price on an active price sheet.

The same item can exist in multiple price sheets as part of the same price book if the price sheets have different date ranges. For example, the Wholesale price book could contain the following price sheets:

Price sheet	**Start date**	**End date**
Prices 2017	January 1, 2017	December 31, 2017
Summer Promotion	June 1, 2017	August 31, 2017

If there is more than one current price sheet, the one which starts most recently is used in price calculations. In the above example, on June 15, 2017, the Summer Promotion prices will be used for items that belong to both price sheets.

If two price sheets start on the same date, the one which finishes earlier is used in price calculations. If the same item is found in two price sheets with identical start and end dates, you will receive an alert message because Microsoft Dynamics GP will be unable to calculate a price.

Creating or editing a price sheet

Use the Price Sheet Maintenance window to create price sheets. A price sheet is a list of prices that will apply only during a specified date range. Price sheets can be created for combinations of items and price groups.

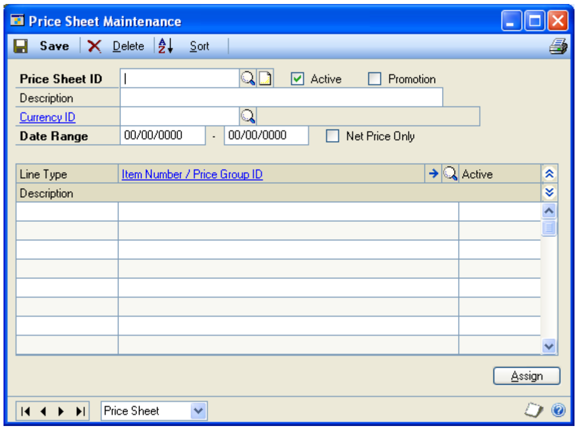
If you're using Multicurrency Management, currency is specified at the price sheet level; all the prices on a price sheet must have the same currency.

If you don't set up a price sheet for a particular currency, the price of the item will be converted from the functional currency price during transaction entry if either of the following is true:

- You marked the Convert Functional Price option in Sales Order Processing Setup window.
- You did not mark the Prices Not Required in Price List option in the Sales Order Processing Setup window.

To create or edit a price sheet:

1. Open the Price Sheet Maintenance window.
   (Cards >> Inventory >> Extended Pricing >> Price Sheets)


Price Sheet Maintenance
Save
Delete
Sort
Price Sheet ID
☑ Active
☐ Promotion
Description
Currency ID
Date Range
00/00/0000
00/00/0000
☐ Net Price Only
Line Type
Item Number / Price Group ID
Active
Description
Assign
Price Sheet

2. Enter or select a price sheet ID and description.

3. Mark the Promotion option if the price sheet is for a promotion.

   Promotions are temporary special offers on individual products. Marking a price sheet as a promotion helps you differentiate promotion price sheets from your regular price sheets. For more information about setting up promotions, see *Creating a promotional price sheet* on page 91.

4. Enter or select a currency ID, if you’re using Multicurrency Management.

5. Enter dates in the Date Range fields. The prices in the price sheet will apply during this date range. Active price sheets must have a date range.

6. Mark the Net Price Only option if the price sheet will contain net prices only.

   A Net Price Only price sheet cannot contain Value Off and type prices. Price sheets that are part of the base price book must be specified as Net Price Only.

7. In the scrolling window, select the items or price groups to include on the price sheet. You can include both items and price groups in a price sheet.

   - Select a line type (item or price group).
   - Enter or select an item number or price group ID.

8. Choose the Item Number/Price Group ID expansion button to open the Price Sheet Detail Maintenance window, where you can enter pricing details. Until pricing details are selected for an item or price group, a warning icon will be displayed next to the item number or price group ID.

   For more information, refer to *Creating and editing price sheet details* on page 89 and *Price sheet warnings* on page 89.

9. Set the line as active or inactive. Inactive lines will not be used in price calculation. You must set up pricing details for a line in the Price Sheet Detail Maintenance window before the line can be activated.

10. Mark the Active option next to the price sheet ID to set the price sheet as active. You must activate at least one line before you can activate the price sheet. If a price sheet is not active, its prices aren't used.

Items and groups will be added to the price sheet in the order in which you select them. Choose the Sort button to sort the records using options in the Price Sheet Sort Options window.

11. Choose Assign to open the Price Sheet Assignment window, where you can assign the price sheet to price books, customers, or prospects. For more information, refer to *Assigning a price sheet to multiple price books, customers, or prospects* on page 95 or *Assigning a price book to customers and prospects* on page 98.

12. Choose Save to save the price sheet.

13. To print a price sheet report from the Price Sheet Maintenance window, select File >> Print to open the Report Destination window. Select a print destination and choose OK. Details of all items, price groups, prices, and quantity breaks for the price sheet will be printed.

Price sheet warnings

Until pricing details are selected for an item or price group on a price sheet, a warning icon will be displayed next to the item number or price group ID in the Price Sheet Maintenance window. A warning also might be displayed in the following situations.

- The net price isn't found using the pricing hierarchy. The pricing hierarchy is the records that are searched when an item is entered in a sales transaction. Refer to *How prices are calculated* on page 82 for more information.

- The item is listed on two price sheets that have the same start and end dates.

- The item is included in a price group that is listed on two price sheets that have the same start and end dates.

- There isn't a price in the price list for the combination of item, unit of measure, and currency.

- There isn't a currency record for the item for the selected currency.

Creating and editing price sheet details

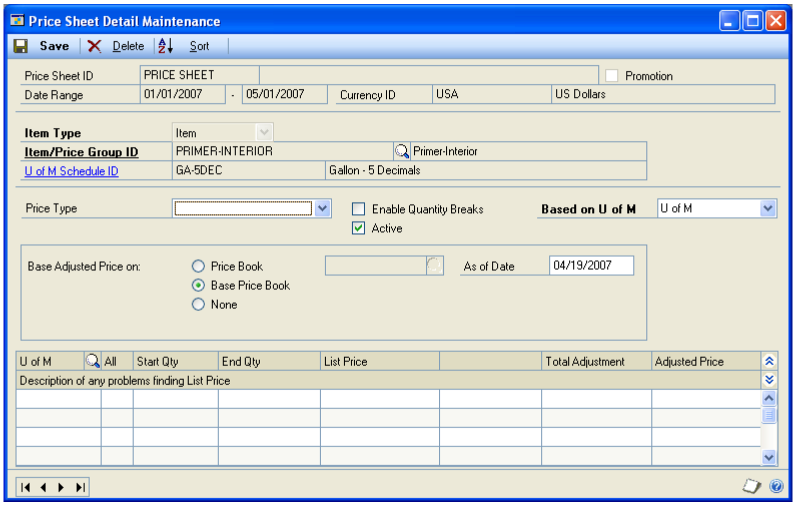
Use the Price Sheet Detail Maintenance window to set up net price, percentage of list, or value off price details for individual items or groups of items.

To create or edit price sheet details:

1. Open the Price Sheet Maintenance window.
   (Cards >> Inventory >> Extended Pricing >> Price Sheets)

2. Enter or select a price sheet ID and description.

3. Highlight an item or price group in the scrolling window and choose the Item Number/Price Group ID expansion button to open the Price Sheet Detail Maintenance window.



Price Sheet ID: PRICE SHEET
☐ Promotion
Date Range: 01/01/2007 - 05/01/2007
Currency ID: USA US Dollars
Item Type: Item
Item/Price Group ID: PRIMER-INTERIOR Primer-Interior
U of M Schedule ID: GA-5DEC Gallon - 5 Decimals
Price Type:
☐ Enable Quantity Breaks
☑ Active
Based on U of M: U of M
Base Adjusted Price on: ○ Price Book ● Base Price Book ○ None
As of Date: 04/19/2007

U of M	All	Start Qty	End Qty	List Price		Total Adjustment	Adjusted Price
Description of any problems finding List Price							

The item or price group you selected in the Price Sheet Maintenance window will be displayed.

4. Select a price type. If you are entering details for a Net Price Only price sheet, Net Price will be displayed and you won't be able to change it.

   The price type determines the values you can enter in the scrolling window. If you select Percent of List or Value Off, you must enter adjustment values in the scrolling window; if Net Price is selected, you must enter net prices.

5. You can mark Quantity Break Pricing to create quantity break pricing for this item or price group. Use quantity breaks to give discounts based on the size of the sale.

6. Use the Base Adjusted Price On options to verify the effects of price adjustment.

   This selection will not be saved; it is for inquiry purposes only. For example, you might want to see a value off the base price at a future date, or you might want to see prices for a customer who receives discounts from a price book other than the base book.

7. For net and value off pricing, specify the unit of measure that will be used for entering prices.

8. If you're using quantity-break pricing, enter a Start Quantity and an End Quantity.

9. Enter a percentage of list or a currency amount off, depending on your Price Type selection.

10. In the Price Sheet Detail Maintenance window, price details will be listed in the order you enter them. Choose the Sort button to sort the details in quantity-break order.

11. Choose Save to save the price details.

Creating a promotional price sheet

Use the Price Sheet Detail Maintenance window to set up promotions for individual items or groups of items.

To create a promotional price sheet:

1. Open the Price Sheet Maintenance window.
   (Cards >> Inventory >> Extended Pricing >> Price Sheets)

2. Enter or select a price sheet ID and description. Be sure the price sheet is marked as a promotion.

3. Select an item or price group and choose the Item Number/Price Group ID expansion button to open the Price Sheet Detail Maintenance window.

The item or price group you selected in the Price Sheet Maintenance window will be displayed. The fields in the window will be slightly different if the price sheet is a promotion.

4. Select a promotion type. You can select Quantity Free, Net Price, Value Off, or Percent of List.

   The promotion type determines the values you can enter in the scrolling window. If you select Percent of List or Value Off, you must enter adjustment values in the scrolling window; if Net Price is selected, you must enter net prices; if Quantity Free is selected, you must specify a free item.

5. Choose the price book or price sheet that the promotion will be applied to. You can choose Base Price Book, Customer Price Book, or Customer Price Sheet ID. If you choose Base Price Book, for example, the promotion would apply to purchases of items in the base price book.

6. Select the Base Adjusted Price on options to verify the effects of the promotion on the price book or the base price book.

   Your selection determines the list price displayed in the scrolling window. This selection will not be saved; it is for inquiry purposes only.

7. Select Quantity Break Pricing if you want to create quantity break pricing for this item or price group. Use quantity breaks to give discounts based on the size of the sale.

If you use quantity-break pricing, you must be sure that there are no gaps in the quantity breaks.

8. For net and value-off pricing, specify the unit of measure that will be used for entering prices.

9. If you're using quantity-break pricing, enter a Start Quantity and an End Quantity.

10. Enter a price adjustment, depending on your Price Type selection.

11. If the promotion type is Quantity Free, enter the quantity of free items that buyers can get with a purchase. When you tab out of the Quantity Free field or if you choose the Quantity Free expansion button, the Price Sheet Assign Free Item window opens. Use that window to enter more information about the giveaway items. Refer to Entering details for free-item promotions on page 92 for more information.

If the Quantity Free is zero, the Price Sheet Assign Free Item window won't open because you don't need to add information if no item will be given away.

12. Choose Save to save the price details.

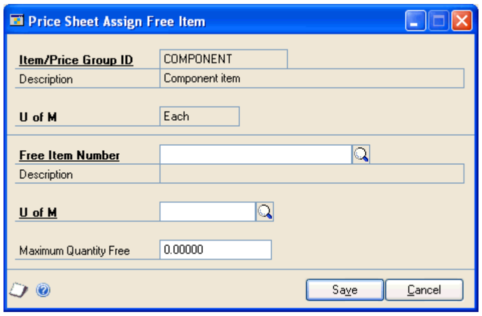
Entering details for free-item promotions

If you're creating a promotion where customers get free items when they make a purchase, you can use the Price Sheet Assign Free Item window to specify the free item, its unit of measure, and the maximum number of free items that a customer can receive. If the quantity of free items is zero—for example, if customers must purchase 10 items to get a free item, you'd have zero free items for purchase quantities up to 10—then you don't need to enter additional information.

This procedure assumes that you're setting up a price sheet that is a promotion, and that you've already completed the tasks described in Creating or editing a price sheet on page 87 and Creating a promotional price sheet on page 91.

To enter details for free-item promotions:

1. Open the Price Sheet Assign Free Item window.
(Cards >> Inventory >> Extended Pricing >> Price Sheets >> Item Number/ Price Group ID expansion button >> Quantity Free expansion button)



Item/Price Group ID: COMPONENT
Description: Component item
U of M: Each
Free Item Number:
Description:
U of M:
Maximum Quantity Free: 0.00000

2. Enter or select the Free Item Number, the item to be given away with the promotion.

You can specify a different free item for each unit of measure of the purchased item.

3. Enter or select the unit of measure for the free item.

4. Enter the Maximum Quantity Free.

The Maximum Quantity Free is the ceiling on the number of free items that a customer can get. For example, suppose you're having a "buy one, get one free" promotion. You might want to limit customers to one free item—or you might not want to limit the number of free items.

If you leave this blank or if you enter a zero, then there is no maximum number of free items.

Refer to the table for an example of how the Maximum Quantity Free is used with a "buy one, get one free" promotion.

Maximum free items	Purchase quantity	Number of free items
0, or field is left blank	Any quantity	Same as the purchase quantity
1	1	1 free item
	10	
10	1	1 free item
	10	10 free items
	20	

5. Choose Save and close the window.

Examples: Advanced free-item promotions

With extended pricing, you can set up many different kinds of giveaway promotions. For example, you can give away different items depending on the quantity of an item purchased by the customer. You also can create promotions that give away different quantities of free items based on the quantity of an item purchased by the customer.

You can give away different free items, but you can give away different free items if the unit of measure for the purchased item is different.

Many promotions are "buy one, get one free," but other promotions offer different quantities of free items. For example, suppose you want to set up a promotion to have customers receive one free item when they purchase two items. In this price sheet, customers can receive an unlimited number of free items. (That is, if they purchase 2,000 items, they would receive 1,000 free items.) You could set up the promotional price sheet like this:

Purchase quantity	Quantity of free items	Maximum quantity
0 to 1	0	0
2 to 5	1 free item	1
6 to 7	2 free items	2
8 to 9	3 free items	3
10 to 11	4 free items	4

You'd need to continue adding lines to this price sheet so that there are no gaps.

To limit customers to two free items, the price sheet would be set up like this:

Purchase quantity	Free item	Maximum quantity
1	1 item	2
2 to 3	2 items	2
4 to 999,999	2 items	2

The base price book

A price book consists of one or more price sheets. One price book—called BASEBOOK—is created automatically when you use extended pricing. As you're developing your pricing hierarchy, you can assign only net-price price sheets to the base price book.

The base price book is a sort of safety net for the extended pricing system. When you enter an item on a sales transaction line, the system searches for a price for that item. If no price for the item can be found in the price sheets or price book assigned directly to the customer or prospect, the system searches for a price for the item in the base price book. If no price can be found there, the system searches for a price group (that includes the sales item) in the price sheets and price book assigned to the customer or prospect. If no price for the price group can be found, the system searches the base price book for a price group that includes the sales item.

When you set up extended pricing, you should create one or more net-price only price sheets and assign them to the base price book. Doing so will help to ensure that the system can always located a net price to apply any promotional pricing to.

The base price book cannot be deleted, and it can contain only net prices. The base price book is automatically available to all customers and prospects.

To assign multiple price sheets to the base price book, use the Price Book Maintenance window. Use the Price Sheet Assignment window to assign price sheets to the base price book one at a time.

Creating price books

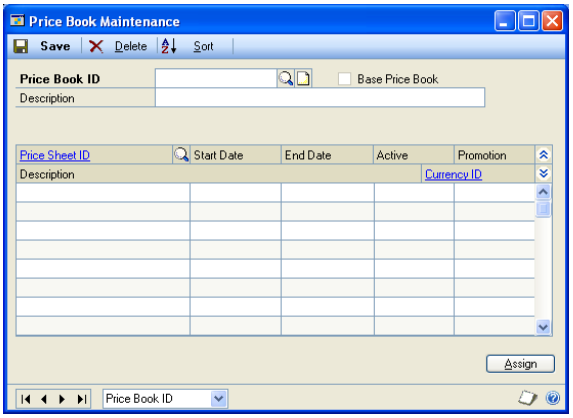
A price book contains one or more price sheets; a price book is valid only after a price sheet has been assigned to it.

Use the Price Book Maintenance window to create price books and to assign price sheets to them. You also can use the Price Sheet Assignment window to assign price sheets to price books. If you're using Multicurrency Management, a price book can include different price sheets for different currencies.

If you're creating a new price book and want to add multiple price sheets to it, use the Price Book Maintenance window. If you've created a new price sheet and want to assign it to multiple price books, use the Price Sheet Assignment window. For more information, refer to Assigning a price sheet to multiple price books, customers, or prospects on page 95.

To create price books:

1. Open the Price Book Maintenance window.
   (Cards >> Inventory >> Extended Pricing >> Price Books)


Price Book Maintenance
Save
Delete
Sort
Price Book ID
Base Price Book
Description
Price Sheet ID
Start Date
End Date
Active
Promotion
Description
Currency ID
Assign
Price Book ID

2. Enter or select a price book ID.

   If you selected the base price book, the Base Price Book option will be marked. Only net price sheets can be added to the base price book.

3. Enter a price book description.

4. In the scrolling window, enter or select price sheets to add to the price book.

Price sheets will be displayed in the scrolling window in the same order you select them. Choose the Sort button to open the Price Book Sort Options window, where you can specify how to sort the records in this scrolling window.

5. Choose Assign to open the Price Book Assignment window, where you can assign the price book to customers or prospects. For more information, refer to *Assigning a price book to customers and prospects* on page 98.

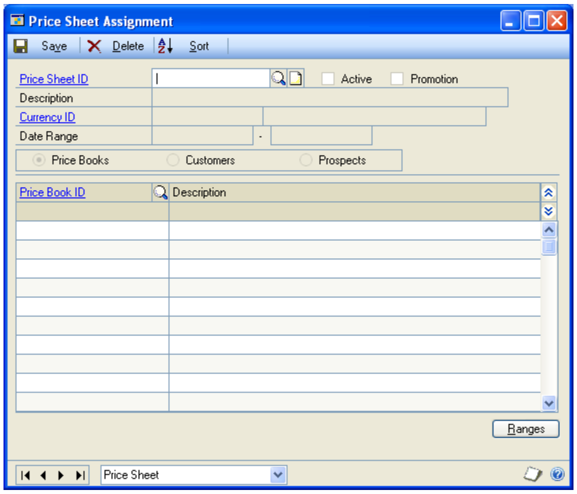
6. Choose Save and close the window.

Assigning a price sheet to multiple price books, customers, or prospects

You can use the Price Sheet Assignment window to assign price sheets to price books, customers, or prospects one at a time.

To assign a price sheet to multiple price books, customers, or prospects:

1. Open the Price Sheet Assignment window.
   (Cards >> Inventory >> Extended Pricing >> Sheet Assignment)


Price Sheet Assignment
Save
Delete
Sort
Price Sheet ID
Active
Promotion
Description
Currency ID
Date Range
Price Books
Customers
Prospects
Price Book ID
Description
Ranges
Price Sheet

2. Enter or select a price sheet ID.

3. Mark Price Books, Customers, or Prospects, depending on the kind of records you want to assign the price sheet to.

   Price books, customers, or prospects that this price sheet is already assigned to are displayed in the scrolling window.

4. In the scrolling window, enter or select price book IDs, customer IDs, or prospects to assign the price sheet to.

   If you'd prefer to assign the price sheet to a range of price books, customers, or prospects, choose Ranges to open the Price Sheet Assignment Ranges window. Refer to Assigning a price sheet to a range of price books, customers, or prospects on page 96 for more information.

5. Choose Save and close the window.

Assigning a price sheet to a range of price books, customers, or prospects

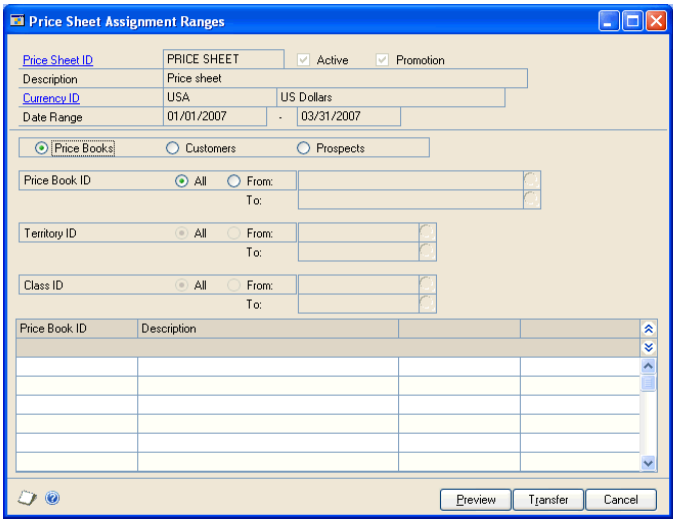
Use the Price Sheet Assignment Ranges window to assign a price sheet to a range of price books, customers, or prospects.

To assign a price sheet to a range of price books, customers, or prospects:

1. Open the Price Sheet Assignment window.
   (Cards >> Inventory >> Extended Pricing >> Sheet Assignment)

2. Enter or select a price sheet ID.

3. Choose Ranges to open the Price Sheet Assignment Ranges window.


Price Sheet Assignment Ranges

Price Sheet ID: PRICE SHEET ☑ Active ☑ Promotion
Description: Price sheet
Currency ID: USA US Dollars
Date Range: 01/01/2007 - 03/31/2007

● Price Books ○ Customers ○ Prospects

Price Book ID ● All ○ From: To:
Territory ID ● All ○ From: To:
Class ID ● All ○ From: To:

4. Mark Price Books, Customers, or Prospects, depending on the type or record you want to assign the price sheet to.

5. If needed, use the range fields to restrict the price books, customers, or prospects that the price sheet should be assigned to.

6. Choose Preview to view the records that fit your criteria in the scrolling window.

7. Choose Transfer to add the price sheet to the price books.

Setting up pricing for a customer or prospect

Use the Customer Pricing Maintenance window or the Prospect Pricing Maintenance window to create pricing information for a customer or prospect. You can use existing price sheets and price books to set up customer pricing; the difference is that you create associations starting from the customer or prospect rather than starting from the price sheet or price book.

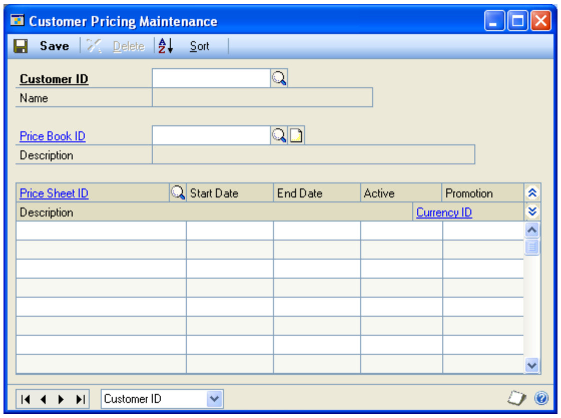
Use the Price Sheet Assignment window to assign a price sheet to multiple customers or prospects.

A customer or prospect can be assigned one price book and one or more price sheets. When searching for a price for a specific customer or prospect, price sheets directly assigned to the customer or prospect are searched first, followed by price sheets assigned to the customer or prospect's price book, followed finally by the base price book.

If you're using Multicurrency Management, you can assign price sheets with different currencies to a customer or prospect.

To set up pricing for a customer or prospect:

1. Open the Customer Pricing Maintenance window or the Prospect Pricing Maintenance window.
   (Cards >> Inventory >> Extended Pricing >> Customer Pricing or Prospect Pricing)


Customer Pricing Maintenance
Save
Delete
Sort
Customer ID
Name
Price Book ID
Description
Price Sheet ID
Start Date
End Date
Active
Promotion
Description
Currency ID
Customer ID

2. Enter or select a customer ID or prospect ID.

3. Enter or select a price book ID for this customer or prospect. You can leave this field blank if base book prices apply.

4. Enter or select price sheet IDs for the price sheets to use for this customer or prospect. The prices on these sheets will override the list prices for items sold to the selected customer or prospect.

Price sheet IDs are added in the order you select them. Choose the Sort button to open the Customer Pricing Sort Options window, where you can choose a sort order for the price sheets.

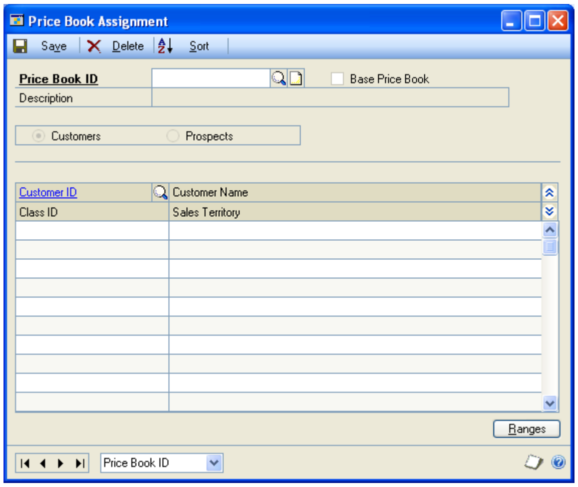
5. Choose Save and close the window.

Assigning a price book to customers and prospects

Use the Price Book Assignment window to assign a price book ID to multiple customers or prospects. This method is particularly useful for a new price book that is not yet assigned to customers or prospects.

To assign a price book to customers and prospects:

1. Open the Price Book Assignment window.
   (Cards >> Inventory >> Extended Pricing >> Book Assignment)


Price Book Assignment
Save
Delete
Sort
Price Book ID
Base Price Book
Description
Customers
Prospects
Customer ID
Customer Name
Class ID
Sales Territory
Ranges
Price Book ID

2. Enter or select a price book ID.

3. Mark Customers to assign the price book to customers or Prospects to assign the price book to prospects.

4. Enter or select customer IDs or prospect IDs.

Customer or prospect IDs will be added in the order you select them. Choose the Sort button if you want to sort the customers or prospects by Customer ID or Prospect ID.

5. You can choose Ranges to open the Price Book Assignment Ranges window, where you can assign the price book to a range of customers or prospects. For more information, refer to Assigning a price book to a range of customers or prospects on page 99.

6. Choose Save and close the window.

Assigning a price book to a range of customers or prospects

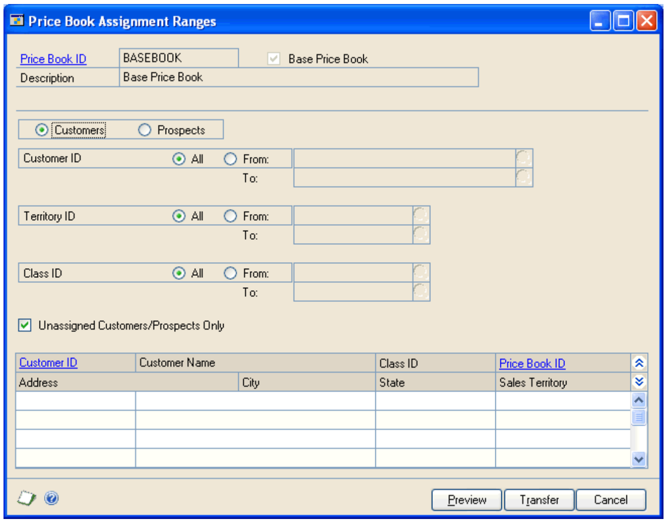
Use the Price Book Assignment Ranges window to assign a price book to a range of customers or prospects.

To assign a price book to a range of customers or prospects:

1. Open the Price Book Assignment window.
   (Cards >> Inventory >> Extended Pricing >> Book Assignment)

2. Enter or select a price book ID.

3. Select Ranges to open the Price Book Assignment Ranges window.



Price Book ID: BASEBOOK
☑ Base Price Book
Description: Base Price Book
● Customers ○ Prospects
Customer ID ● All ○ From: To:
Territory ID ● All ○ From: To:
Class ID ● All ○ From: To:
☑ Unassigned Customers/Prospects Only

Price Book Assignment Ranges
Customer ID
Customer Name
Class ID
Price Book ID
Address
City
State
Sales Territory
Preview
Transfer
Cancel

4. Mark Customers or Prospects.

5. Enter or select the customer or prospect IDs, territory IDs, and class IDs of the customers or prospects to assign the price book to.

6. Mark the Unassigned Customers/Prospects Only option to assign the price book only to customers and prospects who aren't already assigned price books. If you clear this option, customers or prospects already assigned to other price books will be reassigned to this price book.

7. Choose the Preview button to view the customers or prospects that fit your criteria.

8. Choose the Transfer button to assign the price book to the customers or prospects you selected.

Chapter 12: Purchasing options, vendors, and planners

One of the tasks you'll need to complete to fully define your items is to enter purchasing information for item records. For example, you'll need to specify the appropriate units of measure for purchasing items. You also can specify whether the purchase receipts of items with cost variances should be revalued. These tasks are part of Inventory Control.

If you've already defined your company's vendors, you can assign vendors to items. You can designate primary vendors for each item-site relationship you create, enabling you to specify a different primary vendors for restocking the same item at different sites. You also can specify a different default unit of measure for purchases of the same item from different vendors.

You can define planner IDs—identifiers that represent a person, department, or other entity—and assign planner IDs to show which planner has the responsibility and authority to plan the item-site combination.

The following information is discussed:

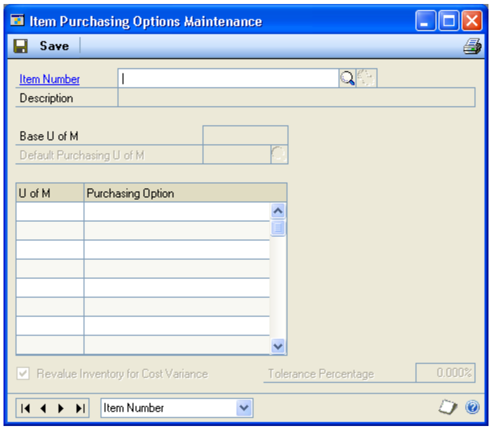
- *Entering purchasing options for an item*
- *Entering a manufacturer's item numbers*
- *Assigning vendors to an item*
- *Removing a vendor assignment from an item*
- *Cost variance tolerances*
- *How purchase receipts are updated for cost variances*
- *Example: Effects of cost variances on accounts*
- *Creating a planner ID*
- *Deleting planner IDs*

Entering purchasing options for an item

Use the Item Purchasing Options Maintenance window to specify what fractions of each unit of measure in an item's unit of measure schedule can be used for purchasing. For example, if a unit of measure for nails is pounds, you might set up purchasing options for the nails so that you also can purchase nails in half- or even quarter-pound increments.

To enter purchasing options for an item:

1. Open the Item Purchasing Options Maintenance window.
   (Cards >> Inventory >> Item Purchasing Options)



2. Enter or select an item number.

   To enter manufacturer item numbers for the item, choose the Manufacturer's Item Number expansion button.

3. Enter or select a default purchasing unit of measure.

4. Decide which units of measure from the unit of measure schedule assigned to the item can be used to purchase the item. For each unit of measure, you can choose Not Available, Whole, or Whole and Fractional.

   Not Available Choose Not Available if the item shouldn't be purchased in that unit of measure.

   Whole Choose Whole if the item can be purchased in the unit of measure, but not in fractional quantities of the unit of measure. For example, if the unit of measure is Pound and you don't want to allow purchases of ounces, you would choose Whole.

   Whole and Fractional Choose Whole and Fractional if the item can be purchased in the unit of measure and in portions of the unit of measure.

5. If the item is a Sales Inventory or Discontinued item, and if the item's valuation method is FIFO perpetual, LIFO perpetual, or average perpetual, you can determine if the purchase receipt for the item should be revalued when cost variances exceed certain levels. Mark Revalue Inventory for Cost Variance if this should occur.

This setting is a default setting that applies only if you're matching invoices and shipments. When you're matching invoices, you'll have the option to mark or clear the revalue option for individual receipt lines.

6. If you mark Revalue Inventory for Cost Variance, enter a Tolerance Percentage. The tolerance percentage determines how large a cost variance must be—greater or less than the shipment receipt amount—before the purchase receipt is revalued. Refer to Cost variance tolerances on page 105 for more information.

For information about how cost variances affect accounts, refer to *How purchase receipts are updated for cost variances* on page 105.

7. When you've finished selecting purchasing options for all units of measure, choose Save and close the window.

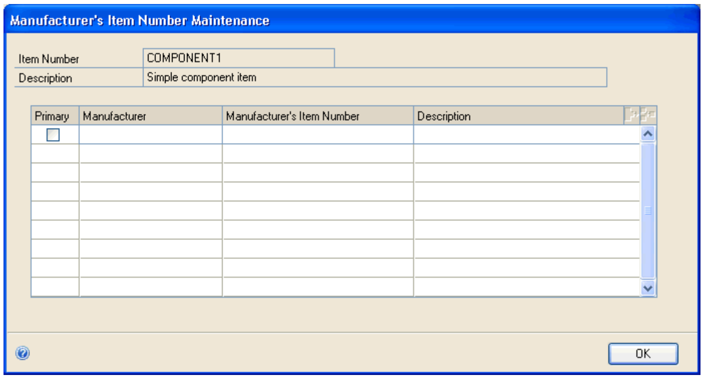
Entering a manufacturer's item numbers

Use the Manufacturer's Item Number Maintenance window to enter item numbers that manufacturers use for sales inventory or discontinued items. You also can select a manufacturer's item number for an item that you purchase most often to be printed on purchase orders. For example, assume that a vendor obtains the same interchangeable item from several manufacturers, but you want to purchase items made by a specific manufacturer. By entering a manufacturer's item number for the item and selecting it as the primary number, the manufacturer's item number you specified will be printed on the purchase order. You can add or remove manufacturer's item numbers while entering a purchase order.

To enter a manufacturer's item numbers:

1. Open the Item Purchasing Options Maintenance window.
   (Cards >> Inventory >> Item Purchasing Options)

2. Enter or select an sales inventory or discontinued item and choose the Manufacturer's Item Number expansion button.



Manufacturer's Item Number Maintenance
Primary
Manufacturer
Manufacturer's Item Number
Description
OK

Item Number: COMPONENT1
Description: Simple component item

3. Enter the name of the manufacturer, the manufacturer's item number, and a description of the item.

4. Mark the Primary option if this is manufacturer's item that you purchase most often.

5. Choose OK to save your changes and return to the Item Purchasing Options Maintenance window.

Assigning vendors to an item

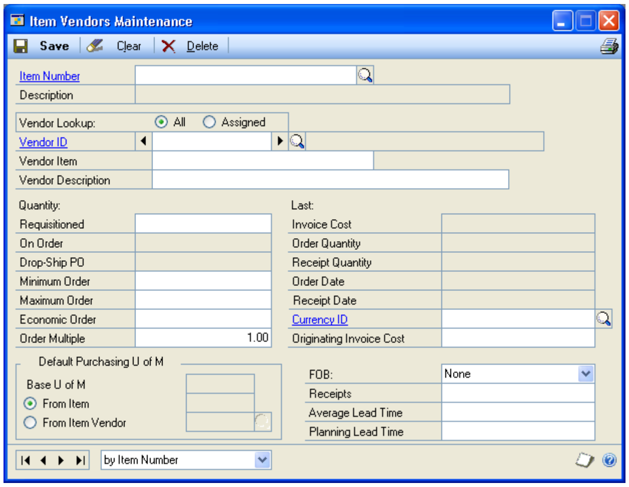
The vendor information should be available in the lookup window, as long as you've set up Payables Management. Then, all you need to do is select the vendor information that goes with each item.

If you're using Purchasing Order Processing, several fields automatically will be updated when you post receipt transactions:

- Last Invoice Cost
- Last Order Quantity
- Last Receipt Quantity
- Last Order Date
- Last Receipt Date
- On Order
- Drop Ship

To assign vendors to items:

1. Open the Item Vendors Maintenance window.
   (Cards >> Inventory >> Vendors)


Item Vendors Maintenance
Save
Clear
Delete
Item Number
Description
Vendor ID
Vendor Item
Vendor Description
Quantity:
Requisitioned
On Order
Drop-Ship PO
Minimum Order
Maximum Order
Economic Order
Last:
Invoice Cost
Order Quantity
Receipt Quantity
Order Date
Receipt Date
Currency ID
Originating Invoice Cost
Default Purchasing U of M
Receipts
Average Lead Time
Planning Lead Time
by Item Number

Vendor Lookup: ● All ○ Assigned

Order Multiple 1.00

Base U of M
● From Item
○ From Item Vendor

FOB: None

2. Enter or select an item number.

3. Enter or select a vendor ID.

4. If you plan to reorder this item using Purchase Order Processing, enter the vendor's item number and description in the Vendor Item and Description fields.

5. Decide whether the default unit of measure for purchasing this item should be determined by the item or by the vendor.

   For example, if the default purchasing unit of measure you selected in the Item Purchasing Options Maintenance window is Case but you purchase the item from this vendor only in Units, you'd mark the From Vendor option, and then enter or select the unit of measure used to purchase the item from this vendor.

6. To track how long it takes to receive this item from the vendor, enter the average lead time. If you're using Purchase Order Processing, this field is calculated automatically.

7. Enter any other vendor information you want to update.

8. You can choose File >> Print to generate the Detailed Item List to verify your entries. Choose Save.

9. If you want to assign other vendors to the item, repeat steps 3 through 8 for each vendor. If you want to assign vendors to another item, choose Clear, and then repeat steps 2 through 8.

10. When you've finished, close the window.

Removing a vendor assignment from an item

You also can use the Item Vendors Maintenance window to remove a vendor's assignment to an item. You might want to do this if a vendor no longer carries a certain item.

To remove a vendor assignment from an item:

1. Open the Item Vendors Maintenance window.
   (Cards >> Inventory >> Item >> select an item >> Go To button >> Vendors)

2. Enter or select a vendor.

   If you mark the Assigned Vendor Lookup option, the browse buttons and the lookup button on the Vendor ID field will display only those vendors already assigned to the item.

3. Choose Delete. An alert message appears, asking if you're sure you want to delete the record. Choose Yes.

Cost variance tolerances

If you mark Revalue Inventory for Cost Variance for an item record in the Item Purchasing Options Maintenance window, you can enter a Tolerance Percentage. The Tolerance Percentage defines the upper and lower limits for cost variance without causing the purchase receipt to be revalued.

For example, suppose you've marked Revalue Inventory for Cost Variance for an item, and that you've entered 10 percent for the tolerance. You have a shipment receipt for three items at $10 per unit.

Later you receive an invoice for the items that shows that the per-unit cost of the items has changed. If the percentage difference between the cost on the shipment receipt and on the invoice is equal to or greater than the tolerance percentage, then the purchase receipt will be revalued. Refer to the table for specific examples.

Shipment cost	Tolerance	Invoice cost	Purchase receipt revalued?
$10	10%	$11	Yes
$10	10%	$9.50	No
$10	10%	$8	Yes

How purchase receipts are updated for cost variances

When an invoice transaction is matched to a shipment transaction and posted, you might want the purchase receipt to be revalued to account for cost variances.

For example, suppose that you've received an invoice from a vendor. You verify the invoice amounts against the purchase order and any receivings documents. If the vendor invoice is acceptable, you enter information for the invoice and all its line items, matching each line item to one or more shipment receipts. When all the information is entered and verified, you post the invoice.

What happens when you post the invoice depends on the item type and valuation method, whether the option to revalue the item has been marked, and, if not, whether the cost variance is greater than or less than the cost variance tolerance for the item. Refer to the table for information about when items with the Sales Inventory or Discontinued item type and a perpetual valuation method are revalued.

	Option to revalue is marked	**Option to revalue is not marked**
Cost difference is less than the cost tolerance percentage	The purchase receipt is not revalued.	The purchase receipt is not revalued.
Cost difference is equal to or greater than the cost tolerance percentage	The purchase receipt will be revalued and the line item's inventory account will be updated.	

If the item has a periodic valuation method, the purchase receipt always is revalued.

Refer to *Example: Effects of cost variances on accounts* on page 106 for an example of how this would be reflected in accounts.

Example: Effects of cost variances on accounts

Suppose you've posted the following shipment receipt when you received two units of an item at $2 per unit:

Account	**Debit amount**	**Credit amount**
Inventory	$4.00	
Accrued Purchases		$4.00

Then the invoice arrives, showing a cost of $2.10 for each of the two items. You match the invoice to the shipment receipt.

If you've selected to revalue inventory and the tolerance percentage is one percent, then the inventory account would be updated in General Ledger, and the transaction would look like this:

Account	**Debit amount**	**Credit amount**
Inventory	$0.20	
Accrued Purchases	$4.00	
Accounts Payable		$4.20

However, if you have selected not to revalue inventory, then the purchase price variance account would be updated in General Ledger, and the transaction would look like this:

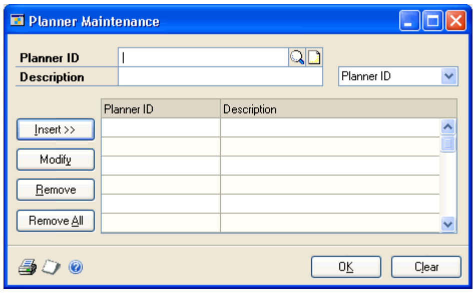
Account	Debit amount	Credit amount
Accrued Purchases	$4.00	
Purchase Price Variance	$0.20	
Accounts Payable		$4.20

Creating a planner ID

Use the Planner Maintenance window to create a planner ID. You can create as many planner IDs as you like. Later on, you can assign planner IDs to each item-site combination. You can use planner IDs to show which person or entity has the responsibility to plan resources for each item-site combination.

To create a planner ID:

1. Open the Planner Maintenance window.
   (Cards >> Inventory >> Planners)



2. Enter a planner ID.

3. Enter a planner description.

4. Choose Insert to add the planner information to the scrolling window.

   You can continue, creating as many planner IDs as you like. You also can choose File >> Print to print the Planner List.

5. When you're finished, choose OK to close the window.

Deleting planner IDs

Use the Planner Maintenance window to delete one planner ID or all planner IDs. Only planner IDs that are not associated with any item-site combination will be deleted.

You might want to replace all instances of one planner ID with another before deleting a planner ID. Refer to Replacing all buyers or planners on page 301 for more information.

To delete planner IDs:

1. Open the Planner Maintenance window.
   (Cards >> Inventory >> Planners)

2. Determine which planner IDs should be deleted.
    - To delete one planner ID, highlight the planner ID in the scrolling window, and choose Remove.
    - To delete all planner IDs, choose Remove All.
3. Close the window.

Chapter 13: Sites and beginning quantities

With Inventory Control, you can define sites—such as storage areas or warehouses—and then assign items to sites. Later, you'll enter information about the quantities of each item at each site. That information will be the baseline used for historical reports later on.

Depending on your business, entering information about your sites can be very simple or very complex. This document describes the simplest tasks—creating a basic site record and entering information about the quantities of items located there. You can refer to Chapter 14, "Item-site details," for information about entering information for resource planning and the purchase order generator.

Only basic tasks are described in this document, but you might not need to complete them all. Refer to Overview of basic item-site tasks on page 110.

The following information is discussed:

- *Item-site relationships*
- *Posting accounts and site segment substitution*
- *Overview of basic item-site tasks*
- *Defining a site*
- *Entering bins for a site*
- *Specifying default bins for a site*
- *Assigning items to a site*
- *Entering beginning quantities*
- *Specifying lot numbers for inventory quantities*
- *Specifying serial numbers for inventory quantities*
- *Specifying bins for inventory quantities*
- *Requirements for deleting a site*
- *Deleting an item-site relationship*
- *Deleting a site*

Item-site relationships

When you assign items to a site, purchase receipts and quantity information are maintained for that item-site combination. If you transfer items to another site, purchase receipt information—such as cost—also is transferred.

To do this, you must define sites and then create item-site relationships. For example, you might have a North warehouse and a South warehouse. To be able to stock an item at both warehouses, you must assign the item to both sites.

Every inventoried item must be assigned to at least one site. You can define as many sites as you need, and you can assign each item to as many sites as necessary.

Posting accounts and site segment substitution

When you define a site, you can enter an account segment for the site. If you do this, the site's account segment is substituted into the default posting account number.

Refer to Assigning posting accounts to items on page 57 for more information.

If the resulting account number—the one reflecting the substitution of the site account segment—is valid, Microsoft Dynamics GP posts the transaction to the site account. If the resulting account number is *not* valid, Microsoft Dynamics GP posts the transaction to the default posting account assigned in the Item Account Maintenance window.

For example, suppose you've set up your accounts so the site segment for the Main Store is 1000, and the site segment for the North Store is 2000. If the default posting account is 0000-1300 and the first segment is the site-specific segment, then transactions from the Main Store will post to account 1000-1300, and transactions from the North Store will post to account 2000-1300. If you later added another site—the South Store—but didn't create a site-specific account for that site, transactions for that site would post to account 0000-1300, the default posting account.

Overview of basic item-site tasks

You might need to define only one site and assign all items to it, or you might need to define several sites and assign items to them, along with information about lot numbers, serial numbers, and bins.

The following table lists the basic tasks. You should complete only those tasks that apply to you and your business.

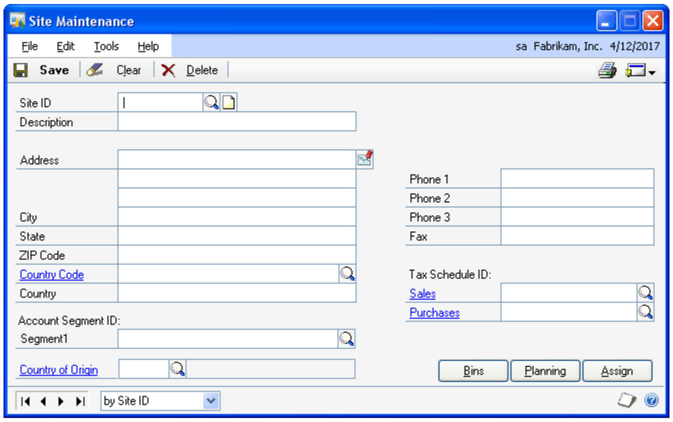
Procedure	**Required?**
Defining a site on page 111	Yes
Entering bins for a site on page 112	Only if you're using multiple bins
Specifying default bins for a site on page 113	
Assigning items to a site on page 114	Yes
Entering beginning quantities on page 115	Yes
Specifying lot numbers for inventory quantities on page 117	Only if items are tracked by lot or serial numbers
Specifying serial numbers for inventory quantities on page 119	
Specifying bins for inventory quantities on page 120	Only if you're using multiple bins

Defining a site

You must define at least one site. Use the Site Maintenance window to complete this procedure.

To define a site:

1. Open the Site Maintenance window.
   (Cards >> Inventory >> Site)


Site Maintenance
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2017
Save
Clear
Delete
Site ID
Description
Address
City
State
ZIP Code
Country Code
Country
Account Segment ID:
Segment1
Country of Origin
Phone 1
Phone 2
Phone 3
Fax
Tax Schedule ID:
Sales
Purchases
Bins
Planning
Assign
by Site ID

2. Enter an identifier and a brief description for the site.

3. You can enter the address information.

4. If you have a specific account site segment set up in General Ledger and want to track currency amounts for this site, enter the account segment ID. Otherwise, leave this field blank.

5. If you're tracking Intrastat statistics, enter or select a country or region of origin. The field is available only if you've marked the Enable Intrastat Tracking option in the Company Setup Options window.

6. You can enter phone and fax number information, if you like.

7. Select tax schedules that apply to merchandise sold at this site, and to merchandise delivered to this site.

   The sales tax schedule you select appears as the default tax schedule in the Sales Order Processing module when the item is sold with a shipping method of Pickup. The tax schedule you select for purchases appears as the default tax schedule in the Purchase Order Processing module when the item purchased has a shipping method of Delivery.

8. Choose Planning to open the Resource Planning Site Maintenance window, where you can enter information about how the item quantities for the site should be planned. Refer to *Entering resource planning information* on page 129 for more information.

9. If you’re using multiple bins, you’ll need to enter the bins for the site, and then select the default bins for the site. Refer to the following topics for more information:

   - *Entering bins for a site* on page 112
   - *Specifying default bins for a site* on page 113

10. Choose Save.

    When you’ve entered all of your sites, you can verify your entries with a Site List. For information about printing this and other setup reports, choose Help >> Index, then search for Inventory Setup Reports window.

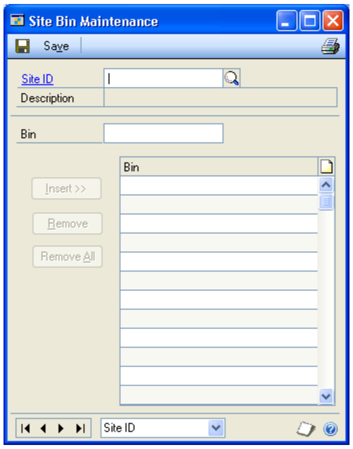
Entering bins for a site

You can define as many bins for each site as necessary. Later, you can transfer item quantities from one bin to another. For more information about bins, see *Multiple bins* on page 10.

You can enter bins for a site after you’ve entered registration keys for multiple bins. You can complete these step before you mark the option to use multiple bins.

To enter bins for a site:

1. Open the Site Bin Maintenance window.
   (Cards >> Inventory >> Bins/Site)



You also can open the window by choosing Site Bin Maintenance from the Go To button in the Site Maintenance window.

2. Enter or select a site.

3. Enter a bin.

4. Choose Insert to add the bin to the scrolling window.

5. Repeat steps 3 and 4 until you’ve added as many bins as necessary.

You can add a note to any bin in the scrolling window. To do so, highlight the bin in the scrolling window and then choose the note icon button at the top of the scrolling window to open a note window. Enter information about the bin, being sure to save it before closing the window.

6. When you've finished, close the window.

Specifying default bins for a site

After you create the bins at a site, you can specify certain bins as the default bin to use for different types of transactions. For example, you might use one bin for fulfilling sales orders, and another bin for items being returned by customers. You can also specify default bins for item-site combinations.

When a transaction is entered, the default bin for the transaction type for the item-site combination is used. If there is no default bin for the item-site combination, the default bin for the transaction type for the site is used. In some cases, you'll have the option to select a different bin.

The default bins for a site aren't carried forward to become the default bins for the item-site combinations. You must enter those. Refer to Specifying default bins for an item-site combination on page 126.

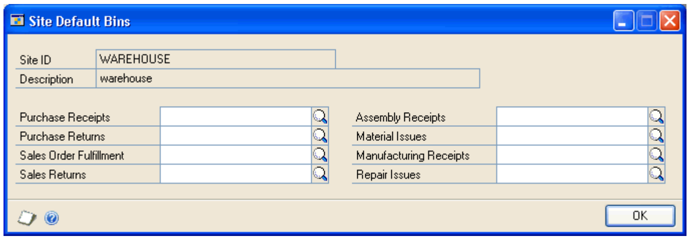
You can use the Site Default Bins window to specify the default bins for a site. You also can use the window to change the default bins for a site. You can do that at any time.

To specify default bins for a site:

1. Open the Site Maintenance window.
   (Cards >> Inventory >> Site)

2. Enter or select a site.

3. Choose Bins to open the Site Default Bins window.



Site ID WAREHOUSE
Description warehouse

4. Enter or select a bin for each type of transaction.

   Refer to the table for more information.

Default bin	**How it's used**
Purchase Receipts	This bin is used for receipts of purchased items at the site if no purchase receipts bin is specified for the item-site combination.
Purchase Returns	This bin is used for items to be returned to the vendor from the site if no purchase returns bin is specified for the item-site combination.

Default bin	How it's used
Sales Order Fulfillment	This bin is used for items for fulfilling sales orders at the site if no sales order fulfillment bin has been specified for the item-site combination.
Sales Returns	This bin is used for items returned by customers at the site if no sales returns bin has been specified for the item-site combination.
Assembly Receipts	This bin is used to receive items assembled from Microsoft Dynamics GP assembly transactions if no assembly receipts bin has been specified for the item-site combination.
Material Issues	Materials are drawn from this bin for assembly transactions and manufacturing orders at the site, unless a material issues bin has been specified for the item-site combination.
Manufacturing Receipts	This bin is used to receive items built from manufacturing orders if no manufacturing receipts bin has been specified for the item-site combination.
Repair Issues	This bin is used to draw materials from for use in repairs at the site if no repair issues bin has been specified for the item-site combination.

5. When you're finished, choose OK to save your entries and close the window.

Assigning items to a site

Use the Item Site Assignment window to assign items to a site. Each item must be assigned to at least one site.

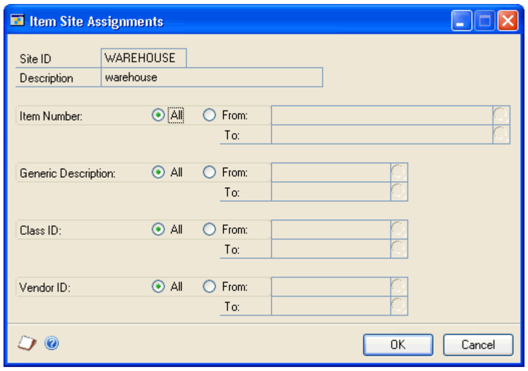
If you're using multiple bins and have created default bins for a site, you should be aware that default bin information for the site does not carry forward to the item-site combinations. If you want to use default bins for item-site combinations, you must enter them. Refer to Specifying default bins for an item-site combination on page 126.

To assign items to a site:

1. Open the Site Maintenance window.
(Cards >> Inventory >> Site)

2. Enter or select the site you want to assign items to.

3. Choose Assign to open the Item Site Assignments window.



Site ID WAREHOUSE
Description warehouse

Item Number: ● All ○ From: To:
Generic Description: ● All ○ From: To:
Class ID: ● All ○ From: To:
Vendor ID: ● All ○ From: To:

4. Specify which items should be assigned to the site. For example, you can choose to have only the items in certain item classes assigned to the site.

To specify a range of items by item number, mark the From option in the Item Number field, and then enter or select the first and last item numbers to be included in the range.

You can specify ranges for all different fields in the window: Item Number, Generic Description, Class ID and Vendor ID. However, only those items that meet all the criteria will be assigned to the site.

5. Choose OK.

To assign items to a site using the action pane:

1. In the navigation pane, choose the Inventory button, and then choose the Items list.
2. Mark the items that you want to assign a site to.
3. In the Modify group, choose Assign Site.
4. Select the site you want to assign the items to and choose Assign.

Entering beginning quantities

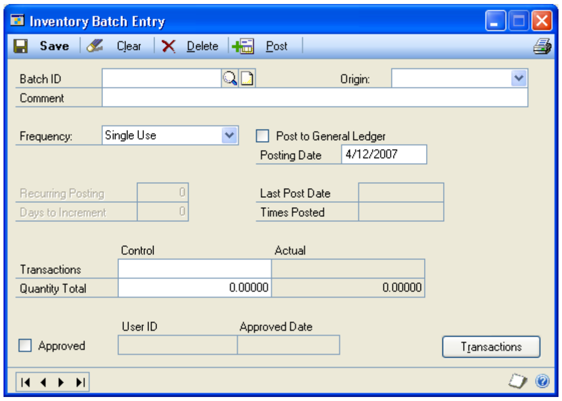
Use the Item Transaction Entry window to enter On Hand beginning item quantities for inventoried and discontinued items. You must enter beginning quantities to establish a starting point for inventoried items and a baseline for historical information. Once you've entered initial quantities, you can enter increase and decrease adjustments, as well as variance and transfer transactions.

Before you begin this procedure, be sure the site has been defined and items have been assigned to it. If you're using multiple bins, you also should have created bins.

If you're using Invoicing or Sales Order Processing, history information for Inventory Control automatically is updated for items for which you're keeping calendar, fiscal, or transaction history. Activities in Purchase Order Processing and Microsoft Dynamics GP Bill of Materials affect only transaction history.

To enter beginning quantities:

1. Open the Inventory Batch Entry window.
   (Transactions >> Inventory >> Batches)



Frequency: Single Use

☐ Post to General Ledger

Posting Date 4/12/2007

Recurring Posting 0

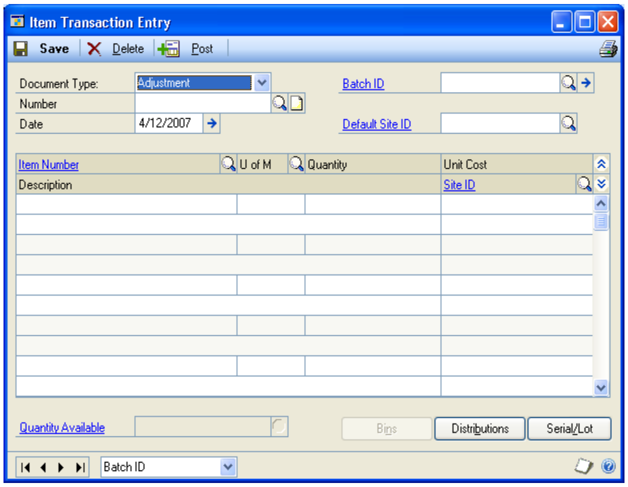
Days to Increment 0

Quantity Total: Control 0.00000, Actual 0.00000

☐ Approved

2. Enter an identifier and brief description for the batch, and from the Origin list, choose Transaction entry. Then unmark the Post to General Ledger option so any transactions that have been accounted for in General Ledger won’t be duplicated.

3. Choose Transactions to open the Item Transaction Entry window.


Item Transaction Entry
Save
Delete
Post
Batch ID
Default Site ID
Item Number
U of M
Quantity
Unit Cost
Description
Site ID
Quantity Available
Bins
Distributions
Serial/Lot
Batch ID

Document Type: Adjustment
Number
Date 4/12/2007

4. From the Document Type list, choose Adjustment.

5. Enter a document number, or accept the default document number.

6. Enter a transaction date.

7. Decide what site or sites to enter beginning quantities for.

   If you’re entering beginning quantities for one site—or if most of the beginning quantities are for the same site—enter or select a Default Site ID. The site you select will be included in each line you enter in the scrolling window. If you don’t select a default site ID, you must select a site for each line, one-by-one. If you use a default site ID, you can change the site for any line, as needed.

8. Enter or select an item number.

9. Enter or select the unit of measure used to store the item.

10. Enter the quantity.

11. Accept the default site for the item quantity, or enter or select another site.

    To view available to promise information about the item if you’re using ATP, click the Quantity Available link to open the Inventory Available to Promise Inquiry window.

When you move off the line, another window will open if you're entering information for an item with the Sale Inventory or Discontinued type, and more information is needed. Refer to the table.

Condition	**Result**
The item is tracked by lot numbers	The Item Lot Number Entry window opens, where you can specify the lot numbers of the items you're entering. If you're using multiple bins, you also can specify the bin for each quantity. Refer to *Specifying lot numbers for inventory quantities* on page 117.
The item is tracked by serial numbers	The Item Serial Number Entry window opens, where you can specify the serial numbers of the items you're entering. If you're using multiple bins, you also can specify the bin for each item. Refer to *Specifying lot numbers for inventory quantities* on page 117.
The item is not tracked by lot or serial numbers, but you're using multiple bins	The Bin Quantity Entry window opens, where you can specify how much of the total quantity should be added to each bin. Refer to *Specifying bins for inventory quantities* on page 120.

12. Continue, repeating steps 7 through 11 to add more adjustment transactions for beginning quantities.

13. When you've finished entering transactions, choose Save and close the window.

14. In the Inventory Batch Entry window, enter or select the batch ID.

15. You can choose File >> Print to print an Inventory Transaction Edit List to verify your entries.

    If you find errors in the edit list, refer to Chapter 24, "Transaction corrections."

16. Choose Post.

    After you've posted the beginning quantity information, you might need to mark the Post to General Ledger option, if you cleared it to enter your beginning quantities. Marking the option will ensure that your daily transactions update General Ledger.

    Depending on the way your system has been set up, the Transaction Posting Journal might be printed when you post batches. Audit trail reports are optional; you can select to print them when you set up your Microsoft Dynamics GP system. Refer to your System Setup instructions (Help >> Contents >> select Setting Up the System) for more information about posting options.

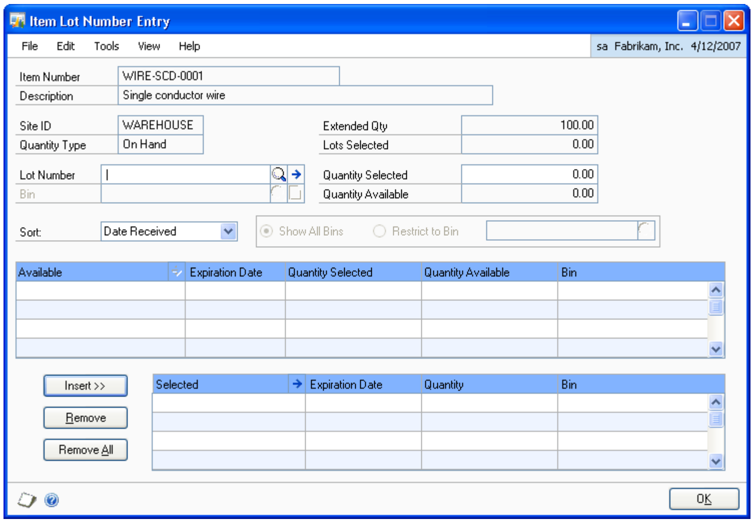
Specifying lot numbers for inventory quantities

If you enter an adjustment transaction to specify the beginning quantities of an item that is tracked by lot numbers, use the Item Lot Number Entry window to specify the lot number information.

To specify lot numbers for inventory quantities:

1. Open the Item Transaction Entry window.
   (Transactions >> Inventory >> Transaction Entry)

2. Enter an adjustment transaction for an item tracked by lot numbers. Choose Serial/Lot to open the Item Lot Number Entry window.

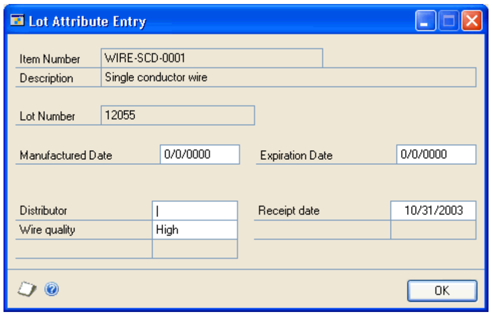

Item Lot Number Entry
File
Edit
Tools
View
Help
sa Fabrikam, Inc. 4/12/2007
Bin
Sort:
Show All Bins
Restrict to Bin
Available
Expiration Date
Quantity Selected
Quantity Available
Bin
Insert >>
Remove
Remove All
Selected
Expiration Date
Quantity
Bin
OK

Item Number WIRE-SCD-0001
Description Single conductor wire
Site ID WAREHOUSE
Quantity Type On Hand
Extended Qty 100.00
Lots Selected 0.00
Lot Number
Quantity Selected 0.00
Quantity Available 0.00
Sort: Date Received

The window also will open automatically when you move out of the transaction line.

3. Enter or select a lot number.

4. You can choose the expansion button on the Lot Number field to open the Lot Attribute Entry window to enter a manufactured date and an expiration date. If you're using lot categories, enter lot attribute information. When you have finished entering information, choose OK to close the window and return to the Item Lot Number Entry window.


Lot Attribute Entry
OK

Item Number WIRE-SCD-0001
Description Single conductor wire
Lot Number 12055
Manufactured Date 0/0/0000
Expiration Date 0/0/0000
Distributor
Wire quality High
Receipt date 10/31/2003

5. Enter quantity information.

   - If you're using multiple bins, enter or select a bin, and enter the quantity to add to the bin.

   - If you're not using multiple bins, enter the quantity to add to the site.

6. Choose Insert to add the information to the lower scrolling window.

7. Continue, repeating steps 3 through 6 until you've accounted for the total item quantity for the site.

8. Choose OK to close the Item Lot Number Entry window and return to the Item Transaction Entry window.

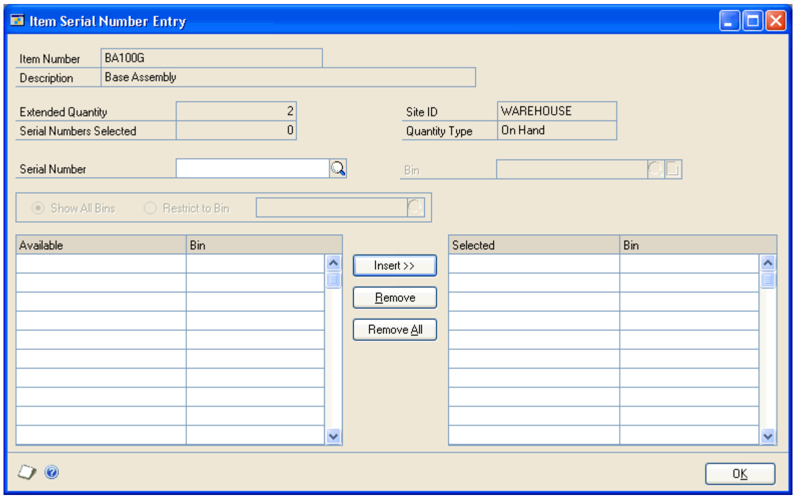
Specifying serial numbers for inventory quantities

If you enter an adjustment transaction to specify the beginning quantities of an item that is tracked by serial numbers, use the Item Serial Number Entry window to specify serial number information.

To specify serial numbers for inventory quantities:

1. Open the Item Transaction Entry window.
   (Transactions >> Inventory >> Transaction Entry)

2. Enter an adjustment transaction for an item tracked by serial numbers. Choose Serial/Lot to open the Item Serial Number Entry window.



Item Number: BA100G
Description: Base Assembly
Extended Quantity: 2
Serial Numbers Selected: 0
Site ID: WAREHOUSE
Quantity Type: On Hand

The window also will open automatically when you move out of the transaction line.

3. Enter a serial number.

4. If you're using multiple bins, enter or select a bin.

5. Choose Insert to add it to the Selected scrolling window.

   When you add a serial number to the Selected scrolling window, the Serial Numbers Selected will increase by one, to display how many serial numbers you've entered.

6. Continue adding information to the scrolling window until the Serial Numbers Selected equals the Extended Quantity.

7. Choose OK to close the window and return to the Item Transaction Entry window.

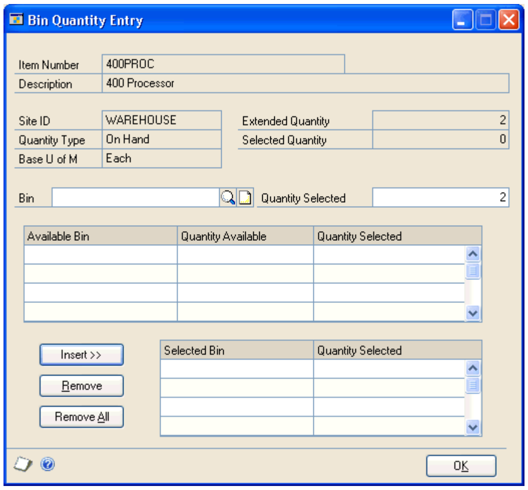
Specifying bins for inventory quantities

If you're entering beginning quantities and you're using multiple bins, you'll need to specify bins for the quantities. Use the Bin Quantity Entry window to complete this procedure.

To specify bins for inventory quantities:

1. Open the Item Transaction Entry window.
   (Transactions >> Inventory >> Transaction Entry)

2. Enter an adjustment transaction for an item that is not tracked by lot or serial numbers. Choose Bins to open the Bin Quantity Entry window.



Item Number 400PROC
Description 400 Processor
Site ID WAREHOUSE
Quantity Type On Hand
Base U of M Each
Extended Quantity 2
Selected Quantity 0
Bin
Quantity Selected 2

   The window also will open automatically when you move out of the transaction line.

3. Enter or select a bin.

4. Enter the quantity for the bin.

5. Choose Insert to add the information to the lower scrolling window.

6. Continue, repeating steps 3 through 5 until the Selected Quantity equals the Extended Quantity.

7. When you've finished, choose OK to save the information and close the window.

Requirements for deleting a site

If you no longer use a site, and if no items or bills of materials are assigned to it, you can delete it from your records.

If items are assigned to the site to be deleted, you need to enter a transfer transaction to move the items to a different site. Once the items are moved, you also must remove the link between the item and the site before you can delete the site record. Refer to *Deleting an item-site relationship* on page 121 for more information.

Before you can delete an item-site relationship, the following conditions must be met:

- Quantities for the item at that site must be zero. If you need to transfer item quantities to another site, refer to *Transferring an item to a different site* on page 164.
- The item-site combination can't exist on an unposted transaction.
- No posted transactions may exist for the site.
- If you're using multiple bins, you must delete all the bins that have been created for the site.

Deleting an item-site relationship

Use the Item Quantities Maintenance window to delete an item-site relationship. You must delete the item-site relationship before you can delete the site or the item.

To delete an item-site relationship:

1. Open the Item Quantities Maintenance window.
   (Cards >> Inventory >> Quantities/Sites)
2. Enter or select an item number.
3. Enter or select the site ID to delete.

   If the item is included in an unposted transaction, you can't delete the item-site relationship.
4. Choose Delete. An alert message appears, asking if you're sure you want to delete the record. Choose Yes.
5. Repeat steps 3 and 4 as needed, to delete other item-site combinations for the item.

Deleting a site

Use the Site Maintenance window to delete a site record. Be sure to review the requirements for deleting a site before beginning this procedure. Refer to *Requirements for deleting a site* on page 120 for more information.

To delete a site:

1. Open the Site Maintenance window.
   (Cards >> Inventory >> Site)
2. Enter or select the site to be deleted.
3. Choose Delete. A message appears, asking if you're sure you want to delete the site. Choose Yes.

Chapter 14: Item-site details

Once you've created items, sites, and item-site combinations, you can add more detailed information. You can enter information about a site, about a specific site for an item, or for all sites for an item.

Some of this information is used when you enter an inventory transaction. For example, if you specify a default site for an item, that site will be the default site whenever you enter an inventory transaction for the item. Some information is used in other Microsoft Dynamics GP modules, such as the purchase order generator that's available if you're using Purchase Order Processing. The information also is used with other series, such as the Manufacturing Series.

For more specific information about information you need to enter for Manufacturing Series modules, refer to the Manufacturing documentation.

The following information is discussed:

- *Item-site combinations and the "all site"*
- *Entering basic all-site information for an item*
- *Entering basic item-site combination information*
- *Specifying default bins for an item-site combination*
- *Overview of the purchase order generator*
- *Resource planning windows*
- *Entering resource planning information*
- *Setting up an item for purchase order generator*
- *How quantities are calculated for suggested purchase orders*
- *Entering default values for resource planning*

Item-site combinations and the "all site"

After you create items and sites and assign items *to* sites, you can enter more information for each item-site combination. Inventory Control also includes an "all site" for each item. All-site information applies to an item for all sites. For example, you can choose only one default site for an item (all-site information), but you can choose a different primary vendor for each item-site combination (item-site information).

Microsoft Dynamics GP includes several windows for entering information for the all site and for specific item-site combinations. You can use the Item Quantities Maintenance window to enter basic information, and you can use other windows to enter information that's used by the purchase order generator and by Manufacturing.

Basic all-site and item-site information

For more information about using the Item Quantities Maintenance window to enter information, refer to the following topics:

- *Entering basic all-site information for an item* on page 124
- *Entering basic item-site combination information* on page 125

Advanced all-site and item-site information

If you're using certain other features, you'll need to enter more information.

- If you're using multiple bins, you also should specify default bins for each item-site combination. Refer to *Specifying default bins for an item-site combination* on page 126.

- If you're using resource planning features such as the purchase order generator in Purchase Order Processing or the Material Requirements Planning module of the Manufacturing Series, you must enter resource planning information. Refer to *Resource planning windows* on page 129 and *Entering resource planning information* on page 129.

- If you're using the purchase order generator, you must enter information such as replenishment levels and order methods. Refer to *Setting up an item for purchase order generator* on page 131.

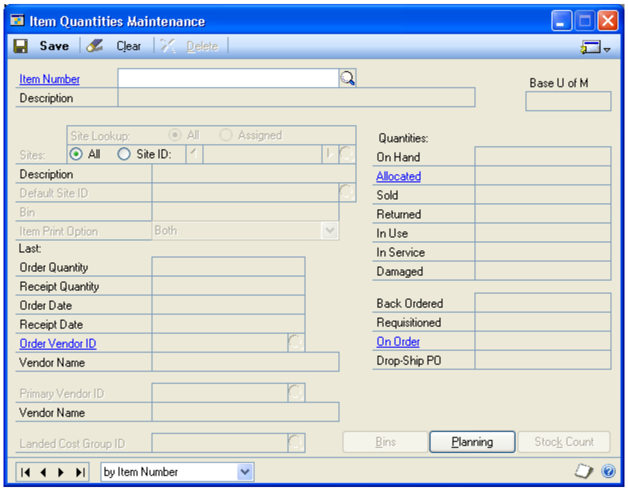
Entering basic all-site information for an item

Use the Item Quantities Maintenance window to enter all-site information for an item. The information that you can enter depends on whether you're using Purchase Order Processing or advanced picking in Sales Order Processing.

Before you begin this procedure, be sure that you've already entered beginning quantities for the item-site combination. Refer to Entering beginning quantities on page 115 for more information.

To enter basic all-sites information for an item:

1. Open the Item Quantities Maintenance window.
   (Cards >> Inventory >> Quantities/Sites)


Item Quantities Maintenance
Save
Clear
Delete
Item Number
Description
Base U of M
Site Lookup:
All
Assigned
Sites:
All
Site ID:
Description
Default Site ID
Bin
Item Print Option
Both
Last:
Order Quantity
Receipt Quantity
Order Date
Receipt Date
Order Vendor ID
Vendor Name
Primary Vendor ID
Vendor Name
Landed Cost Group ID
Quantities:
On Hand
Allocated
Sold
Returned
In Use
In Service
Damaged
Back Ordered
Requisitioned
On Order
Drop-Ship PO
Bins
Planning
Stock Count
by Item Number

2. Enter or select an item.

3. Be sure the Sites option is All.

4. Enter or select a default site ID.

The default site ID will be the default site when you enter transactions for the item. You can accept the default entry or change it as needed.

5. If you're not using Purchase Order Processing, enter other information about purchase orders as needed. (The information is updated automatically if you're using Purchase Order Processing.)

6. Choose Save and close the window.

Entering basic item-site combination information

You can use the Item Quantities Maintenance window to enter information for each item-site combination. Some of the information you enter will depend on whether you're using multiple bins, advanced picking in Sales Order Processing, or Purchase Order Processing.

Before you begin this procedure, be sure you've already entered beginning quantities for the item-site combination. Refer to Entering beginning quantities on page 115. Before you can specify a primary vendor, you must assign vendors to the item. Refer to Assigning vendors to an item on page 103.

To enter basic item-site combination information:

1. Open the Item Quantities Maintenance window.
   (Cards >> Inventory >> Quantities/Sites)

2. Enter or select an item.

3. Select the Site ID option and enter or select the site to add information to.

4. Enter bin information, if needed.

   If you're using multiple bins Choose Bins to open the Item Site Default Bins window, where you can specify the default bins for an item-site combination. Refer to *Specifying default bins for an item-site combination* on page 126.

   If you're not using multiple bins You can enter a name or location for the site bin.

5. If you're using advanced picking and the Site ID option is Both, you can accept the default print option from the Advanced Picking Setup window, or select a different option. For more information about the item print options, refer to the Sales Order Processing documentation.

6. If you're not using Purchase Order Processing, enter the information from your last order for this item-site combination. If you are using Purchase Order Processing, this information is updated automatically when you enter purchase orders and post receivings transactions.

7. Enter or select a primary vendor ID.

   The primary vendor is the default vendor for the item-site combination. You can select the primary vendor when entering purchase order information, or you can select another vendor.

8. If you’re using landed costs, enter or select a landed cost group. If you select a landed cost group for an item-site combination, then that landed cost group will be the default landed cost group if the item-site combination is entered on a purchase order line or an in-transit transfer.

   Refer to Chapter 18, “Landed cost cards,” for more information about landed costs.

9. Choose Save and close the window.

Specifying default bins for an item-site combination

After you create the bins at a site, you can specify certain bins as the default bin to use for different types of transactions. For example, you might use one bin for fulfilling sales orders, and another bin for items being returned by customers. You can also specify default bins for item-site combinations.

When you use multiple bins and enter a transaction, the default bin for the transaction type for the item-site combination is used. If there is no default bin for the item-site combination, the default bin for the transaction type for the site is used. In some cases, you’ll have the option to select a different bin.

Refer to Specifying default bins for a site on page 113 for information about specifying default bins for a site.

You can use the Item Site Default Bins window to specify the default bins for an item-site combination. You also can specify a priority, minimum quantity, and maximum quantity for each bin at an item-site combination. You can view the priority, minimum quantity, and maximum quantity assigned to a bin in the Site/Bins Lookup window.

You can use bin priority to help decide which bins that items should be picked from and which bins that items should be placed into. The bin you use most often can be assigned the highest priority. When receiving goods, you can use the Site/Bins Lookup window to view the priority and the quantity on hand for the bin to decide where to place the goods, based on bin capacity and bin priority. When picking goods for a shipment or an inventory transfer, you can use the Site/Bins Lookup window to view the priority and quantity available for the bin to help decide where to pick the goods from, based on product availability and bin priority.

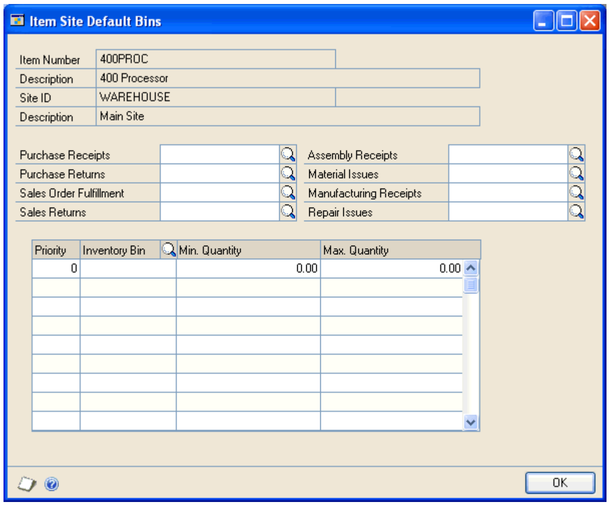
To specify default bins for an item-site combination:

1. Open the Item Quantities Maintenance window.
   (Cards >> Inventory >> Quantities/Sites)

2. Enter or select an item.

3. Enter or select a site.

4. Choose Bins to open the Item Site Default Bins window.



Item Number 400PROC
Description 400 Processor
Site ID WAREHOUSE
Description Main Site

Priority	Inventory Bin	Min. Quantity	Max. Quantity
0		0.00	0.00

5. Enter or select a bin for each type of transaction.

   Refer to the table for more information.

Default bin	**How it's used**
Purchase Receipts	This bin is used for receipts of purchased items for the item-site combination.
Purchase Returns	This bin is used for items to be returned to the vendor for the item-site combination.
Sales Order Fulfillment	This bin is used for items for fulfilling sales orders for the item-site combination.
Sales Returns	This bin is used for items returned by customers for the item-site combination.
Assembly Receipts	This bin is used to receive items assembled for the item-site combination.
Material Issues	This bin is used to draw materials from for the item-site combination.
Manufacturing Receipts	This bin is used to receive items built from manufacturing orders for the item-site combination.
Repair Issues	This bin is used to draw materials from for the item-site combination.

6. You can assign a priority to a bin. You can assign priorities to an unlimited number of bins—1 being the highest priority. To add a priority, press TAB to move to the next line in the scrolling window. To remove the bin from a priority, delete the bin from the scrolling window.

   You can assign a different priority to a bin at a different item-site combination, but you can't assign a bin to multiple priorities for same item-site combination. For example, if bin A1S4 for item 1 at the warehouse site is assigned to priority 1, you can't assign bin A1S4 to a different priority for item 1 at the warehouse site.

7. You can enter a minimum quantity and maximum quantity for the bin.

8. When you've finished, choose OK to save your entries and close the window.

Overview of the purchase order generator

You can use the purchase order generator to automatically create suggested purchase orders for the replenishment of items.

Information for the lines in the suggested purchase orders depends on how you've set up items, sites, and item-site combinations. You can have each item-site combination planned separately, or you can map several sites to a "master site," so that one purchase order is created to replenish an item for several sites.

Before you begin setting up information for the purchase order generator, it's helpful to understand the following terms.

Order policy The basic rule for calculating how quantities of an item should be calculated for replenishment. If you're using the purchase order generator, you can choose Use PO Gen (so suggested purchase orders will be created) or Not Planned (so no suggested purchase orders will be created). You can specify the order policy in the Item Resource Planning Maintenance window.

Manufacturing users have several additional order policies to choose from. Refer to the Manufacturing documentation for more information.

Replenishment method The means for obtaining more of an item: Make or Buy. You can specify the replenishment method for an item in the Item Resource Planning Maintenance window. The Make or Buy option is available if you are using the Manufacturing Order Processing component in the Manufacturing Series.

Order method The scope of the suggested purchase order planning. You can choose to Order to Independent Site—so that suggested purchase orders can be generated for each item-site combination—or Order to Master Site—so that suggested purchase order quantities of a single item can reflect requirements for several sites. You can specify the order method for an item-site combination in the Purchase Order Generator Item Maintenance window.

Refer to the Purchase Order Processing documentation for more information about mapping sites to a master site.

Replenishment level The basic calculation for determining quantities for a suggested purchase order. You can choose Order Point Quantity, Order-Up-To Level, or Vendor EOQ. You can specify the replenishment level for an item-site combination in the Purchase Order Generator Item Maintenance window.

Vendor selection An option that determines which vendor will be used for suggested purchase orders. You can specify the vendor selection for an item-site combination in the Purchase Order Generator Item Maintenance window.

Cost selection An option that determines where the default cost for the suggested purchase order should come from. You can specify the order method for an item-site combination in the Purchase Order Generator Item Maintenance window.

Resource planning windows

If you're using resource planning features such as the purchase order generator in Purchase Order Processing or the Material Requirements Planning module of the Manufacturing Series, you must enter other information, such as order policies. If you're not using these products, you don't need to complete these tasks, but you can record information for reference, if you like.

Refer to the table for information about how the information in the windows is used.

	All-site information*	**Item-site combination**
Resource Planning Site Maintenance window	Default value information is the default all-site information for new sites. (This default all-site information can be viewed or edited in the Item Resource Planning Maintenance window.)	Site-specific information is the default planning information for the site, and can be rolled down to all items assigned to the site. (This default information can be viewed or edited in the Item Resource Planning Maintenance window.)
Item Resource Planning Maintenance window	Information is used for default values for item-site combinations.	Site-specific information (Replenishment Method and Order Policy) is used by the purchase order generator and Material Requirements Planning module of the Manufacturing Series.
Purchase Order Generator Item Maintenance window	Information is used for default values for item-site combinations.	Site-specific information is used by the purchase order generator.
* All-site information is the same as "default values" information.		

Entering resource planning information

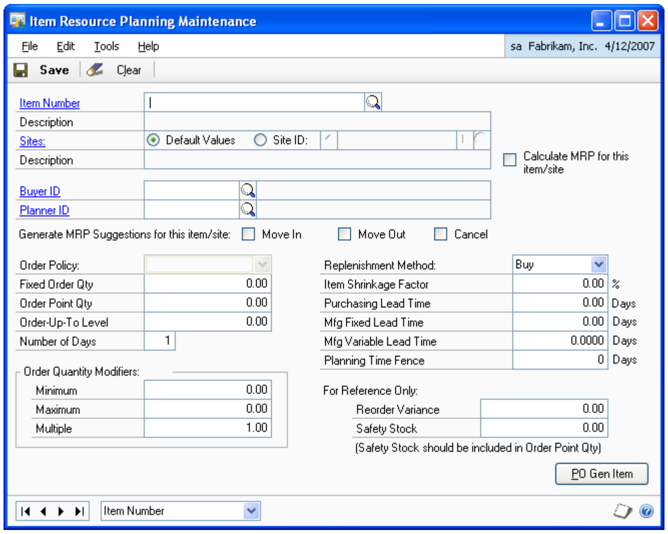
If you're using the purchase order generator or the Manufacturing Series, you'll need to enter resource planning information for items with the Sales Inventory item type. (You also can enter information for Discontinued items, but the purchase order generator won't suggest orders for those items.)

The purchase order generator and Manufacturing require information for each item-site combination. If you're not using one of these products, you can enter information but it won't be used in any processing or calculations.

You can set up default values for the fields in this window. Refer to *Entering default values for resource planning* on page 135 for more information.

To enter resource planning information:

1. Open the Item Resource Planning Maintenance window.
   (Cards >> Inventory >> Item Resource Planning)


Item Resource Planning Maintenance
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2007
Save
Clear
PO Gen Item
Item Number

Item Number
Description
Sites: ● Default Values ○ Site ID:
Description
☐ Calculate MRP for this item/site
Buyer ID
Planner ID
Generate MRP Suggestions for this item/site: ☐ Move In ☐ Move Out ☐ Cancel

Order Policy:	
Fixed Order Qty	0.00
Order Point Qty	0.00
Order-Up-To Level	0.00
Number of Days	1

Order Quantity Modifiers:

Minimum	0.00
Maximum	0.00
Multiple	1.00

Replenishment Method:	Buy	
Item Shrinkage Factor	0.00	%
Purchasing Lead Time	0.00	Days
Mfg Fixed Lead Time	0.00	Days
Mfg Variable Lead Time	0.0000	Days
Planning Time Fence	0	Days

For Reference Only:

Reorder Variance	0.00
Safety Stock	0.00

(Safety Stock should be included in Order Point Qty)

2. Enter or select an item number.

3. Determine whether to enter information for an item-site combination.

   Mark Default Values if you're entering planning information to be used as default values when assigning a site to an item.

4. Enter or select a buyer ID and a planner ID.

5. Accept the default order policy, or change it.

   If you're using the purchase order generator You can choose Not Planned (if purchase orders shouldn't be planned for the item-site combination) or Use PO Gen (if orders should be planned.)

   The order policy must be Use PO Gen if the site is the master site for any other site for the item. The order policy is combined with options you set up in Purchase Order Processing to determine the purchase order quantities for planned purchase orders. Refer to the Purchase Order Processing documentation for more information.

   If you're using Manufacturing Several order policies are available. Refer to the Manufacturing documentation for more information.

6. If you're using the purchase order generator for the item-site combination, enter additional information.

   The specific fields that are needed for the purchase order generator depend on how you're setting up each item-site combination. Refer to *Setting up an item for purchase order generator* on page 131 for more information.

7. If you're using the MRP component of the Manufacturing Series, you'll need to enter information for each item-site combination.

The specific fields that are needed depend on the order policy you select for each item, as well as the Manufacturing modules you're using. Refer to the Manufacturing documentation for more information.

8. You can enter information in other fields, if needed, but those fields aren't used in any processing or calculations.

9. When you've finished, choose Save and close the window.

Setting up an item for purchase order generator

If you're using the purchase order generator to suggest purchase orders, use the Purchase Order Generator Item Maintenance window to set up the item options that determine how the purchase orders are created. You can set up purchase order generator options for items that have the Sales Inventory or the Discontinued item type, but no suggested purchase orders are created for discontinued items.

Default values for the Purchase Order Generator Item Maintenance window come from the Purchase Order Processing Setup Options window. For more information about that window and about working with the purchase orders that are generated, refer to the Purchase Order Processing documentation.

To set up an item for purchase order generator:

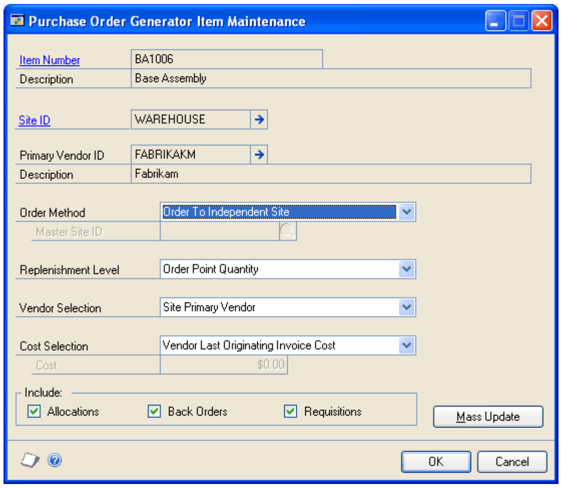
1. Open the Item Resource Planning Maintenance window.
   (Cards >> Inventory >> Item Resource Planning)

2. Enter or select an item.

3. Determine whether to set up options for the item or for an item-site combination.

   To set up options for an item Be sure the Default Values option is marked in the Sites field. Choose PO Gen Item to open the Purchase Order Generator Item Maintenance window, where you can enter information for the item. The options you set up for an item will be the default options for item-site combinations for that item.

To set up options for an item-site combination Be sure the Site ID option is marked in the Sites field. Enter or select the site and choose PO Gen Item to open the Purchase Order Generator Item Maintenance window, where you can enter information for the item-site combination.



Item Number: BA1006
Description: Base Assembly
Site ID: WAREHOUSE
Primary Vendor ID: FABRIKAKM
Description: Fabrikam
Order Method: Order To Independent Site
Master Site ID:
Replenishment Level: Order Point Quantity
Vendor Selection: Site Primary Vendor
Cost Selection: Vendor Last Originating Invoice Cost
Cost: $0.00
Include: ☑ Allocations ☑ Back Orders ☑ Requisitions

4. Accept the default order method or change it. Choices include the following order methods:

   Order to Independent Site Suggested purchase order quantities will be based on requirements for only this site.

   Order to Master Site Suggested purchase order quantities will be based on requirements for this site and other sites that have the same master site. (The order method can’t be Order to Master Site for the master site—only for the sites that *have* a master site.)

   If you choose Order to Master Site, you must also enter or select a master site ID. The master site is the site that items for this item-site combination will be shipped to. Refer to the Purchase Order Processing documentation for more information about mapping sites to a master site.

5. Accept the default replenishment level or change it.

   Refer to *How quantities are calculated for suggested purchase orders* on page 133 for information about how replenishment levels affect required quantity for an item-site combination.

6. If the order method is Order to Independent Site, accept the default vendor selection or change it. Choices include the following vendor selections:

   Site Primary Vendor The primary vendor for the item-site combination will be used. You can specify a primary vendor for an item-site combination in the Item Quantities Maintenance window.

   Vendor with Lowest Cost Of the vendors assigned to the item, the one with the lowest Originating Invoice Cost (in the Item Vendors Maintenance window) will be used.

If you're using Multicurrency Management, the invoices costs are converted to your company's functional currency before they are compared.

Vendor with Shortest Lead Time Of the vendors assigned to the item, the one with the shortest Planning Lead Time (in the Item Vendors Maintenance window) will be used.

If the order method is Order to Master Site, the vendor selection will come from the master site. The primary vendor for the master site is used for the purchase order.

7. If the order method is Order to Independent Site, accept the default cost selection or change it. Choices include the following cost selections:

   Vendor Last Originating Invoice Cost The amount of the Originating Invoice Cost from the Item Vendors Maintenance window will be used for suggested purchase orders.

   Item Current Cost The amount of the Current Cost from the Item Maintenance window will be used for suggested purchase orders.

   Item Standard Cost The amount of the Standard Cost from the Item Maintenance window will be used for suggested purchase orders.

   Specified Cost An amount you specify (in functional currency) will be used for suggested purchase orders, regardless of the vendor selection.

   If the order method is Order to Master Site, the cost selection is not available. The cost selection method will come from the master site.

8. Mark the quantities that should be included in calculations for purchase order quantities.

   Refer to *How quantities are calculated for suggested purchase orders* on page 133 for more information about how these selections affect the calculation for the available quantity.

9. When you've finished, choose OK to save the information and close the window.

You can use the Purchase Order Item Mass Update window to enter or change purchase order generator options for several items at once. Refer to Updating purchase order generator options for several items on page 302 for more information.

How quantities are calculated for suggested purchase orders

If you're using the purchase order generator, it's helpful to understand how quantities are calculated because they are used to determine the quantities for suggested purchase orders. The suggested quantity for an item on a purchase order is based on the quantity available for the item at a site and on which demands are to be included in the calculation indicated by how you set up items using the Purchase Order Generator Item Maintenance window. In addition, if you are using Use PO Gen as the order policy of an item, the suggested quantity can be calculated as a multiple of the number entered as the order multiple in the Item Vendors Maintenance window. For example, assume that you need 50 widgets and the order multiple for widgets is 8. The suggested order quantity for the purchase order would be 56.

Available quantity

The available quantity is the amount of the item that is on hand now—or that is already on order—for the item-site combination. The quantity is calculated this way:

(Quantity On Hand + Quantity On Order + Quantity On Order from purchase order lines with New status) - (Quantity Allocated + Quantity Requisitioned + Quantity Back Ordered + Quantity required by subordinate sites)

The quantity allocated, quantity requisitioned, and quantity back ordered will be included in the available quantity calculation only if you mark those options in the Purchase Order Generator Item Maintenance window. If you are using eRequisition, the quantity requisitioned doesn't include requisitions from eRequisition.

Refer to the table for information about when the quantities are included in the calculation.

Quantity:	Is included:
Quantity On Hand from Item Quantity Maintenance window	Always
Quantity On Order from Item Quantity Maintenance window	Always
Quantity On Order from "New" purchase order lines, less any cancelled quantities	Always
Quantity Allocated from Item Quantity Maintenance window	If Allocated is marked in the Purchase Order Generator Item Maintenance window
Quantity Requisitioned from the Item Quantity Maintenance window	If Requisitioned is marked in the Purchase Order Generator Item Maintenance window
Quantity Back Ordered from the Item Quantity Maintenance window	If Back Ordered is marked in the Purchase Order Generator Item Maintenance window
Required quantities for subordinate sites	If the site is a master site

Required quantity

If you're using master sites with the purchase order generator, quantities for subordinate sites are reflected in quantities for the master site.

Basically, the required quantity of an item for each subordinate site is the difference between what's needed and what's available. Calculating the required quantity depends on the replenishment level selected for the item-site combination.

Refer to the table for information about how required quantities are calculated for each type of replenishment level.

Replenishment level	**Availability**	**Order quantity calculation**
Order Point	Available for either order method	Order Point Quantity (from Item Resource Planning Maintenance window) - Available Quantity = Order Quantity
Order-Up-To Level		Order-Up-To Level (from Item Resource Planning Maintenance window) - Available Quantity = Order Quantity, *unless* the Order-Up-To Level is zero or less than the Order Point Quantity. If that's the case, then the calculation is Order Point Quantity (from Item Resource Planning Maintenance window) - Available Quantity = Order Quantity
Vendor EOQ	Only available for Order to Independent Site order method	First, calculate the requirement for the item: Order Point Quantity (from Item Resource Planning Maintenance window) - Available Quantity = Order Quantity. Then compare that quantity to the economic order quantity (EOQ) for the vendor. The suggested order quantity will be the greater of the two values.

Entering default values for resource planning

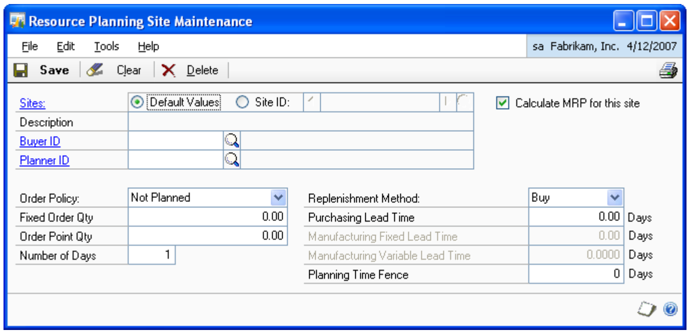
You can use the Resource Planning Site Maintenance window to enter default resource planning values. You can enter the default values for the all site, or for item-site information for specific sites. You can select buyers and planners, order policies, replenishment methods, and more.

You can enter resource planning information for any company, but the information will be used in calculations only if you're using the purchase order generator or the Manufacturing Series. Even if you're not using one of those products, however, you might want to enter information in these windows and refer to it as part of your business practices.

Refer to Resource planning windows on page 129 for information about how the information in this window is used in other windows.

To enter default values for resource planning:

1. Open the Resource Planning Site Maintenance window.
   (Cards >> Inventory >> Site Resource Planning)


Resource Planning Site Maintenance
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2007
Save
Clear
Delete

Sites: ● Default Values ○ Site ID:
☑ Calculate MRP for this site
Description
Buyer ID
Planner ID
Order Policy: Not Planned
Fixed Order Qty 0.00
Order Point Qty 0.00
Number of Days 1
Replenishment Method: Buy
Purchasing Lead Time 0.00 Days
Manufacturing Fixed Lead Time 0.00 Days
Manufacturing Variable Lead Time 0.0000 Days
Planning Time Fence 0 Days

2. Determine whether to enter default information for the all site—also known as the default values—or for a specific site.

- Mark Default Values if you’re entering planning information to be used as default values when adding a new site.
- Mark Site ID if you’re entering planning information for the purchase order generator. Enter or select a site.

3. Enter information that should be the default planning information. You can enter information in as many or as few fields as you like.
4. Choose Save.

   An alert message appears, asking how much of the information you want to “roll down” for a site ID. Refer to the table for information about how records will be updated. Information doesn’t roll down for the default values.

Option	**Site ID**
All	All values in the window will replace all values for items assigned to the selected site. You can view the information in the Item Resource Planning Maintenance window.
Changes	All *changed* values in the window will replace the associated values in the Item Resource Planning Maintenance window for all items assigned to the site.
None	No information is rolled down to item-site combinations. Only new item-site combination for the site will reflect the changes.

   If any records couldn’t be updated, the Resource Planning Site Roll Down Exception Report will be generated. The report lists the records that couldn’t be updated. You can use the Item Resource Planning Maintenance window to update those records, if needed.

5. Close the window.

Chapter 15: Kits

Kits are one of the special item types included in Inventory Control. Use a kit to define a group of items sold together as a unit. For example, a sporting goods store might market a basic camping kit that included a tent, a pair of sleeping bags, and other basic necessities.

The following information is discussed:

- *Kits and phantom bills of materials*
- *Assigning kit components*
- *Deleting a component from a kit*

Kits and phantom bills of materials

A kit is different from a bill of materials. Bills of materials—which you can create in the Microsoft Dynamics GP Bill of Materials module—are lists of materials needed to produce an item. Sometimes a bill of materials will include another bill of materials for a subassembly item that isn't stocked or inventoried as a separate item. That subsidiary bill of materials is called a phantom bill of materials.

If you're using Microsoft Dynamics GP Bill of Materials, it's important to understand how phantom bills are created and used. Refer to the table for information about kits and phantom bills of materials.

	Kits	**Phantom bills of materials**
Created in ...	Inventory Control	Bill of Materials
Stocked?	Yes	No
Item type	Kit	Kit
Uses	Bundling items to sell as a unit in Sales Order Processing	Specifying subassemblies needed to build or produce another assembly. Can't be stocked or sold.

Phantom bills

A phantom bill is a list of parts commonly used together when assembling a finished good—for example, all the screws, brackets, nails and other hardware needed to assemble a desk. The phantom bill item isn't stocked in inventory, though it must have an item number before you can create it using the Bill of Materials Maintenance window. The components of a phantom bill aren't typically sold separately. Because quantities aren't tracked for phantoms, you can't use them as a finished good.

Kits

A kit is a group of items that also can be sold separately. For example, if you have a computer system that is composed of a computer, monitor, printer and software, you can either sell these items as a kit, or individually.

Quantities aren't tracked for items you designate as kits. However, current costs are associated with the items associated with the kit, and the quantity sold is tracked when these items are used at the time of sale. When you post a transaction that contains a kit item, amounts are posted to the Cost of Goods Sold account specified—you can choose to use the Cost of Goods Sold account for each component item in the kit, or a separate Cost of Goods Sold account defined for the kit itself.

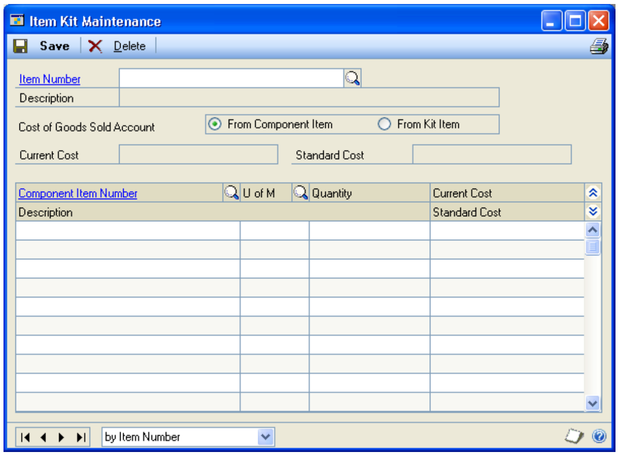
Assigning kit components

Use the Item Kit Maintenance window to assign component items to the kit. You can assign any item to a kit except another kit. When you enter the kit item number, the current cost and standard cost are displayed above the scrolling window.

If you're using Microsoft Dynamics GP Bill of Materials, and want to use a kit type item as a phantom bill, you shouldn't assign components to the kit.

To assign kit components:

1. Open the Item Kit Maintenance window.
   (Cards >> Inventory >> Kits)


Item Kit Maintenance
Save
Delete
Item Number
Description
Cost of Goods Sold Account
○ From Component Item
○ From Kit Item
Current Cost
Standard Cost
Component Item Number
U of M
Quantity
Current Cost
Description
Standard Cost
by Item Number

2. Enter or select an item number.

3. Decide if sales transactions for the kit item should be posted to Cost of Goods Sold accounts for the components of the kit, or for the kit itself.

   The Cost of Good Sold accounts are obtained from the kit or from the components, depending on your selection. If no Cost of Good Sold account exists for the kit or component items, the Cost of Good Sold accounts are based on the Posting Accounts Setup selections.

4. In the scrolling window, enter or select a component item number.

5. Enter the unit of measure and quantity for the component item.

   For example, if you have a kitchen set with a table and four chairs, the unit of measure for the chairs might be Each, with a quantity of 4.

6. Continue, repeating steps 4 and 5 for each component item that is included in the kit.

   To delete a component item from a kit, highlight the line in the scrolling window and choose Edit >> Delete Row.

7. When you've finished assigning items to the kit, choose Save and close the window.

When you’ve entered all your kit records, you can verify your entries with a Kit List. For information about printing this and other item reports, see Help >> Inventory Item Reports window.

Deleting a component from a kit

Use the Item Kit Maintenance window to delete kit components from a kit. To delete the kit itself, you need to use the Item Maintenance window.

To delete a component from a kit:

1. Open the Item Kit Maintenance window.
   (Cards >> Inventory >> Kits)

2. Enter or select a kit item number.

3. Choose Delete. An alert message appears, asking if you’re sure you want to delete the record. Choose Yes.

Chapter 16: History

Enter fiscal-year or calendar-year history information to maintain historical information about the quantity sold, sales amount, and cost amount for items in Microsoft Dynamics GP. You might already have this information in manual records or another computerized accounting system, but if you enter that information, you can analyze and compare current-year records with previous-year records on the Sales Summary Report and in the Item Inquiry window.

You also can enter information about the projected demand for items. Projections can be used to perform ABC analysis. Refer to Chapter 36, "ABC analysis," for more information.

The following information is discussed:

- *Item history requirements*
- *Entering item history*
- *Entering item projections*

Item history requirements

Summary history records can't be created if the history year you want to create doesn't exist for the company you're currently working in. Be sure to set up each year for historical information in the Fiscal Periods Setup window.

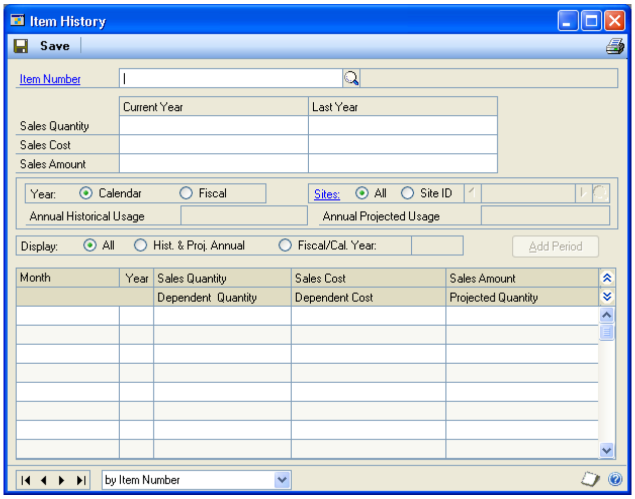
If you're using Invoicing or Sales Order Processing, history information for Inventory Control is updated automatically on items for which you're tracking calendar, fiscal, or transaction history. Purchase Order Processing and Bill of Materials update transaction history only.

Entering item history

Use the Item History window to enter beginning history for items. You can enter information about sales quantities, costs, and amounts.

To enter item history:

1. Open the Item History window.
   (Cards >> Inventory >> History)


Item History
Save
Item Number
Current Year
Last Year
Sales Quantity
Sales Cost
Sales Amount
Year:
Calendar
Fiscal
Sites:
All
Site ID
Annual Historical Usage
Annual Projected Usage
Display:
All
Hist. & Proj. Annual
Fiscal/Cal. Year:
Add Period
Month
Year
Sales Quantity
Dependent Quantity
Sales Cost
Dependent Cost
Sales Amount
Projected Quantity
by Item Number

Year: ● Calendar ○ Fiscal
Sites: ● All ○ Site ID
Display: ● All ○ Hist. & Proj. Annual ○ Fiscal/Cal. Year:

2. Select an item number.

3. Enter the quantity sold, sales amount, and cost of sales information for the current and the previous years.

4. Choose whether to track item history by calendar or fiscal year. The information in the scrolling window is displayed by either month or fiscal period, depending on your selection.

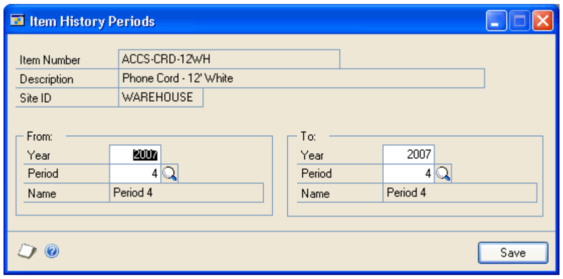
5. Choose whether to display history for all years or for a single year.

6. Choose whether you want information maintained for all sites or for a specific site. To enter history for a specific site, select Site, then enter or select the ID for that site.

7. Enter the historical information in the scrolling window.

   To track more than one previous year, select the year, then enter the information in the scrolling window for each month or fiscal period.

   To add more periods to the scrolling window, choose the Add Period button. Enter information to select the appropriate period and close the window.



Item Number: ACCS-CRD-12WH
Description: Phone Cord - 12' White
Site ID: WAREHOUSE

From:
Year: 2007
Period: 4
Name: Period 4

To:
Year: 2007
Period: 4
Name: Period 4

You can enter history only for periods that have been set up in the Fiscal Periods Setup or Item History Periods windows.

8. Repeat steps 2 through 7 for each item you want to enter history for.

9. Save the information, then choose File >> Print to print a Sales Summary Report.

Entering item projections

Use the Item History window to enter projections for demand for items on a site-by-site basis. For example, if you anticipate that you will sell 500 units of an item in the next month at the North store, you could enter that amount as a projection.

If you enter projections for parent items—items that have a bill of materials—don't enter projections for the component items. Those will be calculated for you.

To enter item projections:

1. Open the Item History window.
   (Cards >> Inventory >> History)

2. Select an item number.

3. Select a site ID.

4. Review the contents of the scrolling window. If the period you want to enter projection information for isn't in the scrolling window, choose Add Period. Enter information for the appropriate period and close the window.

5. Use the hide and show buttons so you can see two lines of information for each record in the scrolling window.

6. Select the appropriate line in the scrolling window and enter the projection for that site and period in the Projected Quantity field.

7. Repeat steps 3 through 6, if needed, to add more projection information for the item. For example, you might want to enter projection quantities for other sites.

8. Choose Save and close the window.

Chapter 17: Count intervals

You can use stock counts to more effectively manage your inventory. With frequent, regular counts, you can keep a closer watch on inventory levels than you can with annual inventory counts. The results of stock counts can help you be proactive with ordering policies, and can help you to identify inventory inaccuracies.

You can specify how frequently certain items should be counted at a specific site. You can set up count intervals so that expensive items that are critical to your business are counted frequently, while relatively cheap, non-essential items are rarely counted.

Typically, cycle counting means that your inventory personnel are counting a few items each day. With cycle counting, counts are spread evenly over the cycle. For example, if you set up a 30-day cycle count for 300 items, the counts will be spread over the 30 days. This helps minimize the count work for your inventory personnel on any one day.

The following information is discussed:

- *Setting up count intervals for several items*
- *Setting up a count interval for one item*
- *How stock count dates are calculated*
- *Changing the cycle-count intervals for an item*

Setting up count intervals for several items

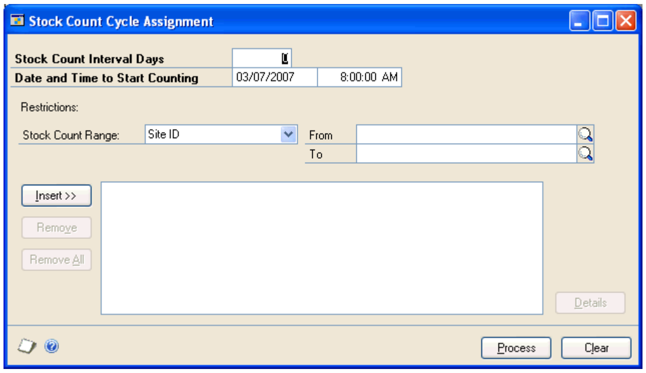
Use the Stock Count Cycle Assignment window to specify how frequently certain items should be counted. You can specify different count frequencies for different item-site combinations—for example, you might want to have some counts done more frequently at a newer location, where inventory control procedures might not be fully implemented.

When you specify the count intervals for items, you can begin by selecting items that share a certain attribute—such as being at the same site or having the same ABC classification. (Refer to Chapter 36, "ABC analysis," for more information.) Then you can consider the items on a case-by-case basis, removing certain items from the list to be scheduled for counting.

You will probably want to set up count intervals once, reviewing them every year or so. If you need to set up cycle counting for a new item, refer to Setting up a count interval for one item on page 147.

To set up count intervals for several items:

1. Open the Stock Count Cycle Assignment window.
   (Cards >> Inventory >> Count Cycle Assignment)



Stock Count Interval Days
Date and Time to Start Counting: 03/07/2007 8:00:00 AM
Stock Count Range: Site ID

2. Enter the number of days for the stock count interval.

   The number of days should be based on the up days in the stock count calendar; down days aren't counted. For example, if you wanted to count an item every Monday and had specified in the stock count calendar that Saturdays and Sundays are company down days, the stock count interval should be 5. If no company down days occur in the week, the stock count interval should be 7.

   Refer to Chapter 8, "Stock count calendar," for more information about up days and down days. Refer to How stock count dates are calculated on page 148 for more information about stock count dates.

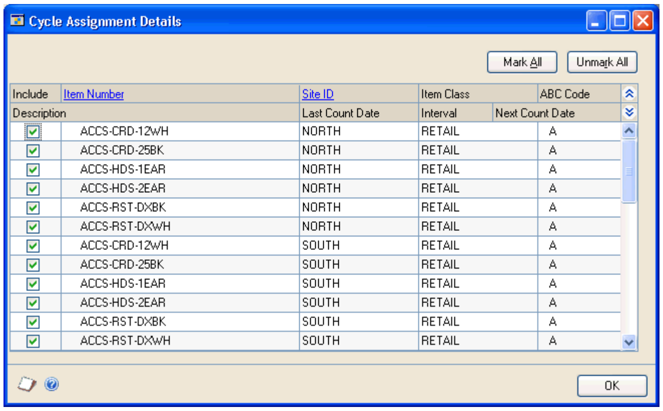
3. Accept the default start date and time for counting days, or change it.

4. Choose the items to be counted with this frequency. Select a range—such as site ID or ABC code—and then select the starting and ending values for the range. Choose Insert.

   The Inventory Control stock count information is based on the number of items at each particular site. If you select a group of items and don't use any further restrictions on that selection, it's assumed that you'll want to count that item at each of its assigned sites.

5. You can narrow the group of items to include in the stock count by adding as many restrictions as you like. Each restriction is calculated on top of the earlier restrictions. For example, if you limit the group of items to just those at the North site, and then add another restriction that limits the group to just those that have Discontinued for the item type, then the resulting group is Discontinued items at the North site.

6. You can remove items from the resulting list, if you like. Choose Details to open the Cycle Assignment Details window.



Include	Item Number	Site ID	Item Class	ABC Code
Description		Last Count Date	Interval	Next Count Date
☑	ACCS-CRD-12WH	NORTH	RETAIL	A
☑	ACCS-CRD-25BK	NORTH	RETAIL	A
☑	ACCS-HDS-1EAR	NORTH	RETAIL	A
☑	ACCS-HDS-2EAR	NORTH	RETAIL	A
☑	ACCS-RST-DXBK	NORTH	RETAIL	A
☑	ACCS-RST-DXWH	NORTH	RETAIL	A
☑	ACCS-CRD-12WH	SOUTH	RETAIL	A
☑	ACCS-CRD-25BK	SOUTH	RETAIL	A
☑	ACCS-HDS-1EAR	SOUTH	RETAIL	A
☑	ACCS-HDS-2EAR	SOUTH	RETAIL	A
☑	ACCS-RST-DXBK	SOUTH	RETAIL	A
☑	ACCS-RST-DXWH	SOUTH	RETAIL	A

7. To remove any item from the cycle-count group, clear the appropriate Include option in the scrolling window.

8. When you've finished reviewing the items in the Cycle Assignment Details window, choose OK. The window will close, returning you to the Stock Count Cycle Assignment window.

9. When you've finished selecting items for this frequency, choose Process. The Stock Count Cycle Assignment Report will be printed so you can verify your entries.

10. Close the Stock Count Cycle Assignment window.

Setting up a count interval for one item

Use the Item Quantities Stock Count window to specify the cycle counting intervals for one item at a specific site. You'll need to repeat this procedure for each site where the item is to be counted.

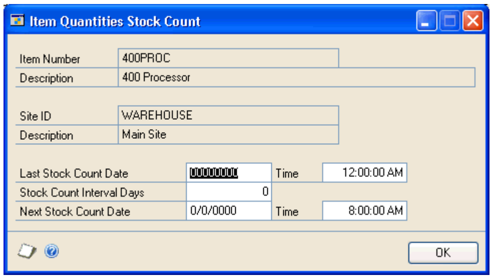
To set up a count interval for one item:

1. Open the Item Quantities Maintenance window.
(Cards >> Inventory >> Quantities/Sites)

2. Enter or select an item.

3. Enter or select a site.

4. Choose Stock Count to open the Item Quantities Stock Count window.



Item Number 400PROC
Description 400 Processor

Site ID WAREHOUSE
Description Main Site

Last Stock Count Date 0/0/0000 Time 12:00:00 AM
Stock Count Interval Days 0
Next Stock Count Date 0/0/0000 Time 8:00:00 AM

5. Enter the Last Stock Count Date and Time. The first scheduled stock count for the item at this site will be based on this date and the interval.

6. Enter the number of days for the stock count interval.

   The number of days should be based on the up days in the stock count calendar; down days aren't counted. For example, if you wanted to count an item every Monday and had specified in the stock count calendar that Saturdays and Sundays are company down days, the stock count interval should be 5. If no company down days occur in the week, the stock count interval should be 7.

   Refer to Chapter 8, "Stock count calendar," for more information about the stock calendar.

7. Choose OK to close the Item Quantities Stock Count window.

8. Choose Save and close the Item Quantities Maintenance window.

How stock count dates are calculated

When you set up a stock count calendar, you're specifying the days when a count can be performed. You're also specifying the days to be considered when suggested Next Stock Count dates are calculated.

If you use the Cycle Assignment Details window to set the count interval for several items, suggested Next Stock Count Dates will be based on the number of items and the number of days in the interval. For example, suppose you have 60 items that are to be counted every 60 days. The suggested count dates would be spread over the next 60 up days—one item per day—so that the work is evenly distributed over the cycle.

Once you process a stock count, however, new stock count dates are based on the date of the last stock count for the item-site combination, the count interval and the stock calendar. The new count date will be the date of the last count, plus the count interval (in up days). If the date of the last stock count is June 1, the count interval is 10 and there are no down days in the stock calendar, then the suggested Next Stock Count Date will be June 11. Use the Item Quantities Stock Count window (Cards >> Inventory >> Quantities/Sites >> select item and site >> choose Stock Count button) to view the suggested Next Stock Count Date.

If the count interval is 0, no suggested stock count date will be calculated.

Changing the cycle-count intervals for an item

Each item-site combination can have only one stock-count frequency. If you want to change the frequency an item is counted for a specific site, use the procedure describe in *Setting up a count interval for one item* on page 147. The new information will override the older entry.

Chapter 18: Landed cost cards

Landed costs are the additional costs that might be associated with purchasing a product. For example, if you purchase items from another country or region, the amount you must pay also might include freight costs, or duties.

If you're using landed costs, you can define different landed costs, including information such as the vendor the landed cost is for, the cost calculation method used, and whether invoices must be matched. Later, you can group landed costs, and then assign a group of landed costs to an item-site combination.

More information about landed costs is included in the Purchase Order Processing documentation.

This information is divided into the following sections:

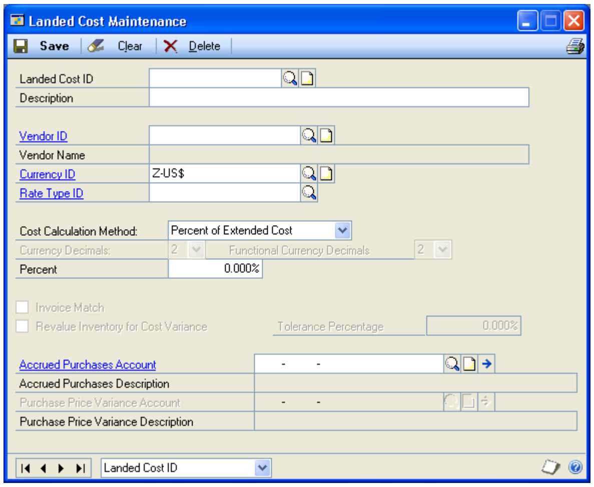
- *Creating or modifying a landed cost record*
- *Cost calculation methods*
- *Example: Invoice matching and distributions*
- *Effects of deleting a landed cost record*
- *Creating a landed cost group*
- *Deleting a landed cost from a landed cost group*

Creating or modifying a landed cost record

Use the Landed Cost Maintenance window to define a landed cost record. Each landed cost record can be tied to a specific vendor, but you can change the vendor when you use the information for a transaction. You can create as many landed cost records as you like.

To create or modify a landed cost record:

1. Open the Landed Cost Maintenance window.
   (Cards >> Inventory >> Landed Cost)


Landed Cost Maintenance
Save
Clear
Delete
Landed Cost ID
Description
Vendor ID
Vendor Name
Rate Type ID
Invoice Match
Revalue Inventory for Cost Variance
Accrued Purchases Account
Accrued Purchases Description
Purchase Price Variance Account
Purchase Price Variance Description
Landed Cost ID

Currency ID: Z-US$
Cost Calculation Method: Percent of Extended Cost
Currency Decimals: 2
Functional Currency Decimals: 2
Percent: 0.000%
Tolerance Percentage: 0.000%

2. Enter or select a landed cost ID.

3. Enter a brief description for the landed cost.

4. Enter or select a vendor.
5. If you're using Multicurrency Management, enter or select the Currency ID—the currency that will be used to record the landed cost amounts—and the Rate Type ID.
6. Select a cost calculation method to determine how the landed cost will be calculated for a receipt. Refer to *Cost calculation methods* on page 150 for more information.
7. Enter other information for the cost calculation.
   - If the cost calculation method is Flat Amount or Flat Amount Per Unit, enter an Originating Amount.
   - If the cost calculation method is Percent of Extended Cost, enter a percentage.

Refer to Cost calculation methods on page 150 for more information.

8. To require users to match invoices to shipments, mark Invoice Match. Refer to *Example: Invoice matching and distributions* on page 151.
9. Specify whether inventory should be revalued. You can enter a Tolerance Percentage, if needed. Refer to *Cost variance tolerances* on page 105 for more information.
10. Enter or select accounts. Refer to *Example: Invoice matching and distributions* on page 151.

    You need to specify a purchase price variance account only if Invoice Match is marked.

You can choose File >> Print to print the Landed Cost List, if needed. Information about only the displayed landed cost record is included in the report.

11. Choose Save.

Cost calculation methods

Three methods are available for calculating landed costs. Refer to the table for more information.

Calculation method	Equation and description
Percent of Extended Cost	*Extended cost x Percentage* Enter a percentage. If the extended cost is $120 and the Percentage is 10%, then the landed cost is $12.
Flat Amount	*Flat Amount (per shipment receipt)* Enter an originating amount. If the originating amount is $10, then the landed cost is $10 for the entire shipment line item.
Flat Amount Per Unit	*Flat Amount x Units of the shipment receipt line* Enter an originating amount. If the originating amount is $2 and the line item quantity is 12, then the landed cost for the line is $24. (Units of measure are disregarded.)

Example: Invoice matching and distributions

Marking the Invoice Match option for a landed cost record will affect account distributions. For example, suppose that a shipment is recorded for 10 items at $1 each. The landed cost uses the Flat Amount cost calculation method, and the flat amount is $0.50.

The distributions for the shipment would look like this:

Account	**Debit amount**	**Credit amount**
Inventory	$10.50	
Accrued Purchases - Landed Cost		$0.50
Accrued Purchases - Inventory		$10.00

Suppose that when the invoice is received, the cost of the goods is unchanged, but the landed cost has increased to $0.75. If Invoice Match is not marked, the account distributions would be as follows.

Account	**Debit amount**	**Credit amount**
Accrued Purchases - Landed Cost	$0.75	
Accrued Purchases - Inventory	$10.00	
Accounts Payable		$10.75

If Invoice Match is marked and the Revalue Inventory option is marked for the cost variance, the account distributions would be as follows:

Account	**Debit amount**	**Credit amount**
Accrued Purchases - Landed Cost	$0.50	
Accrued Purchases - Inventory	$10.00	
Inventory	$0.25	
Accounts Payable		$10.75

Effects of deleting a landed cost record

You can delete a landed cost record at any time, even if it is part of a landed cost group or if it has been assigned to a purchasing transaction. Transactions that already include information from the landed cost record won’t be affected when you delete the record.

If the landed cost record you’re deleting is part of a landed cost group, the landed cost record is removed from the landed cost group when the landed cost record is deleted.

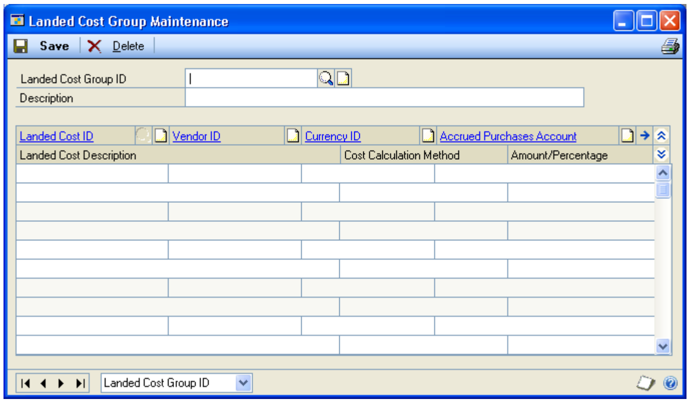
To delete a landed cost record, select the landed cost record in the Landed Cost Maintenance window and choose Delete.

Creating a landed cost group

Once you’ve created landed cost records, you can create landed cost groups. A landed cost group is simply a collection of several landed cost records. Each landed cost record can exist in multiple landed cost groups. Each landed cost group can include as many landed cost records as you like. By creating a landed cost group and assigning it to item-site combinations, you can associate many different landed cost records with an item-site combination. When the item-site combination is entered on a purchase order, the landed cost group information automatically is reflected in the transaction.

To create a landed cost group:

1. Open the Landed Cost Group Maintenance window.
   (Cards >> Inventory >> Landed Cost Group)


Landed Cost Group Maintenance
Save
Delete
Landed Cost Group ID
Description
Landed Cost ID
Vendor ID
Currency ID
Accrued Purchases Account
Landed Cost Description
Cost Calculation Method
Amount/Percentage
Landed Cost Group ID

2. Enter or select an identifier for the landed cost group.

3. Put your pointer in the first blank line in the scrolling window, and enter or select a landed cost record. Information about the landed cost is displayed in the scrolling window.

4. Continue, repeating step 3 until you've added as many landed cost records as you like.

You can choose File >> Print to print the Landed Cost Group List, if needed. Information about only the displayed landed cost group is included in the report.

5. Choose Save.

   Once you've created a landed cost group, you can assign it to an item-site combination. Refer to *Entering basic all-site information for an item* on page 124 for more information.

Deleting a landed cost from a landed cost group

You can delete a landed cost record from a landed cost group at any time. If you delete a landed cost record that is part of a landed cost group, the landed cost record automatically will be deleted from the landed cost group. Deleting a landed cost group won't affect unposted transactions.

Use the Landed Cost Group Maintenance window to remove a landed cost from a landed cost group.

To delete a landed cost from a landed cost group:

1. Open the Landed Cost Group Maintenance window.
   (Cards >> Inventory >> Landed Cost Group)

2. Enter or select a landed cost group.

3. Highlight the line in the scrolling window that includes the landed cost to be deleted.
4. From the Edit menu, choose Delete Row.
5. Choose Save.

Part 3: Transactions

This part of the documentation includes information about Inventory Control transactions. If you have set up only one site, the transactions you enter are increase or decrease adjustments to your inventory, or transfers of quantities between different quantity types at your main site. If you've set up more than one site, you also can enter transactions that transfer inventory quantities between sites or change quantity types.

Transactions entered in batches can be saved, edited if necessary, and then posted so that they become part of your permanent accounting records. If you decide to post transactions through to the posting accounts you've named in General Ledger, the balances in those accounts are updated by the currency amounts based on the quantities entered during transaction entry. In addition, you have the option of overriding quantities during transaction entry, by entering a quantity that is greater than the quantity available.

The following information is discussed:

- Chapter 19, "Batches," describes how to define, edit, and delete batches. You can use batches to group and post several transactions at once.
- Chapter 20, "Transaction entry," includes information about entering different types of transactions.
- Chapter 21, "Stock count schedules," contains information about starting a stock count and entering the results of the count.
- Chapter 22, "Stock count processing," describes how to enter stock count results for items, including ones tracked by serial or lot numbers.
- Chapter 23, "Posting," includes information about posting individual transactions, batches, and the transactions automatically generated when stock count information is entered
- Chapter 24, "Transaction corrections," includes procedures you can use to correct the information from posted transactions.

Chapter 19: Batches

Batches are groups of transactions identified by a unique name or number. By entering and posting transactions in batches, you can group similar transactions during data entry and review them before posting.

The following information is discussed:

- *Using batches to group inventory transactions*
- *Creating a batch*
- *Modifying a batch*
- *Deleting a batch*

Using batches to group inventory transactions

Inventory transactions can be entered individually or in batches. Individual transactions are entered and posted immediately, so your records are always up to date. You can't print edit lists for transactions that aren't entered in a batch. Batches can be used to group and save transactions, allowing you to review the transactions and make corrections before they're posted. More than one person can enter transactions in the same batch; however, a batch can't be posted if anyone is making changes to it.

Recurring batches remain in Inventory Control after posting. However, the batches won't post again automatically. For example, if you've created a recurring batch for all monthly transactions, the batch won't post automatically each month. To post a recurring batch, you must update your transaction information for each transaction in the batch, then mark and post the batch manually. Batches that have been marked as single-use are deleted when the posting process is complete.

Inventory Control batches originate in either Item Transaction Entry or Item Transfer Entry. A batch with an Item Transaction Entry origin can contain a mix of variance and adjustment document types. A batch with an Item Transfer Entry origin can contain only transfer documents. Since batches can have only one origin, you can have batches with the same name, but different origins.

Transaction Entry The origin of the batch should be Transaction Entry if the batch will be used to group and post information about inventory adjustments. For information about entering transactions with the Transaction Entry origin, refer to *Entering an adjustment or variance transaction* on page 162.

Transfer Entry The origin of the batch should be Transfer Entry if the batch will be used to group and post information about movement of items from one site or type to another site or type. For information about entering transactions with the Item Transfer Entry origin, refer to *Transferring an item to a different site* on page 164 or *Changing the quantity type of an item* on page 166.

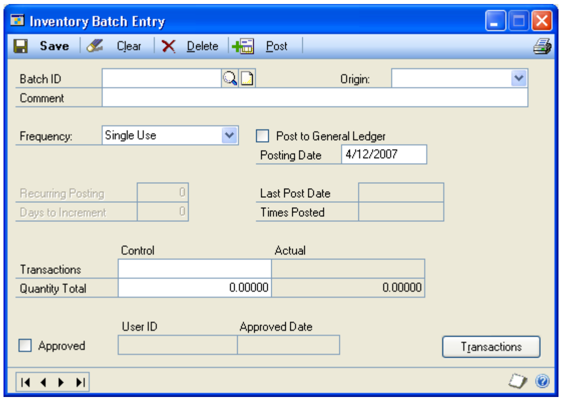
Assembly Entry The origin of the batch should be Assembly Entry if the batch will be used to group and post information about assembly transactions entered in Bill of Materials to create finished goods from component items. For more information about assembly transactions, refer to your Bill of Materials documentation.

Creating a batch

Use the Inventory Batch Entry window to create batches that you use just once (single-use), or recurring batches for transactions you enter regularly.

To create a batch:

1. Open the Inventory Batch Entry window.
   (Transactions >> Inventory >> Batches)



Frequency: Single Use

☐ Post to General Ledger

Posting Date 4/12/2007

Recurring Posting 0

Days to Increment 0

Quantity Total 0.00000 0.00000

☐ Approved

2. Enter the batch ID and origin.

The origin for an existing batch won't be displayed automatically if you enter the batch ID manually rather than selecting it from the lookup window. Since batches with different origins can have the same ID, you must select the appropriate origin before the information about the batch is displayed.

3. Select a batch frequency, unless you're creating a batch for assembly transactions.

4. Mark Post to General Ledger if you want this batch to post to General Ledger. (If you select Assembly Entry as the origin, this option isn't available. Assembly transactions will post to or through General Ledger based on your selection in the Posting Setup window.)

5. Enter the posting date. For more information about selecting posting dates, choose Help >> Index >> Posting.

   If you selected to post by transaction date in the Posting Setup window, the posting date you enter in the transaction entry window is used. If you don't enter a date here, the user date is used as the default posting date.

6. Enter any requirements for posting the batch, such as quantity totals or number of transactions. The batch must meet these requirements before you can post it.

7. Choose Save.

8. When you have entered and saved all the transactions for a batch, return to the Inventory Batch Entry window, select the batch, and print an edit list (File >> Print) to verify your entries.

Modifying a batch

Use the Inventory Batch Entry window to make changes to the transactions in a batch, if needed. Before posting a batch, you might want to print an edit list by displaying the batch in the Inventory Batch Entry window, then choosing File >> Print. The edit list summarizes the transactions that are part of the batch. You can then edit the transactions, if needed, before they're posted.

Once the batch is posted, the transactions are part of your company's permanent records. To edit those transactions, you must use the procedures outlined in Chapter 24, "Transaction corrections."

This procedure assumes that you've already added transaction information to the batch. For more information refer to Entering an adjustment or variance transaction on page 162 and Transferring an item to a different site on page 164.

To modify a batch:

1. Open the Inventory Batch Entry window.
   (Transactions >> Inventory >> Batches)

2. Enter or select the batch ID and origin.

   The origin for an existing batch won't be displayed automatically if you enter the batch ID manually rather than selecting it from the lookup window. Since batches with different origins can have the same ID, you must select the appropriate origin before the information about the batch is displayed.

3. Make any required changes in the Inventory Batch Entry window.

4. To modify a transaction or to enter new transactions, choose Transactions. The transaction entry window opens.

5. In the transaction entry window, enter or select a document number.

6. When you have finished making transaction changes, save the information and close the window to display the Inventory Batch Entry window.

7. To print an edit list, select the batch ID and origin, and choose File >> Print. This edit list shows information for the entire batch.

8. Check your entries for accuracy, make any additional changes, then save the batch.

Deleting a batch

Use the Inventory Batch Entry window to delete a batch. Deleting a batch also deletes the transactions in the batch.

To delete a batch:

1. Open the Inventory Batch Entry window.
   (Transactions >> Inventory >> Batches)

2. Enter or select a batch ID and the appropriate origin.
3. Choose Delete. An alert message appears, asking if you’re sure you want to delete the batch. Choose Yes.

Chapter 20: Transaction entry

Use item transactions to complete inventory management activities such as inventory adjustments and transfers. Inventory Control also helps you to enter and post transactions, enter serial or lot numbers for items, and void transactions.

If you've decided to enter transactions individually, you must post each transaction before you can enter the next. If you choose to use batches, you can add several transactions to a batch and then post the batch at your convenience. Refer to Chapter 19, "Batches," for more information about using batches to group and post transactions.

Procedures for entering and voiding transactions are discussed here. Refer to Chapter 23, "Posting," and Chapter 24, "Transaction corrections," for more information about posting or modifying transactions.

The following information is discussed:

- *Inventory Control transactions*
- *How bins affect transactions*
- *Document dates and posting dates*
- *Entering an adjustment or variance transaction*
- *Transferring an item to a different site*
- *Changing the quantity type of an item*
- *Entering an in-transit transfer*
- *Specifying lot numbers for a transfer*
- *Specifying serial numbers for a transfer*
- *Changing lot numbers for an in-transit transfer*
- *Changing serial numbers for an in-transit transfer*
- *Specifying bins for item transfers*
- *Specifying bins for in-transit transfers*
- *Changing distributions for a transaction*
- *Transferring quantities from one bin to another*
- *Specifying lot numbers for a bin-to-bin transfer*
- *Specifying serial numbers for a bin-to-bin transfer*
- *Entering lot attribute information*
- *Split purchase receipts*
- *Deleting an inventory transaction*
- *Deleting an in-transit transfer transaction*

Inventory Control transactions

Inventory Control includes three types of inventory transactions: adjustment, variance, and transfer transactions.

Refer to the Microsoft Dynamics GP Bill of Materials documentation for more information about assembly transactions.

You'll use the different types of transactions to record different types of information. You can use these transaction types only for items whose type is Sales Inventory or Discontinued.

Adjustment transactions Use adjustment transactions to account for changes in inventory due to the purchase or sale of inventoried items.

Variance transactions Use variance transactions to account for differences between quantities recorded in Inventory Control and the results of stock counts.

Transfer transactions Use transfer transactions to account for moving items from one site to another, or changing items from one type to another.

In-transit transfer transactions Use in-transit transfer transactions to account for the location of items that are being moved from one site to another. Once the goods are fulfilled and shipped from the from site to the via site, an inventory transfer transaction is posted, creating a purchase receipt of the goods in the via location.

How bins affect transactions

If you're using multiple bins, a bin must be specified for every transaction that involves inventory quantities: item transfers, sales order fulfillments, purchase receipts, assembly transactions, and so on. Bin selections are needed to keep bin quantity information up-to-date, but they don't affect posting. From an accounting perspective, it doesn't matter if you have 100 widgets at the North site in one bin or in 100 bins: what matters is that you have 100 widgets at the North site.

Bins do not affect cost layers. For example, suppose the widgets at the North site have a FIFO Perpetual valuation method, and your receipts of widgets occurred like this:

Receipt date	Quantity	Cost	Bin
June 1, 2016	50	$5	Bin A
June 3, 2016	100	$4.50	Bin B
June 5, 2016	50	$6	Bin A

If you remove 25 widgets from Bin B, the value for the items in the transaction would be $5, because the cost layers are kept only at the site level.

Document dates and posting dates

The document date is the date that is shown in the Item Transaction Entry window or the Item Transfer Entry window. This is the date your Inventory Control records are updated.

The posting date is when your General Ledger files are updated. The posting date is either assigned for the batch or can be entered by choosing the expansion button in the Document Date field of the Item Transaction Entry window or the Item Transfer Entry window.

Entering an adjustment or variance transaction

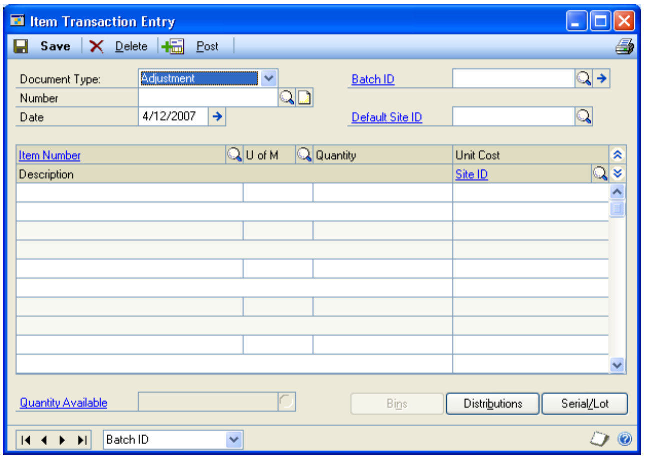
Use the Item Transaction Entry window to enter transactions about adjustments and variances of inventory quantities. For example, if you purchase items to add to inventory, you'd enter an adjustment transaction. For more information about adjustments and variances, refer to *Inventory Control transactions* on page 161.

You should not open the Item Maintenance Options window while using the Item Transaction Entry window.

To enter an adjustment or variance transaction:

1. In the navigation pane, choose the Inventory button, and then choose the Item Transactions list.

2. Choose Adjustment or Variance to open the Item Transaction Entry window.


Item Transaction Entry
Save
Delete
Post
Number
Batch ID
Default Site ID
Item Number
U of M
Quantity
Unit Cost
Description
Site ID
Quantity Available
Bins
Distributions
Serial/Lot

Document Type: Adjustment

Date 4/12/2007

Batch ID

3. Enter the document type and date. The document number appears automatically when you move to the field.

4. Enter or select a batch ID.

5. If all items on this transaction are for the same site, enter or select a default site ID.

   If you don’t select a site, you’ll need to select a Site ID for each of the items in the scrolling window.

6. In the scrolling window, enter or select an item number.

7. Enter the adjustment or variance quantity. To enter a decrease adjustment, enter a negative number.

   When you enter the item number, the unit cost is displayed for the base unit of measure. However, the unit cost displayed in the window might be different than the amount posted for the transaction, depending on the valuation method used for the item.

   Cost information for decrease transactions will be displayed only if you marked the Display Cost for Decrease Adjustments option in the Inventory Control Setup window. For more information, refer to Specifying preferences and default entries on page 15.

   If the default site ID doesn’t apply for a particular item, you can change the site ID in the scrolling window.

8. When you move off the line, another window will open if more information is needed.

Refer to the table.

Condition	**Result**
The item is tracked by lot numbers	The Item Lot Number Entry window opens, where you can specify the lot numbers of the items you're entering. If you're using multiple bins, you also can specify the bin for each quantity. Refer to *Specifying lot numbers for inventory quantities* on page 117.
The item is tracked by serial numbers	The Item Serial Number Entry window opens, where you can specify the serial numbers of the items you're entering. If you're using multiple bins, you also can specify the bin for each item. Refer to *Specifying serial numbers for inventory quantities* on page 119.
The item is not tracked by lot or serial numbers, but you're using multiple bins	The Bin Quantity Entry window opens, where you can specify how much of the total quantity should be added to each bin. Refer to *Specifying bins for inventory quantities* on page 120.

You can choose Distributions to change or verify the accounts affected by the transaction, if necessary. Refer to Changing distributions for a transaction on page 175 for more information.

9. Continue, repeating steps 5 through 8 to add more transaction lines as needed.

10. Save or post the transaction.

    Once you've saved a transaction, you can print an edit list to verify your entries by selecting the document number, then choosing File >> Print.

11. When you've finished, close the window and print posting journals, if needed. Depending on how posting options in the Posting Setup window have been set up, the posting journals might appear for printing when you close the window.

Transferring an item to a different site

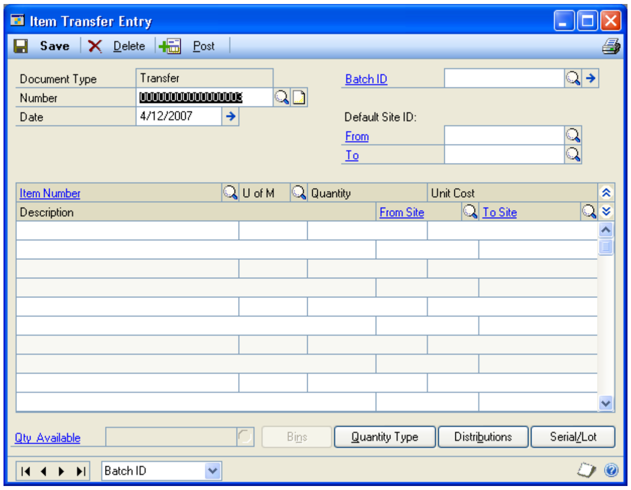
Use the Item Transfer Entry window to enter transactions to move inventoried items from one site to another. For example, use this procedure to transfer an item from the East warehouse to the West warehouse. You can transfer only items whose type is Sales Inventory or Discontinued.

The allocated quantity of the item at the "from" site is updated as soon as you enter the transfer, but the on-hand quantity of the item at the "to" site isn't updated until you post the transaction or the batch that it is part of.

To transfer an item to a different site:

1. In the navigation pane, choose the Inventory button, and then choose the Item Transactions list.

2. Choose Site Transfer to open the Item Transfer Entry window.


Item Transfer Entry
Save
Delete
Post
Batch ID
Default Site ID:
From
To
Item Number
U of M
Quantity
Unit Cost
Description
From Site
To Site
Qty Available
Bins
Quantity Type
Distributions
Serial/Lot
Batch ID

Document Type: Transfer
Number: 00000000000000003
Date: 4/12/2007

3. Enter the document number and date.

4. Enter or select a batch ID.

5. If all the items are being transferred from or to the same site, you can enter or select default site IDs.

You can change the site ID for individual items in the scrolling window, if necessary.

6. In the scrolling window, enter or select the item number to transfer.

   When you enter the item number, the unit cost for the selected unit of measure is displayed.

7. Enter the unit of measure and number of items being transferred.

8. In the scrolling window, enter or select the site IDs of the sites you're transferring items from and to.

   To view additional information about the item at the selected site if you're using ATP, click the Quantity Available link to open the Inventory Available to Promise window.

9. When you move off the line, another window will open if more information is needed.

   Refer to the table.

Condition	**Result**
The item is tracked by lot numbers	The Item Transfer Lot Number Entry window opens, where you can specify the lot numbers of the items you're entering. If you're using multiple bins, you also can specify the bin for each quantity. Refer to *Specifying lot numbers for a transfer* on page 169.

Condition	Result
The item is tracked by serial numbers	The Item Transfer Serial Number Entry window opens, where you can specify the serial numbers of the items you're entering. If you're using multiple bins, you also can specify the bin for each item. Refer to *Specifying serial numbers for a transfer* on page 170.
The item is not tracked by lot or serial numbers, but you're using multiple bins	The Bin Quantity Transfer Entry window opens, where you can specify how much of the total quantity should be removed from and added to a bin. Refer to *Specifying bins for item transfers* on page 174.

10. Repeat steps 5 through 9 until you've entered all the items for this document.

11. Save or post the transaction.

    Once you've saved a transaction, you can print an edit list to verify your entries by selecting the document number, then choosing File >> Print.

12. When you've finished, close the window and print posting journals, if needed. Depending on how posting options in the Posting Setup window have been set up, the posting journals might appear for printing when you close the window.

Changing the quantity type of an item

Use the Item Transfer Entry window to enter transactions to change the quantity type of inventoried items. For example, you can use this procedure to change the quantity type of component items from On Hand to In Use. You can change the quantity type only of items whose type is Sales Inventory or Discontinued.

To change the quantity type of an item:

1. Open the Item Transfer Entry window.
   (Transactions >> Inventory >> Transfer Entry)

2. Enter the document number and date.

3. Enter or select a batch ID.

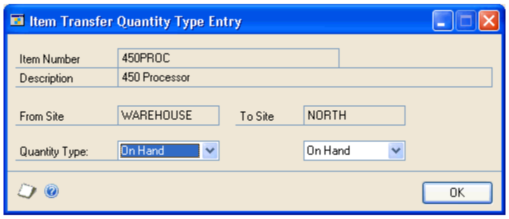
4. If all the items you're changing are from and to the same site, you can enter or select a default site ID. The sites can be the same or different—for example, you can transfer items from site to site with the same transaction you use to change the items' quantity type.

   You can change the site ID for individual items in the scrolling window, if necessary.

5. In the scrolling window, enter or select the item number with the quantity type to change.

6. Enter the unit of measure and number of items to be transferred to a different quantity type.

7. Choose Quantity Type. The Item Transfer Quantity Type Entry window opens.



Item Number: 450PROC
Description: 450 Processor
From Site: WAREHOUSE
To Site: NORTH
Quantity Type: On Hand
On Hand

8. Enter or select the quantity type for the item at the sites. Choices include On Hand, Returned, In Use, In Service, and Damaged.

9. Choose OK to save the information and close the window.

10. When you move off the line, another window will open if more information is needed.

    Refer to the table.

Condition	**Result**
The item is tracked by lot numbers	The Item Transfer Lot Number Entry window opens, where you can specify the lot numbers of the items you're entering. If you're using multiple bins, you also can specify the bin for each quantity. Refer to *Specifying lot numbers for a transfer* on page 169.
The item is tracked by serial numbers	The Item Transfer Serial Number Entry window opens, where you can specify the serial numbers of the items you're entering. If you're using multiple bins, you also can specify the bin for each item. Refer to *Specifying serial numbers for a transfer* on page 170.
The item is not tracked by lot or serial numbers, but you're using multiple bins	The Bin Quantity Transfer Entry window opens, where you can specify how much of the total quantity should be added to or removed from a bin. Refer to *Specifying bins for item transfers* on page 174.

11. Repeat steps 5 through 10 until you've entered all the items for this document.

12. Save or post the transaction.

    Once you've saved a transaction, you can print an edit list to verify your entries by selecting the document number, then choosing File >> Print.

13. When you've finished, close the window and print posting journals, if needed. Depending on how posting options in the Posting Setup window have been set up, the posting journals might appear for printing when you close the window.

Entering an in-transit transfer

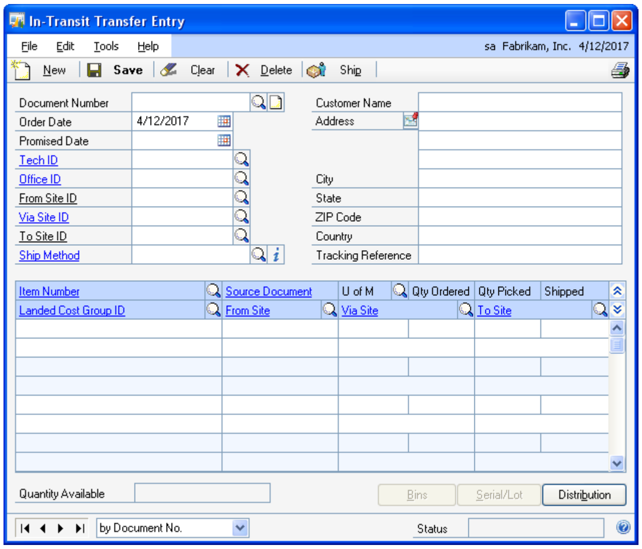
If you are transferring material from one site to another, you may want to use a via site, an interim location, to prevent the material from being sold while in transit to the destination site. You can use the In-Transit Transfer Entry window to enter in-transit transfer transactions to account for the location of items that are being moved from one site to another. You also can enter landed costs for the in-transit transfer. Once the goods are fulfilled and shipped from the starting site to the via site, an inventory transfer transaction is posted, creating a purchase receipt of the goods in the via location.

You can choose File >> Print to print picking tickets and packing slips. The customer and address information entered for the in-transit transfer prints on the packing slip.

To enter an in-transit transfer:

1. In the navigation pane, choose the Inventory button, and then choose the In-Transit Transfers list.

2. In the New group, choose Transfer to open the In-Transit Transfer Entry window.


In-Transit Transfer Entry
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2017
New
Save
Clear
Delete
Ship
Document Number
Order Date
Promised Date
Tech ID
Office ID
From Site ID
Via Site ID
To Site ID
Ship Method
Customer Name
Address
City
State
ZIP Code
Country
Tracking Reference
Item Number
Source Document
U of M
Qty Ordered
Qty Picked
Shipped
Landed Cost Group ID
From Site
Via Site
To Site
Quantity Available
Bins
Serial/Lot
Distribution
by Document No.
Status

Order Date 4/12/2017

3. Enter a document number or choose New and accept the default document number.

4. Enter or accept the default order date.

5. Enter a the date you expect the merchandise to be at the to site.

6. Enter or select the site you are shipping the merchandise from site

7. Enter or select a via site, an interim location when an item is in the physical process of being transferred to one site from another.

8. Enter or select the site that the merchandise is shipping to.

   The to site’s address information displays in the address fields after you leave the To Site ID field.

9. Enter or select the shipping method to be used when transferring merchandise between locations.

10. Accept or enter the customer name and address information. The default customer name is the description of the to site. The address is printed on the packing slip.

11. Enter or select the item number you are transferring.
12. Accept the default unit of measure or enter a unit of measure for the line item.
13. Enter the quantity of the item to transfer.
14. Enter the quantity to be picked from inventory. You can enter a quantity that is lower than the quantity ordered, but not more than the quantity ordered.
15. Enter a landed cost group ID, or accept the default if you're using landed cost. The landed cost IDs that are part of the group will be assigned automatically when the shipment is received.
16. If you are using multiple bins and lot or serial numbers aren't tracked for an item, the Bin Quantity Transfer Entry window opens automatically after you leave the line. You can use the Bin Quantity Transfer Entry window to specify bin quantities to move from one bin to another.

    If you are using multiple bins and lot or serial numbers are tracked for an item, the Transfer Lot Number Entry window or the Transfer Line Entry – Serial window opens. You can enter bin numbers and select lot or serial numbers for the item.
17. Continue, repeating steps 11 through 16, to enter items that you want to transfer.
18. If lot or serial numbers are tracked for an item, select the item and choose Serial/Lot to open the Transfer Lot Number Entry window or the Transfer Line Entry – Serial window. You can use these windows to view or select lot or serial numbers. If you are using multiple bins, you also can enter bin numbers for the serial or lot number.
19. Choose Distribution to view the account distributions.
20. Choose Save or Ship. If you ship the receipt, one or more posting journals and distribution breakdown registers may be printed, depending on the options selected in the Posting Setup window.

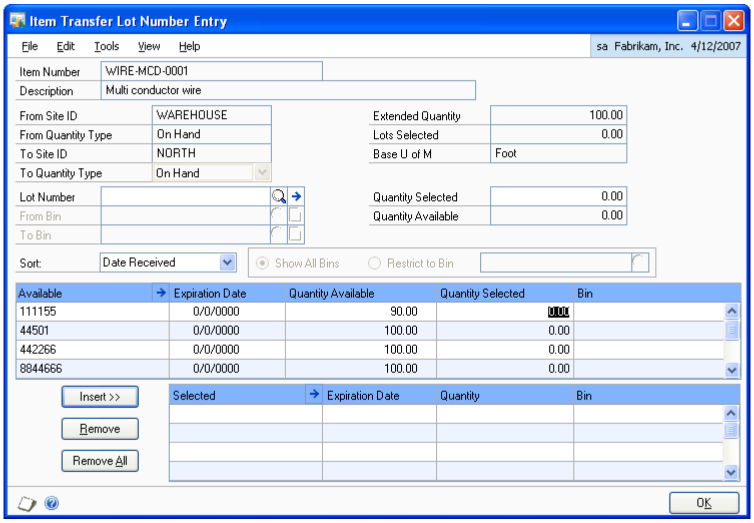
Specifying lot numbers for a transfer

Use the Item Transfer Lot Number Entry window to specify which items—from which lots—should be transferred when you enter a transfer transaction.

To specify lot numbers for a transfer:

1. Open the Item Transfer Entry window.
   (Transactions >> Inventory >> Transfer Entry)
2. Enter a transfer transaction for a lot-numbered item. Refer to *Transferring an item to a different site* on page 164 or *Changing the quantity type of an item* on page 166 for more information.

When you move off the scrolling window line, the Item Transfer Lot Number Entry window opens.


Item Transfer Lot Number Entry
File Edit Tools View Help
sa Fabrikam, Inc. 4/12/2007
Show All Bins
Restrict to Bin
Insert >>
Remove
Remove All
OK

Item Number: WIRE-MCD-0001
Description: Multi conductor wire
From Site ID: WAREHOUSE
From Quantity Type: On Hand
To Site ID: NORTH
To Quantity Type: On Hand
Lot Number:
From Bin:
To Bin:
Sort: Date Received
Extended Quantity: 100.00
Lots Selected: 0.00
Base U of M: Foot
Quantity Selected: 0.00
Quantity Available: 0.00

Available	Expiration Date	Quantity Available	Quantity Selected	Bin
111155	0/0/0000	90.00	0.00	
44501	0/0/0000	100.00	0.00	
442266	0/0/0000	100.00	0.00	
8844666	0/0/0000	100.00	0.00	

Selected	Expiration Date	Quantity	Bin

3. Enter or select a lot number.

   Refer to *Entering lot attribute information* on page 179 for information about entering additional lot information, if needed.

   An icon appears in the Lot Number field if you selected a lot number that has expired.

4. Enter quantity information.

   If you're not using multiple bins Enter the quantity to transfer in the Quantity Selected field, and choose Insert to add the lot number and quantity to the lower scrolling window.

   If you're using multiple bins Enter or select a From Bin and a To Bin. Enter the Quantity Selected—the quantity to be transferred from a bin at one site to a bin at a different site—and choose Insert to add the information to the lower scrolling window.

5. Continue, repeating steps 3 and 4 until you've specified the lot numbers of all items to be transferred. Be sure the Extended Quantity matches the Lots Selected.

6. Choose OK to save your entries and return to the Item Transfer Entry window.

Specifying serial numbers for a transfer

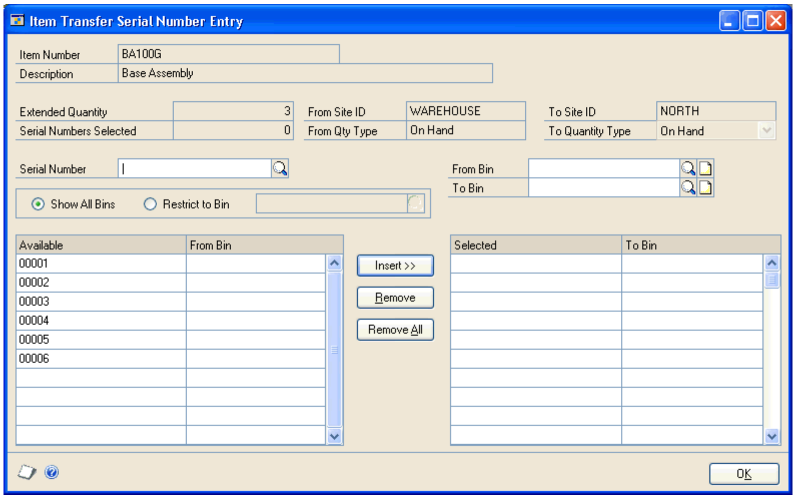
Use the Item Transfer Serial Number Entry window to specify which items—by their serial numbers—should be transferred when you enter a transfer transaction.

To specify serial numbers for a transfer:

1. Open the Item Transfer Entry window.
   (Transactions >> Inventory >> Transfer Entry)

2. Enter a transfer transaction for a serial-numbered item. Refer to *Transferring an item to a different site* on page 164 or *Changing the quantity type of an item* on page 166 for more information.

   When you move off the scrolling window line, the Item Transfer Serial Number Entry window opens.



Item Number: BA100G
Description: Base Assembly
Extended Quantity: 3
Serial Numbers Selected: 0
From Site ID: WAREHOUSE
From Qty Type: On Hand
To Site ID: NORTH
To Quantity Type: On Hand
Serial Number:
From Bin:
To Bin:
● Show All Bins ○ Restrict to Bin

Available	From Bin
00001	
00002	
00003	
00004	
00005	
00006	

Selected	To Bin

3. Choose serial number information to view.

   If you're not using multiple bins Information about the available serial numbers is displayed in the Available scrolling window.

   If you're using multiple bins You can view information about all available serial numbers in the Available scrolling window, or you can choose Restrict to Bin and enter or select a bin to limit information in the scrolling window to only those serial numbers for items in a specific bin.

4. In the Available scrolling window, highlight a serial number to be transferred.

5. Choose Insert to move the serial number to the Selected scrolling window.

6. Continue, repeating steps 4 and 5 until you've specified the serial numbers of all items to be transferred. Be sure the Extended Quantity matches the Serial Numbers Selected.

7. Choose OK to save your entries and return to the Item Transfer Entry window.

Changing lot numbers for an in-transit transfer

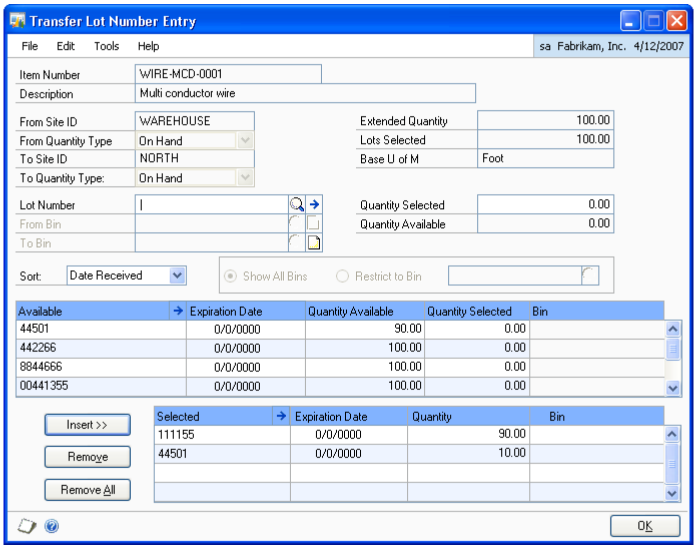
Use the Transfer Lot Number Entry window to specify which items—from which lots—should be transferred when you enter an in-transit transfer transaction.

To change lot numbers for an in-transit transfer:

1. Open the In-Transit Transfer Entry window.
   (Transactions >> Inventory >> In-Transit Transfer Entry)

2. Enter an in-transit transfer transaction for a lot-numbered item. Refer to *Entering an in-transit transfer* on page 167 for more information.

3. Select an item for which lot numbers are tracked and choose Serial/Lot to open the Transfer Lot Number Entry window.



sa Fabrikam, Inc. 4/12/2007

Item Number: WIRE-MCD-0001
Description: Multi conductor wire
From Site ID: WAREHOUSE
From Quantity Type: On Hand
To Site ID: NORTH
To Quantity Type: On Hand
Extended Quantity: 100.00
Lots Selected: 100.00
Base U of M: Foot
Lot Number: |
From Bin:
To Bin:
Quantity Selected: 0.00
Quantity Available: 0.00
Sort: Date Received
● Show All Bins ○ Restrict to Bin

Available	Expiration Date	Quantity Available	Quantity Selected	Bin
44501	0/0/0000	90.00	0.00	
442266	0/0/0000	100.00	0.00	
8844666	0/0/0000	100.00	0.00	
00441355	0/0/0000	100.00	0.00	

Selected	Expiration Date	Quantity	Bin
111155	0/0/0000	90.00	
44501	0/0/0000	10.00	

4. Select a lot number to change and choose Remove.

5. From the list of available lot numbers, select one to use, enter quantity information, and choose Insert.

   You can also enter a lot number that hasn't been entered. To do so, enter the number in the Lot Number field, a enter quantity in the Quantity Selected field, and choose Insert.

   An icon appears in the Lot Number field if you selected a lot number that has expired.

   Refer to *Entering lot attribute information* on page 179 for information about entering additional lot information, if needed.

6. If you're not using multiple bins, enter the quantity to transfer in the Quantity Selected field, and choose Insert to add the lot number and quantity to the lower scrolling window.

   If you're using multiple bins, enter or select a From Bin and a To Bin. Enter the Quantity Selected—the quantity to be transferred from a bin at one site to a bin at a different site—and choose Insert to add the information to the lower scrolling window.

7. Continue, repeating steps 4 and 6 until you've specified the lot numbers of all items to be transferred. Be sure the Extended Quantity matches the Lots Selected.

8. Choose OK to save your entries and return to the In-Transit Transfer Entry window.

Changing serial numbers for an in-transit transfer

Use the Transfer Line Entry – Serial window to view or specify which items—by their serial numbers—should be transferred when you enter a in-transit transfer transaction.

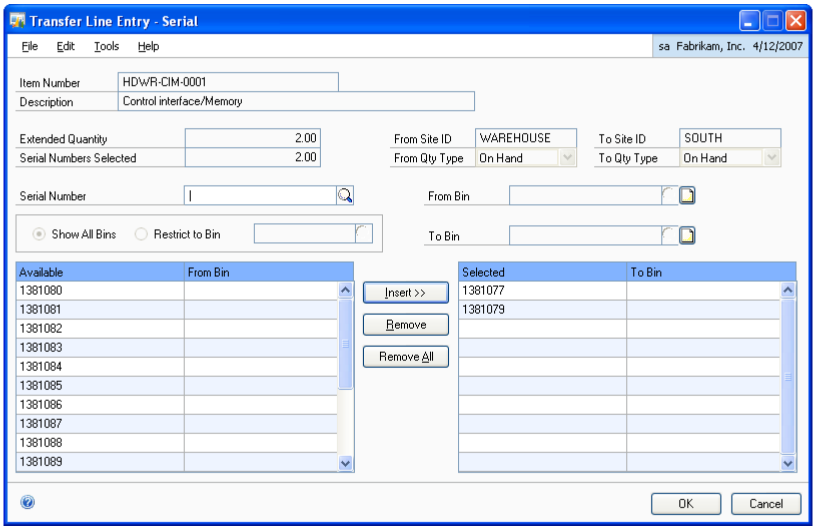
If you’re not using multiple bins, information about the available serial numbers is displayed in the Available scrolling window. If you’re using multiple bins, you can view information about all available serial numbers in the Available scrolling window, or you can choose Restrict to Bin and enter or select a bin to limit information in the scrolling window to only those serial numbers for items in a specific bin.

To change serial numbers for an in-transit transfer:

1. Open the In-Transit Transfer Entry window.
   (Transactions >> Inventory >> In-Transit Transfer Entry)

2. Enter an in-transit transfer transaction for a serial-numbered item. Refer to *Entering an in-transit transfer* on page 167 for more information.

3. Select an item for which serial numbers are tracked and choose Serial/Lot to open the Transfer Line Entry – Serial window.



Item Number	HDWR-CIM-0001
Description	Control interface/Memory
Extended Quantity	2.00
Serial Numbers Selected	2.00
From Site ID	WAREHOUSE
From Qty Type	On Hand
To Site ID	SOUTH
To Qty Type	On Hand
Serial Number	
From Bin	
To Bin	

● Show All Bins ○ Restrict to Bin

Available	From Bin
1381080	
1381081	
1381082	
1381083	
1381084	
1381085	
1381086	
1381087	
1381088	
1381089	

Selected	To Bin
1381077	
1381079	

4. Select the serial number to change and choose Remove.

5. In the Available scrolling window, highlight a serial number to transfer and choose Insert.

   You can also enter a serial number that hasn’t been entered. To do so, enter the number in the Serial Number field and choose Insert.

6. Continue, repeating steps 4 and 5 until you’ve specified the serial numbers of all items to be transferred. Be sure the Extended Quantity matches the Serial Numbers Selected.

7. Choose OK to save your entries and return to the In-Transit Transfer Entry window.

Specifying bins for item transfers

If you're entering an item transfer and you're using multiple bins, you'll need to specify bins for the quantities if the item is not tracked by lot or serial numbers. (If the item is tracked by lot or serial numbers, the bin information is included when you select the lot or serial number.) Use the Bin Quantity Transfer Entry window to complete this procedure.

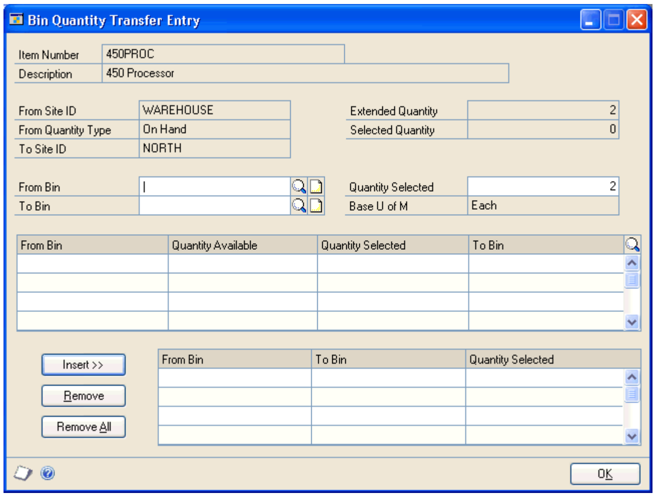
If you're entering a transfer for lot- or serial-numbered items, you'll specify the bins when you specify the lot or serial numbers. Refer to Specifying lot numbers for a transfer on page 169 and Specifying serial numbers for a transfer on page 170 for more information.

To specify bins for item transfers:

1. In the navigation pane, choose the Inventory button, and then choose the Item Transactions list.

2. Choose Bin Transfer to open the Item Transfer Entry window.

3. Enter a transfer for an item that is not tracked by lot or serial numbers. Choose Bins to open the Bin Quantity Transfer Entry window.



Bin Quantity Transfer Entry

Item Number: 450PROC
Description: 450 Processor
From Site ID: WAREHOUSE
From Quantity Type: On Hand
To Site ID: NORTH
Extended Quantity: 2
Selected Quantity: 0
From Bin:
To Bin:
Quantity Selected: 2
Base U of M: Each

The window also will open automatically when you move out of the transaction line.

4. Enter or select the From Bin. Information about the bin quantities will be displayed in the upper scrolling window.

5. Enter the quantity to transfer in the Quantity Selected field.

6. Enter or select the To Bin.

7. Choose Insert to add the information to the lower scrolling window.

You also can specify bins for transfers by entering the quantities directly in the scrolling window and choose Insert.

8. Continue, repeating steps 3 through 6 until the Selected Quantity equals the Extended Quantity.

9. When you've finished, choose OK to save the information and close the window.

Specifying bins for in-transit transfers

If you're entering an in-transit transfer and you're using multiple bins, you'll need to specify bins for the quantities if the item is not tracked by lot or serial numbers. (If the item is tracked by lot or serial numbers, the bin information is included when you select the lot or serial number.) Use the Bin Quantity Transfer Entry window to complete this procedure.

If you're entering a transfer for lot- or serial-numbered items, you'll specify the bins when you specify the lot or serial numbers. Refer to Changing lot numbers for an in-transit transfer on page 171 and Changing serial numbers for an in-transit transfer on page 173 for more information.

To specify bins for in-transit transfers:

1. In the navigation pane, choose the Inventory button, and then choose the In-Transit Transfer list.

2. In the New group, choose Transfer to open the In-Transit Transfer Entry window.

3. Enter an in-transit transfer for an item that is not tracked by lot or serial numbers. Choose Bins to open the Bin Quantity Transfer Entry window.

   The window also will open automatically when you move out of the transaction line.

4. Enter or select the From Bin. Information about the bin quantities will be displayed in the upper scrolling window.

5. Enter the quantity to transfer in the Quantity Selected field.

6. Enter or select the To Bin.

7. Choose Insert to add the information to the lower scrolling window.

You also can specify bins for transfers by entering the quantities directly in the scrolling window and choose Insert.

8. Continue, repeating steps 3 through 7 until the Selected Quantity equals the Extended Quantity.

9. When you've finished, choose OK to save the information and close the window.

Changing distributions for a transaction

Use the Item Transaction Distribution Entry window or the Item Transfer Distribution Entry window to view posting accounts for transactions. You also can change the posting accounts, if needed.

When inventory transactions are posted, the posting accounts you select are updated with amounts that reflect the quantity that's been posted. For example, if you transfer an item from site A to site B, the cost used is based on your valuation method for the item, and is used to determine the currency amount that is posted to the posting accounts for sites A and B.

Refer to Valuation methods on page 8 for more information about valuation methods.

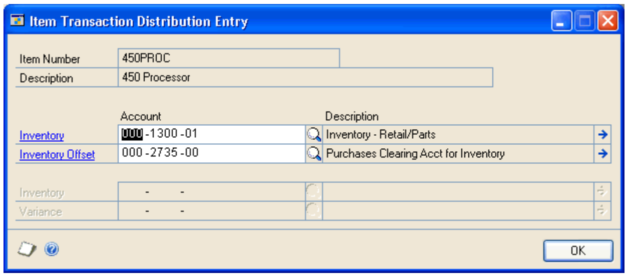
To change distributions for a transaction:

1. Open a transaction entry window. You can use the Item Transaction Entry window or the Item Transfer Entry window.
   (Transactions >> Inventory >> Transaction Entry or Transfer Entry)

2. Enter or select a transaction.

3. Select the item in the scrolling window you want to change distributions for.

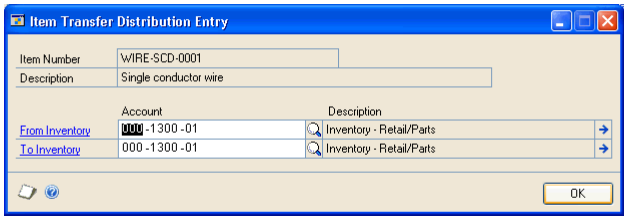
4. Choose Distributions. If you're entering a transaction in the Item Transaction Entry window, the Item Transaction Distribution Entry window opens.



Item Number: 450PROC
Description: 450 Processor

	Account	Description
Inventory	000-1300-01	Inventory - Retail/Parts
Inventory Offset	000-2735-00	Purchases Clearing Acct for Inventory
Inventory	- -	
Variance	- -	

If you're entering a transfer transaction in the Item Transfer Entry window, the Item Transfer Distribution window opens.



Item Number: WIRE-SCD-0001
Description: Single conductor wire

	Account	Description
From Inventory	000-1300-01	Inventory - Retail/Parts
To Inventory	000-1300-01	Inventory - Retail/Parts

5. Review the account information, making any necessary changes.

   When the transaction that contains this item is posted, the posting accounts you select are updated with amounts that reflect the quantity that's been posted. For example, if you transfer an item from site A to site B, the cost used is based on your valuation method for the item, and is used to determine the currency amount that is posted to the posting accounts for sites A and B. Refer to *Valuation methods* on page 8 for more information.

6. Choose OK to save the information and close the distribution entry window. You'll be returned to the Item Transaction Entry window or the Item Transfer Entry window, where you can complete steps for entering and saving or posting transaction information.

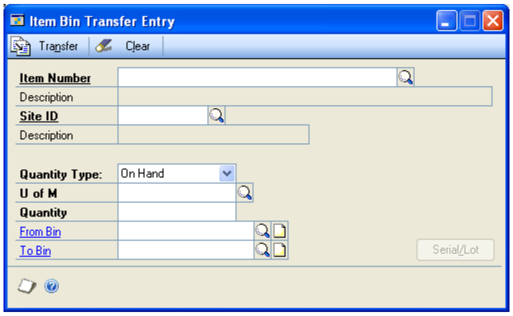
Transferring quantities from one bin to another

Use the Item Bin Transfer Entry window to transfer items from one bin to another within a site.

To transfer items from one site to another, refer to Transferring an item to a different site on page 164. If the items are tracked by lot or serial numbers, refer to Specifying lot numbers for a bin-to-bin transfer on page 178 or Specifying serial numbers for a bin-to-bin transfer on page 179.

To transfer quantities from one bin to another:

1. Open the Item Bin Transfer Entry window.
   (Transactions >> Inventory >> Bin Transfer Entry)



Quantity Type: On Hand

2. Enter or select an item number.

3. Enter or select a site ID.

4. Select a quantity type.

5. Enter or select a unit of measure.

6. Enter the quantity to transfer.

7. Enter or select the From Bin.

   If the quantity you entered is greater than the available quantity for the quantity type you selected, an alert message appears and you’ll have the option to use the available quantity or cancel.

8. Enter or select the To Bin.

9. If the item is tracked by serial or lot numbers, a window for choosing the lot or serial numbers opens automatically.

   - If the item is tracked by lot numbers, the Item Bin Transfer Lot Number Entry window opens. Refer to *Specifying lot numbers for a bin-to-bin transfer* on page 178.

   - If the item is tracked by serial numbers, the Item Bin Transfer Serial Number Entry window opens. Refer to *Specifying serial numbers for a bin-to-bin transfer* on page 179.

10. Choose Transfer, and then close the window.

Specifying lot numbers for a bin-to-bin transfer

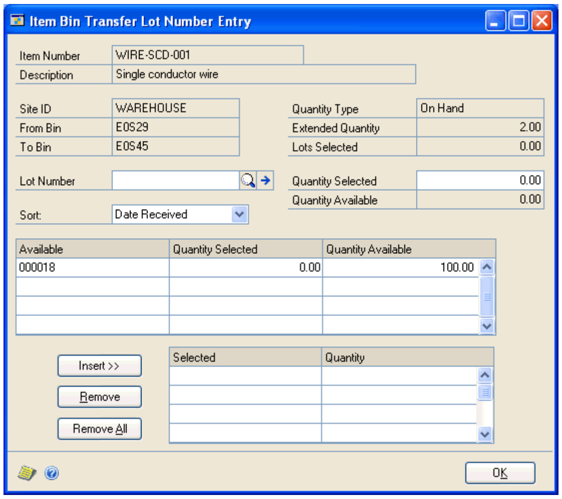
Use the Item Bin Transfer Lot Number Entry window to specify the lot numbers of the items to be transferred from one bin to another.

To specify lot numbers for a bin-to-bin transfer:

1. Open the Item Bin Transfer Entry window.
   (Transactions >> Inventory >> Bin Transfer Entry)

2. Enter basic information about the transfer of an item tracked by lot numbers. Refer to *Transferring quantities from one bin to another* on page 177.

   The Item Bin Transfer Lot Number Entry window opens automatically for an item tracked by lot numbers.



Item Number: WIRE-SCD-001
Description: Single conductor wire
Site ID: WAREHOUSE
From Bin: E0S29
To Bin: E0S45
Quantity Type: On Hand
Extended Quantity: 2.00
Lots Selected: 0.00
Lot Number:
Quantity Selected: 0.00
Quantity Available: 0.00
Sort: Date Received

Available	Quantity Selected	Quantity Available
000018	0.00	100.00

Selected	Quantity

3. Select a lot number to transfer. You can use either of the following methods:

   - Enter or select a lot number in the Lot Number field, and then enter the quantity to transfer in the Quantity Selected field.

   - Highlight a lot number in the Available list, and then enter the quantity to transfer in the Quantity Selected column.

An icon appears in the Lot Number field if you select a lot number that has expired.

4. Choose Insert to move the lot number information to the Selected list.

5. Continue, repeating steps 3 and 4 until the Lots Selected equals the Extended Quantity.

6. Choose OK to close the window and return to the Item Bin Transfer Entry window.

7. Choose Transfer in the Item Bin Transfer Entry window. When processing is finished, close the window.

Specifying serial numbers for a bin-to-bin transfer

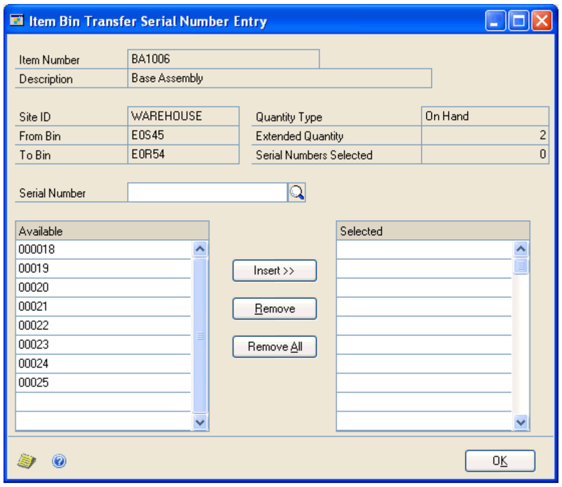
Use the Item Bin Transfer Serial Number Entry window to specify the serial numbers of the items to be transferred from one bin to another.

To specify serial numbers for a bin-to-bin transfer:

1. Open the Item Bin Transfer Entry window.
   (Transactions >> Inventory >> Bin Transfer Entry)

2. Enter basic information about the transfer of an item tracked by serial numbers. Refer to *Transferring quantities from one bin to another* on page 177.

   The Item Bin Transfer Serial Number Entry window opens automatically for items tracked by serial numbers.



Item Number: BA1006
Description: Base Assembly
Site ID: WAREHOUSE
From Bin: E0S45
To Bin: E0R54
Quantity Type: On Hand
Extended Quantity: 2
Serial Numbers Selected: 0
Serial Number:

Available:
000018
00019
00020
00021
00022
00023
00024
00025

Selected:

3. Select a serial number to transfer. You can use either of the following methods:

   - Enter or select a serial number in the Serial Number field.

   - Highlight a serial number in the Available list.

4. Choose Insert to move the serial number to the Selected list.

5. Continue, repeating steps 3 and 4 until the Serial Numbers Selected equals the Extended Quantity.

6. Choose OK to close the window and return to the Item Bin Transfer Entry window.

7. Choose Transfer in the Item Bin Transfer Entry window. When processing is finished, close the window.

Entering lot attribute information

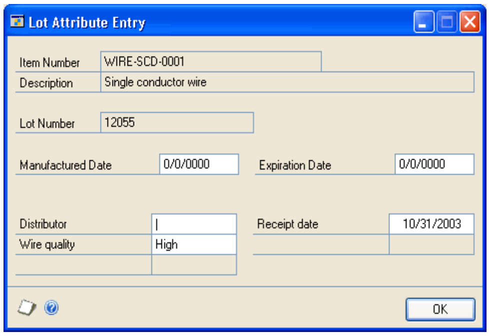
Use the Lot Attribute Entry window to enter a manufactured date, an expiration date, and the lot category characteristics assigned to the item. If you are using lot categories, you must complete this procedure. If you aren't using lot categories, you still can enter a manufactured date and an expiration date. Refer to Chapter 6, “Lot category setup,” for more information about lot categories.

If you assign an expiration date to a lot, a message will be displayed if the expiration date has passed when you are manually entering lot numbers in Inventory Control, Sales Order Processing, and Microsoft Dynamics GP Bill of Materials. A message won’t be displayed when lot numbers are assigned automatically.

Before beginning this procedure, you should have the Item Transfer Lot Number Entry window or the Item Lot Number Entry window open. Those windows open automatically if you enter a transaction for an item tracked by lot numbers.

To enter lot attribute information:

1. Open the Lot Attribute Entry window.
   (In the Item Transfer Lot Number Entry window, enter or select a lot, then choose the expansion button on the Lot Number field.)



Item Number WIRE-SCD-0001
Description Single conductor wire
Lot Number 12055
Manufactured Date 0/0/0000
Expiration Date 0/0/0000
Distributor |
Wire quality High
Receipt date 10/31/2003

2. Enter a manufactured date and an expiration date, if applicable.

3. Enter lot attribute information in the fields.

4. Choose OK to save the information and close the window.

Split purchase receipts

If you enter a transaction and the extended cost calculated for the base unit of measure results in an unequal value for all items on the purchase receipt, Microsoft Dynamics GP creates a separate receipt for one of the items so that the total cost of the receipt equals the total of the cost for each of the items. The resulting set of entries is called a split purchase receipt.

For example, suppose you receive a three-pack of serial-numbered items (item number IV5015; serial numbers 701, 402, and 218) at a total cost of $10.49 for the three-pack. Because the base unit of measure for the items is single units, the system creates two purchase receipts with the same receipt number: one for two of the units at $3.50 and one for one unit at $3.49. The table illustrates how that split receipt might appear in your records.

When you sell the items, they're removed from inventory according to the item's valuation method.

Item Number	Receipt Number	Qty Received	Cost	Serial Numbers
IV5015	000234	2 Each	$3.50	701, 402
IV5015	000234	1 Each	$3.49	218

Deleting an inventory transaction

Use the Item Transaction Entry window or the Item Transfer Entry window to delete an unposted transaction.

For information about deleting posted transactions, refer to Chapter 24, "Transaction corrections."

To delete an inventory transaction:

1. Open the Item Transaction Entry window or the Item Transfer Entry window.
   (Transactions >> Inventory >> Transaction Entry)
   (Transactions >> Inventory >> Transfer Entry)

2. Enter or select the document type and number.

3. Choose Delete. An alert message appears, asking if you're sure you want to delete the record. Choose Yes.

   If you're using multiple bins, any bin selections for the transaction are deleted when the transaction is deleted.

4. Close the window.

Deleting an in-transit transfer transaction

You can use the In-Transit Transfer Entry window to delete an in-transit transfer that has an Open status.

To delete an in-transit transfer transaction:

1. Open the In-Transit Transfer Entry window.
   (Transactions >> Inventory >> In-Transit Transfer Entry)

2. Enter or select the document number of an in-transit transfer that has an Open status.

3. Choose Delete. An alert message appears, asking if you're sure you want to delete the record. Choose Yes.

   If you're using multiple bins, any bin selections for the transaction are deleted when the transaction is deleted.

4. Close the window.

Chapter 21: Stock count schedules

When you're ready to begin work on a stock count at a specific site, you create a stock count schedule—you specify which item-site combinations are to be included in this stock count. (If you're using multiple bins, you specify which item-site-bin combinations are included.) You can save the stock count schedule or you can choose to start it. You also can reuse stock counts.

The following information is discussed:

- *Stock count requirements*
- *Statuses for stock count schedules*
- *Creating or modifying a stock count schedule*
- *Adding many items to a stock count schedule*
- *Removing items from a stock count schedule*
- *Starting a stock count schedule*
- *Exceptions for starting a stock count*
- *Options for stock count forms*
- *Canceling a stock count schedule*
- *Deleting a stock count schedule*

Stock count requirements

Before you set up and use stock counts, you should be aware of the requirements and restrictions.

Item types Only Sales Inventory or Discontinued items can be assigned to a stock count.

"Freeze" inventory when starting a stock count It's a good business practice to restrict access to the inventoried items that are being counted during a stock count.

Statuses for stock count schedules

A stock count can have any of three statuses: Available, Started and Entered.

Available A stock count schedule has an Available status as soon as it's entered and saved. You can add or remove items from a stock count schedule with Available status.

Started When you choose the Start Count button in the Stock Count Schedule window, the system checks the validity of each item-site combination in the stock count schedule. If all entries are valid, the current on-hand quantities of each combination and the user ID of the person who starts the stock count are recorded. Later, these stored values—also called "captured quantities"—are compared to the actual stock count results. You can't add items to or remove items from a stock count schedule if its status is Started. However, you can cancel a Started stock count, edit it if needed, and then restart the count process.

You can still enter and post transactions for item-site combinations included in a Started stock count.

Entered The status of a stock count automatically changes to Entered as soon as the first stock count results are entered. Once an Entered stock count is processed and the resulting inventory variance transactions are created, one of two things can happen. If the stock count schedule is set to be reused (the Reuse option is marked in the Stock Count Schedule window), then the status of the stock count is changed to Available. If the Reuse option isn't marked, the stock count schedule is deleted.

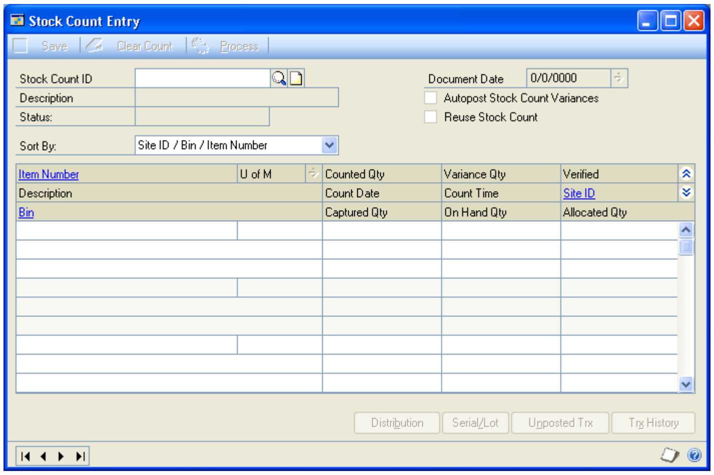
You can't add items to or remove items from a stock count schedule if its status is Entered.

Creating or modifying a stock count schedule

When you're ready to begin a stock count, use the Stock Count Schedule window to determine which items at which sites will be counted.

To create or modify a stock count schedule:

1. Open the Stock Count Schedule window.
   (Transactions >> Inventory >> Stock Count Schedule)


Stock Count Entry
Save
Clear Count
Process
Stock Count ID
Description
Status:
Sort By:
Document Date
Autopost Stock Count Variances
Reuse Stock Count
Item Number
U of M
Counted Qty
Variance Qty
Verified
Description
Count Date
Count Time
Site ID
Bin
Captured Qty
On Hand Qty
Allocated Qty
Distribution
Serial/Lot
Unposted Trx
Trx History

Document Date 0/0/0000

Sort By: Site ID / Bin / Item Number

2. Enter or select a stock count ID.

If you enter or select a stock count ID that was created when the multiple bins feature wasn't enabled and the feature is enabled now, an alert message is displayed. You'll have the option to continue or cancel. Regardless of the option you select, the stock count will be updated so you can enter bin information.

3. Enter a description and select a default site ID.

4. To create a reusable stock schedule, mark the Reuse option.

If the Reuse option is marked, the status of the stock count schedule will be changed to Available after the count is processed. Otherwise, the stock count schedule will be removed once it's processed.

5. Decide how items listed in the stock count schedule should be sorted. Choices include by Site ID, by Item Number, by Description and by Next Count Date.

6. Add item-site combinations to the stock count schedule.

   To add one item-site combination Put the pointer in the first empty line of the scrolling window, then enter or select an item number and a site ID. If you're using multiple bins, you also must enter or select a bin.

   To add many item-site combinations Refer to *Adding many items to a stock count schedule* on page 185.

7. Review the information as needed.

   You can use the hide and show buttons to expand the scrolling window lines, if needed. The expanded view of the scrolling window includes an option that indicates if an item-site combination is overdue for a stock count.

8. Choose Save to save the stock count schedule. The stock count schedule now has an Available status.

   You can choose File >> Print to print the Stock Count List to verify the items listed in the stock count schedule, if needed.

Adding many items to a stock count schedule

Use the Stock Count Mass Add window to add many item-site combinations to a stock count schedule.

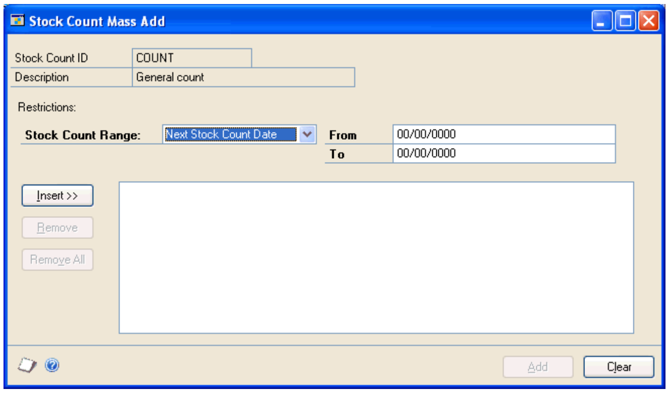
You can add items only to a stock count that has Available status.

To add many items to a stock count schedule:

1. Open the Stock Count Maintenance window.
   (Transactions >> Inventory >> Stock Count Schedule)

2. Enter or select a stock count ID. The status of the stock count must be Available.

3. Choose Mass Add to open the Stock Count Mass Add window.



Stock Count Mass Add

Stock Count ID: COUNT
Description: General count

Restrictions:

Stock Count Range: Next Stock Count Date
From: 00/00/0000
To: 00/00/0000

4. Define the range of items to add to the stock count. Select a Stock Count Range, and then enter or select the beginning and end of the range for that type of range.

For example, to add all the items whose suggested stock count date is today, you'd select Next Stock Count Date for the Stock Count Range, and then enter the current date in the From and To fields.

5. Choose Insert to add the restriction.

6. Continue, repeating steps 4 and 5 until you've entered restrictions to narrow the group of item-site combinations to just those to be added to the stock count schedule. You can create as many restrictions as you like, but you can use each type of Stock Count Range only once. For example, you can define only one range of Next Stock Count Dates for this stock count.

7. Choose Add. The Stock Count Mass Add window closes and you're returned to the Stock Count Schedule window.

8. Choose Save and close the window.

9. You can choose File >> Print to print the Stock Count List to verify the items listed in the stock count schedule, if needed.

Removing items from a stock count schedule

Use the Stock Count Schedule window to remove item-site combinations from a stock count schedule. If you're using multiple bins, you'll remove item-site-bin combinations.

You can remove items only from stock count schedules whose status is Available.

To remove items from a stock count schedule:

1. Open the Stock Count Schedule window.
   (Transactions >> Inventory >> Stock Count Schedule)

2. Enter or select a stock count ID.

3. Use the hide and show button to expand the lines in the scrolling window.

4. Highlight the record to remove.

5. From the Edit menu, choose Delete Row. An alert message appears, asking if you're sure you want to delete the row. Choose Yes.

6. Continue, repeating steps 4 and 5 to remove other items, if needed.

7. When you've finished, choose Save and close the window.

Starting a stock count schedule

Use the Stock Count Schedule window to start a stock count. If the stock count can be started—if there are no exceptions—the status of the count will be changed to Started, stock count forms will be printed and information about the on-hand quantity of each item-site combination will be captured.

To start a stock count schedule:

1. Open the Stock Count Schedule window.
   (Transactions >> Inventory >> Stock Count Schedule)

2. Enter or select a stock count ID with Available status.

   If you enter or select a stock count ID that was created when the multiple bins feature wasn't enabled and the feature is enabled now, an alert message is displayed, telling you that the stock count ID has been converted. Any bin information in the existing stock count ID will be cleared. You must use the Stock Count Schedule window to add valid bin information to each line of the stock count.

3. Choose Start Count.

   When you start a stock count schedule, the quantity on hand for each line in the stock count schedule is captured. Later, the actual count number quantities will be compared to the captured values to create default variance transactions.

4. The report destination window for the Stock Count Exceptions report appears. Choose the destination for the Stock Count Exceptions report.

   If you have exceptions that prevent the count from being started, they'll be listed in the report, and the status of the stock count will remain Available. Refer to *Exceptions for starting a stock count* on page 187 for more information.

5. If the stock count can be started, the Stock Count Print Options window appears. Choose OK and select your print destination. Refer to *Options for stock count forms* on page 188 for more information.

   If you have exceptions that prevent the count from starting, an alert message will warn you that exceptions exist, and the status of the count will remain Available.

Exceptions for starting a stock count

Two exception reports for stock counts are included in Inventory Control. One is generated when you choose Start Count in the Stock Count Schedule window. That report lists any issues that prevent the stock count from being started, but is generated even if no problems exist. The other exception report is generated when you process a stock count. For more information about that report, refer to *Effects of processing a stock count* on page 191.

If the exception report for starting a stock count lists no problems, the status of the stock count is set to Started and stock count forms are printed. Refer to *Options for stock count forms* on page 188 for more information.

Two exceptions can prevent a stock count from being started.

- An item-site combination in the stock count schedule is already included in another stock count that is Started or Entered. (If you're using multiple bins, an item-site-bin combination that is part of another stock count schedule can prevent the stock count from being started.)

- If you're using multiple bins, the stock count can't be started if any bin information is missing.

Before you can start the newer stock count, you must handle the exceptions. No stock count forms will be generated and the status of the stock count schedule will remain Available until you fix all exceptions and choose Start Count again.

To handle these exceptions, you have these options:

Remove the combination You can remove the combination from the newer stock count schedule. Refer to *Removing items from a stock count schedule* on page 186 for more information.

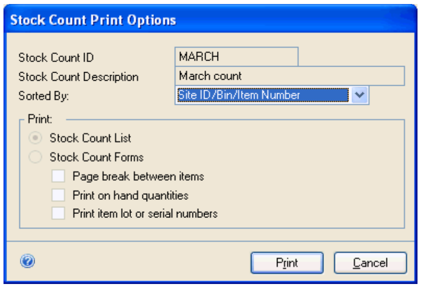
Process the older stock count If you process the existing stock count before starting the newer stock count, the combination will be available to be included in your newer stock count. Refer to *Effects of processing a stock count* on page 191 for more information.

Recreate the stock count ID If a stock count can't be started because you've begun using the multiple bins feature since the stock count was created, you need to add bin information to the stock count. To do this, you can edit the existing stock count ID or you can delete the existing stock count ID and recreate it. The bin information automatically will be included in the new stock count. Refer to *Creating or modifying a stock count schedule* on page 184 for more information.

Options for stock count forms

When you successfully start a stock count, stock forms are generated for you to use to record count information. Inventory personnel can use these forms to note their counting activities. They can write the time and date each item was counted. If an item is tracked by lot or serial numbers, they also can note those identifiers.

Use the Stock Count Print Options window to specify how you want the stock count forms formatted. You can choose how the items will be sorted on the report. Item can be sorted by site ID, then bin and then item number, or they can be sorted by item number, then bin and then site ID.



Stock Count ID: MARCH
Stock Count Description: March count
Sorted By: Site ID/Bin/Item Number
Print:
● Stock Count List
○ Stock Count Forms
☐ Page break between items
☐ Print on hand quantities
☐ Print item lot or serial numbers

You can determine if page breaks should occur between items. If you have several warehouse personnel who will be counting items, this can make it easier for you to split up the task.

You also can determine what's included on the forms. You can choose whether to include the on-hand quantities, and you can choose whether to include identifiers for items tracked by lot or serial numbers.

Canceling a stock count schedule

Use the Stock Count Schedule window to cancel a Started stock count. When you cancel a stock count, captured quantity information is cleared. If you restart the count later, new captured quantity information will be saved and new stock count forms will be printed.

If the status of the count is Entered, you must first clear the count. Refer to Clearing stock count entries on page 201 for more information.

To cancel a stock count schedule:

1. Open the Stock Count Schedule window.
   (Transactions >> Inventory >> Stock Count Schedule)

2. Enter or select a stock count schedule that has a Started status.

3. Choose Cancel Count.

   When you cancel a stock count, the status of the count is reset to Available, and all captured quantity information is discarded.

Deleting a stock count schedule

Use the Stock Count Schedule window to delete a stock count schedule. You can delete a stock count only if its status is Available.

If a stock count isn't set to be reused, it automatically will be deleted from the system after all results are entered, the stock count is processed, and any inventory variance transactions are created.

To delete a stock count schedule:

1. Open the Stock Count Schedule window.
   (Transactions >> Inventory >> Stock Count Schedule)

2. Enter or select a stock count schedule with Available status.

3. Choose Delete. An alert message appears, asking if you're sure you want to delete the stock count record. Choose Yes.

4. Close the window.

Chapter 22: Stock count processing

Once inventory personnel have counted the items in a stock count schedule, you can enter stock count results. You can enter results all at once, or as each item is counted. Those results are compared to the captured quantities for each combination in the stock count schedule, and then default variance amounts are calculated. (Transactions aren't actually created until you process the stock count.) You can accept the variance amounts or change them, and create and post transactions based on the variance amounts.

You don't have to count items in the base unit of measure. For example, you might purchase widgets in cases of 10 units. If you count six cases of widgets and four single widgets, you can enter that as 6 cases and 4 singles—and Inventory Control automatically will convert that to 64 widgets.

The following information is discussed:

- *Effects of processing a stock count*
- *Stock counts and dates*
- *Entering stock count results*
- *Changing the default stock count date*
- *Entering results in a different unit of measure*
- *Entering stock count lot number information*
- *Entering stock count serial number information*
- *Changing serial or lot number information*
- *Changing accounts for posting a count variance*
- *Verifying variance amounts*
- *Clearing stock count entries*
- *Processing a stock count*

Effects of processing a stock count

When you process a stock count, several things happen:

- Variance transactions are created. If the Autopost Stock Count Variances option is marked, the transactions also will be posted.

  Cost information for variance transactions will be based on the cost of the items at the time of the stock count. Cost information is based on the item's cost trends, so variance transactions might not match the true cost of the items. Refer to Stock counts and dates on page 192 and Changing the default stock count date on page 194 for more information.

- New Next Stock Count Dates are calculated for the items in the stock count schedule. Refer to Chapter 17, "Count intervals," for more information.

- History information about the results of the stock count is stored. History is kept to be the basis of the Accuracy Comparison report, which helps you monitor the accuracy of your stock counts over time. Refer to *Accuracy Comparison report* on page 254 for more information.

- If the stock count wasn't marked to be reused, it's deleted. If it was marked to be reused, the stock count results are cleared and the status of the count is set to Available.

- The exceptions report for processing a stock count is printed. The report lists the problems, if any, that prevent the stock count information from being processed. Even if a stock count is successfully processed, the exceptions report is printed. If the stock count had no variance transactions, that is noted in the exception report; otherwise, the report lists the batch number and variance transaction numbers used.

Stock counts and dates

Several dates are tracked for stock counts. Complete stock count records can include a start date, a document date, a count date and a posting date. Refer to *Changing the default stock count date* on page 194 for more information.

Count Start Date and Time The count start date and time are when the count was started—when the stock count schedule's status was changed from Available to Started.

Document Date The document date is the date of the entry of the stock count results.

Count Date and Time The count date and time is when the stock count of a specific item was actually performed. You can specify a default count date and time, and then accept or change that date and time for specific entries, if needed.

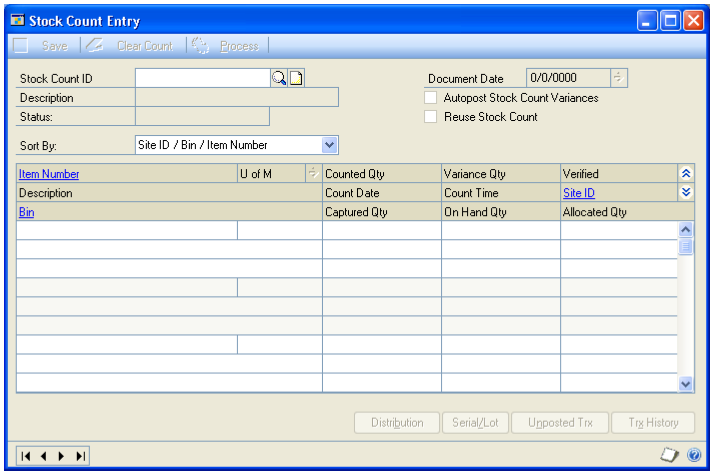
Posting date The posting date for a stock count is the date the inventory variance transactions resulting from a stock count are posted. If you've marked the Autopost Stock Count Variances option, the posting date will be the date the stock count is processed. If you post your transactions manually, it will be the date the last transaction is posted.

Entering stock count results

Use the Stock Count Entry window to enter the results of the stock count, based on information recorded on the stock count forms.

To enter stock count results:

1. Open the Stock Count Entry window.
   (Transactions >> Inventory >> Stock Count Entry)



Document Date 0/0/0000

Sort By: Site ID / Bin / Item Number

Stock Count Entry
Save
Clear Count
Process
Stock Count ID
Description
Status:
Autopost Stock Count Variances
Reuse Stock Count
Item Number
U of M
Counted Qty
Variance Qty
Verified
Description
Count Date
Count Time
Site ID
Bin
Captured Qty
On Hand Qty
Allocated Qty
Distribution
Serial/Lot
Unposted Trx
Trx History

2. Enter or select a stock count ID with Started or Entered status. The combinations included in the stock count are displayed in the scrolling window.

If you enter or select a stock count ID that was started when the multiple bins feature wasn't enabled and the feature is enabled now, an alert message is displayed. The stock count will be updated to include bin information. You must use the Stock Count Entry window to add bin information for each line in the stock count. If you've entered stock count results for the stock count ID, those results will be cleared.

3. Accept or change the default document date.

   The default document date appears in each line of the scrolling window as you enter count results. The user date is the default document date, but you can change it.

Refer to Changing the default stock count date on page 194 for more information about changing stock count dates.

4. Accept or change the default count date.

   The user date also will be the default stock count date in each line of the scrolling window. Refer to *Changing the default stock count date* on page 194 for more information about changing stock count dates.

5. Select the sorting order for the scrolling window.

6. Enter the counted quantity for each item in the item's base unit of measure.

To enter count results in other units of measure, refer to Entering results in a different unit of measure on page 195.

7. When you move off the field, Inventory Control automatically calculates the variance quantity, updates the date and time with the default count date and time, and marks the verified option. (If no default count date and time is available, the user date and time are used.) You can accept or change the default date and time. You also can clear the Verified option if you want to check the entries before transactions are created.

8. If the item is tracked by lot or serial numbers, you must enter information about the lot or serial numbers of the items that were counted.

   - To enter lot number information, refer to *Entering stock count lot number information* on page 196.

   - To enter serial number information, refer to *Entering stock count serial number information* on page 197.

9. Continue, repeating steps 6 through 8 for each combination.

10. Once you've entered a counted quantity for an item in the scrolling window, the options for Autopost Stock Count Variances and Reuse Stock Count are available. You can mark or unmark those options as needed.

The default setting for the Autopost Stock Count Variances option comes from the Inventory Control Setup window. Refer to Specifying preferences and default entries on page 15 for more information. The default setting for the Reuse Stock Count option *comes from the Stock Count Schedule window. Refer to Creating or modifying a stock count schedule on page 184 for more information.*

11. View distribution accounts for each combination in the scrolling window, and make changes, if needed. Refer to *Changing accounts for posting a count variance* on page 198.

12. View unposted transactions and transaction history to see if there is an accounting reason for a variance.

    For example, suppose the count for Item A was 34 and the captured quantity for the item was 40. The default variance will be 6. If you check unposted transactions and find an unposted transaction for 6 units of item A, then you probably won't want to process the default variance transaction because the difference between the count quantity and the captured quantity can be attributed to other entries in the system. Refer to *Verifying variance amounts* on page 199.

You should view unposted transactions and transaction history for any stock count result that has a variance.

13. Save or process the stock count information.

    If you choose Process, inventory variance transactions will be created. Refer to *Effects of processing a stock count* on page 191 for more information.

    If you choose Save, no transactions will be posted now, and you'll be able to enter more stock count results for this stock count schedule later.

14. When you've finished, close the window.

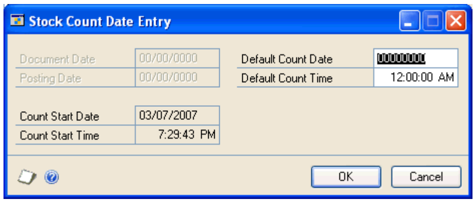
If you didn't choose the Autopost Stock Count Variances option, you must use the Inventory Batch Entry window to post the transactions. Refer to Chapter 23, "Posting," for more information.

Changing the default stock count date

Use the Stock Count Date Entry window to change the document date or the default stock count date and time for a stock count. You also can use the window to view the date and time a stock count was started.

To change the default stock count date:

1. Open the Stock Count Date Entry window.
   (Transactions >> Inventory >> Stock Count Entry >> enter or select a stock count ID >> Document Date expansion button)



Document Date 00/00/0000
Posting Date 00/00/0000
Count Start Date 03/07/2007
Count Start Time 7:29:43 PM
Default Count Date 00/00/0000
Default Count Time 12:00:00 AM

2. Enter a document date. This date appears in the Document Date field in the Stock Count Entry window.
3. Enter a default stock count date and time. This information appears as the default date and time for each line in the scrolling window in the Stock Count Entry scrolling window.
4. Choose OK to save your changes and close the window.

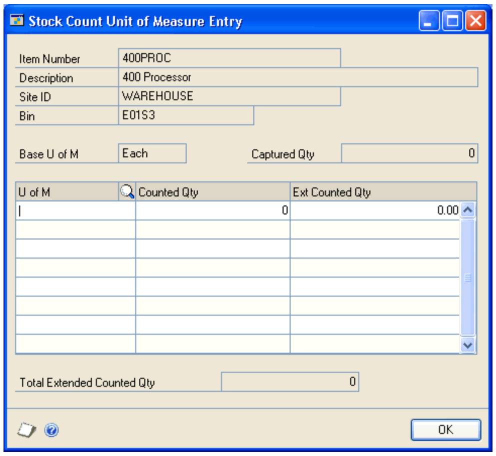
Entering results in a different unit of measure

Use the Stock Count Unit of Measure Entry window to select a different unit of measure (U of M) for counted items not tracked by lot or serial numbers. You also can use this window to enter stock count information for an item in different units of measure as part of the same count. For example, suppose you buy item XYZ in 100-piece boxes, but you use the items one at a time. If your stock count shows that you have 17 single XYZ items in an opened box, plus three unopened cases of the item, you can enter the stock count results as 17 singles and 3 cases. Inventory Control will convert the entries to the base unit of measure: 317 XYZ items.

Before you begin this procedure, be sure you've already completed the beginning steps for entering stock count results. Refer to Entering stock count results on page 192 for more information.

To enter results in a different unit of measure:

1. Open the Stock Count Entry window.
(Transactions >> Inventory >> Stock Count Entry)
2. Enter or select the stock count ID.
3. In the scrolling window, select the combination to enter results for. Be sure your insertion point is in that line in the scrolling window.
4. Choose the U of M expansion button to open the Stock Count Unit of Measure Entry window.



Item Number 400PROC
Description 400 Processor
Site ID WAREHOUSE
Bin E01S3
Base U of M Each
Captured Qty 0

U of M	Counted Qty	Ext Counted Qty
	0	0.00

Total Extended Counted Qty 0

5. Enter or select a unit of measure for the results, and then enter the counted quantity for that unit of measure.

6. Repeat step 5 until you've entered all count results for the combination. As you move off each line, the extended quantity—the equivalent in the base unit of measure, according to the assigned unit of measure schedule—is calculated and displayed.

7. Choose OK to close the Stock Count Unit of Measure Entry window.

   The counted quantity and variance quantity are updated automatically in the Stock Count Entry scrolling window.

8. Continue, adding other stock count results as needed.

9. Process or save the stock count.

10. When you've finished, close the window.

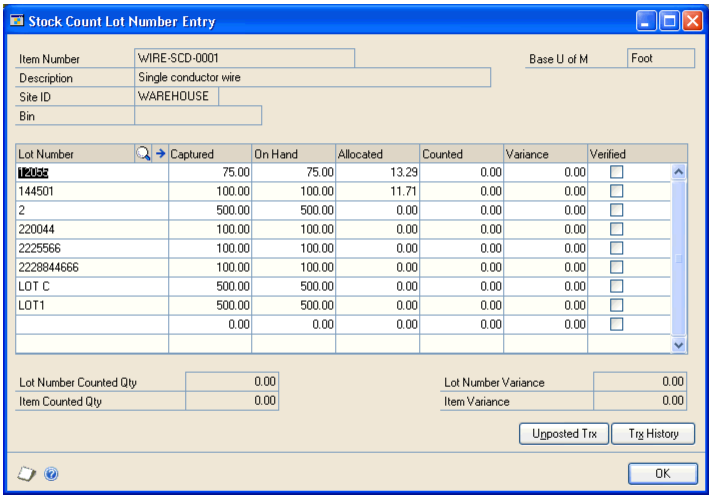
Entering stock count lot number information

Use the Stock Count Lot Number Entry window to enter lot number information for a stock count. If an item is tracked by lot numbers, the window automatically opens when you move off the scrolling window line in the Stock Count Entry window. An icon appears in the Lot Number field for each lot number that has expired.

Before beginning this procedure, be sure you've completed the beginning steps for entering stock count results. Refer to Entering stock count results on page 192 for more information.

To enter stock count lot number information:

1. Open the Stock Count Lot Number Entry window.
   (Transactions >> Inventory >> Stock Count Entry >> select an item that tracks lot numbers >> Serial/Lot button)



Item Number: WIRE-SCD-0001
Description: Single conductor wire
Site ID: WAREHOUSE
Bin:
Base U of M: Foot

Lot Number	Captured	On Hand	Allocated	Counted	Variance	Verified
12055	75.00	75.00	13.29	0.00	0.00	☐
144501	100.00	100.00	11.71	0.00	0.00	☐
2	500.00	500.00	0.00	0.00	0.00	☐
220044	100.00	100.00	0.00	0.00	0.00	☐
2225566	100.00	100.00	0.00	0.00	0.00	☐
2228844666	100.00	100.00	0.00	0.00	0.00	☐
LOT C	500.00	500.00	0.00	0.00	0.00	☐
LOT1	500.00	500.00	0.00	0.00	0.00	☐
	0.00	0.00	0.00	0.00	0.00	☐

Lot Number Counted Qty: 0.00
Item Counted Qty: 0.00
Lot Number Variance: 0.00
Item Variance: 0.00

When you enter results for a lot- or serial-numbered item, a small S/L symbol appears in the item number field in the Stock Count Entry scrolling window.

2. To enter count results for lots listed in the scrolling window, enter the counted quantity in the appropriate line in the scrolling window.

3. To enter count results for lots not listed in the scrolling window, enter the lot number in the first blank line in the scrolling window, and then enter the count quantity.

   If the system calculates a variance for a lot-numbered item, view unposted transactions and transaction history to see if you can find a reason for the variance. Select the lot number and choose Unposted Trx or Trx History. If you find an explanation for a variance—such as an unposted quantity to remove items from inventory—you can change the variance quantity as needed.

   Be sure to check the unposted transactions and the transaction history for items that show variances. Processing a stock count creates inventory variance transactions for every variance quantity in the stock count. If some of those variances exist only because certain transactions are unposted, you should override the variance quantities so you don't create additional discrepancies.

4. Choose OK to save the lot number information and return to the Stock Count Entry window.

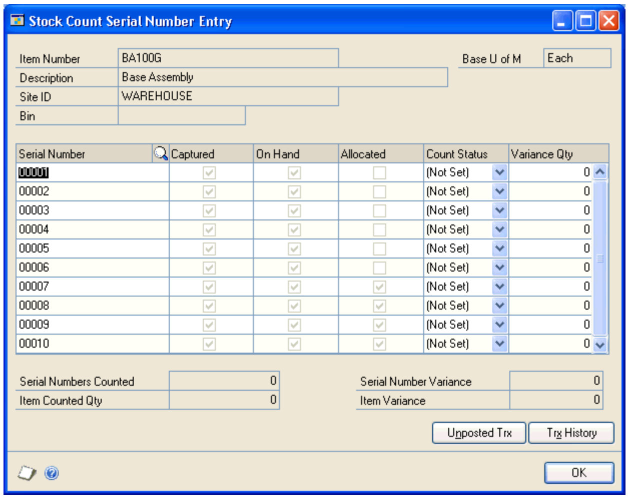
Entering stock count serial number information

Use the Stock Count Serial Number Entry window to enter serial number information for a stock count. If you enter stock count results for a serial-numbered item, the Stock Count Serial Number Entry window opens when you move off the line in the scrolling window.

Before beginning this procedure, be sure you've completed the beginning steps for entering stock count results. Refer to Entering stock count results on page 192 for more information.

To enter stock count serial number information:

1. Open the Stock Count Serial Number Entry window.
   (Transactions >> Inventory >> Stock Count Entry >> select an item that tracks lot numbers >> Serial/Lot button)



Item Number	BA100G
Description	Base Assembly
Site ID	WAREHOUSE
Bin	
Base U of M	Each

Serial Number	Captured	On Hand	Allocated	Count Status	Variance Qty
00001	☑	☑	☐	(Not Set)	0
00002	☑	☑	☐	(Not Set)	0
00003	☑	☑	☐	(Not Set)	0
00004	☑	☑	☐	(Not Set)	0
00005	☑	☑	☐	(Not Set)	0
00006	☑	☑	☐	(Not Set)	0
00007	☑	☑	☑	(Not Set)	0
00008	☑	☑	☑	(Not Set)	0
00009	☑	☑	☑	(Not Set)	0
00010	☑	☑	☑	(Not Set)	0

Serial Numbers Counted	0
Item Counted Qty	0
Serial Number Variance	0
Item Variance	0

When you enter results for a lot- or serial-numbered item, a small S/L symbol appears in the item number field in the Stock Count Entry scrolling window.

2. To enter information for serial numbers listed in the scrolling window, select Counted from the appropriate Count Status list.

3. To enter information for serial numbers not listed in the scrolling window, enter the serial number in the first blank line in the scrolling window, and then select Counted from the appropriate Count Status list.

4. To enter information about serial numbers listed in the scrolling window but not counted, select Not Found from the appropriate Count Status list.

   If the system calculates a variance for a serial-numbered item, view unposted transactions and transaction history to see if you can find a reason for the variance. Select the serial number and choose Unposted Trx or Trx History. If you find an explanation for a variance—such as an unposted quantity to remove items from inventory—you can change the variance quantity as needed.

⚠ *Be sure to check the unposted transactions and the transaction history for items that show variances. Processing a stock count creates inventory variance transactions for every variance quantity in the stock count. If some of those variances exist only because certain transactions are unposted, you should override the variance quantities so you don't create additional discrepancies.*

5. Choose OK to save the serial number information and return to the Stock Count Entry window.

Changing serial or lot number information

If you add a lot or serial number to a scrolling window, you can't change the lot or serial number once you move out of the field. If you enter the wrong lot number or serial number when adding stock count results for lot- or serial-numbered items, you must delete the existing row and add a new row.

To change serial or lot number information:

1. Open the Stock Count Lot Number Entry window or the Stock Count Serial Number Entry window.
   (Transactions >> Inventory >> Stock Count Entry >> select an item that tracks lot or serial numbers >> Serial/Lot button)

2. Put the insertion pointer in the line with the incorrect lot or serial number.

3. Choose Edit >> Delete Row. An alert message appears, asking if you're sure you want to delete the record. Choose Yes.

4. Refer to *Entering stock count lot number information* on page 196 or *Entering stock count serial number information* on page 197 for more information about adding new information for lot- or serial-numbered items.

Changing accounts for posting a count variance

Use the Stock Count Distribution Entry window to change the inventory and variance distribution accounts for posting variance transactions. If you set up default distribution accounts when you created the item, those accounts will be your default account selections.

You can complete this procedure as you're entering stock count results, or you can open an Entered stock count and change distribution accounts, if needed.

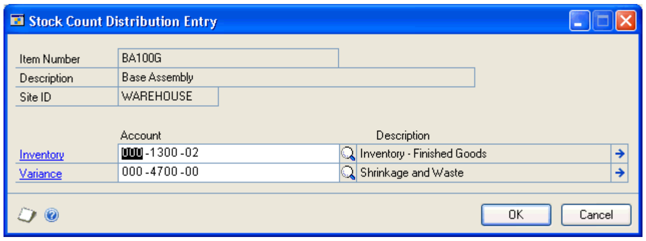
To change accounts for posting a count variance:

1. Open the Stock Count Entry window.
(Transactions >> Inventory >> Stock Count Entry)

2. Enter or select a stock count ID.

3. Select an item-site combination with the accounts you want to view or change.

4. Choose Distribution to open the Stock Count Distribution Entry window. If you've set up default accounts, those accounts are displayed. Enter or select the accounts to use.



Item Number BA100G
Description Base Assembly
Site ID WAREHOUSE

	Account	Description
Inventory	000-1300-02	Inventory - Finished Goods
Variance	000-4700-00	Shrinkage and Waste

5. Choose OK to save your changes and return to the Stock Count Entry window.

Verifying variance amounts

If you enter a stock count number that is different from the captured quantity for an item-site combination, Inventory Control calculates the default variance amount as the absolute difference between the two values, as long as the resulting default variance transaction is a valid transaction. The default variance transaction might vary if it would otherwise cause an invalid transaction—that is, if posting the transaction would cause the on hand quantity to be less than the allocated quantity.

When a stock count is processed, Inventory Control creates default inventory variance transactions to adjust inventory for the variance amounts. This is helpful if the variance is a legitimate finding of differences between the captured and counted amounts, but if the variance exists because of transactions that haven't been posted yet or because transactions were posted after the stock count was started, then the default inventory variance transactions can cause additional discrepancies.

Each time a variance amount is identified, you should check the unposted transactions and the transaction history for the item-site combination. If necessary, you can adjust the variance amount accordingly before processing the stock count.

Use the Unposted Item Transactions window to view unposted inventory transactions. Use the Item Transaction Inquiry by Date window to view transaction history. You could find that another user has posted a transaction since the stock count was started, for example.

To verify variance amounts:

1. Open the Stock Count Entry window.
   (Transactions >> Inventory >> Stock Count Entry)

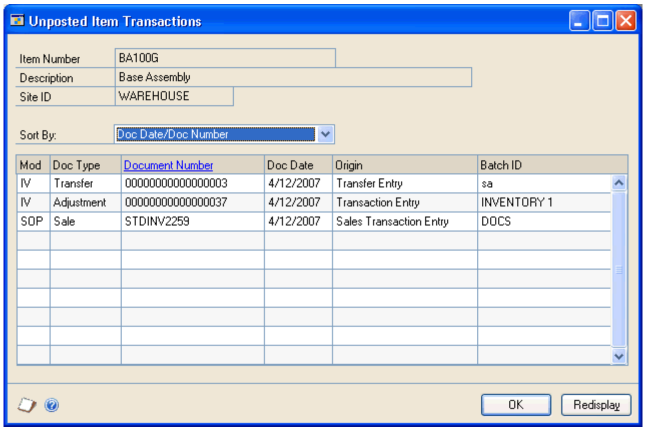
You also can open the Unposted Item Transactions window and the Item Transaction Inquiry by Date window from the Stock Count Lot Number Entry window and the Stock Count Serial Number Entry window.

2. Enter or select a stock count ID. The stock count must have Entered status.

3. Select an item-site combination that has a variance amount.

4. Check unposted transactions and transaction history to see if there is a reason for the inventory variance.

   To view unposted transactions, choose Unposted Trx to open the Unposted Item Transactions window. Review the information as needed. To view information about the quantities for specific transactions, select a document and then click the Document Number label.

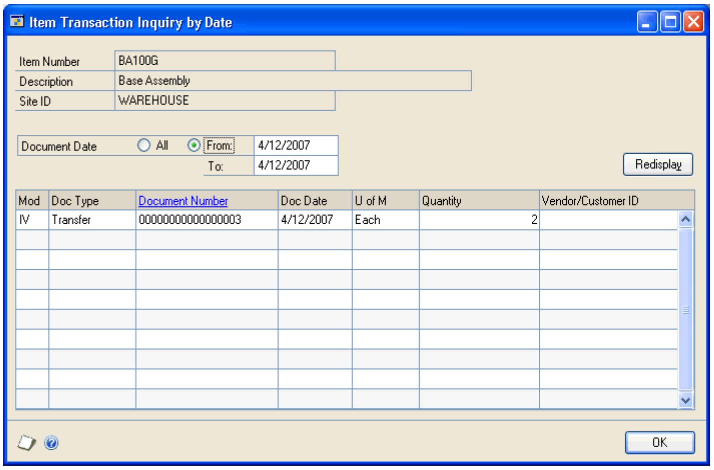


Item Number BA100G
Description Base Assembly
Site ID WAREHOUSE

Sort By: Doc Date/Doc Number

Mod	Doc Type	Document Number	Doc Date	Origin	Batch ID
IV	Transfer	0000000000000003	4/12/2007	Transfer Entry	sa
IV	Adjustment	0000000000000037	4/12/2007	Transaction Entry	INVENTORY 1
SOP	Sale	STDINV2259	4/12/2007	Sales Transaction Entry	DOCS

To view transaction history, choose Trx History to open the Item Transaction Inquiry by Date window. Information about transactions for the item-site combination posted after the stock count was started and before the stock count results were entered are displayed in the scrolling window. Review the information as needed. To view information about the quantities for specific transactions, select a document and then click the Document Number label.



Item Number: BA100G
Description: Base Assembly
Site ID: WAREHOUSE
Document Date: ○ All ● From: 4/12/2007
To: 4/12/2007

Mod	Doc Type	Document Number	Doc Date	U of M	Quantity	Vendor/Customer ID
IV	Transfer	00000000000000003	4/12/2007	Each	2	

5. If you find an unposted transaction or a transaction in inventory history that would account for all or a portion of the variance, select the variance amount for the item-site combination and change it as needed.

6. Choose Save and close the window.

Clearing stock count entries

Use the Stock Count Entry window to clear stock count results. For example, if you discovered that you'd entered several incorrect count results, you might want to clear your entries and then reenter the information. You also must clear an Entered stock count before you can cancel it. Refer to *Canceling a stock count schedule* on page 189 for more information.

When you clear a stock count, the status of the stock count is set to Started and information about counted quantities is cleared. Captured quantity information is kept.

To clear stock count entries:

1. Open the Stock Count Entry window.
(Transactions >> Inventory >> Stock Count Entry)

2. Enter or select a stock count ID.

3. Choose Clear Count. An alert message appears, asking if you're sure you want to clear the count. Choose Yes.

4. Close the window.

Processing a stock count

Use the Stock Count Entry window to process a stock count. If you're using autoposting options for stock count variances, variance transactions will be posted and reports will be printed when you process a stock count. If you're not using autoposting, variance transactions are saved in a batch; you'll need to post the batch. Refer to *Effects of processing a stock count* on page 191 for more information.

Before you begin this procedure, be sure you've verified the variance amounts. Refer to Verifying variance amounts on page 199 for more information.

To process a stock count:

1. Open the Stock Count Entry window.
   (Transactions >> Inventory >> Stock Count Entry)

2. Enter or select a stock count ID.

3. Choose Process.

   Refer to Effects of processing a stock count on page 191 for more information.

Chapter 23: Posting

Posting is the process of transferring transactions to permanent records. Microsoft Dynamics GP includes several options for posting. You can use any of these or all of these, depending on your situation.

Until transactions are posted, they can be changed or deleted. When you post transactions, they become permanent information and will update quantity information for items, the balances of your vendor accounts, and the balances of the posting accounts in your chart of accounts. Posted transactions can't be changed or deleted.

Posting reports will be printed when you post transactions, either individually or in batches. For more information about posting reports for Inventory Control, refer to *Inventory Control report summary* on page 251.

For more information about setting up posting, see the System Setup Guide (Help >> Contents >> select Setting up the System).

The following information is discussed:

- *Posting a single transaction*
- *Posting a single batch*
- *Posting multiple Inventory Control batches*

Posting a single transaction

If you choose to use transaction-level posting, you must post each transaction as it is completed, and the level of detail posted is always set to detail. You can save only those transactions that are part of a batch. When you post to General Ledger, transactions entered and posted individually are saved in a batch in General Ledger. You'll be able to identify the transactions in General Ledger by the audit trail code.

To post a single transaction:

1. Enter the transaction information in the Item Transaction Entry window or the Item Transfer Entry window.
   (Transactions >> Inventory >> Transaction Entry)
   (Transactions >> Inventory >> Transfer Entry)

2. Enter the transaction. Refer to Chapter 20, "Transaction entry," for more information.

3. Choose Post.

   When posting transfer transactions for which an override document exists, a Cost Variance Journal might be printed during the posting process, if you selected that option in the Posting Setup window. The variance represents the difference in the cost of the override receipt and the cost on the increase transaction for the item. The variance appears in parentheses if the override unit cost is less than the document unit cost.

   The General Posting Journal will be printed if there are adjusting entries created because the unit cost of the transfer transaction is different from the unit cost of the quantity sold transaction of the override receipt.

Posting a single batch

You can use batch-level posting to post batches within Inventory Control one at a time. Batches marked as single-use are deleted automatically when the posting process is complete. Recurring batches are created for transactions that are posted at regular intervals, such as weekly, monthly, or yearly. Recurring batches can be posted repeatedly, requiring you only to reenter transaction information each time. You can delete recurring batches at any time.

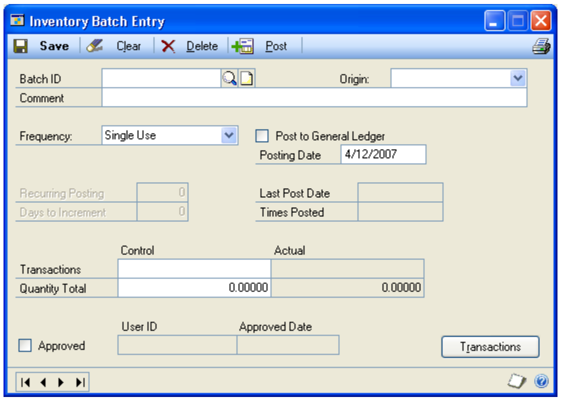
Because batch posting is a background process, you can enter new transactions while posting is underway; however, you can't add transactions to batches that currently are being posted, or to batches that are marked for posting. In addition, more than one person can enter transactions in the same batch; however, the batch can't be posted if it's being edited.

Depending on your fiscal period setup, you might not be able to post to a closed period from a specific Microsoft Dynamics GP series or transaction origin. Also, you can't post to a year that hasn't been set up in the Fiscal Periods Setup window.

To post a single batch:

1. Before posting, it's always a good practice to make a backup of your company's data.

2. Open the Inventory Batch Entry window.
(Transactions >> Inventory >> Batches)



Frequency: Single Use

☐ Post to General Ledger

Posting Date 4/12/2007

Recurring Posting 0

Days to Increment 0

Quantity Total 0.00000 0.00000

☐ Approved

3. Select an existing batch ID.

4. To verify the contents of the batch, you can choose File >> Print to print an edit list.

5. Choose Post.

   Depending on how you've set up posting options in the Posting Setup window, posting journals might be printed automatically. These journals provide detailed information about transactions that were posted. Microsoft Dynamics GP automatically assigns audit trail codes to batches of transactions as they're posted. The audit trail code enables you to trace the posting sequence of any transaction back to the originating journal.

Posting multiple Inventory Control batches

Inventory Control transactions also can be posted using series posting. When you post by series, all batches that have been marked in the Inventory Series Posting window are posted. Because batches are groups of related transactions, series posting can be useful when you want to post several batches that have something in common. For example, you can use series posting to post all the batches entered on a particular day.

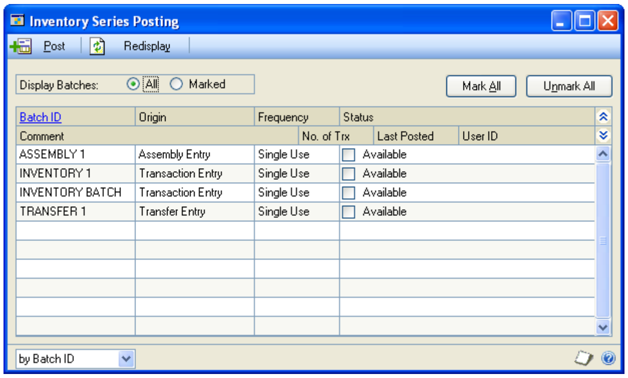
Series posting is performed as a background process, so you can enter, add, edit, or delete transactions while posting is underway; however, you can't enter transactions in batches that currently are being posted, that are marked for posting, or that are being edited.

Use the Inventory Series Posting window to post several Inventory Control batches.

To post multiple Inventory Control batches:

1. Before posting, it's always a good practice to make a backup of your company's data.

2. Open the Inventory Series Posting window.
(Transactions >> Inventory >> Series Post)



Display Batches: ● All ○ Marked

Batch ID	Origin	Frequency	Status
Comment	No. of Trx	Last Posted	User ID
ASSEMBLY 1	Assembly Entry	Single Use	☐ Available
INVENTORY 1	Transaction Entry	Single Use	☐ Available
INVENTORY BATCH	Transaction Entry	Single Use	☐ Available
TRANSFER 1	Transfer Entry	Single Use	☐ Available

by Batch ID

3. Choose whether to view all batches or just the ones marked for posting.

4. Mark any batches to post.

If you're using Microsoft Dynamics GP on a network, choose Redisplay before posting. The contents of the window will be updated to show any batches that have been added or changed by your coworkers since you opened the window. With series posting, you can post only those batches that you've marked. If a batch was marked previously, the User ID column identifies the person who marked it. To post that batch, unmark it and mark it again so the batch is assigned to you.

5. Choose Post to post all batches you have marked for Inventory Control.

   - If you set batch requirements in the Inventory Batch Entry window, you won't be able to post the batch until those requirements are met.

   - Posting journals may be printed, depending on how you set up posting options in the Posting Setup window.

Chapter 24: Transaction corrections

Throughout the accounting process, you can print reports you can use to verify transactions you've entered. When you identify errors on these reports, the errors must be corrected to ensure accurate reporting of your financial activity.

Errors found after you've posted the batch or transaction, however, may require that you enter transactions to "back out" the error. Then you can reenter it correctly.

The following information is discussed:

- *Modifying an unposted transaction*
- *Modifying an in-transit transfer transaction*
- *Corrections for posted transfers and transactions*
- *Entering a transaction increase adjustment*
- *Entering a transaction decrease adjustment*
- *Entering a transfer increase adjustment*
- *Entering a transfer decrease adjustment*

Modifying an unposted transaction

Use the Item Transaction Entry window to correct unposted transactions entered that record an adjustment or variance to your inventory. Use the Item Transfer Entry window to correct unposted transactions entered that record a transfer of inventory items between sites or from one quantity type to another.

Transactions that haven't been posted can be easily modified or deleted. Transaction entry errors can often be found on edit lists.

To modify an unposted transaction:

1. Open the Item Transaction Entry or the Item Transfer Entry window.
   (Transactions >> Inventory >> Transaction Entry)
   (Transactions >> Inventory >> Transfer Entry)

2. Enter or select the document number assigned to the transaction you want to change. The number should appear on the edit list.

3. Delete the incorrect information and reenter it correctly.

You also can edit the information in windows related to the transaction window. For example, if you're using multiple bins you can choose the Bins button to open a window where you can enter bin information.

4. Choose File >> Print to print an edit list and verify your changes.

5. Choose Save.

Modifying an in-transit transfer transaction

Use the In-Transit Transfer Entry window to correct in-transit transfers that haven't been shipped.

To modify an in-transit transfer transaction:

1. Open the In-Transit Transfer Entry window.
   (Transactions >> Inventory >> In-Transit Transfer Entry)

2. Enter or select the document number assigned to the transaction you want to change.

3. Delete the incorrect information and reenter it correctly.

You also can edit the information in windows related to the transaction window. For example, if you're using multiple bins you can choose the Bins button to open a window where you can enter bin information.

4. Choose File >> Print to print a packing slip.

5. Choose Save or Ship.

Corrections for posted transfers and transactions

If you've identified an error in a transaction that's been posted, you must correct the error in order to keep your accounting information accurate. The steps you follow depend on the type of change you need to make.

Inventory transaction errors usually involve either quantities or costs. You can reprint a posting journal to pinpoint quantity errors in posted transactions. If the error involves costs, you can use the Purchase Receipts Report or the Purchase Receipts Inquiry window to review details of the adjustment, variance, or transfer transactions that have been posted.

To correct a transaction or transfer that contains quantity error Make an adjusting entry to correct the transaction or transfer. If necessary, after the adjusting transaction has been entered, you can enter the transaction as it should have been entered originally and post. Refer to the table for more information.

Entry type	**Is used if:**	**Refer to:**
Transaction increase adjustment	Quantity entered in the original transaction was too small	*Entering a transaction increase adjustment* on page 208
Transaction decrease adjustment	Quantity entered in the original transaction was too large	*Entering a transaction decrease adjustment* on page 209
Transfer increase adjustment	Quantity entered in the original transfer was too small	*Entering a transfer increase adjustment* on page 210
Transfer decrease adjustment	Quantity entered in the original transfer was too large	*Entering a transfer decrease adjustment* on page 210

To correct a transaction that contains a cost error You can adjust the cost using the Inventory Adjust Costs window. For more information about adjusting a purchase receipt, refer to Chapter 30, "Item cost adjustments."

Entering a transaction increase adjustment

Use the Inventory Batch Entry window and the Item Transaction Entry window to make an increase adjustment entry.

If you discover that the quantity information in a posted transaction was too small, you'll need to enter an increase adjustment. For example, suppose you enter and post a transaction to add 15 units to inventory, and then find that the quantity should have been 25 units. A second entry to add 10 units to inventory should be entered and posted.

To enter a transaction increase adjustment:

1. Open the Inventory Batch Entry window.
   (Transactions >> Inventory >> Batches)
2. Enter a descriptive name and comment that includes the document number of the incorrect transaction.
3. Select Transaction Entry as the origin.
4. Select a frequency of single-use.
5. Choose Transactions to open the Inventory Transaction Entry window.
6. Enter a new increase adjustment. For example, if you mistakenly posted a quantity of 8, when you should have posted a quantity of 10, you can enter an adjusting transaction to increase the amount by 2.

   If you changed distribution accounts for the original transaction, be sure you also use those accounts for this entry.
7. Choose Save.
8. Choose File >> Print to print an edit list to verify your entries.

Entering a transaction decrease adjustment

Use the Inventory Batch Entry window and the Item Transaction Entry window to enter a transaction decrease adjustment.

If you discover an error in the quantities for an item after you have posted a transaction, you must enter a transaction that reverses the original transaction, then reenter and post the original transaction information correctly.

To make an adjusting entry, you first must know how the initial transaction was entered and posted, including dates, quantities, valuation method, costs, as well as the posting accounts that were debited and credited.

Depending on the item's valuation method, your receipts may be reversed in a different order than the original transaction. Print the Purchase Receipts report to determine which receipts will be affected.

To enter a transaction decrease adjustment:

1. Open the Inventory Batch Entry window.
   (Transactions >> Inventory >> Batches)
2. Enter a descriptive name and comment that includes the document number of the incorrect transaction.
3. Select Transaction Entry as the origin.
4. Select a frequency of single-use.

5. Choose Transactions to open the Item Transaction Entry window.

6. Enter an increase adjustment that exactly matches the incorrect decrease adjustment.

   For example, if you entered a decrease adjustment of (–10) for item A and posted it to account 100-1300, then you need to enter an increase adjustment of 10 for item A and post it to 100-1300 at the same cost as the decrease adjustment.

   If you changed distribution accounts for the original transaction, be sure you also use those accounts for this entry.

7. Enter a new decrease adjustment for the correct quantity, item number and cost.

8. Choose Save.

9. Choose File >> Print to print an edit list to verify your entries.

Entering a transfer increase adjustment

Use the Inventory Batch Entry window and the Item Transfer Entry window to enter increase adjustments for posted transfers. For example, suppose you transferred 20 items from the North warehouse to the South store, and then found that you should have transferred 25 items. You should enter and post another transfer to move five items to the South store.

To enter a transfer increase adjustment:

1. Open the Inventory Batch Entry window.
   (Transactions >> Inventory >> Batches)

2. Enter a descriptive name and comment that includes the document number of the incorrect transaction.

3. Select Transfer Entry as the origin.

4. Select a frequency of single-use.

5. Choose Transactions to open the Inventory Transfer Entry window.

6. Enter an adjusting entry.

   For example, if you mistakenly posted a quantity of 8, when you should have posted a quantity of 10, you can enter an adjusting transaction to increase the amount by 2.

7. Choose Save.

8. Choose File >> Print to print an edit list to verify your entries.

Entering a transfer decrease adjustment

Use the Inventory Batch Entry window and the Item Transfer Entry window to enter decrease transfer adjustments.

If you discover that the quantity in a posted transfer was too large—for example, you transferred 25 items but should have posted only 20—you'll need to undo the transaction, then reenter and post it correctly.

To make an adjusting entry, you first must know how the initial transaction was entered and posted, including dates, quantities, valuation method, costs, as well as the posting accounts that were debited and credited.

Depending on the item's valuation method, your receipts might be reversed in a different order than the original transaction. Reprint the Transfer Posting Journal report to determine which transfers will be affected.

To enter a transfer decrease adjustment:

1. Open the Inventory Batch Entry window.
   (Transactions >> Inventory >> Batches)

2. Enter a descriptive name and comment that includes the document number of the incorrect transaction.

3. Select Transfer Entry as the origin.

4. Select a frequency of single-use.

5. Choose Transactions to open the Item Transfer Entry window.

6. Enter an increase adjustment that exactly matches the incorrect decrease adjustment.

   For example, if you transferred 25 items from the South store to the Main store when only 20 items should have been transferred, you should transfer the 25 items back to the South store, then enter and post a transfer for 20 items.

7. Enter a new transfer adjustment for the correct quantity, item number and cost.

8. Choose Save.

9. Choose File >> Print to print an edit list to verify your entries.

PART 4: INQUIRIES AND REPORTS

Part 4: Inquiries and reports

This part of the documentation includes information about Inventory Control inquiries and reports. Analyzing your item records and transactions is an important part of your computerized accounting system. With Inventory Control, you can view important information about your item activity on-screen using the Inquiry windows. These windows provide easy access to detailed and summarized Inventory Control information.

Inventory Control also includes several reports that summarize information about your inventory records. You can use Inventory Control reports to verify transaction entry and posting. You also can print reports that analyze inventory activities.

The following information is discussed:

- Chapter 25, “Item inquiries,” includes information about viewing item records, including windows for viewing more detailed information about items tracked by lot and serial numbers. If you’re using multiple bins, you also can view information about bin quantities.

- Chapter 26, “Standard pricing inquiries,” describes how you can use the Item Price List Inquiry window to view information about the pricing structures you’ve set up for your inventoried items, if you’re using standard pricing.

- Chapter 27, “Extended pricing inquiries,” describes how you can view information about the extended pricing structures you’ve set up for your items.

- Chapter 28, “Transaction inquiries,” contains information about viewing records for inventory transactions and transfers. Information about viewing purchase receipt information also is included.

- Chapter 29, “Reports,” describes how you can print reports based on inventory records. Key reports for the module also are listed.

Chapter 25: Item inquiries

If you want to find information in your system but don't need to change the information, you can use the windows in the Inquiry menu. With those windows, you can search your inventory records to see quantity information for inventoried items, to view the lot and serial numbers assigned to items at specific sites, and to review pricing information.

The following information is discussed:

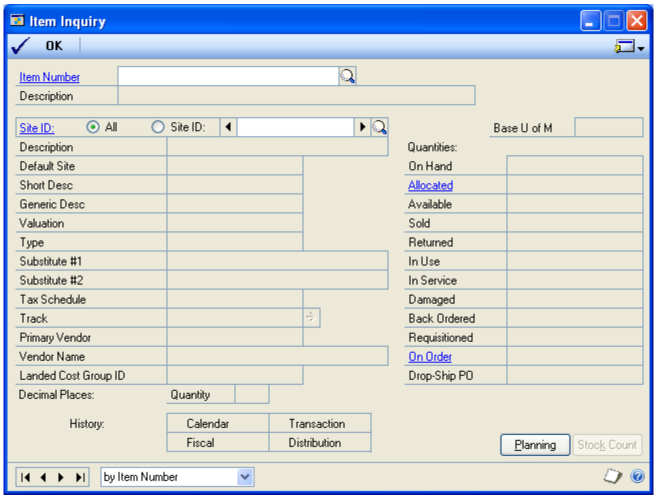
- *Viewing item information*
- *Viewing item allocation information*
- *Viewing bin quantity information*
- *Viewing item stock information*
- *Viewing serial number information*
- *Viewing lot number information*
- *Viewing lot attribute information*
- *Viewing planning information for an item*
- *Viewing a life cycle serial or lot number trace*
- *The bill of materials trace tree view*
- *Viewing a bill of materials trace*
- *Viewing a recall serial or lot number trace*
- *Viewing inventory available to promise information*

Viewing item information

To view general information about items, use the inquiry windows. You can view quantity information for inventoried items, lot and serial numbers assigned to items at specific sites, pricing, and stock count information. If you're using multiple bins, you also can view information about the quantities of items in bins.

To view item information:

1. Open the Item Inquiry window.
   (Inquiry >> Inventory >> Item)


Item Inquiry
OK
Item Number
Description
Site ID:
All
Site ID:
Base U of M
Description
Default Site
Short Desc
Generic Desc
Valuation
Type
Substitute #1
Substitute #2
Tax Schedule
Track
Primary Vendor
Vendor Name
Landed Cost Group ID
Decimal Places:
Quantity
History:
Calendar
Transaction
Fiscal
Distribution
Quantities:
On Hand
Allocated
Available
Sold
Returned
In Use
In Service
Damaged
Back Ordered
Requisitioned
On Order
Drop-Ship PO
Planning
Stock Count
by Item Number

2. Enter or select the item to view.

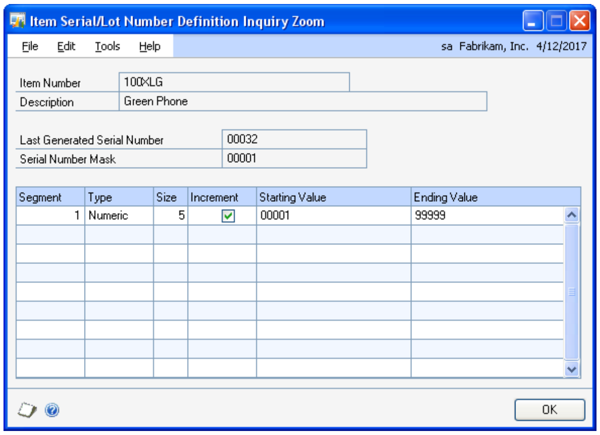
3. Decide which site's information to view.

   To view quantity information for all sites Mark All. Information in the window will include quantity information across all sites.

   To view site-specific information Mark Site ID, then select a specific site. Information about the item quantities for the specific item-site combination are displayed in the window.

4. Review the information. If needed, you also can review serial number information, or go to related windows to make changes. If you're using multiple bins, you can view information about bin quantities.

   To view serial or lot number information If the item is tracked by serial or lot numbers, choose the expansion button on the Track field to open the Item Serial/Lot Number Definition Inquiry Zoom window.


Item Serial/Lot Number Definition Inquiry Zoom
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2017
OK

Item Number: 100XLG
Description: Green Phone

Last Generated Serial Number: 00032
Serial Number Mask: 00001

Segment	Type	Size	Increment	Starting Value	Ending Value
1	Numeric	5	☑	00001	99999

To go to the Item Maintenance window If you need to change item information, click the Item Number link to open the Item Maintenance window. Refer to Chapter 9, "Item cards," for more information about using the Item Maintenance window.

To go to the Site Maintenance window If you need to change site information, click the Site ID link to open the Site Maintenance window. Refer to Chapter 13, "Sites and beginning quantities," for more information about using the Site Maintenance window.

To view item allocation information If you need to view where item quantities have been allocated, click the Allocated link to open the Item Allocation Inquiry window. Refer to *Viewing item allocation information* on page 217 for more information.

To view on-order information If you need to view the on-order quantity on purchase orders, click the On Order link to open the Purchase Order Processing Item Inquiry window. Refer to the Purchase Order Processing documentation for more information.

To view bin quantity information If you're using multiple bins, you can use the Bin Quantity Inquiry window to view information about the quantities in bins at a specific site. From the Go To button, choose Bin Quantity Inquiry to open the Bin Quantity Inquiry window. Refer to *Viewing bin quantity information* on page 218 for more information.

To view stock count information If you need to view stock count information for an item, choose the Stock Count button to open the Item Stock Count Inquiry window.

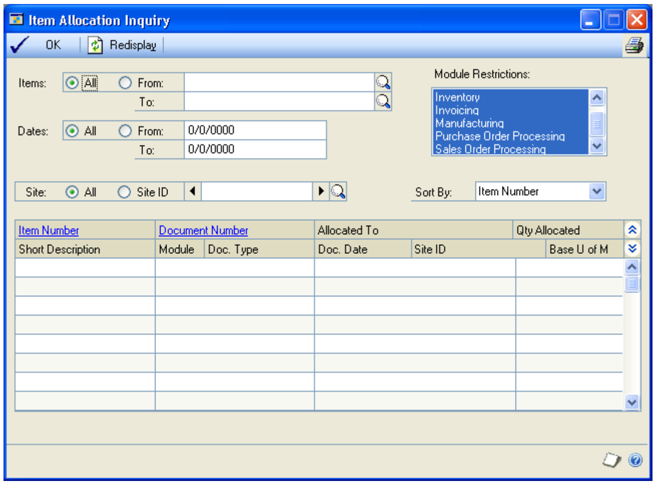
5. When you've finished reviewing information, close the windows.

Viewing item allocation information

Use the Item Allocation Inquiry window to view where item quantities have been allocated.

To view item allocation information:

1. Open the Item Allocation Inquiry window.
(Inquiry >> Inventory >> Item Allocation)



Items: ● All ○ From: To:

Dates: ● All ○ From: 0/0/0000 To: 0/0/0000

Site: ● All ○ Site ID

Sort By: Item Number

Item Allocation Inquiry
OK
Redisplay
Module Restrictions:
Inventory
Invoicing
Manufacturing
Purchase Order Processing
Sales Order Processing
Item Number
Document Number
Allocated To
Qty Allocated
Short Description
Module
Doc. Type
Doc. Date
Site ID
Base U of M

2. Select All to view all items or select a range of items.

3. Select a range of dates to restrict the information in the scrolling window.

4. Select which modules to view allocated item information for. You can select any or all of the modules listed.

5. Select whether to display items at all sites or a specific site.

6. Select a sorting order for the items displayed in the scrolling window.

7. Choose Redisplay to display the items in the scrolling window.

8. You can choose File >> Print to print the Item Allocation Inquiry Report, if needed.

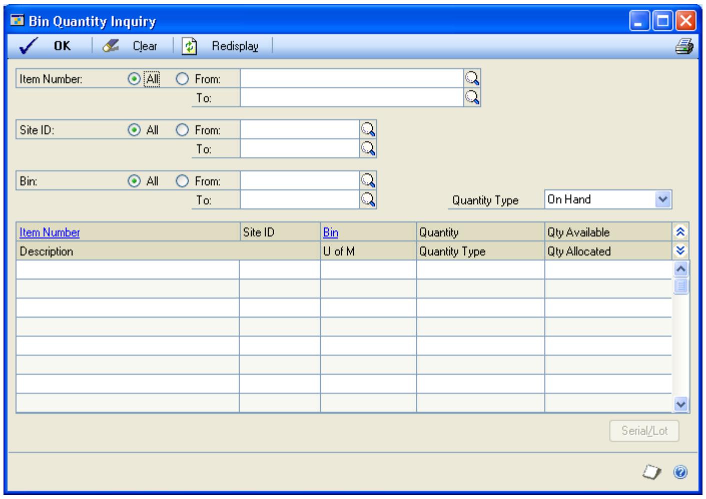
9. When you've finished reviewing information, close the window.

Viewing bin quantity information

If you’re using multiple bins, you can use the Bin Quantity Inquiry window to view information about the quantities in bins at a specific site.

To view bin quantity information:

1. Open the Bin Quantity Inquiry window.
   (Inquiry >> Inventory >> Bin Quantities)


Bin Quantity Inquiry
OK
Clear
Redisplay
Item Number Site ID Bin Quantity Qty Available
Description U of M Quantity Type Qty Allocated
Serial/Lot

Item Number: ● All ○ From: To:

Site ID: ● All ○ From: To:

Bin: ● All ○ From: To:

Quantity Type: On Hand

2. Specify a range to restrict information. You can limit the items, sites, bins, and quantity type information that is displayed.

3. Choose Redisplay to update information in the scrolling window.

4. To view information about the serial and lot numbers of items, highlight a record in the scrolling window and choose Serial/Lot.

   - If the item is tracked by serial numbers, the Inventory Serial Number/Bin Inquiry window opens.

   - If the item is tracked by lot numbers, the Inventory Lot Number/Bin Inquiry window opens.

5. When you’ve finished viewing information, close the windows.

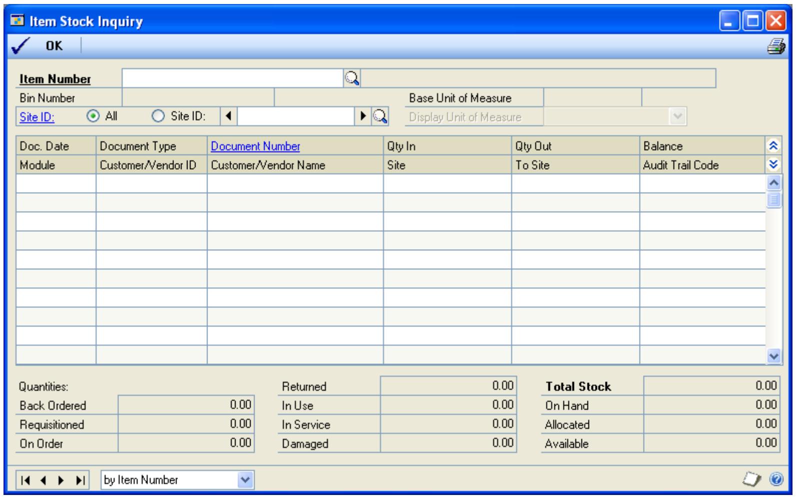
Viewing item stock information

Use the Item Stock Inquiry window to view the transactions that affected the stock quantity of an inventoried item and to view the total stock quantity balance of that item. You also can view the balance of each quantity type for the item, such as the quantity on hand and quantity allocated.

Stock information can be displayed for all the sites that the item is assigned to or for a specific site. You also can select the unit of measure to display the stock information in.

To view item stock information:

1. Open the Item Stock Inquiry window.
   (Inquiry >> Inventory >> Item Stock)


Item Stock Inquiry
OK
Item Number
Bin Number
Base Unit of Measure
Display Unit of Measure
Doc. Date
Document Type
Document Number
Qty In
Qty Out
Balance
Module
Customer/Vendor ID
Customer/Vendor Name
Site
To Site
Audit Trail Code

Site ID: ● All ○ Site ID:

Quantities:
Back Ordered 0.00
Requisitioned 0.00
On Order 0.00
Returned 0.00
In Use 0.00
In Service 0.00
Damaged 0.00
Total Stock 0.00
On Hand 0.00
Allocated 0.00
Available 0.00

by Item Number

2. Enter or select the item to view.

3. Select whether to display all sites or at a specific site for the item.

4. Select the unit of measure to display the item stock information in.

5. You can choose File >> Print to print the Item Stock Inquiry Report, if needed.

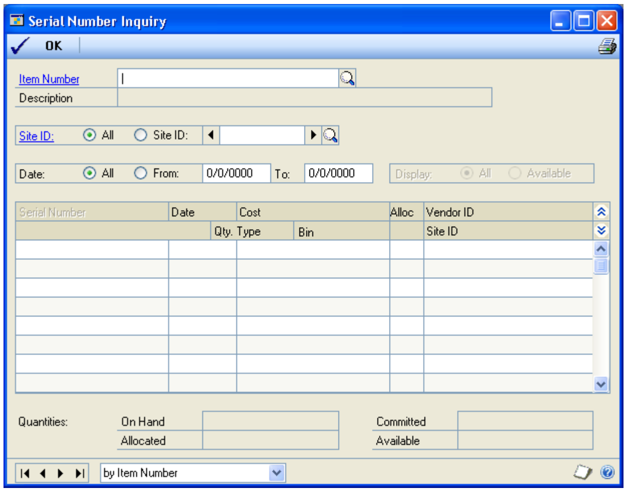
6. When you've finished reviewing information, close the window.

Viewing serial number information

If you're using serial-numbered items, you can use the Serial Number Inquiry window to view information about the items. For example, you can use this window to view the serial numbers of available items at a specific site. If you're using multiple bins, you also can view the bin where each item is stored.

To view serial number information:

1. Open the Serial Number Inquiry window.
   (Inquiry >> Inventory >> Serials)


Serial Number Inquiry
OK
Item Number
Description
Site ID:
All
Site ID:
Date:
All
From:
To:
Display:
All
Available
Serial Number
Date
Cost
Alloc
Vendor ID
Qty. Type
Bin
Site ID
Quantities:
On Hand
Allocated
Committed
Available
by Item Number

Site ID: ● All ○ Site ID:

Date: ● All ○ From: 0/0/0000 To: 0/0/0000

Display: ● All ○ Available

2. Enter or select an item.

   Use the browse buttons to move among only serial-numbered items.

3. Decide which site information you want to view.

   To view information for all sites For the Site ID, mark All.

   To view information for a specific site For the Site ID, mark Site ID, then select a site.

4. Select a range of dates to restrict the information in the scrolling window by date, if needed.

5. If you’re viewing information for a specific site, decide if you want to see serial number information for all items at the site, or for only those items whose item type is Available.

   To view all serial numbers For Display, mark All.

   To view serial numbers of Available items only For Display, mark Available.

6. Review information as needed. You also can go to other windows to make changes, if needed.

   To make changes to the item record Click the Item Number link to open the Item Maintenance window, where you can modify the item record. Refer to Chapter 9, “Item cards,” for more information about using the Item Maintenance window.

   To make changes to the site record Click the Site ID link to open the Site Maintenance window, where you can modify the site record. Refer to

Chapter 13, “Sites and beginning quantities,” for more information about using the Site Maintenance window.

7. You can choose File >> Print to print the Serial Number Inquiry Report, if needed.

8. When you’ve finished reviewing information, close the window.

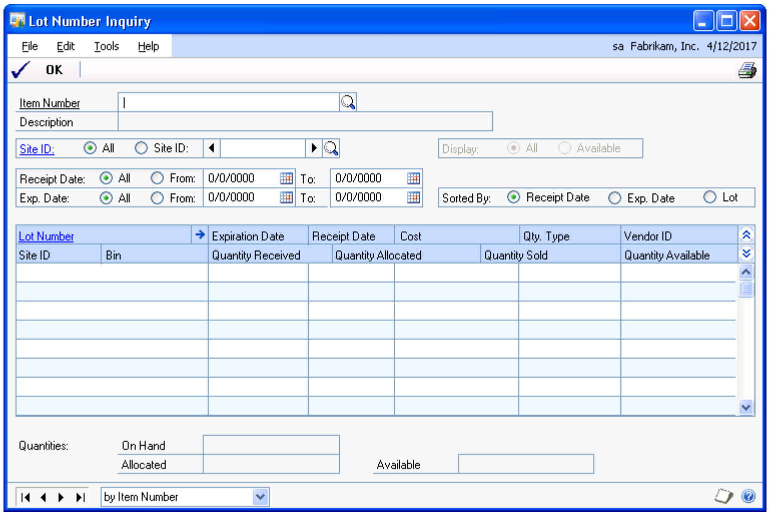
Viewing lot number information

If you use lot-numbered items, you can use the Lot Number Inquiry window to view information about those items. For example, you can use this window to view the available quantity in a particular lot. If you’re using multiple bins, you also can view information about the bins where lot quantities are stored.

You also can consolidate lot numbers by selecting to sort them by lot. Lot numbers can be consolidated if the lot number, site, bin, quantity type, manufactured date, and expiration date are the same.

To view lot number information:

1. Open the Lot Number Inquiry window.
(Inquiry >> Inventory >> Lots)


Lot Number Inquiry
File Edit Tools Help
sa Fabrikam, Inc. 4/12/2017
OK
Item Number
Description
Site ID: ● All ○ Site ID:
Display: ● All ○ Available
Receipt Date: ● All ○ From: 0/0/0000 To: 0/0/0000
Exp. Date: ● All ○ From: 0/0/0000 To: 0/0/0000
Sorted By: ● Receipt Date ○ Exp. Date ○ Lot
Lot Number
Expiration Date
Receipt Date
Cost
Qty. Type
Vendor ID
Site ID
Bin
Quantity Received
Quantity Allocated
Quantity Sold
Quantity Available
Quantities:
On Hand
Allocated
Available
by Item Number

2. Enter or select the item to view.

Use the browse buttons to move among lot-numbered items only.

3. Decide which site information to view.

To view information for all sites For the Site ID, mark All.

To view information for a specific site For the Site ID, mark Site ID, then select a site.

4. If you’re viewing information for a specific site, decide if you want to see lot number information for all items at the site, or for only those items whose item type is Available.

To view all lot numbers For Display, mark All.

To view lot numbers of Available items only For Display, mark Available.

5. Select a range of receipt dates and expiration dates to restrict the information in the scrolling window by date, if needed.

6. Select the order to display information in the scrolling window

7. Review information as needed. You also can go to other windows to make changes, if needed.

   To make changes to the item record Click the Item Number link to open the Item Maintenance window, where you can modify the item record. Refer to Chapter 9, "Item cards," for more information about using the Item Maintenance window.

   To make changes to the site record Click the Site ID link to open the Site Maintenance window, where you can modify the site record. Refer to Chapter 13, "Sites and beginning quantities," for more information about using the Site Maintenance window.

8. You can choose File >> Print to print the Lot Number Inquiry Report, if needed.

9. When you've finished reviewing information, close the window.

Viewing lot attribute information

You can use the Lot Attribute Inquiry window to see a manufactured date, an expiration date, and lot category characteristics for a specific lot.

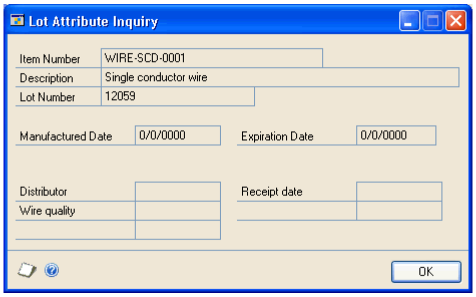
To view lot attribute information:

1. Open the Lot Number Inquiry window.
   (Inquiry >> Inventory >> Lots)

2. Enter or select a lot numbered item.

3. Use options in the Lot Number Inquiry window to find the specific lot you want to review. Refer to *Viewing lot number information* on page 221 for more information.

4. Select the lot and choose the Lot Number expansion button to open the Lot Attribute Inquiry window.



Item Number: WIRE-SCD-0001
Description: Single conductor wire
Lot Number: 12059
Manufactured Date: 0/0/0000
Expiration Date: 0/0/0000
Distributor
Receipt date
Wire quality

5. Review the information as needed.

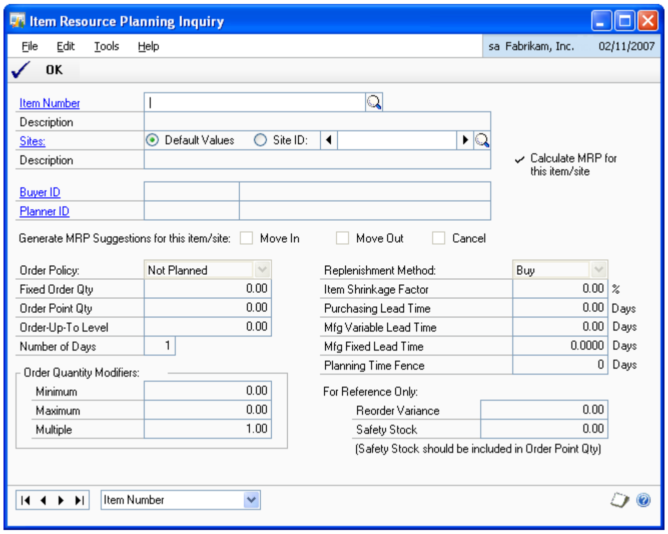
6. When you've finished, close the windows.

Viewing planning information for an item

Use the Item Resource Planning Inquiry window to view planning information for a site.

To view planning information for an item:

1. Open the Item Resource Planning Inquiry window.
(Inquiry >> Inventory >> Item Resource Planning)



Item Number
Description
Sites: ● Default Values ○ Site ID:
Description
✓ Calculate MRP for this item/site
Buyer ID
Planner ID
Generate MRP Suggestions for this item/site: ☐ Move In ☐ Move Out ☐ Cancel
Order Policy: Not Planned
Fixed Order Qty 0.00
Order Point Qty 0.00
Order-Up-To Level 0.00
Number of Days 1
Order Quantity Modifiers:
Minimum 0.00
Maximum 0.00
Multiple 1.00
Replenishment Method: Buy
Item Shrinkage Factor 0.00 %
Purchasing Lead Time 0.00 Days
Mfg Variable Lead Time 0.00 Days
Mfg Fixed Lead Time 0.0000 Days
Planning Time Fence 0 Days
For Reference Only:
Reorder Variance 0.00
Safety Stock 0.00
(Safety Stock should be included in Order Point Qty)

2. Enter or select an item.

   Information about the item that is the same for all sites—such as the item's order policy—will be displayed.

3. To view site-specific information, be sure the Site ID option in the Sites field is marked, and then enter or select a site.

4. When you've finished viewing the information, close the window.

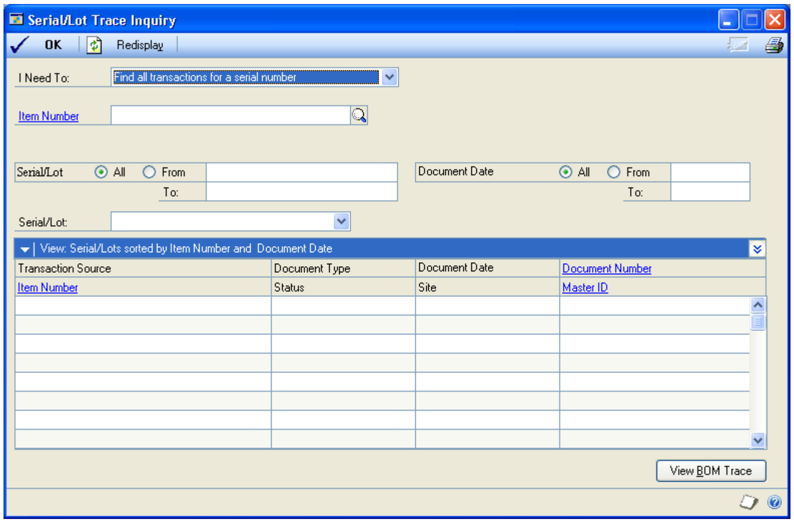
Viewing a life cycle serial or lot number trace

You can use the Serial/Lot Trace Inquiry window to trace the life cycle of serial or lot numbers. For instance, you can view how a serial- or lot-numbered item is used from the day it was received or assembled by your business to the day it left your business.

A life cycle trace allows you to view all the transactions that have serial- or lot-numbered items by their document date. You can use a life cycle trace to find a specific serial or lot number, find items with serial or lot numbers received from a specific vendor, or find items with serial or lot numbers shipped to a specific customer.

To view a life cycle serial or lot number trace:

1. Open the Serial/Lot Trace Inquiry window.
   (Inquiry >> Inventory >> Serial/Lot Trace)



I Need To: Find all transactions for a serial number

Serial/Lot ● All ○ From

Document Date ● All ○ From

Serial/Lot Trace Inquiry
OK
Redisplay
Item Number
To:
Serial/Lot:
View: Serial/Lots sorted by Item Number and Document Date
Transaction Source
Document Type
Document Date
Document Number
Item Number
Status
Site
Master ID
View BOM Trace

2. Select one of the following life cycle trace options from the I Need To field.

   - Find all transactions for a serial number
   - Find all transactions for a lot number
   - Find serial numbers shipped to a customer
   - Find lot numbers shipped to a customer
   - Find serial numbers received from a vendor
   - Find lot numbers received from a vendor

   The type of life cycle trace you select determines the type of information displayed in the window.

3. Select or enter an item number if you know the number of the item to trace serial or lot information for.

4. Depending on the life cycle trace you've selected in the I Need To field, enter or select a customer ID or vendor ID.

5. Enter or select the range of serial or lot numbers to trace. Select All to include all lot or serial numbers.

The time it takes to process the serial and lot information will depend on if you selected to trace all serial or lot numbers without an item number.

6. You can select a range of dates to restrict the information in the scrolling window by date.

7. Choose Resdisplay to display the serial and lot number information in the scrolling window.

   The first serial or lot number found during the trace is displayed in the Serial/Lot field and the transactions associated with that serial or lot number will be displayed in the scrolling window. To view different serial or lot information, select another serial or lot from the Serial/Lot field.

8. To view additional information, select the transaction and click on a link to open another window. The window that opens depends on the transaction source and the link that you click.

   Refer to the table for more information.

If the transaction source is ...	... and you click on this link ...	... this window opens:
Any transaction source	Item Number	Item Maintenance
Assembly Entry	Document Number	Assembly Inquiry Zoom
Invoice Entry	Document Number	Invoice Inquiry
Item Transfer Entry	Document Number	Inventory Transaction Inquiry (posted transactions only)
Item Transaction Entry	Document Number	Inventory Transaction Inquiry (posted transactions only)
Manufacturing Component Transaction Entry	Document Number	Manufacturing Component Transaction Inquiry
Manufacturing Order Receipt Entry	Document Number	Manufacturing Order Receipt Inquiry Detail
Receivings Transaction Entry	Document Number	Receivings Transaction Inquiry Zoom
Sales Transaction Entry	Document Number	Sales Transaction Inquiry Zoom
In-Transit Transfer Entry	Document Number	In-Transit Transfer Inquiry Zoom
Assembly Entry	Master ID	Item Maintenance
Manufacturing Component Transaction Entry	Master ID	Item Maintenance
Manufacturing Order Receipt Entry	Master ID	Item Maintenance
Sales Transaction Entry	Master ID	Customer Maintenance
Invoice Entry	Master ID	Customer Maintenance
Receivings Transaction Entry	Master ID	Vendor Maintenance

The Document Number link isn’t available for the Purchasing Return Entry and Stock Count Entry transaction sources.

9. If a transaction is a manufacturing or assembly transaction, choose the View BOM Trace button to open the Serial/Lot Bill of Materials Trace window, where you can view additional serial- or lot numbered items used by or assembled from the serial or lot number that you are tracing. Refer to *Viewing a bill of materials trace* for more information.

10. You can choose File >> Print to print the Serial/Lot Trace Inquiry Report.

11. When you've finished reviewing information, close the window.

The bill of materials trace tree view

The Serial/Lot Bill of Materials Trace window uses a tree view to show the serial numbers, lot numbers, and transactions in a bill of materials trace. To view information in the tree view, select a trace type and choose Redisplay.

The trace type you select determines the information that is displayed in the tree view.

- If you select Consumed into the serial/lot as the trace type, you can view serial- or lot-numbered items that were consumed (used) in a serial- or lot-numbered item.
- If you select Produced from the serial/lot as the trace type, you can view serial- or lot-numbered items that were produced (assembled) from a serial- or lot-numbered item.

Objects in the tree view

Each line in the tree is called an object. When you select an object in the tree view, the information to the right of the window displays the information about the selected object.

The first object in the tree view is the serial or lot number that you are tracing, followed by the item number. The next object or objects are the transactions that consumed (used) or produced (assembled) serial- and lot-numbered items for the serial or lot number being traced. The following is an example of a tree view.

```
- SERIAL10 : CIRCUIT BOARD
  + ASM00078
```

You can choose the + symbol next to a manufacturing or assembly transaction object to view additional levels in the tree view. You can collapse and expand the entire tree or just portions of it.

If a lot number is used multiple times on a transaction, each occurrence of the lot number will be displayed in the tree view, as shown in the following example.

```
- LOT 10 : CIRCUIT BOARD
  - ASM00038
    - LOT 55 : SWITCH SYSTEM
       ORDER005
       INV015
       ADJ029
    + LOT 55 : SWITCH SYSTEM
```

If an item doesn’t track serial or lot numbers, that information will be displayed in the tree view, as shown in the following example.

```
- LOT 12 : ITEM
  - ASM00038
     <Not Tracked> : Brush
```

For assembly transactions, a link icon might appear next to a specific serial or lot number that is matched to another serial or lot number, as shown in the following example.

```
- LOT 10 : CIRCUIT BOARD
  - ASM00038
    + 🔗 LOT 55 : SWITCH SYSTEM
    + <Not Tracked> : PANEL
```

For more information about linking serial and lot numbers, refer to the Bill of Materials documentation.

Consumed into the serial/lot trace type example

If you selected Consumed into the serial/lot, you can expand a manufacturing or assembly transaction object to display all documents that were involved with placing the serial- or lot-numbered item into inventory. The following is an example of how information is displayed in the tree view if you selected Consumed into the serial/lot as the trace type.

Tree view	Description
- SERIAL10 : CIRCUIT BOARD	Serial number being traced.
- ASM00078	Transaction that placed SERIAL10 in inventory.
- LOT 34 : MULTI COLOR WIRE	Lot number used in creating Serial10.
- RCV00067	Transaction that placed LOT 34 in inventory.
- LOT 55 : SWITCH SYSTEM	Lot number used in creating SERIAL10.
- ASM00078	Transaction that placed LOT 55 in inventory.
- LOT A95 : CIRCUIT PANEL	Lot number used in creating LOT 55.
- RCV00089	Transaction that placed LOT A95 in inventory.
- LOT T15 : TRANSISTOR	Lot number used in creating LOT 55.
- RCV00123	Transaction that placed LOT T15 in inventory.

Produced from the serial/lot trace type example

If you selected Produced from the serial/lot, you can expand a manufacturing or assembly transaction to display all documents that were involved with taking the serial or lot numbered item from inventory. The following is an example of how information is displayed in the tree view if you selected Produced from the serial/lot as the trace type.

Tree view	Description
- LOT A95 : CIRCUIT PANEL	Lot number being traced.
- ASM00078	Transaction that took LOT A95 from inventory.
- LOT 55 : SWITCH SYSTEM	Lot number used in creating LOT A95.
- ASM00078	Transaction that took LOT 55 from inventory.
- SERIAL10 : CIRCUIT BOARD	Serial number used in creating LOT 55.
- INV00178	Transaction that took SERIAL10 from inventory.

Viewing a bill of materials trace

If a transaction in a life cycle trace is a manufacturing or assembly transaction, you can use the Serial/Lot Bill of Materials Trace window to view the serial- or lot-numbered items that were consumed (used) in creating a serial- or lot-numbered item. You also can view serial- or lot-numbered items that were produced (assembled) from a serial- or lot-numbered item. This window is available if a transaction in a life cycle trace is a manufacturing or assembly transaction.

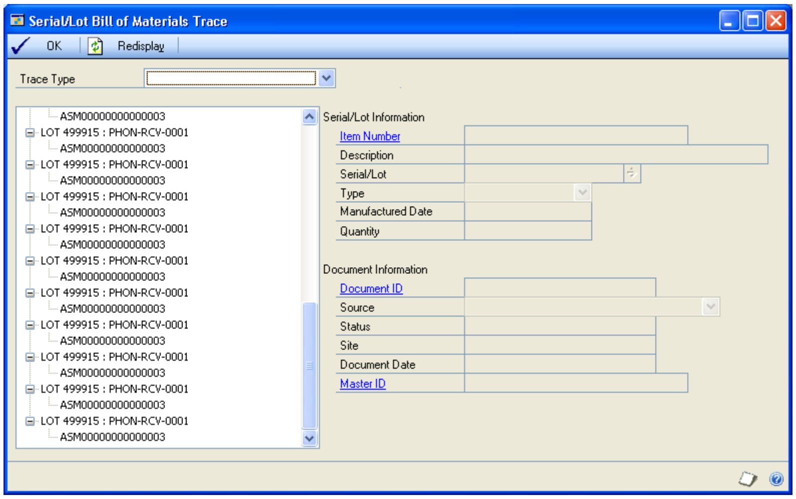
The Serial/Lot Bill of Materials Trace window uses a tree view to show the serial numbers, lot numbers, and transactions in a bill of materials trace. For more information about the tree view, see *The bill of materials trace tree view*.

To view a bill of materials trace:

1. Open the Serial/Lot Trace Inquiry window.
   (Inquiry >> Inventory >> Serial/Lot Trace)

2. Create a life cycle trace. See *Viewing a life cycle serial or lot number trace* on page 224 for more information.

3. Highlight a manufacturing or assembly transaction in the scrolling window and choose the View BOM Trace button to open the Serial/Lot Bill of Materials Trace window.


Serial/Lot Bill of Materials Trace
OK
Redisplay
Trace Type
Serial/Lot Information
Item Number
Description
Serial/Lot
Type
Manufactured Date
Quantity
Document Information
Document ID
Source
Status
Site
Document Date
Master ID

```
    ASM00000000000003
LOT 499915 : PHON-RCV-0001
    ASM00000000000003
LOT 499915 : PHON-RCV-0001
    ASM00000000000003
LOT 499915 : PHON-RCV-0001
    ASM00000000000003
LOT 499915 : PHON-RCV-0001
    ASM00000000000003
LOT 499915 : PHON-RCV-0001
    ASM00000000000003
LOT 499915 : PHON-RCV-0001
    ASM00000000000003
LOT 499915 : PHON-RCV-0001
    ASM00000000000003
LOT 499915 : PHON-RCV-0001
    ASM00000000000003
LOT 499915 : PHON-RCV-0001
    ASM00000000000003
LOT 499915 : PHON-RCV-0001
    ASM00000000000003
```

4. Select Consumed into the serial/lot or Produced from the serial/lot as the serial/lot trace.

5. You can highlight a serial number, a lot number, or a transaction in the tree view to view additional information.You also can collapse and expand the tree view to control the amount of information you see.

   - For an item that doesn't track serial or lot numbers, <Not Tracked> will be displayed next to the item number.

   - For assembly transactions, a link icon might appear next to a specific serial or lot number that is matched to another serial or lot number. Refer to the Bill of Materials documentation for more information about linking serial and lot numbers.

6. When you've finished reviewing information, close the window.

Viewing a recall serial or lot number trace

You can use the Serial/Lot Trace Inquiry window to trace the recall of serial or lot numbers. A recall trace can show which customers purchased an item with a specific serial or lot number. You also can use a recall trace to show where the items with serial or lot numbers are located, including the bin.

If you are going to recall serial or lot numbers, you can choose the Go To button to open the Item Transfer Entry window, where you can change the On Hand quantity type of the item to another quantity type. For more information about changing quantity types, see *Changing the quantity type of an item* on page 166.

To view a recall serial and lot number trace:

1. Open the Serial/Lot Trace Inquiry window.
   (Inquiry >> Inventory >> Serial/Lot Trace)

2. Select one of the following recall trace options from the I Need To field.

   - Recall serial numbers shipped to customers
   - Recall lot numbers shipped to customers
   - Recall serial numbers where stocked
   - Recall lot numbers where stocked

   The type of recall trace you select determines the type of information displayed in the window.

3. Select or enter an item number.

4. Enter or select a vendor ID if you know the vendor that you want to trace serial or lot information for.

5. Enter or select the range of serial or lot numbers to trace. Select All to include all lot or serial numbers.

6. You can select a range of dates to restrict the information in the scrolling window by date.

7. Choose Resdisplay to display the serial and lot number information in the scrolling window.

All of the serial or lot numbers found during the trace are displayed in the scrolling window. To view information about a specific serial or lot number, select the serial or lot number from the Serial/Lot field.

8. To view additional information, select the transaction and click on a link to open another window. The window that opens depends on the transaction source and the link that you click.

   Refer to the table for more information.

If the recall trace is for ...	... and you click on this link ...	... this window opens:
Serial or lot numbers shipped to customers	Customer ID	Customer Maintenance
Serial or lot numbers shipped to customers	Document Number	Invoice Inquiry
Serial or lot numbers shipped to customers	Document Number	Sales Transaction Inquiry Zoom
Serial or lot numbers where stocked	Site ID	Item Inquiry

9. You can choose the Go To button to open the Item Transfer Entry window to change the On Hand quantity type of the item to another quantity type. For more information about changing quantity types, see *Changing the quantity type of an item* on page 166.

10. In the Serial/Lot Trace Inquiry window, you can choose File >> Print to print the Serial/Lot Trace Inquiry Report.

11. When you've finished reviewing information, close the window.

Viewing inventory available to promise information

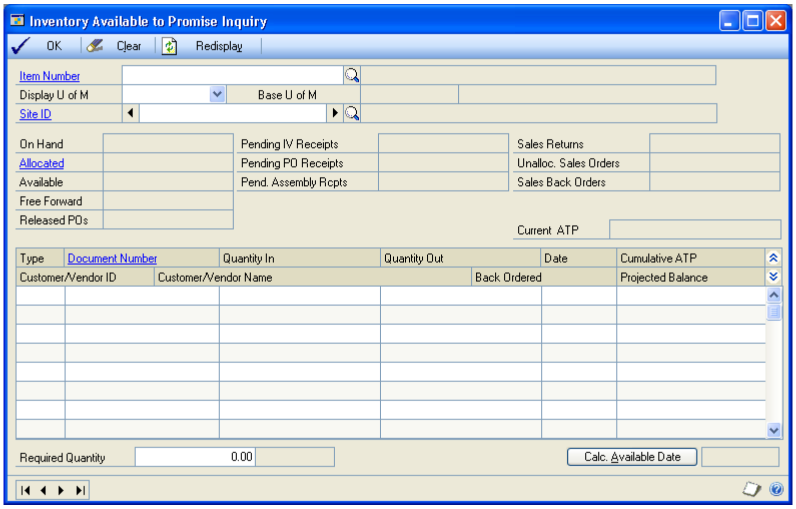
If you're using Available To Promise, use the Inventory Available to Promise Inquiry window to view available to promise information, such as inventory on-hand quantity, allocated quantity, available quantity, and free-forward quantity.

Free-forward quantity is the total of available and pending quantities of an item, plus any additional quantities from purchase orders, assembly receipts, manufacturing orders, and sales returns displayed in the scrolling window. The total sum is reduced by the item quantities from unallocated sales orders, sales back orders, and unallocated manufacturing components displayed in the scrolling window.

You also can view pending purchase orders, pending purchase order receipts, and pending inventory receipts.

To view inventory available to promise information:

1. Open the Inventory Available to Promise Inquiry window.
   (Inquiry >> Inventory >> Available to Promise)


Inventory Available to Promise Inquiry
OK
Clear
Redisplay
Item Number
Display U of M
Base U of M
Site ID
On Hand
Allocated
Available
Free Forward
Released POs
Pending IV Receipts
Pending PO Receipts
Pend. Assembly Rcpts
Sales Returns
Unalloc. Sales Orders
Sales Back Orders
Current ATP
Type
Document Number
Quantity In
Quantity Out
Date
Cumulative ATP
Customer/Vendor ID
Customer/Vendor Name
Back Ordered
Projected Balance
Required Quantity
0.00
Calc. Available Date

2. You can select to view items by various units of measure and at various sites.

3. Choose the Calc. Available Date button to view the date that the quantity of inventory will be available.

4. Choose OK to close the window.

Chapter 26: Standard pricing inquiries

If you’re using standard pricing, you can use the Item Price List Inquiry window to view information about the pricing structures you’ve set up for your items. You can use the window to view high-level price list information for an item—such as the unit of measure schedule, base unit of measure, and standard and current cost of the item. You also can use the tree view to control how much information is displayed in the scrolling window. For example, you can highlight the item number in the tree view to see all price list records for an item, or only those price list records for a specific currency, price level, or unit of measure. If you’re using Multicurrency Management, you also can check pricing in different currencies, if that’s been set up.

If you’re using extended pricing, refer to Chapter 27, “Extended pricing inquiries,” for information about viewing pricing information.

To review the rounding options for price list calculations, you can use the Item Price List Options Inquiry window. Price list records in the Item Price List Inquiry window also reflect the rounding options.

The following information is discussed:

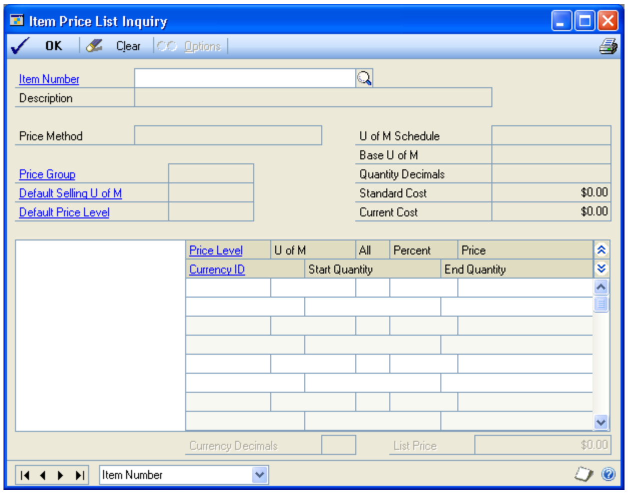
- *Viewing price list information*
- *Viewing pricing option information*

Viewing price list information

If you’re using standard pricing, use the Item Price List Inquiry window to view price levels and quantity breaks for a particular item. For example, if you wanted to offer different pricing alternatives to customers, you could use this window to view the different price levels available for a particular item.

To view price list information:

1. Open the Item Price List Inquiry window.
   (Inquiry >> Inventory >> Price List)


Item Price List Inquiry
OK
Clear
Options
Item Number
Description
Price Method
U of M Schedule
Base U of M
Quantity Decimals
Standard Cost
$0.00
Current Cost
$0.00
Price Group
Default Selling U of M
Default Price Level
Price Level
U of M
All
Percent
Price
Currency ID
Start Quantity
End Quantity
Currency Decimals
List Price
$0.00
Item Number

2. Enter or select an item number.

3. In the tree view, you can click the plus and minus signs to expand and collapse the information. If you highlight an object in the tree view, the information for all levels at or below that level is displayed in the scrolling window. Refer to *Using the price list tree view* on page 69 for more information about tree views.

4. If needed, you can go to other windows to view more information, or to make changes.

   To view or change item record information Click the Item Number link to open the Item Maintenance window.

   To view or change price group information Click the Price Group link to open the Price Group Setup window.

   To view or change the default selling unit of measure Click the Default Selling U of M link to open the Unit of Measure Schedule Setup window.

   To view or change the default price level Click the Default Price Level link to open the Price Level Setup window.

   To view or change a price level Click the Price Level link to open the Price Level Setup window, if you're using Multicurrency Management.

   To view or change a currency ID Click the Currency ID link to open the Item Currency Maintenance window.

5. To print the Item Price List Report, which displays the information displayed in the window, choose File >> Print.

6. When you've finished viewing information, close the windows.

Viewing pricing option information

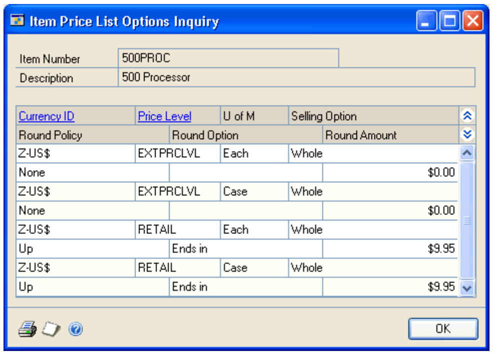
If you're using standard pricing, you can use the Item Price List Option Inquiry window to view the rounding rules set up for a pricing calculation.

To view pricing option information:

1. Open the Item Price List Inquiry window.
   (Inquiry >> Inventory >> Price List)

2. Enter or select an item number.

3. Choose Options to open the Item Price List Options Inquiry window.



Item Number 500PROC
Description 500 Processor

Currency ID	Price Level	U of M	Selling Option
Round Policy	Round Option	Round Amount	
Z-US$	EXTPRCLVL	Each	Whole
None		$0.00	
Z-US$	EXTPRCLVL	Case	Whole
None		$0.00	
Z-US$	RETAIL	Each	Whole
Up	Ends in	$9.95	
Z-US$	RETAIL	Case	Whole
Up	Ends in	$9.95	

4. Review information in the window.

5. If needed, you can go to other windows to view more information, or to make changes.

   To view or change multicurrency information If you're using Multicurrency Management, click the Currency ID field label to open the Item Currency Maintenance window.

   To view or change price level information Click the Price Level field label to open the Price Level Setup window.

6. When you've finished viewing information, close the windows.

Chapter 27: Extended pricing inquiries

If you're using extended pricing, you can trace how prices are calculated in your pricing structures. You also can view information about price sheets: the items and price groups that are assigned to a price sheet, and the customers, prospects, and price books that a price sheet is assigned to.

Some extended pricing information is better viewed with a report. To check pricing structures for missing prices, for example, you can use the Extended Pricing Error Reports window. Refer to *Checking for missing prices* on page 256.

If you're using standard pricing, refer to Chapter 26, "Standard pricing inquiries," for information about viewing pricing information.

This information is divided into the following sections:

- *Tracing a price calculation*
- *Originating currency errors in price trace inquiries*
- *Viewing the items and price groups in a price sheet*
- *Viewing price sheets for a selected item or price group*
- *Viewing promotions for a prospect or customer*

Tracing a price calculation

Use the Price Trace Inquiry window to find out how an item's price is calculated for a customer. You can use this window to view the total price, the steps taken to calculate the price, and the price sheets used to calculate the price. This is useful if you want to test the pricing structure before you enter transactions in the Sales Transaction Entry window.

The number of currency decimals used to display information in the Price Trace Inquiry window depends on the source of the information.

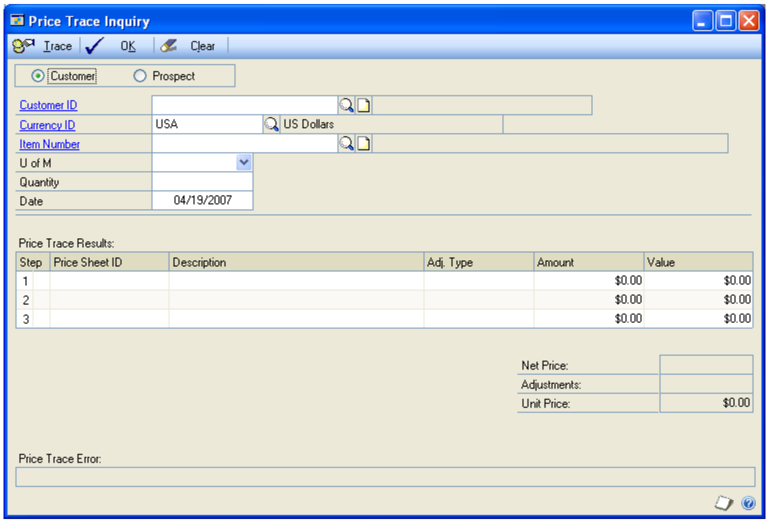
- If pricing information comes from a price group, the net price and any adjustments to it are displayed with the number of currency decimals that have been specified for the price group.

- If the pricing information comes from the items, the net price and any adjustments to it are displayed with the number of currency decimals that have been specified for the item.

- The Unit Price and Promotion Unit Price information must be displayed with the number of currency decimals from the item. These fields also must match the Unit Price information for a sales document in the Sales Transaction Entry window.

To trace a price calculation:

1. Open the Price Trace Inquiry window.
   (Inquiry >> Inventory >> Extended Pricing >> Price Trace)



● Customer ○ Prospect

Customer ID		
Currency ID	USA	US Dollars
Item Number		
U of M		
Quantity		
Date	04/19/2007	

Price Trace Results:

Step	Price Sheet ID	Description	Adj. Type	Amount	Value
1				$0.00	$0.00
2				$0.00	$0.00
3				$0.00	$0.00

Net Price:	
Adjustments:	
Unit Price:	$0.00

Price Trace Error:

2. Select Customer or Prospect, and enter or select a customer ID or prospect ID.

3. Enter or select a currency ID.

4. Enter or select an item number.

5. Select a unit of measure.

6. Enter a quantity, if you want. The quantity is used if quantity break pricing is set up for the selected item. The price per item will be calculated.

   If a promotion exists for the item and quantity-break pricing is used on the promotional price sheet, it won't be displayed in the Price Trace Inquiry window if the quantity is zero or blank.

7. Enter a date for the price inquiry.

8. Choose Trace. The total price, steps taken to calculate the price, and the price sheets used will be displayed in the Price Trace Results scrolling window. If a promotion is available, information about it also is displayed.

   Any errors encountered while calculating the price will be displayed in the Price Trace Error field. Click the Price Sheet ID link to open the Price Sheet Detail Maintenance window, where you can correct the errors. If you're using Multicurrency Management, you might have errors for the originating currency. Refer to Originating currency errors in price trace inquiries on page 238 for more information.

Originating currency errors in price trace inquiries

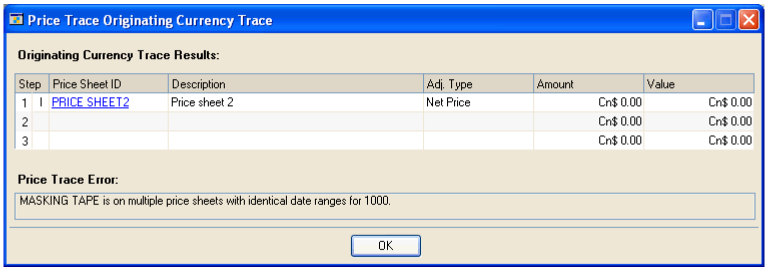
Price-trace errors—errors in how prices for items are calculated when you're using extended pricing—can be reported for the originating currency in certain situations.

If you’ve marked the Sales Order Processing setup option so that a price isn’t required for each currency for an item, and if you’ve marked the option to convert the originating currency to the functional currency, then pricing calculations are “round-tripped” from the originating currency to the functional currency and back to the originating currency.

For example, suppose you’ve created price sheets for US dollars, but haven’t created them for British pounds. If you have these options marked, you could enter a price trace inquiry in British pounds. The inquiry would calculate the pricing in US dollars, then convert it to British pounds based on your exchange tables.

Rules for price sheets still apply: you can’t use two price sheets with identical date ranges, and you must have a net price for the items. If either of these rules are broken—and if you’re using the “round-tripping” calculations—then the Originating Currency Errors button will appear on the Price Trace Inquiry window.

You can choose that button to open the Price Trace Originating Currency Trace window, where you can view information about the errors.



Originating Currency Trace Results:

Step		Price Sheet ID	Description	Adj. Type	Amount	Value
1	I	PRICE SHEET2	Price sheet 2	Net Price	Cn$ 0.00	Cn$ 0.00
2					Cn$ 0.00	Cn$ 0.00
3					Cn$ 0.00	Cn$ 0.00

Price Trace Error:

MASKING TAPE is on multiple price sheets with identical date ranges for 1000.

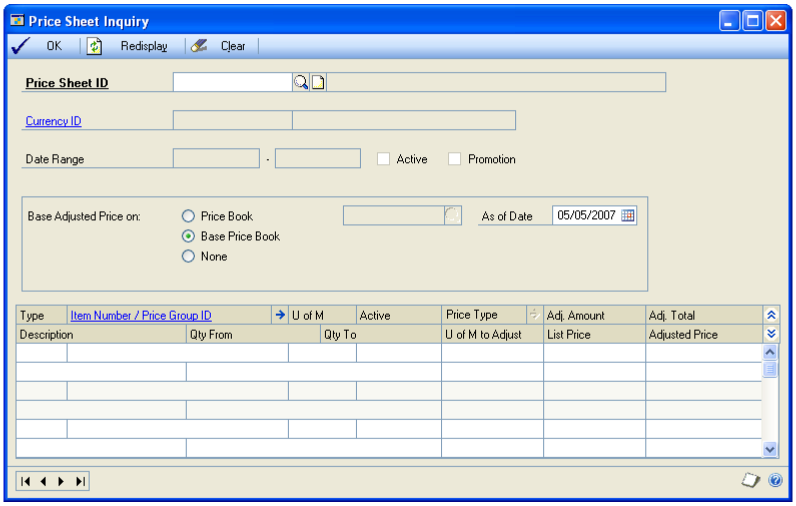
When you’ve finished viewing information, choose OK to close the window.

Viewing the items and price groups in a price sheet

The Price Sheet Inquiry window shows all items and price groups within a price sheet, with their units of measure and prices.

To view the items and price groups in a price sheet:

1. Open the Price Sheet Inquiry window.
   (Inquiry >> Inventory >> Extended Pricing >> Price Sheets)


Price Sheet Inquiry
OK
Redisplay
Clear
Price Sheet ID
Currency ID
Date Range
☐ Active
☐ Promotion
Base Adjusted Price on:
○ Price Book
● Base Price Book
○ None
As of Date
Type
Item Number / Price Group ID
U of M
Active
Price Type
Adj. Amount
Adj. Total
Description
Qty From
Qty To
U of M to Adjust
List Price
Adjusted Price

Base Adjusted Price on: ● Base Price Book

As of Date 05/05/2007

2. Enter or select a price sheet ID. The items and price groups assigned to the price sheet will be displayed in the scrolling window.

3. View additional information, if needed.

   To view information about promotional free items When viewing information about a promotional price sheet, highlight a record for a giveaway-type promotion. Choose the Adjustment Type expansion button to open the Price Sheet Detail Free Item Inquiry window, where you can view more information about the giveaway.

   To view details about the price sheet Select an item and use the Item Number/Price Group ID expansion button to open the Price Sheet Detail Maintenance window, where you can see quantity break pricing details for the item.

4. Use the Base Adjusted Price On options to see the effects of price adjustment.

This selection will not be saved; it is for inquiry purposes only. For example, you might want to see a value off the base price at a future date, or you might want to see prices for a customer who receives discounts from a price book other than the base book.

For example, you might want to know the effect of a value off the base price at a date in the future, or you might want to set up a record for a customer who receives discounts from a price book other than the base book.

- Mark a pricing element—price book, base price book, none, or price sheet ID—to see how prices would change based on that element. If you mark price book or price sheet ID, enter or select a specific price book or price sheet ID.

- Enter an As of Date to see how pricing would be calculated on a specific date.

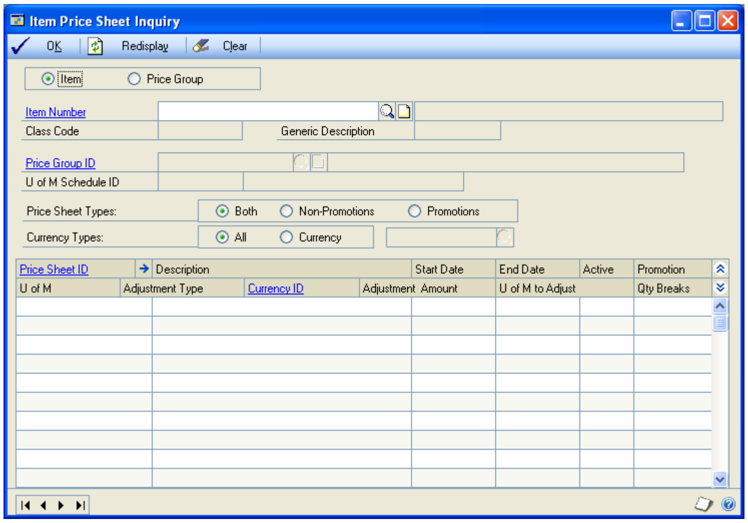
5. When you’ve finished viewing information, close the window.

Viewing price sheets for a selected item or price group

Use the Item Price Sheet Inquiry window to view the price sheets that have been set up for a specific item or price group.

To view price sheets for a selected item or price group:

1. Open the Item Price Sheet Inquiry window.
(Inquiry >> Inventory >> Extended Pricing >> Items)


Item Price Sheet Inquiry
OK
Redisplay
Clear
● Item
○ Price Group
Item Number
Class Code
Generic Description
Price Group ID
U of M Schedule ID
Price Sheet Types:
● Both
○ Non-Promotions
○ Promotions
Currency Types:
● All
○ Currency
Price Sheet ID
Description
Start Date
End Date
Active
Promotion
U of M
Adjustment Type
Currency ID
Adjustment Amount
U of M to Adjust
Qty Breaks

2. Select to view an item or a price group.

3. Enter or select an item number or price group ID. Information about the item or price group automatically will be displayed when you select the item or price group.

4. Mark an option to restrict the price sheets displayed in the scrolling window based on whether the price sheets are promotional or not.

5. If you’re using Multicurrency Management, mark an option to restrict the price sheets displayed in the scrolling window based on the currency of each price sheet. If you mark Currency, enter or select a currency.

6. View information in the scrolling window.

   You also can view more information, if needed.

   To view other items and price groups for a price sheet Highlight the price sheet in the scrolling window and click the Price Sheet ID link to open the Price Sheet Maintenance window, where you can view the items and price groups assigned to the price sheet.

   To view price sheet details Highlight the price sheet in the scrolling window and choose the Price Sheet ID expansion button to open the Price Sheet

Detail Maintenance window, where you can view and edit price sheet information.

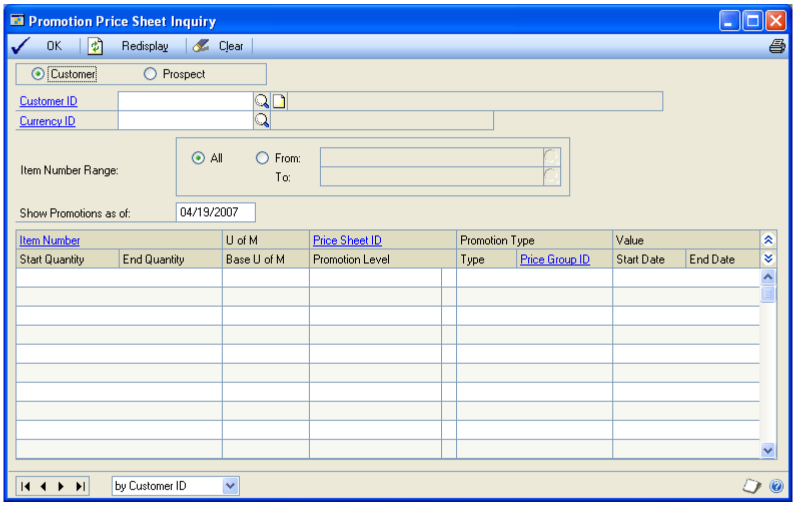
7. When you’ve finished viewing information, close the window.

Viewing promotions for a prospect or customer

You can use the Promotion Price Sheet Inquiry window to view all the promotions that are in effect for a prospect or customer as of a certain date. You can choose to view information for all items or you can choose to view information for a range of items.

To view promotions for a prospect or customer:

1. Open the Promotion Price Sheet Inquiry window.
(Inquiry >> Inventory >> Extended Pricing >> Promotions)


Promotion Price Sheet Inquiry
OK
Redisplay
Clear
Customer ID
Currency ID
Item Number
U of M
Price Sheet ID
Promotion Type
Value
Start Quantity
End Quantity
Base U of M
Promotion Level
Type
Price Group ID
Start Date
End Date

● Customer ○ Prospect

Item Number Range: ● All ○ From: To:

Show Promotions as of: 04/19/2007

by Customer ID

2. Mark Customer or Prospect, depending on who’s promotions you want to view.

3. Enter or select a customer or prospect.

4. If you’re using Multicurrency Management, you can enter or select a Currency ID.

5. Choose the items to view. Mark All to see promotions for all items, or mark From and enter a range of items to view.

6. Enter a date in the Show Promotions as of field. Only promotions that are effective on that date will be displayed in the scrolling window.

7. Choose Redisplay to update the scrolling window, and then view the information in the scrolling window.

8. When you’ve finished, close the window.

Chapter 28: Transaction inquiries

You can use the inquiry windows to view information about your adjustment and variance transactions, transfers, and purchase receipts. If you're using other Microsoft Dynamics GP modules, you also can use links to open other windows that display more details about specific transactions.

The inquiry window you'll use to view transactions depends on the source of the transaction information you want to see.

To view transactions entered throughout the system Use the Item Transaction Inquiry window. Any posted transaction for an item—such as transactions from Sales Order Processing—will be available. Inventory Control transactions also can be viewed in the Item Transaction Inquiry window.

To view transactions entered in Inventory Control Use the Inventory Transaction Inquiry window to see transactions that are specific to Inventory Control: adjustments, variances, and transfers. If you're using multiple bins, you also can view information about the bins used for a transaction. You can use the In-Transit Transfer History Inquiry window to view in-transit transfers.

To view transactions resulting from purchase receipts Use the Purchase Receipts Inquiry window.

The following information is discussed:

- *Viewing item transaction information*
- *Viewing inventory transaction information*
- *Viewing in-transit transfer transaction information*
- *Viewing purchase receipt information*

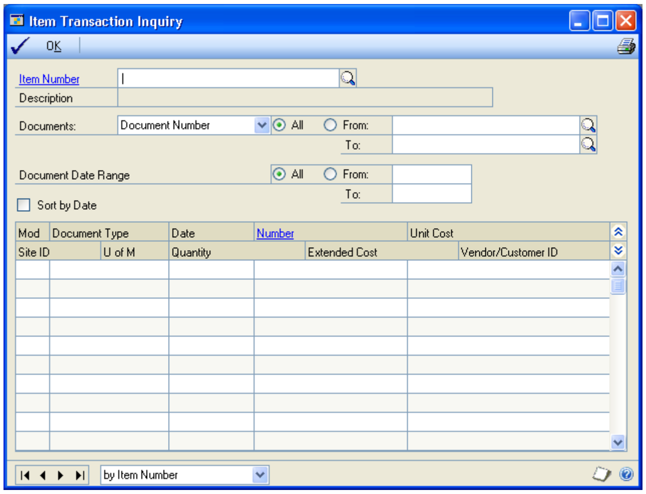
Viewing item transaction information

Use the Item Transaction Inquiry window to view posted inventory transactions for specific items. For example, you can view transactions for an item at a specific site—or you can see all transactions of a certain type that have been posted for a particular item number.

Transactions entered in Sales Order Processing, Purchase Order Processing, Bill of Materials, Inventory Control, and Invoicing are displayed in the window.

To view item transaction information:

1. Open the Item Transaction Inquiry window.
   (Inquiry >> Inventory >> Item Transaction)


Item Transaction Inquiry
OK
Item Number
Description
Documents:
Document Number
All
From:
To:
Document Date Range
All
From:
To:
Sort by Date
Mod
Document Type
Date
Number
Unit Cost
Site ID
U of M
Quantity
Extended Cost
Vendor/Customer ID
by Item Number

2. Enter or select an item number.

3. Determine which transaction records you want to view. You can select a range of records based on any of the following record attributes.

   To see all item records Mark All.

   To see a specific range of records Mark From. Select a type of document range—such as document number or module—and then select the beginning and ending values for the range.

4. Specify a document date range to restrict information. You can select to view all documents or mark From and then select the beginning and ending dates for the range.

5. Review information in the scrolling window.

Mark the Sort by Date check box to sort information in the scrolling window by date.

6. To view more detailed information about a transaction, select the transaction and click the Number label to open another window.

   Refer to the table for information about which window will open, based on the transaction type.

Click this type transaction ...	... to open this window:
Inventory transactions	Inventory Transaction Inquiry window
Sales Order Processing transactions	Sales Transaction Inquiry Zoom window
Purchase Order Processing transactions	Receivings Transaction Inquiry Zoom window
Invoicing transactions	Invoice Inquiry window
Bill of Materials transactions	Assembly Inquiry Zoom window

You can use any of these windows to view the transaction information as it was entered.

7. You can choose File >> Print to print the Item Transaction Inquiry Report.

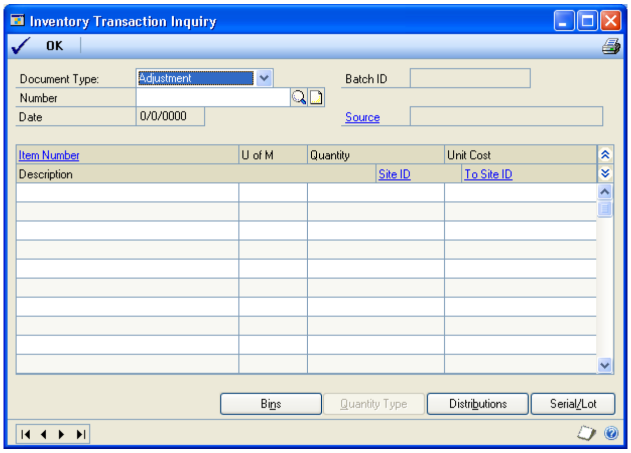
8. When you've finished viewing information, close the windows.

Viewing inventory transaction information

Use the Inventory Transaction Inquiry window to view any transaction that has been entered in Inventory Control. For example, you can use the window to view the transactions that have been posted to reflect stock count variance transactions.

To view inventory transaction information:

1. Open the Inventory Transaction Inquiry window.
(Inquiry >> Inventory >> Transaction)



Document Type: Adjustment

Date 0/0/0000

2. Select the transaction type you want to view. You can choose from these inventory transaction types:

Adjustment Select Adjustment to view adjustment transactions for an item—transactions to record an increase or decrease to inventory levels.

Variance Select Variance to view variance transactions for an item—transactions to bring inventory records in line with inventory levels. For example, if you're using stock counts, you might have variance transactions to record transactions made so inventory accounting records match actual inventory levels.

Transfer Select Transfer to view transfer transactions for an item—transactions that record the movement of items from one site to another, from one quantity type to another, or both.

3. Enter or select the document number of the specific transaction to view.

4. Review information in the window. You can open other windows, if needed, to view more detailed information or to make changes to records.

To view or change item records Select a transaction and click the Item Number field label to open the Item Maintenance window.

To view or change site records Select the transaction and click the field label for the Site ID or for the To Site ID to open the Site Maintenance window.

5. You also can open other windows for viewing transaction information.

   Refer to the table for more information.

This button:	Opens this window:
Bins	Inventory Transaction Bin Inquiry window, if the item is not tracked by lot or serial numbers. You can view the quantity of the item for each bin involved in the transaction. (To view bin information for items tracked by lot or serial numbers, use the Serial/Lot button.)
Quantity Type	Inventory Transaction Quantity Types Inquiry window, where you can view information about the quantity types that were transferred. This option is available only if the pointer is on a line for a transfer transaction.
Distributions	Inventory Transaction Distribution Inquiry window, where you can view information about the accounts that were used when distributing the original transaction.
Serial/Lot	**If the item is tracked by lot numbers** Inventory Transaction Lot Inquiry window, where you can view information about the lot number and quantity for each bin involved in the transaction. **If the item is tracked by serial numbers** Inventory Transaction Serial Inquiry window, where you can view information about the serial numbers and bins for each bin involved in the transaction.

6. You can choose File >> Print to print the Transaction Inquiry Report.

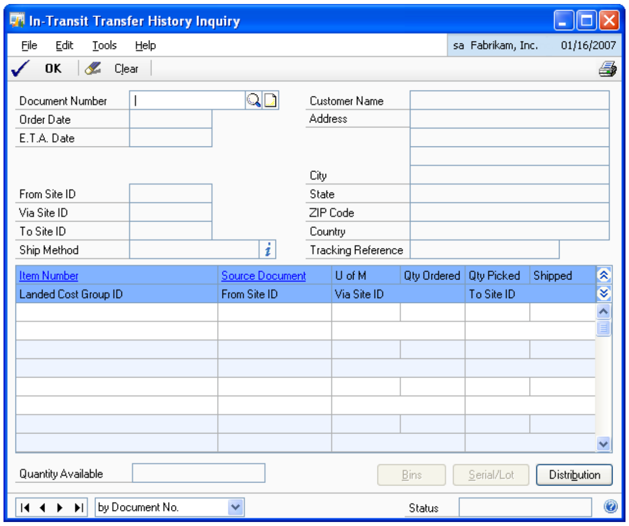
7. When you’ve finished viewing information, close the windows.

Viewing in-transit transfer transaction information

Use the In-Transit Transfer History Inquiry window to view an in-transit transfer that exist sin history.

To view in-transit transfer transaction information:

1. Open the In-Transit Transfer History Inquiry window.
   (Inquiry >> Inventory >> In-Transit Transfer History)


In-Transit Transfer History Inquiry
File
Edit
Tools
Help
sa Fabrikam, Inc. 01/16/2007
OK
Clear
Document Number
Order Date
E.T.A. Date
From Site ID
Via Site ID
To Site ID
Ship Method
Customer Name
Address
City
State
ZIP Code
Country
Tracking Reference
Item Number
Source Document
U of M
Qty Ordered
Qty Picked
Shipped
Landed Cost Group ID
From Site ID
Via Site ID
To Site ID
Quantity Available
Bins
Serial/Lot
Distribution
by Document No.
Status

2. Enter or select the document number of the specific transaction to view.

3. Review information in the window.

4. You also can open other windows for viewing transaction information.

   Refer to the table for more information.

This button:	Opens this window:
Bins	Transfer Bin Inquiry window, if the item is not tracked by lot or serial numbers. You can view the quantity of the item for each bin involved in the transfer. (To view bin information for items tracked by lot or serial numbers, use the Serial/Lot button.)
Distributions	Inventory Transfer Distribution History Inquiry window, where you can view information about the accounts that were used when distributing the original transfer.
Serial/Lot	**If the item is tracked by lot numbers** In-Transit Transfer Lot Inquiry window, where you can view information about the lot number and quantity for each bin involved in the transaction. **If the item is tracked by serial numbers** In-Transit Transfer Serial Inquiry window, where you can view information about the serial numbers and bins for each bin involved in the transaction.

5. You can print the Service Inventory Pack List - Reprint report.

6. When you've finished viewing information, close the windows.

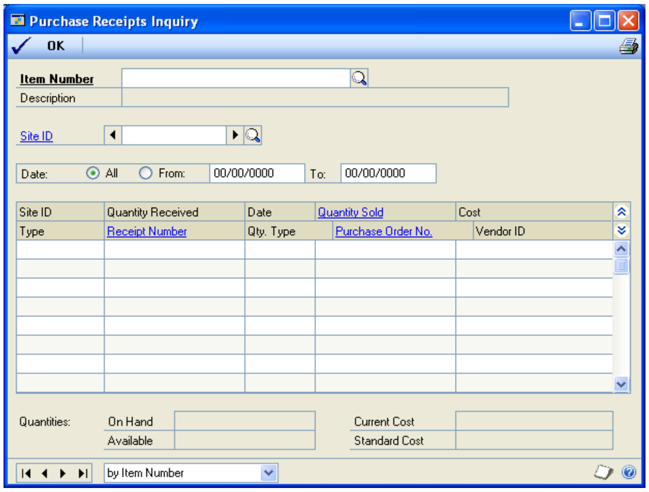
Viewing purchase receipt information

Use the Purchase Receipts Inquiry window to view all the purchase receipts that exist for a particular item. For example, you might use this window to find out the actual costs and quantities on a specific receipt. Or, if you suspect an item cost was entered incorrectly, you could use this window to verify the cost.

Information about split purchase receipts also is displayed in the window. Refer to Split purchase receipts on page 180 for more information.

To view purchase receipt information:

1. Open the Purchase Receipts Inquiry window.
(Inquiry >> Inventory >> Receipts)


Purchase Receipts Inquiry
OK
Item Number
Description
Site ID
Date:
All
From:
00/00/0000
To:
00/00/0000
Site ID
Quantity Received
Date
Quantity Sold
Cost
Type
Receipt Number
Qty. Type
Purchase Order No.
Vendor ID
Quantities:
On Hand
Available
Current Cost
Standard Cost
by Item Number

2. Enter or select an item number.

3. Enter or select a site.

4. Decide if you want to view transaction information for all dates or for a specific range of dates.

   To view information for all dates Mark All.

   To view information for a range of dates Mark From, then enter starting and ending dates for the period that includes the transactions you want to view.

5. Review information in the window.

6. To view additional information for a specific transaction, select the transaction and click on the Receipt Number link, Purchase Order No. link, or the Quantity Sold link to open a window with detailed information. The window that opens depends on the transaction source and the link you click.

   Refer to the table for more information.

If the transaction source is ...	... and you click ...	... this window opens:
Inventory Control	Receipt Number	Inventory Transaction Inquiry
Receipts	Receipt Number	Receivings Transaction Inquiry Zoom
Bill of Materials	Receipt Number	Assembly Inquiry Zoom
Sales Order Processing	Receipt Number	Sales Transaction Inquiry Zoom
Invoicing	Receipt Number	Invoice Inquiry

If the transaction source is ...	... and you click ...	... this window opens:
Purchase Order Processing	Purchase Order No.	Purchase Order Inquiry Zoom
In-Transit	Purchase Order No.	In-Transit Transfer Inquiry Zoom
Not applicable	Quantity Sold	Purchase Receipts Quantity Sold Details

7. You can choose File >> Print to print the Purchase Receipts Inquiry Report.

8. When you've finished reviewing information, close the windows.

Chapter 29: Reports

You can use Inventory Control reports to analyze inventory activity and identify errors in transaction entry. Use this information to guide you through printing reports and working with report options.

For more information about creating and printing reports, and the various reporting tools that you can use with Microsoft Dynamics GP, refer to your System User's Guide (Help >> Contents >> select Using The System).

The following information is discussed:

- *Inventory Control report summary*
- *Accuracy Comparison report*
- *Historical stock status report*
- *Checking for missing prices*
- *Printing extended pricing summary reports*
- *Printing a purchase order generator item report*
- *Specifying an Inventory Control report option*
- *Microsoft SQL Server® Reporting Services reports for Inventory Control*

Inventory Control report summary

You can print several types of reports using Inventory Control. Some reports automatically are printed when you complete certain procedures; for example, posting journals can be printed automatically when you post transactions, depending on how your posting options are set up. You can choose to print some reports during procedures; for example, you can print an edit list when entering transactions by choosing the Print button in the batch entry window. In order to print some reports, such as analysis or history reports, you must set up report options to specify sorting options and ranges of information to include on the report. For more information, refer to *Specifying an Inventory Control report option* on page 260.

If you're using extended pricing, standard item price list reports won't contain up-to-date pricing information. To print an accurate pricing report, you must use the Extended Pricing Reports window.

The following table lists the report types available in Inventory Control and the reports in each category.

Report Type	Report	Printing method
Setup reports	Inventory Module Setup Unit of Measure Schedule Price Group List Lot Category List Class Class Currency List Site Bill of Materials Setup Single-Level Bill of Materials Indented Bill of Materials Component Where Used Stock Calendar List Bin List per Site Bin List per Item/Site Landed Cost List Landed Cost Group List	Choose File >> Print in the setup windows **or** choose the print icon button in the setup windows **or** create report options in the Inventory Setup Reports window.
Item	Detailed Item List Item Currency List Detailed Item List by Site Item Price List* Item Price List Options* Item List by User Category Item Purchasing Options List Kit List	Choose File >> Print in the cards windows **or** choose the print icon button in the cards windows **or** create report options in the Inventory Item Reports window.
Serial/Lot	Serial Number List Lot Number List	Create report options in the Inventory Serial-Lot Reports window.
Resource Planning	Planner List Resource Planning Site Defaults Report	Create report options in the Resource Planning Reports window.
Activity	Purchase Receipts† Stock Status† Physical Inventory Checklist Vendor Activity Report Stock Count List† Bin Quantity Historical Stock Status Report† Historical Inventory Trial Balance	Create report options in the Inventory Activity Reports window.
Inquiry	Serial Number Inquiry Report Lot Number Inquiry Report Consolidated Lot Number Inquiry Report Purchase Receipts Inquiry Report Item Transaction Inquiry Report Transaction Inquiry Report Item Period History Item Allocation Inquiry Report Item Stock Inquiry Report Serial/Lot Trace Inquiry Report	Choose File >> Print in an inquiry window **or** choose the print icon button in an inquiry window.
* Indicates reports that can be printed with multicurrency information displayed. † Indicates reports that can be assigned to named printers. See your System Administrator's Guide (Help >> Contents >> select System Administration) for more information.		

Report Type	**Report**	**Printing method**
Analysis	Turnover Report Purchase Advice Report Gross Requirements Report Item ABC Analysis Report Accuracy Comparison†	Create report options in the Inventory Analysis Reports window.
History reports	Transaction History Report Distribution History Report Sales Summary Report Item Period History Cost Change History Report	Create report options in the Inventory History Reports window.
Edit lists	Transaction Edit List Transfer Edit List	Choose File >> Print in the window you used to complete the procedure.
Posting reports	Transaction Posting Journal† Transfer Posting Journal† Cost Variance Journal Distribution Breakdown Register	Choose File >> Print in the window you use to complete the procedure **or** some will be printed automatically when you complete the procedure **or** create report options in the Reprint Inventory Journals window.
Utility reports	Reconcile Report Cost Adjustment Audit Report Valuation Method Change Audit Report Decimal Places Change Audit Report* Unit of Measure Schedule Audit Report Add Price List Wizard Audit Report* Update Price List Wizard Audit Report* Remove Price List Wizard Audit Report* Copy Price List Wizard Audit Report* Assign Currency Audit Report (available only if you're using Multicurrency Management) Replace Resource Planning Buyer/Planner Exception Report Resource Planning Site Roll Down Exception Report	These reports will be printed when you complete the corresponding procedure.
Extended Pricing	Pricing Reports Error Reports	Enter report ranges and selections in the Extended Pricing Reports window. Refer to *Checking for missing prices* on page 256 and *Printing extended pricing summary reports* on page 258.
Purchase Order Generator Item	Purchase Order Generator Item Report	Enter report ranges and selections in the Purchase Order Generator Item Report window. Refer to *Printing a purchase order generator item report* on page 259.
* Indicates reports that can be printed with multicurrency information displayed. † Indicates reports that can be assigned to named printers. See your System Administrator's Guide (Help >> Contents >> select System Administration) for more information.		

Accuracy Comparison report

The Accuracy Comparison report can be the most valuable result of performing stock counts. The report helps you spot trends in the accuracy of your inventory records over time, measured by the results of your stock counts.

For example, suppose your business has several warehouses and stores. For each site, you implement cycle counting and stock counts. Once you've completed several counts, you print the Accuracy Comparison report, which shows that all sites and warehouses have about the same inventory-record accuracy.

If you notice a sharp decrease in the accuracy at one site, you might need to investigate further. The change could be caused by changes in how inventory is managed at that site—perhaps more training is needed for those inventory personnel—or might be caused by employee theft. If you implement new inventory management policies, the Accuracy comparison report also can help you measure the success of those changes.

The Accuracy Comparison report is printed from the Inventory Analysis Reports window. You can print the report any time, but you must have processed at least one stock count for the report to include any data.

The following fields are of particular importance when analyzing your accuracy.

To Reconcile This field displays the absolute difference between the captured quantity and the counted quantity. Ideally, this difference should be zero, meaning that the captured quantity and the counted quantity are the same. A large number in this field doesn't necessarily mean that there was a large variance, however. If unposted transactions or transaction history showed that other entries in the system accounted for the amount, then your inventory records are still accurate.

Net Variance This field is the item quantity that was actually included in the variance transaction. A large number in this field might signify inventory control problems.

Accuracy % [Accuracy Percent] The Accuracy Percent is 100% - Relative Error Percent, where Relative Error Percent is Variance / Counted Quantity x 100. An accuracy percentage of 100.00% is perfect accuracy.

Approx Value Extended values for all quantities—captured, counted, to reconcile, and net variance—are the current cost of the item when the stock count was processed.

Historical stock status report

The Historical Stock Status Report can be printed at any time for a report of the status of your inventory on a certain day. You can print the report using the Inventory Activity Reports window. To automatically print the report, you can use Named Printers or the Distributed Process Server (DPS). Refer to your System Administrator's Guide (Help >> Contents >> select System Administration) for more information.

The report can be used to report information about Sales Inventory and Discontinued items only. The report shows the quantity on hand, the unit cost, and the extended cost for each item. Information about returned, damaged, in use, and service quantities is not reflected in the report.

To generate a Historical Stock Status Report, you must be maintaining transaction history for the items in the report. To set options to maintain history for an item class, refer to Creating an item class on page 35. To set options to maintain history for an item, refer to Entering item options on page 52.

For an item with a LIFO Perpetual valuation method or a FIFO Perpetual valuation method, the extended cost of inventory as of a certain day is calculated in two steps. First, the extended cost is calculated *at the time the report is run*, much like the regular Stock Status Report. Then, transactions posted since the "as of date" are added to or subtracted from the extended cost. However, only transactions that affect the quantity on hand are listed in the report. A transaction that affected a different quantity type—such as a sales return document that added items to the returned quantity—would not be included in the report.

Inventory cost (extended cost) calculations for the Historical Stock Status Report are influenced by the valuation method for an item. For more information about valuation methods and item costs, refer to *Valuation methods* on page 8.

If you change the valuation method for an item sometime between the point in time you choose for the report—the As of Date—and the date you generate the report, values in the report might not be accurate.

Refer to the following table for more information.

Valuation method	**Calculation**
FIFO perpetual	Layered cost using purchase receipts
LIFO perpetual	Layered cost using purchase receipts
Average perpetual	Quantity x Item's historical current cost for a selected date
FIFO periodic	Quantity x Item's historical standard cost for a selected date
LIFO periodic	Quantity x Item's historical standard cost for a selected date

When the current cost of an item that uses average perpetual valuation method changes or when the standard cost of a LIFO periodic or FIFO periodic item changes, the new value is saved to history. When an item that uses LIFO perpetual or FIFO perpetual valuation method is received into stock, the transaction is valued at the actual cost. This becomes the "historical cost" for the item. The historical cost is always used for both increase transactions (receipts) and decrease transactions (issues) for items that have a LIFO Perpetual or FIFO Perpetual valuation method.

If your report includes items with an Average Perpetual or periodic valuation methods, however, you can choose to use either the historical cost or the standard cost (for items with periodic valuation methods) or the average cost (for items with the Average Cost valuation method). In those cases, the unit costs and extended values are calculated according to the following table:

Valuation method	Cost type used	Calculations *
Average perpetual	Today's Standard/ Average	Unit cost: Current cost for item on the user date Extended cost: Current cost for item on the user date x Quantity on Hand on the user date
Average perpetual	Historical	Unit cost: Historical current cost for item on the selected date Extended cost: Historical cost for item x Quantity on Hand from the historical date
FIFO periodic	Today's Standard/ Average	Unit cost: Standard cost for item on the user date Extended cost: Standard cost for item on the user date x Quantity on Hand on the user date
FIFO periodic	Historical	Unit cost: Historical standard cost for item on the selected date Extended cost: Standard cost for item on the user date x Quantity on Hand from the historical date
FIFO perpetual	Today's Standard/ Average	Unit cost: Unit cost for transaction Extended cost: Extended cost for transaction
FIFO perpetual	Historical	Unit cost: Historical unit cost for transaction Extended cost: Extended cost for transaction
LIFO periodic	Today's Standard/ Average	Unit cost: Standard cost for item on the user date Extended cost: Standard cost for item on the selected date x Quantity on Hand on the user date
LIFO periodic	Historical	Unit cost: Historical standard cost for item on the selected date Extended cost: Standard cost for item on the selected date x Quantity on Hand on the selected date
LIFO perpetual	Today's Standard/ Average	Unit cost: Unit cost for the transaction Extended cost: Extended cost for transaction
LIFO perpetual	Historical	Unit cost: Unit cost for the transaction Extended cost: Extended cost for transaction
* All calculations are converted to reflect the base unit of measure.		

Checking for missing prices

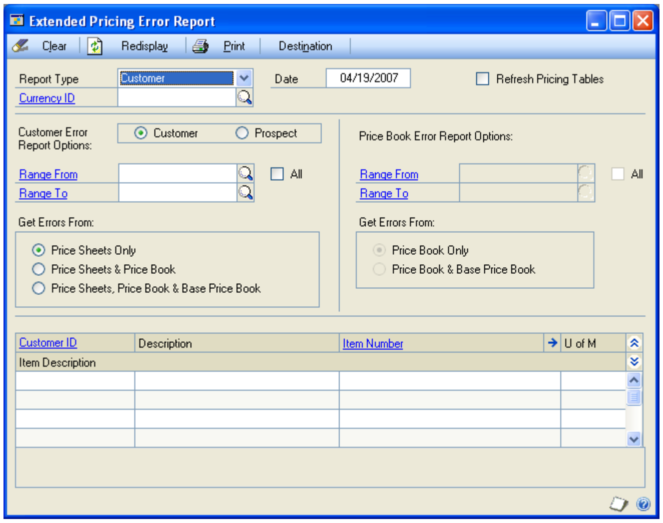
If you're using extended pricing, you can use the Extended Pricing Error Report to identify the items for which prices cannot be calculated.

For example, if an item has a value-off price in a price sheet but no net price in the base price book, or if an item has entries in two price sheets with the same date range in the same price book, prices can't be calculated and errors will be reported.

You can view price error results on screen or on a printed report. When a pricing error report is generated, a complete price book is calculated for the date you enter. This price book is recalculated when an Extended Pricing report is generated for a different date or if the Refresh Pricing Tables option is marked.

To check for missing prices:

1. Open the Extended Pricing Error Report window.
   (Reports >> Inventory >> Extended Pricing >> Error Reports)



Report Type: Customer
Currency ID
Date: 04/19/2007
☐ Refresh Pricing Tables

Customer Error Report Options: ● Customer ○ Prospect
Range From
Range To
☐ All
Get Errors From:
● Price Sheets Only
○ Price Sheets & Price Book
○ Price Sheets, Price Book & Base Price Book

Price Book Error Report Options:
Range From
Range To
☐ All
Get Errors From:
○ Price Book Only
○ Price Book & Base Price Book

Customer ID	Description	Item Number	U of M
Item Description			

2. Choose to report on errors for customers or price books.

3. Enter a date for which prices will be calculated.

4. Mark the Refresh Pricing Tables option to recalculate the prices in the price book when you generate the Extended Pricing error report.

If you intend to produce multiple price book reports for the same date, clear this option to reduce processing time. Select this option only if you have made changes to pricing setup since the last report was printed.

5. If you selected a Customer report type, choose to report on customers or prospects.

6. Enter or select the range of customers, prospects, or price books you want to print the report for.

7. Choose where to look for prices.

   A customer report can be printed using the following options:

Option	Description
Price Sheets Only	Prices will be reported for price sheets assigned directly to the customer or prospect.
Price Sheets and Price Book	Prices will be reported for price sheets assigned directly to the customer or prospect, and price sheets assigned to the customer or prospect’s price book.
Price Sheets, Price Book and Base Book	Prices will be reported for price sheets assigned directly to the customer or prospect, price sheets assigned to the customer or prospect’s price book, and price sheets assigned to the base price book.

A price book report can be printed using the following options:

Option	Description
Price Book Only	Prices will be reported for price sheets assigned to the price book.
Price Book and Base Book	Prices will be reported for price sheets assigned to the price book and price sheets assigned to the base price book.

8. To view the information on-screen, choose the Redisplay button. Highlight a record to display error details.

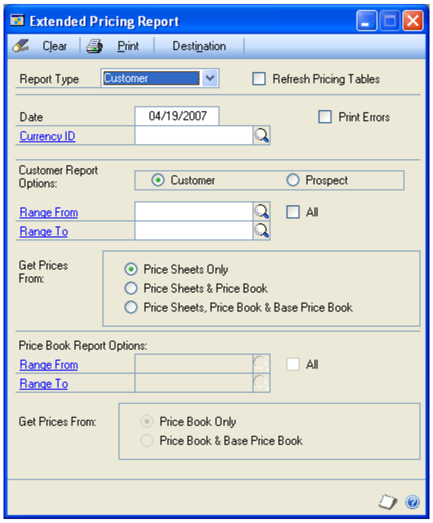
   To print a report, choose Destination to select a report destination, then choose Print to print the report.

Printing extended pricing summary reports

If you're using extended pricing, you can use the Extended Pricing Report window to print reports that summarize pricing information for a customer or for a price book.

To print extended pricing summary reports:

1. Open the Extended Pricing Report window.
   (Reports >> Inventory >> Extended Pricing >> Pricing Reports)



Report Type: Customer
☐ Refresh Pricing Tables
Date: 04/19/2007
☐ Print Errors
Currency ID
Customer Report Options: ● Customer ○ Prospect
Range From
Range To
☐ All
Get Prices From:
● Price Sheets Only
○ Price Sheets & Price Book
○ Price Sheets, Price Book & Base Price Book
Price Book Report Options:
Range From
Range To
☐ All
Get Prices From:
● Price Book Only
○ Price Book & Base Price Book

2. Choose the report type: Customer or Price Book.

   You can use the customer report type to print reports for prospects, as well.

3. Mark Refresh Pricing Tables to recalculate pricing in a price book. You shouldn't have to mark this option unless you have made changes to pricing information since the last time you generated the report.

4. Enter the date that information in the report should be based on.

5. Mark Print Errors if problems in calculating prices should be included in the report.

If you don’t mark this option, the first net price that is found will be printed on the report.

6. If you’re using Multicurrency Management, enter or select the currency ID for the report. If you don’t select a currency, information about all currencies will be included on the report.
7. Enter additional information for the report, based on the kind of report you’re printing.

   Refer to the table for more information.

Report Type	**Information to enter**
Customer	Mark Customer or Prospect
	Enter or select a range of customer or prospect records to include in the report. To include all customers or all prospects, mark All.
	Mark the information to include in the report. The report can be based on price sheets only, price sheets and the price book for the customer or prospect, or price sheets, the price book, and the base price book.
Price Book	Enter or select a range of price books to include in the report. To include all price books, mark All.
	Mark the information to include in the report. The report can be based on information for each price book only, or on information for the price book and the base price book.

8. Choose Destination to open the Report Destination window.
9. Choose the report destination.

If you don’t choose a destination for the report at this point, you’ll be prompted to select a destination when the report is generated.

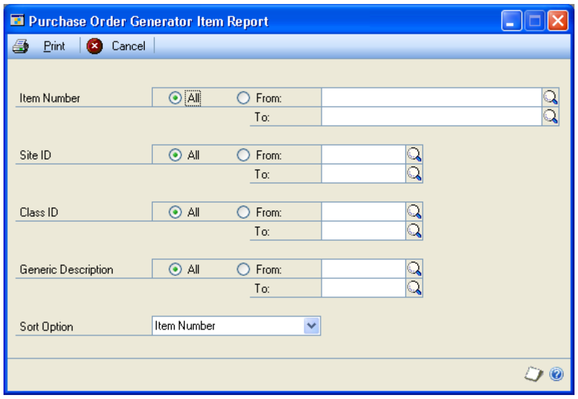
10. Choose OK to save the report destination and close the Report Destination window.
11. In the Extended Pricing Report window, choose Print to generate the report.
12. When you’ve finished, close the window.

Printing a purchase order generator item report

You can use the Purchase Order Generator Item Report to print the Purchase Order Generator Item Report, which summarizes the purchase order generator options you’ve set up for items.

To print a purchase order generator item report:

1. Open the Purchase Order Generator Item Report window.
   (Reports >> Inventory >> Purchase Order Generator Item)



Purchase Order Generator Item Report

Item Number ● All ○ From: To:

Site ID ● All ○ From: To:

Class ID ● All ○ From: To:

Generic Description ● All ○ From: To:

Sort Option: Item Number

2. Use the range fields to select the group of items to include in the report. You can select a range of items, sites, classes, or generic descriptions.

3. Choose how information in the report should be sorted. Choices are Item, Description, Site, Class, and Generic Description.

4. Choose Print. The Report Destination window opens, where you can choose where the report should be printed. For more information about report destinations and formats, refer to your System User's Guide (Help >> Contents >> select Using The System).

5. In the Report Destination window, choose OK. The report will be printed to the destination you selected.

6. When you’ve finished, close the window.

Specifying an Inventory Control report option

Report options include specifications for sorting options and range restrictions for a particular report. In order to print several Inventory Control reports, you must first create a report option. Each report can have several different options so that you can easily print the information you need. For example, you can create report options for the Purchase Receipts Report that show either detailed or summary information.

A single report option can’t be used by multiple reports. If you want identical options for several reports, you must create them separately.

Use the Inventory Control report options windows to create sorting, restriction, and printing options for the reports that have been included with Inventory Control.

To specify an Inventory Control report option:

1. Open an Inventory Control reports window. There are separate windows for each report type.
   (Reports >> Inventory >> Setup)
   (Reports >> Inventory >> Item)
   (Reports >> Inventory >> Serial/Lots)
   (Reports >> Inventory >> Activity)
   (Reports >> Inventory >> Analysis)
   (Reports >> Inventory >> History)
   (Reports >> Inventory >> Posting Journals)
   (Reports >> Inventory >> Resource Planning)

2. Select a report from the Reports list.

3. Choose New to open the report options window. Your selection in step 2 determines which report options window appears.

4. Name the option and enter information to define the option. The name you choose for the option won't appear on the report. The selections available for defining report options vary, depending on the report type you've selected.

5. Enter range restrictions. The Ranges list shows the available options for each report. The available ranges vary, depending on the type of report.

   You can enter only one restriction for each restriction type. For instance, you can insert one item number restriction (item ABC-001 to ABC-999) and one date restriction (10/15/05 to 11/15/05).

6. Choose Insert to insert the range in the Restrictions List. To remove an existing range from the list, select the range and choose Remove.

7. Choose Destination to select a printing destination. Reports can be printed to the screen, to the printer, to a file, or to any combination of these options. If you select Ask Each Time, you can select printing options each time you print this report option.

   For more information about printing report options, refer to your System User's Guide (Help >> Contents >> select Using The System).

8. To print the report option from the report options window, choose Print before saving it. If you don't want to print the option now, choose Save and close the window. The report window will be redisplayed.

Microsoft SQL Server® Reporting Services reports for Inventory Control

You can view Inventory Control Reporting Services reports from the Reporting Services Reports list. If you are using Reporting Services 2008, inventory metrics for your home page also appear in the Reporting Services Reports list. You can access the Reporting Services Reports list from the navigation pane or from an area page in the Microsoft Dynamics GP application window. This report list appears if you specified the location of your Reporting Services reports using the Reporting Tools Setup window. For more information, see your System Setup Guide (Help >> Contents >> select Setting up the System).

The following Reporting Services reports are available for Inventory Control.

Purchase Advice Report
Purchase Receipts
Sales Summary
Stock Status

To print an Inventory Control Reporting Services report:

1. In the navigation pane, choose the Inventory button, and then choose the Reporting Services Reports list.
2. Mark the Inventory Control report that you want to print.
3. In the Actions group, choose View to open the Report Viewer.
4. In the Report Viewer, select the specifications for the report, and then choose View Report.
5. After viewing the report, select a format, and then print the report.

Part 5: Utilities

This part of the documentation contains the procedures you need for maintaining setup options, correcting transaction errors, and maintaining your data. Always back up your accounting data before performing these procedures.

The following information is discussed:

- Chapter 30, "Item cost adjustments," contains information about updating cost information on posted purchase receipts, and about updating average cost information for an item.

- Chapter 31, "Standard pricing wizards," describes how you can use wizards to work with price list records, if you're using standard pricing. You can add, copy, update, and remove price lists. You also can assign a currency to a range of items, if you're using Multicurrency Management.

- Chapter 32, "Extended pricing utilities," contains information about utilities you can use to transfer and remove price sheets.

- Chapter 33, "History utilities," includes information about removing fiscal- and calendar-year history, as well as removing other inventory history information: for transactions, distributions, posting journals, and stock counts.

- Chapter 34, "Reconciling inventory records," explains how you can reconcile inventory records so posted quantity information matches actual inventory levels.

- Chapter 35, "Inventory Control setup changes," contains information about changing the number of decimal places used to track currency and quantity information for items. You also can change the valuation method assigned to an item, or replace the buyer or planner IDs that have been assigned in resource planning windows. You also can remove bins from sites, from item-site combinations, or both.

Chapter 30: Item cost adjustments

You might need to adjust the costs of inventoried items in certain circumstances. For example, if you learn that the cost of an item in a posted transaction was entered incorrectly, you'll want to correct the information.

Certain situations also can cause inventory to be revalued. Those situations and their effect on accounts are included in this document.

Refer to the General Ledger documentation for information about correcting General Ledger entries.

The following information is discussed:

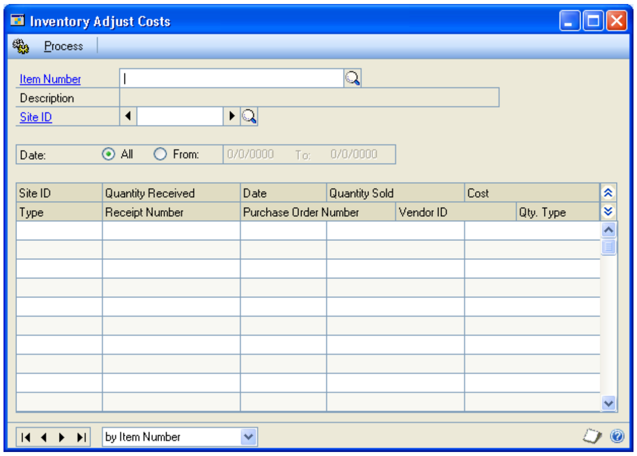
- *Adjusting the purchase receipt cost of an item*
- *Average cost updates*

Adjusting the purchase receipt cost of an item

Use the Inventory Adjust Costs window to change the cost information for a purchase receipt transaction.

To adjust the purchase receipt cost of an item:

1. Open the Inventory Adjust Costs window.
   (Microsoft Dynamics GP menu >> Tools >> Utilities >> Inventory >> Adjust Costs)


Inventory Adjust Costs
Process
Item Number
Description
Site ID
Date:
● All
○ From:
0/0/0000
To:
0/0/0000
Site ID
Quantity Received
Date
Quantity Sold
Cost
Type
Receipt Number
Purchase Order Number
Vendor ID
Qty. Type
by Item Number

2. Enter or select an item number.

3. Enter or select a site ID.

4. Determine the dates of the transactions you want to work with.

   To see transactions for all dates Mark All.

   To see transactions for a specified period Mark From, then enter starting and ending dates.

Once you've entered a range, detailed information for all receipts within the range are displayed in the scrolling window.

5. Find a transaction that has incorrect cost information. In the Cost column for the transaction line, enter the correct cost.

6. Continue, repeating step 5 to enter corrected costs for other transactions, if needed.

7. Choose Process.

   The General Posting Journal will be printed if there are cost changes posted to the Inventory and Cost of Goods accounts in General Ledger. Cost changes can occur if a quantity of the receipt has already been sold or consumed.

Average cost updates

When you create a record for an item that uses the average perpetual valuation method, you can enter an average cost for the item. The average cost is called the current cost in the Item Maintenance window. After you save the item record, the current cost will be updated when you post transactions for the item.

Microsoft Dynamics GP uses the moving average cost method. This means that when you post a transaction that increases the inventory quantity, the average cost will be calculated using the following formula.

(Previous On-Hand Quantity x Previous Adjusted Unit Cost) + [(Receipt Quantity - Quantity Returned) x Receipt Unit Cost]/Previous Quantity On-Hand + (Receipt's Quantity On-Hand - Quantity Returned)

All calculations are based on quantities and costs that are first converted to the base unit of measure.

The average cost of an item will be recalculated under the following situations.

- Posting an invoice receipt in Purchase Order Processing that has an item marked to be revalued in inventory and has a unit cost that is different from the unit cost on the shipment

- Using the Inventory Adjust Costs window to change the cost of a purchase receipt

- Closing a purchase order line item when you haven't invoiced the entire quantity of the item

- Posting a purchase order return

- Posting an increase or decrease transaction with a document date that causes the purchase receipt to appear before another purchase receipt in the Purchase Receipts Inquiry window

- Changing the quantity type of an item to On Hand when the unit cost for the transaction is different from the current cost of the item.

Chapter 31: Standard pricing wizards

Inventory Control includes a series of wizards you can use to work with item price lists if you're using standard pricing. You can add a price list to a group of items, copy a price list from one item to another, and so on.

For information about utilities available if you're using extended pricing, refer to Chapter 32, "Extended pricing utilities."

Most of the information you need to use a wizard is included in the window, but you can refer to this information as needed for more information.

The following information is discussed:

- *Getting started with a price list wizard*
- *Adding a price list to several items*
- *Updating price lists for several items*
- *Fixed percentages versus percentages*
- *Rounding calculations for updating price lists*
- *Copying a price list from one item to others*
- *Removing price list records from several items*
- *Assigning a currency to a group of items*
- *Items updated by price list wizards*

Getting started with a price list wizard

To use any of the price list wizards available in Microsoft Dynamics GP, you open a welcome window, move to a menu window, and select a price list procedure. All price list wizard features begin with these steps.

To get started with a price list wizard:

1. Open the Price List Utilities - Welcome window.
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Inventory >> Price List Utilities)

2. Choose Next to open the Price List Utilities Main Menu.

If you're not using Multicurrency Management, the last option—Assign Currency Wizard—won't be displayed.

3. Select the price list procedure to complete.

Refer to the following table to find more specific information about the procedures.

To do this:	Refer to this section:
Adding a price list	*Adding a price list to several items* on page 268
Updating a price list	*Updating price lists for several items* on page 271
Copying a price list	*Copying a price list from one item to others* on page 274
Removing a price list	*Removing price list records from several items* on page 276
Assigning a currency to several items	*Assigning a currency to a group of items* on page 278

Adding a price list to several items

You can use a price list wizard to add price list information to several items at once. To be able to do this, the items must be assigned the same price method. Refer to *Price methods* on page 65 for more information.

You can end a price list wizard session at any time by choosing Cancel. Your records will be unchanged until you choose Finish in the last price list wizard window.

Use this procedure only if you're using standard pricing. For information about pricing utilities you can use with extended pricing, refer to Chapter 32, "Extended pricing utilities."

To add a price list to several items:

1. Refer to *Getting started with a price list wizard* on page 267, selecting the option for adding a price list to several items. The Add Price List Wizard - Price Method window opens.

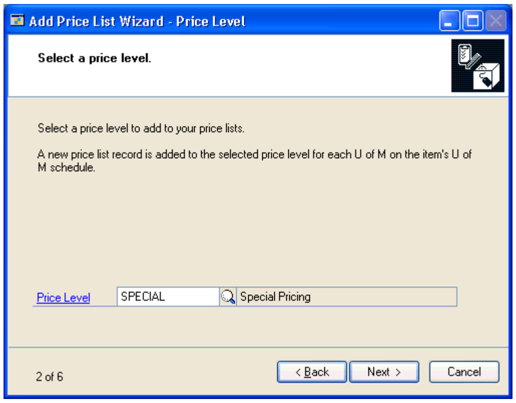
2. Select a price method from the list. All items you're adding a price list to must share the same price method. Choose Next.

   To add price list records for multiple currencies to an item, you must be using Multicurrency Management and you must select Currency Amount or Percent of List for the price method, and the items must already have the appropriate currencies assigned to them.

   The window that appears depends on whether you're using multicurrency features and the price method you selected.

   If you're using Multicurrency Management and you selected percent of list or currency amount The Add Price List Wizard - Currency and Price Level window opens.

   If you're not using multicurrency features The Add Price List Wizard - Price Level window opens.



Select a price level.

Select a price level to add to your price lists.

A new price list record is added to the selected price level for each U of M on the item's U of M schedule.

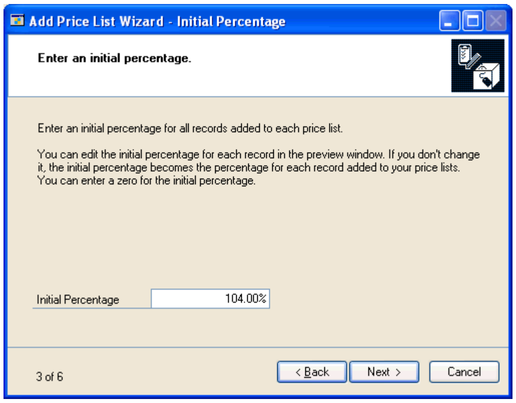
Price Level SPECIAL Special Pricing

3. Enter or select a currency (if you're using Multicurrency Management and have selected a price method of Current Amount or Percent of List) and price level. Choose Next.

The window that appears depends on the price method you selected earlier.

If you selected currency amount The Add Price List Wizard - Initial Price window opens.

If you selected another price method The Add Price List Wizard - Initial Percentage window opens.



Enter an initial percentage.

Enter an initial percentage for all records added to each price list.

You can edit the initial percentage for each record in the preview window. If you don't change it, the initial percentage becomes the percentage for each record added to your price lists. You can enter a zero for the initial percentage.

Initial Percentage 104.00%

3 of 6

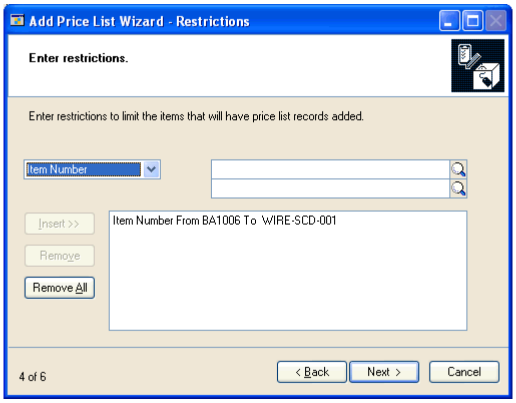
4. Enter information to calculate the default price for the items you're adding the price list to.

   If you selected currency amount earlier Enter an amount to be the default price for the items. Choose Next.

   If you selected another price method Enter a default percentage to be used to calculate pricing for items. Choose Next.

This is default pricing for the items that you're adding price lists to. Later, you can adjust the pricing for specific items in the group.

5. In the Add Price List Wizard - Restrictions window, enter restrictions to define the items to be included in the group that you're adding the price list to. You can add as many restrictions as you like, but you can use each range type only once. For example, you can define only one range of item numbers.



Enter restrictions.

Enter restrictions to limit the items that will have price list records added.

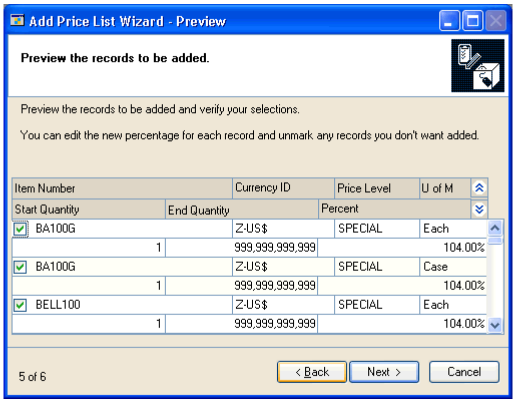
Item Number

Item Number From BA1006 To WIRE-SCD-001

You can use item numbers, descriptions, short descriptions, generic descriptions, class IDs, and price groups to define the group of items that you're adding the price list to.

Refer to Items updated by price list wizards on page 280 for more information.

Choose Next.



Preview the records to be added.

Preview the records to be added and verify your selections.

You can edit the new percentage for each record and unmark any records you don't want added.

Item Number	Currency ID	Price Level	U of M
Start Quantity	End Quantity	Percent	
☑ BA100G	Z-US$	SPECIAL	Each
1	999,999,999,999	104.00%	
☑ BA100G	Z-US$	SPECIAL	Case
1	999,999,999,999	104.00%	
☑ BELL100	Z-US$	SPECIAL	Each
1	999,999,999,999	104.00%	

6. Review the information in the scrolling window. Make any modifications as needed.

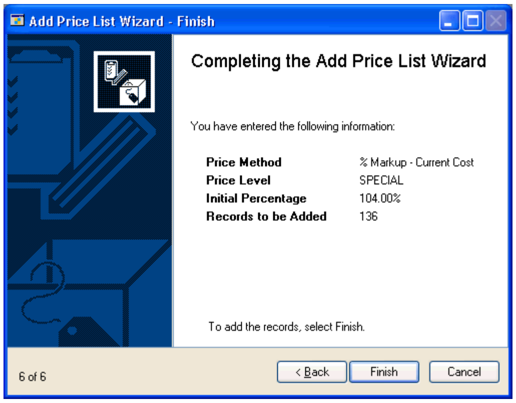
To print a preview report, choose File >> Print or choose the print icon button.

To remove an item from the list to be updated Clear the check box at the beginning of the appropriate line.

To adjust the price for an item Change the amount or percentage directly in the scrolling window.

Choose Next.

7. In the Add Price List Wizard - Finish window, review the summary of the price list modification you're making.


Add Price List Wizard - Finish
Completing the Add Price List Wizard
6 of 6
< Back
Finish
Cancel

You have entered the following information:

Price Method	% Markup - Current Cost
Price Level	SPECIAL
Initial Percentage	104.00%
Records to be Added	136

To add the records, select Finish.

Choose Finish to add the price lists to the items. The Add Price List Audit Report automatically will be generated.

Updating price lists for several items

You can update price list records for a group of items that share a common price method. To be updated, the combination of currency, price level, unit of measure, and quantity breaks must already exist in each item's price list.

You can end a price list wizard session at any time by choosing Cancel. Your records will be unchanged until you choose Finish in the last price list wizard window.

Use this procedure only if you're using standard pricing. For information about pricing utilities you can use with extended pricing, refer to Chapter 32, "Extended pricing utilities."

To update price lists for several items:

1. Refer to *Getting started with a price list wizard* on page 267, selecting the wizard for updating a price list to several items. The Update Price List Wizard - Price Method window opens.

2. Select a price method, then choose Next.

3. In the Update Price List Wizard - Update Information window, indicate how the price list information should be updated.

To adjust prices by a percentage Mark Percentage and enter the percentage change. Choose Next.

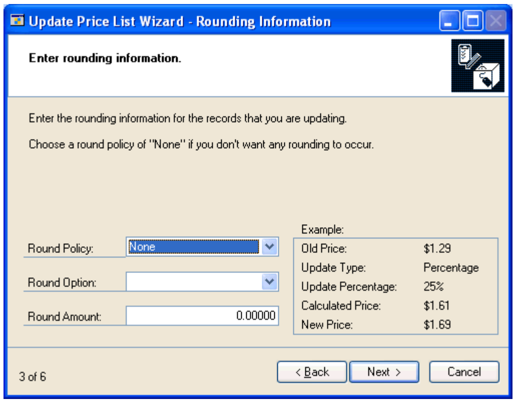
To adjust prices by a fixed percentage Mark Fixed Percentage and enter the percentage change. Choose Next. This option isn't available if you're using the Currency Amount price method.

To adjust prices by a fixed amount This option is available only if you're using the Currency Amount price method. Mark Fixed Amount and enter the amount of increase or decrease. Choose Next.

Refer to Fixed percentages versus percentages on page 274 for more information.

4. If you selected the Currency Amount price method, use the Update Price List Wizard - Rounding Information window to enter and select rounding options for the records you're updating. If you don't want rounding to occur, select None for the Round Policy.

   Choose Next.



Update Price List Wizard - Rounding Information

Enter rounding information.

Enter the rounding information for the records that you are updating.

Choose a round policy of "None" if you don't want any rounding to occur.

Round Policy: None

Round Option:

Round Amount: 0.00000

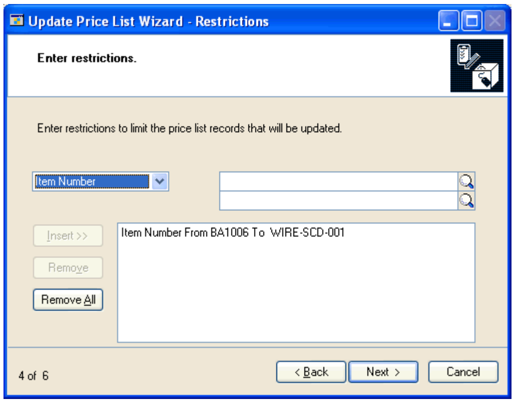
Example:

Old Price:	$1.29
Update Type:	Percentage
Update Percentage:	25%
Calculated Price:	$1.61
New Price:	$1.69

3 of 6

Refer to Rounding calculations for updating price lists on page 274 for more information about how rounding options affect pricing.

5. In the Update Price List Wizard - Restrictions window, select the ranges of price list records to be updated. You can define as many range restrictions as needed, but only items that meet all restrictions will be updated. Choose Next.



Update Price List Wizard - Restrictions

Enter restrictions.

Enter restrictions to limit the price list records that will be updated.

Item Number

Item Number From BA1006 To WIRE-SCD-001

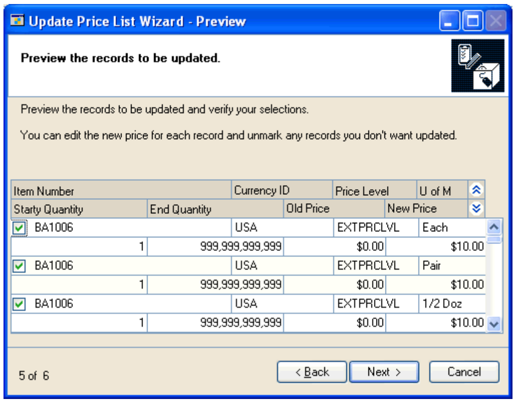
4 of 6

When you’re updating price list records for a group of items, you can choose the specific items and the specific price list records to be updated. For example, if you’re using Multicurrency Management, you might want to update all price lists for a specific currency. To do this, you’d include that currency in the restrictions list.

Refer to Items updated by price list wizards on page 280 for more information.

6. In the Update Price List Wizard - Preview window, review the information in the scrolling window. Make any modifications as needed.

To print a preview report, choose File >> Print or choose the print icon button.



Preview the records to be updated.

Preview the records to be updated and verify your selections.

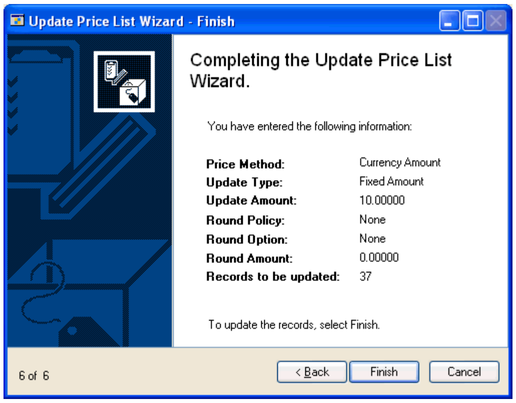
You can edit the new price for each record and unmark any records you don't want updated.

Item Number	Currency ID	Price Level	U of M
Starty Quantity	End Quantity	Old Price	New Price
☑ BA1006	USA	EXTPRCLVL	Each
1	999,999,999,999	$0.00	$10.00
☑ BA1006	USA	EXTPRCLVL	Pair
1	999,999,999,999	$0.00	$10.00
☑ BA1006	USA	EXTPRCLVL	1/2 Doz
1	999,999,999,999	$0.00	$10.00

To remove an item from the list to be updated Clear the check box at the beginning of the appropriate line. Choose Next.

To adjust the price for an item Change the amount or percentage directly in the scrolling window. Choose Next.

7. In the Update Price List Wizard - Finish window, review the summary of the price list modification you’re making.



Completing the Update Price List Wizard.

You have entered the following information:

Price Method:	Currency Amount
Update Type:	Fixed Amount
Update Amount:	10.00000
Round Policy:	None
Round Option:	None
Round Amount:	0.00000
Records to be updated:	37

To update the records, select Finish.

Choose Finish to update the price lists. The Update Price List Audit Report automatically will be generated.

Fixed percentages versus percentages

If you're updating price lists that have a price method based on a percentage—any price method other than Currency Amount—you can choose to specify either a fixed percentage or a percentage change. If you use the Fixed Percent update option, the percentage you enter is added to the percentage in each price list. If you use the Percent update option, the percentage in each price list is multiplied by the percentage you enter, and the result is added to the percentage in each price list.

Refer to the table for information about how those options will affect your price lists.

	Fixed percentage	**Percentage**
If, before updating, the price method uses this percentage:	75%	75%
... and the percent change entered in the wizard is ...	10%	10%
... then the new percent used to calculate the price will be:	85% 75% + 10% = 85%	82.5% (75% x 10%) + 75% = 82.5% 7.5% + 75% = 82.5%

Rounding calculations for updating price lists

You can use rounding options to make your pricing seem more even and consistent if you're using the Currency Amount price method. Refer to the table for information about how different rounding options will affect pricing for items.

Calculated price	**Rounding policy**	**Round option**	**Round amount**	**New price**
$1.26	None	Not applicable	Not applicable	$1.26
$1.26	Up	Multiple of	$0.05	$1.30
$1.26	Up	Ends in	$0.09	$1.29
$1.26	Down	Multiple of	$0.05	$1.25
$1.26	Down	Ends in	$0.09	$1.19
$1.26	To Nearest	Multiple of	$0.05	$1.25
$1.26	To Nearest	Ends in	$0.09	$1.29

Copying a price list from one item to others

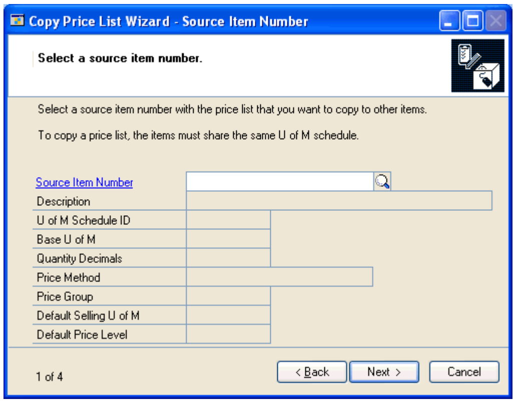
You can copy a price list from one item to others as needed, as long as all items share the same unit of measure schedule. In the preview window, you can adjust the prices for the individual items in the update list. Refer to Requirements and effects of copying price lists on page 76 for more information about copying price lists.

You can end a price list wizard session at any time by choosing Cancel. Your records will be unchanged until you choose Finish in the last price list wizard window.

⚠ *Use this procedure only if you're using standard pricing. For information about pricing utilities you can use with extended pricing, refer to Chapter 32, "Extended pricing utilities."*

To copy a price list from one item to others:

1. Refer to *Getting started with a price list wizard* on page 267, selecting the wizard for copying a price list that exists for one item to several other items. The Copy Price List Wizard - Source Item Number window opens.



Copy Price List Wizard - Source Item Number

Select a source item number.

Select a source item number with the price list that you want to copy to other items.

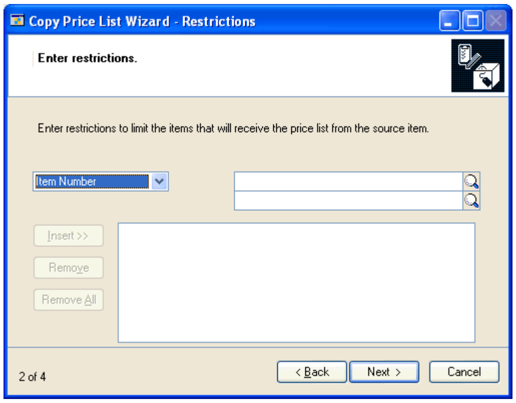
To copy a price list, the items must share the same U of M schedule.

Source Item Number
Description
U of M Schedule ID
Base U of M
Quantity Decimals
Price Method
Price Group
Default Selling U of M
Default Price Level
1 of 4
< Back
Next >
Cancel

2. Enter or select an item number that includes the price list information you want to copy. Choose Next.

3. In the Copy Price List Wizard - Restrictions window, choose the restrictions that define which items you're adding the price list to. You can add as many restrictions as you like, but you can use each range type only once. For example, you can define only one range of item numbers. Choose Next.

Refer to Items updated by price list wizards on page 280 for more information.



Copy Price List Wizard - Restrictions

Enter restrictions.

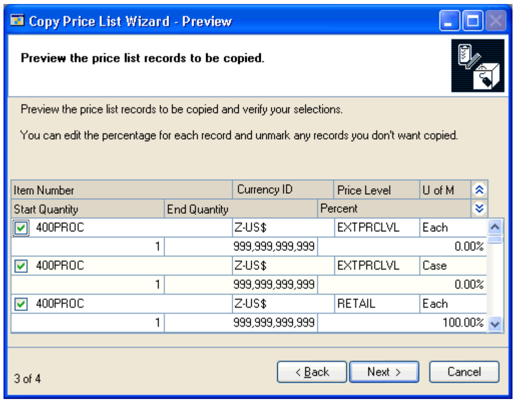
Enter restrictions to limit the items that will receive the price list from the source item.

Item Number

Insert >>
Remove
Remove All
2 of 4
< Back
Next >
Cancel

4. In the Copy Price List Wizard - Preview window, review the information in the scrolling window. Only items that had the same unit of measure schedule as the source item number, and that met all the restrictions you defined are listed in the scrolling window. Make any modifications as needed.

Be sure to carefully review the information in the preview window, because the price lists of all destination items are deleted before the copying process begins. You must be sure that the Include option is cleared for all price lists that you don't want to change.



Preview the price list records to be copied.

Preview the price list records to be copied and verify your selections.

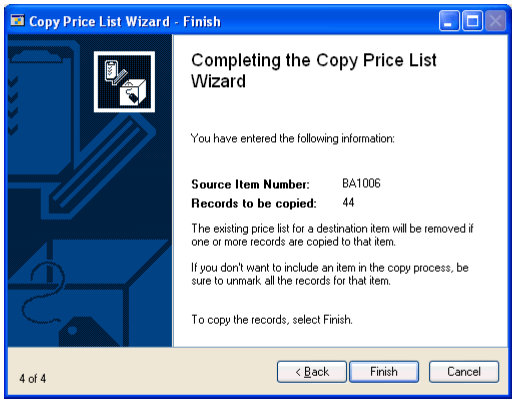
You can edit the percentage for each record and unmark any records you don't want copied.

Item Number		Currency ID	Price Level	U of M
Start Quantity	End Quantity		Percent	
☑ 400PROC		Z-US$	EXTPRCLVL	Each
1	999,999,999,999			0.00%
☑ 400PROC		Z-US$	EXTPRCLVL	Case
1	999,999,999,999			0.00%
☑ 400PROC		Z-US$	RETAIL	Each
1	999,999,999,999			100.00%

To remove an item from the list to be updated Clear the check box at the beginning of the appropriate line. Choose Next.

To adjust the price for an item Change the amount or percentage directly in the scrolling window. Choose Next.

5. In the Copy Price List Wizard - Finish window, review the summary of the price list modification you're making.



Completing the Copy Price List Wizard

You have entered the following information:

Source Item Number: BA1006
Records to be copied: 44

The existing price list for a destination item will be removed if one or more records are copied to that item.

If you don't want to include an item in the copy process, be sure to unmark all the records for that item.

To copy the records, select Finish.

Choose Finish to copy the price list of the source item to the other items. The Copy Price List Audit Report automatically will be generated.

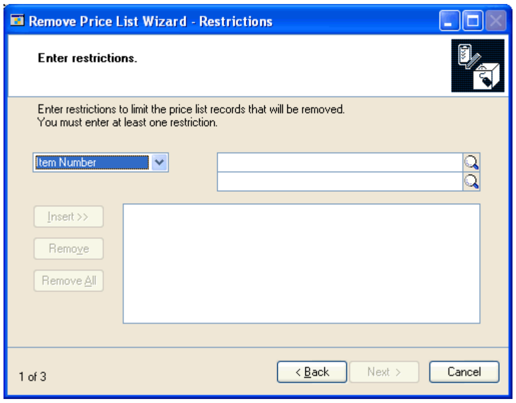
Removing price list records from several items

You can remove price list records from several items, if needed. For example, suppose you've always offered special pricing to employees for all products, but then you decide to cut the program, offering special pricing to employees only for certain items. You can use the Remove Price List Wizard to remove the Employee price list records from certain items.

You can end a price list wizard session at any time by choosing Cancel. Your records will be unchanged until you choose Finish in the last price list wizard window.

To remove price list records from several items:

1. Refer to Getting started with a price list wizard on page 267, selecting the wizard for removing price list records from several items. The Remove Price List Wizard - Restrictions window opens.



Remove Price List Wizard - Restrictions

Enter restrictions.

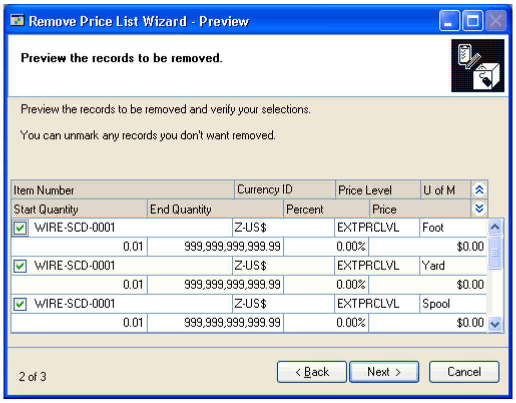
Enter restrictions to limit the price list records that will be removed.
You must enter at least one restriction.

Item Number

2. Define the ranges of price list records you to remove from items. For example, you might want to remove price list records for a certain currency from all item price lists. You must define at least one range before you can continue. Choose Next.

Refer to Items updated by price list wizards on page 280 for more information.

3. In the Remove Price List Wizard - Preview window, review the information in the scrolling window. To print a preview report, choose File >> Print or choose the print icon button. Clear the check box at the beginning of the scrolling window lines that you don't want to be removed. Choose Next.



Remove Price List Wizard - Preview

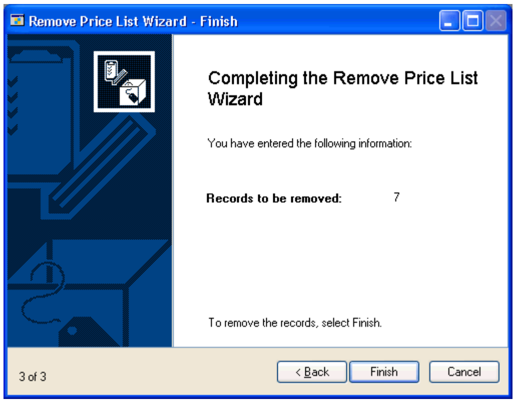
Preview the records to be removed.

Preview the records to be removed and verify your selections.

You can unmark any records you don't want removed.

Item Number	Currency ID	Price Level	U of M
Start Quantity	End Quantity	Percent	Price
☑ WIRE-SCD-0001	Z-US$	EXTPRCLVL	Foot
0.01	999,999,999,999.99	0.00%	$0.00
☑ WIRE-SCD-0001	Z-US$	EXTPRCLVL	Yard
0.01	999,999,999,999.99	0.00%	$0.00
☑ WIRE-SCD-0001	Z-US$	EXTPRCLVL	Spool
0.01	999,999,999,999.99	0.00%	$0.00

4. In the Remove Price List Wizard - Finish window, review the summary of the price list modification you're making.



Completing the Remove Price List Wizard

You have entered the following information:

Records to be removed: 7

To remove the records, select Finish.

3 of 3

Choose Finish to remove the price list records. The Remove Price List Audit Report automatically will be generated.

Assigning a currency to a group of items

Before you can add price list information in multiple currencies to items or purchase items in a different currency, you must assign the alternate currencies to the items. You can use this price list wizard to add a currency to several items at once.

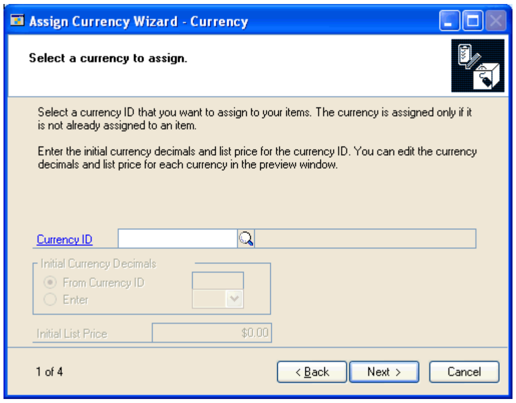
You can assign a currency to a group of items only if you're using Multicurrency Management.

You can end a price list wizard session at any time by choosing Cancel. Your records will be unchanged until you choose Finish in the last price list wizard window.

Use this procedure only if you're using standard pricing. For information about pricing utilities you can use with extended pricing, refer to Chapter 32, "Extended pricing utilities."

To assign a currency to a group of items:

1. Refer to Getting started with a price list wizard on page 267, selecting the wizard for assigning a currency to several items, to open the Assign Currency Wizard - Currency window.



Select a currency to assign.

Select a currency ID that you want to assign to your items. The currency is assigned only if it is not already assigned to an item.

Enter the initial currency decimals and list price for the currency ID. You can edit the currency decimals and list price for each currency in the preview window.

Initial List Price: $0.00

1 of 4

2. Enter or select the currency ID of the currency you want to assign to items.

3. Determine the default number of currency decimals to be used in pricing calculations. You can change the number of currency decimals for specific items later, if needed.

   To use the decimals defined in currency setup Mark From Currency ID.

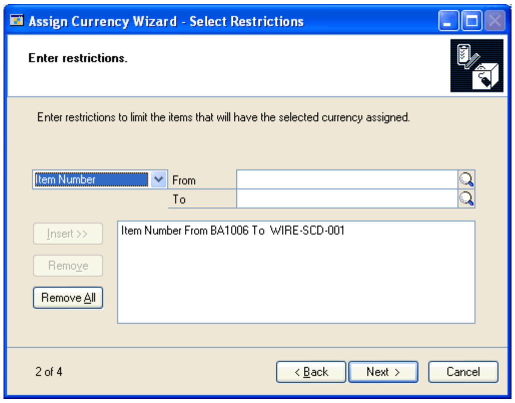
   To use a different number of currency decimals Mark Enter and select the number of currency decimals to be used.

4. Enter an initial list price for the items you're assigning the currency to. Choose Next.

This is the default list price for the items that you're adding a currency to. Later, you can adjust the list price for specific items in the group.

5. In the Assign Currency Wizard - Select Restrictions window, choose the items to be included in the group that you're assigning the currency to. You can add as many restrictions as you like, but you can use each range type only once. For example, you can define only one range of item numbers. Choose Next.

Refer to Items updated by price list wizards on page 280 for more information.



Assign Currency Wizard - Select Restrictions

Enter restrictions.

Enter restrictions to limit the items that will have the selected currency assigned.

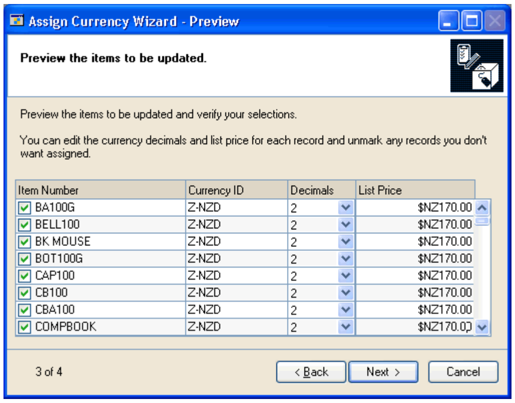
Item Number

Item Number From BA1006 To WIRE-SCD-001

2 of 4

6. In the Assign Currency Wizard - Preview window, review the information in the scrolling window. Make any modifications as needed.

To print a preview report, choose File >> Print or choose the print icon button.



Preview the items to be updated.

Preview the items to be updated and verify your selections.

You can edit the currency decimals and list price for each record and unmark any records you don't want assigned.

Item Number	Currency ID	Decimals	List Price
☑ BA100G	Z-NZD	2	$NZ170.00
☑ BELL100	Z-NZD	2	$NZ170.00
☑ BK MOUSE	Z-NZD	2	$NZ170.00
☑ BOT100G	Z-NZD	2	$NZ170.00
☑ CAP100	Z-NZD	2	$NZ170.00
☑ CB100	Z-NZD	2	$NZ170.00
☑ CBA100	Z-NZD	2	$NZ170.00
☑ COMPBOOK	Z-NZD	2	$NZ170.0

If a currency is already assigned to an item, that item won't appear in the scrolling window.

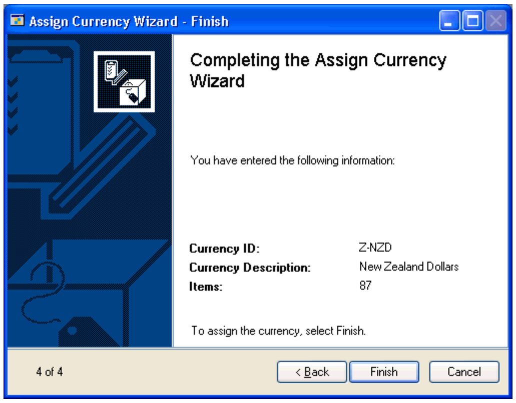
To adjust the number of currency decimals Select a different number from the Decimals list in the appropriate scrolling window line.

To adjust the list price for an item Enter a different list price for each item, as needed.

To exclude an item from being assigned the currency Clear the check box at the beginning of the scrolling window line.

Choose Next.

7. In the Assign Currency Wizard - Finish window, review the summary of the price list modification you're making.



Completing the Assign Currency Wizard

You have entered the following information:

Currency ID: Z-NZD
Currency Description: New Zealand Dollars
Items: 87

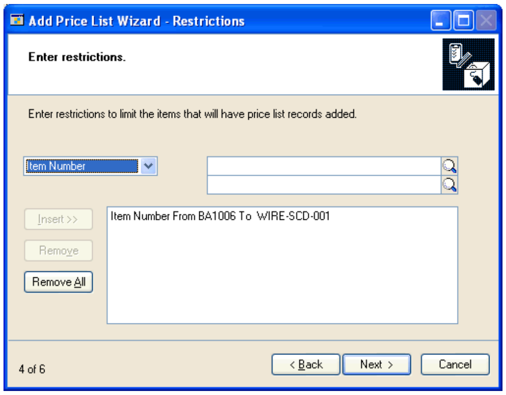
To assign the currency, select Finish.

Choose Finish to assign currencies to items. The Assign Currency Audit Report automatically will be generated.

Items updated by price list wizards

When you're completing any of the price list wizards, you have the option to select groups of items to change. For example, you can add a price list to several items, or copy a price list from an existing item to several other items.

You can select a large group of items using a restrictions window. Each of the price list wizards includes a restrictions window. The Add Price List Wizard - Restrictions window—shown here—is typical. You can use the window to select groups of items based on item numbers, class IDs, and other attributes. Items that meet all restrictions in the window are included in the list of candidate items to be changed.



Enter restrictions.

Enter restrictions to limit the items that will have price list records added.

Item Number From BA1006 To WIRE-SCD-001

4 of 6

Depending on the price list wizard you’re using, however, the items might also need to meet other criteria before the items can be updated. For example, you can add a price list only to items that have the same price method as the price list you’re adding.

Refer to the table for more information about the criteria items must meet to be updated.

If you’re using this price list wizard...	**... items must meet these requirements:**
Adding a price list	The item has the same price method as selected in the wizard. If you’re using Multicurrency Management, the currency must already be assigned to the item. The unit of measure can’t already exist for the currency-price level combination.
Copying a price list	The destination items must have the same unit of measure schedule as the source item. The source item price list and destination item must have at least one currency in common.
Updating a price list	The item has the same price method as selected in the wizard. The combination of currency, price level, unit of measure, and quantity breaks to be updated already exists in the item’s price list.
Removing a price list	The combination of currency, price level, unit of measure, and quantity breaks to be updated already exists in the item’s price list.
Assigning a currency	The currency can’t already be assigned to the item.

Chapter 32: Extended pricing utilities

This part of the documentation contains the procedures you need for transferring and removing price sheet information. Always back up your accounting data before performing these procedures.

This information is divided into the following sections:

- *Transferring price sheet details*
- *Removing price sheets*

Transferring price sheet details

Use the Price Sheet Transfer window to transfer items from one price sheet to another. You can transfer all items, active items only, or selected items. If an item already exists on the destination price sheet, you can overwrite the existing item or leave it unchanged.

You can transfer customer, prospect, or price book assignments—or all of these—from one price sheet to another. For example, if an existing price sheet is assigned to multiple price books, you can transfer its price book assignments to a new price sheet to automatically assign the new price sheet to the same price books.

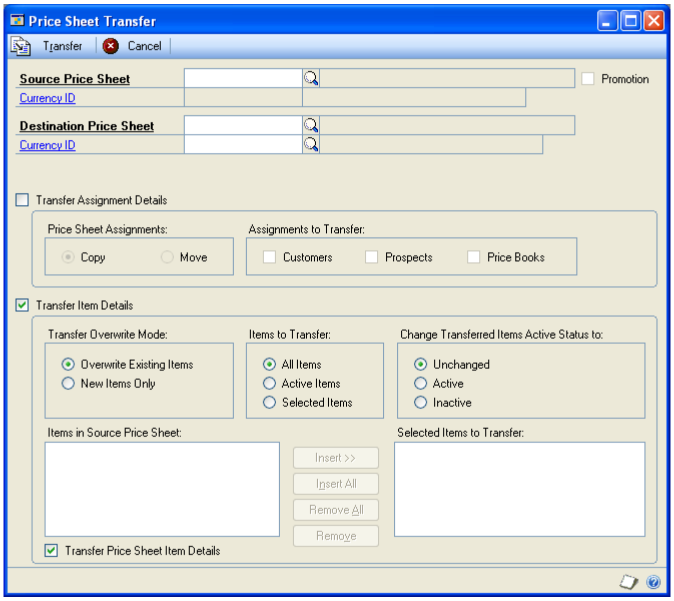
To prevent some pricing errors that could occur, there are restrictions on transfers to the base price book.

Items If the price sheet details for an item are not net-price details, that information can't be transferred to the base price book. For example, you can't transfer promotional price information to the base price book. This is because the base price book contains only net prices.

Assignments Non-net price sheets can't be assigned to the base price book by transferring assignments.

To transfer price sheet details:

1. Open the Price Sheet Transfer window.
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Inventory >> Extended Pricing >> Price Sheet Transfer)


Price Sheet Transfer
Transfer
Cancel
Source Price Sheet
Currency ID
Promotion
Destination Price Sheet
Currency ID
Price Sheet Assignments:
Assignments to Transfer:
Items to Transfer:
Transfer Overwrite Mode:
Change Transferred Items Active Status to:
Items in Source Price Sheet:
Selected Items to Transfer:
Insert >>
Insert All
Remove All
Remove

☐ Promotion

☐ Transfer Assignment Details

● Copy ○ Move

☐ Customers ☐ Prospects ☐ Price Books

☑ Transfer Item Details

● Overwrite Existing Items
○ New Items Only

● All Items
○ Active Items
○ Selected Items

● Unchanged
○ Active
○ Inactive

☑ Transfer Price Sheet Item Details

2. Enter or select a source price sheet ID.

3. Enter or select a destination price sheet ID. If the price sheet does not already exist, it will be created when you transfer information.

4. If you’re using Multicurrency Management and the destination price sheet will be a new price sheet, enter or select the currency for the new price sheet.

   If the currency you select is not the same as the currency of the source price sheet, Exchange Rate and Calculation Method fields will appear. If you have set up an exchange table for the currency conversion, that information will be displayed in the fields. You can accept the default values, or change them.

   Refer to the Multicurrency Management documentation for more information about exchange rates.

5. Indicate whether to transfer assignment details, item details, or both.

   Transfer Assignment Details Mark this option to have the destination price sheet assigned to the same customers, prospects, or price books as the source price sheet.

   Transfer Item Details Mark this option to have price sheet details from the source price sheet transferred to the destination price sheet.

   If the destination price sheet is a new price sheet, you must transfer details for at least one item.

6. If you marked Transfer Assignment Details, choose what information will be transferred and how it will be transferred.

Price Sheet Assignments Mark Copy to leave the assignments of the source price sheet unchanged, or mark Move to remove the assignments of the source price sheet.

Assignments to Transfer Mark as many options as you like. Mark Customers to transfer customer assignments, Prospects to transfer prospect assignments, or Price Books to transfer price book assignments.

7. If you marked Transfer Price Sheet Item Details, choose what information will be transferred and how it will affect the source price sheet.

   Transfer Overwrite Mode Mark Overwrite Existing Items if the new price sheet information should replace existing price sheet information. Mark New Item Only if information only about items that aren't already on the destination price sheet should be transferred.

   Items to Transfer Mark All Items to transfer information about all items from the source price list to the destination price list. Mark Active Items to transfer only price sheet lines that are active. Mark Selected Items to transfer only price sheet lines that you specify. Refer to step 8 for information about specifying the lines to transfer.

   Change Transferred Items Active Status to Mark Unchanged if the status of the transferred lines should be the same on both the source price sheet and the destination price sheet. Mark Active if the status of the transferred lines should be active on the destination price sheet. Mark Inactive if the status of the transferred lines should be inactive on the destination price sheet.

   Transfer Price Sheet Item Details Mark Transfer Price Sheet Item Details if the pricing details—such as quantity breaks, net prices, value-off amounts, or percentage of list—should be transferred.

If you select to transfer price sheet details, prices will be converted as necessary during the transfer. You might be required to select an exchange rate.

8. If you marked the option to transfer item details for selected items, choose the items to transfer.

   The items that are assigned to the source price sheet will be displayed in the Items in Source Price Sheet list. To select an item, highlight it in the list and choose Insert to move it to the Selected Items to Transfer list.

9. Choose Transfer to process the price sheet transfer.

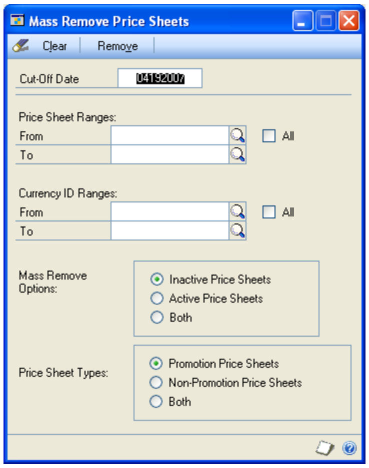
   The Price Sheet Maintenance window will open, displaying information about the destination price sheet. You can review the information that was transferred, using the Price Sheet Detail Maintenance window to verify and edit details as needed. Refer to *Creating and editing price sheet details* on page 89 for more information.

Removing price sheets

Use the Mass Remove Price Sheets window to remove price sheet information from Inventory Control.

To remove price sheets:

1. Open the Mass Remove Price Sheets window.
   (Microsoft Dynamics GP menu >> Tools >> Utilities >> Inventory >> Extended Pricing >> Mass Remove Sheets)


Mass Remove Price Sheets
Clear
Remove
Price Sheet Ranges:
From
To
All
Currency ID Ranges:
From
To
All
Active Price Sheets
Both
Non-Promotion Price Sheets
Both

Cut-Off Date 04192007

Price Sheet Ranges: ☐ All

Currency ID Ranges: ☐ All

Mass Remove Options: ● Inactive Price Sheets ○ Active Price Sheets ○ Both

Price Sheet Types: ● Promotion Price Sheets ○ Non-Promotion Price Sheets ○ Both

2. Enter a cut-off date. Price sheets ending on or before this date will be removed.

3. Enter or select the range of price sheet IDs to remove.

4. Select to remove inactive price sheets, active price sheets, or both.

   Active price sheets without an end date will not be removed.

5. Select to remove promotion price sheets, non-promotion price sheets, or both.

6. Choose Remove. Price sheets matching your selection will be deleted.

Chapter 33: History utilities

History records provide useful information for audit purposes, and can be maintained for an unlimited number of years. In Inventory Control, history can be kept for calendar or fiscal years. You can keep history for transactions, posting journals, and account distributions (debits and credits that have been posted to posting accounts). When you remove history records, the system removes the records only for the year you specify.

For more information about history, refer to Chapter 16, "History."

The following information is discussed:

- *Removing calendar- or fiscal-year history*
- *Removing inventory transaction history*
- *Removing inventory distribution history*
- *Removing inventory journal history*
- *Removing stock count history*
- *Removing in-transit transfer history*

Removing calendar- or fiscal-year history

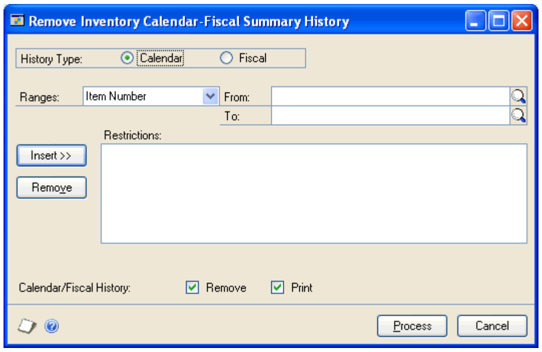
Use the Remove Inventory Calendar-Fiscal Summary History window to remove calendar- or fiscal-year history.

Cost, quantity, and sales information is recorded for each item you've chosen to keep history for. If you're keeping calendar-year history, the information is displayed in month-by-month summaries. If you're keeping fiscal-year history, the information is displayed in the fiscal periods defined in the Fiscal Periods Setup window.

You can remove calendar-year history, fiscal-year history, or both.

To remove calendar- or fiscal-year history:

1. Open the Remove Inventory Calendar-Fiscal Summary History window. (Microsoft Dynamics GP menu >> Tools >> Utilities >> Inventory >> Remove Period History)



History Type: ● Calendar ○ Fiscal

Ranges: Item Number

Calendar/Fiscal History: ☑ Remove ☑ Print

2. Mark the kind of history to remove: calendar year or fiscal year.

3. Create range restrictions to define the group of history records to be removed. You can add as many restrictions as you like, but you can use each range only once. For example, you can define only one range of item numbers.

Only history records that meet all the restrictions you've defined and added to the list will be removed. If you don't define any restrictions, all calendar-year or fiscal-year history records will be removed.

4. Decide whether to remove history now, print a report based on the records, or both.

Once history is removed for an item, you can't generate the Sales Summary Report for the item.

5. Choose Process to remove history, print the report or both.

When you've finished removing history records, you can shrink the Inventory Sales Summary History table to free disk space. Refer to your System Administrator's Guide (Help >> Contents >> select System Administration) for more information.

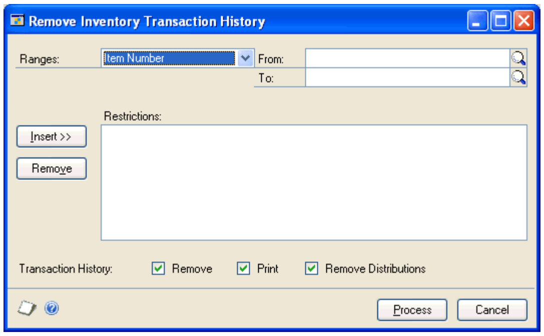
Removing inventory transaction history

Use the Remove Inventory Transaction History window to remove transaction history information. When removing transaction history, cost change history is also removed.

Transaction history is detailed information about transactions posted in the Inventory Control module, or posted in other modules affecting Inventory Control.

To remove inventory transaction history:

1. Open the Remove Inventory Transaction History window.
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Inventory >> Remove Transaction History)



Ranges: Item Number

Transaction History: ☑ Remove ☑ Print ☑ Remove Distributions

2. Create range restrictions to define the group of history records to be removed. You can add as many restrictions as you like, but you can use each range only once. For example, you can define only one range of item numbers.

Only history records that meet all the restrictions you've defined and added to the list will be removed.

3. Decide whether to remove transaction and transaction distribution history, print a report based on the records, or both. You can mark as many options as you like.

Once you remove transaction history for a range of items, you can't print the Transaction History Report or reprint journals for those items.

4. Choose Process to remove history, print the report, or both.

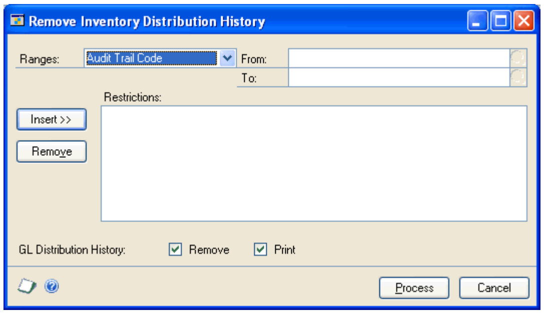
When you've finished removing history records, you can shrink the Transaction History table to free disk space. Refer to your System Administrator's Guide (Help >> Contents >> select System Administration) for more information.

Removing inventory distribution history

Distribution history is a detailed record of how Inventory Control transactions have affected posting accounts. You can use the Remove Inventory Distribution History window to remove General Ledger distribution history records.

To remove inventory distribution history:

1. Open the Remove Inventory Distribution History window.
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Inventory >> Remove Distributions)



Ranges: Audit Trail Code

GL Distribution History: ☑ Remove ☑ Print

2. Create range restrictions to define the group of history records to be removed. You can add as many restrictions as you like, but you can use each range only once. For example, you can define only one range of item numbers.

Only history records that meet all the restrictions you've defined and added to the list will be removed.

3. Decide whether to remove history, print a report based on the records, or both.

Once you remove transaction history for a range of items, you can't print the Distribution History Report for those items.

4. Choose Process to remove history, print the report, or both.

When you've finished removing history records, you can shrink the Inventory Transaction History table to free disk space. Refer to your System Administrator's Guide for more information.

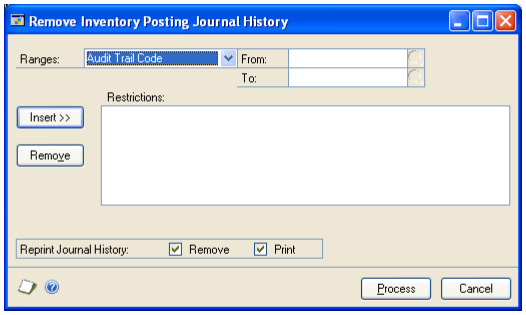
Removing inventory journal history

Use the Remove Inventory Posting Journal History window to remove inventory posting journal history.

If you keep journal history for items, you can reprint posting journals for Inventory Control transactions that affect those items. Posting journals include the audit trail code assigned to each transaction during the posting process. Using posting journals, you can trace any transaction to the point where it was entered in Microsoft Dynamics GP.

To remove inventory journal history:

1. Open the Remove Inventory Posting Journal History window. (Microsoft Dynamics GP menu >> Tools >> Utilities >> Inventory >> Remove Journal History)



Ranges: Audit Trail Code

Reprint Journal History: ☑ Remove ☑ Print

2. Create range restrictions to define the group of history records to be removed. You can add as many restrictions as you like, but you can use each range only once. For example, you can define only one range of item numbers.

Only history records that meet all the restrictions you've defined and added to the list will be removed.

3. Decide if you want to remove history now, print a report based on the records, or both.

Once you remove transaction history for a range of items, you can't print the Transaction Posting Journal–Reprint or the Transfer Posting Journal–Reprint reports for those items.

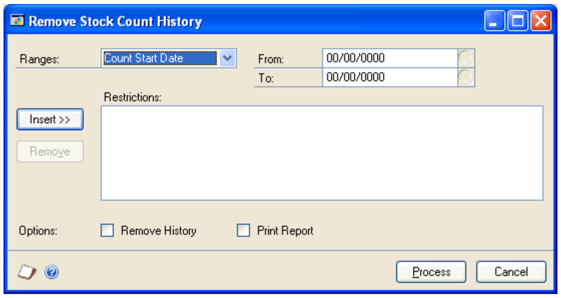
4. Choose Process to remove history, print the report, or both.

Removing stock count history

You can use the Remove Stock Count History window to remove information about the results of stock counts. You also can generate a Removed Stock Count History report.

To remove stock count history:

1. Open the Remove Stock Count History window.
   (Microsoft Dynamics GP menu >> Tools >> Utilities >> Inventory >> Remove Count History)



Ranges: Count Start Date

From: 00/00/0000

To: 00/00/0000

Options: ☐ Remove History ☐ Print Report

2. Create range restrictions to define the stock count records to be removed. You can add as many restrictions as you like, but you can use each range only once. For example, you can define only one range of stock count start dates.

Only stock count records that meet all the restrictions you've defined and added to the list will be removed.

3. Decide if you want to remove history now, print a report based on the records, or both.

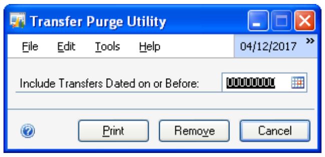
4. Choose Process to remove history, print the report, or both.

Removing in-transit transfer history

Use the Transfer Purge Utility window to remove in-transit transfer history. You also can print the Transfer History Purge report.

To remove in-transit transfer history:

1. Open the Transfer Purge Utility window.
   (Microsoft Dynamics GP menu >> Tools >> Utilities >> Inventory >> Purge In-Transit Transfer)



Include Transfers Dated on or Before: 00000000

2. Enter the date. When you remove history, the in-transit transfers dated on or before the date you specify are removed.

3. Choose Print to print the Transfer History Purge report.

4. Choose Remove to remove history.

Chapter 34: Reconciling inventory records

Reconciling is a process that recalculates inventory quantities for a range of item numbers so inventory quantities match posted quantities. You might need to reconcile inventory records if one of the following situations occurs:

- Your data has been damaged.
- You've changed the number of decimal places tracked for an item.
- You're preparing to complete year-end closing tasks.
- You're preparing to use multiple bins.

You also might need to reconcile inventory quantities if inventory reports show conflicting quantity information, or if you suspect that quantities might not be in balance. However, you shouldn't have to reconcile inventory quantities unless your data has been damaged, or some other unusual problem has occurred.

The following information is discussed:

- *Effects of reconciling inventory records*
- *Reconciling inventory records*

Effects of reconciling inventory records

When quantities are reconciled, the quantities recorded for the item will be reset to match purchase receipt and serial number or lot number quantities. Purchase receipts won't be removed during the reconcile procedures. Item quantities for unposted transactions are included in the reconciliation.

The following rules also apply.

Multiple bins

If you're using multiple bins, the quantities in the bins can be adjusted to match the quantity for the site. For example, suppose that the receipt quantity of Item A at the Warehouse is 45, the quantity at the Warehouse site is 50, and the total of the bin quantities for the item-site combination is 51. In this case, the site quantity would be adjusted to 45 and the bin quantity would be adjusted by six units.

However, the allocated quantities for bins are not reconciled to the allocated quantities for the site, but to the allocated quantities in unposted transactions. This is because items can be allocated at the site level before they are allocated at the bin level. Generally, items are allocated at the site level at the instant the allocation occurs, but items are allocated at the bin level when the fulfillment of the allocation occurs.

After you mark the option to enable multiple bins, you should reconcile inventory records. Doing so will create a bin for every item-site quantity that hasn't already been assigned to a bin. For more information about what happens when you reconcile inventory after marking the options, refer to *Handling existing quantities for multiple bins* on page 18.

Serial and lot numbers

If serial numbers or lot numbers are missing, new serial numbers or lot numbers will be added during the reconciliation process. If you don't want to use the numbers that have been added, you can enter decrease transactions to "back out" those changes, and then enter increase transactions for the correct numbers in the Item Transaction Entry window.

Refer to Entering an adjustment or variance transaction on page 162 for more information.

Purchase order information

Items entered on drop-ship purchase orders or drop-ship blanket purchase orders are reconciled to the Drop-Ship PO quantity in Inventory Control. The on-order quantities for items on a drop-ship purchase order or a drop-ship blanket purchase order aren't reconciled. The remaining on-order quantity of released and change order purchase order line items and blanket line items are reconciled to the on-order quantity for the all-site of an item and each item-site combination of an item.

Blanket line items are included in the reconcile process. The control line item for blanket purchase orders and drop-ship blanket purchase orders aren't included.

If you're using Purchase Order Processing, reconcile purchasing information using the Reconcile Purchasing Documents window before reconciling inventory quantities. It's important that purchasing documents are correct because purchasing information might be altered and will be used when reconciling quantities for inventoried items.

Sales order information

If you're using Sales Order Processing, you also should reconcile that module before reconciling inventory.

Reconciling inventory records

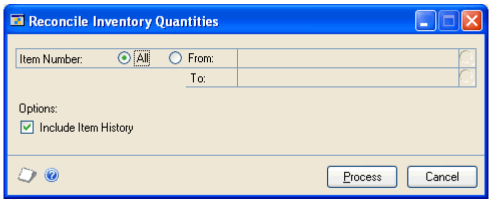
You can use the Reconcile Inventory Quantities window to reconcile inventory records.

Before reconciling quantities in Inventory Control, back up all your company's accounting data. You should reconcile modules in this order:

- Sales Order Processing
- Purchase Order Processing
- Inventory

To reconcile inventory records:

1. Open the Reconcile Inventory Quantities window.
   (Microsoft Dynamics GP menu >> Tools >> Utilities >> Inventory >> Reconcile)



Item Number: ● All ○ From:
To:

Options:
☑ Include Item History

2. Enter or select the range of item numbers to reconcile.

3. If you're reconciling inventory because you've changed the number of quantity decimals for an item, mark the Include Item History option so the item's history records also are updated.

4. Choose Process to reconcile inventory quantities.

   Actual quantities and the quantities resulting from posted transactions are compared, and adjusted if needed. The Reconcile Report automatically is printed.

Chapter 35: Inventory Control setup changes

When you define each item, you can specify the number of decimal places that should be tracked for the currency and quantity information of the item, and you select the valuation method to be used to track item costs. Once these selections are made, they aren't often changed. You might need to change them, however, if an error was made during setup. You might want to change the number of decimal places used to track item quantities if an item's base unit of measure has changed.

The following information is discussed:

- *Changing currency or quantity decimal places for items*
- *Handling effects of changing quantity decimals for items*
- *Effects of changing decimal places for currencies for items*
- *Changing valuation methods*
- *Effects of changing valuation methods*
- *Removing bins*
- *Replacing all buyers or planners*
- *Updating purchase order generator options for several items*
- *Modifying lot number attributes*

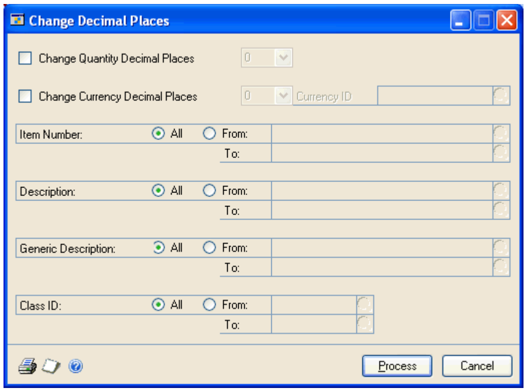
Changing currency or quantity decimal places for items

Use the Change Decimal Places window to change the number of decimal places used for keeping quantity or currency amounts for items. You might need to complete this procedure if an item was set up improperly, or if you're changing the units of measurement for an item.

If an item is on an unposted transaction, you can't change its decimal place settings.

To change currency or quantity decimal places for items:

1. Open the Change Decimal Places window.
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Inventory >> Change Decimal Places)


Change Decimal Places
☐ Change Quantity Decimal Places 0
☐ Change Currency Decimal Places 0 Currency ID
Item Number: ● All ○ From: To:
Description: ● All ○ From: To:
Generic Description: ● All ○ From: To:
Class ID: ● All ○ From: To:
Process
Cancel

2. To change the number of decimal places used to track quantity information, mark Change Quantity Decimal Places and select the number of quantity decimal places.

When you mark the Change Quantity Decimal Places window, an alert message appears, warning that changing the number of quantity decimal places will clear the unit of measure schedule, the price list, and the purchasing options for the item. If you choose to continue, you can refer to *Handling effects of changing quantity decimals for items* on page 298 for more information.

3. To change the number of decimal places used to track currency information, mark Change Currency Decimal Places and select the number of currency decimal places.

   When you mark the Change Currency Decimal Places window, an alert message appears, warning that changing the number of currency decimal places will mean that prices are rounded or padded with zeros. If you choose to continue, you can refer to *Effects of changing decimal places for currencies for items* on page 299 for more information.

4. If you're using Multicurrency Management, specify which currency the change will apply to.

5. Enter or select the range of items you want to change. You can select items by specifying a range of item numbers, descriptions, generic descriptions, and class IDs. You can set as many of the ranges as needed. If you enter more than one range restriction, Microsoft Dynamics GP changes the decimal places only for the items that meet all the selected criteria.

   Changing quantity decimal places changes all instances of that item across all quantities, and the numbers are rounded to the nearest decimal place.

6. Verify your changes by choosing File >> Print to print the Decimal Places Change Audit List.

7. Choose Process to update item records.

8. Reconcile item quantities. Refer to *Reconciling inventory records* on page 294 for more information.

Handling effects of changing quantity decimals for items

If you change quantity decimal places for an item, the unit of measure schedule, price list, and purchasing options for the item are cleared. You might need to create a new unit of measure schedule, if a suitable one doesn't already exist. For each of the items with changed quantity decimal place settings, you must assign a unit of measure schedule, create a price list, and set purchasing options. Refer to the table for more information.

To do this ...	...refer to this section:
Create a unit of measure schedule	*Creating a unit of measure schedule* on page 23
Assign a unit of measure schedule to an item	*Creating an item record* on page 48
Create a new price list	*Creating a price list for an item* on page 70
Set purchasing options	*Entering purchasing options for an item* on page 101

Effects of changing decimal places for currencies for items

If you change the number of decimal places used to keep currency information for an item, the effect of your change will depend on whether you're increasing or decreasing the number of decimal places.

If you're decreasing the number of decimal places All receipts are rounded, and all item records, purchase receipts, quantities, vendor information, and kits are updated. Refer to the table for information about how currency amounts are rounded when the number of decimal places is decreased.

Original amount	Rounded to	Result
.6215	Two decimal places	.62
.6045	Two decimal places	.60
.6455	Two decimal places	.65

If you're increasing the number of decimal places Zeros are added for all amounts on the purchase receipts. For example, moving from two to three decimal places would change cost information from $4.57 to $4.570.

Changing valuation methods

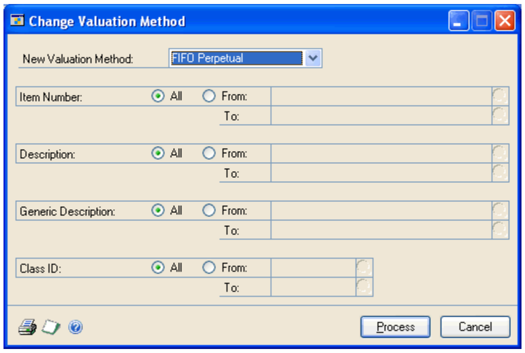
You also can change the valuation method used for a single item or for a group of items—as long as the item or items aren't on an unposted transaction. Refer to *Valuation methods* on page 8 for more information.

You should use the Change Valuation Method window only when you want to correct an item record that was set up with the wrong valuation method. If you want to change valuation methods for other reasons, we recommend that you consult your tax adviser, because changing valuation methods has legal restrictions in some areas.

If you change the valuation method for an item and then generate the historical stock status report, be aware that reports for dates that precede the change might not be accurate because of how costs are calculated for the report.

To change valuation methods:

1. Open the Change Valuation Method window.
   (Microsoft Dynamics GP menu >> Tools >> Utilities >> Inventory >> Change Valuation)



Change Valuation Method

New Valuation Method: FIFO Perpetual

Item Number: ● All ○ From: To:

Description: ● All ○ From: To:

Generic Description: ● All ○ From: To:

Class ID: ● All ○ From: To:

2. Select a new valuation method.

3. Enter or select the range of items you want to change. You can select items by specifying a range of item numbers, descriptions, generic descriptions, and class IDs. You can set as many of the ranges as needed. If you enter more than one range restriction, Microsoft Dynamics GP changes the valuation method only for the items that meet all the selected criteria.

You can change valuation methods only for those Sales Inventory or Discontinued items that aren't on an unposted transaction.

4. You can choose File >> Print to generate the Valuation Method Change Audit report to verify the ranges before processing the changes.

5. Choose Process to update the selected item records.

   The Valuation Methods Change Audit Report is printed for the updated range.

Effects of changing valuation methods

You should be aware of how changing the valuation method for an item will affect the item record. Refer to the table for more information.

Old method	**New method**	**Effect on item information**
Any	Average Perpetual	The current cost for each item in the range is averaged.
Average Perpetual	Any	The current cost is updated to reflect the most recent receipt of the item.
FIFO, LIFO, or Average Perpetual	FIFO or LIFO Periodic	If the item is Sales Inventory or Discontinued, then the Revalue Inventory for Cost Variance field and the Tolerance Percentage field are hidden on the Item Purchasing Options Maintenance window.
FIFO or LIFO Periodic	FIFO, LIFO, or Average Perpetual	If the item is Sales Inventory or Discontinued, then the Revalue Inventory for Cost Variance field and the Tolerance Percentage field are displayed on the Item Purchasing Options Maintenance window.

Removing bins

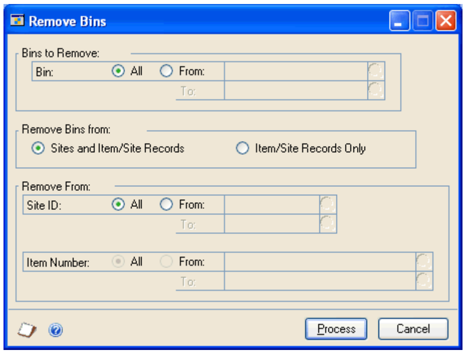
If you're using multiple bins, you can use the Remove Bins window to remove bins. You can remove them from the item-site combinations they're assigned to, or from the sites entirely. You can remove all bins or a range of bins for all sites or for a range of sites. You also can choose to remove bins from all items or from a range of items.

To be removed, a bin must meet the following requirements:

- The bin can't be included in any pending (unposted) transactions.
- The item quantities of the bin must be zero.
- The bin cannot be the default bin for a site or for an item-site combination.

To remove bins:

1. Open the Remove Bins window.
   (Microsoft Dynamics GP menu >> Tools >> Utilities >> Inventory >> Remove Bins)



Bin: ● All ○ From:

● Sites and Item/Site Records ○ Item/Site Records Only

Site ID: ● All ○ From:

Item Number: ● All ○ From:

2. Choose the bins to remove. You can remove all bins or a range of bins.

3. Choose whether to remove the bins entirely, or to remove them (unassign them) from item-site combinations.

4. Choose the sites to remove bins from.

5. If you're removing bins from item-site combinations, choose the items to remove bins from.

6. Choose Process. A progress window will display the progress of the process.

7. When you've finished, close the window.

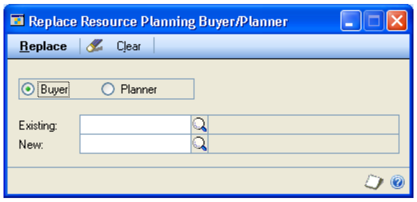
Replacing all buyers or planners

If you've assigned buyers or planners to sites or to item-site combinations, then you can use the Replace Resource Planning Buyer/Planner window to change all instances of one buyer with another buyer, or one planner with another.

This procedure affects only the buyer and planner selections made in the Item Resource Planning Maintenance window and the Resource Planning Site Maintenance window. It doesn't affect any buyer or planner selections that might exist in Purchase Order Processing.

To replace all buyers or planners:

1. Open the Replace Resource Planning Buyer/Planner window.
   (Microsoft Dynamics GP menu >> Tools >> Utilities >> Inventory >> Replace Resource Planning Buyer/Planner)



● Buyer ○ Planner

2. Mark Buyer to change one buyer record for another, or mark Planner if to change one planner record for another.

3. Enter or select the Existing buyer or planner.

4. Enter or select the New buyer or planner.

5. Choose Replace.

   If any records couldn't be updated, the Replace Resource Buyer/Planner Exception report will be generated. The report will list all records that couldn't be updated. You can change those using the Item Resource Planning Maintenance window or the Resource Planning Site Maintenance window, or you can repeat the replacement later, when other users are no longer working with the records that need to be changed.

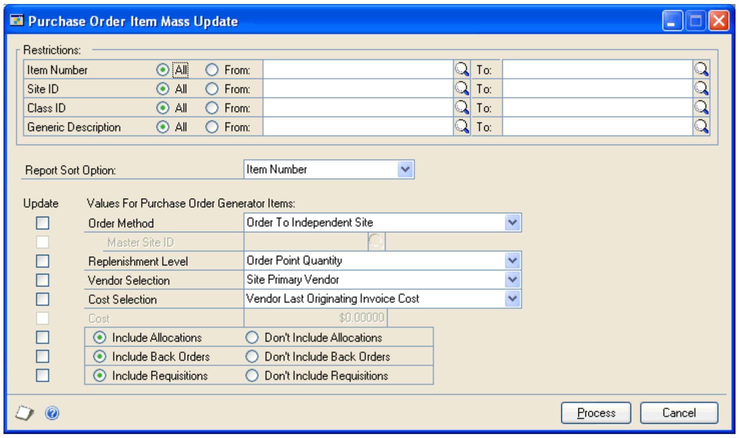
6. Close the window.

Updating purchase order generator options for several items

You can use the Purchase Order Item Mass Update window to modify how items are set up for the purchase order generator. For example, you could update a range of items to change their order method or replenishment level.

To update purchase order generator options for several items:

1. Open the Purchase Order Item Mass Update window.
   (Microsoft Dynamics GP menu >> Tools >> Utilities >> Inventory >> Purchase Order Item Mass Update)



Purchase Order Item Mass Update

Restrictions:

Item Number	● All	○ From:		To:
Site ID	● All	○ From:		To:
Class ID	● All	○ From:		To:
Generic Description	● All	○ From:		To:

Report Sort Option: Item Number

Update	Values For Purchase Order Generator Items:	
☐	Order Method	Order To Independent Site
☐	Master Site ID	
☐	Replenishment Level	Order Point Quantity
☐	Vendor Selection	Site Primary Vendor
☐	Cost Selection	Vendor Last Originating Invoice Cost
☐	Cost	$0.00000
☐	● Include Allocations	○ Don't Include Allocations
☐	● Include Back Orders	○ Don't Include Back Orders
☐	● Include Requisitions	○ Don't Include Requisitions

2. Use the Restrictions fields to choose the items that will be updated. You can use as many restrictions as you like.

If items with the Discontinued item type are included in the group of items you choose, those records will be updated even though no purchase orders will be suggested for those items.

3. Select a Report Sort Option. After you update the items, a report about the changes will be generated. The sort option determines the order for the information on the report.

4. Choose the values to update. To select a value, mark the Update checkbox, and then enter the information that should be used for that value.

   For example, you can mark the Update checkbox for the Order Method value, and then select the order method that the items should have when they're updated.

Item information won't be updated if the change would cause the item record to be invalid. Refer to Overview of the purchase order generator on page 128 and How quantities are calculated for suggested purchase orders on page 133.

5. Choose Process. A status window will display information about the records as they're updated. When the changes are complete, a report destination window appears so you can select how the Purchase Order Generator Item Mass Update report is printed.

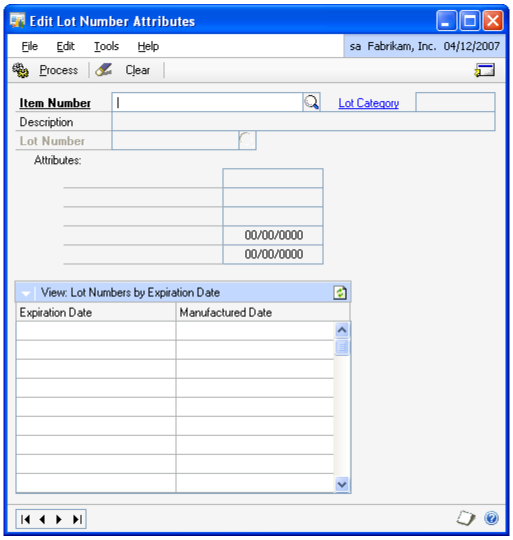
The report won't include information for items that have the Not Planned order method, but will include items that have the Discontinued item type.

Modifying lot number attributes

You can use the Edit Lot Number Attributes window to modify the lot attributes of a lot number assigned to an item number. There may be five attributes, including as many as three alphanumeric and two date attributes, that are displayed in the window. Attribute labels are assigned in the Lot Category Setup window for the lot category. You also can modify the manufactured date and expiration date.

To modify lot number attributes:

1. Open the Edit Lot Number Attributes window. (Microsoft Dynamics GP menu >> Tools >> Utilities >> Inventory >> Edit Lot Number Attributes)


Edit Lot Number Attributes
File
Edit
Tools
Help
sa Fabrikam, Inc. 04/12/2007
Process
Clear
Item Number
Lot Category
Description
Lot Number
Attributes:
00/00/0000
00/00/0000
View: Lot Numbers by Expiration Date
Expiration Date
Manufactured Date

2. Enter or select an item number for which lot numbers are tracked.

3. Enter or select the lot number that you want to modify.
4. If lot attributes were assigned to the lot number, you can modify the attributes.
5. You also can enter or modify the expiration date and the manufactured date.

   An icon appears in the Expiration Date field if the lot has already expired.
6. Choose Process to update the lot attributes.

Part 6: Routines

This part of the documentation includes information about Inventory Control routines. Use these routines to perform regularly scheduled tasks, such as closing a year or fiscal period, or to standardize other regularly scheduled maintenance procedures using the checklists.

The following information is discussed:

- Chapter 36, "ABC analysis," describes how you can perform an ABC analysis on inventoried items, so you can adjust your business practices to more closely monitor those items that are most important to your organization.
- Chapter 37, "Year-end closing," includes information about the tasks and procedures you need to complete to close your inventory records for a fiscal period or for a year.
- Chapter 38, "Inventory control checklists," contains information about using Inventory Control Checklists.

Chapter 36: ABC analysis

ABC analysis is a method of prioritizing items based on parameters that you specify. ABC analysis is based on the Pareto principle, a broad generalization that recognizes “predictable imbalance”—that, for example, 80 percent of the value of your inventory might come from 20 percent of the items. With ABC analysis, you can identify which items are most critical to your business, which are somewhat critical and which are least important. Then you can manage those items accordingly.

Inventory Control includes a wizard you can use to complete ABC analysis of Sales Inventory and Discontinued items. Most of the information you need to use a wizard is built into the windows, but you can refer to this information as needed.

The following information is discussed:

- *ABC analysis overview*
- *Requirements for ABC analysis*
- *Performing ABC analysis of inventoried items*
- *ABC analysis ranking value calculations*
- *ABC analysis and large inventories*
- *Previewing and adjusting ABC analysis results*
- *Finalizing ABC analysis results*
- *ABC analysis and zero or negative item quantities*
- *Modifying an item’s ABC code*
- *Using ABC analysis information*

ABC analysis overview

You can sort items into A, B, and C classifications. “A” items are the most important items in your inventory. They should be tightly controlled, with accurate records. “B” items might be less controlled, with good records, and “C” items might have minimal records with periodic review. If the on-hand quantities and usage of some items is zero or negative, an ABC code doesn't need to be assigned to them.

ABC analysis helps you group the type of information that the ABC analysis of items will be based on. You can group items using the following options in the ABC Analysis Options window.

- Usage quantity (the number of units consumed over a period of time)
- Usage value (usage quantity times unit cost)
- On-hand inventory value (on-hand quantity in the Items Quantity Maintenance window times unit cost)
- Unit cost (the current cost or standard cost depending on the valuation method of each item)

You can base the classifications on historical or projected numbers—or a combination of both. Refer to *Using ABC analysis information* on page 314 for more information about how you can use ABC classifications.

Requirements for ABC analysis

Before beginning an ABC analysis, be sure that no one is performing any of these activities:

- Using any Inventory Control utility, such as a price list wizard or removing history records
- Completing year-end closing procedures
- Starting a separate ABC analysis

Performing ABC analysis of inventoried items

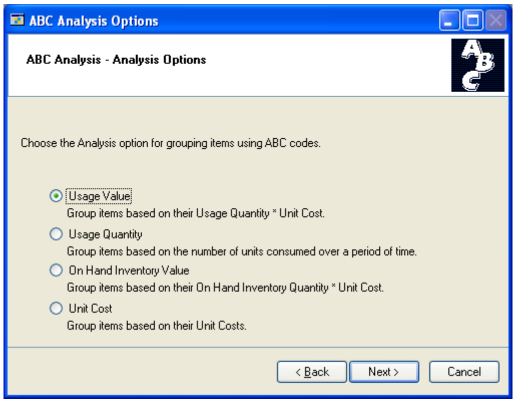
Use the ABC Analysis wizard to analyze your item usage and prioritize items, helping you to manage inventory more effectively. We recommend that you perform this procedure at least once a year.

You might want to use the process server to make the ABC calculations and updates a remote process. Refer to ABC analysis and large inventories on page 311 for more information.

To perform ABC analysis of inventoried items:

1. Open the ABC analysis wizard, then choose Next.
   (Microsoft Dynamics GP menu >> Tools >> Routines >> Inventory >> Item ABC Analysis)

2. In the ABC Analysis Options window, select the type of information you want the analysis to be based on. Choose Next.



ABC Analysis - Analysis Options

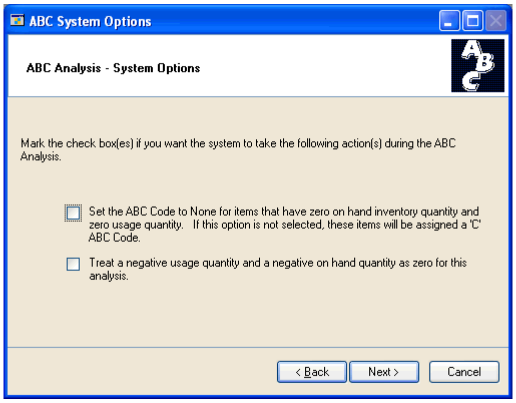
Choose the Analysis option for grouping items using ABC codes.

● Usage Value
Group items based on their Usage Quantity * Unit Cost.
○ Usage Quantity
Group items based on the number of units consumed over a period of time.
○ On Hand Inventory Value
Group items based on their On Hand Inventory Quantity * Unit Cost.
○ Unit Cost
Group items based on their Unit Costs.

Refer to ABC analysis ranking value calculations on page 311 for information about how these options affect ABC analysis calculations.

3. In the ABC System Options window, determine if items with zero on-hand quantities and zero usage should be assigned no ABC code. To have items with negative on-hand and usage quantities treated as if they had zero on-hand quantities, mark the second option.

Refer to ABC analysis and zero or negative item quantities on page 313 for more information.



ABC Analysis - System Options

Mark the check box(es) if you want the system to take the following action(s) during the ABC Analysis.

☐ Set the ABC Code to None for items that have zero on hand inventory quantity and zero usage quantity. If this option is not selected, these items will be assigned a 'C' ABC Code.

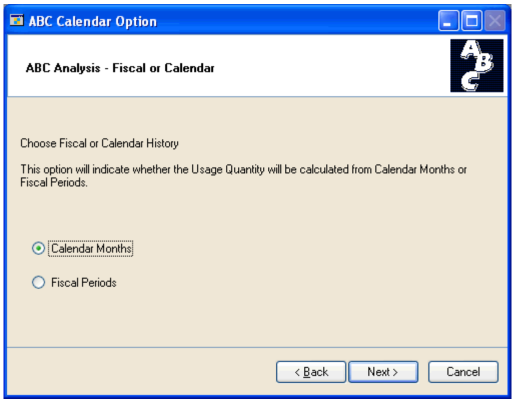
☐ Treat a negative usage quantity and a negative on hand quantity as zero for this analysis.

Choose Next.

If your analysis is based on on-hand inventory value or unit cost Skip to step 7. The on-hand inventory value and unit cost methods assume that calculations will be based on historical annual usage for calendar years.

If your ABC analysis is based on usage value or quantity The ABC Calendar Option window opens. Continue with the next step.

4. In the ABC Calendar Options window, select the periods to be used to calculate ABC information. You can choose Fiscal Periods or Calendar Months. Choose Next.



ABC Analysis - Fiscal or Calendar

Choose Fiscal or Calendar History

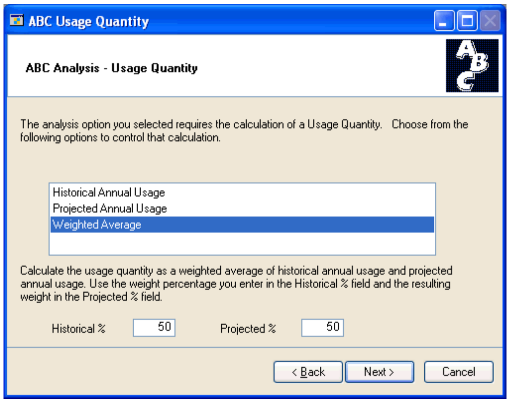
This option will indicate whether the Usage Quantity will be calculated from Calendar Months or Fiscal Periods.

● Calendar Months

○ Fiscal Periods

5. In the ABC Usage Quantity window, select how you want to control the calculation based on usage quantity or usage value. You can choose to use historical or projected numbers, or a combination of both.

If you select Weighted Average, enter the weighting percentage for historical and projected usage. Choose Next.



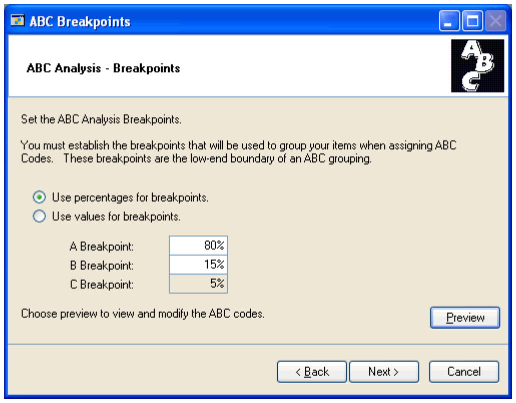
The analysis option you selected requires the calculation of a Usage Quantity. Choose from the following options to control that calculation.

Historical Annual Usage
Projected Annual Usage
Weighted Average

Calculate the usage quantity as a weighted average of historical annual usage and projected annual usage. Use the weight percentage you enter in the Historical % field and the resulting weight in the Projected % field.

Historical % 50
Projected % 50

6. In the ABC Breakpoints window, specify if percentages, currency amounts, or quantities will be used to define breakpoints for the analysis. (Options depend on the type of analysis option you selected earlier.)



Set the ABC Analysis Breakpoints.

You must establish the breakpoints that will be used to group your items when assigning ABC Codes. These breakpoints are the low-end boundary of an ABC grouping.

● Use percentages for breakpoints.
○ Use values for breakpoints.

A Breakpoint: 80%
B Breakpoint: 15%
C Breakpoint: 5%

Choose preview to view and modify the ABC codes.

A breakpoint is the boundary between two adjacent ABC classifications—for example, if you want A items to be those that reflect 80 percent of inventory value, 80 percent would be the breakpoint. Enter the percentages or amounts for the A and B breakpoints.

If you're using percentages to define breakpoints, be sure to enter the percentage of inventory value. For example, if you want your A items to be those that make up 75 percent of your inventory valuation, you'd enter 75 as the A Breakpoint.

7. Decide if you want to preview the results of the analysis before having item records updated with new ABC codes.

To preview suggested ABC codes Refer to Previewing and adjusting ABC analysis results on page 311 for more information.

If you have a large number of item records, opening the Preview window might take some time.

To finalize item records without previewing Refer to Finalizing ABC analysis results on page 312 for more information.

ABC analysis ranking value calculations

ABC analysis ranks items depending on the options you selected for the analysis.

Dependent demand is demand for component items in bills of materials. For example, suppose you assemble Item ABC, which is built with two widgets and a base. If you entered projected demand for item ABC, the system would calculate the dependent demand for the widgets and bases, based on the bill of materials.

Use the Item History window to enter projections for items. Refer to Entering item projections on page 142 for more information.

Refer to the following table for more information.

Analysis option	**Usage option**	**Calculation used**
Unit cost	Not applicable	If valuation method is Average Perpetual or Perpetual (LIFO or FIFO), then current cost is used. If valuation method is Periodic (LIFO or FIFO), then standard cost is used.
On-hand inventory value	Not applicable	Unit cost x On-hand inventory quantity
Usage quantity	Historical usage	Annual usage quantity is calculated from the last completed month or period plus all previous months or periods for the previous one year of sales and dependent usage (except current); or, all available information if a full year of information isn't available. If no usage exists, the default value is zero.
	Projected usage	Projected usage quantity is calculated from the current month or period plus all future months or periods for one year of projected usage (including current); or, all available information if a full year of projections isn't available. If no projected usage exists, the default value is zero.
	Weighted average	(Annual usage x Annual usage weight) + (Projected usage x Projected usage weight)
Usage value		Usage quantity x Unit cost

ABC analysis and large inventories

If you have many inventoried items—10,000 or more—calculating ABC analysis information can take several minutes. If you're using a process server, you might want to consider using it to make the analysis process a remote process—one that will allow you to continue working with your computer while the analysis is being completed.

If you're using a process server, go toMicrosoft Dynamics GP menu >> Tools >> Setup >> System >> Process Server, and be sure to mark the option for Inventory: Item ABC Analysis. Refer to the process server documentation for more information about using process server functions.

Previewing and adjusting ABC analysis results

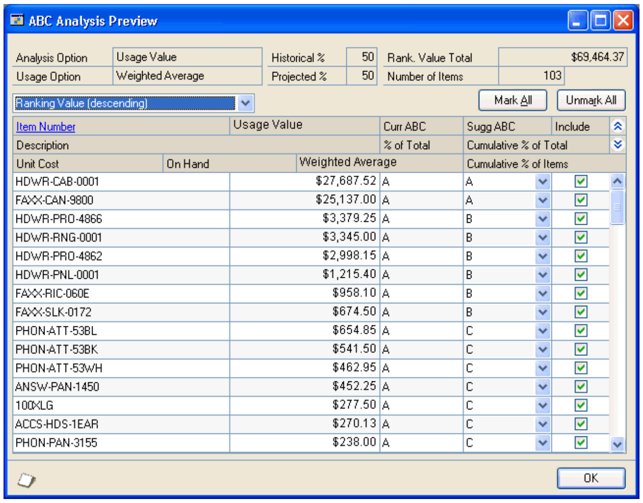
Use the ABC Analysis Preview window to preview analysis results, and to make changes, if needed.

If you have a large number of item numbers, opening the Preview window might take several minutes.

To preview and adjust ABC analysis results:

1. Complete ABC analysis as described in *Performing ABC analysis of inventoried items* on page 308. The ABC Analysis Breakpoints window should be open.

2. Choose Preview to open the ABC Analysis Preview window.



Analysis Option: Usage Value
Usage Option: Weighted Average
Historical %: 50
Projected %: 50
Rank. Value Total: $69,464.37
Number of Items: 103
Ranking Value (descending)

Item Number	Usage Value	Curr ABC	Sugg ABC	Include
Description		% of Total	Cumulative % of Total	
Unit Cost / On Hand	Weighted Average		Cumulative % of Items	
HDWR-CAB-0001	$27,687.52	A	A	☑
FAXX-CAN-9800	$25,137.00	A	A	☑
HDWR-PRO-4866	$3,379.25	A	B	☑
HDWR-RNG-0001	$3,345.00	A	B	☑
HDWR-PRO-4862	$2,998.15	A	B	☑
HDWR-PNL-0001	$1,215.40	A	B	☑
FAXX-RIC-060E	$958.10	A	B	☑
FAXX-SLK-0172	$674.50	A	B	☑
PHON-ATT-53BL	$654.85	A	C	☑
PHON-ATT-53BK	$541.50	A	C	☑
PHON-ATT-53WH	$462.95	A	C	☑
ANSW-PAN-1450	$452.25	A	C	☑
100XLG	$277.50	A	C	☑
ACCS-HDS-1EAR	$270.13	A	C	☑
PHON-PAN-3155	$238.00	A	C	☑

3. Review information in the scrolling window, making changes as needed.

   To change the ABC code for an item Select a different classification in the appropriate scrolling window line.

   To remove an item so it isn't updated Clear the Include option in the appropriate scrolling window line.

4. You can choose File >> Print to generate the Item ABC Analysis Preview report. The report includes information about the effects of changes.

5. When you've finished adjusting the ABC classifications, select a sorting order for the final report.

6. Choose OK to save your changes. You'll be returned to the ABC Analysis Breakpoints window.

7. Refer to *Finalizing ABC analysis results* on page 312 to update item records with the new ABC codes and to generate the Item ABC Analysis Breakpoints Report.

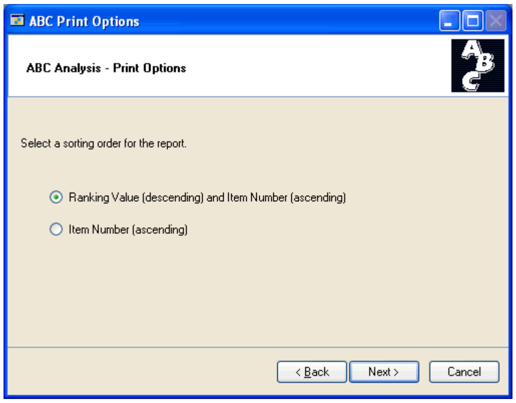
Finalizing ABC analysis results

Use the ABC Print Options window when you're ready to complete your ABC analysis. Finalizing the ABC analysis results updates item records with new ABC codes, and generates the Item ABC Analysis Results Report.

To finalize ABC analysis results:

1. Complete ABC analysis as described in *Performing ABC analysis of inventoried items* on page 308. The ABC Analysis Breakpoints window should be open. Choose Next.

2. In the ABC Print Options window, select a sorting order for the Item ABC Analysis Results Report. Choose Next.



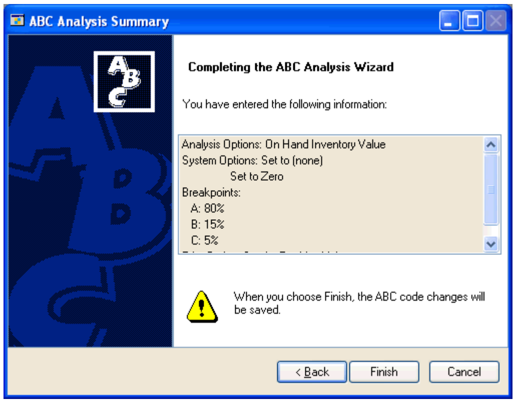
ABC Analysis - Print Options

Select a sorting order for the report.

● Ranking Value (descending) and Item Number (ascending)

○ Item Number (ascending)

3. In the ABC Analysis Summary window, review information about the results of the ABC analysis.



Completing the ABC Analysis Wizard

You have entered the following information:

Analysis Options: On Hand Inventory Value
System Options: Set to (none)
Set to Zero
Breakpoints:
A: 80%
B: 15%
C: 5%

When you choose Finish, the ABC code changes will be saved.

4. To update item records and generate the Item ABC Analysis Results Report, choose Finish.

   When the analysis is complete, the Item ABC Analysis Results Report is printed. You can use this report view the analysis results and to ensure that items were prioritized correctly.

The report can't be reprinted.

ABC analysis and zero or negative item quantities

If you have items with zero or negative on-hand quantities and usage, you can use options in the ABC wizard so those items aren't assigned an ABC code. This can be helpful because you might use ABC codes to establish business practices such as the frequency of cycle counts. If an item has no usage—or negative usage—it might be better to omit it from your cycle-count plans entirely.

Refer to Chapter 17, "Count intervals," for more information.

If you don't use these options, however, the items with zero or negative on-hand quantities are included in the analysis. This can lead to unexpected results when you preview the analysis results or review the Item ABC Analysis Results Report, because then cumulative percentages are based on rankings for all items—even items with negative usage or on-hand quantities.

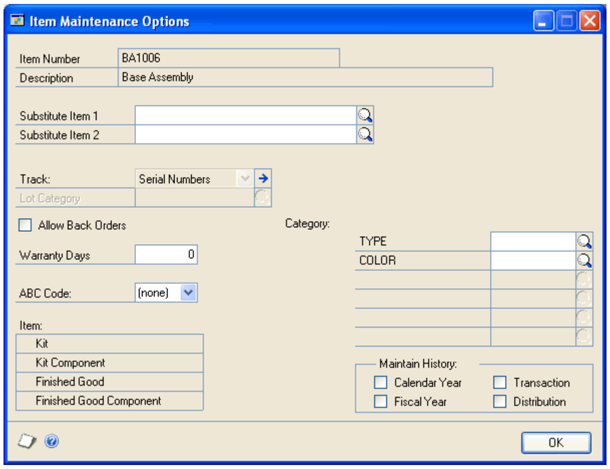
To avoid this, mark both options in the ABC System Options window.

Modifying an item's ABC code

Use the Item Maintenance Options window to verify or modify the ABC code assigned to a specific item.

To modify an item's ABC code:

1. Open the Item Maintenance window.
   (Cards >> Inventory >> Item)
2. Enter or select an item number.
3. Choose Options to open the Item Maintenance Options window.



Item Maintenance Options

Item Number: BA1006
Description: Base Assembly
Substitute Item 1:
Substitute Item 2:
Track: Serial Numbers
Lot Category:
☐ Allow Back Orders
Warranty Days: 0
ABC Code: (none)

4. Select an ABC code for the item.
5. Choose OK to return to the Item Maintenance window.
6. Choose Save and close the window.

Using ABC analysis information

The value of completing an ABC analysis is more than just the report that's generated when the results are finalized. You'll get the most use from completing the analysis if you use the ABC codes in your business practices.

For example, you might want to set up cycle counts to monitor the accuracy of inventory records. You can set up different frequencies for counting different items. You might set up one cycle for counting items every 30 days, another for counting items every 60 days, and so on. If you've completed the ABC analysis procedure, you can easily assign all "A" items to the 30-day cycle count, and all "B" items to the 60-day cycle count. You might set up a 120-day cycle count for "C" items—or you might not count them at all.

Chapter 37: Year-end closing

When you close inventory records for a calendar or fiscal year, all Inventory Control records for the current year are moved to history. Year-end procedures also might include other tasks, such as updating standard costs or removing items that are no longer purchased or sold.

The following information is discussed:

- *Closing a fiscal period*
- *Preparing to close a year*
- *Closing a year*
- *Effects of closing a year*
- *Removal of discontinued items*

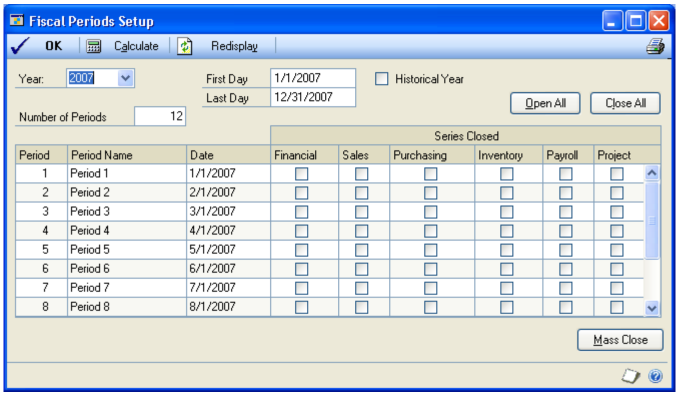
Closing a fiscal period

Closing fiscal periods prevents transactions from being posted inadvertently to the wrong period or year. Some companies also might complete a physical inventory before closing a period.

Before closing a fiscal period, be sure you've posted all the transactions for the period. To post transactions to a fiscal period you've already closed, you must reopen the period before the transaction can be posted.

To close a fiscal period:

1. Open the Fiscal Periods Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Fiscal Periods)



Year: 2007
First Day 1/1/2007
Last Day 12/31/2007
☐ Historical Year
Number of Periods 12

			Series Closed					
Period	Period Name	Date	Financial	Sales	Purchasing	Inventory	Payroll	Project
1	Period 1	1/1/2007	☐	☐	☐	☐	☐	☐
2	Period 2	2/1/2007	☐	☐	☐	☐	☐	☐
3	Period 3	3/1/2007	☐	☐	☐	☐	☐	☐
4	Period 4	4/1/2007	☐	☐	☐	☐	☐	☐
5	Period 5	5/1/2007	☐	☐	☐	☐	☐	☐
6	Period 6	6/1/2007	☐	☐	☐	☐	☐	☐
7	Period 7	7/1/2007	☐	☐	☐	☐	☐	☐
8	Period 8	8/1/2007	☐	☐	☐	☐	☐	☐

2. Mark the option in the Inventory column for each period you want to close.

3. Choose OK to save your changes.

Preparing to close a year

Before you can close the Inventory Control module for the year, you must complete several preliminary tasks.

To prepare to close a year:

1. Enter and post all transactions for Sales Order Processing, Invoicing, Purchase Order Processing, Inventory Control, and Bill of Materials.

   You must complete this step to ensure that historical information is accurate and that year-to-date amounts are updated correctly.

   You can enter transactions for a new year before closing the previous year by entering them in separate batches, however, you should not post these batches until you've closed the year. Refer to other module documentation for information about entering and posting transactions in those modules. Refer to Chapter 20, "Transaction entry," and Chapter 23, "Posting," for more information about completing these tasks for Inventory Control.

2. If you need to enter future-period transactions before closing a year, create a new batch for those transactions.

3. Reconcile inventory quantities. Refer to *Reconciling inventory records* on page 294.

4. Print the Physical Inventory Checklist. Choose Reports >> Inventory >> Activity to open the Inventory Activity Reports window. Refer to your System User's Guide (Help >> Contents >> select Using The System) for more information about printing reports.

5. If needed, complete a stock count, then enter and post any adjustments. Refer to Chapter 22, "Stock count processing," for more information.

6. Print the following reports for your permanent records. Refer to the table for information about navigating to the reports.

   Refer to your System User's Guide (Help >> Contents >> select Using The System) for more information about printing reports.

Report	**Path**
Stock Status Report	Reports >> Inventory >> Activity
Purchase Receipts Report	Reports >> Inventory >> Activity
Turnover Report	Reports >> Inventory >> Analysis
Transaction History Report	Reports >> Inventory >> History
Serial Number List	Reports >> Inventory >> Serial/Lots
Lot Number List	Reports >> Inventory >> Serial/Lots

7. Make a complete backup of your company data, following your company's backup procedures.

   Once you've completed these preliminary steps, you're ready to close the year. Refer to *Closing a year* on page 318.

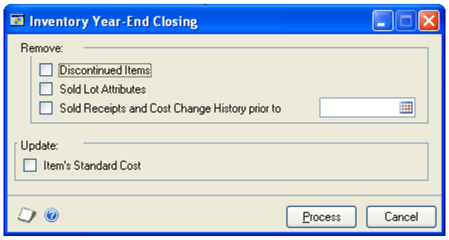
Closing a year

Closing a year transfers all summarized current-year quantity, cost, and sales amounts to transaction history for the items that have summarized sales history. When you close a year, you also have the options to remove certain records and update standard costs.

Before continuing, be sure you've completed the tasks described in Preparing to close a year on page 317.

To close a year:

1. Open the Inventory Year-end Closing window.
   (Microsoft Dynamics GP menu >> Tools >> Routines >> Inventory >> Year-End Close)



2. Choose records to remove. You can remove records for discontinued items, sold lot attributes, and sold receipts and historical cost changes, as needed.

   Discontinued items aren't removed if they are assigned to kits, if they are components of bills of materials, or if they have bills of materials of their own. Refer to Removal of discontinued items on page 320 for more information.

   Sold lot attributes is the information that you might have kept for items tracked by lot numbers—for example, if you track the expiration dates for items tracked by lots. In this case, deleting the sold lot attributes would remove the information about the expiration dates of the sold items.

   Sold receipts are records of items that have been both received and then sold. Cost change information is saved to history when the standard cost is changed for a LIFO periodic item or a FIFO periodic item, or when the current cost is changed for an average perpetual item.

3. To update the standard cost information for items with FIFO Periodic or LIFO Periodic valuation methods, mark Item's Standard Cost.

   The updated standard cost of each item automatically is adjusted to the current cost, or the amount you most recently paid for the item.

4. Choose Process to close the year.

   While the year-end closing is in process, you won't be able to post transactions or batches, reconcile quantities, change valuation methods, or change decimal places. If you attempt to begin one of these procedures, an alert message will appear, warning you that you must wait until the year-end closing process has been completed.

   After you've closed the year, you can close fiscal periods for inventory, if you like. Refer to Closing a fiscal period on page 317.

5. After you've closed the year, you should make a final backup of your company data.

Effects of closing a year

Processing that occurs when you close a year will complete these tasks:

- All summarized current-year quantities, costs, and sales information of items you've been keeping summarized sales history are transferred to transaction history.
- The Beginning Quantity of each item is updated to be the On Hand quantity at each site. (Some reports—such as the Turnover Report—use the beginning quantity field in calculations.)
- The Quantity Sold field for each item is reset to zero.

The following tasks might be accomplished, depending on the options you select when you begin processing:

- Purchase receipts of items that have been completely sold are removed.
- Cost change history information is removed.
- Discontinued items that have been completely sold are removed.
- Lot attributes of items that are tracked by lot numbers and that have been completely sold are removed.
- The standard cost of each item is updated to the current cost for items using FIFO Periodic or LIFO Periodic valuation methods.

Removal of discontinued items

When you close a year, you have the option to remove discontinued items—that is, items that have the Discontinued item type. If the item is assigned to a kit, is a component of a bill of materials, or has a bill of materials of its own, it won't be removed.

Assigned to a kit Print the Component Report from the Inventory Item Reports window to see if the item is assigned to a kit. Refer to your System User's Guide (Help >> Contents >> select Using The System) for more information about printing reports. Refer to *Assigning kit components* on page 138 for information about removing component items from a kit.

Component of a bill of materials Print the BM Component Where-Used Report from the Inventory Setup Reports window to see if the item is a component of a bill of materials. Refer to the Microsoft Dynamics GP Bill of Materials documentation for information about removing a component from a bill of materials.

Has a bill of materials Print the BM Bill of Materials Report from the Inventory Setup Reports window to see if the discontinued item has bills of materials of its own. Refer to the Microsoft Dynamics GP Bill of Materials documentation for information about deleting bills of materials.

If the item is a component of a bill of materials or has its own bill of materials, be sure to consider all bills of materials. A single finished item can have multiple bills of materials. Also, an item can be a component of bills of materials for several items.

Chapter 38: Inventory control checklists

Use Inventory Control checklists to ensure that your business practices are being consistently completed. When checklists are used, the date and time when a specific task was done are recorded, along with the user ID of the person who completed the task.

Inventory Control includes basic checklists, but you can tailor them to the needs of your business. You also can create your own checklists for tasks that are specific to your business.

Refer to your System Administrator's Guide (Help >> Contents >> select System Administration) for more information about customizing checklists.

The following information is discussed:

- *Standard Inventory Control checklists*
- *Using an Inventory Control checklist*

Standard Inventory Control checklists

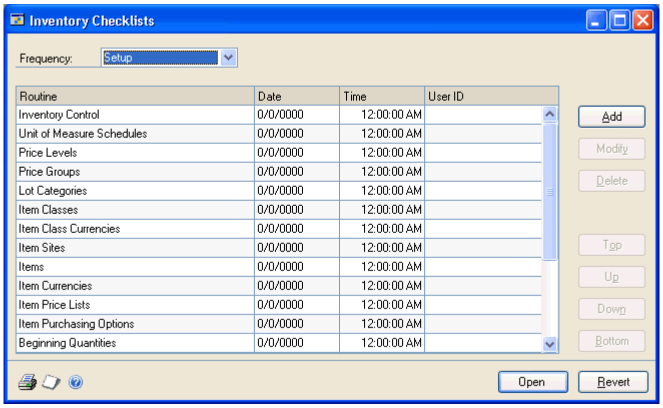
Inventory Control includes a checklist for year-end closing and you also can create your own customized checklists. For example, you could create a user-defined checklist for creating and starting a stock count schedule, and then for entering the results of the stock count and posting variance transactions, if needed.

Using an Inventory Control checklist

Use the Inventory Checklists window to open specific Inventory Control checklists.

To use an Inventory Control checklist:

1. Open the Inventory Checklists window.
   (Microsoft Dynamics GP menu >> Tools >> Routines >> Inventory >> Checklists)



Inventory Checklists

Frequency: Setup

Routine	Date	Time	User ID
Inventory Control	0/0/0000	12:00:00 AM	
Unit of Measure Schedules	0/0/0000	12:00:00 AM	
Price Levels	0/0/0000	12:00:00 AM	
Price Groups	0/0/0000	12:00:00 AM	
Lot Categories	0/0/0000	12:00:00 AM	
Item Classes	0/0/0000	12:00:00 AM	
Item Class Currencies	0/0/0000	12:00:00 AM	
Item Sites	0/0/0000	12:00:00 AM	
Items	0/0/0000	12:00:00 AM	
Item Currencies	0/0/0000	12:00:00 AM	
Item Price Lists	0/0/0000	12:00:00 AM	
Item Purchasing Options	0/0/0000	12:00:00 AM	
Beginning Quantities	0/0/0000	12:00:00 AM	

2. Select the Frequency of the routine to use.

3. In the Routine scrolling window, highlight the procedure you want to complete.

4. Choose Open to begin performing the selected routine.

   Depending on the routine you've selected, choosing Open will open a window or start a macro in the Microsoft Dynamics GP system, or start an external application.

Glossary

ABC analysis
A review of inventory records that helps you to classify your inventoried items according to their importance to your business.

ABC code
The code assigned to each item—A, B, or C—that denotes the importance of that item in your business. ABC codes can be assigned though use of the ABC Analysis wizard, or on an item-by-item basis. ABC codes should be used to help you determine the amount of monitoring each item requires: you should monitor A items most closely, B items less closely, and C items least closely.

Account
The type of record—asset, liability, revenue, expense, or owner's equity—traditionally used for recording individual transactions in an accounting system. Also, the identifying alphanumeric characters assigned to the record. *See also* Posting account.

Account alias
A 20-character "short name" for a posting account in the chart of accounts. If the account format has a large number of segments, using aliases can speed data entry.

Account segment
A portion of the account format that can be used to represent a specific aspect of a business. For example, accounts can be divided into segments that represent business locations, divisions, or profit centers.

Account segment number
A number that represents a particular area of a business or an account category. For example, if you have account 01-200-1100, the account segment 01 might represent a particular site, 200 might represent a department located at that site, and 1100 might represent the Cash account for that site and that department. You can enter descriptions for each account segment number; these descriptions then appear on General Ledger reports.

Accounting
The process of recording, classifying, reporting, and interpreting financial information for a company or a business.

Adjusting entry
Transactions that increase or decrease inventory quantities. For example, variance transactions entered after a physical count are adjusting entries.

Alert message
Text that appears when inappropriate, inadequate, or unclear data or instructions are issued, when data is not accessible, or when a confirmation is sought. You can view additional information about some alert messages and their causes by choosing the Help button in the alert message dialog box.

Allocate
To reserve an item quantity for sale or assembly at the specified site. Allocating an item reduces the quantity available for the item.

Attribute descriptions
A one-word characteristic used to further describe an attribute for a lot-numbered item.

Audit trail
A series of permanent records that can be used to track a transaction to the point where it was originally entered in the accounting system. The audit trail can be used to verify the accuracy of financial statements by outside accountants or auditors.

Audit trail code
A series of alphanumeric characters providing a precise record of each transaction and where it has been posted within Microsoft Dynamics GP.

Average cost
The cost assigned to an item. The average cost is a weighted average that is updated each time an item is received. Average cost is calculated based on the base unit of measure.

Average perpetual
An inventory valuation method in which the cost of all items with the same item number is added and then divided by the total number of items with that item number. Items using this valuation method are revalued each time they are entered on an increase adjustment.

Back orders
Orders that are placed without adequate quantities on hand. For example, if five items are ordered and three are on hand, two items can be backordered.

Background processing
A processing system that allows users to continue working while transactions are being posted or reports are being printed.

Backing up
The process of storing data on a secondary medium, usually on diskettes or magnetic tape, to minimize the difficulty of recovering from data loss. Backups should be performed routinely.

Base price book
A price book that is automatically created, called BASEBOOK. Prices are taken from the base price book if a price cannot be located anywhere else in the extended pricing hierarchy.

Base unit of measure
The unit of measure that is common to all units of measure on a unit of measure schedule. The base is the smallest unit of measure in which an item can be sold.

Batch
A group of transactions identified by a unique name or number. Batches are used in computerized accounting to conveniently group transactions, both for identification purposes and to speed up the posting process.

Batch approval
Allows users to choose whether to approve batches of transactions before posting. If the batch approval option is being used, the ID of the user who approved the batch and the approval date appear on posting reports.

Batch controls
Values for both the number of transactions in a batch and the total currency amount of the batch. As transactions are entered, the actual totals are displayed. These totals can be verified periodically as transactions are entered to ensure that the required number and amount of transactions match the actual number and amount that was entered.

Batch frequency
A selection in the Batch Entry window that determines how often a recurring batch is posted, such as weekly, monthly, or quarterly. *See also* Recurring batch.

Batch posting
An option used to post a group of transactions identified by a unique name or number in the Batch Entry window. *See also* Batch-level posting.

Batch-level posting
A posting method that allows transactions to be saved in batches and post the batch whenever convenient. There are three types of batch-level posting: batch posting, series posting, and master posting.

Bill of materials
A list of components and subassemblies used to create finished good. Commonly referred to as a bill. Entering a bill in the Bill of Materials Maintenance window creates a master record for that bill. The combination of bill status and bill number identifies the bill. *See also* Component.

Bin
A storage device to hold discrete items.

Breakpoints (in ABC analysis)
The boundaries between ABC classifications. For example, if your A items are 80% of the value of your inventory, then 80% is the first breakpoint.

Calendar year
An accounting period running from January 1 to December 31.

Calendar year history
History records maintained in a month-by-month format that mirrors the calendar year.

Captured quantity
The current on-hand quantity of an item at the site when a stock count is started. The captured quantity is later compared to the counted quantity to create a default variance transaction.

Category
User-defined descriptions that identify groups of items. Categories also can be used as a method of sorting inventory reports.

Category value
The characteristics of a user category that describe the items assigned to that category. For example, the values teal, blue, and green could be assigned to the user category "Color."

Class
A feature that allows customers, vendors, users, or items to be grouped according to common characteristics. For example, an item class could be created to group items according to style or location.

Comma-delimited fields
The standard comma-separated ASCII character format used when exporting a report so that database programs, such as dBASE and 4th Dimension can read it.

Component
Any raw material, ingredient, part, or item used to assemble a subassembly, finished good, or used as part of a kit.

Cost
The price a business pays for an item.

Currency amount
A pricing method in which a monetary amount is specified as the item's price.

Current cost
The current cost is the item's cost as stated on the most recent invoice if a company uses the LIFO or FIFO valuation method. For companies using the weighted average valuation method, the current cost is the average cost of the entire inventory of this item. In Australia and New Zealand, current cost is known as last/average cost.

Cycle count
On-going counts of items at a site. A cycle count is based on a defined interval for each item—more frequent counts for faster-moving or more critical components, less frequent counts for slower-moving, less critical items—and usually has inventory personnel counting some items every work day.

Damaged
Item that is broken or missing parts.

Default
A value that is displayed in a window automatically, and that is used unless a different value is entered.

Detailed report
A report that displays detailed transaction information for each account.

Discontinued
An item type assigned to items that can be sold, but not reordered. Quantities and cost information are tracked for discontinued items.

Distribution history
A historical record of how Inventory Control or Bill of Materials transactions have updated posting accounts.

Document number
A number that identifies a group of entries that have been posted as a single, complete transaction.

Document type
A selection that identifies a document's purpose and how document amounts are posted. In Inventory Control, the document types include adjustment, variance and transfer transactions.

Double-entry accounting
An accounting process whereby equal credit and debit amounts are entered for each transaction.

Down day
A day when no work is done. For example, if you set up a stock count calendar so that all Saturdays and Sundays are down days, then no stock counts would be performed on those days. *See also* Up day.

Edit list
A list of transactions in an unposted batch that can be printed to verify the accuracy of transactions before posting. Edit lists can be printed from the Batch Entry window or any transaction entry window, as long as a batch ID has been entered.

Equivalency
The amount of one unit of measure that equals another unit of measure. For example, 24 items equal—or are equivalent to—one case.

Error message
See Alert message.

FIFO
An abbreviation for the first in, first out inventory valuation method. With this valuation method, inventory is assumed to move in the order it was received. Using FIFO, inventory may be valued on a periodic or perpetual basis. In Australia and New Zealand, FIFO periodic is known as standard costing, and FIFO perpetual is known as FIFO.

FIFO periodic
Inventory is assumed to move on a first in, first out basis. Items are sold at one standard cost, based on a selected cost for the period. *See also* FIFO perpetual.

FIFO perpetual
Inventory is assumed to move on a first in, first out basis with this valuation method. Items are sold at the cost at which they were actually received into inventory. *See also* FIFO periodic.

Financial year
See Fiscal year.

Fiscal periods
Divisions of the fiscal year, usually monthly, quarterly, or semiannually, when transaction information can be summarized and financial statements are prepared.

Fiscal year
An annual accounting cycle of consecutive periods, ordinarily beginning with the first day of a month and ending on the last day of the twelfth month. In Australia and New Zealand, this is referred to as a financial year.

Fiscal year history
A record of transactions and other transactions for a historical year.

Flat fee
An item type assigned to items with current costs but no quantities. For example, the fee for an extended warranty might be assigned a flat fee item type.

Functional currency
The primary currency in which a company maintains its financial records. Typically, the functional currency is the currency for the country or region where the company is located.

Group printing
Creating and printing report options in groups. For example, a report group could be used to print all the financial statements and the Trial Balance before closing a month, quarter, or fiscal year.

HTML file
A file format that can be viewed using a Web browser. With this file format, you can publish your reports directly to your intranet or Web Site.

In service
Item that is currently being used or repaired by your company's service department. The item is usually returned to Quantity On Hand when service is complete.

In use
Item that is being used by your company. The item is not usually returned to Quantity On Hand.

Inquiry
A feature that allows users to view current-year and historical information for saved or posted transactions.

Integrate
To join two or more accounting modules to form a system in which data is shared among modules. All modules are automatically integrated.

In-transit transfer
Movement of items from one site to another, using a via site to prevent the items from being sold while in-transit to the destination site.

Inventory
Goods produced or purchased to use or sell at a later date.

Inventory account
A posting account that is updated when transaction amounts are posted through General Ledger.

Inventory offset account
A posting account that is updated when transaction amounts are posted through General Ledger. *See also* Offset account.

Inventory variance quantity
The absolute difference between the on-hand quantity for an item-site combination when a stock count was started and the actual count quantity.

Item number
An identifier for one type of inventory item. This identifier is usually a combination of alphanumeric characters. Inventory items can be used in transaction entry only if item numbers have been assigned.

Item type
Describes either a type of item or the status of an item. For example, Services is one item type. Item types include sales inventory, discontinued, miscellaneous charges, kit, services, and flat fee. For specific information, see each item type.

Kit
An item type assigned to items that are treated as a single item at the time of sale. Kit quantities are not tracked in Inventory; however, costs and quantities are updated when the kit is sold. *See also* Component.

Landed cost group
A collection of landed cost records.

Landed costs
The additional costs that might be associated with purchasing a product, such as freight costs or duties.

Last/average cost
See Current cost.

Leading zeros
Zeros added to the beginning of a number—such as an item number or document number—to increase the number of characters in the number.

LIFO
An abbreviation for the last in, first out inventory valuation method. With this valuation method, inventory that was received most recently is considered sold first. The LIFO valuation method is not allowed in Australia or New Zealand.

LIFO periodic
Inventory costs are assumed to move on a last in, first out basis. Items are sold at one standard cost, based on a selected cost for the period. *See also* LIFO perpetual.

LIFO perpetual
The last in, first out inventory valuation method. Items are valued at the actual cost at which the most recently purchased item was received into inventory. *See also* LIFO periodic.

Link
A feature in some windows that allows you to view information as it was originally entered, as well as more detailed information about a particular item or bill.

Location
See Site.

Lookup window
A window that displays a list of accounts, customers, jobs, or other items in the system. Lookup windows for a specific field are displayed by choosing the looking glass button next to the field.

Lot attributes
Descriptions assigned to a lot category that can be used to further identify the lot-numbered items assigned to the category. For example, the category "color" could have the attributes teal, blue, and green. *See also* Lot category.

Lot category
Lot-numbered items that are grouped according to a broad characteristic, such as "Carpet." *See also* Lot attributes.

Lot number
An identifier provided by the manufacturer that can be used for tracking a specific set of items (for example, a roll of carpet or a roll of wire).

Macro
A series of actions performed within an application that have been recorded for playback at another time. Macros can be used to automate repeated tasks, such as month-end procedures or printing reports.

Main segment
The segment of posting accounts that has been designated as the sorting option for accounts on financial statements. Typically, the main segment is used to indicate whether the account is an asset, liability, owners' equity, revenue, or expense account.

Margin
See Percent margin.

Markup
See Percent markup.

Master posting
A posting process in which marked batches from different series can be posted simultaneously.

Minimum shelf life
A limited length of time that an item can be stored to meet specification requirements and to remain suitable for its intended purpose. *See also* Shelf life.

Miscellaneous charges
An item type assigned to items that aren't being tracked by quantity or current cost, such as shipping costs, customizing costs, or other costs that occur infrequently.

Module
An application that can be used to perform a specific set of tasks. Modules are combined to form a series. For example, the Inventory Control and the Bill of Materials modules are members of the Inventory series.

Non-inventoried item
An Item that doesn't have card set up in Inventory Control. This item is not usually carried in your inventory, but is stocked or ordered on a one-time basis.

Note
A feature that is used to attach messages to windows and fields throughout the system. The Note button also shows whether a note is attached to a window. A note can be edited and reattached, deleted, or printed.

Offset account
In double-entry accounting, the second account used to balance a transaction so that debits equal credits.

Order-up-to level
The order-up-to level is the sum of the order point and an amount you choose. It is also known as the target inventory level in some systems.

Origin
The location where a transaction is entered in Microsoft Dynamics GP, usually a transaction entry window within a specific module. Certain options, such as verifying batch controls and closing fiscal periods can be selected for each transaction origin. Also, the transaction origin appears as part of the audit trail code on all posting reports in Microsoft Dynamics GP.

Originating currency
The alternate currency that a multicurrency transaction was conducted in.

Override
To ignore a quantity shortage warning by entering more quantity than is available for an item in Inventory. *See also* Shortage.

Percent margin
A price method used to automatically determine item prices based on a desired profit margin. You can set up this method to calculate prices using either current or standard costs, depending on your valuation method.

Percent markup
A pricing method in which an item's price is determined by the item's current cost plus a fixed percentage. You can set up this method to calculate prices using either current or standard costs, depending on your valuation method.

Percent of list
A price method in which an item's price is determined by a percentage of the item's list price.

Phantom bill
A list of parts commonly used together when assembling a finished good. To create a phantom bill, you must have a Kit item set up in Inventory. However, you should not use the same item for both a kit and a phantom bill. *See also* Kit.

Physical inventory count
Periodic counts of items at a site. A physical inventory count also can be based on a defined interval for each item. Usually, inventory personnel count many or all items at once. For example, a business that completes a count of all items at the end of each month would be performing a physical inventory count.

Playback
To run a macro. Playing a macro back performs the procedure exactly as it was recorded.

Postal code
See ZIP code.

Posting
A procedure to make temporary transactions a part of permanent records or to update accounts by transaction amounts. In manual accounting, posting transfers journal entries to the proper accounts in a general ledger. In Microsoft Dynamics GP, posting transfers transaction and batch information into history.

Posting account
A financial account that tracks assets, liabilities, revenue, or expenses. These accounts appear on the financial statements and other reports created in the financial series. *See also* Account.

Posting journal
A report printed following the posting process that shows the detail for each transaction posted. Posting journals also include the audit trail code, which is a precise record of where each transaction has been posted within Microsoft Dynamics GP.

Price
A value, usually a currency amount, that is assigned to goods or to services.

Price book
A collection of one or more extended pricing price sheets. You can assign one price book to each customer, but each price book can be assigned to multiple customers.

Price group
An identifier for a group of items that have similar pricing.

Price level
For use with standard pricing. Allows you to set up additional detail for each price list, so that each unit of measure can have unlimited price breaks for different price levels, such as a retail price level, a wholesale price level, and so on.

Price list
For use with standard pricing. All of the pricing information for an item, including the different currencies, price levels, units of measure, and quantity breaks. Each item has one price list.

Price list record
For use with standard pricing. Each combination of currency, unit of measure, price level, and quantity break information for pricing an item, including the price for that combination.

Price method
For use with standard pricing. Used to determine the amount that is charged for an item.

Price sheet
A list of extended pricing prices that will apply only during a specified period. Each price sheet can be created for different combinations of items, price groups, or both. You can assign a price sheet to price books, customers, and prospects.

Process server
An application that allows users to direct the processing of some accounting functions and maintenance procedures to another computer on a network. No additional actions are required by the user. Once tasks have been sent to a process server, users immediately can begin other tasks.

Product
An item you can sell. Also a finished good.

Promotional price sheet
A price sheet that contains special offers for individual products. Promotions can be set up for free products, for special prices, for an amount, or for a percentage of the list price. *See also* Price sheet.

Purchase receipt
A "document" created by Microsoft Dynamics GP each time you enter an increase transaction for an item. The system uses this "document" internally to track the quantity and the cost of an item, which allows you to accurately assess the value of your entire inventory and of individual items. You can view information about individual purchase receipts using the Purchase Receipt Inquiry window.

Quantity allocated
Amount of an item designated for a particular purpose.

Quantity available
Total amount of an item that is available for sale. Quantity on hand - Quantity allocated.

Quantity on hand
The total amount of an item that is available, including allocated quantities. Quantity available + Quantity allocated.

Quantity type
A general category that determines how Microsoft Dynamics GP tracks the quantities of an item in Inventory Control. Specific quantity types include On Hand, Available, In Service, In Use, and Damaged. See specific quantity types for more specific information.

Range
A selection used to narrow the number of records that are printed on a report. For example, a selected range of items could be those between 5000 and 6000.

Real-time posting
See Transaction-level posting.

Reconciling
A procedure used to verify whether data is correct. In Inventory Control reconciling adjusts incorrect quantities between various inventory files, such as the Item Quantities File, Purchase Receipts File, Serial Number File, and Lot Number File.

Record
A collection of related fields within a file. Records typically comprise most or all of the data entered in the fields in a given window. For instance, all the information entered about a specific item in the Item Maintenance window make up a single record. A single transaction entered in a transaction entry window also constitutes a record.

Receipt cost
The total value in a currency amount on a receipt for a shipment.

Recurring batch
A batch that is posted repeatedly, according to the selected frequency. For example, you may set up a recurring batch to record monthly rent expense. With recurring batches, you still need to manually update the transaction information before you post the batch each time. In Australia and New Zealand, transactions entered in a recurring batch are referred to as standing transactions.

Removing history
A procedure used to erase ranges of historical information. Additional hard disk space becomes available when history has been removed. You should back up your data before performing this procedure.

Report group
A collection of report options that are printed simultaneously. You can also combine groups from different series and print them simultaneously.

Report option
A collection of entries that specify the amount of information or the type of information that appears on a report. Multiple report options can be created.

Return
The act of giving back merchandise to the seller after the sales invoice has been posted. The seller must then either exchange the merchandise or give back the customer's money.

Rolldown
The process of applying changes made in one class record to all item records assigned to that class. For example, if the generic description for one item in a class is changed, the rolldown applies the same change to all items in that item class.

Sales inventory
An item type for items that may be sold and reordered. Quantities and cost information are tracked for sales inventory items.

Sample data
Data that can be used with the lessons to practice Microsoft Dynamics GP procedures. Sample data can be accessed using the lesson company, Fabrikam, Inc.

Segment number
See Account segment number.

Serial number
An identifier assigned to a specific inventory item to differentiate it from all other similar items with the same item number.

Series
A group of modules that form an interrelated set of applications. For example, Inventory Control and Bill of Materials are part of the Distribution series.

Series posting
A posting process in which marked batches from the same series can be posted simultaneously.

Services
An item type for maintenance, support, or other labor sold by a business.

Setup routine
A series of procedures that can be used to open the windows where options and defaults for a specific module are modified or set up.

Shelf life
The length of time that an item can be stored to meet specification requirements and to remain suitable for its intended purpose. Shelf life applies to finished goods, as well as to raw materials. *See also* Minimum shelf life.

Shipping method
A method of transportation for goods or services, such as Air or Truck. Default shipping methods are provided with Microsoft Dynamics GP and can be modified for a specific business.

Shop calendar
A calendar that specifies the up and down days for a production floor.

Shortage
Occurs when you have less quantity available in Inventory for an item than you enter on a transaction. For example, if you have 5 recorded in inventory and create an assembly transaction that requires 10, you will receive a message saying that you have a shortage. Depending on how you've set up your system, you may not be able to override the shortage. *See also* Override.

Single-use batch
A batch that is created, posted once and then automatically deleted from the system after all transactions in the batch are posted.

Site
A store, warehouse, or other location from which items are sold or manufactured.

Sorting
A method of arranging data based on the order of specified information. For example, records sorted by class would list all records within a class before moving to records in the next class.

Sorting segment
Segments of posting accounts that can be used for sorting reports. Sixteen sorting segments can be used; seven are predefined and the remaining nine can be selected by the user.

Standard cost
The cost at which an item is removed from the inventory. Also the typical cost for an item. Standard cost is used with periodic LIFO and periodic FIFO valuation methods. You enter this amount manually on the item card, and can update from current cost during your year-end procedures. *See also* FIFO periodic.

Standard costing
See FIFO periodic.

Start date
The date that assembly began for a particular transaction; or, the date a stock count is started.

Stock count
A generic term that includes both cycle counts and physical inventory counts. See specific entries for more information.

Stock count calendar
Calendar of days when counting tasks—for cycle counts or physical stock counts—can be performed. If count intervals are assigned to items, suggested Next Stock Count dates are calculated based on the up days in the stock count calendar, the count interval and the date the item was counted last. For cycle counting, suggested Next Count Dates are spread over the length of the cycle. For example, suppose you have 300 items at a site that are to be counted every 30 days. The suggested Next Stock Count Dates would be spread over the 30-day cycle: 10 items would be due to be counted the first day, 10 other items the second day, and so on.

Stock count variance
The difference between on-hand inventory quantities according to inventory records, and actual results from a stock count.

Summary report
A report summarizing the transactions made to a particular account.

Tab-delimited fields
A tab-separated ASCII character file format used when exporting a report so that it can be read by programs that use this format.

Target inventory level
See Order-up-to level.

Tax detail
A definition of a tax that may applied to an item at the time of sale. Tax details are grouped into schedules. *See also* Tax schedule.

Tax schedule
A collection of sales tax details that is applied to customers, items, adjustments, and other taxable costs. *See also* Tax detail.

Text-only format
A file format that saves reports as text without formatting. This format is used when exporting reports to applications that are unable to read other formats available in Microsoft Dynamics GP.

Transaction
An event or condition that is recorded in asset, liability, expense, revenue and/or equity accounts. Adjustments to inventory are defined as transactions.

Transaction date
The date a transaction is posted if you selected to post by transaction date in the Posting Setup window.

Transaction history
A detailed record of posted transactions. You can keep unlimited history.

Transaction-level posting
A posting method in which transactions can be entered and posted without having to create a batch. Also know as real-time posting. *See also* Batch-level posting.

Transfer
Movement of inventory items from one site or quantity type to another.

Unit of measure
A part or set defined by the users in which an item can be bought or sold. Items can be sold in multiple units of measure. For example, if you sell wine, you could have a unit of measure of Each and Magnum. The customer would then be able to purchase a single bottle (each) or four bottles (magnum).

Unit of measure schedule
A series of equivalencies that define how you can convert measurements of an item from one unit of measure to another.

Up day
A normal working day; any day other than a down day. *See also* Down day.

Usage quantity
In ABC analysis, the number of units of an item to be consumed over a period of time. Usage quantity can be based on history, projections or a combination of both.

Usage value
The currency value of the usage quantity.

Valuation method
The procedure used to determine how costs and profits are calculated for a company or item.

Variance
The difference between the number of items recorded in Inventory Control and the number of items actually in physical inventory. Variance may occur as a result of data entry errors, theft, spoilage, or other issues.

Vendor
A person or company providing goods or services in return for payment.

Via site
An interim location for items that are being moved from one site to another.

Weighted average
See Average perpetual.

Wizard
A series of windows that lead you through decisions you need to make to complete a procedure. A wizard narrows your options as you go, so that you aren't overwhelmed with options. You'll also have the option to move backward in the decision-making process, so that if you make a mistake you can undo it before any changes are saved.

Year-end closing
A process used to move current year figures to last year, remove discontinued items, update standard costs, remove sold receipts, and remove lot attributes.

ZIP code
In the United States, the postal code assigned to all addresses. In other countries or regions, it may be referred to as post code or postal code.

Index

A

ABC analysis
  adjusting results 311
  breakpoints 310
  calculations 311
  finalizing results 312
  for large inventories 311
  historical usage calculations 311
  negative quantities 313
  on-hand inventory value calculations 311
  performing 308
  previewing results 311
  process server 311
  projected usage calculations 311
  quantities 313
  recommended frequency 308
  reports 313
  rules 308
  unit cost calculation 311
  usage quantity calculations 311
  usage value calculations 311
  uses 314
  weighted average calculations 311
  zero quantities 313
ABC Analysis Breakpoints window
  displaying 310
  performing analysis 310
ABC Analysis Options window
  displaying 308
  performing analysis 308
ABC Analysis Preview window
  displaying 312
  previewing analysis results 312
ABC Analysis Summary window
  displaying 313
  previewing analysis results 313
ABC Calendar Option window
  displaying 309
  performing analysis 309
ABC codes
  described 307
  finalizing 312
  modifying for one item 314
ABC Print Options window
  displaying 313
  printing ABC Analysis Results report 313
ABC System Options window
  displaying 309
  handling negative quantities 314
  handling zero quantities 314
  performing analysis 309
ABC Usage Quantity window
  displaying 310
  performing analysis 310
accounts in Inventory Control
  changing for stock counts 198
accounts in Inventory Control (*continued*)
  default for item classes 39
  distribution accounts for stock count variances 198
  distribution accounts for transactions 175
  effects of matching invoices 151
  kits 138
  segment substitution 110
  specifying default posting for an item 57
  updating for cost variances 105
Add Price List Wizard - Currency and Price Level window
  adding a price list to several items 268
  displaying 268
Add Price List Wizard - Finish window
  adding a price list to several items 271
  displaying 271
Add Price List Wizard - Initial Percentage window, adding a price list to several items 269
Add Price List Wizard - Initial Price window, adding a price list to several items 269
Add Price List Wizard - Preview window
  adding a price list to several items 270
  displaying 270
Add Price List Wizard - Price Method window, adding a price list to several items 268
Add Price List Wizard - Restrictions window
  adding a price list to several items 270
  displaying 270
adjustment transactions
  described 161
  entering 162
allocation
  override options in Inventory Control 17
  viewing in Inventory Control 217
Assign Currency Wizard - Currency window
  assigning currency to several items 278
  displaying 278
Assign Currency Wizard - Finish window
  assigning currency to several items 280
  displaying 280
Assign Currency Wizard - Preview window
  assigning currency to several items 280
  displaying 280
Assign Currency Wizard - Select Restrictions window
  assigning currency to several items 279
  displaying 279
attributes, *see* lot attributes
audit reports
  Add Price List Audit Report 271
  Assign Currency Audit Report 280
  beginning quantities 117
  Copy Price List Audit Report 276
  Cost Adjustment Audit Report 266
  Remove Price List Audit Report 278
  Valuation Methods Change Audit Report 300
available to promise (ATP), viewing inventory 230
average costs, calculations 266

B

back orders
  allowing for an item 53
  allowing for an item class 37
  allowing in Inventory Control 37
background processes, posting 204
base price books
  see also price books
  described 82
  overview 94
  transferring information 283
base unit of measure, described 24
batch posting in Inventory Control, procedure 204
batches in Inventory Control
  advantages 157
  creating 158
  deleting 159
  described 157
  marking for posting 205
  modifying 159
  origins 157
  overview 157
  Post to General Ledger option 116
  posting dates 158
  posting limitations 204
  posting options 158
  posting single 204
  recurring
    described 157
    posting 204
  requirements for editing 159
  series posting 205
  single-use
    described 157
    posting 204
  uses at year-end closing 318
beginning quantities
  entering 115
  lot numbers 117
  serial numbers 119
Bill of Materials
  relationship to Inventory Control 7
  substitute items 52
  transaction inquiries 243
bills of materials
  described 137

- bills of materials (*continued*)
  - phantoms 137
  - projections 142
- Bin Quantity Entry window
  - displaying 120
  - entering for beginning quantities 120
- Bin Quantity Inquiry window
  - displaying 218
  - viewing bin quantities 218
- Bin Quantity Transfer Entry window
  - displaying 174
  - entering bins for in-transit transfers 175
  - entering bins for transfers 174
- bins in Inventory Control
  - assigning priorities to bins 127
  - bin-to-bin transfer for lot numbers 178
  - bin-to-bin transfer for serial numbers 179
  - default bins
    - item-site combinations 126
    - sites 113
  - effect on stock counts 20
  - entering for a site 112
  - overview 10
  - removing 300
  - removing bin priorities 127
  - setup
    - all users 18
    - users with existing quantities 18
  - specifying for in-transit transfers 175
  - specifying for item transfers 174
  - transferring quantities 177
  - viewing quantities 218
- breakpoints, described 310
- buyers
  - replacing IDs in records 301
  - specifying for item-site 135

C

- calendar history
  - described 287
  - Inventory Control reports 288
  - removing 287
- captured quantities, described 183
- categories, *see* lot categories, user categories
- Change Decimal Places window
  - changing decimal places 297
  - displaying 297
- Change Valuation Method window
  - changing valuation methods 299
  - displaying 299
- changes since last release, information about 4
- checklists
  - Inventory Control available lists 321
  - Inventory Control overview 321
  - using for inventory 321
- classes, *see* item classes
- components in Inventory Control, assigning to kits 138
- Copy Price List Wizard - Finish window
  - copying a price list to a group 276
  - displaying 276
- Copy Price List Wizard - Preview window
  - copying a price list to a group 276
  - displaying 276
- Copy Price List Wizard - Restrictions window
  - copying a price list to a group 275
  - displaying 275
- Copy Price List Wizard - Source Item Number window
  - copying a price list to a group 275
  - displaying 275
- cost of goods sold, kits 138
- cost variances
  - changing option for item classes 41
  - effect on accounts 105
  - example of revaluing 106
  - revaluing items 102
  - revaluing purchase receipts 37
  - tolerances 105
- costs
  - correcting transactions in Inventory Control 208
  - decrease transactions 17
  - how calculated when valuation method is changed 300
  - how entered values are used in price methods 49
  - valuation methods 8
- counted quantities, stock counts 193
- currencies in Inventory Control
  - adding to a price list 73
  - assigning to a group 278
  - assigning to items 58
  - changing decimal places 297
  - decimal places 17
  - decimal places for item classes 37
  - decimals for an item 49
  - decreasing decimal places 299
  - effects of changing decimal places for items 299
  - extended pricing errors 238
  - increasing decimal places for items 299
  - item classes 38
  - landed costs 150
  - list price 59
  - price lists 72
  - removing from an item 63
  - removing from item classes 41
  - rounding 74
  - setup 14
- Currency Amount price method, described 66
- Customer Pricing Maintenance window
  - displaying 98
- Customer Pricing Maintenance window (*continued*)
  - setting up extended pricing for a customer 98
- customers in Inventory Control
  - assigning one price sheet to 95
  - assigning one price sheet to a range of 96
  - assigning price books to 98
  - assigning price books to a range of 99
  - checking prices with extended pricing 237
  - item numbers 59
  - setting up extended pricing for 97
  - substitute item numbers 59
  - summary extended pricing reports 258
  - viewing extended pricing promotions 242
- Cycle Assignment Details window
  - displaying 147
  - setting up stock count intervals 147
- cycle counts
  - *see also* stock counts
  - changing intervals 148
  - described 11
  - how dates are calculated 148
  - intervals 145
  - intervals for several items 145
  - intervals for single item-site 147
  - reports 147

D

- dates
  - calculations for stock counts 148
  - changing for a stock count 194
  - Inventory Control posting batches 158
  - stock count documents 192
  - stock count posting dates 192
- decimal places
  - changing for items 297
  - currencies for item classes 37
  - decreasing for currencies for items 299
  - default for currencies for items 17
  - effects of changing for currencies for items 299
  - handling effects of changing for item currencies 298
  - increasing for currencies for items 299
  - quantities for item classes 37
  - reconciling 294
  - unit of measure schedules 23
- decrease transactions
  - adding lot numbers 17
  - displaying costs 163
  - inventory adjustments 209
  - inventory transfers 210
- default entries
  - decimal places 17

default entries (*continued*)
  item classes 36
  setup 15
Discontinued item type, described 8
discontinued items
  removal at year-end closing 320
  removing at year-end 319
  rules for removing 320
distribution accounts
  changing for inventory transactions 175
  changing for stock counts 198
distribution history
  described 289
  items 53
  removing General Ledger distributions 289
document dates, described 162
document numbers, setup 16
documentation, symbols and conventions 3
down days
  see also stock counts
  described 43
drop-ship items, reconciling 294

E
edit lists, *see* reports
expiration dates in Inventory Control
  entering for lot numbers 179
  viewing for lot numbers 222
extended pricing, *see* pricing
Extended Pricing Error Report window
  displaying 257
  printing pricing-error reports 257
Extended Pricing Report window
  displaying 258
  printing extended pricing summary reports 258

F
FIFO periodic, described 9
FIFO perpetual, described 8
fiscal history
  described 287
  Inventory Control reports 288
  removing 287
fiscal periods
  adding for Inventory Control 142
  closing in Inventory Control 317
  posting to closed 204
Fiscal Periods Setup window
  closing a period 317
  displaying 317
fiscal years, closing in Inventory Control 317
Flat Fee item type, described 8
forms, for stock counts 188
fractional amounts, selling 74
free items, creating promotional price sheets 92
functional currency
  decimals for an item 49
  described 14

G
General Ledger
  cost variances 9
  posting batches 158
  relationship to Inventory Control 7
  removing distribution history 289

H
help, displaying 3
Help menu, described 3
Historical Stock Status report, interpreting 255
history in Inventory Control
  adding periods 142
  described 287
  distribution 53
  effects of other modules 141
  entering beginning 141
  item classes 37
  overview 141
  overview of removing 287
  reconciling item history 294
  removing calendar 287
  removing cost change history 288
  removing distribution 289
  removing distribution with transaction history 288
  removing fiscal 287
  removing General Ledger distribution 289
  removing in-transit transfer 291
  removing journal 290
  removing stock count 290
  removing transaction 288
  requirements 141
  setup 53
  stock count 191
  transactions 53
  types 287

I
icons, used in manual 3
Internet information, setup for items 51
Internet Information window
  displaying 51
  entering item information 51
In-Transit Transfer Entry window
  deleting a transaction 181
  displaying 168
  modifying unposted transactions 208
in-transit transfer history in Inventory Control, removing 291
In-Transit Transfer History Inquiry window
  displaying 247
  viewing in-transit transfers 247
in-transit transfer transactions in Inventory Control
  described 162
  entering 167
  inquiries 246
  lot numbers 171
  serial numbers 173
Intrastat statistics
  item classes 38
  items 49
inventoried items, *see* items in Inventory Control 7
Inventory Activity Report Options window, creating a report option 261
Inventory Adjust Costs window
  adjusting purchase receipt costs 265
  displaying 265
Inventory Analysis Report Options window, creating a report option 261
Inventory Available to Promise Inquiry window, displaying 231
Inventory Batch Entry window
  creating a batch 158
  deleting a batch 159
  displaying 115
  entering beginning quantities 115
  entering decrease adjustments 209
  entering increase adjustments 209
  entering transfer decrease adjustments 211
  entering transfer increase adjustments 210
  modifying a batch 159
Inventory Batch ID window
  displaying 204
  posting a single batch 204
Inventory Checklists window
  displaying 321
  viewing checklists 321
Inventory Control Setup window
  creating a user category 20
  displaying 16
  specifying preferences 16
Inventory History Report Options window, creating a report option 261
Inventory Item Report Options window, creating a report option 261
Inventory Serial-Lot Report Options window, creating a report option 261
Inventory Series Posting window
  displaying 205
  posting several batches 205
Inventory Setup Report Options window, creating a report option 261
Inventory Transaction Inquiry window
  displaying 245
  viewing inventory transactions 245
inventory withdrawals, *see* decrease transactions
Inventory Year-End Closing window
  closing a year 319

Inventory Year-End Closing window (*continued*)
    displaying 319
invoices
    cost variances 105
    example of matching for landed costs 151
Invoicing, relationship to Inventory Control 7
Item Account Maintenance window
    displaying 58
    specifying default posting accounts for items 58
Item Allocation Inquiry window
    displaying 217
    viewing item allocation 217
Item Bin Transfer Entry window, displaying 177
Item Bin Transfer Lot Number Entry window
    displaying 178
    transferring items 178
Item Bin Transfer Serial Number Entry window
    displaying 179
    transferring items 179
Item Category Setup window
    creating a user category 21
    displaying 21
Item Class Accounts Setup window
    displaying 39
    specifying default posting accounts 39
Item Class Currency Setup window
    assigning currencies to item classes 38
    displaying 38
    removing currency from item class 41
Item Class Setup window
    creating an item class 36
    deleting item classes 41
    displaying 36
    modifying an item class 40
item classes
    advantages 35
    and items 35
    assigning currencies 38
    back orders 37
    changing default price levels 40
    changing revaluation setting 41
    controlling effects of changes 41
    creating 35
    decimal places 37
    deleting 41
    described 35
    effects of changes 40
    for existing items 35
    for new items 35
    for reports 35
    history 37
    Intrastat statistics 38
item classes (*continued*)
    item types
        changing 40
        entering 36
    lot numbers 36
    modifying 39
    posting accounts 39
    price groups 37
    price levels 38
    removing currencies 41
    reports 38
    revaluing purchase receipts for cost variances 37
    serial numbers 36
    setup 35
    specifying default item class 36
    specifying for items 48
    tax commodity code 38
    tax options 37
    track options
        changing 40
        entering 36
    unit of measure schedules 37
    user categories 38
    valuation methods 36
Item Currency Maintenance window
    assigning currencies to items 58
    changing currency decimals for an item 49
    displaying 58
    removing a currency from an item 63
item history, reconciling 294
Item History Periods window
    adding fiscal periods
        for history 142
        for projections 143
    displaying 142
Item History window
    displaying 141
    entering item history 141
    entering item projections 142
Item Inquiry window
    displaying 215
    viewing item information 215
Item Kit Maintenance window
    adding components to a kit 138
    deleting a kit component 139
    displaying 138
Item Lot Number Entry window
    beginning quantities 118
    displaying 118
    specifying lots for quantity-type transfers 167
    specifying lots for transfers 165
Item Maintenance Options window
    displaying 52
    entering item options 52
    modifying ABC code for one item 314
Item Maintenance window
    deleting an item record 63
    displaying 48
Item Maintenance window (*continued*)
    entering an item record 48
    modifying an item record 62
Item Price List Copy Maintenance window
    copying price lists 78
    displaying 78
Item Price List Inquiry window
    displaying 233
    viewing price lists 233
Item Price List Maintenance window
    adding price list records 72
    adding quantity breaks 74
    copying price lists 77
    creating a price list 71
    displaying 71
    removing entire price list 79
    removing part of a price list 78
    removing quantity breaks 76
Item Price List Options Inquiry window
    displaying 235
    viewing pricing options 235
Item Price List Options Maintenance window
    displaying 75
    specifying pricing options 75
Item Price Sheet Inquiry window
    displaying 241
    viewing price sheets for an item or price group 241
Item Print Option Preview window, displaying 60
Item Purchasing Options Maintenance window
    displaying 102
    setting up purchasing options for an item 102
Item Quantities Maintenance window
    deleting an item-site combination 121
    displaying 121
    entering all-site information 124
    entering site-specific information 125
Item Quantities Stock Count window
    displaying 147
    setting up stock count intervals for one item 147
    viewing suggested count dates 148
Item Resource Planning Inquiry window
    displaying 223
    viewing item information 223
Item Resource Planning Maintenance window
    displaying 130
    for item-site 130
    relationship to other resource planning windows 129
Item Serial Number Entry window
    displaying 119
    specifying serial numbers for beginning quantities 119

Item Serial Number Entry window (*continued*)
  specifying serial numbers for quantity-type transfers 167
  specifying serial numbers for transfer 165
Item Serial/Lot Number Definition Inquiry Zoom window
  displaying 216
  viewing lot numbers of items 216
  viewing serial numbers of items 216
Item Serial/Lot Number Definition window
  defining a lot number mask 56
  defining a serial number mask 54
  displaying for lot numbers 56
  displaying for serial numbers 54
Item Site Assignments window
  assigning an item to a site 114
  displaying 114
Item Site Default Bins window
  displaying 127
  specifying default bins for item-site combinations 127
Item Stock Inquiry window
  displaying 219
  viewing item stock 219
item stock quantities, viewing in Inventory Control 218
Item Transaction Distribution Entry window
  changing distribution accounts 176
  displaying 176
Item Transaction Entry window
  deleting a transaction 181
  displaying 116
  entering a variance transaction 163
  entering an adjustment transaction 163
  entering beginning quantities 116
  entering decrease adjustments 210
  entering increase adjustments 209
  modifying unposted transactions 207
Item Transaction Inquiry by Date window
  displaying 201
  viewing for stock count variances 201
Item Transaction Inquiry window
  displaying 244
  viewing item transaction information 244
Item Transfer Distribution Entry window
  changing distribution accounts 176
  displaying 176
Item Transfer Entry window
  changing quantity types 166
  deleting a transaction 181
  displaying 165
  entering a transfer transaction 165
  entering transfer increase adjustments 210
  modifying unposted transactions 207
Item Transfer Lot Number Entry window
  displaying 170
  specifying lot numbers for a transfer 170
Item Transfer Quantity Type Entry window
  changing item quantity type 167
  displaying 167
Item Transfer Serial Number Entry window
  displaying 171
  specifying serial numbers for a transfer 171
item types
  changing in item classes 40
  described 7
  requirements for stock counts 183
  specifying for an item 48
  specifying for item classes 36
Item Vendors Maintenance window
  assigning vendors to items 104
  displaying 104
  removing a vendor from an item 105
items in Inventory Control
  see also inventoried items, item classes, item types, valuation methods
  adding a price list to a group 268
  adding information for all sites 124
  adding many to stock count 185
  adding one to stock count 185
  adjusting purchase receipts 265
  allowing back orders 53
  assigning currencies to one 58
  assigning currencies to several items 278
  assigning to kits 138
  assigning to sites 114
  assigning user categories 53
  assigning vendors 103
  beginning quantities 115
  changing count intervals 148
  changing decimal places 297
  changing quantity types 166
  changing valuation methods 299
  checking for missing extended pricing 256
  copying 61
  costs 163
  currency decimals 49
  customer item numbers 59
  default planning information 135
  default posting accounts 57
  default selling unit of measure 71
  default site IDs 125
  deleting 63
  deleting from sites 121
  distribution history 53
  effects of reconciling 293
  entering 48
items in Inventory Control (*continued*)
  example of revaluing for cost variances 106
  historical stock status 255
  inquiries 215
  inquiry reports 217
  Internet information 51
  Intrastat statistics 49
  item classes 48
  Item Stock Inquiry Report 219
  item types 36
  life cycle trace for lot numbers 224
  life cycle trace for serial numbers 224
  lot attribute information 179
  manufacturer item numbers 103
  maximum level 130
  minimum shelf life 31
  modifying 62
  modifying ABC code for an item 314
  numbering systems 47
  overdue for stock counts 185
  overview of history 141
  planning information 129
  planning information for a site 135
  price calculations 49
  price groups 71
  price lists 70
  price methods 49
  pricing overview 65
  primary vendors 125
  projections 142
  purchase order generator
    setup for one item 131
    updating ranges of items 302, 303
  purchasing options 101
  purchasing setup 101
  purchasing unit of measure 102
  quantity decimals 49
  recall trace for lot numbers 229
  recall trace for serial numbers 229
  relationship to classes 35
  relationship to sites 109
  removing a currency 63
  removing discontinued 319
  removing from stock count 186
  removing vendors 105
  reorder levels 130
  replacing buyer IDs 301
  replacing planner IDs 301
  requiring lot numbers 53
  requiring serial numbers 53
  revaluing for cost variances
    allowing for item 102
    example 105
  rounding currency amounts 74
  rounding when updating price lists 274
  rules for deleting 63
  rules for removing discontinued 320
  rules for updating price lists with wizards 280

items in Inventory Control (*continued*)
  sales history 141
  selling fractional amounts 74
  Serial Number Inquiry Report 221
  Serial/Lot Trace Inquiry Report 230
  setup 52
  shipping weight 49
  site-specific information 123
  substitute item numbers for customers 59
  substitutes 53
  tax commodity code 49
  tax options 49
  tax schedules 49
  tracking options 53
  transaction history 53
  transaction inquiries 243
  transferring between price sheets 283
  transferring to sites 164
  units of measure schedules 49
  updating ABC codes after analysis 312
  updating price lists 271
  user categories 16
  valuation methods 8
  variances 130
  viewing allocation information 217
  viewing bill of materials traces 228
  viewing bin quantities 218
  viewing in a price sheet 239
  viewing in-transit transfer transactions 246
  viewing inventory transactions 245
  viewing item information 215
  viewing lot number information 221
  viewing price sheets 241
  viewing resource planning information 223
  viewing serial number information 219
  viewing stock quantity information 218
  warranty length 53
item-site combinations
  adding many to stock counts 185
  adding one to stock counts 185
  assigning landed cost group 126
  buyers 135
  creating 114
  default bins 126
  deleting 121
  described 109
  details 123
  effects 109
  entering planning information 129
  order policies 135
  planners 135
  planning information 135
  primary vendors 125
  removing 121
  removing bins from 300
item-site combinations (*continued*)
  removing from stock counts 186
  replacing buyer IDs 301
  replacing planners IDs 301
  replenishment methods 135
  requirements 109
  setup 125
  stock count intervals for several items 145
  stock count intervals for single item-site 147

J

journal history in Inventory Control, removing 290

K

Kit item type, described 8
kits
  assigning components 138
  compared to phantom bills of materials 137
  cost of goods sold 138
  deleting 139
  deleting components 139
  described 137
  posting accounts 138
  reports 139
  setup 138

L

Landed Cost Group Maintenance window
  creating a landed cost group 152
  displaying 152
  removing record from group 152
Landed Cost Maintenance window
  creating a landed cost record 149
  displaying 149
landed costs
  assigning group to item-site 126
  calculation methods 150
  creating groups 151
  creating records 149
  deleting landed cost record 151
  effects of deleting landed cost record 151
  invoice matching effects 151
  overview 149
  removing record from group 152
lead time, described 104
lessons, accessing 4
LIFO periodic, described 9
LIFO perpetual, described 8
list prices, setup for currencies 59
lists, *see* reports
lookup window, displaying 4
Lot Attribute Entry window
  displaying 118
  entering a manufactured date 180
  entering an expiration date 180
  entering lot attribute information 180
Lot Attribute Inquiry window
  displaying 223
  viewing lot attributes 223
lot attributes
  entering information 179
  removing 319
  removing at year-end closing 320
  viewing 222
lot categories
  creating 32
  deleting 33
  entering attributes 179
  modifying 32
  reports 32
  specifying for item classes 37
  specifying for items 53
  tracking item shelf life 32
  viewing 222
Lot Category Setup window
  creating a lot category 32
  deleting a lot category 33
  displaying 32
  modifying a lot category 32
Lot Number Inquiry window
  displaying 221
  viewing for items 221
  viewing lot attributes 222
lot numbers in Inventory Control
  automatically assigning 17
  bill of materials traces 228
  changing for stock counts 198
  changing tracking for item class 40
  creating categories 32
  defining a mask 55
  entering attribute information 179
  entering expiration dates 179
  entering for stock counts 196
  entering manufactured dates 179
  expiration warning 53
  expiration warning for item classes 36
  for beginning quantities 117
  in stock counts 193
  in-transit transfer transactions 171
  life cycle traces 224
  lot split quantity 55
  mask character types 56
  maximum mask length 57
  recall traces 229
  reconciling 293
  requiring for an item 53
  Serial/Lot Trace Inquiry Report 226
  specifying a category for an item 53
  tracking for item class 36
  transfer transactions 169
  using expired lot numbers 18
  viewing attributes 222
  viewing expiration dates 222
  viewing for items 221
  viewing manufactured dates 222

M

manufactured dates in Inventory Control
    entering for lot numbers 179
    viewing for lot numbers 222
manufacturer item numbers in Inventory Control, entering 103
Mass Remove Price Sheets window
    displaying 286
    removing price sheets 286
minimum shelf life
    example 31
    number of days 53
Miscellaneous Charges item type, described 8
modules, relationships to Inventory Control 7
moving average perpetual, described 9
multicurrency, in price lists 65
Multicurrency Management
    changing currency decimal places 298
    price lists and items 69
    price lists for items 72

N

new features, information about 4
numbering systems, described 47

O

order methods, described 128
order policies
    described 128
    specifying for an item 129
    specifying for an item-site 135
originating currencies
    assigning to items 58
    extended pricing errors 238
overdue items, stock counts 185
Override Item Print Option window, displaying 60
overrides, setup for Inventory Control 17

P

Percent Margin–Current Cost price method, described 66
Percent Margin-Standard Cost price method, described 66
Percent Markup–Current cost price method, described 66
Percent Markup-Standard Cost price method, described 66
Percent of List price method, described 66
phantom bills of materials
    compared to kits 137
    described 137
    requirements 137
physical inventory count
    see also cycle counts, stock counts
    described 11
picking tickets, tasks for shortages 18
Planner Maintenance window
    creating a planner ID 107

Planner Maintenance window (*continued*)
    deleting a planner ID 107
    displaying 107
planners
    creating IDs 107
    deleting IDs 107
    replacing IDs in records 301
    reports 107
    specifying for item-site 135
planning information, specifying defaults for items 135
posted transactions, inventory inquiries 245
posting accounts in Inventory Control
    assigning 57
    cost calculations 176
    kits 138
posting dates, described 162
posting in Inventory Control
    accounts 176
    accounts affected 7
    background process 204
    batch limitations 204
    batches 158
    batches in series 205
    closed fiscal period 204
    dates for batches 158
    effects 104
    kits 137
    marking batches 205
    Post to General Ledger option 116, 117
    removing journal history 290
    reports 204
    series 205
    setup 14
    stock count variances 194
    transactions 203
posting journals, printing 203
Price Book Assignment Ranges window
    assigning a price book to a range of customers or prospects 100
    displaying 100
Price Book Assignment window
    assigning a price book to customers or prospects 99
    displaying 99
Price Book Maintenance window
    creating a price book 95
    displaying 95
price books
    see also base price books
    assigning
        to a range of customers 99
        to a range of prospects 99
        to customers 98
        to prospects 98
    creating 94
    described 81
    overview of base price book 94
    summary reports 258

Price Group Assignment window
    assigning one item to a price group 84
    displaying 84
Price Group Item Ranges window
    adding a range of items to a price group 86
    displaying 86
Price Group Items Maintenance window
    assigning multiple items to a price group 85
    displaying 85
Price Group Maintenance window
    creating a price group 83
    displaying 83
Price Group Setup window
    creating a price group 28
    deleting a price group 29
    displaying 28
price groups
    assigning a range of items to for extended pricing 86
    assigning items to for extended pricing 84
    assigning multiple items to for extended pricing 85
    assigning to an item for standard pricing 71
    creating for extended pricing 83
    deleting 28
    described 27
    described for extended pricing 81
    described for standard pricing 27
    editing for extended pricing 83
    item classes 37
    rules for deleting 28
    setup 28
    viewing in a price sheet 239
    viewing price sheets for 241
Price Level Setup window
    creating price levels 27
    deleting price levels 28
    displaying 27
price levels
    adding to a price list 73
    changing for item class 40
    default entries for Sales Order Processing 38
    default for sales 71
    deleting 28
    described 27
    example 68
    item classes 38
    price lists 71
    requirements for multiple 28
    setup 27
    viewing 233
Price List Utilities - Main Menu window, choosing price list update 267
Price List Utilities - Welcome window
    displaying 267
    starting price list wizard 267

price lists
  Add Price List Audit Report 271
  adding a currency 73
  adding a price level 73
  adding quantity breaks 73
  adding records 72
  adding to a group 268
  adding units of measure 73
  Copy Price List Audit Report 276
  copying 77
  copying to a group 274
  creating 70
  currencies 72
  described 69
  effects of copying 76
  example 67
  fixed percentages versus percentages 274
  Multicurrency Management 69
  option inquiries 234
  overview 65
  price levels 71
  price list records 69
  price methods 71
  Remove Price List Audit Report 278
  removing 276
  removing entire 79
  removing part of 78
  removing quantity breaks 76
  requirements to copy 76
  rounding
    calculations 274
    setup 74
    viewing 234
  rules for adding to a group 281
  rules for assigning a currency to items 281
  rules for copying to a group 281
  rules for removing from a group 281
  rules for updating a group 281
  rules for updating with wizards 280
  setup 70
  tree views 69
  Update Price List Audit report 273
  updating by percentages 274
  updating for group 271
  updating with wizard 267
  viewing 233
price methods
  assigning to items 49
  calculating 66
  described 65
  formulas 66
  specifying 71
Price Sheet Assign Free Item window
  creating free-item promotions 92
  displaying 92
Price Sheet Assignment Ranges window
  assigning a price sheet to many 97
  displaying 97
Price Sheet Assignment window
  assigning a price sheet to many 96
  displaying 96
Price Sheet Detail Free Item Inquiry window
  displaying 240
  viewing free-item promotions 240
Price Sheet Detail Maintenance window
  displaying 90
  entering price sheet details 90
  entering promotion details 91
Price Sheet Inquiry window
  displaying 240
  viewing price sheet information 240
Price Sheet Maintenance window
  creating a price sheet 88
  displaying 88
Price Sheet Transfer window
  displaying 284
  transferring price sheet information 284
price sheets
  adding details 89
  assigning one, to multiple 95
  assigning one to a range 96
  creating 87
  described for extended pricing 81
  editing 87
  free-item promotions
    creating 92
    examples 93
  overview for extended pricing 87
  promotional
    creating 91
    described 81
    viewing for a customer or prospect 242
  removing 285
  transferring information 283
  viewing assignments 239
  viewing for items and price groups 241
  warnings 89
Price Trace Inquiry window
  checking pricing 238
  displaying 238
Price Trace Originating Currency Trace window
  displaying 239
  viewing originating currency errors 239
pricing
  see also price groups, price levels, price lists, price methods
  calculations for extended pricing 82
  checking for extended pricing 237
  checking for missing prices 256
  comparison of extended and standard pricing 9
  extended pricing errors for originating currencies 238
pricing (*continued*)
  setting up for a customer for extended pricing 97
  setting up for a prospect for extended pricing 97
  setup for extended pricing 83
  standard pricing price structures 67
  summary reports for extended pricing 258
  terms for extended pricing 81
  when to use extended pricing 9
  when to use standard pricing 9
primary vendors, setup 125
process server, ABC analysis 311
projections, entering 142
Promotion Price Sheet Inquiry window
  displaying 242
  viewing promotions 242
promotional price sheets
  creating 91
  described 81
  examples of free-item promotions 93
  setting up for free items 92
  viewing for a customer or prospect 242
Prospect Pricing Maintenance window
  displaying 98
  setting up extended pricing for a prospect 98
prospective customers
  assigning one price sheet to 95
  assigning one price sheet to a range of 96
  assigning price books to 98
  assigning price books to a range of 99
  checking prices with extended pricing 237
  setting up extended pricing for 97
  summary extended pricing reports 258
  viewing extended pricing promotions 242
purchase order generator
  how order quantities are calculated 133
  item information 131
  item reports 259
  overview 128
  setting up default values 129
  updating ranges of items 302, 303
Purchase Order Generator Item Maintenance window
  displaying 132
  relationship to other resource planning windows 129
  setting up an item for purchase order generator 132
Purchase Order Generator Item Report window
  displaying 260

Purchase Order Generator Item Report window (*continued*)
  printing purchase order generator item reports 260
Purchase Order Item Mass Update window
  displaying 302
  updating item options 302
Purchase Order Processing
  relationship to Inventory Control 7
  transaction inquiries 243
purchase orders in Inventory Control, how quantities are calculated for purchase order generator 133
purchase receipts
  adjusting costs 265
  changing option for item classes 41
  example of revaluing 106
  finding errors in posted transactions 208
  inquiries 247
  reconciling 293
  removal at year-end closing 320
  revaluing for cost variances 105, allowing in setup 37
  split 180
Purchase Receipts Inquiry window
  displaying 248
  finding errors in posted transactions 208
  viewing purchase receipt information 248
purchasing options, Inventory Control overview 101
purchasing units of measure 102

Q

quantities in Inventory Control
  ABC analysis 313
  allowing overrides 17
  changing decimal places 297
  changing types 166
  correcting in transactions 208
  decimal places 17
  decimal places for item classes 37
  effects of reconciling 293
  entering sales history 141
  kits 137
  lot numbers 116
  reports 298
  serial numbers 116
  stock counts 193
  updating at year-end closing 320
  viewing item allocation 217
  viewing item stock information 218
quantity breaks
  adding to a price list 73
  described 73
  for different currencies 73
  ranges 73
  removing 76
quantity breaks (*continued*)
  rules 73
  viewing for price lists 233
quantity types, changing for items 166

R

receipts in Inventory Control, effect of posting 104
Reconcile Inventory Quantities window
  displaying 294
  reconciling item quantities 294
reconciling in Inventory Control
  after changing decimal places for items 298
  drop-ship items 294
  effects 293
  item history 294
  overview 293
  preparation 294
  reasons 293
  reports 295
recurring batches, described 204
Remove Bins window
  displaying 301
  removing bins 301
Remove Inventory Calendar-Fiscal Summary History window
  displaying 287
  removing history 287
Remove Inventory Distribution History window
  displaying 289
  removing distribution history 289
Remove Inventory Posting Journal History window
  displaying 290
  removing journal history 290
Remove Inventory Transaction History window
  displaying 288
  removing transaction history 288
Remove Price List Wizard - Finish window
  displaying 278
  removing price lists from items 278
Remove Price List Wizard - Preview window
  displaying 277
  removing price lists from items 277
Remove Price List Wizard - Restrictions window
  displaying 277
  removing price lists from items 277
Remove Stock Count History window
  displaying 291
  removing stock count history 291
reorder levels, entering for specific item-site 130
Replace Resource Planning Buyer/Planner window
  displaying 301
Replace Resource Planning Buyer/Planner window (*continued*)
  replacing buyer IDs 301
  replacing planner IDs 301
replenishment levels, described 128
replenishment methods
  described 128
  specifying for item-site 135
report options, creating in Inventory Control 260
Reporting Services reports
  Inventory Control reports 261
  printing Inventory Control reports 262
reports, Reporting Services Inventory Control reports 261
reports in Inventory Control
  see also audit reports
  ABC analysis 312
  Accuracy Comparison Report 254
  Add Price List Audit Report 271
  Assign Currency Audit Report 280
  batch posting 204
  Copy Price List Audit Report 276
  Copy Price List Preview Report 78
  Cost Adjustment Audit 266
  creating options 260
  Decimal Places Change Audit 298
  Detailed Item List 50
  Distribution History Report 53
  edit lists 164
  exceptions for stock counts 187
  extended pricing summaries 258
  General Ledger distribution history 289
  Historical Stock Status Report 255
  in-transit transfer history 291
  Inventory Module Setup 18
  Inventory Transaction Edit List 117
  Item ABC Analysis Preview report 312
  Item ABC Analysis Results Report 313
  Item Allocation Inquiry Report 217
  Item Class List 38
  item classes 38
  Item Price List Report 234
  Item Stock Inquiry Report 219
  Item Transaction Inquiry 245
  Kit List 139
  Landed Cost Group List 152
  Landed Cost List 150
  list of reports 251
  Lot Category List 32
  Lot Number Inquiry Report 222
  missing extended pricing prices 256
  options, creating 260
  Physical Inventory Checklist 318
  Planner List 107
  posting batches 204
  posting journal history 290

- reports in Inventory Control (*continued*)
  - posting journals 203
  - price list 78
  - purchase order generator item 259
  - Purchase Receipts 208
  - Purchase Receipts Inquiry 249
  - Reconcile Report 295
  - Remove Price List Audit Report 278
  - Removed Stock Count History report 291
  - Replace Resource Buyer/Planner Exception Report 302
  - Resource Planning Site Roll Down Exception Report 136
  - restricting 260
  - Sales Summary Report 288
  - samples of reports 251
  - samples with technical names 251
  - Serial Number Inquiry Report 221
  - Site List 112
  - sorting 260
  - Stock Count Calendar List 44
  - Stock Count Cycle Assignment 147
  - stock count exception report 192
  - Stock Count Exceptions 187
  - stock count removal 291
  - stock counts 254
  - transaction edit lists 164
  - transaction history 289
  - Transaction History Report 53
  - Transaction Inquiry 246
  - Transaction Posting Journal 117
  - Transaction Posting Journal - Reprint Report 290
  - Transfer History Purge report 291
  - Unit of Measure List 24
  - Update Price List Audit report 273
  - Valuation Method Change Audit Report 300
- Reprint Inventory Journal Options window, creating a report option 261
- required fields, described 4
- resource planning
  - entering item-site information 129
  - overview of windows 129
  - reports 136
  - viewing for items 223
- Resource Planning Report Options window, creating a report option 261
- Resource Planning Site Maintenance window
  - displaying 135
  - relationship to other resource planning windows 129
  - specifying planning information 135
- resources, documentation 3
- rounding
  - price list updates 274
  - viewing options for price lists 234
- routines in Inventory Control
  - closing 317
- routines in Inventory Control (*continued*)
  - year-end closing 318

S

- Sales Inventory item type, described 8
- Sales Order Processing
  - relationship to Inventory Control 7
  - transaction inquiries 243
- selling options, setting up in a price list 74
- Serial Number Inquiry window
  - displaying 220
  - viewing serial numbers for items 220
- serial numbers in Inventory Control
  - beginning quantities 119
  - bill of materials traces 228
  - changing for stock counts 198
  - changing tracking for item class 40
  - defining a mask 54
  - in stock counts 193
  - in-transit transfer transactions 173
  - life cycle trace 224
  - mask character types 54
  - maximum mask length 55
  - recall traces 229
  - reconciling 293
  - requiring for an item 53
  - Serial/Lot Trace Inquiry Report 226
  - stock counts 197
  - tracking for item class 36
  - transfer transactions 170
  - viewing 219
  - viewing for sites 220
- Serial/Lot Bill of Materials Trace window
  - consumed into the serial/lot example 227
  - displaying 228
  - produced from the serial/lot example 227
  - using the tree view 226
- Serial/Lot Trace Inquiry window, displaying 224
- series posting in Inventory Control
  - described 205
  - marking batches 205
  - performing 205
- Service item type, described 8
- setup in Inventory Control
  - account segments 17
  - beginning quantities 115
  - company 13
  - cycle counts 145
  - decimal places 17
  - default posting accounts for items 57
  - document numbers 16
  - extended pricing 83
  - Internet information 51
  - item classes 35
  - item history 53
  - item numbering system 47
  - item records 48
  - item vendors 103
- setup in Inventory Control (*continued*)
  - item-site combinations 125
  - kits 138
  - manufacturer item numbers 103
  - Multicurrency Management 14
  - multiple bins
    - all users 18
    - users with existing quantities 18
  - overrides 17
  - overview of preferences 15
  - picking ticket shortages 18
  - posting 14
  - posting accounts 39
  - preparation 13
  - price groups 28
  - price groups for extended pricing 83
  - price levels 27
  - price lists 70
  - primary vendors 125
  - purchasing options 101
  - reports 18
  - resource planning for item-site 129
  - sites 111
  - stock calendars 43
  - stock count intervals for one item 147
  - stock count intervals for several items 145
  - stock counts 145
  - unit of measure schedules 23
  - user categories 20
- shelf life
  - example 31
  - number of days 53
  - tracking for an item 32
- shipping weight, specifying for an item 49
- single-use batches, described 204
- Site Bin Maintenance window
  - displaying 112
  - entering bins for a site 112
- Site Default Bins window
  - displaying 113
  - entering default bins for sites 113
- Site Maintenance window
  - assigning items to a site 114
  - creating a site 111
  - deleting a site 121
  - displaying 111
- Site/Bins Lookup window, viewing bin priority 126
- sites
  - account segments in Inventory Control
    - described 17
    - during posting 110
  - all site 123
  - assigning items in Inventory Control 114
  - assigning segment numbers in Inventory Control 111
  - bins
    - setup 112

sites (*continued*)
  bins
    specifying default bins 113
  deleting 121
  deleting from items 121
  entering item details in Inventory Control 123
  relationship to items 109
  removing bins from 300
  rules for deleting 120
  setup 111
  specifying default for an item 125
  tax schedules 111
  transferring items 164
  viewing information for items 216
  viewing lot numbers 221
  viewing serial numbers for items 220
sold receipts
  described 319
  removing 319
split purchase receipts
  see also purchase receipts
  described 180
standard costs
  price method calculations 66
  updating 319
  updating at year-end closing 320
standard pricing, rounding options 74
statuses in Inventory Control, stock count schedules 183
Stock Calendar Maintenance window
  changing a calendar 44
  displaying 43
  setting up a calendar 43
stock count calendars
  changing 44
  described 43
  reports 44
  setup 43
  use in calculating dates 148
  uses 43
Stock Count Cycle Assignment window
  displaying 146
  setting up count intervals 146
Stock Count Date Entry window
  changing count dates 194
  displaying 194
Stock Count Distribution Entry window
  changing accounts 199
  displaying 199
Stock Count Entry window
  clearing stock count entries 201
  displaying 192
  entering stock count results 192
  processing stock count results 202
Stock Count Lot Number Entry window
  changing lot numbers for a stock count 198
  displaying 196
  entering lot number information 196
Stock Count Mass Add window
  adding many items to a schedule 185
  displaying 185
Stock Count Print Options window
  choosing form options 188
  displaying 188
  printing forms 187
Stock Count Schedule window
  canceling a stock count 189
  creating a stock count schedule 184
  deleting a stock count 189
  displaying 184
  removing items from a schedule 186
  starting a stock count 187
stock count schedules
  adding many items 185
  adding one item 185
  canceling 189
  creating 184
  deleting 189
  described 183
  overdue items 185
  removing items 186
  starting 186
  statuses 183
Stock Count Serial Number Entry window
  changing serial numbers for a stock count 198
  displaying 197
  entering serial numbers for stock counts 197
Stock Count Unit of Measure Entry window
  displaying 195
  entering count results in different units of measure 195
stock counts
  see also cycle counts and stock count schedules
  accounts 198
  Accuracy Comparison Report 254
  adding many items 185
  adding one item 185
  advantages 145
  calendar 43
  canceling schedules 189
  changing dates 194
  changing intervals 148
  changing lot numbers 198
  changing serial numbers 198
  clearing 201
  count dates 192
  count start dates 192
  creating a schedule 184
  dates 192
  deleting 189
  described 11
  document dates 192
  editing variance transactions 199
  effect of using multiple bins 20
  effects of processing 191
stock counts (*continued*)
  entering results 192
  exceptions 187
  exceptions when starting 187
  forms 188
  history 191
  history reports 291
  how dates are calculated 148
  intervals for several items 145
  intervals for single item-site 147
  item types 183
  lot numbers 196
  next stock count dates 191
  options for forms 188
  overdue items 185
  overview of schedules 183
  posting 194
  posting dates 192
  posting variances 17
  processing 202
  removing history 290
  removing items from schedules 186
  requirements 183
  results 193
  serial numbers 197
  setup 43
  starting schedules 186
  units of measure 195
  variance transactions 191
  verifying variances 199
  viewing suggested dates 148
  year-end closing 318
substitutes, specifying for an inventory item 53
suppliers, *see* vendors
symbols, used in manual 3

T

tax commodity codes
  item classes 38
  items 49
tax options
  item classes 37
  specifying for an item 49
tax schedules in Inventory Control
  site-specific 111
  specifying for an item 49
tolerances
  described 105
  specifying for revaluing purchase receipts 102
tracking options
  for item classes 40
  for items 53
transaction history in Inventory Control
  described 288
  items 53
  removing 288
  reports 289
  updated at year-end closing 320

transactions in Inventory Control
  adjustment 161
  batches 157
  changing distribution accounts 175
  checking accuracy 164
  costs 163
  decrease adjustments 209
  deleting 181
  deleting a batch 159
  deleting in-transit transfers 181
  document date versus posting date 162
  entering for new period 318
  entering in-transit transfers 167
  finding errors in posted transactions 208
  grouping 157
  increase adjustments 208
  in-transit transfer inquiries 246
  in-transit transfers 162
  inventory inquiries 245
  inventory variance 193
  item inquiries 243
  Item Transaction Inquiry Report 245
  item transfers to different sites 164
  lot numbers for in-transit transfer 171
  lot numbers for transfer 169
  modifying in-transit transfers 207
  modifying unposted 207
  overview 161
  overview of corrections 207
  posting 203
  Purchase Receipts Inquiry 249
  quantity type item transfers 166
  removing history 288
  serial numbers for in-transit transfer 173
  serial numbers for transfer 170
  Transaction Inquiry Report 246
  transfers 162
  types 161
  variance 162
  verifying 164
Transfer Line Entry – Serial window
  displaying 173
  specifying serial numbers for a transfer 173
Transfer Lot Number Entry window
  displaying 172
  specifying lot numbers for a in-transit transfer 172
Transfer Purge Utility History window, displaying 291
Transfer Purge Utility window, removing journal history 291
transfers, adding lot numbers 17
transfers in Inventory Control
  changing distribution accounts 175
  changing quantity types 166
  decrease adjustments 210
  described 162
transfers in Inventory Control (*continued*)
  entering 164
  increase adjustments 210
  lot numbers 169
  reports 166
  serial numbers 170
tree views
  described 69
  displaying 70
  in the Serial/Lot Bill of Materials Trace window 226
troubleshooting, reconciling 293
tutorial, accessing 4

U

unit costs, units of measure 163
Unit of Measure Schedule Audit Report, printing 25
Unit of Measure Schedule Setup window
  copying schedules 24
  creating a unit of measure schedule 23
  deleting a schedule 26
  displaying 23
  modifying a schedule 25
unit of measure schedules
  see also units of measure
  assigning to items 49
  copying 24
  decimal places 23
  deleting 25
  example 24
  item classes 37
  modifying 25
  overview 23
  rules for deleting 25
  rules for updating 25
  setup 23
  Unit of Measure List 24
units of measure
  see also unit of measure schedules
  adding to a price list 73
  base 24
  decimal places 23
  default for sales 71
  described 68
  equivalents 24
  overview 23
  purchasing 102
  reports 24
  selling options 74
  stock count results 195
Unposted Item Transactions window
  displaying 200
  viewing for stock count variances 200
unposted transactions
  deleting items 63
  modifying in Inventory Control 207
  modifying in-transfer transfers in Inventory Control 207
up days
  see also stock counts
  described 43
Update Price List Audit report 273
Update Price List Wizard - Finish window
  displaying 273
  updating a price list for several items 273
Update Price List Wizard - Preview window
  displaying 273
  updating a price list for several items 273
Update Price List Wizard - Price Method window, updating a price list for several items 271
Update Price List Wizard - Restrictions window
  displaying 272
  updating a price list for several items 272
Update Price List Wizard - Rounding Information window
  displaying 272
  updating a price list for several items 272
Update Price List Wizard - Update Information window, updating a price list for several items 271
user categories
  adding values for items 53
  described 20
  item classes 38
  setup 20
  using in Inventory Control 53

V

valuation methods
  calculations for historical stock status 255
  changing 299
  cost variances 9
  described 8
  effects of changing 300
  item costs 163
  reports 300
  specifying for class 36
  specifying for items 48
  unit costs 163
variance transactions
  adjusting costs 266
  automatically created 193
  created by stock counts 191
  described 162
  editing 199
  entering 162
  entering for reorder levels 130
  item costs 163
  posting 191
  posting for stock counts 17
  split purchase receipts 180

variance transactions (*continued*)
    unit costs 163
    verifying 199
vendors in Inventory Control
    assigning to items 103
    lead time 104
    primary vendor setup 125
    removing from items 105
    reports 104

W

warranties, specifying length for item 53
weight, specifying for item 49
what’s new, accessing 4

Y

year-end closing in Inventory Control
    checklists 321
    effects 320
    overview 317
    performing 318
    preparation 317
    removing records 319
    reports 318
    stock counts 318
    updating standard costs 319