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INTRODUCTION

This manual is intended for users who understand the concepts of basic accounting and bookkeeping as well as those of their company and who are familiar with the basic operations of their computer hardware and operating system. All of the AS/AP™ manuals have been structured around the assumption that the user understands the basic conventions of the AS/AP™ program as described in the System Utilities Manual.

Documentation Conventions:

Before you start using this guide and the online Help system, it’s important to understand the documentation conventions.

<table>
<thead>
<tr>
<th>When you see this…</th>
<th>Do this…</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;Y&gt;</td>
<td>A specific key – In this case press the letter Y on your keyboard.</td>
</tr>
<tr>
<td>&lt;U-1-2&gt;</td>
<td>Menu option - In this case select the Utility menu, option 1 then option 2.</td>
</tr>
</tbody>
</table>

When not assigned a specific Hot Key function within a program module, the following conventions are in effect:

<table>
<thead>
<tr>
<th>When you see this…</th>
<th>Do this…</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;F10&gt;</td>
<td>Function key #10 – Used to jump through an entire input screen without making changes.</td>
</tr>
<tr>
<td>&lt;Esc&gt;</td>
<td>Press the Escape key on keyboard from most menus and the program will back up one menu.</td>
</tr>
<tr>
<td>&lt;Enter&gt;</td>
<td>Press the Enter or Return key from the keyboard.</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;</td>
<td>Used in conjunction with another key. &lt;Ctrl&gt;&lt;Y&gt; indicates that the user is to press the Control key and the letter Y at the same time.</td>
</tr>
<tr>
<td>&lt;PgDn&gt;</td>
<td>Page Down key on keyboard.</td>
</tr>
<tr>
<td>&lt;Ins&gt;</td>
<td>The Insert key will toggle the insert function on and off, when on information entered on the keyboard will overwrite what already exists.</td>
</tr>
<tr>
<td>&lt;Del&gt;</td>
<td>The Delete key will delete the character under the cursor.</td>
</tr>
</tbody>
</table>

The following conventions are used throughout the AS/AP™ Manuals and Help System:

<table>
<thead>
<tr>
<th>When you see this…</th>
<th>This is…</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Note Icon]</td>
<td>A note or tip.</td>
</tr>
<tr>
<td>![Warning Icon]</td>
<td>An alert or warning.</td>
</tr>
<tr>
<td>![Custom Icon]</td>
<td>Custom modifications.</td>
</tr>
<tr>
<td>![Refer Icon]</td>
<td>Refer to another manual.</td>
</tr>
</tbody>
</table>
Printer Interface:

The Printer Dialog Box that appears when the user approaches a printer-controlled function can be seen below:

![Printer Interface Diagram]

From here you can change the printer name, the default font, font size, lines per page, the file name, as well as sending the data to the printer or the screen.

The user can now easily select the font size for the report (or leave the default size which has been selected for the report). The page length can also be easily adjusted to avoid lengthy print jobs or cutting off reports halfway through the page (try different lengths to get the page printed the way you would like).

If the user wishes to send the report to the screen they only need to press the **Send to Screen** button. The screen will then clear and allow the user to select the file location for the report. A default location/path is generally designated allowing the user to simply press the <Enter> key. The report will then be displayed allowing the user to view it without having to print.

**NOTE:** THE PRINT SCREEN OF THE REPORT/FORM IS MERELY A PREVIEW OF WHAT THE USER WOULD RECEIVE FROM THE PRINTER AND THEREFORE IS FORMATTED BASED ON THE SETTINGS FOR THE WORKSTATIONS DEFAULT PRINTER.

If a hardcopy of the report is needed the user will press **Send to Printer** from the Printer Dialog Box in order to print the report.

In addition, you may also choose to cancel the report you are about to view in which case you would choose the **Cancel Report** button.
Hot Links

For your convenience, the most used programs in the AS/AP system have a direct route instead of going through the menus on the toolbar. This ‘Hot Link’ bar underneath the Main Toolbar on the Main AS/AP screen is shown below for your reference:

|----------------|---------------|--------------|---------------|--------------|-------------|---------------|--------------|---------------|------------|-------------|------------|---------------|--------------|------------|----------|-------------|

Each of these links will direct you to the corresponding program.

**THESE ‘HOT LINKS’ ARE NOT AVAILABLE WHEN THE PROGRAMS ARE OPENED THROUGH THE TOOLBAR.**
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RAW MATERIAL INVENTORY
CONTROL OVERVIEW

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

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

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

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

THE SYMBOLS ´ ´ ´ SHOULD NEVER BE USED IN CODES (CUSTOMER CODE, VENDOR CODE, ORDER NUMBER, ETC.) ALTHOUGH WE DON'T BLOCK THEIR USE IN ORDER Instances, THE QUOTES SHOULD NEVER BE USED IN ANY DATA SITUATION.
RAW MATERIAL INVENTORY
CONTROL
(FABRIC/TRIM INVENTORY)

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

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

The Raw Material Inventory Menu is reached by using the mouse to point to the desired module or by clicking the <Alt> key and then using the left and right arrows to move to the module. The menu bar at the top of the screen will look as follows once the Raw Material option is chosen, notice the indentation around the ‘Raw Material’ selection:

```
Util Ledger Payable Receivable Sales Finish Raw Material Payroll EDI
```

Selecting the Raw Material option, either by clicking on it with the mouse or by pressing enter will display the following menu:

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

This function combines all of the major Raw Material Inventory functions into one, including: adding, editing and deleting items. Reporting on raw material inventory items can also be performed from within this one screen.

After taking the Inventory Master File selection, the following tabbed screen will appear (see Figure 1.1):

![Figure 1.1: Raw Material Master – General Data](image)

This screen is a result of the Security System screen. The button to enter this screen is located at the key sequence U-1 under the Active Users tab.

Instructions for adding a Picture to the Raw Materials Master File to appear on this page can be found below:

- Create images that are approximately 125 pixels wide by 170 pixels high (this may need to be adjusted depending on your system setup)
- Access the Company Master File (through System Utility menu)
- Find the ‘Program Location’ under the ‘Environment’ tab (this location will look similar to the following example: X:/APPS/ASAP/ASAPV)
- Access Windows Explorer (or the ‘My Computers’ option)
- Locate the folder where the Raw Material Graphics are stored (will look similar to the following example: X:/APPS/ASAP/ASAPV/Graphics/RawMat)
INVENTORY MASTER

Place the Raw Materials graphics into this folder; the names of the images must correspond to the Raw Material Number (Code) setup in the General Data tab of the Raw Material Master File (.bmp, .JPEG, .gif).

- If the operator enters an item number and color code that does NOT already exist, it can be added (see Add an Item, page 17). If the item and color are already in the file, a screen is displayed to edit/delete the information (see Edit/Delete an Item, page 21).

Let’s briefly describe the toolbar that can be found at the bottom of the screen seen in Figure 1.1.

Figure 1.2: Toolbar

The toolbar at the bottom of the screen in the center is duplicated above for quick reference (see Figure 1.2). To begin with, if the button is shaded and lacking color it is not currently applicable to the task you are performing; only colored buttons can be selected from the screen above. The buttons are fairly self-explanatory from that point on.

Here is an overview of all of the buttons:

- For adding new records
- For editing existing records
- For jumping to the first record
- For jumping to the previous record
- For jumping to the next record
- For jumping to the last record
- For searching for a record
- For deleting the record that is showing
- For jumping to the first record
- For saving your data
- For printing the record (may or not be available on certain screens)
- For exiting the form
- The help button
There are various ways to locate an existing item in the Raw Material Inventory file:

- Using the arrow buttons located in the Toolbar (see Figure 1.2) to scroll to the existing item.
- Click on the ‘Find A Record’ button and enter the desired item number.
- Go to the List tab within the Raw Material Inventory Master screen, locate the item, highlight it and return to the General Data tab.

Reports

The second tab of the Raw Material Master file is the reports tab (see Figure 1.3).

![Figure 1.3: Raw Material Master - Reports](image)

To run any of the reports simply highlight the desired report and press <Enter> or double-click the name of the report. For explanations of the various reports available refer to the Inventory Reports section of this manual, page 35.

Add an Item

To add an item that is not currently in the AS/AP™ System simply click-on the ‘Add New Record’ button from the Toolbar. The screen shown in Figure 1.1 will then change to the following screen (see Figure 1.4):
The Item Number is a 12-character alphanumeric field used by the Raw Material Inventory system. There are 2 reserved codes, which should not be used to create inventory items. These are COMM, which is used for comments, and MISC, which is used for misc. sales. This field can also be referred to as the SKU. Enter the item number in the first field and continue down through the various fields, creating the new item. The following descriptions of each of the fields in the above ‘Add an Item’ screen are given as a helpful reference when completing this data.

There is one “trick” that is worth noting at this point. That is the ‘Copy Item’ button located in the bottom left-hand corner of the Raw Material Master screen.

The ‘Copy Item’ button can be used to create a new item using the characteristics of an existing item. Simply locate the item that you wish to copy from and then click on the ‘Copy Item’ button. Once this button has been clicked the following prompt will appear:
Enter the new item number, color, and warehouse and click on the ‘Copy Item’ button. The new item will then be created. To make any necessary changes click on the ‘Edit a Record’ button and continue as described in the Edit/Delete an Item section, page 21.

The **Description** is a 25 character alphanumeric field. This is the description of the item that is passed on to other program modules. The **Color Code** is the 3-character color code that distinguishes one fabric (or any other raw material) from another. Depending on the requirements of your company, these codes can be very specific in identifying the exact color (WHT for white, NBL for navy blue, etc.), or the code can be general (SLD for solid color, PRT for print, STP for stripe, etc.). Unlike the Finished Goods Inventory that MUST have a color code, the Raw Material system can be run WITHOUT color codes, or mixed, where some items have the 3-letter code and others do not. **Whs** is the 3-digit numeric code to indicate which warehouse this stock belongs in. It is used by many clients to store layers (locations) of inventory and is controlled by a flag.

The **Class** is the Inventory Class field and is 2-characters long. It can be upper- or lower-case and alphanumeric. The field is used to sort Inventory items into groups for numerous Sales and Inventory reports. An apparel manufacturer may use 'BL' to indicate blouses or 'SK' to indicate skirts. Reports can subsequently be produced that will list only one class or pre-sort all items by class and then item number within each class. It is important to remember that the Class Code is stored with each Order Line as the Order is entered into the system. If the Class is changed in the Inventory Master file, the change **DOES NOT EFFECT** previously issued Invoices or Open Sales Orders. Also included is a **Subclass** field, if necessary for the item. The **Code** can be used for additional classifications of Inventory by assigning a 1-character alphanumeric field. The Inventory Class can be maintained in this code table. If the associated system **FLAG** is activated the operator can only enter Class Codes that are in the Table. Finally, the **Duty** field is only used as a reference field to allow for a quick assessment as to if the item is dutiable or not.

The **Last Cost** field should contain the Last Cost for the item. Unlike Standard Cost, the Last Cost is the actual cost without any allowance for shipping or handling charges. The **Average Cost** is the default Costing method utilized by AS/AP™ is called a weighted average.

The **Average Cost** is updated during the receiving of the inventory process using the **Last Cost** field. The breakdown of the **Last Cost** is featured on page 15, under the **General Data** tab of the Inventory Master File. The title of the field group being calculated under the General Data Tab is the **Total Cost**. These costs are updated by labor and raw material changes.

LIFO and FIFO costing are also available for companies who wish to use them. Weighted Average means that the system continuously monitors changes in inventory and the value at which these changes occur. **Standard Cost** is used as an Alternative to the Last Cost or Average Cost. By definition, the Standard Cost is neither the Last Cost nor the Average Cost, but, rather a cost which is assigned. The Standard Cost is **ONLY** updated manually through the Inventory Master file maintenance screen. A
System FLAG activates the use of Standard Cost as the default for unit cost in the sales files. Standard Cost is intended to be the valuation rather than the actual cost represented by the Last Cost and the Average Cost. Standard Cost will typically contain the purchase price PLUS shipping, packaging, handling, and even waste allowances. The **LIFO Cost** field, if applicable to your system changes the system so that the Last Cost is always used for updates, reports and valuations. **Last Receipt** is a date field that will be filled in automatically when goods are received. The **Location** is the Actual location in the warehouse, that is used for tracking. This is a 6-character field that contains the physical location in the warehouse where the Product is stored. Finally in this grouping of fields is the **Acct. #** which is the GL account number for the Inventory. The GL Account number is a 4-digit code that relates to a particular account. For data entry purposes, this account MUST be either a type 2 or 3. This is what is known as 'Working Accounts.' In other words, they accumulate the money. The other accounts are formatting, totaling, or summary accounts and cannot be used to post money.

Once the GL account number has been entered and the user proceeds to the **On Hand** field the following message will be displayed:

**ASAP System Message**

**WARNING!! - Changing The ON-HAND Quantity Will After Your AVERAGE COST.**

The On Hand quantity will be automatically updated by the computer and is the current amount of this item On Hand for use. This figure is updated each time stock is added or subtracted from the Style. An update of the On Hand field can be FORCED through several different means. Each time the operator selects the function to Change Stock on Hand the system automatically summarizes the contents of the file. The field is also updated during Finished Goods Inventory Reports that list available colors. The **On Order** field will also be automatically updated by the computer and is the amount of this item On Order in the system. The **Committed** field is an optional flag in the system and automatically maintains the total units of Open Sales Orders by Item in the inventory file. This field is updated during Order Entry and Editing, Order Allocation, Scan Packing and Converting Orders to Invoices. In addition, a System Flag will allow the Bill of Materials explosion of Raw Materials required for the Open Sales Orders to appear as COMMITTED in the Raw Material Master file. The **Sales Order Utility Menu** contains an option that will total the outstanding Sales Orders (and BOM if active) in order to confirm the COMMITTED field (refer to that manual for further information on the topic). The **Reorder Point** is the point at which your company will need to restock, while the **Reorder Quantity** is the amount that your company will need to restock. Finally, **Lead Time** is the time allowed between ordering of this item.

The **Vendor** is simply the name of the vendor for this particular item. **Vendor Item #** is the stock number of this item in the Vendor’s system (not your own). This should be the SKU under which the Vendor will identify a particular inventory item. This code is used for purchase orders and cross-reference purposes. Finally, the **Reference** field is a 12-character alphanumeric field. The Reference field is what will appear on the Trim Sheet. Therefore, if the user leaves this field blank, they will not have a reference (description) of this item appearing on the Trim Sheet.

The **Unit Of Measure [UOM]** is defined by the Company and the Operator and can be any 3-character (alphanumeric) code. The Finished Goods Inventory of the AS/AP™ Apparel Systems is preinstalled to operate in either pieces (PCS) or dozens (DOZ). Therefore, the only time the user will be asked to enter a
Unit of Measure will be while selling a Non-Stock [MISC] item or Raw Material. If the company wants to maintain consistency in the codes used, a FLAG can be set to limit the choices to a list of codes. The Raw Material Inventory permits the operator to define a Unit of Measure for every SKU entered. If System Flag 99 is activated, the Unit of Measure is validated against a lookup table. In addition to the verification table, the codes M, KG, and DZ will be handled with 3 decimal places. DOZ is used by the Finished Goods system and will have no special effect if used in the Raw Material portion of the system. The codes HR, YDS, LBS, and GRS are handled with 2 decimal places. All other Units of Measure will be handled as whole numbers with NO decimal places. There is also the **PO Unit** that is simply the **Purchasing Unit of Measure**. If the item may be purchased in an alternate unit of measure (i.e. - feet v. meters) this is where the user can enter that unit. This option is controlled by a flag.

**Labor** is the yes/no checkbox that would be utilized as a Piece Work Interface with Raw Materials. The **BOM** or **Bill-of-Materials** field is for a layered inventory and is controlled by a flag. Finally, the **Dye Lot** is a checkbox field that indicates whether or not the company wants to track dye lots for this particular item, if you do simply mark the box, otherwise leave it blank.

Used in conjunction with roll-by-roll inventory, the **Purchase/Actual Width** and the **Purchase/Actual Yield** deal with the amounts of the raw materials required versus actually used to manufacture a finished product.

The **Type**, **Repeat Stripe**, and **Plaid** fields are system specific fields. If they are applicable to your system and you need further documentation please contact technical support.

Finally, there is a **Notes** field where the user can enter any additional information concerning this raw material item.

If, at any point, the user wishes to undo what has been done, click on the ‘Undo Changes’ button in the toolbar and the system will return to the way it was before anything was added.

Once complete click on the ‘Save Changes’ button and the item will be saved to the master list.

**Edit/Delete an Item**

To locate an item that is to be edited or deleted simply refer to page 17 where we discussed the various methods that can be used to find an existing item in the raw material inventory master file.

After the item is found, if the user is editing an existing raw material inventory item, click on the ‘Edit Record’ button in the Toolbar at the bottom of the screen (see Figure 1.2). The screen will then change to something similar to what is shown below (see Figure 1.5):
To make changes to any field simply click in that field and make the necessary corrections. Once complete click on the ‘Save Changes’ button.

ANY CHANGES TO THE ‘LAST COST’ FIELD OR THE ‘ON HAND’ FIELD WILL DISPLAY A WARNING THAT CHANGING THESE FIELDS MIGHT ALTER THE ‘AVERAGE COST’.

To add colors to existing items simply locate the item and click on the ‘Add Color’ button in the bottom left-hand corner of the Raw Material Master screen. The following prompt will then appear:

Enter the color and press the ‘Add Color’ button. Once you have completed adding colors click on the ‘Cancel’ button to return to the Raw Material Master screen.

If the user wishes to delete an existing item from the raw material inventory master file, simply locate that item and click on the ‘Delete Record’ button in the Toolbar (see Figure 1.2). The following prompt will
then appear:

![Delete Warning]

Pressing <N>o will return the user to the Raw Material Master screen without affecting the file. A <Y>es, on the other hand, will delete the item and return you to the screen.

If, at any point, the user wishes to undo any changes that have been made, click on the ‘Undo Changes’ button in the toolbar and the system will return to the way it was before anything was edited.

**Dye Lots**

The third tab of the Raw Material Master file is the Dye Lots tab (see Figure 1.6).

![Raw Material Master Dye Lots]

Figure 1.6: Raw Material Master Dye Lots
Purchases/Adjustments

The fourth tab on the Raw Materials Master File is the Purchases/Adjustments tab. For your convenience, this window is shown below:

![Raw Material Master Purchases/Adjustments](image)

Figure 1.7: Raw Material Master Purchases/Adjustments

Once complete, exiting through the General Data tab will return the user to the main Raw Material menu.
Upon selecting option '2', another submenu will be displayed:

Find Item Cost/Quantity On Hand

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

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

After selecting a valid item/color, the following item description and information will appear on the screen (see Figure 2.1):
Figure 2.1: Item Query

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

**Locate Stock Items by Name**

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

For example, a certain color of fabric is needed and the user does not know the code. They know that all the fabrics in inventory have the fabric name in their description. To find the correct fabric, simply type 'COTTON' (no quotation marks, just the letters wanted) and press <Enter>. All items with the phrase 'COTTON' in the description (no matter what part of the description) will be displayed on the screen.
TO THE COMPUTER, THE PHRASE COTTON IN UPPER CASE AND COTTON IN LOWER CASE ARE NOT THE SAME, I.E. UPPER AND LOWER-CASE LETTERS DO NOT MATCH. THEREFORE, WE SUGGEST THAT THE USER ALWAYS ENTER INVENTORY ITEM DESCRIPTIONS IN UPPERCASE. THAT WAY, WHEN A SEARCH IS PERFORMED AND UPPERCASE IS USED, THE USER WILL ALWAYS BE ASSURED OF A MATCH (IF THE ITEM EXISTS).

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

**Search String (<Esc> to Quit): ____________________**

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

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

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

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Color Description</th>
<th>On Hand</th>
<th>Cost</th>
<th>Commt</th>
<th>Lst Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>BLK LIGHTWEIGHT POLY COTTON</td>
<td>123.00</td>
<td>0.0500</td>
<td>0.00</td>
<td>11/29/1999</td>
</tr>
<tr>
<td>J51936-10</td>
<td>WHT LIGHTWEIGHT POLY COTTON</td>
<td>0.00</td>
<td>0.0500</td>
<td>0.00</td>
<td>11/03/1997</td>
</tr>
<tr>
<td>J51936-20</td>
<td>WHT 20&quot; TUBULAR COTTON B OZ</td>
<td>222.00</td>
<td>3.0000</td>
<td>0.00</td>
<td>02/04/1996</td>
</tr>
<tr>
<td>J51936-22</td>
<td>WHT 22&quot; TUBULAR COTTON IV OZ</td>
<td>0.00</td>
<td>3.0000</td>
<td>10.00</td>
<td>/</td>
</tr>
<tr>
<td>SP001</td>
<td>AST POLY COTTON YARN</td>
<td>0.00</td>
<td>0.5000</td>
<td>0.00</td>
<td>/</td>
</tr>
<tr>
<td>SP001</td>
<td>BLK POLY/COTTON DUCK</td>
<td>0.00</td>
<td>3.0000</td>
<td>0.00</td>
<td>08/16/1993</td>
</tr>
<tr>
<td>SP001</td>
<td>BLU POLY/COTTON DUCK</td>
<td>0.01</td>
<td>2.0000</td>
<td>2600.00</td>
<td>04/13/1999</td>
</tr>
<tr>
<td>SP001</td>
<td>CRU POLY/COTTON DUCK</td>
<td>0.00</td>
<td>0.7500</td>
<td>0.00</td>
<td>07/29/1992</td>
</tr>
<tr>
<td>SP001</td>
<td>LMD POLY/COTTON DUCK</td>
<td>0.00</td>
<td>2.1000</td>
<td>0.00</td>
<td>/</td>
</tr>
<tr>
<td>SP001</td>
<td>RLD POLY/COTTON DUCK</td>
<td>8662.00</td>
<td>2.1000</td>
<td>7660.04</td>
<td>01/27/1997</td>
</tr>
<tr>
<td>SP001</td>
<td>YLD POLY/COTTON DUCK</td>
<td>2172.00</td>
<td>2.0000</td>
<td>5798.27</td>
<td>10/23/1996</td>
</tr>
</tbody>
</table>

After viewing the information, pressing any key will either continue displaying items found matching that search string or return the user to the 'Search String' prompt. Once the user has completed locating particular stock items by name, pressing <Esc> will return to the Query Inventory submenu.

**Update Physical Inventory**

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

After selecting option '3', the first item in the inventory master file will be displayed as shown below:
QUERY STOCK ITEMS

Item Number: 1001  AST  Location: 000
Description: LIGHTWEIGHT POLY COTTON
Quantity on Hand: 25685.00

Would You Like To Change This Qty? N

(Y)es  (N)o  (B)ackup  (G)o To  (Q)uit

A <Y>es will further prompt:

Enter New On Hand: _____.

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

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

Go To Which Record Number: _____

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

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

Calculate Inventory Value

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

Since the program examines each inventory item individually, this procedure can take
15 to 20 minutes on larger systems.

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

Base Value on <L>ast or <A>verage Cost? 

When the system is done with the calculations of either the <L>ast or <A>verage Cost, the information
will be displayed as in the following example:
Total Cost of Inventory……………= $xxxxxxx.xx
Total Standard Cost………………..= $xxxxxxx.xx

Once complete, pressing any key will return the user to the Query Inventory submenu.

Clear (Zero) Quantity On Hand

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

Files being set up...

Once complete the following prompt will appear:

Selecting <O>n Hand will further prompt:

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

Selecting <Y>TD will further prompt:
A <Y>es will zero out the On Hand, Period to Date, and Year to Date Quantities and return to the Query Inventory submenu. Selecting <N>o will return to the Raw Material Inventory submenu. Furthermore, selecting <Q>uit from the '...CLEAR On Hand ONLY...' prompt will return to the Raw Material Inventory submenu.

**Locate Stock Items by Name w/ Committed**

Selecting option ‘6’ will prompt the following:

Selecting <Y>es will prompt the following:

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

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

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

Selecting <P>rinter will prompt the standard printer report control. Once the printing is complete, the user will be returned to the ‘Search String’ prompt. If <S>creen was selected, the requested data would be displayed on the screen. Once complete, pressing any key would return the user to the ‘Search String’ prompt. If finished, pressing <Esc> will return the user to the Query Inventory submenu.
CHANGE COST/QUANTITY

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

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

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

After selecting a valid item/color the following item description and information will appear on the screen:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Whs. Description</th>
<th>Onhand</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>LIGHTWEIGHT POLY COTTON</td>
<td>0.00</td>
<td>VDS</td>
</tr>
<tr>
<td>Cost</td>
<td>0.85600</td>
<td>Average Cost</td>
<td>0.85600</td>
</tr>
<tr>
<td>Qty. to Add</td>
<td>0.00</td>
<td>Change Cost ?</td>
<td>N</td>
</tr>
</tbody>
</table>

Enter the quantity to add and choose whether to change the cost. If the user selects to change the cost entering <Y>es will allow the change to be made and return the user to the 'Item Number' prompt. Selecting <N>o to changing the cost will immediately return the user to the 'Item Number' prompt.

IF DYE LOTS ARE ACTIVE ON YOUR SYSTEM THE PROMPT FOR THIS OPTION WILL CHANGE, FOR FURTHER DOCUMENTATION CONTACT TECH SUPPORT.

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

Selecting <Y>es will display the following message:
Indexing Data

The user will then receive the standard printer report control. When the printing is complete, or if the user responded <N>o to the previous prompt, they will be returned to the Raw Material Inventory submenu.
This function allows Items to be added to the inventory file that have been ordered through the Fabric/Trim Purchase Order system.

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

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

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

IF YOU ENCOUNTER A MESSAGE THAT THERE IS A RECEIVING AGAINST THE PURCHASE ORDER IN THE
PRESENT FILE AND THAT YOU CANNOT RECEIVE AGAIN UNTIL THE FILE UPDATE IS RUN, THEN YOU
WILL BE CLEARED ONCE YOU HAVE ENTERED AND RECEIVED AGAINST ANOTHER RAW MATERIAL
PURCHASE ORDER.

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

Receipt Date? mm/dd/yy

After an appropriate date has been entered, the following P.O. Selection screen will be displayed for the operator to choose which Purchase Order they want to work with (see Figure 4.1):

![Figure 4.1: Add to Inventory](image)

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

1001  WHT  000  LIGHTWEIGHT POLY COTTON  YDS  12  6.5000

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

If <Esc> is pressed at this point, any items selected to be received will be ignored and the user will be prompted as to if they wish to cancel the balance of this purchase order.

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

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

A <Y>es will prompt the standard printer report control prompt. A <N>o will further warn the user that the temporary database will be erased. This will help ensure that the user indeed wishes to not print a purchase journal.

If updates were made to receiving the user will be prompted as to if they want to print the receiving records.

A <Y>es will prompt the standard printer report control prompt. A <N>o will again prompt that the temporary database will be erased.
INVENTORY REPORTS

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

[ Raw Material Reports ]

1. Out Of Stock Items - By Item Number
2. Out Of Stock Items - By Class
3. Items In Stock - By Item Number
4. Items In Stock - By Class
5. Items In Stock - By Class (no Vendors)
6. Items On Order - By Item Number
7. Items On Order - By Class
8. Items - Worksheet (For Physical Inventory)
9. Stock Movement - By Quantity Used
A. Stock Room Location - By Item Number
B. Cross Reference Worksheet
C. Inventory COST Sheet
D. List of items [one Vendor]
O. On Hand by Vendor
N. Negative Inventory by Vendor
R. Roll/Case/Dye/Lot Inventory
P. Piece Goods Projection

<Esc> - to Quit

Out of Stock Items – By Item Number

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

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

Enter Location (<blank> for All <Esc> to Quit)

THE ‘LOCATION’ PROMPTS WILL ONLY APPEAR IF THE SYSTEM HAS DEPARTMENTS TURNED ON OR THE APPROPRIATE FLAG ACTIVATED.
INVENTORY REPORTS

After entering a valid location point the following will appear:

Enter Product Code (<blank> for All <Esc> to Quit)

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

Out of Stock Items – By Class

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

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

Enter Single Inventory Class for Report (Blank for All) 

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

Enter Location (<blank> for All <Esc> to Quit)

After entering a valid location point the following will appear:

Enter Product Code (<blank> for All <Esc> to Quit)

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

Items In Stock – By Item Number

This report will print in order by item number. When option '3' is selected, the user will receive the same prompts as in selection '1' from the same menu (see page 35). When the printing is complete, they will be returned to the Inventory Reports submenu.
Items In Stock – By Class

This report will print in order by class code. When the user selects option '4', they will receive the same prompts as in option '2' above (see page 36). When the printing is complete, they will be returned to the Inventory Reports submenu.

Items In Stock – By Class (no Vendors)

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

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

A <Y>es will prompt the same as in option '2' above (see page 36), while a <N>o will omit the first 'Single Inventory Class' prompt, but prompt the other two, as in selection '1' above. When the printing is complete, the user will be returned to the Inventory Reports submenu.

Items On Order – By Item Number

This report will print in order by item number. When the user selects option '6', they will receive the same prompts as in option '1' above (see page 35). When the printing is complete, they will be returned to the Inventory Reports submenu.
Items On Order – By Class

This report will print in order by class code. When option ‘7’ is selected, the user will receive the same prompts as in option ‘2’ above (see page 36). When the printing is complete, they will be returned to the Inventory Reports submenu.

Items – Worksheet (For Physical Inventory)

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

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

Enter Single Class for Report (Blank for All) □

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

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

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

![AS/AP Option Window](image)

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

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

They can select a single class for the report or press <Enter> to list all classes. A listing of all available classes will appear allowing for you to select the inventory class to be used for the report.

Next the following submenu will appear:

![Raw Material Reports](image)

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

Enter Location (<blank> for All <Esc> to Quit) __

After entering a valid location point the following will appear:

Enter Product Code (<blank> for All <Esc> to Quit) __

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

Stock Room Location – By Item Number

This report will print in order by item number. When the user selects option 'A', they will receive the
same prompts as option '1' above (see page 35). When the printing is complete, they will be returned to the Inventory Reports submenu.

Cross Reference Worksheet

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

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

Selecting <Esc> will return the user to the Inventory Reports submenu. After entering a cross-reference code, the files will be sorted and indexed. The user will then receive the same prompts (Product Code/Location) as in selection '1' above (see page 35). When the printing is complete, they will be returned to the Inventory Reports submenu.

Inventory COST Sheet

When the user selects option 'C', they will receive the same prompts as in option '8' above (see page 38). When the printing is complete, they will be returned to the Inventory Reports submenu.

List of Items [one Vendor]

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

Enter Vendor Code (<Esc> to Quit)

After entering a vendor code, the files will be 'sorted and indexed...'. If no matching records were found for that vendor, the user will be returned to the Raw Material Inventory submenu, otherwise they will receive the same prompts as in option '1' above, with the Product Code/Location prompts (see page 35). When the printing is complete, the user will be returned to the Inventory Reports submenu.

On Hand by Vendor

When the user selects option 'O' from the Inventory Reports submenu they will receive the same prompts as option 'D' above (see page 40). They will, finally, be prompted with the standard printer report control. When the printing is complete, they will be returned to the Inventory Reports submenu.
Negative Inventory by Vendor

The prompts that the user will receive upon selecting option 'N' from the Inventory Reports submenu will be the same prompts that were received in option 'D' above (see page 40).

Roll/Case/Dye Lot Inventory

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

Enter Class for Report (Blank for All) ______
Enter Vendor for Report (Blank for All) _______
Enter Item for Report (Blank for All) ________

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

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

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

The first prompt that the user will receive upon selecting this final option of the Inventory Reports submenu is:

- REPORT FOR WHAT Season? 
- RAW MATERIAL CODE (FOR JUST ONE RAW MATERIAL)

The system will then collect the applicable data and prompt the standard printer control prompt. Once complete you will be returned to the Inventory Reports submenu.
PURCHASE ORDERS

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

![Purchase Order Processing](image)

**Enter Purchase Order**

This selection is used to add, edit, and delete a purchase order. When the user selects option '1', the system will setup the files. The screen will then clear and display the following screen:
The “hot links” links found at the bottom of the screen will quickly take the user to various areas of the system. There are reserved spaces that can be customized based on the requirements of the organization. Clicking on one of the links will display the form on top of the existing form allowing for lookups, etc. and then easily allowing the user to return to the Raw Materials Purchase Order screen.

Add Purchase Order

To add an order click on the ‘Add New Record’ button and the Header screen shown above will clear. This information will be printed at the top of the Purchase Order. Those fields, which contain default information, can easily be changed by overwriting the information with new information. Use the space bar to 'blank out' any unwanted characters.

The cursor will appear in the P.O. Number field. The Purchase Order Number is a unique 6-digit code that identifies each Purchase Order. Enter the new number that is to be created or leave ‘AUTO’ in the field to have the system automatically assign the next number from the Master File.

A Vendor Code that has already been set up in the Accounts Payable module (Refer to the Accounts Payable Manual) must then be entered. If the Sales/Inventory Module is being used as a stand-alone system without Payables, AS/AP™ will not look for the vendor's number. Rather, you will be taken directly to the box on the left side of the screen to type in the name and address information for that vendor. The ellipses button to the right of the field can also be used to look up the vendor code.
If an invalid vendor number is entered the user will receive a prompt informing of such and will be returned to the 'Order #' prompt. Once a valid Vendor code has been entered the information for that vendor will default into the fields below that on the screen.

Enter the necessary customer information, including any Shipping instructions, Required and/or Cancellation dates, and the FOB (Freight on Board) location.

At this point the Header for the new Purchase Order is complete. Before continuing to the ‘Detail’ tab however, the user can enter additional Notes by clicking on the ‘Note’ button. This will open a Notepad for the P.O., once complete pressing <Ok> will close it and return the user to the Header screen.

When deleting a purchase order you must enter the PO number that you wish to be deleted. At this point press the delete button at the bottom of the screen. When you have selected a Purchase Order to be deleted, the following message will appear:

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

**Detail**

When selecting the next tab, Details, the following screen will be displayed:
Figure 5.2: Purchase Orders - Detail

You will not have the ability to edit any of the data on this screen unless you have pressed the edit button on the previous screen.

In edit mode you will have the ability to only edit the Quantity Ordered, the Unit Cost, the Vendor's SKU, the Dye Lot, and the Estimated Date.

Clicking on the Note will display the notepad for the purchase order allowing the user to enter any necessary comments. These comments will not appear on the printed order, they are only used as a reference.

The Reseq button will display a form allowing the user to resequence the line numbers of the order via drag-and-drop. This button is available only in the add or edit mode.

Once complete pressing the save button in the toolbar will assign a Purchase Order number if automatic numbering was selected, otherwise the order will be saved with the PO number entered and the user can continue with the Purchase Order entry process.

THE PREVIOUSLY ENTERED STYLES WILL APPEAR IN THE LINE DETAIL PORTION OF THE SCREEN WITH ALL OF THE INFORMATION INSERTED.

To stop the process at any time press the revert button in the toolbar to ignore the new order.
Open PO Reports

The third tab is the Open PO Reports tab. This is not active if you are in an add or edit mode. Once you have selected the next tab the following menu screen will appear:

![Open PO Reports Menu](image)

**Figure 5.3: Purchase Orders - Open PO Reports**

**Individual P.O.**

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

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

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

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

**All P.O.’s (for One Vendor)**

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

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

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

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

Depending on how the user answered the above 'Output' prompt, the selected purchase order(s) will either be displayed on the screen or sent to the printer. The report will list the oldest purchase order first to the present ones. Pressing any key will scroll through the purchase orders. The format will be the same as that of option ‘1’ (see page 54). When the report is complete, the user will be returned to the Purchase Order Report submenu.

**All Open P.O.’s**

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

The only prompt will be:
Depending on how the user answers the above 'Output' prompt, the open purchase order(s) will either be displayed on the screen or sent to the printer. This will be the same as option ‘2’ (see page 54), however, it will not be vendor specific. When the report is complete, the user will be returned to the Purchase Order Report submenu.

**Print Open P.O. Summary**

Upon selecting option ‘4’, the following submenu will appear:

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

**List of Orders For One Item**

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

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

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

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

The first prompt will be:

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

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

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

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

Enter Last Number (<CR> for Same) ______

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

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

Assuming valid numbers have been entered, the program will begin the alignment procedure, which is the same as the procedure outlined in the Enter Purchase Order option on page 43.

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

Individual Archived P.O.

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

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

After entering a valid Purchase Order number the following prompt will appear:
The screen will then clear and list the individual Purchase Orders, or prompt the standard printer report control prompt. Pressing <Esc> will then return to the Purchase Order Report submenu.

**List of P.O.’s Sort By Ship To Location**

The first prompt that the user will receive upon selecting option ‘9’ is the following:

```
Enter the Requested Information

Select Vendor, <blank for All>...... |
Show Costs on Report <Y/N>......... Y

(<F10> to Continue (Esc) to Quit)
```

Enter the requested data and then press <F10> to continue. At this point you will receive a list of POs that match the selected criteria. Once complete, the user will be returned to the Purchase Order Report submenu.

**Automatic PO’s**

Choosing the next tab will bring up the following screen:
Figure 5.4: Purchase Orders - Automatic PO's

When you enter this screen, there should be automatically generated PO data in the data window. You can pull up the automatic PO data by pressing the Generate Auto PO Data button. This automatically generates PO Data of Raw Materials by scanning through re-order quantities, inventory, and minimum stock levels to determine the Raw Materials needed. The next button, the Clear Auto PO Data button is self-explanatory; it is used to clear the data from the window. You can edit the Header information by pressing the Edit Header button. If the header is changed then you must press the Save Header button in order to save it to the files. Lastly, the Create POs from Auto PO Data button is used when you are done editing the PO data window. This button will physically create the Purchase Orders for the Raw Materials needed.

PO Archive

The last tab is shown below for your convenience:
These files are simply the History files of the Purchase Orders. You can enter any of these options in order to review the past archives for the purpose of comparison, pricing, vendor changes, and other reasons. All Purchase Orders will be saved in these history files from year-to-year.

Open Purchase Order Reports

Selecting option '4' will display the additional submenu as follows:
Individual P.O.

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

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

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

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

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

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

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

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

After entering a valid vendor code, the following prompt will appear:
Depending on how the user answered the above 'Output' prompt, the selected purchase order(s) will either be displayed on the screen or sent to the printer. The report will list the oldest purchase order first to the present ones. Pressing any key will scroll through the purchase orders. The format will be the same as that of option ‘1’ (see page 54). When the report is complete, the user will be returned to the Purchase Order Report submenu.

**All Open P.O.'s**

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

The only prompt will be:

Depending on how the user answers the above 'Output' prompt, the open purchase order(s) will either be displayed on the screen or sent to the printer. This will be the same as option ‘2’ (see page 54), however, it will not be vendor specific. When the report is complete, the user will be returned to the Purchase Order Report submenu.

**Print Open P.O. Summary**

Upon selecting option ‘4’, the following submenu will appear:
Once the user selects the summary report they wish to print, the standard printer report control prompt will be displayed. Once complete the user will be returned to the Purchase Order Report submenu.

**List of Orders For One Item**

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

```
Enter Item to Print | Color  | Uhs 000
(F5) Search Spec Sheet
(F7) Search Description - (Esc) to Quit
(F9) Search By Item Code
```

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

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

**Reprint Purchase Order**

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

The first prompt will be:

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

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

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

```
P.O. Number (<Esc> to Quit) ______
Enter Last Number (<CR> for Same) ______
```

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

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

Assuming valid numbers have been entered, the program will begin the alignment procedure, which is the same as the procedure outlined in the Enter Purchase Order option on page 43.

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

**Individual Archived P.O.**

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

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

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

```
Direct Output to...
```

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

**List of P.O.’s NOT Approved**

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

```
Direct Output to...
```

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

**List of PO’s Sort By Ship To Location**

Selection '9' allows the user to view the information of selected purchase orders by their Ship To Location. The first prompt will be:
Enter the requested data and then press <F10> to continue. At this point you will receive a list of POs that match the selected criteria. Once complete, the user will be returned to the Purchase Order Report submenu.

Vendor Maintenance

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

Upon selecting option ‘6’ from the Purchase Order submenu the following menu will appear:

**Vendor Maintenance**

1. Add/Edit/Delete Vendor
2. Print Enruf Vendor List
3. Print Master Vendor List
4. Print Vendor Labels
5. Rebuild AP Index Keys
6. Code and Lookup Tables
7. Pack and Reindex AP Files
8. Add/Edit Ship to Addresses

<ESC> Return To Previous Me

Add/Edit/Delete Vendor
Add Vendor

To add a vendor to the vendor maintenance database press the **New** button, shown to the left. The screen will then change to the following (see **Figure 6.8**). The red fields indicate those that are required for the Vendor’s file.
Figure 6.8: Add a Vendor

Enter the necessary information for the vendor and click the ‘Save Changes’ button, (see Figure 1.2, page 18) shown to the left. If at any point in time you want to stop the procedure of adding this vendor simply click on the ‘Undo Changes’ button and you will be returned to the initial screen without the addition of this vendor to the database.

The following definitions of the fields that you will encounter on the General Data tab of the Vendor Maintenance file can be found below.

The **Vendor ID**, or vendor code is alphanumeric and can consist of any combination of up to 9 characters (numbers or letters). One of our preferred methods of coding vendors is to use some combination of their initials. Therefore, SOUTHERN BELL might become SOUBEL.

The **Vendor** field is simply the place where the vendor’s full company name is to be entered followed by the company’s contact information.

The next shaded box is the **Terms** field. These are the terms that the vendor is giving you. If the normal terms you receive are not in the file they can be added through System Utilities (Refer to the Utilities Manual) where the operator can make the new terms a permanent part of the file. The **Discount** field is actually part of the terms. Some industries use a buying office to make their purchases through. Although AS/AP™ does not have a way to write one check to the vendor and another to the buying office for their commission (percentage), it does provide a way to easily see what that check should be written for. This field will display the terms percentage that should be deducted from the invoice and sent to the buying office. When the check is written, it will show up on the stub as a discount. You can add those
'discount' amounts up from the various checks and make out a manual check to the buying office.

The next field is the Credit Limit. This field will display the credit limit imposed on you by this vendor. The GL Account number that this should be posted to is the next field. A lookup is provided for ease of entry. There is also a box to check if the vendor is an Independent Contractor.

The Notes box is the next one to be entered. Here any applicable notes on the vendor can be entered for future reference. Everything from missed checks to the best time to contact them.

The Check # field will display the last check number assigned for this vendor. The system will automatically update this field every time a check is generated through the Payables check writing program. The Check Date field will display the last date of the last check assigned for this vendor. The system will automatically update this field every time a check is generated through the Payables check writing program. The Amount field will display the last amount of the last check assigned for this vendor. The system will automatically update this field every time a check is generated through the Payables check writing program.

The Alternate Payee information can also be entered if necessary.

The final box contains the Last Purchase that is simply the amount of the last purchase made to this vendor. The Last Payment that is the last payment that was made to this vendor. The Current Balance which...surprise, is the current balance in the vendor’s account. The YTD Paid & YTP Purchases fields will display the amount of Year-to-Date payments and purchases, respectively for this vendor. The system will automatically update these fields every time payables are posted through the Post Payables program.

After entering the last field, click the Save button on the toolbar (see Figure 1.2, page 16).

Edit Vendor

If you want to change an existing vendor's data, enter the existing vendor's number. The screen will erase and the vendor's master record will be displayed (see Figure 6.8).

Begin by clicking on the Edit Record button in the toolbar at the bottom of the screen (see Figure 1.2, page 16), shown to the left. Refer to the previous section (Add Vendor) for a description of the fields. If you want to change the information in one of those fields, simply click the field you want to correct. The Cursor will jump to the block to be corrected. Once all of the necessary changes have been made click on the Save button on the toolbar.

Delete Vendor

To delete a vendor, proceed as in the 'Change Vendor' function. However, instead of clicking on the Edit Record button, click the Delete button instead, shown to the left. The following prompt will then appear:
The default of <N>o will return you to the General Data screen without erasing the selected vendor’s record. Choosing <Y>es, on the other hand, will mark the vendor record for deletion prior to returning the user to the General Data screen.

**Open Orders**

The next tab is displayed below:

![Open Orders Screen](image)

**Figure 6.9: Open Orders**

This screen will display all of the orders that are still open for the chosen **Vendor** and **Vendor Code**. This screen cannot be edited, it is a read-only screen.
Open Invoices

The third tab is the Open Invoices tab. It is shown below for your convenience:

![Open Invoices Screen](image)

Figure 6.10: Vendor Maintenance – Open Orders

This screen will display all of the invoices that the selected Vendor Code and Vendor have open. This is also a read-only screen.

Payments

When the next tab is selected, the following screen will be displayed:
This read-only screen is simply listing all of the payments that have been made by the selected Vendor and Vendor number.

Product Info

The Product Information tab is the next tab. The following is a detail of this screen:
This screen is also a read-only screen. It displays the different items that the selected Vendor has purchased. The **Type** displays whether or not the product was a Raw Material (RM) or a Finished Goods (FG).

**Vendor List**

The next tab that is displayed below is called the Vendor List tab. Following will display the screen and a brief description.
This screen provides a list of all of the Vendor's, their Vendor #, Location, and Contact info. This is a read-only screen; therefore you cannot edit any of the information on this screen form this location.

Reports

Next is the Reports tab. It is shown below for your convenience:
Print Brief Vendor List

Selection '1' on the Vendor Reports submenu will prompt the following:

Select whether the report is to be in order by the Vendor's Name or Code. A prompt will also appear concerning printing of the second address line. This will not affect the prompts, only what is printed on the list.

The Report Control box will then appear allowing the user to send the list to the screen or a file, <S>. If the desired output is to the printer make any necessary changes to the font and press the <F10> key. When the printing is complete, the system will return to the Vendor Reports submenu.
Print Master Vendor List

This report is essentially the same as Selection #2. In addition, you will get their alternate address, YTD purchases, date of last purchase, current balance and credit limit, etc. The prompts will be the same as the Brief Vendor List option above.

Print Vendor Labels

Selection '3' on the submenu will prompt the following:

Select whether you want the report in order by the Vendor's Name or Code. Next you will be prompted:

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

Enter the number of labels you want to print. Entering <0> will return you to the Vendor Maintenance submenu.

Any other number will prompt you to load your labels and then to turn on the printer. This will print an alignment test label and prompt if you want to run another alignment test (see below). A <N>0 will begin printing the labels.

You will then be prompted to turn on your printer. When the printing is complete, you will be returned to the Vendor Reports submenu.

Since Printers generally cost more to operate and are slower than copiers, it is usually more efficient to print one form on the computer printer and use that to make multiple forms on a copier.

After the printing is complete you will be prompted:
<Y> es will print a test label and continue with the printing of the Vendor Labels. A <N>o will simply print the Vendor Labels. You can press <Esc> at any time to Pause Printing. When the printing is complete you will be returned to the Vendor Reports submenu.

**Utilities**

The last tab is the Utilities Tab. When you select this tab the following screen will open:

![Utilities Tab Screen](image)

Figure 6.15: Vendor Maintenance – Utilities

**Code and Lookup Tables**

Upon selecting this option will be the following:
PURCHASE ORDERS

Figure 6.11: A/P Terms Code Lookup

Add a new term by clicking the Add Record key (see descriptions on Figure 6.8). All of the fields will then blank allowing the user to enter the necessary information. If you choose to Edit a Highlighted Item, selecting the term to edit and pressing the Edit Record button will simply place the cursor in the Code field allowing changes to be made.

The List tab will display all of the terms in order allowing the user to view them more easily, select records to be edited or deleted, and see where new terms are needed. Once complete simply click on the Close This Form button to return to the Vendor Maintenance submenu.

Purchase Order Archive

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

List by Inventory Item

The first prompt upon selecting option '1' from the PO Archives submenu will be the following:
Regardless of which file the user wants the data to come from, the screen will clear and the following prompt will be displayed:

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

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

```
Sorting Detail...
```

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

**List by Transaction Date**

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

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

```
Enter Date Range for Report:

Beginning Date (<Esc> to Quit) [ ] [ ] [ ]
Ending Date (<Esc> to Quit) [ ] [ ] [ ]
```

After entering the beginning and ending transaction dates the user wants to pull from they will receive the standard printer report control prompt. When printing is complete, they will be returned to the PO Archives submenu.
List by All Data

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

The only difference among the four selections above is that they will print different listings depending on what is selected to print. All four options will prompt the standard printer report control prompt. When the printing is complete, the user will be returned to the Purchase Order Register submenu. Once complete, pressing <Esc> or selecting it from the menu will return the user to the PO Archives submenu.

List by Vendor

Upon selecting option '4' from the PO Archives submenu the following prompt will be displayed:

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

Once entering a valid vendor code the following message will flash, the screen will then clear and the user will receive the standard printer report control prompt:

Sorting Detail...

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

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

Reprint Which Receiver (<Esc> to Quit) ______

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

Purge Detail

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

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

Purge Detail Older Than What Date? __/__/____

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

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

Purchase Price Variance

Option ‘7’ from the PO Archives submenu begins by prompting the following:

Enter Date Range for Report:

Beginning Date (<Esc> to Quit) __/__/____
Once the dates have been entered the user will receive the standard printer report control allowing for the price variance for the selected dates to be printed. Once complete the user will be returned to the PO Archives submenu.
BOM SUB ASSEMBLIES

This is a Custom Module available by special order. If this option would be helpful, discuss it with your software dealer. If your company has this module activated, the following will be the information and prompts that the user will receive.

The Bill of Materials is a list of the Materials needed to construct a particular product. In our Apparel System, this is referred to as a Trim Sheet. However, Bill of Materials [BOM] is the proper terminology. In AS/AP™ the Trim Sheet is actually the first level Bill of Materials, since AS/AP™ also has a subassembly BOM available.

Trim Sheet

The Trim Sheet is a list of the Raw Materials used to construct, package, and ship a garment or other sewn product. As with all Bills of Material, it is up to the company to decide how complete or brief they wish it to be.

The intent of the design of the AS/AP™ Trim Sheet is to permit you to be as thorough as you would like. There is NO limit to the number of fabrics (designated with an F), trims (marked with a T), and supplies (marked with an X) that can be entered on an individual Trim Sheet.

Operation

The basic operation of the Bill of Materials is based on the user entering a list of the raw materials required to construct a single unit of the finished product.

When you are ready to produce the particular item, you enter the quantity required.

The computer will scan the inventory files to verify if adequate raw materials are available to produce the quantity requested.

The operator is given the option of producing the originally requested quantity, whether or not adequate raw material is available.

If the operator completes the process, the raw materials are subtracted from the quantity on hand, and the appropriate quantity of the finished product is ADDED to the inventory file.
Enter Bill of Materials

All items designated as Bills of Material and all components used in Bills of Material must first be defined to the system through Inventory Control.

THE PROCESS OF DYE LOT CONTROL AND RAW MATERIAL SUB-ASSEMBLY ARE NOT DESIGNED TO WORK TOGETHER. IF A RAW MATERIAL ITEM IS MARKED AS A DYE-LOT AND IS THEN USED AS A COMPONENT OF A RAW MATERIAL SUB-ASSEMBLY THE DEDUCTION OF RAW MATERIALS DOES NOT OCCUR AT THE ROLL LEVEL. A RAW MATERIAL ADJUSTMENT WILL NEED TO BE PROCESSED FOR THE SPECIFIC ROLL USED IN ORDER FOR THE ROLL TO MAINTAIN ITS QUANTITY INTEGRITY.

Once an SKU is defined, it can be used as a Bill of Materials or a component.

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

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

A <N>o will return to the 'Item/BOM Code' prompt. Choosing <Y>es to this prompt or entering a valid
Item/BOM Code will further prompt (see Figure 7.1):

![AS/AP - Raw Material Inventory Control](image)

Figure 7.1: Input BOM Items

After entering a valid item code the screen behind this prompt will update with the information for that item as follows (see Figure 7.2):
Choosing <N> to cancel the line, will ignore the line and return to the 'Item Code' prompt. Pressing <C>, to cancel the BOM, will further prompt:

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

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

  Updating Master BOM File...

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

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

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

**Delete Existing BOM**

The first prompt the user will receive is:

The selected Bill-of-Materials is then displayed on the screen with the prompt:
Selecting <N>o will return to the 'BOM To Delete' prompt without deleting the original BOM. A <Y>es will display the following message and return to the 'BOM To Delete' prompt:

BOM has been marked for deletion.

When finished, pressing <Esc> will further prompt:

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

Change [EDIT] BOM

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

Upon selecting a valid BOM Code the following information will be displayed on the screen (see Figure 7.3):
Figure 7.3: Edit Existing BOM

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

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

Process Bill of Materials

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

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

Item Code..... 1001A    UHT000
Description... POLY COTTON W/ZIPPER
Quantity...... 1 DZ

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

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

THE USER MAY ALSO RECEIVE A PROMPT CONCERNING THE INVENTORY BEING SHORT ON QUANTITIES. IT IS AT YOUR DISCRETION THAT YOU ANSWER EITHER <Y>ES OR <N>O CONCERNING CONTINUING WITH THE PROCESSING OF THIS BOM AT THAT POINT.
Notice at the top of the screen there is a note informing the user "There is a difference in Calculating Cost." The file cost and calculated cost also appears. Selecting <N>o will not make the correction in the Inventory Master File. A <Y>es, on the other hand will update the Master File. Both responses will further prompt:

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

If complete pressing <Esc> will further prompt:

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

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

**Individual Bill-of-Materials**

The first prompt that the user will receive is:

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

A <Y>es will proceed with the update. Both responses will further prompt:
After entering a valid BOM Number either the Bill-of-Materials will appear on the screen or the user will receive the standard printer report control prompt, depending on the output source selected. Once complete the user will be returned to the Bill of Materials Lists submenu.

**All Bills-of-Materials**

The first prompt will again be:

![AS/AP Option Window]

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

![AS/AP Option Window]

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

**Single BOM Explosion**

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

![AS/AP - Raw Material Lookup]

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

Make How Many? 1.00 (Unt)

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

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

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

Make How Many? 1.00 (Unt)

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

Print Material Requirements

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

Explode Material Requirements

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

Calculating Requirements

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

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

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

![AS/AP Option Window](image)

Do You Want to Clear the Requirements File?

Yes  No

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

Create Material Requirement File

The first prompt that the user will receive is:

![AS/AP Option Window](image)

Do You Want to Clear the Requirements File and Create a New One Based on the Sales Orders?

Yes  No

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

This option erases the current Material Requirements File, and Creates a New file from the Open Sales Orders...

Enter Inventory Class to use (<Esc> to Quit)

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

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

Once the user has selected either a detailed or summary list the following prompt will appear:
Selecting <N>o will return to the Bill of Materials Lists submenu. A <Y>es will create the new file and the return to the submenu.

List BOMs with Common Components

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

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

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

Recalculate Inventory

This is a Custom Module available by special order. If this option would be helpful, discuss it with your software dealer. If your company has this module activated, the following will be the information and prompts that the user will receive.
Upon selecting option ‘7’ the following submenu will appear:

```
1. Enter Work Order
2. Delete Work Order
3. Change Work Order
4. Open Work Order Reports
5. Send/Receive To/From Work Order
6. Vendor Maintenance
7. Edit Work Order Dates
8. Work Order Archive
9. Work Order Utilities

<Esc> - Return to Previous Menu
```

**Enter Work Order**

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

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

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

```
AS/AP Option Window

Is This The Correct Vendor?

Yes    No
```

A <N>o will return to the vendor code prompt. If this is the desired vendor, selecting <Y>es will display the following screen (see Figure 7.4):
After making any necessary changes to the shipping information, or pressing <F10> to accept the defaults, the following prompt will appear:

Choosing <C>ancel will return the user to the vendor code prompt, ignoring anything entered so far. Selecting <N>o will return to the shipping information screen for changes to be made. Finally, selecting <Y>es will prompt the following:

Once a valid item number has been entered, the following screen will appear (see Figure 7.5):
Make any necessary changes and enter the quantity desired. The following prompt will then appear:

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

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

The user can then proceed with additional vendors, or press <Esc> to end, at which point the following prompt will appear:
Selecting <Y>es will prompt the standard printer report control prompt. Once complete, the user will be returned to the Work Order Options submenu. Selecting <N>o will further prompt:

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

**Delete Work Orders**

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

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

Once a valid work order number has been entered, the work order information will appear on the screen, along with the following prompt:
Selecting <N>o will return the user to the >Enter W.O. Number prompt without deleting the selected work order. A <Y>es, on the other hand, will first delete the work order, and then return to the beginning prompt. Once complete, pressing <Esc> from the original prompt will return the user to the Work Order Options submenu.

**Change Work Order**

The first prompt will again be the following:

Enter Your Work Order Number (<Esc> to Quit) [space]

Once a valid work order number has been entered, the following screen will appear (see Figure 7.6):

![Figure 7.6: Change Work Order](image)

Pressing <99> will return to the beginning ‘Enter…Number’ prompt. Entering a line number prompts for confirmation of the item number and color. Make any necessary changes, including entering the estimated date. Once complete, the following prompt will appear:
Pressing <N>o will return the user to the ‘Change Which Line #” screen without updating the file. A <Y>es will return to the same screen, however, the changes will first be written to the file. Once complete, pressing <99> or <Esc> will return the user to the beginning prompt. Pressing <Esc> at that point will return to the Work Order Options submenu.

**Open Work Order Reports**

Upon selecting option ‘4’ the following submenu will appear:

**Individual W.O.**

Upon selecting option ‘1’ the following prompt will appear:

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

Entering a valid work order number will prompt the following:

The selected work order is then either displayed on the screen or printed. Once complete, the user will be returned to the Work Order Report submenu.
All W.O.'s (for One Vendor)

The first prompt will be the following:

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

Entering a valid vendor code will further prompt:

```
Direct Output to...

Screen  Printer
```

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

All Open W.O.'s

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

```
Direct Output to...

Screen  Printer
```

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

Print Open W.O. Summary

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

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

<table>
<thead>
<tr>
<th>AS/AP - Raw Material Lookup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Item to Print</td>
</tr>
<tr>
<td>&lt;F5&gt; Search Spec Sheet</td>
</tr>
<tr>
<td>&lt;F7&gt; Search Description - &lt;Esc&gt; to Quit</td>
</tr>
<tr>
<td>&lt;F9&gt; Search By Item Code</td>
</tr>
</tbody>
</table>

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

Reprint Work Order

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

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

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

Individual Archived W.O.

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

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

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

Send/Receive To/From Work Order

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

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

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

Receipt Date? __/__/____

Once a valid date has been entered the following screen will appear (see Figure 7.7):
Figure 7.7: Select Work Order Line Item

Selecting a line item will further display the inventory break down for the item (see Figure 7.8):
Figure 7.8: Inventory Lot Data

Use the Operator Options box at the bottom of the screen to add, edit, or delete lines. Once complete pressing <Esc> will return the user to the Work Order Options submenu.

**Vendor Maintenance**

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

**Edit Work Order Dates**

*THIS IS A CUSTOM MODIFICATION, PLEASE CONTACT TECHNICAL SUPPORT FOR FURTHER INFORMATION.*
Work Order Archive

This is a Custom Module available by special order. If this option would be helpful, discuss it with your software dealer. If your company has this module activated, the following will be the information and prompts that the user will receive.

Upon selecting option ‘8’ from the Work Order Processing submenu the following menu will be displayed:

List by Inventory Item

The first prompt that the user will receive after selecting option ‘1’ is the following:

Either response will prompt the following:

Enter the desired item number/color code combination, including warehouse number if applicable. If an invalid item/color/warehouse combination is entered the user will receive a prompt and be returned to the ‘Item Number’ field. Once a valid item number/color code/warehouse combination has been entered the user will receive that standard printer report control allowing them to print the archived work order by the selected inventory item. Once complete the user will be returned to the WO Archives submenu.

List by Transaction Date

The same first prompt from option ‘1’, ‘List by Inventory Item’ above will appear. After selecting whether to print the data from the Receivings or Transactions file the following prompts will appear:
Enter Date Range for Report:

Beginning Date (<Esc> to Quit) __/__/____  

Ending Date (<Esc> to Quit) __/__/____

The standard printer report control will then appear. Once printing is complete the user will be returned to the WO Archives submenu.

List by All Data

Again, the user will select whether they want to print the report from the Receivings or the Transactions file. The following submenu will then appear:

Reprint Receiver

The first prompt that you will receive after selecting option ‘4’ is:

Reprint Which Receiver (<Esc> to Quit) ______

Once a valid receiver number has been entered the user will receive the standard printer report control prompt. Once the printing is complete the user will be returned to the WO Archives submenu.

Purge Detail

The first prompt from option ‘5’ is:

Regardless of the response the following prompt will appear:

Purge Detail Older Than What Date? __/__/____
Once a valid date has been entered the following prompt will appear:

![AS/AP Option Window]

A <N>o will return the user to the WO Archives submenu. A <Y>es will also return the user to the WO Archives submenu, however the records prior to the entered date will be deleted first.

**Work Order Utilities**

This option, ‘9’, allows the user to reset the work order number, change the status of a work order, and run any file updates. Upon selecting this option the following submenu will appear:

![Work Order Utilities]

**Reset WO Number**

The first prompt that will appear once option ‘1’ is selected is:

![AS/AP Option Window]

Selecting <N>o will return the user to the WO Utilities submenu. A <Y>es, on the other hand will prompt the following:

Enter Next Work Order Number

Enter the next work order number that you want the AS/AP™ System to assign. Once the number has
been entered pressing <F10> will save the change and return the user to the WO Utilities submenu.

**Change Status**

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

**Run File Update**

This final Work Order Utility option, ‘4’ will simply perform the necessary update and return the user to the WO Utilities submenu.

**Search and Replace**

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

![AS/AP - Raw Material Lookup](image)

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

![AS/AP - Raw Material Lookup](image)

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

![AS/AP Option Window](image)

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

Pack and Index BOM File

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

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

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

Rebuild Index Keys

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

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

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

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

The first prompt that will appear is:

```
Pressing <Q>uit will return the user to the Raw Material menu.
```

### Dye Lot Transfer

Selecting <D>yelot will prompt the following:

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

The following prompt will then appear:

```
Enter the 3-digit reason transfer code and press <F10>. The following screen will then appear for
```

Enter the 3-digit reason transfer code and press <F10>. The following screen will then appear for
selection of the transfer item (see Figure 8.1):

Transfer the necessary items by highlighting the line and pressing <Enter>. The line will then be transferred. Once complete, pressing <Esc> will return the user to the ‘Transfer From’ prompt. If there are no more items that need to be transferred pressing <Esc> will further prompt:

A <Y>es will prompt the standard printer report control prompt. Once the printing is complete the user will be returned to the Raw Material Inventory submenu. If they reply <N>o, the system will give them a last chance to print the journal before the information is removed, archives the receiving data, and returns to the Raw Material menu.
Bulk Transfer

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

<table>
<thead>
<tr>
<th>AS/AP - Raw Material Lookup</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKU to Transfer</td>
</tr>
<tr>
<td>&lt;F5&gt; Search Spec Sheet</td>
</tr>
<tr>
<td>&lt;F7&gt; Search Description</td>
</tr>
<tr>
<td>&lt;Esc&gt; to Quit</td>
</tr>
<tr>
<td>&lt;F9&gt; Search By Item Code</td>
</tr>
</tbody>
</table>

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

TRANSFER FROM:
STYLE: XXXXXX  COLOR: XXX  WHS: 000
QTY: __________

Entering a quantity will further prompt:

<table>
<thead>
<tr>
<th>AS/AP - Raw Material Lookup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer To</td>
</tr>
<tr>
<td>&lt;F5&gt; Search Spec Sheet</td>
</tr>
<tr>
<td>&lt;F7&gt; Search Description</td>
</tr>
<tr>
<td>&lt;Esc&gt; to Quit</td>
</tr>
<tr>
<td>&lt;F9&gt; Search By Item Code</td>
</tr>
</tbody>
</table>

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

TRANSFER TO:
STYLE: XXXXXX  COLOR: XXX  WHS: 000
QTY: __________

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

<table>
<thead>
<tr>
<th>AS/AP Option Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you sure you want to transfer these goods?</td>
</tr>
<tr>
<td>Yes     No</td>
</tr>
</tbody>
</table>

Selecting <N>o will return the user to the beginning prompt. A <Y>es, on the other hand, will update the inventory, prompt the user as to if they wish to print the transfer journal, and return them to the Raw Material menu.
UPDATE/PACK CASE/ROLL FILE

This is a Custom Module available by special order. If this option would be helpful, discuss it with your software dealer. If your company has this module activated, the following will be the information and prompts that the user will receive.

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

```
AS/AP Option Window

Do you want to purge rolls/dye lots for Inventory Master Items that have already been DELETED?

[Yes] [No]
```

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

This option, ‘W’ is the same as the Work Order Processing option on the BOM Sub Assemblies menu. For a write-up concerning the topics discussed in this option please refer to page 15 in this manual.
This is a Custom Module available by special order. If this option would be helpful, discuss it with your software dealer. If your company has this module activated, the following will be the information and prompts that the user will receive.

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

### Generate Inventory Cards

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

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

The first prompt will be the following:

Selecting <N>o will return to the Physical Inventory submenu. A <Y>es on the other hand will prompt the following, ensuring that the user indeed wants to create a fresh file:
Both options will, at this point, return the user to the Physical Inventory submenu. However, selecting \(<Y>es\) will first create the new card.

### Print Inventory Cards

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

The system will begin by prompting the user for the following:

Either response will display the following message and prompt:

- **There are (nnn) cards in the file...**
- **None of the cards have been printed.**
- **How many extra cards should I print? ___0**

The (nnn) in the above message represents the number of cards existing in your physical inventory system. Enter the number of extra cards that you need for the system to print and press <Enter>. The following prompt will then appear:

Selecting \(<N>o\) will return the user to the Physical Inventory submenu. A \(<Y>es\) on the other hand will prompt the standard printer control prompt for the cards to print. Once complete the user will be returned.
to the Physical Inventory submenu.

**Reprint Selected Cards**

Selecting option ‘3’ will allow the user to re-print an inventory card-by-card number. The following prompt will be the first to appear:

```
Enter First Card Number To Reprint 0
Enter Last Card Number To Reprint 0
```

Enter the beginning and ending card numbers to print. The number can be the same resulting in a single card reprinting or a range of cards can be reprinted. Once the above fields have been inputted the user will receive the standard printer report control prompt to allow for printing of the card(s). Once complete the user will be returned to the Physical Inventory submenu.

**Edit Card Data**

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

**Mark Cards Not Used**

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

**Physical Inventory Reports**

There are six possible reports that the user can print by selecting option ‘6’ from the Physical Inventory submenu. These options are shown on the Physical Inventory Reports submenu below:
List of Cards

Option ‘1’ will print a simple list of all of the physical inventory cards created in the ‘Generate Inventory Cards’ option. A sample of this report can be seen below:

<table>
<thead>
<tr>
<th>Tk#</th>
<th>Item#</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>000</td>
<td>NATURAL INTERLINING</td>
<td>0</td>
<td>YDS</td>
</tr>
<tr>
<td>2</td>
<td>000</td>
<td>10&quot; HANGERS</td>
<td>0</td>
<td>N</td>
</tr>
<tr>
<td>3</td>
<td>000</td>
<td>8&quot; HANGERS</td>
<td>0</td>
<td>N</td>
</tr>
<tr>
<td>4</td>
<td>000</td>
<td>POLY/COTTON DUCK</td>
<td>0</td>
<td>YDS</td>
</tr>
<tr>
<td>5</td>
<td>000</td>
<td>POLY/COTTON DUCK</td>
<td>0</td>
<td>YDS</td>
</tr>
<tr>
<td>6</td>
<td>000</td>
<td>POLY/COTTON DUCK</td>
<td>0</td>
<td>YDS</td>
</tr>
<tr>
<td>7</td>
<td>000</td>
<td>PELLON LINING</td>
<td>0</td>
<td>YDS</td>
</tr>
<tr>
<td>8</td>
<td>000</td>
<td>PELLON LINING</td>
<td>0</td>
<td>YDS</td>
</tr>
</tbody>
</table>

Error List

This option, ‘2’, will print a list of errors that occurred during the card editing process. The report will look similar to what is shown below:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit</th>
<th>Content</th>
<th>Errors</th>
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</thead>
<tbody>
<tr>
<td>S010</td>
<td>000 000 1 1/4 INCH BASE</td>
<td>YDS</td>
<td>0</td>
<td>C</td>
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<tr>
<td>S010</td>
<td>000 000 1 1/4 INCH BASE</td>
<td>YDS</td>
<td>0</td>
<td>C</td>
</tr>
<tr>
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<td>YDS</td>
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<tr>
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<tr>
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<tr>
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<td>C</td>
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<tr>
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<td>YDS</td>
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<tr>
<td>S010</td>
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<td>YDS</td>
<td>0</td>
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</tr>
<tr>
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<td>000 000 1 1/4 INCH BASE</td>
<td>YDS</td>
<td>0</td>
<td>C</td>
</tr>
<tr>
<td>S010</td>
<td>000 000 1 1/4 INCH BASE</td>
<td>YDS</td>
<td>0</td>
<td>C</td>
</tr>
<tr>
<td>S010</td>
<td>000 000 1 1/4 INCH BASE</td>
<td>YDS</td>
<td>0</td>
<td>C</td>
</tr>
</tbody>
</table>

Notice the error codes (A – F) in the top-left corner. These error codes are used in the ‘Errors’ column in the report to denote the problems experienced with the item. SP101BIAS shows only a C error, meaning that the quantity is equal to zero (0). FBI-8006 20L, on the other hand has both a C and a D in the
‘Errors’ column meaning that not only is the quantity equal to zero, but the it is also an invalid unit.

**Inventory Details**

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

**Inventory Summary**

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

**Inventory Variance**

Selecting option ‘5’ will print a report which gives the difference between the On-hand and the Counted quantities with extension for dollar figures based on sales price.

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

Either response will prompt the standard printer report control. The only difference is that responding <Y>es to the prompt above will ONLY list the variances. Once complete the user will be returned to the Physical Inventory Reports submenu.

**Cards Not Used**

Option ‘6’ will print a simple report that lists the cards marked as not being used. This report will be very similar, layout-wise to the ‘List of Cards’ report in option ‘1’ above.

**Update Original Inventory**

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

![AS/AP Option Window]

Selecting <N>o will return to the Physical Inventory submenu. A <Y>es on the other hand will further prompt

![AS/AP Option Window]

Once again, <N>o will return the user to the Physical Inventory submenu. A <Y>es at this point will prompt the following concerning the new inventory:

![AS/AP Option Window]

Both responses will display a message that the system is updating the inventory files. Once complete, the user will be returned to the Physical Inventory submenu.
Upon selecting this option, 'U' from the Raw Material Inventory Menu the following submenu will appear:

![Inventory Utilities Menu](image)

**Rebuild Index Keys**

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

```
Building Index Keys...
```

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

**Reset Quantity On Order**

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

```
Updating Inventory File...
```

The system will scan the open P.O.’s and adjust the ‘Total’ field in the inventory master. When complete, the user will be returned to the Inventory Utilities submenu.
APPENDIX A: COMMITTED RAW MATERIAL

The following specifications apply to the sub-system that will maintain on a real-time basis the amount of body fabric (raw material) committed for open sales orders and cutting orders for which material has not been deducted.

GENERAL SPECIFICATIONS

This process is dependent on the user following the rules carefully or the resulting information will not be accurate. It is important to understand the relationship between the sales order and cut order and the process of cut order planning and raw material deductions.

All unshipped quantities on open sales orders are counted as long as the sales order line is not marked ‘cut’; meaning that a cut order for the quantity also exists. All cut order lines are counted that are not marked ‘altered’.

TRIM SHEETS

FABRIC TYPE F - Trim sheet line items marked “F” for body fabric will be counted and tracked in the raw material “committed” field.

OTHER FABRIC TYPES - Line items not marked “F” will not be counted.

SALES ORDER PROCESSING

ALL ORDERS - As sales orders are saved the amount of committed body fabric will be calculated and added to the amount of raw material committed. In the case of an order that was previously saved, the original order quantities will be deducted during this process.

MATERIAL BUTTON – A button will be added to the third page (detail) of the sales order form that when pressed will display the quantity available (on-hand less committed) of a body fabric associated with the style/color entered and the number of garments that could be produced from that amount of raw material.

CUT ORDER PROCESSING – MANUAL CUT ORDER CREATION

NEW - As cut orders are saved the amount of committed body fabric will be calculated and added to that amount of raw material committed.

EDIT – When the edit key is pressed and the cut order has not been ALTERED (see definition below), the required raw material will be calculated.

SAVE – the original quantity calculated will be deducted from the raw material committed and the process will be the same as NEW cut order above.
UNDO – the original quantity committed will be unchanged.
DELETE – If the cut order has not been marked ALTERED, when a cut order is deleted or canceled the original quantity calculated will be removed from the record of the raw material committed.

CUT ORDER PLANNING (automatic cut order creation) – As cut orders are automatically created from sales orders, the CUT field of the sales order is marked. The process will add to the amount of raw material committed, based on the sales order and add the raw material required by the newly created cut order to the raw material committed field.

After this process is run the sales order will no longer be counted as committed unless the sales order line is unmarked by the cut order planning menu selection designed for that purpose. This same menu selection can be used to mark sales order lines as CUT (and adjust raw material committed accordingly) when necessary.

CUT ORDER DEDUCTION – The raw material committed is adjusted when the actual raw material usage is processed. At this point the cut order is marked ALTERED and will no longer apply against raw material committed. The quantity previously committed will be removed from committed in the raw material file.

RECALCULATION – Menu option [F-4-2-R] will allow the user to reset the system recalculate the quantity committed for all applicable sales orders and cut orders. This same function can be run through menu option [R-2-6].
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<tr>
<td>Cross Reference, 40</td>
<td>Quantity On Hand, 29</td>
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