

# *DAC*

## *User Guide*

### **Warehousing**

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# Getting Started

The DAC Warehousing system is used to manage inventory receiving and replenishment, inventory transfer from one location to another within a warehouse, and transfer of inventory from one warehouse to another warehouse.

Refer to the Physical Inventory document for information about using the Physical Inventory applications of the DAC Warehousing system.

Maintaining inventory balances is controlled by the **Inventory control level** and the **Replenishment Active** fields of the SYS009 (Inventory Options) default system option. Refer to the DAC Default System Options document for information about the SYS009 (Inventory Options).

---

## Working With Locations, Regions and Areas

**Locations** designate the slots or bins where items are stored in a warehouse, and location records can be used to track the on-hand quantities in the locations.

If necessary, multiple location records can be added for a single item, but only one *fixed pick* (also called primary pick) type of location can be added for each unit of measure of the item.

Other types that can be created for the item include *fixed reserve*, *floating reserve* or *floating pick* locations. These are used for backstock, and cannot be used for picking.

An individual location record can also be created for multiple items. These are *mixed regular* (used for backstock) and *mixed damage* type of locations, and cannot be used for picking.

Users have the option of designating that items which are unsellable are automatically returned to a mixed damage type of location named *DAMAGE* when a credit memo is posted. Refer to the following for additional information about using the *DAMAGE* location:

- Adding Location Records
- Removing Items From DAMAGE Location
- Adding A Damaged Inventory Batch.

Do not attempt to use the *DAMAGE* location until the required software is implemented. Contact CDR support personnel for additional information.

**Regions**, which contain multiple locations, are used to (1) designate where pick lists “break” when an order’s items are pulled by multiple pickers, and (2) designate what type of pick document (pick slip, case label, etc.) is printed for the items of a pick region.

**Areas** can be used to designate sections of a warehouse for cycle counts and physical inventory, and are often used to group items by category. Warehouse area records are required for using Picker Productivity, an optional DAC module.

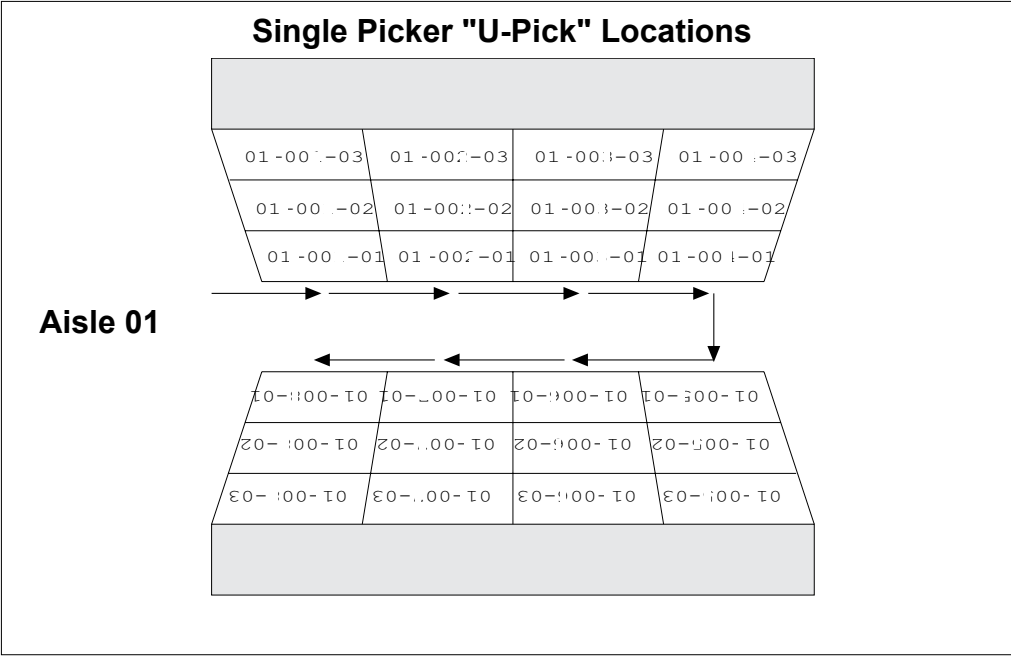
Refer to Working With Multiple Warehouses below for information about warehouse records.

The location codes used when creating location records can be designated according

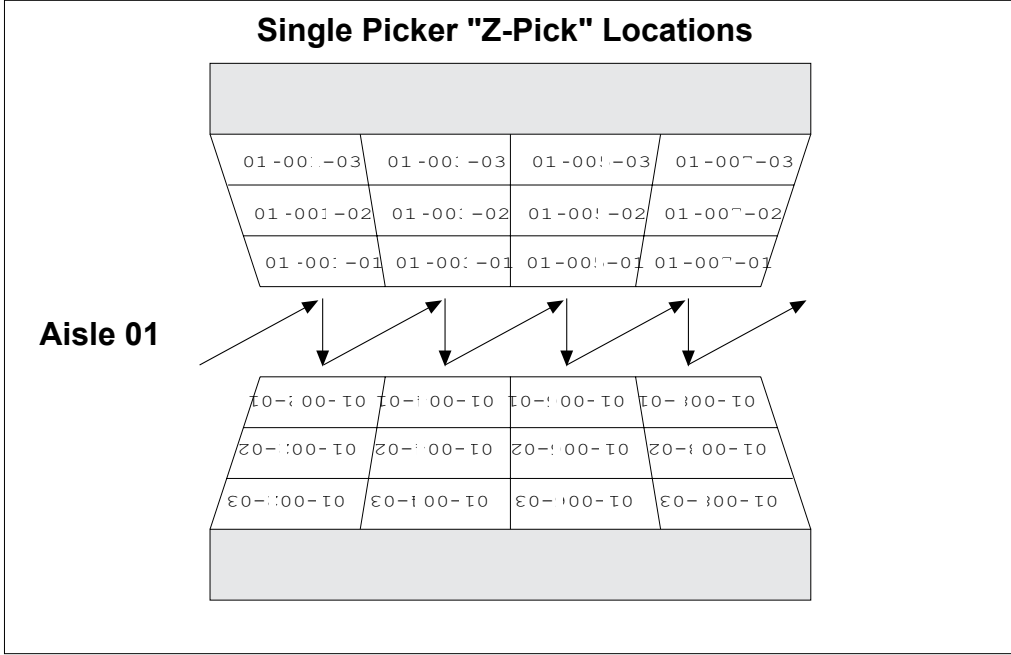
to a location's aisle, column and level numbers. For example, if an item is located on aisle 01 in column 030 on level 05, the location code would be 0103005.

The diagrams below illustrate how this coding might be used with different types of picking systems.

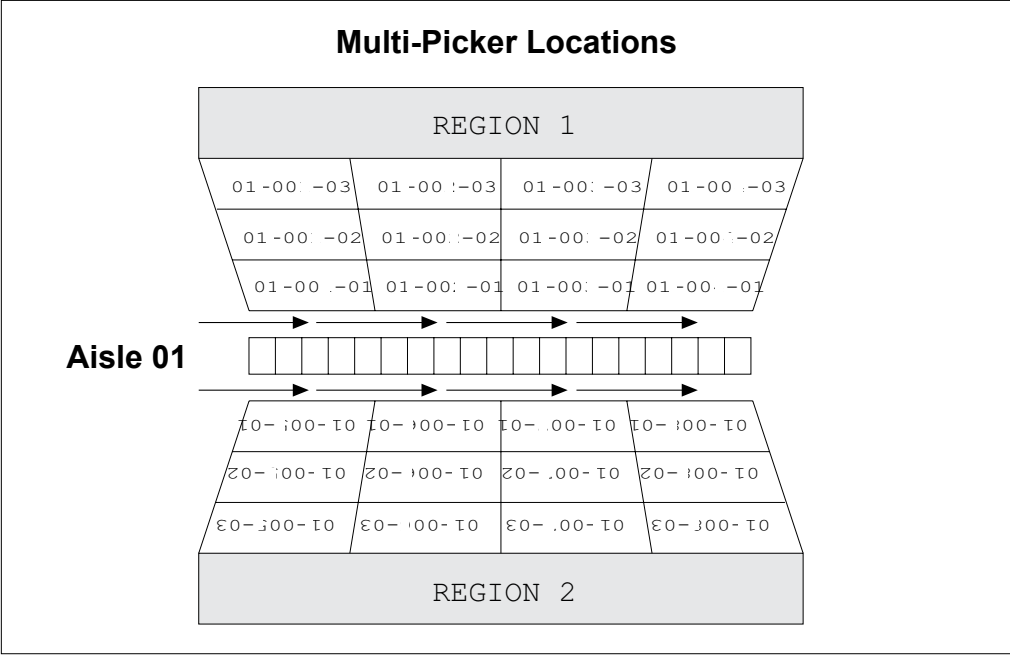
For Single Picker "U-Pick" aisles, locations are numbered by incrementing the column numbers from left to right, then across and left to right.



For Single Picker "Z-Pick" aisles, locations are numbered by incrementing the column numbers starting on the left side of the aisle and moving directly across on the right, then to the next set of bins on the left, etc.



For Multi-Picker aisles, locations are numbered by incrementing the column numbers on the left side first, then beginning with the next column number on the right side. Aisle locations with multiple order pickers should be divided and assigned to regions to generate multiple picking documents.



---

## Working With Multiple Warehouses

The following tasks must be completed in order to successfully operate multiple warehouses using the DAC system.

- Add warehouse records in the Warehouse Master file. Refer to Working With Warehouses of the Item File Maintenance document for additional information.
- Add company name records in the Company Name Master file. Refer to Working With Company Names of the System File Maintenance document for additional information.
- Use the SYS001 default system option to designate the default warehouse. Refer to the DAC Default System Options document for information about the **Default Warehouse Number** field.
- Use the **Default Warehouse** field of the user options records to designate the default warehouse for customer order entry on a *per user* basis. Refer to Working With User Options of the Billing File Maintenance document for additional information.
- Use the **Branch Code** field of the customer records to designate the default warehouse for customer order entry on a *per customer* basis. Refer to Working With Customers of the Customer File Maintenance document for additional information. Refer also to the DAC Default System Options document for information about the **Use Branch Code For Whse.** fields.
- Add location records in the Location Master file for each warehouse. Refer to Adding Location Records for additional information.
- Add warehouse area records for each warehouse. Refer to Adding Warehouse Area Records for additional information.
- Add Item Balance Master file records for the items are stored in more than one warehouse. Refer to Adding Item Balance Master File Records of the Item File Maintenance document for additional information.
- Add pick region records for each warehouse. Refer to Adding Pick Region Records for additional information.



User: JEANNINE

Menu: WMCV1

Date: 9/15/07

=====> W A R E H O U S E M A N A G E M E N T <=====

- ```
|||||||
THE    ||      1. Work With Receiving Requests
DAC    ||      2. Work With Replenishment Requests
SYSTEM ||      3. Work With Locations
|||||||      4. Create Replenishment Requests (Batch)
|||||||      5.
|||||||      6. Location Management Tools
|||||||      7. Define Pick Regions
|||||||      8. Define Warehouse Areas
```

M E N U C A L L S

- ```
19. Inventory      20. Purchasing      21.
22.                23. Dac Main Menu   90. Sign Off
```

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==>

## Adding Warehouse Area Records

```
User: JEANNINE           Menu: WMCV1           Date: 9/15/07
===== > WAREHOUSE MANAGEMENT <=====
|||||||
THE  || 1. Work With Receiving Requests
DAC  || 2. Work With Replenishment Requests
SYSTEM || 3. Work With Locations
||||||| 4. Create Replenishment Requests (Batch)
||| 5.
||| 6. Location Management Tools
||| 7. Define Pick Regions
||| 8. Define Warehouse Areas

M E N U C A L L S
19. Inventory          20. Purchasing          21.
22.                   23. Dac Main Menu      90. Sign Off

=====
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==>
```

1. Select option 8 (Define Warehouse Areas) from the Warehouse Management screen. The Edit Warehouse Area (Change) screen appears with a list of previously defined warehouse areas.

```
GSHLEFR  CHANGE  Creative Data Research      2/20/01 10:06:00
                Edit Warehouse Area
Warehouse    Warehouse Area

Type options, press Enter.
2=Edit Additional Area Info  D=Delete request

? Warehouse Whs Area  Description
  1      A      Area A - Cigarettes

F3=Exit  F9=Go to 'Add' mode
```

2. Press <F9> (Go to 'Add' mode) to add a warehouse area record. The Edit Warehouse Area (Add) screen appears.

```
GSHLEFR  ADD  Creative Data Research      2/20/01 10:09:17
                Edit Warehouse Area

Type options, press Enter.
2=Edit Additional Area Info  D=Delete request

? Warehouse Whs Area  Description

+

F3=Exit  F9=Go to 'Change' mode
```

3. Enter a previously defined warehouse code for the **Warehouse** (6,a) field.

4. Enter a warehouse area code for the **Whs Area** (6,a) field. The value entered for this field is entered for the **Warehouse Area** field of location records to designate within which area a location exists.
5. Enter a description for the **Description** (25,a) field.
6. Press <Enter> when data entry is complete.

```

GSHLEFR  ADD      Creative Data Research      2/20/01 10:13:50
                        Edit Warehouse Area

Type options, press Enter.
2=Edit Additional Area Info  D=Delete request

? Warehouse Whs Area      Description
  1          B          Area B - Tobacco

+

F3=Exit  F9=Go to 'Change' mode

CONFIRM: Y (Y/N)

```

7. Press <Enter> when prompted to confirm.

```

GSHLEFR  ADD      Creative Data Research      2/20/01 10:14:07
                        Edit Warehouse Area

Type options, press Enter.
2=Edit Additional Area Info  D=Delete request

? Warehouse Whs Area      Description

+

F3=Exit  F9=Go to 'Change' mode

```

8. Continue adding warehouse area records as previously described, or press <F3> to exit. The Warehouse Management screen appears.

# Working With Pick Regions

Pick region records are created to designate where pages “break” when printing pick lists, and to designate which pick documents can be printed for the items of the locations which exist in a pick region. The pick region records can also be used to specify which printer is used to print pick documents, and how many tote labels must be printed for the items picked from the locations of a pick region.

The instructions which follow include adding a “blank” region record to designate which pick documents can be printed for the items for which no pick region is designated.

Refer to Working With Load Control of the Billing document for information about using pick regions to monitor the picking process.

The values entered for the **Pick Version** and **Version Option** fields of the SYS032 (Pick Options) default system option control the printing of pick list versions. Refer to the DAC Default System Options document for additional information.





6. Enter a pick region code for the **Pick Region** (2,a) field with one exception. The **Pick Region** field is left blank when adding a “blank” region record.
7. Enter a description for the **Pick Region Description** (25,a) field. When adding a “blank” region record, enter a description such as *Blank Region* for the **Pick Region Description** field.
8. Enter *Y* (yes) for the following fields, as necessary, to designate which pick documents can be printed for the items of the locations which exist in the pick region:
  - **Pick Slip** (also called pick lists)
  - **Case Labels** (also called pick labels)
  - **Retail Stickers** (also called pick stickers)
  - **Label Summary** - can be printed if case labels are printed.
  - **Tote Labels**.

Pick lists, case labels and pick stickers can only be printed for items of a pick region in which *Y* (yes) is entered for the **Pick Slip**, **Case Labels** and **Retail Stickers** fields of pick region records, respectively. In order to print the case label version with 6-across pick stickers, a value of *Y* is required for the **Case Labels** field, and for the **Retail Stickers** field. Refer to Printing Pick Lists of the Billing document for additional information and examples of the pick documents.
9. Repeat the previous steps to continue adding pick regions, or press <Enter> when data entry is complete.

```

BSXSEFR  ADD      CDR Customer Conference          10/06/11 13:33:11
                Define Pick Regions

Type options, press Enter.
D=Delete request  2=Edit Record

? W.H.  Pick      Pick Region      Pick Case Retail  Label  Tote
  Code  Region    Description    Slip Labels Stickers Summary Labels
  1     D1     GENERAL MDSE          Y

+

F3=Exit  F9=Go to 'Change' mode  F10=Add Blank Region Record
                CONFIRM: Y (Y/N)

```

10. Press <Enter> when prompted to confirm.
11. Press <F9> (Go to 'Change' mode) to redisplay the Define Pick Regions screen with all the previously defined pick regions, or press <F3> to exit. The Warehouse Management screen appears.

## Editing Pick Region Records

After adding pick region records, other information can be added for each region to specify a default pick document, and designate which printer is used to print pick documents. Users can also enter the tote and item cube sizes required for printing tote labels.

```

User: JEANNINE           Menu: WMCV1           Date: 10/06/11

===== > WAREHOUSE MANAGEMENT <=====
=====
|||||
THE  ||      1. Work With Receiving Requests
DAC  ||      2. Work With Replenishment Requests
SYSTEM ||    3. Work With Locations
|||||      4. Create Replenishment Requests (Batch)
|||||      5. Display Warehouse Inventory Moves
|||||      6. Location Management Tools
|||||      7. Define Pick Regions
|||||      8. Define Warehouse Areas

M E N U   C A L L S
19. Inventory          20. Purchasing          21.
22.                   23. Dac Main Menu       90. Sign Off

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```

1. Select option 7 (Define Pick Regions) from the Warehouse Management screen. The Define Pick Regions screen appears with a list of previously defined pick regions.

```

BSXSEFR  CHANGE  CDR Customer Conference      10/06/11 12:24:15
                Define Pick Regions
Warehouse      Pick Region
Type options, press Enter.
D=Delete request  2=Edit Record

?  W.H.  Pick      Pick Region      Pick Case Retail  Label  Tote
   Code  Region    Description    Slip Labels Stickers Summary Labels
1      1      Blank Region      N
1      1      A1 CIGARETTES      N
1      1      A2 TOBACCO        N
1      1      A3 LIGHTERS       N
1      1      B1 GROCERY/CANDY  Y
1      1      B2 FREEZER        N
1      1      B3 REFRIGERATOR  N
1      1      CC Cash and Carry  N
1      1      C1 DRUGS/HBA/PAPER PROD  N
1      1      D1 GENERAL MDSE   N

F3=Exit  F9=Go to 'Add' mode  F10=Add Blank Region Record

```

2. Enter 2 (Edit Record) in the selection column of the desired pick region, and press <Enter>. The Edit Pick Region screen appears.

```

GSCPE1R  CHANGE  CDR Customer Conference  10/06/11 12:28:05
                                Edit Pick Region

Warehouse Code . . . . . : 1
Pick Region Code . . . . . : CC          Tax/Pick Right Y/N/P

Type changes, press Enter.

Default Pick Document ID . . . . . (Blank,A,B,C)      Pick Printer:
Print Consolidated Pick . . . . . ( Y = Yes )

Tote Cube Size (Inches) . . . . . Pallet Cube Limit (Feet)
Default Item Cube (Inches) . . . . . Pallet Stop Limit . . .

Order Constant (Minutes) .
Aisle Factor (Minutes) . .
Tote Factor (Minutes) . .
Line Item Factor (Minutes)
Piece Factor (Minutes) . .

F3=Exit  F11=Delete  F12=Key screen

```

3. Optional: Enter one of the following values for the **Default Pick Document ID** field to designate which type of pick document can be printed by default for the items of the region's locations:

- *A* - pick list (pick slip).
- *B* - case label (pick label).
- *C* - pick sticker (retail sticker).

The pick document designated by this value is printed only when none of the following is true:

- An item location's **Pick Document I.D.** field equals *A* (pick list), *B* (case label), or *C* (pick sticker).
- An item retail contract's **Retail Stickers** field (formerly named **Retail Label Code**) equals *Y*.
- An item location's **Pick Document I.D.** field equals *X* (conditional based on customer); and *A*, *B*, or *C* is entered for the **Alternate Pick Document I.D.** field of the customer's pick options record.
- An item location's **Pick Document I.D.** field equals *X*; and *PICKSLIP*, *CASELABEL*, or *STICKERS* is entered for the SYS032 default system option's **Conditional Doc Default** field.

Pick lists, case labels and pick stickers can only be printed for items of a pick region in which *Y* (yes) is entered for the **Pick Slip**, **Case Labels** and **Retail Stickers** fields of pick region records, respectively. Refer to Adding Pick Region Records above for additional information.

4. If totes are used for picking items in the region, enter data for the following fields:

- **Tote Cube Size** (7.1,n) - the size in cubic inches of the totes used for picking.
- **Default Item Cube** (7.1,n) - the default size in cubic inches of the items assigned to the locations of the region. The value entered for this field is used only if no cubic size can be calculated for the item using the item's dimensions. Refer to Entering Dimensions In Item Records of the Item File Maintenance document for additional information.

5. If cases are used for picking items in the region, enter data for the following fields:

- **Pallet Cube Limit** (7,n) - the maximum volume in cubic feet which a pallet can hold.
- **Pallet Stop Limit** (7,n) - the maximum number of delivery stops for which a pallet can be loaded.

The values entered for the above fields are used to determine the number of cases required for picking, and for printing case labels by pallet lots.

6. Enter data for the following fields to calculate the time for picking items located in the region:
  - **Order Constant** (5.3,n) - the time in minutes required to prepare for picking, such as obtaining pick lists and totes.
  - **Aisle Factor** (5.3,n) - the time in minutes associated with travel down an aisle. This value is multiplied by the number of aisles that picker is required to travel.
  - **Tote Factor** (5.3,n) - the time in minutes associated with handling a tote. This value is multiplied by the number of totes required.
  - **Line Item Factor** (5.3,n) - the time in minutes associated with a single line item of an order. This value is multiplied by the number of line items picked.
  - **Piece Factor** (5.3,n) - the time in minutes associated with a single piece of an order line item. This value is multiplied by the number of pieces per line item.

Values may not be required for all of the above fields in order to calculate the picking time for a particular pick region. For example, no value is entered for the **Tote Factor** field when totes are not used to pick items of an region.
7. Press <Enter> when data entry is complete.
8. Press <Enter> when prompted to confirm. The Define Pick Regions screen appears.

# Working With Locations

The Work With Locations application is used to maintain warehouse location records in the DAC Location Master file.

To maintain inventory balances of items *in the location records*, \*YES must be entered for the **Replenishment Active** field of the SYS009 (Inventory Options) default system option. Refer to the DAC Default System Options document for additional information. Refer to Working With Replenishment for information about adding picking and backstock locations.

```
User: JEANNINE           Menu: DACCV1           Date: 10/15/13
=====> THE DAC SOFTWARE SYSTEM <=====
||||| Distributor Analysis and Control |||||
||||| MAIN OPERATIONS MENU |||||
=====
|||||
THE  || 1. File Maintenance Menu
DAC  || 2. Accounts Receivable
SYSTEM || 3. Billing System
||||| 4. Inventory System
||||| 5. Purchasing System
||||| 6. Reports Menu
||||| 7. Truck Scheduling
||||| 8. Closing Procedures
||||| 9. Integration
||||| 10. Other Functions Menu
||||| 11. Accounts Payable
||||| 12. General Ledger
||||| 90. Sign Off
=====
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====>
```

1. Select option 4 (Inventory System) from the Main Operations Menu screen. The Inventory Menu screen appears.

```
User: JEANNINE           Menu: IVCV1           Date: 10/15/13
=====> I N V E N T O R Y   M E N U <=====
|||||
THE  || 1. Inventory Control
DAC  || 2. Physical Inventory
SYSTEM || 3. Warehouse Management
||||| 4. Returns Management
|||||
M E N U   C A L L S
19.      20. Purchasing           21.
22.      23. Dac Main Menu       90. Sign Off
=====
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====>
```

2. Select option 3 (Warehouse Management) from the Inventory Menu screen. The Warehouse Management screen appears.

User: JEANNINE

Menu: WMCV1

Date: 10/15/13

=====> W A R E H O U S E M A N A G E M E N T <=====

- ```
|||||||
THE  ||      1. Work With Receiving Requests
DAC  ||      2. Work With Replenishment Requests
SYSTEM ||    3. Work With Locations
|||||||      4. Create Replenishment Requests (Batch)
||          5. Display Warehouse Inventory Moves
||          6. Location Management Tools
||          7. Define Pick Regions
||          8. Define Warehouse Areas
```

M E N U C A L L S

- ```
19. Inventory      20. Purchasing      21.
22.                23. Dac Main Menu   90. Sign Off
```

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## Adding Location Records

A location record worksheet is included, following the instructions below, to facilitate data entry when adding location records.

The instructions below include information about adding a location record for handling unsellable items. Refer to Working With Locations, Regions and Areas for additional information about using the *DAMAGE* location.

The location code of a warehouse location record will automatically appear in the corresponding item record after the location record is added. Refer to Working With Items of the Item File Maintenance document for additional information about the **Location** field of item records. Refer to Working With Item Reports of the Item File Maintenance document for information about printing a list of items that are not assigned to a warehouse location.

```

User: JEANNINE           Menu: WMCV1           Date: 5/30/07

=====> WAREHOUSE MANAGEMENT <=====
|||||||
THE  ||          1. Work With Receiving Requests
DAC  ||          2. Work With Replenishment Requests
SYSTEM ||        3. Work With Locations
|||||||          4. Create Replenishment Requests (Batch)
|||           5.
|||           6. Location Management Tools
|||           7. Define Pick Regions
|||           8. Define Warehouse Areas

                M E N U   C A L L S
19. Inventory          20. Purchasing          21.
22.                   23. Dac Main Menu       90. Sign Off

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==>

```

1. Select option 3 (Work With Locations) from the Warehouse Management screen. The Display Location Master screen appears.

```

DSECDFR   DISPLAY Creative Data Research           5/30/07 13:48:53
Display Location Master
Warehouse  Loc.  Item  W.H.  Pick  Area  Tax  Doc  Item
Location  Type  Code  Region  Juris.  I.D.  Number
A000      1
Type options, press Enter.
M=Move  R=Replenish  T=Transfer  2=Edit  5=Display Detail
? Whse.  W.H.  Item  Cur.  Type  Pick  Tax  Doc.  Quantity
  Loc.   Number  Unit  Reg.  Juris.  I.D.  On Hand
A0002   1    101870  CTN  1  A    A    555
A0003   1    102070  CTN  1  A    X    420
A0004   1    101930  CTN  1  A    A    311
A0005   1    100400  CTN  1  A    A    187
A0006   1    100401  CTN  1  A    X    186
A0007   1    103600  CTN  1  A    A    306
A0008   1    103670  CTN  1  A    A    272
A0009   1    103270  CTN  1  A    A    189
A0010   1    102320  CTN  1  A    A    250
A0011   1    101520  CTN  1  A    A    168      +
F3=Exit  F10=Add New Record  F20=Invalid Items

```

2. Press <F10> (Add New Record). The Edit Location KEY SCREEN screen appears.

```

DSEDE1R  CHANGE  Creative Data Research  5/30/07 13:56:51
                        Edit Location KEY SCREEN

Warehouse Code . . . 1
Warehouse Location .

F3=Exit  F9=Go to 'Add' mode

```

3. Enter a previously defined warehouse code for the **Warehouse Code** (6,a) field.
4. Enter the location code for the **Warehouse Location** (9,a) field. Refer to Working With Locations, Regions and Areas for one example of location coding.

Note: *DAMAGE* must be entered to add the location record for handling unsellable items.

5. Press <Enter>. The Edit Location screen appears.

```

DSEDE1R  ADD  Creative Data Research  5/30/07 14:13:50
                        Edit Location

Warehouse Code . . . : 1          MAIN WAREHOUSE
Warehouse Location . : A0001

Item Number...:
Location Type :
Pick Region .  Sequence  Current Unit 2  Juris. Test
                               Pick Document I.D.  Inventory Status .

Height (In.)  Width (In.)  Depth (In.)  Cubic Ft  .00
Aisle.....:  Column.....:  Level.....:  Weight Lmt.

Warehouse Area  Code Date  Control Number
Max Capacity    Replenish Level/ Unit  3 Qty On Hand

F3=Exit

```

6. A description (25,a) must be entered to the right of the **Warehouse Location** field.
7. If a single item is assigned to the location, enter the item number of the product for the **Item Number** (6,n) field. If necessary, press <F4> to select an item number from the Select Item By Description screen. Leave the **Item Number** field blank when adding a location record for “mixed” type locations (see **Location Type** below).

Note: The **Item Number** field of a previously added location record cannot be edited if inventory exists for the item as designated by the **Qty On Hand** field of the location record.

8. Enter a code for the **Location Type** (1,a) field to designate one of the following location types:

- Fixed pick location (1) - used as the primary pick location for a specific item. Only one fixed pick location should be created for an item.
- Fixed reserve location (3) - used as the backstock location for the replenishment of an item assigned to a fixed pick location. Multiple fixed reserve locations can be created for an item, but none can be used for picking.
- Floating reserve location (4) - used as the backstock (non-picking) location for replenishment of an item assigned to a fixed pick location. The assigned item of a floating reserve location can be changed when its quantity on hand equals zero and another floating reserve location with a positive quantity on hand exists for the item.
- Mixed regular location (5) - used as the backstock (non-picking) location of a variety of items which are each assigned to a fixed pick location.
- Mixed damage location (6) - used as the damage location of a variety of items. The unsellable items assigned to the location cannot be picked. Refer to Adding A Damaged Inventory Batch for additional information.
- Floating pick location (2) - used for storing a specific item for which a reserve location does not exist. With one exception, the assigned item of a floating pick location cannot be picked, but can be changed when its quantity on hand equals zero and another floating pick location with a positive quantity on hand exists for the item. The assigned item of a floating location can be picked if used for pre-stamp picking.

```

DSEDEIR  ADD      Creative Data Research          5/30/07 14:18:19
                               Edit Location
Warehouse Code . . . . : 1          MAIN WAREHOUSE
Warehouse Location . . : A0001      A0001 - CIG ROOM
Item Number . . . . . : 32050      MARLBORO 100 LIGHT BOX
Location Type : 1 Fixed Pick      Current Unit 2 CTN      Juris. Test
Pick Region . . . . . : Sequence   Pick Document I.D.   Inventory Status .
Height (In.)          Width (In.)      Depth (In.)          Cubic Ft      .00
Aisle . . . . . :      Column . . . . :      Level . . . . . :      Weight Lmt.
Warehouse Area        Code Date        Control Number
Max Capacity          Replenish Level/ Unit      3 Qty On Hand
                               F3=Exit

```

Users have the option of globally changing the value of the **Location Type** fields of multiple location records. Refer Using Location Management Tools for additional information.

9. Enter a unit of measure for the **Current Unit** (1,n) field. Valid values are 1, 2, 3

and 4 which designate the four possible levels. If necessary, press <F4> to select the unit of measure from the Select U/M For Item window.

Usually the item's standard selling unit of measure is entered for the **Current Unit** field. If replenishment is used, and the location will be used for storing the item's backstock, its receiving unit of measure must be entered for the **Current Unit** field. Refer to Working With Replenishment for additional information.

Note: The **Current Unit** field of a previously added location record cannot be edited if inventory exists for the item as designated by the **Qty On Hand** field of the location record.

10. Enter data for the following fields, as necessary:

- Optional: **Juris. Test** (6,a) - a tax jurisdiction code designates that the location contains pre-stamped inventory which can be picked first if the pre-stamp picking method is used. The pre-stamped inventory is limited to picking for customers of the designated jurisdiction.

If necessary, press <F4> to select a tax jurisdiction code from the Select Tax Jurisdiction screen. A group of jurisdictions can be designated by entering part of the desired tax jurisdiction codes followed by an asterisk (\*). For example, if *LA\** is entered for the **Juris. Test** field, picking is limited to the customers of all the jurisdictions with codes that begin with *LA*.

Note: The **Juris. Test** field of a previously added location record cannot be edited if inventory exists for the item as designated by the **Qty On Hand** field of the location record.

Refer to the DAC Default System Options document for information about the **Pre-Stamp Picking Method** field of the SYS009 default system option. Refer to the Tax System document for information about the **Tax Jurisdiction** field of customer records.

- Optional: **Pick Region** (2,a) - the pick region within which the location exists. If necessary, press <F4> to select the pick region from the Select Pick Region File screen.

If no value is entered for the **Pick Region** field of the location record, the *blank region record* is used to designate which pick documents can be printed for the items of location. Refer to Adding Pick Region Records for additional information.

Users have the option of globally entering a value for the **Pick Region** fields of multiple location records. Refer Using Location Management Tools for additional information.

- Optional: **Sequence** (1,n) - a number designating the location's place, such

as first, second and third, which can be used in the picking process for items assigned to multiple fixed pick locations. Valid values are 1 through 9.

11. Enter one of the following values for the **Pick Document I.D.** (1,a) field to designate which type of pick document is printed for the location's item:
  - *A* - pick list
  - *B* - case label
  - *C* - pick stickers
  - *X* - an alternate pick document as specified for a particular customer by the value of the **Alternate Pick Document I.D.** field of the customer's pick options record. Refer to Working With Customer Pick Options of the Billing File Maintenance document for additional information.

Refer to Printing Pick Lists of the Billing document for examples of the pick documents.

Users have the option of globally entering a value for the **Pick Document I.D.** fields of multiple location records. Refer Using Location Management Tools for additional information. Also refer to Adding Pick Region Records for additional information about printing pick documents.

Refer to the DAC Default System Options document for information about the SYS032 (Pick Options) default system option which designates pick document printing attributes for all customers.

12. Enter *Y* (yes) for the **Inventory Status** (1,a) field to track the inventory balance of the item at the location. If the pre-stamp picking method is used (see **Juris. Test** above), *Y* must be entered for the **Inventory Status** field.

Note: The **Inventory Status** field of a previously added location record cannot be edited if inventory exists for the item as designated by the **Qty On Hand** field of the location record.

13. Enter data for the following fields, as necessary:
  - Optional: **Height (In.)** (5,n) - the height in inches of the location.
  - Optional: **Width (In.)** (5,n) - the width in inches of the location.
  - Optional: **Depth (In.)** (5,n) - the depth in inches of the location.The location's volume is appears for the **Cubic Ft** (5,n) display field in cubic feet if data was entered for all three of the above fields.

14. Enter data for the following fields, as necessary:
  - Optional: **Aisle** (5,n) - the aisle number of the location.  
Users have the option of globally entering a value for the **Aisle** fields of multiple location records. Refer Using Location Management Tools for additional information.
  - Optional: **Column** (5,n) - the column number of the location.
  - Optional: **Level** (5,n) - the level number of the location.
  - Optional: **Weight Lmt.** (5,n) - the maximum total weight in pounds which can be stored at the location.
  - **Warehouse Area** (6,a) - the warehouse area within which the location

exists. If necessary, press <F4> to select the warehouse area from the Select Warehouse Area screen. Users have the option of globally entering a value for the **Warehouse Area** fields of multiple location records. Refer Using Location Management Tools for additional information.

- Optional: **Code Date** (6,n) - the expiration date for selling an item, such as vitamins, which is stored at the location.
- Optional: **Control Number** (15,a) - control or lot number of a controlled substance item which is stored at the location.

15. Data must be entered for the following fields if replenishment will be used to maintain the inventory of this item, and this will be the item's picking location:

- Optional: **Max Capacity** (5,n) - the maximum quantity of the item at its receiving unit of measure that can be stored at the location.
- Optional: **Replenish Level** (7,n) - the minimum quantity of the item, also at its receiving unit of measure, which must be reached before replenishment of the item stored at this location can occur.
- Optional: **Unit** (1,n) - the item's receiving unit of measure.

16. Press <Enter> when data entry is complete.

DSEDE1R	ADD	Creative Data Research	5/30/07 15:46:43
Edit Location			
Warehouse Code . . . . :	1	MAIN WAREHOUSE	
Warehouse Location . . :	A0001	A0001 - CIG ROOM	
Item Number . . . . :	32050	MARLBORO 100 LIGHT BOX	
Location Type : 1 Fixed Pick		Current Unit 2 CTN	Juris. Test
Pick Region . AA Sequence		Pick Document I.D. A	Inventory Status .
Height (In.)	Width (In.)	Depth (In.)	Cubic Ft .00
Aisle . . . . . :	Column . . . . :	Level . . . . . :	Weight Lmt.
Warehouse Area A	Code Date	Control Number	
Max Capacity 60	Replenish Level/ Unit	16 3 Qty On Hand	
F3=Exit			
CONFIRM: Y (Y/N)			

17. Press <Enter> when prompted to confirm. The Edit Location KEY SCREEN screen appears with the *Record added* message.

18. Continue adding warehouse location records as previously described, or press <F3> to exit.

Refer to Working With Inventory Control for information about adding the quantities on hand for the items of a location.

# Location Data Worksheet

Data entry is strongly recommended, or required by the system, for the fields displayed in **bold** type.

## Edit Location

**Warehouse Code** (6,a) \_\_\_\_\_

**Warehouse Location** (9,a) \_\_\_\_\_

**Description** (25,a) \_\_\_\_\_ **Stamp-Type** (1,a) \_\_\_\_\_  
Item Number (6,n) \_\_\_\_\_

**Location Type** (1,a) \_\_\_\_\_ **Current Unit** (1,n) \_\_\_\_\_ **Juris. Test** (6,a) \_\_\_\_\_

**Pick Region** (2,a) \_\_\_\_\_ **Sequence** (1,n) \_\_\_\_\_ **Pick Document I.D.** (1,a) \_\_\_\_\_ **Inventory Status (Y/N)** \_\_\_\_\_

**Height** (5,n) \_\_\_\_\_ inches **Width** (5,n) \_\_\_\_\_ inches **Depth** (5,n) \_\_\_\_\_ inches

**Aisle** (5,n) \_\_\_\_\_ **Column** (5,n) \_\_\_\_\_ **Level** (5,n) \_\_\_\_\_ **Weight Lmt.** (5,n) \_\_\_\_\_

**Warehouse Area** (6,a) \_\_\_\_\_ **Code Date** (6,n) \_\_\_\_\_ **Control Number** (15,a) \_\_\_\_\_

**Max Capacity** (5,n) \_\_\_\_\_ **Replenish Level** (7,n) / **Unit** (1,n) \_\_\_\_\_ / \_\_\_\_\_

**Check Digit** (3,n) \_\_\_\_\_ **Manual Check Digit?** (Y/N) \_\_\_\_\_

# Location Data Worksheet

Data entry is strongly recommended, or required by the system, for the fields displayed in **bold** type.

## Edit Location

**Warehouse Code** (6,a) \_\_\_\_\_

**Warehouse Location** (9,a) \_\_\_\_\_

**Description** (25,a) \_\_\_\_\_ **Stamp-Type** (1,a) \_\_\_\_\_  
Item Number (6,n) \_\_\_\_\_

**Location Type** (1,a) \_\_\_\_\_ **Current Unit** (1,n) \_\_\_\_\_ **Juris. Test** (6,a) \_\_\_\_\_

**Pick Region** (2,a) \_\_\_\_\_ **Sequence** (1,n) \_\_\_\_\_ **Pick Document I.D.** (1,a) \_\_\_\_\_ **Inventory Status (Y/N)** \_\_\_\_\_

**Height** (5,n) \_\_\_\_\_ inches **Width** (5,n) \_\_\_\_\_ inches **Depth** (5,n) \_\_\_\_\_ inches

**Aisle** (5,n) \_\_\_\_\_ **Column** (5,n) \_\_\_\_\_ **Level** (5,n) \_\_\_\_\_ **Weight Lmt.** (5,n) \_\_\_\_\_

**Warehouse Area** (6,a) \_\_\_\_\_ **Code Date** (6,n) \_\_\_\_\_ **Control Number** (15,a) \_\_\_\_\_

**Max Capacity** (5,n) \_\_\_\_\_ **Replenish Level** (7,n) / **Unit** (1,n) \_\_\_\_\_ / \_\_\_\_\_

**Check Digit** (3,n) \_\_\_\_\_ **Manual Check Digit?** (Y/N) \_\_\_\_\_

## Editing Location Records

The Edit Location screen is used to change most of the values entered for the fields of a previously added location record. Some values cannot be edited if inventory currently exists for the item assigned to the location. Refer to Adding Location Records for additional information about all the fields of location records.

Refer to Using Location Management Tools for information about globally editing multiple location records.

```

User: JEANNINE           Menu: WMCV1           Date: 10/15/13

===== > WAREHOUSE MANAGEMENT <=====
=====
|||||||
THE  ||                1. Work With Receiving Requests
DAC  ||                2. Work With Replenishment Requests
SYSTEM ||            3. Work With Locations
|||||||                4. Create Replenishment Requests (Batch)
|||||||                5. Display Warehouse Inventory Moves
|||||||                6. Location Management Tools
|||||||                7. Define Pick Regions
|||||||                8. Define Warehouse Areas

                                M E N U   C A L L S
19. Inventory                   20. Purchasing                   21.
22.                             23. Dac Main Menu                   90. Sign Off

=====
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==>

```

1. Select option 3 (Work With Locations) from the Warehouse Management screen. The Display Location Master screen appears.

```

DSECDFR  DISPLAY CDR Customer Conference           10/15/13 11:07:17
                                Display Location Master
Warehouse  Loc.  Item  W.H.  Pick  Area  Tax  Doc  Item
Location   Type  Code Region  Juris. I.D. Number
-----
                                1
Type options, press Enter.
2=Edit  5=Display Detail  M=Move Item

? Whse.  W.H.  Item  Cur.  Type  Pick  Area  Tax  Doc.  Quantity
  Loc.   Number Unit  Reg.  Juris. I.D.  On Hand
- DAMAGE  1                6      DMG
- P4000  1                1 B1  4      A
- P4010  1                1 B1  4      A
- P4020  1                1 B1  4      A
- P4030  1                1 B1  4      A
- P4040  1                1 B1  4      A
- P4050  1                1 B1  4      A
- P4060  1                1 B1  4      A
- P4070  1                1 B1  4      A
- P4080  1                1 B1  4      A
                                +

F3=Exit F4=Search F10=Add New Record F20=Invalid Items

```

2. Locate the desired location record, enter 2 (Edit) in the selection column next to its location code, and press <Enter>. The Edit Location screen appears.

```

DSEDE1R  CHANGE  CDR Customer Conference 10/15/13 11:09:48
                        Edit Location
Warehouse Code 1      MAIN WAREHOUSE
Warehouse Location . : P4000      Pick Location _____ Stamp-Type _

Item Number...: _____
Location Type : 1 Fixed Pick      Current Unit _      Juris. Test _____
Pick Region . B1 Sequence _      Pick Document I.D. A Inventory Status . _

Height (In.) _____ Width (In.) _____ Depth (In.) _____ Cubic Ft .00
Aisle.....: _____ Column.....: _____ Level.....: _____ Weight Lmt. _____

Warehouse Area 4 _____ Code Date _____ Control Number _____
Max Capacity _____ Replenish Level/ Unit _____ Qty On Hand _____
Check Digit . _____ Manual Check Digit? _ (Y/N)

Transfer In Date . . . : _____ Transfer Out Date . . . :
Transfer In Quantity : _____ Transfer Out Quantity :
Transfer In Time . . . : 0:00:00 Transfer Out Time . . . : 0:00:00
Transfer From Location _____ Transfer To Location :
Physical Inventory Date _____ Last Inventory Item . :
Last Physical Quantity

F3=Exit

```

Some fields cannot be edited if inventory exists for the item as designated by the **Qty On Hand** display field of the location record. Refer to Adding Location Records for additional information about all the fields of location records.

3. Press <Enter> when editing is complete.

```

DSEDE1R  CHANGE  CDR Customer Conference 10/15/13 11:09:48
                        Edit Location
Warehouse Code 1      MAIN WAREHOUSE
Warehouse Location . : P4000      Pick Location _____ Stamp-Type _

Item Number...: 500033      LAFFY TAFFY APPLE JAR
Location Type : 1 Fixed Pick      Current Unit _      Juris. Test _____
Pick Region . B1 Sequence _      Pick Document I.D. A Inventory Status . _

Height (In.) _____ Width (In.) _____ Depth (In.) _____ Cubic Ft .00
Aisle.....: _____ Column.....: _____ Level.....: _____ Weight Lmt. _____

Warehouse Area 4 _____ Code Date _____ Control Number _____
Max Capacity _____ Replenish Level/ Unit _____ 3 Qty On Hand _____
Check Digit . _____ Manual Check Digit? _ (Y/N)

Transfer In Date . . . : _____ Transfer Out Date . . . :
Transfer In Quantity : _____ Transfer Out Quantity :
Transfer In Time . . . : 0:00:00 Transfer Out Time . . . : 0:00:00
Transfer From Location _____ Transfer To Location :
Physical Inventory Date _____ Last Inventory Item . :
Last Physical Quantity

F3=Exit

```

4. Press <Enter> when prompted to confirm. The Edit Location KEY SCREEN screen appears with the *Record changed* message.

```

DSEDE1R  CHANGE  CDR Customer Conference 10/15/13 11:25:09
                        Edit Location KEY SCREEN

Warehouse Code . . . 1
Warehouse Location . P4000

F3=Exit F9=Go to 'Add' mode
Record changed.

```

5. Use the fields of the Edit Location KEY SCREEN screen to continue editing location records, or press <F3> to exit. The Display Location Master screen appears.

DSECDFR DISPLAY CDR Customer Conference 10/15/13 14:45:38									
Display Location Master									
Warehouse	Loc.	Item	W.H.	Pick	Area	Tax	Doc	Item	
Location	Type		Code	Region		Juris.	I.D.	Number	
	-		1	-			-		
Type options, press Enter.									
2=Edit 5=Display Detail M=Move Item									
? Whse.	W.H.	Item	Cur.	Type	Pick	Area	Tax	Doc.	Quantity
Loc.		Number	Unit		Reg.		Juris.	I.D.	On Hand
-	DAMAGE	1		6		DMG			
-	P4000	1	500033	JAR	1	B1	4		A
-	P4010	1	500034	JAR	1	B1	4		A
-	P4020	1	500035	JAR	1	B1	4		A
-	P4030	1	500037	JAR	1	B1	4		A
-	P4040	1	500038	JAR	1	B1	4		A
-	P4050	1	500039	JAR	1	B1	4		A
-	P4060	1	500040	JAR	1	B1	4		A
-	P4070	1		JAR	1	B1	4		A
-	P4080	1		JAR	1	B1	4		A
									+
F3=Exit F4=Search F10=Add New Record F20=Invalid Items									

6. Press <F3> to exit. The Warehouse Management screen appears.

## Removing Items From DAMAGE Location

The instructions below describe using the Prompt For Damages Report screen to automatically remove items from the *DAMAGE* location after they are picked up by a vendor's rep. Refer to Adding A Damaged Inventory Batch for information about using the Damaged Inventory Batch Entry applications to manually adjust the on-hand quantities of the items of the *DAMAGE* location.

Refer to Working With Locations, Regions and Areas for additional information about the *DAMAGE* location.

```
User: JEANNINE          Menu: DACCV1          Date: 8/02/12
=====> THE DAC SOFTWARE SYSTEM <=====
||||| Distributor Analysis and Control |||||
||||| MAIN OPERATIONS MENU |||||
=====
||||| 1. File Maintenance Menu
THE   || 2. Accounts Receivable
DAC   || 3. Billing System
SYSTEM || 4. Inventory System
||||| 5. Purchasing System
      6. Reports Menu
      7. Truck Scheduling
      8. Closing Procedures
      9. Integration
     10. Other Functions Menu
     11. Accounts Payable
     12. General Ledger
     90. Sign Off
=====
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==>
```

1. Select option 4 (Inventory System) from the Main Operations Menu screen. The Inventory Menu screen appears.

```
User: JEANNINE          Menu: IVCV1          Date: 6/26/08
=====> I N V E N T O R Y   M E N U <=====
||||| 1. Inventory Control
THE   || 2. Physical Inventory
DAC   || 3. Warehouse Management
SYSTEM || 4. Returns Management
|||||
      M E N U   C A L L S
19.          20. Purchasing          21.
22.          23. Dac Main Menu      90. Sign Off
=====
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==>
```

2. Select option 1 (Inventory Control) from the Inventory Menu screen. The Inventory Control screen appears.

```

User: JEANNINE           Menu: ICCV1           Date: 6/26/08

===== > I N V E N T O R Y   C O N T R O L < =====
=====
|||||||
THE  ||          1. Inventory Batch Entry
DAC  ||          2. Edit Inventory Adj. Reasons
SYSTEM ||        3. Display Item Inventory Transactions
|||||||          4. Damaged Inventory Batch Entry
|||||||          5. Work with Item Each/Case Links
|||||||          6. Work with Inter-Company Transfers

M E N U   C A L L S
19 Inventory           20
22 Purchasing         23 Dac Main Menu
21 Inventory Reports  90 Sign Off
=====
==>

```

3. Select option 21 (Inventory Reports) from the Inventory Control screen. The Inventory Reports screen appears.

```

User: JEANNINE           Menu: IVRCV1          Date: 6/26/08

===== > I N V E N T O R Y   R E P O R T S < =====
=====
|||||||
THE  ||          1. Inventory Evaluation Report
DAC  ||          2. Inventory Adj. Reasons
SYSTEM ||        3. Cycle Count Sheets
|||||||          4. Damaged Inventory Report
|||||||          5. Inventory Receipts Recap
|||||||          6. Pre-Stamped Replenishment Report
|||||||          7. Pre-Stamped Inventory Report
|||||||          8. Inter-Company Transfers
|||||||          9. Less Than 5 Days On-Hand Report

M E N U   C A L L S
19. Inventory Control  20.
22.                   23. Dac Main Menu
21. Reports           90. Sign Off
=====
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==>

```

4. Select option 4 (Damaged Inventory Report) from the Inventory Reports screen. The Prompt For Damages Report screen appears.

```

CVC2PVR  ENTER  Creative Data Research, Inc.           6/26/08 12:06:32
Prompt for Damages Report

Type choices, press Enter.

Warehouse code  1

Vendor Number           (Blank For All) Version 1

Category # .          (Blank For All) Version 2

Report Version  1      (Version 1 - Sort By Vendor)
                   (Version 2 - Sort By Category)

Select Cost .  N      (N=Net B=Base M=Mfg List)

Close Out Vendor For Pickup  (Y or N)

Vendor Close Out Number           Remove From Damages  (Y or N)

F3=Exit  F4=Search  F6=Print

```

5. To generate a Damaged Inventory Report listing all the vendor's items in the *DAMAGE* location, enter data for the following fields:
- **Warehouse code** - enter the warehouse code.
  - **Vendor Number** - enter the vendor code.
  - **Category #** - leave this field blank.
  - **Report Version** - enter *1* (Sort By Vendor).
  - **Select Cost** - enter *N* (Net), *B* (Base) or *M* (Mfg List).
  - **Close Out Vendor For Pickup** - enter *Y* (yes).
  - **Vendor Close Out Number** - leave this field blank.
  - **Remove From Damages** - leave this field blank.

```

CVC2PVR  ENTER  Creative Data Research, Inc.  6/26/08 10:03:18
                Prompt for Damages Report

Type choices, press Enter.

Warehouse code  1

Vendor Number  HER001  (Blank For All) Version 1

Category #     .      (Blank For All) Version 2

Report Version  1      (Version 1 - Sort By Vendor)
                  (Version 2 - Sort By Category)
Select Cost    .  N    (N=Net B=Base M=Mfg List)

Close Out Vendor For Pickup Y (Y or N)

Vendor Close Out Number          Remove From Damages  (Y or N)

F3=Exit  F4=Search  F6=Print

```

6. Press <F6> (Print) and <Enter> to confirm.

On the Damaged Inventory Report that is generated, the vendor close out number (which is automatically assigned to the vendor's items) appears after *Vendor Close Out* at the top of the report (see below).

# Damaged Inventory Report (with vendor close out number)

Creative Data Research, Inc.		Damaged Inventory Report		JEANNINE	CYCOPFR	6/26/08 11:55:28		Page	1		
*****		Vendor Close Out	2	*****							
Item	Description	Mfg. Part #	UFC	U/M Pack	U/M Qty	UM1 Qty	UM2 Qty	UM3 Qty	UM4 Qty	NET COST	Total Val.
Vendor HER001 HERSHEY CHOCOLATE				2							
418950	HERSHEY ALMOND 36CT		03400024100	BOX	36		6			13.050	78.30
616600	HERSHEY CHOCOLATE SYRUP BOTTLE 24OZ		03400031240	EA	1		2			1.450	2.90
403078	HERSHEY NUGGET ASSORTED		03400001689	CS	12		1			56.710	56.71
Vendor HER001 HERSHEY CHOCOLATE							9				137.91
Final totals							9				137.91
** END OF REPORT **											

7. To remove the items from the *DAMAGE* location after they are picked up, enter data for the following fields:
- **Warehouse code** - enter the warehouse code.
  - **Vendor Number** - enter the vendor code.
  - **Category #** - leave this field blank.
  - **Report Version** - enter *1* (Sort By Vendor).
  - **Select Cost** - enter *N* (Net), *B* (Base) or *M* (Mfg List).
  - **Close Out Vendor For Pickup** - leave this field blank.
  - **Vendor Close Out Number** - enter the vendor close out number as described in step 6 above.
  - **Remove From Damages** - enter *Y* (yes).

```

CVC2PVR  ENTER  Creative Data Research, Inc.          6/26/08 12:17:51
                    Prompt for Damages Report

Type choices, press Enter.

Warehouse code  1

Vendor Number  HER001  (Blank For All) Version 1

Category #     .      (Blank For All) Version 2

Report Version  1      (Version 1 - Sort By Vendor)
                  (Version 2 - Sort By Category)
Select Cost    .  N    (N=Net B=Base M=Mfg List)

Close Out Vendor For Pickup  (Y or N)

Vendor Close Out Number      2  Remove From Damages Y (Y or N)

F3=Exit  F4=Search  F6=Print

```

8. Press <F6> (Print) and <Enter> to confirm.

On the Damaged Inventory Report that is generated, the vendor close out number appears after *Removed From Damage* at the bottom of the report (see below).

# Damaged Inventory Report (listing items removed)

Creative Data Research, Inc.		Damaged Inventory Report		JEANNINE CVCOPFR		6/26/08 12:20:40		Page 1			
*****		Vendor Close Out 2		*****		*****		*****			
Item	Description	Mfg. Part #	UPC	U/M Pack	U/M Qty	UM1 Qty	UM2 Qty	UM3 Qty	UM4 Qty	NET COST	Total Val.
Vendor HER001 HERSHEY CHOCOLATE											
418950	HERSHEY ALMOND 36CT		03400024100	BOX 36			6			13.050	78.30
616600	HERSHEY CHOCOLATE SYRUP BOTTLE 24OZ		03400031240	EA 1			2			1.450	2.90
403078	HERSHEY NUGGET ASSORTED		03400001689	CS 12			1			56.710	56.71
Vendor HER001 HERSHEY CHOCOLATE											
				Removed From Damage	2		9				137.91
Final totals											137.91
** END OF REPORT **											137.91

## Using Location Management Tools

The Location Management Tools application is used to globally create, delete and edit location records.

### Creating Multiple Location Records

*It is strongly recommended that inexperienced users contact DAC support personnel before using the Location Management Tools application.*

```
User: JEANNINE          Menu: WMCV1          Date: 10/14/13
===== > W A R E H O U S E   M A N A G E M E N T < =====
|||||||
THE  ||          1. Work With Receiving Requests
DAC  ||          2. Work With Replenishment Requests
SYSTEM ||        3. Work With Locations
|||||||          4. Create Replenishment Requests (Batch)
|||              5. Display Warehouse Inventory Moves
|||              6. Location Management Tools
|||              7. Define Pick Regions
|||              8. Define Warehouse Areas

M E N U   C A L L S
19. Inventory      20. Purchasing      21.
22.                23. Dac Main Menu    90. Sign Off

=====
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==>
```

1. Select option 6 (Location Management Tools) from the Warehouse Management screen. The Set Location Fields screen appears.

```
BSO5PVR  ENTER  CDR Customer Conference          10/14/13 14:30:54
                Set Location Fields

Warehouse Code . . . . . 1 MAIN WAREHOUSE

Beginning Location _____ Ending Location _____

Current Unit . . . _ (Optional)
Pick Location Status _ (Optional)
Pick Document I.D. _ (Optional)
Pick Region . . . _ (Optional)
W.H. Area . . . _____ (Optional)
Aisle . . . . . _____ (Optional)
Tax Jurisd. . . _____ (Optional)

F3=Exit F10=Update Record(s) F11=Deletion Tool F12=Create Locations
```

2. Press <F12> (Create Locations), and press <Enter> when prompted to confirm. The Create Locations screen appears.

```

DCTKPVR  ENTER  CDR Customer Conference          10/14/13 14:35:51
                    bTool:Create Locations |1

Warehouse Code 1 ____ MAIN WAREHOUSE

From Location _____ To Location _____ Length ____

Prefix _ + Incrementing Portion _____

Increment by: . . . . ____

Default Information for Locations Being Created

Location Description _____
Pick Location Status 1 (Optional)
Pick Document I.D. _ (Optional)
Pick Region . . . _ (Optional)
W.H. Area . . _ (Optional)
Aisle . . . . _ (Optional)

F3=Exit  F10=Update Record(s)

```

3. Enter a warehouse code for the **Warehouse Code** (6,a) field.
4. Enter new codes for the **From Location** and **To Location** (9,a) fields. The values entered must begin with the same character; must consist of the same number of characters; and must be a minimum of five (5) characters in length.
5. Enter the first character of the new codes for the **Prefix** (1,a) field.
6. Enter the final characters of the new beginning location (see **From Location** above) for the + **Incrementing Portion** (8,a) field.
7. Enter the number by which the value of the **From Location** field is incremented to create the new locations for the **Increment by** (1,a) field.
8. Enter data for the following fields, as necessary:
  - **Location description** (25,a) - a description of the locations.
  - Optional: **Pick Location Status** (1,a) - a location code (1 through 6) to designate the locations' type.
  - Optional: **Pick Document I.D.** (1,a) - a valid ID to designate the type of pick document printed for the locations.
  - Optional: **Pick Region** (2,a) - the pick region code of the locations.
  - Optional: **Warehouse Area** (6,a) - the warehouse area code of the locations.
  - Optional: **Aisle** (5,n) - the aisle number of the locations.

- When data entry is complete, press <Enter> and press <N> when prompted to confirm.

```
DCTKPVR  ENTER  CDR Customer Conference          10/15/13 8:41:24
                    Tool:Create Locations

Warehouse Code 1 ____ MAIN WAREHOUSE

From Location P4010____ To Location P4210____ Length _5

Prefix P + Incrementing Portion ____4010

Increment by: . . . . ____10

Default Information for Locations Being Created

Location Description Picking location____
Pick Location Status 1 (Optional)
Pick Document I.D. A (Optional)
Pick Region . . . B1 (Optional)
W.H. Area . . . 4____ (Optional)
Aisle . . . . ____ (Optional)

F3=Exit  F10=Update Record(s)
```

- Press <F10> (Update Records) and press <Enter> when prompted to confirm. The Warehouse Management screen appears.

## Editing Multiple Location Records

*It is strongly recommended that inexperienced users contact DAC support personnel before using the Location Management Tools application.*

```
User: JEANNINE           Menu: WMCV1           Date: 10/15/13

===== > W A R E H O U S E   M A N A G E M E N T < =====
=====
|||||||
THE  ||           1. Work With Receiving Requests
DAC  ||           2. Work With Replenishment Requests
SYSTEM ||         3. Work With Locations
|||||||           4. Create Replenishment Requests (Batch)
|||||||           5. Display Warehouse Inventory Moves
|||||||           6. Location Management Tools
|||||||           7. Define Pick Regions
|||||||           8. Define Warehouse Areas

M E N U   C A L L S
19. Inventory           20. Purchasing           21.
22.                    23. Dac Main Menu          90. Sign Off

=====
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==>
```

1. Select option 6 (Location Management Tools) from the Warehouse Management screen. The Set Location Fields screen appears.

```
BS05PVR  ENTER  CDR Customer Conference      10/15/13  9:26:33
                Set Location Fields

Warehouse Code . . . . . 1_____ MAIN WAREHOUSE

Beginning Location _____ Ending Location _____

Current Unit . . . _ (Optional)
Pick Location Status _ (Optional)
Pick Document I.D. _ (Optional)
Pick Region . . . _ (Optional)
W.H. Area . . . _____ (Optional)
Aisle . . . . _____ (Optional)
Tax Jurisd. . . _____ (Optional)

F3=Exit  F10=Update Record(s)  F11=Deletion Tool  F12=Create Locations
```

2. Enter a warehouse code for the **Warehouse Code** (6,a) field.
3. Enter the location codes for the **Beginning Location** and **Ending Location** (9,a) fields to designate the location records to be edited.
4. Enter data for the following fields to be edited:
  - Optional: **Current Unit** (1,n) - the unit of measure of the items of the location.
  - Optional: **Pick Location Status** (1,a) - the location code (1 through 6) designating the locations' type.
  - Optional: **Pick Document I.D.** (1,a) - the ID designating the type of pick document printed for the locations.
  - Optional: **Pick Region** (2,a) - the pick region code of the locations.

- Optional: **W.H. Area** (6,a) - the warehouse area code of the locations.
- Optional: **Aisle** (5,n) - the aisle number of the locations.
- Optional: **Tax Jurisd.** (6,a) - the aisle number of the locations.

```

BSO5PVR  ENTER  CDR Customer Conference      10/15/13  9:29:10
                Set Location Fields

Warehouse Code . . . . . 1____ MAIN WAREHOUSE

Beginning Location P4010____ Ending Location P4210____

Current Unit . . . . . 2 (Optional)
Pick Location Status 1 (Optional)
Pick Document I.D. . . . . A (Optional)
Pick Region . . . . . B1 (Optional)
W.H. Area . . . . . 4____ (Optional)
Aisle . . . . . _____ (Optional)
Tax Jurisd. . . . . _____ (Optional)

F3=Exit  F10=Update Record(s)  F11=Deletion Tool  F12=Create Locations

```

5. Press <F10> (Update Records) and press <Enter> when prompted to confirm. The Warehouse Management screen appears.

## Deleting Multiple Location Records

*It is strongly recommended that inexperienced users contact DAC support personnel before using the Location Management Tools application.*

```
User: JEANNINE           Menu: WMCV1           Date: 10/15/13
===== > WAREHOUSE MANAGEMENT <=====
|||||
THE  || 1. Work With Receiving Requests
DAC  || 2. Work With Replenishment Requests
SYSTEM || 3. Work With Locations
||||| 4. Create Replenishment Requests (Batch)
      5. Display Warehouse Inventory Moves
      6. Location Management Tools
      7. Define Pick Regions
      8. Define Warehouse Areas

      M E N U   C A L L S
19. Inventory           20. Purchasing           21.
22.                    23. Dac Main Menu       90. Sign Off

=====
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====>
```

1. Select option 6 (Location Management Tools) from the Warehouse Management screen. The Set Location Fields screen appears.

```
BS05PVR  ENTER  CDR Customer Conference  10/15/13  9:56:44
                Set Location Fields

Warehouse Code . . . . . 1_____ MAIN WAREHOUSE

Beginning Location _____ Ending Location _____

Current Unit . . . _ (Optional)
Pick Location Status _ (Optional)
Pick Document I.D. _ (Optional)
Pick Region . . . _ (Optional)
W.H. Area . . . _____ (Optional)
Aisle . . . . _____ (Optional)
Tax Jurisd. . . _____ (Optional)

F3=Exit F10=Update Record(s) F11=Deletion Tool F12=Create Locations
```

2. Press <F11> (Deletion Tool), and press <Enter> when prompted to confirm. The Warehouse Location Deletion screen appears.

```

CVSZDFR    DISPLAY CDR Customer Conference    10/15/13  9:57:47
                Warehouse Location Deletion
                From Loc.  Thru Loc.  Warehouse
Enter a Location Range and Warehouse -> _____ 1_____
LOCATIONS MARKED WITH AN "X" WILL BE PERMANENTLY DELETED AFTER CONIFRMATION.

Type options, press Enter.
X=Selected for Delete

F3=Exit  F10=Select for Delete  F12=Undo Selections

```

3. Enter the location codes for the **From Loc.** and **Thru Loc.** (9,a) fields to designate the location records to be deleted.
4. Enter the warehouse code for the **Warehouse** (6,a) field to designate the warehouse of the locations to be deleted.
5. Press <Enter> when data entry is complete.

```

CVSZDFR    DISPLAY CDR Customer Conference    10/15/13  10:24:16
                Warehouse Location Deletion
                From Loc.  Thru Loc.  Warehouse
Enter a Location Range and Warehouse -> P4010__ P4190__ 1_____
LOCATIONS MARKED WITH AN "X" WILL BE PERMANENTLY DELETED AFTER CONIFRMATION.

Type options, press Enter.
X=Selected for Delete
? Whse  Location  Item Description
- 1      P4010    * UNASSIGNED LOCATION *
- 1      P4020    * UNASSIGNED LOCATION *
- 1      P4030    * UNASSIGNED LOCATION *
- 1      P4040    * UNASSIGNED LOCATION *
- 1      P4050    * UNASSIGNED LOCATION *
- 1      P4060    * UNASSIGNED LOCATION *
- 1      P4070    * UNASSIGNED LOCATION *
- 1      P4080    * UNASSIGNED LOCATION *
- 1      P4090    * UNASSIGNED LOCATION *
- 1      P4100    * UNASSIGNED LOCATION *
- 1      P4110    * UNASSIGNED LOCATION *
- 1      P4120    * UNASSIGNED LOCATION *
                                     +

F3=Exit  F10=Select for Delete  F12=Undo Selections

```

6. To select and delete specific location records, enter *X* in the in the selection column next to the records, press <Enter>, enter *Y*, and press <Enter> when the *All Locations Marked With An "\*" Will Be Deleted! Continue?* message appears.
7. To globally delete all the locations appearing on the Warehouse Location Deletion screen, press <F10> (Select for Delete) and <Page Down> to the bottom of the list.

```

CVSZDFR      DISPLAY CDR Customer Conference      10/15/13 10:31:46
                Warehouse Location Deletion
                From Loc. Thru Loc. Warehouse
Enter a Location Range and Warehouse -> P4010___ P4190___ 1___
LOCATIONS MARKED WITH AN "X" WILL BE PERMANENTLY DELETED AFTER CONFIRMATION.

Type options, press Enter.
X=Selected for Delete
? Whse  Location  Item Description
X  1    P4130    * UNASSIGNED LOCATION *
X  1    P4140    * UNASSIGNED LOCATION *
X  1    P4150    * UNASSIGNED LOCATION *
X  1    P4160    * UNASSIGNED LOCATION *
X  1    P4170    * UNASSIGNED LOCATION *
X  1    P4180    * UNASSIGNED LOCATION *
X  1    P4190    * UNASSIGNED LOCATION *

+

F3=Exit  F10=Select for Delete  F12=Undo Selections

```

Users have the option of pressing <F12> (Undo Selection) to unmark the records for deletion before permanently deleting them.

8. Press <Enter>, enter *Y* when the *All Locations Marked With An "\*" Will Be Deleted! Continue?* message appears, and press <Enter>.
9. Press <F3> to exit. The Warehouse Management screen appears.

# Working With Inventory Control

The Inventory Batch Entry application is used initially to enter the first inventory count. After entering the inventory reason codes, the Inventory Batch Entry screen can be used to make inventory adjustments. If necessary, inventory receipts and transfers can be handled with inventory batch records.

The Inventory Batch Entry application is also used to do a cycle count inventory, as described in the step-by-step instructions below.

Refer to the Physical Inventory document for information about using the Physical Inventory applications.

```
User: JEANNINE          Menu: DACCV1          Date: 10/03/13
=====
====> THE DAC SOFTWARE SYSTEM <=====
||||| Distributor Analysis and Control |||||
||||| MAIN OPERATIONS MENU |||||
=====
|||||
THE  || 1. File Maintenance Menu
DAC  || 2. Accounts Receivable
SYSTEM || 3. Billing System
||||| 4. Inventory System
||||| 5. Purchasing System
||||| 6. Reports Menu
||||| 7. Truck Scheduling
||||| 8. Closing Procedures
||||| 9. Integration
||||| 10. Other Functions Menu
||||| 11. Accounts Payable
||||| 12. General Ledger
||||| 90. Sign Off
=====
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====>
```

1. Select option 4 (Inventory System) from the Main Operations Menu screen. The Inventory Menu screen appears.

```
User: JEANNINE          Menu: IVCV1          Date: 10/03/13
=====
====> I N V E N T O R Y   M E N U <=====
|||||
THE  || 1. Inventory Control
DAC  || 2. Physical Inventory
SYSTEM || 3. Warehouse Management
||||| 4. Returns Management
|||||
|||||
M E N U   C A L L S
19.
22.
20. Purchasing
23. Dac Main Menu
21.
90. Sign Off
=====
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====>
```

2. Select option 1 (Inventory Control) from the Inventory Menu screen. The Inventory Control screen appears.

```

User: JEANNINE           Menu: ICCV1           Date: 10/03/13

===== > I N V E N T O R Y   C O N T R O L < =====
|||||||
THE   ||                1. Inventory Batch Entry
DAC   ||                2. Edit Inventory Adj. Reasons
SYSTEM ||              3. Display Item Inventory Transactions
|||||||                4. Damaged Inventory Batch Entry
|||                5. Work with Item Each/Case Links
|||                6. Work with Inter-Company Transfers
|||                7. Display Inventory Snapshot

                                M E N U   C A L L S
19 Inventory                20                               21 Inventory Reports
22 Purchasing              23 Dac Main Menu                90 Sign Off
=====
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==>

```

When using the Inventory Batch Entry application to do a cycle count inventory, *the step-by-step instructions below must be followed precisely in the order given*. Read completely through these steps and the entire Inventory Control section before using these applications. Contact CDR support personnel if you have any questions *before* proceeding with the data entry described below.

**Step 1:** Verify that all system users are signed on to DAC with different usernames, and that no individual user is signed on at more than one terminal with the same username.

**Step 2:** Use the Cycle Count Sheets application to print worksheets that include the current on-hand quantities of the Item Balance files. Refer to Printing Cycle Count Worksheets for detailed instructions.

**Step 3:** Before copying the current item balance records, enter the **WRKLIB OLDBAL AS/400** command to check for an existing copy library.

**Step 4:** If the Work With Libraries screen appears with (*Cannot find object to match specified name.*), 1) enter the **CRTLIB OLDBAL AS/400** command, and 2) enter the **CPYF FROMFILE(DACDATA/DSASREP) TOFILE(OLDBAL/DSASREP) CRTFILE(\*YES)** command.

If the Work With Libraries screen *does not* appear with the *Cannot find object...* message, enter **CPYF FROMFILE(DACDATA/DSASREP) TOFILE(OLDBAL/DSASREP) MBROPT(\*REPLACE)** command.

**Step 5:** Use the Inventory Batch Entry application to enter the necessary adjustment inventory transactions. Refer to Adding An Inventory Batch for detailed instructions.

The current on-hand quantities which appear on the Cycle Count Sheets and the user's inventory count can be used to determine the value which must be entered for the adjustment inventory transactions when the Inventory Batch Entry application is used.

**Step 6:** Use the Inventory Batch Entry screen to post all batches entered for the cycle

count. Refer to Posting An Inventory Batch for detailed instructions. This will update the on-hand quantities of all the item records for which inventory entry batch records were entered.

**Step 7:** Enter **CALL GSGOPFR ‘ ‘** and press <Enter> to correct the available quantities of the item records after the on-hand quantities are updated.

**Step 8:** Refer to Printing Inventory Evaluation Reports of the Physical Inventory document for information about printing a listing of the actual inventory values.

Refer to the Physical Inventory document for information about using the Physical Inventory applications to compare and reconcile a count of the entire physical inventory and all the on-hand quantities of the DAC Item Balance files.

## Adding Inventory Reason Codes

Inventory reason codes are required when entering inventory adjustments. If DAC General Ledger System is used, the Work With G/L Interface application must be used to update G/L interface records every time an inventory reason code is added or changed. Refer to Working With General Ledger Interface of the General Ledger document for additional information.

```
User: JTIPPIN           Menu: ICCV1           Date: 2/21/01

===== > I N V E N T O R Y   C O N T R O L < =====
=====
|||||
THE  ||          1. Inventory Batch Entry
DAC CV1||        2. Edit Inventory Adj. Reasons
SYSTEM ||        3. Display Item Inventory Transactions
|||||           4. Damaged Inventory Batch Entry

                                M E N U   C A L L S

19. Inventory                20.
22. Purchasing              23. Dac Main Menu          21. Inventory Reports
                                90. Sign Off

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==>
```

1. Select option 2 (Edit Inventory Adjustment Reasons) from the Inventory Control screen. The Edit Inventory Reasons (Change) screen appears with a list of previously defined reason codes.

```
BSDOEFR  CHANGE Creative Data Research           2/21/01 14:54:52
                Edit Inventory Reasons Ma
Inventory Reason .

Type options, press Enter.
D=Delete request

? Inventory      Inventory
  Reason        Reason Desc.
   1            ADJUSTMENT ON COUNT
   2            STALE MERCHANDISE
   3            DAMAGED MERCHANDISE

F3=Exit  F9=Go to 'Add' mode
```

2. Press <F9> (Go to 'Add' mode). The Edit Inventory Reasons (Add) screen appears.
3. Enter data for the following fields for each adjustment reason:
  - **Inventory Reason** (1,a) - an inventory reason code. The value entered for this field is entered for the adjustment reason when entering inventory adjustment transactions. Refer to Adding An Inventory Batch for information about the **Reason** and **Adjustment Reason** fields.
  - **Inventory Reason Desc.** (25,a) - description of the adjustment reason.
4. Press <Enter> when data entry is complete.

```
BSDOEFR  ADD  Creative Data Research      2/21/01 16:11:53
                Edit Inventory Reasons Ma

Type options, press Enter.
D=Delete request

? Inventory      Inventory
  Reason      Reason Desc.
   4          RECEIVING ERRORS
   5          CLEAR UP NEGATIVE BALANCE

+

F3=Exit  F9=Go to 'Change' mode

CONFIRM: Y (Y/N)
```

5. Press <Enter> when prompted to confirm.
6. Continue adding inventory adjustment reason codes as previously described, or press <F3> to exit. The Inventory Control screen appears.

## Printing Cycle Count Worksheets

The Cycle Count Sheets application is used primarily to print worksheets for handling a cycle count, but it can also be used to automatically create inventory batch records.

Cycle Count Worksheets differ from Physical Count Worksheets in the following ways:

- Current on-hand quantities in the item balance records (or the inventory balances in the location records) can be printed on the Cycle Count Worksheets.
- Users can limit the items printed on the Cycle Count Worksheets to a specific item number, sales class or vendor.

Refer to the Physical Inventory document for information about printing Physical Count Worksheets.

After a cycle count is completed, the on-hand quantities appearing on the worksheets and the user's inventory count can be used to determine the values entered for the adjustment inventory transactions. Refer to Working With Inventory Control for additional information about using the Inventory Batch Entry application.

```
User: JEANNINE           Menu: IVCV1           Date: 8/02/12

===== > I N V E N T O R Y   M E N U < =====
=====
|||||||
THE   ||           1. Inventory Control
DAC   ||           2. Physical Inventory
SYSTEM ||         3. Warehouse Management
|||||||           4. Returns Management

                                     M E N U   C A L L S
19.                                     20. Purchasing           21.
22.                                     23. Dac Main Menu       90. Sign Off

=====
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==>
```

1. Select option 1 (Inventory Control) from the Inventory Menu screen. The Inventory Control screen appears.

```

User: JEANNINE           Menu: ICCV1           Date: 8/02/12

===== > I N V E N T O R Y   C O N T R O L < =====
|||||||
THE  || 1. Inventory Batch Entry
DAC  || 2. Edit Inventory Adj. Reasons
SYSTEM || 3. Display Item Inventory Transactions
||||||| 4. Damaged Inventory Batch Entry
5. Work with Item Each/Case Links
6. Work with Inter-Company Transfers
7. Display Inventory Snapshot

M E N U   C A L L S
19 Inventory      20
22 Purchasing    23 Dac Main Menu      21 Inventory Reports
90 Sign Off

=====
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==>

```

2. Select option 21 (Inventory Reports) from the Inventory Control screen. The Inventory Reports screen appears.

```

User: JEANNINE           Menu: IVRCV1          Date: 8/03/12

===== > I N V E N T O R Y   R E P O R T S < =====
|||||||
THE  || 1. Inventory Evaluation Report
DAC  || 2. Inventory Adj. Reasons
SYSTEM || 3. Cycle Count Sheets
||||||| 4. Damaged Inventory Report
5. Inventory Receipts Recap
6. Pre-Stamped Replenishment Report
7. Pre-Stamped Inventory Report
8. Inter-Company Transfers
9. Less Than 5 Days On-Hand Report
10. Lost Sales By Buyer/Vendor (Posted Orders)
11. Lost Sales By Slsmn/Cust (Posted Orders)
M E N U   C A L L S
19. Inventory Control  20.
22.                   23. Dac Main Menu      21. Reports
90. Sign Off

=====
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==>

```

3. Select option 3 (Cycle Count Sheets) from the Inventory Reports screen. The Prompt For Physical Count screen appears.

```

GSA1PVR  ENTER  Creative Data Research          10/23/01 11:41:59
                Prompt For Physical Count

Warehouse Code . 1                               Item Number
Beginning Area .                               Start Sales Class
Beginning Region . .                             End Sales Class

Beg. Location                               Vendor Number
End Location 999999999

Ending Region . . . .
Ending Area . . .

Create Entry Batch?           Location Type 1
Print On Hand Y/N           N

Key A Beginning And Ending Region *OR* A Beginning And Ending Area.
To Further Restrict Which Records Are Printed, You May Key A
Beginning And Ending Location , Sales Class, Vendor or Item Numbers

F3=Exit  F4=Search  F6=Print

```

4. Enter a warehouse code for the **Warehouse Code** (6,a) field. To change the default value which appears, refer to Working With User Options of the Billing File Maintenance document for information about the **Default Warehouse** field of the user options records.

5. To limit the items appearing on the Cycle Count Worksheets by warehouse area, enter data for the following fields before continuing with step 11:
  - **Beginning Area** (6,a) and **Ending Area** (6,a) - a range of warehouse area codes. Entering a value for the **Beginning Area** field is optional, but a valid value (or all 9s) must be entered for the **Ending Area** field.
  - **End Location** (9,a) - all 9s must be entered.
  
6. To limit the items appearing on the Cycle Count Worksheets by pick region, enter data for the following fields before continuing with step 11:
  - **Beginning Region** (2,a) and **Ending Region** (2,a) - a range of pick region codes. Users may press <F4> to select region codes from the Select Pick Region File screen. Entering a value for the **Beginning Region** field is optional, but a valid value (or all 9s) must be entered for the **Ending Region** field.
  - **End Location** (9,a) - all 9s must be entered.
  
7. To limit the items appearing on the Cycle Count Worksheets by location, enter data for the following fields before continuing with step 11:
  - **Beg. Location** (9,a) and **End Location** (9,a) - a range of location codes. Entering a value for the **Beg. Location** field is optional, but a valid value (or all 9s) must be entered for the **End Location** field.
  - **Ending Region** (2,a) or **Ending Area** (6,a) - all 9s must be entered for one of these two fields.
  
8. To limit the items appearing on the Cycle Count Worksheets to a specific item, enter data for the following fields before continuing with step 11:
  - **Item Number** (6,n) - an item number. If necessary, press <F4> to select an item number from the Select Item By Description screen.
  - **End Sales Class** (5,n) - all 9s must be entered.
  
9. To limit the items appearing on the Cycle Count Worksheets by sales class, enter data for the following fields before continuing with step 11:
  - **Start Sales Class** (5,n) - a sales class number. If necessary, press <F4> to select a sales class number from the Select Sales Class Master screen.
  - **End Sales Class** (5,n) - a sales class number (or all 9s) must be entered. If necessary, press <F4> to select a sales class number from the Select Sales Class Master screen.
  - **End Location** (9,a) - all 9s must be entered.
  - **Ending Region** (2,a) or **Ending Area** (6,a) - all 9s must be entered for one of these two fields.
  
10. To limit the items appearing on the Cycle Count Worksheets to those of a specific vendor, enter data for the following fields:
  - **End Sales Class** (5,n) - all 9s must be entered.
  - **Vendor Number** (6,a) - a vendor code. If necessary, press <F4> to select an vendor code from the Select Vendor Master screen.
  - **End Location** (9,a) - all 9s must be entered.
  - **Ending Region** (2,a) or **Ending Area** (6,a) - all 9s must be entered for one of these two fields.

11. To create a system-generated inventory batch for the items appearing on the Cycle Count Worksheet, enter *Y* for the **Create Entry Batch?** (1,a) field. Refer to Adding An Inventory Batch for information about using the Inventory Batch Entry application to work with inventory batch records.
12. Enter one of the following values for the **Location Type** (1,n) field:
  - 1 - Fixed pick
  - 2 - Floating pick
  - 3 - Fixed reserve
  - 4 - Floating reserve
  - 5 - Mixed regular
  - 6 - Mixed damage.
13. Enter *Y* (yes) for the **Print On Hand** (1,a) field to designate that item quantities appear on the Cycle Count Sheets. The on-hand quantities in the item balance records are printed if *N* (no) is entered for the **Create Entry Batch?** field (see above). If *Y* (yes) is entered for the **Print On Hand** field and the **Create Entry Batch?** field, the inventory balances of the items in the location records appear on the Cycle Count Sheets.

GSA1PVR	ENTER	Creative Data Research	10/24/01 16:02:11
Prompt For Physical Count			
Warehouse Code	. 1	Item Number	
Beginning Area	.	Start Sales Class	
Beginning Region	. .	End Sales Class	
Beg. Location	A0001	Vendor Number	
End Location	A0023		
Ending Region	. . . . 99		
Ending Area	. . .		
Create Entry Batch?		Location Type 1	
Print On Hand	Y/N Y		
Key A Beginning And Ending Region *OR* A Beginning And Ending Area. To Further Restrict Which Records Are Printed, You May Key A Beginning And Ending Location , Sales Class, Vendor or Item Numbers			
F3=Exit F4=Search F6=Print			

14. Press <Enter> when data entry is complete.
15. Press <F6> (Print). The Inventory Reports screen appears.

## Cycle Count Worksheet

Creative Data Research	Cycle Count Worksheets		JTIPPIN	GSK9PFR	10/24/01 16:46:28	Page 1
Location	Item Description	Pack Desc.	UPC Code	Item No.	U/M	OH U/M1 OH U/M2
Warehouse 1	MAIN WAREHOUSE					
Pick Region A	Cigarettes					
A0001	MARLBORO LIGHT KING		2820010660	102030	2 CTN	1133
A0002	MARLBORO KING		2820010290	101870	2 CTN	889
A0003	MARLBORO LIGHT KING BOX		2820010690	102070	2 CTN	1312
A0004	MARLBORO KING BOX		2820010012	101930	2 CTN	876
A0005	BASIC FULL FLAVOR KING		2820016210	100400	2 CTN	340
A0006	BASIC LIGHT KING		2820016250	100401	2 CTN	6400
A0007	WINSTON KING		1230011013	103600	2 CTN	194
A0008	WINSTON LIGHT KING		1230011113	103670	2 CTN	336
A0009	VANTAGE KING		1230013013	103270	2 CTN	277
A0010	NEWPORT MEN KING		2610000367	102320	2 CTN	324
A0011	KOOL MEN KING		2720001120	101520	2 CTN	278
A0012	VICEROY KING		2720001263	103450	2 CTN	137
A0013	GPC FULL FLAVOR KING		7592605019	100340	2 CTN	259
A0016	MARLBORO LIGHT 100		2820010180	106290	2 CTN	420
A0017	MARLBORO 100		2820010480	106240	2 CTN	316
A0018	BASIC LIGHT 100		2820016270	104201	2 CTN	364
A0019	BASIC FULL FLAVOR 100		2820016230	104200	2 CTN	383
A0020	BASIC ULTRA LIGHT 100		2820016310	104203	2 CTN	279
A0021	BASIC LT MENTHOL 100		2820016280	104202	2 CTN	298
A0022	WINSTON LIGHT 100		1230011313	108610	2 CTN	250
A0023	GPC FULL FLAVOR 100		7592605021	104290	2 CTN	410
** END OF REPORT **						

---

## Adding An Inventory Batch

The Inventory Batch Entry application is used to make the following types of inventory transactions which only affect the on hand quantities *in item balance records*:

- Recount inventory transaction
- Adjustment inventory transaction
- Receipt inventory transaction
- Transfer inventory transaction.

A location inventory transaction can also be made which only affects the inventory balances of items *in location records*, not in item balance records.

Refer to Adding A Damaged Inventory Batch for information about adjusting the on hand quantities of items in the *DAMAGE* location.

**Recount inventory transaction (C)** - the quantity entered for a recount inventory transaction (see **Quan.** field below) is the current quantity on hand of the item, and the available quantity of the item is adjusted accordingly. For example, if the:

Quantity on hand=1000 and the available quantity=800,

After a recount inventory transaction of 700

Quantity on hand=700 and the available quantity=500.

Recount inventory transactions are used when entering inventory for the first time, doing cycle counts, or whenever the user wishes to override the quantity on hand without entering an adjustment.

**Adjustment inventory transaction (A)** - the quantity entered for an adjustment inventory transaction (see **Quan.** field below) is used to adjust the quantity on hand of the item, and the available quantity of the item is adjusted accordingly. For example, if the:

Quantity on hand=1000 and available quantity=800,

After an adjustment inventory transaction of -200

Quantity on hand=800 and the available quantity=600.

**Receipt inventory transaction (R)** - the quantity entered for a receipt inventory transaction (see **Quan.** field below) is added to the quantity on hand of the item, and the available quantity of the item is adjusted accordingly. For example, if the:

Quantity on hand=1000 and the available quantity=800,

After a receipt inventory transaction of 100

Quantity on hand=1100 and the available quantity=900.

**Location inventory transaction (L)** - the quantity entered for a location inventory transaction (see **Quan.** field below) is used to adjust the inventory balance of the item *in the location record*. For example, if the item's inventory balance in the location record equals 1000, after a location inventory transaction of -100, the item's inventory balance equals 900 in the location record. The quantity on hand and the available quantity in the item balance records are not affected.

Location inventory transactions should only be used if inventory balances are maintained in location records.

**Transfer inventory transaction (T)** - the quantity entered for a transfer inventory transaction (see **Quan.** field below) is subtracted from the quantity on hand for the item of the warehouse designated by the **Current Warehouse** field, and added to the quantity on hand for the item of the warehouse designated by the **Transfer To Warehouse** field (see below). The available quantity of the item of both warehouses is adjusted accordingly when this two-sided transaction is posted. For example, if:

Item 102030 at Warehouse 10 has

Quantity on hand=1000 and available quantity=800

Item 102030 at Warehouse 20 has

Quantity on hand=600 and available quantity=300

After an inventory transaction of 100 from Warehouse 10 to Warehouse 20:

Item 102030 at Warehouse 10 has

Quantity on hand=900 and available quantity=700

Item 102030 at Warehouse 20 has

Quantity on hand=700 and available quantity=400.

The instructions below describe using the Inventory Entry screen for "heads down" data entry of numerous inventory transaction, and using the Inventory Batch Entry screen to enter a limited number of transactions.

```

User: JTIPPIN           Menu: ICCV1           Date: 2/21/01

===== > I N V E N T O R Y   C O N T R O L < =====
|||||||
THE      ||           1. Inventory Batch Entry
DAC CV1 ||           2. Edit Inventory Adj. Reasons
SYSTEM  ||           3. Display Item Inventory Transactions
|||||||           4. Damaged Inventory Batch Entry

M E N U   C A L L S
19. Inventory           20.
22. Purchasing          23. Dac Main Menu          21. Inventory Reports
                                           90. Sign Off

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====>

```

1. Select option 1 (Inventory Batch Entry) from the Inventory Control screen. The Work With Inventory Batch screen appears with a list of previously added inventory batches, or the *No data to display* message.

```

GSW8DFR  DISPLAY Creative Data Research           2/21/01 17:43:45
Work With Inventory Batch
Batch    Date

Type options, press Enter.
2=Edit

? Batch  Date      Batch  Line  Current  Trans  Transfer To W.H.
      Qty  Count  W.H.   W.H.
JTIPPIN  2/28/01    90    20    1        3

F3=Exit  F10=Create Batch

```

2. Press <F10> (Create Batch). The Inventory Batch Entry screen appears.

```

DSHAETR  CHANGE  Creative Data Research  2/21/01 17:52:33
                          Inventory Batch Entry
User Id  Batch Date  Current Warehouse
JTIPPIN  22101      1      MAIN WAREHOUSE
Transfer To Warehouse      Batch Quantity      Actual
                          Batch Count . . .      0
Replace Existing Item? N  Default Type . . . . . Reason
-----
D=Delete request  Z=Zoom
? Line  Tran Item  Quan.  U/M  Location  Cost  Adjustment
      Type Number

```

F3=Exit F4=Search F5=Heads Down Entry F7=End Entry and Exit F10=Post and Exit

3. Enter data for the following fields, as necessary:
  - **Batch Date** (6,n) - a date designating the posting date of the inventory batch.
  - **Current Warehouse** (6,a) - a warehouse code. If the batch includes transfer inventory transactions, enter the warehouse code to designate from which warehouse the item's quantity on hand is transferred.
  - **Batch Quantity** (7,n) - the total number of items for which the inventory batch is entered. If the batch includes adjustment or location transactions that result in a negative quantity, press <Field Minus> after entering the number. Note: A letter appears (such as *J*, *K* and *L* when *1*, *2* and *3* are entered, respectively) or a combination of characters appears (such as *I}* when *10* is entered), but it is converted to a negative number when data entry is complete.
  - **Batch Count** (5,n) - the number of transactions included in the inventory batch.

If the total number of items or total number of transactions is not known, an estimate can be entered for the **Batch Quantity** or **Batch Count** field, respectively, and changed after all the inventory transactions are added to the batch.

4. If the batch will contain a location inventory transaction, enter *Y* for the **Replace Existing Item?** (1,a) field to replace the item currently assigned to the location (see **Location** field below) with the item designated by the **Item Number** field (see below). Note: The **Replace Existing Item?** field does not appear on the Inventory Batch Entry screen if a value is not entered for the **Pre-Stamp Picking Method** field of the SYS009 default system option. Refer to the DAC Default System Options document for additional information.

5. Enter one of the following values for the **Default Type** (1,a) field to designate which type of inventory transactions will be entered. The value entered for this field is used as the default value of the **Typ** field (see below).
  - *C* - recount (used to override the current quantity on hand)
  - *A* - adjustment (used to increase or decrease the current quantity on hand)
  - *R* - receipt (used for inventory receipts)
  - *L* - location (used for maintaining inventory balances in location records)
  - *T* - transfer (used for inventory transfers).
  
6. If *A* (adjustment) or *L* (location) was entered for the **Default Type** field, enter an inventory reason code for the **Reason** (1,a) field. The value entered for this field is used as the default value of the **RSN** field (see below). If necessary, press <F4> to select a reason code from the Select Inventory Reasons screen.
  
7. If *T* (transfer) was entered for the **Default Type** field, press <Enter> and enter a warehouse code for the **Transfer To Warehouse** (6,a) field to designate to which warehouse the item's quantity on hand is transferred.
  
8. Press <Enter> when data entry is complete.

DSHAETR	CHANGE	Creative Data Research			2/28/01 10:32:47	
Inventory Batch Entry						
User Id	Batch Date	Current	Warehouse			
JTIPPIN	22801	1	MAIN WAREHOUSE	Actual		
Transfer To Warehouse			Batch Quantity	75	0	
			Batch Count . . . .	10	0	
Replace Existing Item?	N	Default Type . . . . .		R	Reason	
-----						
D=Delete request	Z=Zoom					
? Line	Tran	Item	Quan.	U/M	Location	Cost
	Type	Number				Adjustment
						Reason
F3=Exit F4=Search F5=Heads Down Entry F7=End Entry and Exit F10=Post and Exit						

9. To use the "heads down" data entry feature, press <F5> (Heads Down Entry) and press <Enter> when prompted to confirm; otherwise, move to step 14 to enter a few inventory transactions directly on the Inventory Batch Entry screen. The Inventory Entry screen appears for heads down data entry.

```

GSADDFR      DISPLAY Creative Data Research      2/28/01 10:33:25
                Inventory Entry

Batch      W.H.      Typ RSN      Item      Qty      Location      U/M
JTIPPIN    1
Replace Existing Item? N

Type options, press Enter.
2=Edit Record

F3=Exit      F4=Search      F10=Mark Batch For Post
No data to display.

```

10. To add an inventory transaction to the batch, enter data for the following fields as necessary:

- **Typ** (1,a) - a type code must be entered when adding the first inventory transaction to the batch. Users have the option of entering a different type code for later transactions; otherwise the type code entered for the first transaction is used as the default for those which follow it.
- Optional: **RSN** (1,a) - enter a reason code if the value entered for the **Reason** field (see above) is not applicable for the transaction. If necessary, press <F4> to select a reason code from the Select Inventory Reasons screen.
- **Item** (6,n) - an item number. If necessary, select <F4> to select an item number from the Select Item By Description screen. The *Transaction Type Required* message appears if no value was entered for the **Typ** field (see above).
- **Qty** (7,n) - a quantity. If an adjustment or location transaction is being added to the batch and the quantity is negative, press <Field Minus> after entering the number. Note: A letter appears (such as *J*, *K* and *L* when 1, 2 and 3 are entered, respectively) or a combination of characters appears (such as *I}* when 10 is entered), but it is converted to a negative number when data entry is complete.
- Optional: **Location** (9,a) - a location code is entered if a location inventory transaction is being added to the batch.
- Optional: **U/M** (1,n) - a unit of measure of the item. If the **U/M** field is left blank, the value will default from the item's standard selling unit of measure.

```

GSADDFR   DISPLAY Creative Data Research           2/28/01 10:33:25
              Inventory Entry

Batch      W.H.    Typ RSN  Item   Qty    Location  U/M
JTIPPIN   1      R      106290  10
Replace Existing Item? N

Type options, press Enter.
2=Edit Record

F3=Exit   F4=Search   F10=Mark Batch For Post
No data to display.

```

Press <Enter> when data entry is complete.

```

GSADDFR   DISPLAY Creative Data Research           2/28/01 10:34:16
              Inventory Entry

Batch      W.H.    Typ RSN  Item   Qty    Location  U/M
JTIPPIN   1      R      106290  10
Replace Existing Item? N

Type options, press Enter.
2=Edit Record

? Item #      Description                UM Quantity Typ RSN Location
106290 MARLBORO LIGHT 100          2      10 R

F3=Exit   F4=Search   F10=Mark Batch For Post

```

Repeat this step to continue adding inventory transactions.

```

GSADDFR   DISPLAY Creative Data Research           2/28/01 10:35:57
              Inventory Entry

Batch      W.H.    Typ RSN  Item   Qty    Location  U/M
JTIPPIN   1      R      106290  10
Replace Existing Item? N

Type options, press Enter.
2=Edit Record

? Item #      Description                UM Quantity Typ RSN Location
102110 MARLBORO MENTHOL KING          2      R
102030 MARLBORO LIGHT KING           2      15 R
106290 MARLBORO LIGHT 100          2      10 R

F3=Exit   F4=Search   F10=Mark Batch For Post

```

- To delete an inventory transaction from the batch, enter 2 (Edit Record) in the selection column next to the item number of the desired transaction line, and press <Enter>. The Edit Records Detail screen appears.

```

GSBZE1R  CHANGE  Creative Data Research          2/28/01 10:37:24
                        Edit Record Details

I/C Batch User Id . . . . . : JTIPPIN
I/C Batch Line Number . . . . . : 1
Replace Existing Item? . . . . . : N

Type changes, press Enter.

Warehouse Code . . . . . : 1
Item Number . . . . . : 106290
Location . . . . .

Inventory Reason . . . . .
Transaction Type . . . . . : R
Transaction Quantity . . . . . : 10
Transaction Unit . . . . . : 2          1-4

F3=Exit  F11=Delete  F12=Key screen

```

Press <F11> (Delete), and press <Enter> when prompted to confirm. The Inventory Entry screen appears without the deleted transaction line.

```

GSADDFR  DISPLAY  Creative Data Research          2/28/01 10:37:57
                        Inventory Entry

Batch   W.H.   Typ RSN  Item  Qty   Location  U/M
JTIPPIN 1     R          106290 2     1         R
Replace Existing Item? N

Type options, press Enter.
2=Edit Record

? Item #      Description                UM Quantity Typ RSN Location
102110 MARLBORO MENTHOL KING          2         R
102030 MARLBORO LIGHT KING           2        15  R

F3=Exit  F4=Search  F10=Mark Batch For Post

```

12. To edit a transaction line of a batch, enter 2 (Edit Record) in the selection column next to the item number of the desired transaction line, and press <Enter>. The Edit Records Detail screen appears.

```

GSBZE1R  CHANGE  Creative Data Research          2/28/01 10:38:54
                        Edit Record Details

I/C Batch User Id . . . . . : JTIPPIN
I/C Batch Line Number . . . . . : 3
Replace Existing Item? . . . . . : N

Type changes, press Enter.

Warehouse Code . . . . . : 1
Item Number . . . . . : 102110
Location . . . . .

Inventory Reason . . . . .
Transaction Type . . . . . : R
Transaction Quantity . . . . .
Transaction Unit . . . . . : 2          1-4

F3=Exit  F11=Delete  F12=Key screen

```

Enter data for the following fields as necessary to make changes to the transaction line:

- **Item Number (6,n)** - an item number is required.

- Optional: **Location** (9,a) - a location code is required for a location inventory transaction.
- Optional: **Inventory Reason** (1,a) - a reason code is required for adjustment inventory and location inventory transactions.
- **Transaction Type** (1,a) - a type code is required to designate which type of inventory transaction is being added.
- **Transaction Quantity** (7,n) - a quantity. If an adjustment or location transaction is being added to the batch and the quantity is negative, press <Field Minus> after entering the number. Note: A letter appears (such as *J, K* and *L* when *1, 2* and *3* are entered, respectively) or a combination of characters appears (such as *I}* when *10* is entered), but it is converted to a negative number when data entry is complete.
- **Transaction Unit** (1,n) - a unit of measure of the item is required.

Press <Enter> when data entry is complete.

```

GSBZE1R  CHANGE  Creative Data Research          2/28/01 10:39:39
                        Edit Record Details

I/C Batch User Id . . . . . : JTIPPIN
I/C Batch Line Number . . . . . : 3
Replace Existing Item? . . . . . : N

Type changes, press Enter.

Warehouse Code . . . . . : 1
Item Number . . . . . : 102110
Location . . . . .

Inventory Reason . . . . .
Transaction Type . . . . . : R
Transaction Quantity . . . . . : 20
Transaction Unit . . . . . : 2          1-4

F3=Exit  F11=Delete  F12=Key screen

CONFIRM: Y (Y/N)

```

Press <Enter> when prompted to confirm. The Inventory Entry screen appears.

```

GSADDFR  DISPLAY  Creative Data Research          2/28/01 10:41:39
                        Inventory Entry

Batch   W.H.   Typ RSN  Item   Qty   Location  U/M
JTIPPIN 1      R                20    1-4
Replace Existing Item? N

Type options, press Enter.
2=Edit Record

? Item #      Description          UM Quantity Typ RSN Location
102110 MARLBORO MENTHOL KING      2      20  R
102030 MARLBORO LIGHT KING       2      15  R

F3=Exit  F4=Search  F10=Mark Batch For Post

```

13. Press <F3> (Exit) when heads down data entry is complete. The Inventory Batch Entry screen appears with values for the **Actual Batch Quantity** and **Actual Batch Count** fields.

```

DSHAETR  CHANGE  Creative Data Research          2/28/01 12:57:11
                          Inventory Batch Entry
User Id  Batch Date  Current Warehouse
JTIPPIN  22801      1      MAIN WAREHOUSE
Transfer To Warehouse      Batch Quantity      75      35
                          Batch Count . . . . . 10      2
Replace Existing Item? N      Default Type . . . . . R      Reason
-----
D=Delete request  Z=Zoom
? Line  Tran Item  Quan.  U/M      Location      Cost      Adjustment
   Type Number
   2   R  102030      15   2  CTN
       MARLBORO LIGHT KING
   3   R  102110      20   2  CTN
       MARLBORO MENTHOL KING

F3=Exit F4=Search F5=Heads Down Entry F7=End Entry and Exit F10=Post and Exit

```

An inventory batch cannot be posted unless the values of the **Actual Batch Quantity** and **Actual Batch Count** fields are identical to the values of the **Batch Quantity** and **Batch Count** fields, respectively. If necessary, users can change the values of the **Batch Quantity** and **Batch Count** fields, and press <Enter>.

```

DSHAETR  CHANGE  Creative Data Research          2/28/01 14:15:30
                          Inventory Batch Entry
User Id  Batch Date  Current Warehouse
JTIPPIN  22801      1      MAIN WAREHOUSE
Transfer To Warehouse      Batch Quantity      35      35
                          Batch Count . . . . .  2      2
Replace Existing Item? N      Default Type . . . . . R      Reason
-----
D=Delete request  Z=Zoom
? Line  Tran Item  Quan.  U/M      Location      Cost      Adjustment
   Type Number
   2   R  102030      15   2  CTN
       MARLBORO LIGHT KING
   3   R  102110      20   2  CTN
       MARLBORO MENTHOL KING

F3=Exit F4=Search F5=Heads Down Entry F7=End Entry and Exit F10=Post and Exit

```

14. To add an inventory transaction to the batch using the Inventory Batch Entry screen, enter data for the following fields as necessary:

- **Optional: Tran Type (1,a)** - enter a type code if the value entered for the **Default Type** field is not applicable for the transaction. The valid values, which type of inventory transactions will be entered, are *C* (recount), *A* (adjustment), *R* (receipt), *L* (location) and *T* (transfer). Note: A value must be entered for the **Tran Type** field if <F4> will be used to select the item number for the inventory transaction.
- **Item Number (6,n)** - an item number. If necessary, select <F4> to select an item number from the Select Item By Description screen. The *Transaction Type Required* message appears if no value was entered for the **Tran Type** field (see above).

- **Quan.** (7,n) - a quantity. If an adjustment or location transaction is being added to the batch and the quantity is negative, press <Field Minus> after entering the number. Note: A letter appears (such as *J*, *K* and *L* when 1, 2 and 3 are entered, respectively) or a combination of characters appears (such as *Ij* when 10 is entered), but it is converted to a negative number when data entry is complete.
- Optional: **U/M** (1,n) - a unit of measure of the item. If the **U/M** field is left blank, the value will default from the item's standard selling unit of measure.
- Optional: **Location** (9,a) - a location code is entered if a location inventory transaction is being added to the batch.
- Optional: **Cost** (9.3,n) - the net cost of the item. The value entered for this field appears on the posting control report which is generated when the inventory batch is posted, but does not affect the net cost of the item's record.
- Optional: **Adjustment Reason** (1,a) - enter a reason code if the value entered for the **Reason** field (see above) is not applicable for the transaction. If necessary, press <F4> to select a reason code from the Select Inventory Reasons screen.

Repeat this step to continue adding inventory transactions, and press <Enter> when data entry is complete.

```

DSHAETR  CHANGE  Creative Data Research          2/28/01 14:47:27
                                Inventory Batch Entry
  User Id  Batch Date  Current Warehouse
JTIPPIN   22801      1      MAIN WAREHOUSE
Transfer To Warehouse          Batch Quantity      35      45
                                Batch Count      2      3
Replace Existing Item? N      Default Type      R      Reason
-----
D=Delete request  Z=Zoom
? Line  Tran  Item      Quan.  U/M      Location      Cost      Adjustment
   Type Number
  2  R  102030      15  2  CTN
      MARLBORO LIGHT KING
  3  R  102110      20  2  CTN
      MARLBORO MENTHOL KING
  4  R  106330      10  2  CTN
      MARLBORO LIGHT 100 BOX

F3=Exit F4=Search F5=Heads Down Entry F7=End Entry and Exit F10=Post and Exit

```

15. Press <F7> (End Entry and Exit) to exit without posting the inventory batch.

```

DSHAETR  CHANGE  Creative Data Research          2/28/01 15:19:40
                          Inventory Batch Entry
User Id  Batch Date  Current Warehouse
JTIPPIN  22801      1          MAIN WAREHOUSE
Transfer To Warehouse      Batch Quantity      35      45
                          Batch Count . . . . . 2      3
Replace Existing Item? N      Default Type . . . . . R      Reason
-----
D=Delete request  Z=Zoom
? Line  Tran  Item  Quan.  U/M      Location      Cost      Adjustment
      Type Number
  2   R   102030      15   2   CTN
      MARLBORO LIGHT KING
  3   R   102110      20   2   CTN
      MARLBORO MENTHOL KING
  4   R   106330      10   2   CTN
      MARLBORO LIGHT 100 BOX

F3=Exit F4=Search F5=Heads Down Entry F7=End Entry and Exit F10=Post and Exit
CONFIRM: Y (Y/N)

```

16. Press <Enter> when prompted to confirm. The Work With Inventory Batch Entry screen appears.

```

GSW8DFR  DISPLAY  Creative Data Research          2/28/01 15:23:40
                          Work With Inventory Batch
Batch    Date

Type options, press Enter.
2=Edit

? Batch  Date      Batch  Line  Current  Trans  Transfer To W.H.
      Qty   Count  W.H.   W.H.
JTIPPIN  2/28/01      35    2    1

F3=Exit  F10=Create Batch

```

## Posting An Inventory Batch

The instructions below describe using the Inventory Batch Entry screen to edit, if necessary, and post an inventory batch.

```
User: JTIPPIN           Menu: ICCV1           Date: 2/28/01

===== > I N V E N T O R Y   C O N T R O L <=====
=====
|||||
THE  ||           1. Inventory Batch Entry
DAC CV1||         2. Edit Inventory Adj. Reasons
SYSTEM ||         3. Display Item Inventory Transactions
|||||           4. Damaged Inventory Batch Entry
|||||

                                M E N U   C A L L S
19. Inventory                   20.
22. Purchasing                  23. Dac Main Menu
                                21. Inventory Reports
                                90. Sign Off

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==>
```

1. Select option 1 (Inventory Batch Entry) from the Inventory Control screen. The Work With Inventory Batch screen appears with a list of previously added inventory batches.

```
GSW8DFR  DISPLAY Creative Data Research           2/28/01 16:03:53
                                Work With Inventory Batch
Batch   Date

Type options, press Enter.
2=Edit

? Batch Date      Batch Line Current  Trans  Transfer To W.H.
      Qty  Count  W.H.    W.H.
JTIPPIN 2/28/01    35    2  1

F3=Exit  F10=Create Batch
```

2. Enter 2 (Edit) in the selection column next to the desired inventory batch, and press <Enter>. The Inventory Batch Entry screen appears.

```

DSHAETR  CHANGE  Creative Data Research          2/28/01 16:22:45
                          Inventory Batch Entry
User Id  Batch Date  Current Warehouse
JTIPPIN  22801      1          MAIN WAREHOUSE
Transfer To Warehouse      Batch Quantity      35      45
                          Batch Count . . . . . 2          3
Replace Existing Item? N   Default Type . . . . . R      Reason
-----
D=Delete request  Z=Zoom
? Line  Tran Item  Quan.  U/M      Location      Cost      Adjustment
      Type Number
3  R  102110      20  2  CTN
      MARLBORO MENTHOL KING
4  R  106330      10  2  CTN
      MARLBORO LIGHT 100 BOX
5  R  102030      15  2  CTN
      MARLBORO LIGHT KING

F3=Exit F4=Search F5=Heads Down Entry F7=End Entry and Exit F10=Post and Exit

```

An inventory batch cannot be posted unless the values of the **Actual Batch Quantity** and **Actual Batch Count** fields are identical to the values of the **Batch Quantity** and **Batch Count** fields, respectively.

- To delete an inventory transaction from the batch, enter *D* (Delete request) in the selection column next to the line number of the desired transaction, and press <Enter>.

```

DSHAETR  CHANGE  Creative Data Research          2/28/01 16:23:43
                          Inventory Batch Entry
User Id  Batch Date  Current Warehouse
JTIPPIN  22801      1          MAIN WAREHOUSE
Transfer To Warehouse      Batch Quantity      35      25
                          Batch Count . . . . . 2          2
Replace Existing Item? N   Default Type . . . . . R      Reason
-----
D=Delete request  Z=Zoom
? Line  Tran Item  Quan.  U/M      Location      Cost      Adjustment
      Type Number
D 3  R  102110      20  2  CTN
      MARLBORO MENTHOL KING
4  R  106330      10  2  CTN
      MARLBORO LIGHT 100 BOX
5  R  102030      15  2  CTN
      MARLBORO LIGHT KING

F3=Exit F4=Search F5=Heads Down Entry F7=End Entry and Exit F10=Post and Exit

```

The values of the **Actual Batch Quantity** and **Actual Batch Count** fields change accordingly.

- If necessary, users can change the values of the **Batch Quantity** and **Batch Count** fields, and press <Enter>.

```

DSHAETR  CHANGE  Creative Data Research          2/28/01 16:25:38
                          Inventory Batch Entry
User Id  Batch Date  Current Warehouse
JTIPPIN  22801      1      MAIN WAREHOUSE
Transfer To Warehouse      Batch Quantity      25      Actual
                          Batch Count . . . . . 2      2
Replace Existing Item? N      Default Type . . . . . R      Reason
-----
D=Delete request  Z=Zoom
? Line  Tran  Item  Quan.  U/M      Location      Cost      Adjustment
      Type Number
D   3   R   102110  20  2  CTN
      MARLBORO MENTHOL KING
      4   R   106330  10  2  CTN
      MARLBORO LIGHT 100 BOX
      5   R   102030  15  2  CTN
      MARLBORO LIGHT KING

F3=Exit F4=Search F5=Heads Down Entry F7=End Entry and Exit F10=Post and Exit

```

5. Press <F10> (Post and Exit).

```

DSHAETR  CHANGE  Creative Data Research          2/28/01 16:38:32
                          Inventory Batch Entry
User Id  Batch Date  Current Warehouse
JTIPPIN  22801      1      MAIN WAREHOUSE
Transfer To Warehouse      Batch Quantity      25      Actual
                          Batch Count . . . . . 2      2
Replace Existing Item? N      Default Type . . . . . R      Reason
-----
D=Delete request  Z=Zoom
? Line  Tran  Item  Quan.  U/M      Location      Cost      Adjustment
      Type Number
D   3   R   102110  20  2  CTN
      MARLBORO MENTHOL KING
      4   R   106330  10  2  CTN
      MARLBORO LIGHT 100 BOX
      5   R   102030  15  2  CTN
      MARLBORO LIGHT KING

F3=Exit F4=Search F5=Heads Down Entry F7=End Entry and Exit F10=Post and Exit
CONFIRM: Y (Y/N)

```

6. Press <Enter> when prompted to confirm. The Work With Inventory Batch screen appears, and the I/C Batch Posting Report is printed.

### I/C Batch Posting Report

Creative Data Research		I/C Batch Posting Report		JTIPPIN	DSIFPFR	3/02/01 15:50:35	Page	1			
Batch ID	JTIPPIN	Warehouse 1	MAIN WAREHOUSE	Transfer to Warehouse							
Item Number	Description	UPC Number	Ty	Rsn	Quantity	U/M	Before Balance	New Balance	New Cost	Net Cost Value Chng	Line No.
101870	MARLBORO KING	2820010290	R		20	CTN	1660	1680	15.900	318.000	1
101930	MARLBORO KING BOX	2820010012	R		35	CTN	518	553	15.400	539.000	2
102030	MARLBORO LIGHT KING	2820010660	R		50	CTN	2640	2690	15.400	770.000	3
102070	MARLBORO LIGHT KING BOX	2820010690	R		25	CTN	251	276	15.400	385.000	4
106290	MARLBORO LIGHT 100	2820010180	R		15	CTN	454	469	15.400	231.000	5
106330	MARLBORO LIGHT 100 BOX	2820010190	R		45	CTN	450	495	15.400	693.000	6
103900	MARLBORO LIGHT 25'S KING	2820013661	R		30	CTN	99	129	15.400	462.000	7
102125	MARLBORO LT MEN KING	2820011580	R		25	CTN	69	94	15.400	385.000	8
102120	MARLBORO LT MEN KING BOX	2820011596	R		20	CTN	263	283	15.400	308.000	9
Total Receipts :		U/M 2	265					Total Value		4,091.000	
Total Adjustments :											
Total Recounts :											
Total Transfers :											
** END OF REPORT **											

## Adding A Damaged Inventory Batch

The Damaged Inventory Batch Entry application is used to make adjustment inventory transactions when a *DAMAGE* location is used. Refer to Working With Locations, Regions and Areas for additional information.

The instructions which follow describe entering a positive adjustment when unsellable items are moved to the *DAMAGE* location, and a negative adjustment when items are removed from the *DAMAGE* location. Only the inventory balances *in the location records* of the items (not the on-hand quantities *in item balance records*) are affected.

Note: An adjustment inventory transaction is not required when a credit memo is issued using a billing reason which designates that the items are not returned to inventory. Refer to Working With Billing Reasons of the Billing File Maintenance document, and Adding A Credit Memo of the Billing document for additional information.

Refer to Removing Items From The DAMAGE Location for information about using the Prompt For Damages Report screen, rather than the Damaged Inventory Batch Entry applications, to automatically remove items from the *DAMAGE* location.

```
User: JEANNINE          Menu: ICCV1          Date: 11/29/12
===== > I N V E N T O R Y   C O N T R O L <=====
=====
|||||||
THE  ||          1. Inventory Batch Entry
DAC  ||          2. Edit Inventory Adj. Reasons
SYSTEM ||        3. Display Item Inventory Transactions
|||||||          4. Damaged Inventory Batch Entry
|||||||          5. Work with Item Each/Case Links
|||||||          6. Work with Inter-Company Transfers
|||||||          7. Display Inventory Snapshot

                                M E N U   C A L L S
19 Inventory                    20
22 Purchasing                   23 Dac Main Menu
                                21 Inventory Reports
                                90 Sign Off
=====
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==>
```

1. Select option 4 (Damaged Inventory Batch Entry) from the Inventory Control screen. The Work With Inventory Batch screen appears.

```

GSW8DFR   DISPLAY Creative Data Research, Inc.           7/01/08 12:54:29
                                Work With Inventory Batch
Batch  Sts Date                                D A M A G E D   I N V E N T O R Y           W.H.

Type options, press Enter.
2=Edit  P=Print  D=Delete

F3=Exit  F10=Create Batch
No data to display.

```

2. Press <F10> (Create Batch). The Enter Damage Inventory screen appears.

```

CVCXPVR   ENTER Creative Data Research, Inc.           7/01/08 12:56:32
                                Enter Damage Inventory

Type choices, press Enter.

Batch User Id . . . . . JEANNINE
Batch Date . . . . . : 7/01/08

Batch Quantity . . . . .

Batch Count . . . . .

Current Warehouse . . . . . 1

F3=Exit  F11=Delete Batch

```

3. Enter data for the following fields, as necessary:
- **Batch User Id** (8,a) - the user ID which the user enters to sign on the system.
  - **Batch Quantity** (7,n) - the total number of items for which the damaged inventory batch is entered. If the batch includes adjustment transactions that result in a negative quantity, press <Field Minus> after entering the number. Note: A letter appears (such as *J, K* and *L* when *1, 2* and *3* are entered, respectively) or a combination of characters appears (such as *1}* when *10* is entered), but it is converted to a negative number when data entry is complete.
  - **Batch Count** (5,n) - the number of transactions included in the damaged inventory batch.
  - **Current Warehouse** (6,a) - a warehouse code.

If the total number of items or total number of transactions is not known, an estimate can be entered for the **Batch Quantity** or **Batch Count** field, respectively, and changed after all the inventory transactions are added to the batch.

```

CVCXPVR  ENTER  Creative Data Research, Inc.          7/01/08 13:31:23
                          Enter Damage Inventory

Type choices, press Enter.

Batch User Id . . . . . JEANNINE
Batch Date . . . . . : 7/01/08

Batch Quantity . . . . . 7

Batch Count . . . . . 00001

Current Warehouse . . . . . 1

F3=Exit  F11=Delete Batch

```

4. Press <Enter> when data entry is complete. The Inventory Entry (Damages) screen appears.

```

GSADDFR  DISPLAY Creative Data Research, Inc.          7/01/08 13:32:07
                          Inventory Entry
                          DAMAGES
Batch    W.H.  Typ RSN  Item  Qty  Location  U/M  Count  Qty
JEANNINE 1                                Find Item  Actual  0      0

Type options, press Enter.
2=Edit Record

F3=Exit  F4=Search  F10=Mark Batch For Post
No data to display.

```

5. To add an inventory transaction to the batch, enter data for the following fields as necessary:

- **Typ** (1,a) - enter *A* (adjustment) for the type code of the first inventory transaction only, and it will be used as the default for those which follow it.
- **RSN** (1,a) - a reason code. If necessary, press <F4> to select a reason code from the Select Inventory Reasons screen.
- **Item** (6,n) - an item number. If necessary, select <F4> to select an item number from the Select Item By Description screen.
- **Qty** (7,n) - a quantity. To remove items from the location, enter a negative quantity by pressing <Field Minus> after entering the number. Note: A letter appears (such as *J*, *K* and *L* when *1*, *2* and *3* are entered, respectively) or a combination of characters appears (such as *l}* when *10* is entered), but it is converted to a negative number when data entry is complete.
- **Location** (9,a) - enter the *DAMAGE* location code.
- **U/M** (1,n) - a unit of measure of the item. If the **U/M** field is left blank, the value will default from the item's standard selling unit of measure.

```

GSADDFR   DISPLAY Creative Data Research, Inc.           7/01/08 13:32:07
              Inventory Entry
              DAMAGES
Batch      W.H.    Typ RSN  Item   Qty   Location  U/M  Count  Qty
JEANNINE  1         A  D   616600  7  DAMAGE    2     1     7
              Find Item              Actual   0     0

Type options, press Enter.
2=Edit Record

F3=Exit  F4=Search  F10=Mark Batch For Post
No data to display.

```

Press <Enter> when data entry is complete.

```

GSADDFR   DISPLAY Creative Data Research, Inc.           7/01/08 13:33:21
              Inventory Entry
              DAMAGES
Batch      W.H.    Typ RSN  Item   Qty   Location  U/M  Count  Qty
JEANNINE  1         A  D           Find Item              Actual   0     0

Type options, press Enter.
2=Edit Record

? Item #      Description                U/M    Qty  Ty RSN Location
  616600  HERSHEY CHOCOLATE SYRUP BOTTLE 24OZ 2 EA      7    A  D  DAMAGE

F3=Exit  F4=Search  F10=Mark Batch For Post

```

Repeat this step to continue adding transactions.

```

GSADDFR   DISPLAY Creative Data Research, Inc.           7/01/08 13:33:50
              Inventory Entry
              DAMAGES
Batch      W.H.    Typ RSN  Item   Qty   Location  U/M  Count  Qty
JEANNINE  1         A  D           Find Item              Actual   0     0

Type options, press Enter.
2=Edit Record

? Item #      Description                U/M    Qty  Ty RSN Location
  120200  WINSTON 100 LIGHT                2  CTN    1    A  D  DAMAGE
  616600  HERSHEY CHOCOLATE SYRUP BOTTLE 24OZ 2 EA      7    A  D  DAMAGE

F3=Exit  F4=Search  F10=Mark Batch For Post

```

- To delete an inventory transaction from the batch, enter 2 (Edit Record) in the selection column next to the item number of the desired transaction line, and press <Enter>. The Edit Records Detail screen appears.

```

GSBZE1R  CHANGE  Creative Data Research, Inc.          7/01/08 13:34:21
                        Edit Record Details

I/C Batch User Id . . . . . : JEANNINE
I/C Batch Line Number . . . . : 2
Replace Existing Item? . . . . : N

Type changes, press Enter.

Warehouse Code . . . . . : 1
Item Number . . . . . : 120200 WINSTON 100 LIGHT

Transaction Quantity . . . . . : 1
Transaction Unit . . . . . : 2 1-4

Inventory Reason . . . . . : D
Transaction Type . . . . . : A

Transaction Cost . . . . . :
Target Warehouse . . . . . :

F3=Exit  F11=Delete  F12=Key screen

```

Press <F11> (Delete), and press <Enter> when prompted to confirm. The Inventory Entry (Damages) screen appears without the deleted transaction line.

```

GSADDFR  DISPLAY Creative Data Research, Inc.          7/01/08 13:35:16
                        Inventory Entry
                        DAMAGES
Batch    W.H.    Typ RSN  Item   Qty   Location  U/M  Count  Qty
JEANNINE 1      A  D           Find Item      DAMAGE  2    1    7
                        Actual    0    0

Type options, press Enter.
2=Edit Record

? Item #      Description                U/M    Qty  Ty RSN Location
616600  HERSHEY CHOCOLATE SYRUP BOTTLE 24OZ 2 EA      7    A  D  DAMAGE

F3=Exit  F4=Search  F10=Mark Batch For Post

```

7. Press <F10> (Mark Batch For Post) when data entry is complete. The Inventory Entry (Damages) screen is redisplayed with values for the **Actual Count** and **Actual Qty** fields.

```

GSADDFR  DISPLAY Creative Data Research, Inc.          7/01/08 13:35:32
                        Inventory Entry
                        DAMAGES
Batch    W.H.    Typ RSN  Item   Qty   Location  U/M  Count  Qty
JEANNINE 1      A  D           Find Item      DAMAGE  2    1    7
                        Actual    1    7

Type options, press Enter.
2=Edit Record

? Item #      Description                U/M    Qty  Ty RSN Location
616600  HERSHEY CHOCOLATE SYRUP BOTTLE 24OZ 2 EA      7    A  D  DAMAGE

F3=Exit  F4=Search  F10=Mark Batch For Post

```

The *I/C Batch record is not balanced* message appears (and the damaged inventory batch cannot be posted) if the values of the **Actual Count** and **Actual Qty** fields are not identical to the values of the **Count** and **Qty** fields, respectively.

If necessary, users can change the values of the **Count** and **Qty** fields, press <Enter>, and press <F10> to post the batch.

8. Press <F3> (Exit). The Enter Damage Inventory screen appears.

```
CVCKPVR  ENTER  Creative Data Research, Inc.      7/01/08 13:36:02
                Enter Damage Inventory

Type choices, press Enter.

Batch User Id . . . . . JEANNINE
Batch Date . . . . . : 7/01/08

Batch Quantity . . . . . 7
Batch Count . . . . . 1
Current Warehouse . . . . . 1

F3=Exit  F11=Delete Batch

CONFIRM: Y (Y/N)
```

9. To post the batch, press <Enter> when prompted to confirm. The Work With Inventory Batch screen appears, and the Damage Posting Report prints (see below).

# Damage Posting Report

Creative Data Research, Inc.      Damage Posting Report      JEANNINE      CVCYFFR      7/01/08 13:36:02 Page 1

Batch ID JEANNINE Warehouse 1      MAIN WAREHOUSE

Line No.	Item Description	Location	Ty Rsn	Qty	U/M Before Balance	New Balance	Net Cost	Net Cost Value Chng	
1	616600 HERSHEY CHOCOLATE SYRUP BOTTLE 24OZ DAMAGE	A	D	7	EA	5-	2	1.450	10.150
Total Value							10.150		

Total Adjustments :      U/M 2      7      -----

Total Receipts :

\*\* END OF REPORT \*\*

# Working With Inter-Company Transfers

The Inter-Company Transfers application is used, with a DAC purchase order, to process the transfer of inventory from one warehouse to another warehouse.

Unlike using the transfer inventory transactions described above, inter-company transactions can be interfaced to DAC General Ledger. Refer to Working With General Ledger Interface of the General Ledger document for additional information.

To get started, use the Work With Vendors application to add a vendor record to represent each warehouse from which inventory will be transferred. Refer to the Vendors document for information about the **Vendor Type** and **W.H.** fields of the vendor record.

At the receiving warehouse:

**Step 1:** Use the Work With Purchase Orders application to create a purchase order (PO) containing the items to be transferred from the “sending” warehouse. If an item’s unit of measure (U/M) other than the standard buying U/M will be transferred, enter it in the U/M field.

The code entered for **Warehouse** field on the Purchase Order Entry/Updt screen should be the warehouse code of the “receiving” warehouse. The code entered for the **Vendor** field should be the vendor code representing the “sending” warehouse.

**Step 2:** When the PO is complete, use P (Print) on the Work With Purchase Orders screen to print it, and press <F3> to complete the printing process.

**Step 3:** Use I (InterComp) on the Work With Purchase Orders screen to mark the PO for transfer.

At the sending warehouse:

Use the Work With Inter-Company Transfers application as described below to pick the inventory.

At the receiving warehouse:

Use the Work With Purchase Orders application to receive the inventory.

Refer to the Purchasing document for step-by-step instructions about using the Work With Purchase Orders application.

```

User: JEANNINE          Menu: DACCV1          Date: 8/02/12
=====
> THE DAC SOFTWARE SYSTEM <=====
||||||| Distributor Analysis and Control |||||
||||||| MAIN OPERATIONS MENU |||||
=====
|||||||
THE  || 1. File Maintenance Menu
DAC  || 2. Accounts Receivable
SYSTEM || 3. Billing System
||||||| 4. Inventory System
||||||| 5. Purchasing System
||||||| 6. Reports Menu
||||||| 7. Truck Scheduling
||||||| 8. Closing Procedures
||||||| 9. Integration
||||||| 10. Other Functions Menu
||||||| 11. Accounts Payable
||||||| 12. General Ledger
||||||| 90. Sign Off
=====
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==>

```

1. Select option 4 (Inventory System) from the Main Operations Menu screen. The Inventory Menu screen appears.

```

User: JEANNINE          Menu: IVCV1          Date: 2/19/09
=====
> I N V E N T O R Y   M E N U <=====
|||||||
THE  || 1. Inventory Control
DAC  || 2. Physical Inventory
SYSTEM || 3. Warehouse Management
||||||| 4. Returns Management
|||||||
M E N U   C A L L S
19.      20. Purchasing          21.
22.      23. Dac Main Menu      90. Sign Off
=====
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==>

```

2. Select option 1 (Inventory Control) from the Inventory Menu screen. The Inventory Control screen appears.

```

User: JEANNINE          Menu: ICCV1          Date: 8/02/12
=====
> I N V E N T O R Y   C O N T R O L <=====
|||||||
THE  || 1. Inventory Batch Entry
DAC  || 2. Edit Inventory Adj. Reasons
SYSTEM || 3. Display Item Inventory Transactions
||||||| 4. Damaged Inventory Batch Entry
||||||| 5. Work with Item Each/Case Links
||||||| 6. Work with Inter-Company Transfers
||||||| 7. Display Inventory Snapshot
M E N U   C A L L S
19 Inventory          20              21 Inventory Reports
22 Purchasing        23 Dac Main Menu 90 Sign Off
=====
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==>

```

3. Select option 6 (Work With Inter-Company Transfers) from the Inventory Control screen. The Work With Inventory Batch screen appears with the inter-company transfer batch records for the user's default warehouse.

```

GSWBDFR   DISPLAY Creative Data Research           2/19/09  9:19:53
                    Work With Inventory Batch
Batch  Sts Date           I N T E R - C O M P A N Y   T R A N S F E R           W.H.
                                           3

Type options, press Enter.
2=Edit  P=Print  D=Delete

?  Batch   Date   Batch Line  Current Trans  Transfer To W.H.
    Qty    Count  W.H.   W.H.
E 001321  2/19/09   21    4 3    1    MAIN WAREHOUSE

F2=Chg W.H.  F3=Exit  F6=Print Batch List  F10=Create Batch

```

The number of an inter-company transfer batch will duplicate the number of the purchase order used to create the batch.

If necessary, use <F2> (Chg W.H.) to change the value of the **W.H.** field, and display batches created for a different warehouse.

- To print the pick document, enter P (Print) in the selection column next to the desired batch, and press <Enter>. The *E* status of the batch changes to *P*, and the Warehouse Transfer Form is printed.

### Warehouse Transfer Form

Creative Data Research		WareHouse Transfer Form		JEANNINE	GSB4PFR	2/19/09	9:19:53	Page	1
Batch 001321		Date 2/19/09							
From Warehouse 3	WAREHOUSE 3	Target Warehouse 1		MAIN WAREHOUSE					
Location	Qty	U/M Item Number	Line No.	Description	Pack	UPC	Cost	Extended Cost	
	5	___ BOX 137516	1	BANANA NUT MINI MUFFIN 12 0.00	0.00	37516	1.680	8.40	
	5	___ LB* 651693	2	BL PROVOLONE SMOKED #	0.00 OZ	16938	1.750	8.75	
	5	___ EA 104609	3	BRIM 12 CUP BOWL	0.00	102387	3.250	16.25	
	6	___ CSE 999918	4	DIXIE NAPKINS 500 CNT		045289000075	22.000	132.00	
Final totals	21	Cigarette Total					Total Amount	165.40	
** END OF REPORT **									

```

GSWBDFR   DISPLAY Creative Data Research           2/19/09  9:47:34
                Work With Inventory Batch

Batch  Sts Date           I N T E R - C O M P A N Y   T R A N S F E R       W.H.
                                     3

Type options, press Enter.
2=Edit P=Print D=Delete

?  Batch   Date   Batch Line  Current Trans  Transfer To W.H.
    Qty    Count W.H.   W.H.
P 001321  2/19/09   21    4 3    1    MAIN WAREHOUSE

F2=Chg W.H. F3=Exit F6=Print Batch List F10=Create Batch

```

5. After picking, enter 2 (Edit) in the selection column next to the batch, and press <Enter>. The Inventory Entry screen appears.

```

GSADDFR   DISPLAY Creative Data Research           2/19/09 10:15:59
                Inventory Entry

Batch  W.H.   Typ RSN  Item  Qty  Location  U/M  Count  Qty
001321  3       T              Find Item          Actual  0      0

Type options, press Enter.
2=Edit Record

? Item #      Description                U/M  Qty  Ty RSN Location
999918 DIXIE NAPKINS  500 CNT          3 CSE  6   T
104609 BRIM 12 CUP BOWL          0.00  2 EA  5   T
651693 BL PROVOLONE SMOKED #    2 LB*  5   T
137516 BANANA NUT MINI MUFFIN 12 0.00  2 BOX  5   T

F3=Exit F4=Search F10=Mark Batch For Post

```

6. If necessary, a transaction quantity can be changed by entering the quantity for the Qty field, pressing <Field Plus>, and pressing <Enter>.

```

GSADDFR   DISPLAY Creative Data Research           2/19/09 10:17:05
                Inventory Entry

Batch  W.H.   Typ RSN  Item  Qty  Location  U/M  Count  Qty
001321  3       T              Find Item          Actual  0      0

Type options, press Enter.
2=Edit Record

? Item #      Description                U/M  Qty  Ty RSN Location
999918 DIXIE NAPKINS  500 CNT          3 CSE  5   T
104609 BRIM 12 CUP BOWL          0.00  2 EA  5   T
651693 BL PROVOLONE SMOKED #    2 LB*  5   T
137516 BANANA NUT MINI MUFFIN 12 0.00  2 BOX  5   T

F3=Exit F4=Search F10=Mark Batch For Post

```

7. If necessary, the Item, Qty and U/M, fields can be used (as illustrated below) to add items to the inter-company transfer batch.

```

GSADDFR   DISPLAY Creative Data Research           2/19/09 10:39:59
                Inventory Entry

Batch      W.H.    Typ RSN  Item   Qty   Location  U/M  Count  Qty
001321    3      T      999918  4      1      4    21
                Find Item          Actual    0    0

Type options, press Enter.
2=Edit Record

? Item #      Description                U/M   Qty  Ty RSN Location
999918 DIXIE NAPKINS  500 CNT      3 CSE   5  T
104609 BRIM 12 CUP BOWL      0.00  2  EA   5  T
651693 BL PROVOLONE SMOKED #      2 LB*  5  T
137516 BANANA NUT MINI MUFFIN 12 0.00  2  BOX  5  T

F3=Exit  F4=Search  F10=Mark Batch For Post

```

Press <Enter> to add the item to the batch.

```

GSADDFR   DISPLAY Creative Data Research           2/19/09 10:52:43
                Inventory Entry

Batch      W.H.    Typ RSN  Item   Qty   Location  U/M  Count  Qty
001321    3      T      999918  4      1      4    21
                Find Item          Actual    0    0

Type options, press Enter.
2=Edit Record

? Item #      Description                U/M   Qty  Ty RSN Location
999918 DIXIE NAPKINS  500 CNT      1  EA   4  T
999918 DIXIE NAPKINS  500 CNT      3 CSE   5  T
104609 BRIM 12 CUP BOWL      0.00  2  EA   5  T
651693 BL PROVOLONE SMOKED #      2 LB*  5  T
137516 BANANA NUT MINI MUFFIN 12 0.00  2  BOX  5  T

F3=Exit  F4=Search  F10=Mark Batch For Post

```

- To delete an item from the batch, enter 2 (Edit) in the selection column next to the item, and press <Enter>. The Edit Record Details screen appears.

```

GSBZE1R   CHANGE Creative Data Research           2/19/09 12:23:03
                Edit Record Details

I/C Batch User Id . . . . . : 001321
I/C Batch Line Number . . . . : 2

Type changes, press Enter.

Warehouse Code . . . . . : 3
Item Number . . . . . : 651693 BL PROVOLONE SMOKED #
Location . . . . .
Transaction Quantity . . . . . : 5
Transaction Unit . . . . . : 2 1-4

Inventory Reason . . . . .
Transaction Type . . . . . : T

Transaction Cost . . . . . : 1.750
Target Warehouse . . . . . : 1

F3=Exit  F11=Delete  F12=Key screen

```

Press <F11> (Delete), and press <Enter> to confirm. The Inventory Entry screen appears without the deleted item.

```

GSADDFR   DISPLAY Creative Data Research           2/19/09 12:25:09
                Inventory Entry

Batch      W.H.    Typ RSN  Item   Qty   Location  U/M  Count  Qty
001321    3          T                Find Item          Actual  0      0

Type options, press Enter.
2=Edit Record

? Item #      Description                U/M   Qty  Ty RSN Location
999918 DIXIE NAPKINS  500 CNT      1 EA   4   T
999918 DIXIE NAPKINS  500 CNT      3 CSE  5   T
104609 BRIM 12 CUP BOWL      0.00      2 EA   5   T
137516 BANANA NUT MINI MUFFIN 12 0.00      2 BOX  5   T

F3=Exit  F4=Search  F10=Mark Batch For Post

```

- If necessary, change the control totals for the **Count** and **Qty** fields and press <Enter> before pressing <F10> (Mark Batch For Post).

When the *Continue to post batch (Y/N)?* message appears, enter *Y* and press <Enter>.

```

GSADDFR   DISPLAY Creative Data Research           2/19/09 12:57:24
                Inventory Entry

Batch      W.H.    Typ RSN  Item   Qty   Location  U/M  Count  Qty
001321    3          T                Find Item          Actual  4      19

Type options, press Enter.
2=Edit Record

? Item #      Description                U/M   Qty  Ty RSN Location
999918 DIXIE NAPKINS  500 CNT      1 EA   4   T
999918 DIXIE NAPKINS  500 CNT      3 CSE  5   T
104609 BRIM 12 CUP BOWL      0.00      2 EA   5   T
137516 BANANA NUT MINI MUFFIN 12 0.00      2 BOX  5   T

F3=Exit  F4=Search  F10=Mark Batch For Post

```

- Press <F3> (Exit). The Work With Inventory Batch screen appears, and the I/C Batch Posting Report is printed (see below).

```

GSW8DFR   DISPLAY Creative Data Research           2/19/09 14:02:12
                Work With Inventory Batch

Batch      Sts Date                I N T E R - C O M P A N Y   T R A N S F E R      W.H.
                                                3

Type options, press Enter.
2=Edit  P=Print  D=Delete

?  Batch      Date      Batch Line  Current Trans  Transfer To W.H.
   Qty      Count  W.H.   W.H.
T 001321    2/19/09      21     5 3     1     MAIN WAREHOUSE

F2=Chg W.H.  F3=Exit  F6=Print Batch List  F10=Create Batch

```

## I/C Batch Posting Report

Creative Data Research		I/C Batch Posting Report			JEANNINE	DSIFFFR	2/19/09 14:02:10		Page	1	
Batch ID	Warehouse 3	WAREHOUSE 3		Transfer to Warehouse 1			MAIN WAREHOUSE				
Item Number	Description	UPC Number	Ty Rsn	Quantity	U/M	Before Balance	New Balance	New Cost	Net Cost Value Chng	Line No.	
137516	BANANA NUT MINI MUFFIN 12	0.00	37516	T	5	BOX	15	10	1.680	8.400	1
104609	BRIM 12 CUP BOWL	0.00	102387	T	5	EA	15	10	3.250	16.250	3
999918	DIXIE NAPKINS 500 CNT		045289000075	T	5	CSE	15	10	22.000	110.000	4
999918	DIXIE NAPKINS 500 CNT		19999188888	T	4	EA	4		1.830	7.320	6
Total Receipts :								Total Value	141.970		
Total Adjustments :										-----	
Total Recounts :											
Total Transfers : U/M 1      4 U/M 2      10 U/M 3      5											
** END OF REPORT **											

# Working With Vendor Returns

The Damaged Inventory Batch Entry application is used to process the return of a vendor's items by adjusting the on-hand quantities of the items in the *DAMAGE* location, and automatically creating an A/P invoice batch for posting when Accounts Payable is used. Refer to Working With Vendor Invoices of the Accounts Payable document for additional information.

```
User: JEANNINE          Menu: ICCV1          Date: 9/30/09

===== > I N V E N T O R Y   C O N T R O L < =====
|||||||
THE    ||          1. Inventory Batch Entry
DAC    ||          2. Edit Inventory Adj. Reasons
SYSTEM ||          3. Display Item Inventory Transactions
|||||||          4. Damaged Inventory Batch Entry
|||          5. Work with Item Each/Case Links
|||          6. Work with Inter-Company Transfers
|||          7. Display Inventory Snapshot

M E N U   C A L L S
19 Inventory          20          21 Inventory Reports
22 Purchasing        23 Dac Main Menu          90 Sign Off

=====
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=>
```

1. Select option 4 (Damaged Inventory Batch Entry) from the Inventory Control screen. The Work With Inventory Batch screen appears.

```
GSW8DFR  DISPLAY CDR Customer Conference          9/30/09  7:06:26
Work With Inventory Batch

Batch  Sts Date          D A M A G E D   I N V E N T O R Y          W.H.
                                           1

Type options, press Enter.
2=Edit P=Print D=Delete

F2=Chg W.H. F3=Exit F6=Print Batch List F10=Create Batch
No data to display.
```

2. Press <F10> (Create Batch). The Enter Damage Inventory screen appears.

```

CVCXPVR  ENTER  CDR Customer Conference          9/30/09  7:32:33
                Enter Damage Inventory

Type choices, press Enter.

Batch User Id . . . . . : 000579
Batch Date . . . . . : 9/30/09

Batch Quantity . . . . .
Batch Count . . . . .

Current Warehouse . . . . . 1

Vendor Number . . . . .

F3=Exit  F10=Vendor Returns  F11=Delete Batch

```

3. Enter the warehouse code for the **Current Warehouse** (6,a) field.
4. Enter the the vendor code of the vendor to which the item's will be returned for the **Vendor Number** (6,a) field, and press <F10> (Vendor Returns). The Inventory Entry (Damages) screen appears with the vendor's items that currently exist in the DAMAGE location.

```

GSADDFR  DISPLAY CDR Customer Conference          9/30/09  7:32:56
                Inventory Entry
                DAMAGES
Batch      W.H.    Typ RSN  Item  Qty  Location  U/M  Count  Qty
000579    1      A  A      0      2 EA      0      0
                Find Item          Actual    0      0

Type options, press Enter.
2=Edit Record

? Item #      Description                U/M  Qty  Ty RSN Location
616600  HERSHEY CHOCOLATE SYRUP BOTTLE 24OZ 2 EA  20-  A A  DAMAGE
418950  HERSHEY ALMOND 36CT          2 BOX  6-  A A  DAMAGE
403078  HERSHEY NUGGET ASSORTED      2 CS   1-  A A  DAMAGE

F3=Exit  F4=Search  F5=Prestamp Search  F10=Mark Batch For Post

```

5. If necessary, use *2=Edit* to edit or delete an inventory transaction to the batch.
6. To change a return quantity, enter the quantity in the **Qty** field, press <Field Minus>, and press <Enter>.

```

GSADDFR  DISPLAY CDR Customer Conference          9/30/09  7:33:57
                Inventory Entry
                DAMAGES
Batch      W.H.    Typ RSN  Item  Qty  Location  U/M  Count  Qty
000579    1      A  A      0      2 EA      0      0
                Find Item          Actual    0      0

Type options, press Enter.
2=Edit Record

? Item #      Description                U/M  Qty  Ty RSN Location
616600  HERSHEY CHOCOLATE SYRUP BOTTLE 24OZ 2 EA  20-  A A  DAMAGE
418950  HERSHEY ALMOND 36CT          2 BOX  5-  A A  DAMAGE

F3=Exit  F4=Search  F5=Prestamp Search  F10=Mark Batch For Post

```

7. Press <F10> (Mark Batch For Post) when data entry is complete. The Inventory Entry (Damages) screen is redisplayed with values for the **Actual Count** and **Actual Qty** fields.

```

GSADDFR   DISPLAY CDR Customer Conference           9/30/09  7:34:42
                Inventory Entry
                DAMAGES
Batch      W.H.    Typ RSN  Item   Qty   Location  U/M  Count  Qty
000579    1      A  A      0      Find Item  Actual  2     25-

Type options, press Enter.
2=Edit Record

? Item #      Description                U/M   Qty  Ty RSN Location
616600  HERSHEY CHOCOLATE SYRUP BOTTLE 24OZ 2 EA   20-  A  A  DAMAGE
418950  HERSHEY ALMOND 36CT           2 BOX  5-  A  A  DAMAGE

F3=Exit F4=Search F5=Prestamp Search F10=Mark Batch For Post
I/C Batch record is not balanced.

```

The *I/C Batch record is not balanced* message appears (and the damaged inventory batch cannot be posted) until values of the **Count** and **Qty** fields are entered to match the values of the **Actual Count** and **Actual Qty** fields.

8. Enter the value for the the **Count** field using <Field Plus> and the value of the **Qty** field using <Field Minus>.

```

GSADDFR   DISPLAY CDR Customer Conference           9/30/09  7:35:2
                Inventory Entry
                DAMAGES
Batch      W.H.    Typ RSN  Item   Qty   Location  U/M  Count  Qty
000579    1      A  A      0      Find Item  Actual  2     2N
                                                Actual  2     25-

Type options, press Enter.
2=Edit Record

? Item #      Description                U/M   Qty  Ty RSN Location
616600  HERSHEY CHOCOLATE SYRUP BOTTLE 24OZ 2 EA   20-  A  A  DAMAGE
418950  HERSHEY ALMOND 36CT           2 BOX  5-  A  A  DAMAGE

F3=Exit F4=Search F5=Prestamp Search F10=Mark Batch For Post

```

9. Press <Enter> to convert the value of the **Qty** field.

```

GSADDFR   DISPLAY CDR Customer Conference           9/30/09  7:36:31
                Inventory Entry
                DAMAGES
Batch      W.H.    Typ RSN  Item   Qty   Location  U/M  Count  Qty
000579    1      A  A      0      Find Item  Actual  2     25-
                                                Actual  2     25-

Type options, press Enter.
2=Edit Record

? Item #      Description                U/M   Qty  Ty RSN Location
616600  HERSHEY CHOCOLATE SYRUP BOTTLE 24OZ 2 EA   20-  A  A  DAMAGE
418950  HERSHEY ALMOND 36CT           2 BOX  5-  A  A  DAMAGE

F3=Exit F4=Search F5=Prestamp Search F10=Mark Batch For Post

```

10. Press <F10> (Mark Batch For Post).

11. Press <F3> (Exit). The Enter Damage Inventory screen appears.

```
CVCXPVR  ENTER  CDR Customer Conference          9/30/09  7:42:33
                                Enter Damage Inventory

Type choices, press Enter.

Batch User Id . . . . . : 000579
Batch Date . . . . . : 9/30/09

Batch Quantity . . . . .      25

Batch Count . . . . .      2

Current Warehouse . . . . .  1

Vendor Number . . . . .  HER001  HERSHEY CHOCOLATE

F3=Exit  F10=Vendor Returns  F11=Delete Batch

CONFIRM: Y (Y/N)
```

12. Press <Enter> when prompted to confirm. The Work With Inventory Batch screen appears, the Damage Posting Report prints (see below), and an A/P voucher with reference to the inventory batch number is created in an A/P invoice batch.

# Damage Posting Report

CDR Customer Conference		Damage Posting Report		JEANNINE CVCYPER		9/30/09 7:47:07 Page		1					
Batch ID 000579 Warehouse 1		MAIN WAREHOUSE		Vendor HER001		HERSHEY CHOCOLATE							
Line	Item	Description	Location	Ty	Rsn	Qty	U/M	Before	New	Net	Net Cost	Value Chng	
No.								Balance	Balance	Cost			
2	418950	HERSHEY ALMOND 36CT	DAMAGE	A	A	5	BOX	6	1	13.030	65.150-		
3	616600	HERSHEY CHOCOLATE SYRUP BOTTLE 24OZ	DAMAGE	A	A	20	EA	20		1.440	28.800-		
								Total Value			93.950-		
Total Adjustments :								U/M 2	25-	-----			
Total Recounts :													
** END OF REPORT **													

# Working With Replenishment

The Replenishment applications are used with the RF Warehouse System optional module to maintain the inventory quantities of an item's picking and backstock locations.

Before the initial data entry for replenishment begins, enter *\*YES* for the value of the **Replenishment Active** field of the SYS009 (Inventory Options) default system option. Refer to the DAC Default System Options document for additional information.

To prepare for using replenishment, all the necessary picking and backstock locations must be added. Refer to Adding Picking and Backstock Locations below.

Immediately prior to using replenishment:

- The Inventory Batch Entry application is used to enter the initial inventory quantities of the picking locations. Refer to Entering Picking Location Quantities below for additional information.
- The RF Stock Putaway application is used to enter the initial inventory quantities of the backstock locations. Refer to the RF Warehousing System document for additional information.

To successfully use replenishment, users must consistently implement the following procedures:

- Use the Restock List to move product from backstock locations to picking locations. Refer to Printing A Restock List below.
- Use the Work With Replenishment Requests application to automatically adjust the quantities of the locations after moving the product. Refer to Working With Replenishment Requests below.
- Use the RF Stock Putaway application to update picking and backstock locations after product is received. Refer to the RF Warehousing System document for additional information.
- Print the Received Not Putaway report to confirm that the RF Stock Putaway application was used for all the items received using RF. Refer to Printing A Received Not Putaway Report below.

## Adding Picking and Backstock Locations

A single fixed pick location (type *I*) record, as illustrated below, must be added for each item. Refer to Adding Location Records for additional information.

DSEDE1R	CHANGE	CDR Customer	Conference	10/21/13	8:46:54
Edit Location					
Warehouse Code	1	MAIN WAREHOUSE			
Warehouse Location . . :	P4020	Pick Location	Stamp-Type		
Item Number . . . :	500028	LAFKY TAFKY BANANA ROPE			
Location Type :	1 Fixed Pick	Current Unit	2 BOX	Juris. Test	
Pick Region . . :	B1 Sequence	Pick Document	I.D. A	Inventory Status .	
Height (In.)	Width (In.)	Depth (In.)	Cubic Ft	.00	
Aisle . . . . . :	Column . . . . . :	Level . . . . . :	Weight Lmt.		
Warehouse Area	4	Code Date	Control Number		
Max Capacity	60	Replenish Level/ Unit	40 3	Qty On Hand	
Check Digit . . :	95	Manual Check Digit?	(Y/N)		
Transfer In Date . . . :		Transfer Out Date . . . :			
Transfer In Quantity :		Transfer Out Quantity :			
Transfer In Time . . . :	0:00:00	Transfer Out Time . . . :	0:00:00		
Transfer From Location		Transfer To Location :			
Physical Inventory Date		Last Inventory Item . . :			
Last Physical Quantity					
F3=Exit					

Data must be entered for the following fields of a picking location to be replenished:

- **Max Capacity (5,n)** - the maximum quantity of the item at the receiving unit of measure that can be stored at the location.
- **Replenish Level (7,n)** - the minimum quantity of the item, also at the receiving unit of measure, which must be reached before replenishment of the item stored at this location can occur.
- **Unit (1,n)** - the receiving unit of measure.

At least one backstock location record must be added for each item. Typically the mixed regular type (5) is used, as illustrated below, to store a variety of items in one backstock location. When adding a backstock location, the item's receiving unit of measure must be entered for the **Current Unit** field.

DSEDE1R	CHANGE	CDR Customer	Conference	10/21/13	9:35:24
Edit Location					
Warehouse Code	1	MAIN WAREHOUSE			
Warehouse Location . . :	R4000	Mixed backstock	Stamp-Type		
Item Number . . . :					
Location Type :	5 Mixed Regular	Current Unit	3	Juris. Test	
Pick Region . . :	BS Sequence	Pick Document	I.D. A	Inventory Status .	
Height (In.)	Width (In.)	Depth (In.)	Cubic Ft	.00	
Aisle . . . . . :	Column . . . . . :	Level . . . . . :	Weight Lmt.		
Warehouse Area	4	Code Date	Control Number		
Max Capacity		Replenish Level/ Unit	3	Qty On Hand	
Check Digit . . :	13	Manual Check Digit?	(Y/N)		
Transfer In Date . . . :		Transfer Out Date . . . :			
Transfer In Quantity :		Transfer Out Quantity :			
Transfer In Time . . . :	0:00:00	Transfer Out Time . . . :	0:00:00		
Transfer From Location		Transfer To Location :			
Physical Inventory Date		Last Inventory Item . . :			
Last Physical Quantity					
F3=Exit					

If needed, more than one backstock location can be added for an item.

## Entering Picking Location Quantities

After all the necessary picking locations are added, location inventory transactions are used to enter the initial inventory quantities of the locations.

Refer to the RF Warehouse System document for information about using RF Stock Putaway to enter inventory quantities for the backstock locations.

```
User: JEANNINE          Menu: ICCV1          Date: 10/21/13
===== > I N V E N T O R Y   C O N T R O L < =====
|||||
THE  ||          1. Inventory Batch Entry
DAC  ||          2. Edit Inventory Adj. Reasons
SYSTEM ||        3. Display Item Inventory Transactions
|||||          4. Damaged Inventory Batch Entry
|||||          5. Work with Item Each/Case Links
|||||          6. Work with Inter-Company Transfers
|||||          7. Display Inventory Snapshot

                                M E N U   C A L L S
19 Inventory                    20
22 Purchasing                   23 Dac Main Menu
                                21 Inventory Reports
                                90 Sign Off
=====
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===>
```

1. Select option 1 (Inventory Batch Entry) from the Inventory Control screen. The Work With Inventory Batch screen appears.

```
GSW8DFR  DISPLAY CDR Customer Conference      10/21/13 10:52:58
                                Work With Inventory Batch
Batch  Sts Date                      W.H.
-----  -
Type options, press Enter.
2=Edit P=Print D=Delete 6=Un-Stamped Report

F2=Chg W.H. F3=Exit F6=Print Batch List F10=Create Batch
```

2. Press <F10> (Create Batch). The Inventory Batch Entry screen appears.

```

DSHAETR  CHANGE  CDR Customer Conference 10/21/13 10:54:11
                Inventory Batch Entry
Batch Id  Batch Date  Current Warehouse
001017   10/21/13   1 MAIN WAREHOUSE
Transfer To Warehouse      Batch Quantity      Actual
                                Batch Count      0
                                Default Type      Reason
-----
D=Delete request  Z=Zoom
? Line  Tran Item      Qty  U/M      Location      Cost      Adj.
      Type Number
-----
-
-
-
-
-
-
F3=Exit F4=Search F5=Heads Down Entry F7=End Entry and Exit F10=Post and Exit

```

3. Enter **L** for the **Default Type** (1,a) field.

4. Enter data for the following fields:

- **Reason** (1,a) - an inventory reason code. If necessary, press <F4> to select a reason code from the Select Inventory Reasons screen.
- **Batch Quantity** (7,n) - the total number of items for which the inventory batch is entered.
- **Batch Count** (5,n) - the number of transactions included in the inventory batch.

If the total number of items or total number of transactions is not known, any values can be entered for the **Batch Quantity** or **Batch Count** fields, as illustrated below, and changed before posting the batch.

5. Press <Enter> when data entry is complete.

```

DSHAETR  CHANGE  CDR Customer Conference 10/21/13 11:10:40
                Inventory Batch Entry
Batch Id  Batch Date  Current Warehouse
001018   10/21/13   1 MAIN WAREHOUSE
Transfer To Warehouse      Batch Quantity      Actual
                                Batch Count      0
                                Default Type      Reason
-----
D=Delete request  Z=Zoom
? Line  Tran Item      Qty  U/M      Location      Cost      Adj.
      Type Number
-----
-
-
-
-
-
-
F3=Exit F4=Search F5=Heads Down Entry F7=End Entry and Exit F10=Post and Exit

```

6. Press <F5> (Heads Down Entry), and press <Enter> when prompted to confirm. The Inventory Entry screen appears.

```

GSADDFR   DISPLAY CDR Customer Conference           10/21/13 11:13:08
              Inventory Entry

Batch      W.H.    Typ RSN  Item   Qty     Location  U/M
001018    1       L  A   _____  _____  -
              Find Item _____

Type options, press Enter.
2=Edit Record

F3=Exit F4=Search F5=Prestamp Search F10=Mark Batch For Post

```

7. For each picking location, enter data for the following fields:
- **Item** (6,n) - the number of the item picked from the location.
  - **Qty** (7,n) - the inventory quantity at the location.
  - **Location** (9,a) - the location's code.

```

GSADDFR   DISPLAY CDR Customer Conference           10/21/13 11:48:07
              Inventory Entry

Batch      W.H.    Typ RSN  Item   Qty     Location  U/M
001018    1       L  A   500028  86_____ P4020_____ -
              Find Item _____

Type options, press Enter.
2=Edit Record

F3=Exit F4=Search F5=Prestamp Search F10=Mark Batch For Post

```

Press <Enter> when data entry is complete.

```

GSADDFR   DISPLAY CDR Customer Conference           10/21/13 11:54:14
              Inventory Entry

Batch      W.H.    Typ RSN  Item   Qty     Location  U/M
001018    1       L  A   _____  _____  -
              Find Item _____

Type options, press Enter.
2=Edit Record

? Item #      Description                U/M   Qty  Ty RSN Location
_ 500028 LAFFY TAFFY BANANA ROPE    2 BOX 86_  L  A  P4020

F3=Exit F4=Search F5=Prestamp Search F10=Mark Batch For Post

```

Repeat this step to continue adding location inventory transactions.



```

DSHAETR  CHANGE  CDR Customer Conference  10/21/13 12:40:21
                          Inventory Batch Entry
Batch Id  Batch Date  Current Warehouse
001018   10/21/13   1 MAIN WAREHOUSE
Transfer To Warehouse      Batch Quantity  621_   Actual
                              Batch Count   4_     621
                              Default Type  L     Reason A
-----
D=Delete request  Z=Zoom
? Line Tran Item      Qty  U/M      Location      Cost      Adj.
  Type Number
-   1  L  500028  86  2  BOX      P4020
      LAFFY TAFFY BANANA ROPE
-   2  L  500029  78  2  BOX      P4030
      LAFFY TAFFY BLUE RASPBERRY ROPE
-   3  L  500037  389 2  JAR      P4040
      LAFFY TAFFY CHERRY JAR
-   5  L  500030  68  2  BOX      P4050
      LAFFY TAFFY CHERRY ROPE
-   -  -  -  -  -  -
F3=Exit F4=Search F5=Heads Down Entry F7=End Entry and Exit F10=Post and Exit

```

- Press <F10> (Post and Exit), and press <Enter> when prompted to confirm. The Work With Inventory Batch screen appears, and the I/C Location Posting Report is printed.

### I/C Batch Posting Report

CDR Customer Conference		I/C Location Posting Report		JEANNINE	GSRIPFR	10/21/13 13:49:05	Page	1			
User Id	Warehouse 1	MAIN WAREHOUSE	Transfer to Warehouse								
Item Number	Description	UPC Number	Location	Ty	Rsn	Quantity	U/M	Before Item #	Before Balance	New Balance	Line No.
500028	LAFFY TAFFY BANANA ROPE	2800075226	P4020	L	A	86	BOX			86	1
500029	LAFFY TAFFY BLUE RASPBERRY ROPE	2800066677	P4030	L	A	78	BOX			78	2
500037	LAFFY TAFFY CHERRY JAR	2800027960	P4040	L	A	389	JAR			389	3
500030	LAFFY TAFFY CHERRY ROPE	2800092226	P4050	L	A	68	BOX			68	5
Total Adjustments :											
** END OF REPORT **											

## Printing A Restock List

The Restock List is used by warehouse personnel to replenish designated picking locations. When printed, this report displays the system-calculated quantities to transfer from the backstock locations, and a corresponding batch of replenishment requests is automatically created. If a Restock List is printed, but none of the items listed are moved, the batch of corresponding replenishment requests must be deleted. Refer to Working With Replenishment Requests for additional information.

When multiple backstock locations appear in the Restock List for a single item (as illustrated in the report sample below), the backstock locations are listed in order with those containing the "oldest" product first. The receiving date or expiration date (which ever is oldest) of the location's items is used to determine this order.

```
User: JEANNINE           Menu: IVCV1           Date: 11/05/13

===== > I N V E N T O R Y   M E N U < =====
=====
|||||
THE  ||          1. Inventory Control
DAC  ||          2. Physical Inventory
SYSTEM ||        3. Warehouse Management
|||||          4. Returns Management

                                     M E N U   C A L L S
19.                                     20. Purchasing           21.
22.                                     23. Dac Main Menu       90. Sign Off

=====
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==>
```

1. Select option 3 (Warehouse Management) from the Inventory Menu screen. The Warehouse Management screen appears.

```
User: JEANNINE           Menu: WMCV1           Date: 11/05/13

===== > W A R E H O U S E   M A N A G E M E N T < =====
=====
|||||
THE  ||          1. Work With Receiving Requests
DAC  ||          2. Work With Replenishment Requests
SYSTEM ||        3. Work With Locations
|||||          4. Create Replenishment Requests (Batch)
|||||          5. Display Warehouse Inventory Moves
|||||          6. Location Management Tools
|||||          7. Define Pick Regions
|||||          8. Define Warehouse Areas

                                     M E N U   C A L L S
19. Inventory           20. Purchasing           21.
22.                     23. Dac Main Menu       90. Sign Off

=====
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==>
```

2. Select option 4 (Create Replenishment Requests-Batch) from the Warehouse Management screen. The Prompt Replenishment Report screen appears.

```

CVYGPVR  ENTER  CDR Customer Conference  11/05/13 13:05:25
                Prompt Replenishment Report

Type choices, press Enter.

Warehouse Code . . 1_____ MAIN WAREHOUSE

Area (blank for all) _____

Start Location _____ End Location _____

F3=Exit  F6=Print

```

3. To limit the picking locations to those of a specific warehouse area, enter the warehouse area code for the **Area** (6,a) field.
4. Enter a location coder, or range of codes, for the **Start Location** and **End Location** (9,a) fields.
5. Press <F6> (Print), and press <Enter> to confirm.

### Restock List

CDR Customer Conference		Restock List		JEANNINE	GSJBPF	11/06/13 12:45:11		Page	1		
Warehouse 1		MAIN WAREHOUSE		Batch Time 12:45:11		Area					
Location	Tran	Back Stk	Retail	Item Description	Item	Sell	Buy	Qty	Loc	Max	Min
	Qty	Location	Pack			Qmult	Qmult	Aval	O.H.		
P4000	4 DD			LAFFY TAFFY APPLE JAR	500033	165	8	696	64	12	9
	4 CSE	R4000									
-----											
P4010	37 DD			LAFFY TAFFY APPLE ROPE	500027	24	12	759	268	60	40
	10 CSE	R4000									
	27 CSE	R4000									
-----											
P4020	4 EE			LAFFY TAFFY BANANA ROPE	500028	24	12	99	50	60	40
	4 CSE	R4010									
-----											
P4030	8 EE			LAFFY TAFFY BLUE RASPBERRY ROPE	500029	24	12	110	10	60	40
	8 CSE	R4010									
-----											
P4050	7 EE			LAFFY TAFFY CHERRY ROPE	500030	24	12	96	8	60	40
	7 CSE	R4010									
-----											
Final totals		Employee									
** END OF REPORT **											

The codes appearing next to the Tran Qty column designate the following:

- D - the "daily" transfer of the item is recommended because the minimum quantity of its picking location was reached. Refer to the **Replenishment Level** field of Adding Picking and Backstock Locations for additional information.
- E - the transfer of "everything" is recommended because all available product in the warehouse will not exceed the maximum capacity of the picking location. Refer to the **Max Capacity** field of Adding Picking and Backstock Locations for additional information.

Refer to Working With Replenishment Requests for information about using the corresponding batch of replenishment requests to update the DAC location records.

## Working With Replenishment Requests

After the Restock List is used to move product from backstock locations to picking locations in the warehouse, the Work With Replenishment Requests application is used to update the DAC location records. The application is also used to delete the batch of corresponding replenishment requests if a Restock List is printed, but none of the items are moved.

```
User: JEANNINE          Menu: IVCV1          Date: 11/07/13
===== > I N V E N T O R Y   M E N U < =====
|||||||
THE  ||          1. Inventory Control
DAC  ||          2. Physical Inventory
SYSTEM ||        3. Warehouse Management
|||||||          4. Returns Management

                                M E N U   C A L L S
19.                               20. Purchasing           21.
22.                               23. Dac Main Menu        90. Sign Off
=====
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==>
```

1. Select option 3 (Warehouse Management) from the Inventory Menu screen. The Warehouse Management screen appears.

```
User: JEANNINE          Menu: WMCV1          Date: 11/07/13
===== > W A R E H O U S E   M A N A G E M E N T < =====
|||||||
THE  ||          1. Work With Receiving Requests
DAC  ||          2. Work With Replenishment Requests
SYSTEM ||        3. Work With Locations
|||||||          4. Create Replenishment Requests (Batch)
|||              5. Display Warehouse Inventory Moves
|||              6. Location Management Tools
|||              7. Define Pick Regions
|||              8. Define Warehouse Areas

                                M E N U   C A L L S
19. Inventory                20. Purchasing           21.
22.                          23. Dac Main Menu        90. Sign Off
=====
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==>
```

2. Select option 2 (Work With Replenishment Requests) from the Warehouse Management screen. The Work With Replenishment screen appears.

```

CVXZDFR  DISPLAY CDR Customer Conference 11/07/13 7:56:16
Work With Replenishment
Location Item Date Resolved U/M Time W.H.
Number Status
_____ _ _ _ _ 0:00:00 1_____

Type options, press Enter.
U=Undo X=Select request 2=Edit Item

? To Transfer Unit From Request Request
Location Quantity Location Date Time
P4000 4 CSE R4000 11/06/13 12:45:11
Item: 500033 LAFFY TAFFY APPLE JAR
P4010 10 CSE R4000 11/06/13 12:45:11
Item: 500027 LAFFY TAFFY APPLE ROPE
P4010 27 CSE R4000 11/06/13 12:45:11
Item: 500027 LAFFY TAFFY APPLE ROPE
P4020 4 CSE R4010 11/06/13 12:45:11
Item: 500028 LAFFY TAFFY BANANA ROPE
P4030 8 CSE R4010 11/06/13 12:45:11
Item: 500029 LAFFY TAFFY BLUE RASPBERRY ROPE +

F3=Exit F4=Search F10=Update Record(s) F11=Remove Batch

```

3. Enter the time printed on the Restock List for the **Time** field, press <Field Exit> and press <Enter>.

```

CVXZDFR  DISPLAY CDR Customer Conference 11/07/13 7:56:16
Work With Replenishment
Location Item Date Resolved U/M Time W.H.
Number Status
_____ _ _ _ _ 12:45:11 1_____

Type options, press Enter.
U=Undo X=Select request 2=Edit Item

? To Transfer Unit From Request Request
Location Quantity Location Date Time
P4000 4 CSE R4000 11/06/13 12:45:11
Item: 500033 LAFFY TAFFY APPLE JAR
P4010 10 CSE R4000 11/06/13 12:45:11
Item: 500027 LAFFY TAFFY APPLE ROPE
P4010 27 CSE R4000 11/06/13 12:45:11
Item: 500027 LAFFY TAFFY APPLE ROPE
P4020 4 CSE R4010 11/06/13 12:45:11
Item: 500028 LAFFY TAFFY BANANA ROPE
P4030 8 CSE R4010 11/06/13 12:45:11
Item: 500029 LAFFY TAFFY BLUE RASPBERRY ROPE +

F3=Exit F4=Search F10=Update Record(s) F11=Remove Batch

```

4. To enter the actual quantity of an item transferred, enter 2 (Edit Item) in the selection column next to the item's replenishment request.

```

CVXZDFR  DISPLAY CDR Customer Conference 11/07/13 7:56:16
Work With Replenishment
Location Item Date Resolved U/M Time W.H.
Number Status
_____ _ _ _ _ 12:45:11 1_____

Type options, press Enter.
U=Undo X=Select request 2=Edit Item

? To Transfer Unit From Request Request
Location Quantity Location Date Time
P4000 4 CSE R4000 11/06/13 12:45:11
Item: 500033 LAFFY TAFFY APPLE JAR
P4010 10 CSE R4000 11/06/13 12:45:11
Item: 500027 LAFFY TAFFY APPLE ROPE
P4010 27 CSE R4000 11/06/13 12:45:11
Item: 500027 LAFFY TAFFY APPLE ROPE
P4020 4 CSE R4010 11/06/13 12:45:11
Item: 500028 LAFFY TAFFY BANANA ROPE
2 P4030 8 CSE R4010 11/06/13 12:45:11
Item: 500029 LAFFY TAFFY BLUE RASPBERRY ROPE +

F3=Exit F4=Search F10=Update Record(s) F11=Remove Batch

```

5. Press <Enter>. The Edit Transfer Request Details screen appears.

```

DSNIE1R  CHANGE  CDR Customer Conference  11/07/13  8:35:24
                Edit Transfer Request Details

Transfer Number  10169
Warehouse Code  1
Item Number :   500029

Transfer Quantity  _____8
Unit of Measure . 3

From Location . . R4010____
To Location . . . P4030____

F3=Exit  F4=Search  F11=Delete

```

6. Enter the actual quantity transferred for the **Transfer Quantity** field, and press <Field Exit>.

```

DSNIE1R  CHANGE  CDR Customer Conference  11/07/13  8:35:24
                Edit Transfer Request Details

Transfer Number  10169
Warehouse Code  1
Item Number :   500029

Transfer Quantity  _____4
Unit of Measure . 3

From Location . . R4010____
To Location . . . P4030____

F3=Exit  F4=Search  F11=Delete

```

7. If necessary, the **From Location** and **To Location** fields can be edited to designate the actual backstock and picking locations used for the transfer.
8. Press <Enter> when data entry is complete, and press <Enter> to confirm. The Work With Replenishment screen appears.

```

CVXZDFR  DISPLAY CDR Customer Conference  11/07/13  10:07:28
                Work With Replenishment
Location  Item  Date  Resolved  U/M  Time  W.H.
Number      Status
-----  -
                12:45:11  1

Type options, press Enter.
U=Undo  X=Select request  2=Edit Item

?  To      Transfer  Unit  From      Request  Request
   Location Quantity   CSE   Location   Date     Time
-  P4000    4         CSE   R4000     11/06/13 12:45:11
   Item: 500033 LAFFY TAFFY APPLE JAR
-  P4010    10        CSE   R4000     11/06/13 12:45:11
   Item: 500027 LAFFY TAFFY APPLE ROPE
-  P4010    27        CSE   R4000     11/06/13 12:45:11
   Item: 500027 LAFFY TAFFY APPLE ROPE
-  P4020    4         CSE   R4010     11/06/13 12:45:11
   Item: 500028 LAFFY TAFFY BANANA ROPE
-  P4030    4         CSE   R4010     11/06/13 12:45:11
   Item: 500029 LAFFY TAFFY BLUE RASPBERRY ROPE      +

F3=Exit F4=Search F10=Update Record(s)  F11=Remove Batch

```

9. To delete a replenishment request of an item that was not transferred, enter 2 (Edit Item) in the selection column next to the item's replenishment request; press <Enter>; press <F11> (Delete) when the Edit Transfer Request Details screen appears; and press <Enter> to confirm.
10. To update the DAC locations when data entry is complete, enter the time printed on the Restock List for the **Time** field; press <Field Exit>; press <Enter>; press <F10> (Update Records); and enter *Y* for the **Ok?** field when the *Post Batch?* message appears, and press <Enter>.

```

CVXZDFR  DISPLAY CDR Customer Conference 11/07/13 10:09:18
Work With Replenishment
Location  Item  Date  Resolved U/M  Time  W.H.
Number  Status
-----  -  -  -  -  _0:00:00  1____

Type options, press Enter.
U=Undo  X=Select request  2=Edit Item

? To      Transfer Unit  From      Request  Request
  Location Quantity  Location  Date     Time

F3=Exit F4=Search F10=Update Record(s)  F11=Remove Batch

```

11. With the cursor in the **Time** field, press <Field Exit> to refresh the Work With Replenishment screen.

```

CVXZDFR  DISPLAY CDR Customer Conference 11/07/13 10:16:50
Work With Replenishment
Location  Item  Date  Resolved U/M  Time  W.H.
Number  Status
-----  -  -  -  -  _9:58:56  1____

Type options, press Enter.
U=Undo  X=Select request  2=Edit Item

? To      Transfer Unit  From      Request  Request
  Location Quantity  Location  Date     Time
- P5000      8 CSE      HEINZ COCKTAIL SAUCE 12OZ  11/07/13  9:58:56
  Item: 801510
- P5010      9 CSE      HEINZ KETCHUP EZ SQ 20OZ  11/07/13  9:58:56
  Item: 810512
- P5030      4 CSE      HEINZ WORCESTERSHIRE SAUCE 11/07/13  9:58:56
  Item: 801516

F3=Exit F4=Search F10=Update Record(s)  F11=Remove Batch

```

12. To delete the entire batch of replenishment requests if a Restock List is printed, but none of the items are moved, enter the time printed on the Restock List for the **Time** field; press <Field Exit>; press <Enter>; press <F11> (Remove Batch); and enter *Y* for the **Ok?** field when the *Remove Batch !!!!! Are You Sure?* message appears, and press <Enter>.
13. With the cursor in the **Time** field, press <Field Exit> to refresh the Work With Replenishment screen.

## Printing A Received Not Putaway Report

The Received Not Putaway report lists the items which have been received using the RF Warehouse System, but not processed using the RF Stock Putaway application. Refer to the RF Warehousing System document for additional information.

```
User: JEANNINE          Menu: IVCV1          Date: 11/18/13
===== > I N V E N T O R Y   M E N U <=====
|||||||
THE  ||          1. Inventory Control
DAC  ||          2. Physical Inventory
SYSTEM ||        3. Warehouse Management
|||||||          4. Returns Management

                                M E N U   C A L L S
19.                               20. Purchasing          21.
22.                               23. Dac Main Menu       90. Sign Off

=====
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====>
```

1. Select option 3 (Warehouse Management) from the Inventory Menu screen. The Warehouse Management screen appears.

```
User: JEANNINE          Menu: WMCV1          Date: 11/18/13
===== > W A R E H O U S E   M A N A G E M E N T <=====
|||||||
THE  ||          1. Work With Receiving Requests
DAC  ||          2. Work With Replenishment Requests
SYSTEM ||        3. Work With Locations
|||||||          4. Create Replenishment Requests (Batch)
|||||||          5. Display Warehouse Inventory Moves
|||||||          6. Location Management Tools
|||||||          7. Define Pick Regions
|||||||          8. Define Warehouse Areas

                                M E N U   C A L L S
19. Inventory                    20. Purchasing          21.
22.                               23. Dac Main Menu       90. Sign Off

=====
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====>
```

2. Select option 5 (Display Warehouse Inventory Moves) from the Warehouse Management screen. The Warehouse Inventory Moves screen appears.

```

DSQFDFR   DISPLAY CDR Customer Conference                               11/18/13 16:53:17
                Warehouse Inventory Moves
Item      Warehouse  From Location  To Location  Date      User
-----
Type options, press Enter.
5=Display
? Item      From      To      Date      Time      U/M      Qty      User      Type
- 801514 RCVDOC  R5000   11/07/13  9:57:38  3 CSE    15      RF      PUTAWY
- 500029 R4010   P4030   11/06/13  12:45:11 3 CSE     4
- 500028 R4010   P4020   11/06/13  12:45:11 3 CSE     1      REPLEN
- 500027 R4000   P4010   11/06/13  12:45:11 3 CSE     2      REPLEN
- 500027 R4000   P4010   11/06/13  12:45:11 3 CSE     2      REPLEN
- 500033 R4000   P4000   11/06/13  12:45:11 3 CSE     4      REPLEN
- 500030 R4010   P4050   11/05/13  13:21:25 3 CSE     4      REPLEN
- 500037 R4000   P4040   11/05/13  13:21:25 3 CSE    12      REPLEN
- 500029 R4010   P4030   11/05/13  13:21:25 3 CSE     1      REPLEN
- 500033 R4000   P4000   11/05/13  13:21:25 3 CSE    26      REPLEN
- 801516 RCVDOC  P5030   11/01/13  11:20:16 3 CSE     3      RF      PUTAWY
- 801514 RCVDOC  P5020   11/01/13   9:47:31 3 CSE     3      RF      PUTAW +
F3=Exit F4=Search F6=Print

```

3. Press <F6> (Print). The Receive Not Putaway screen appears.

```

HIIOPVR   ENTER   CDR Customer Conference                               11/18/13 16:56:27
                Receive Not Putaway
Type choices, press Enter.
Warehouse Code 1 _____
Beginning Date _____ Ending Date _____
Warehouse Area _____ (Optional)
Pick Region    __ (Optional)
F3=Exit F6=Print

```

4. Enter a warehouse code for the **Warehouse Code** (6,a) field.
5. Enter a date, or range of dates, for the **Beginning Date** and **Ending Date** (6,n) fields to designate the date the items were received.
6. To limit the report to a specific warehouse area, enter the warehouse area code for the **Warehouse Area** (6,a) field.
7. To limit the report to a specific pick region, enter the region code for the **Pick Region** (2,a) field.
8. Press <F6> (Print), and press <Enter> to confirm.

# Received Not Putaway

CDR Customer Conference                      Received Not Putaway                      JEANNINE    HIP1PFR    11/18/13    8:05:49    Page    1

Warehouse: 1            MAIN WAREHOUSE

Recd Dte	P.O.#	Recd By	Vend#	Name	Time	Scan Stat
11/15/13	2529	RF		NST100 NESTLE USA	7:26:29	P
	Item Number	500027		LAFFY TAFFY APPLE ROPE		29
	Item Number	500028		LAFFY TAFFY BANANA ROPE		2
	Item Number	500029		LAFFY TAFFY BLUE RASPBERRY ROPE		9
	Item Number	500030		LAFFY TAFFY CHERRY ROPE		18
	Item Number	500033		LAFFY TAFFY APPLE JAR		48
	Item Number	500037		LAFFY TAFFY CHERRY JAR		7

Final totals

11/15/13	2557	RF		KEE001 KEEBLER COMPANY	7:36:12	P
	Item Number	561158		KEEBLER CHIPS DELUXE 2OZ		1
	Item Number	561161		KEEBLER PECAN SANDIES 2 OZ		2
	Item Number	561167		KEEBLER VIENNA CREMES 2OZ		8
	Item Number	561759		KEEBLER CLUE CRACKER 5.25 OZ		5
	Item Number	631127		KEEBLER FUDGE STRIPE COOKIES 11.5OZ		4

Final totals

11/15/13	2562	RF		RJR100 R.J. REYNOLDS TOBACCO INC.	7:37:01	P
	Item Number	100500		CAMEL FILTER 85 BOX		1
	Item Number	101300		CARLTON MENTHOL		1
	Item Number	111700		KOOL MENT 100 MILD		4
	Item Number	118800		VANTAGE MENT 100		2
	Item Number	125800		DORAL FF MENT 100		2
	Item Number	130585		GPC 100 ULTRA BOX		3
	Item Number	131200		BEST VALUE MENT 100 LT		1

Final totals

Final totals

\*\* END OF REPORT \*\*

## Displaying Inventory Quantities and Moves

The instructions below describe using:

- Display Locations screen to display the on-hand quantity of items in picking and backstock locations.
- Warehouse Inventory Moves screen to display the details of moves made using replenishment and RF Stock Putaway.

```
User: JEANNINE          Menu: IVCV1          Date: 11/13/13
===== > I N V E N T O R Y   M E N U < =====
|||||||
THE   ||      1. Inventory Control
DAC   ||      2. Physical Inventory
SYSTEM ||     3. Warehouse Management
|||||||     4. Returns Management

                                M E N U   C A L L S
19.                                20. Purchasing          21.
22.                                23. Dac Main Menu       90. Sign Off

=====
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==>
```

1. Select option 3 (Warehouse Management) from the Inventory Menu screen. The Warehouse Management screen appears.

```
User: JEANNINE          Menu: WMCV1          Date: 11/13/13
===== > W A R E H O U S E   M A N A G E M E N T < =====
|||||||
THE   ||      1. Work With Receiving Requests
DAC   ||      2. Work With Replenishment Requests
SYSTEM ||     3. Work With Locations
|||||||     4. Create Replenishment Requests (Batch)
|||      5. Display Warehouse Inventory Moves
|||      6. Location Management Tools
|||      7. Define Pick Regions
|||      8. Define Warehouse Areas

                                M E N U   C A L L S
19. Inventory                    20. Purchasing          21.
22.                                23. Dac Main Menu       90. Sign Off

=====
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==>
```

2. To display an item's on-hand quantity in warehouse picking and backstock locations, select option 3 (Work With Locations) from the Warehouse Management screen. The Display Location Master screen appears.

```

DSECDFR DISPLAY CDR Customer Conference 11/13/13 15:01:22
Display Location Master
Warehouse Loc. Item W.H. Pick Area Tax Doc Item
Location Type Code Region Juris. I.D. Number
-----
500037 1
Type options, press Enter.
2=Edit 5=Display Detail M=Move Item
? Whse. W.H. Item Cur. Type Pick Area Tax Doc. Quantity
Loc. Number Unit Reg. Juris. I.D. On Hand
- DAMAGE 1 6 DMG
- P4000 1 500033 JAR 1 B1 4 A 75
- P4010 1 500027 BOX 1 B1 4 A 308
- P4020 1 500028 BOX 1 B1 4 A 61
- P4030 1 500029 BOX 1 B1 4 A 54
- P4040 1 500037 JAR 1 B1 4 A 83
- P4050 1 500030 BOX 1 B1 4 A
- P4060 1 500038 JAR 1 B1 4 A 166
- P5000 1 801510 EA 1 B1 4 A 97-
- P5010 1 810512 EA 1 B1 4 A 103- +
F3=Exit F4=Search F10=Add New Record F20=Invalid Items

```

Enter the item number for the **Item** (6,a) field (as illustrated above), press <Enter>. The Display Locations screen appears with the picking location on-hand quantity.

```

DSEEDFR DISPLAY CDR Customer Conference 11/13/13 15:39:53
Display Locations
Item Item Description Cur Type Loc Pick W.H.
Number U/M U/M Seq.
500037 LAFFY TAFFY CHERRY JAR 2 JAR - - - 1
Type options, press Enter.
2=Edit
? Whse. Typ U/M On Hand Inv Loc. Description
Location Juris. Sts.
- P4040 1 2 JAR 83 Pick Location
F2=Show All F3=Exit

```

Press <F2> (Show All) to display the item's on-hand quantity in its backstock locations.

```

DSEEDFR DISPLAY CDR Customer Conference 11/13/13 15:56:32
Display Locations
Item Item Description Cur Type Loc Pick W.H.
Number U/M U/M Seq.
500037 LAFFY TAFFY CHERRY JAR 2 JAR - - - 1
Type options, press Enter.
2=Edit
? Whse. Typ U/M On Hand Juris
Location U/M
- P4040 1 2 JAR 83
Back Stock
W.H. Item
1 500037
? Warehouse U/M
Location On Hand Date
R4000 18 CSE 10/22/13
R4010 6 CSE 10/22/13
R4000 17 CSE 10/30/13
F2=Show All F3=Exit

```

Press <F3> to close the Back Stock screen, and press <F3> (Exit). The Display Location Master screen appears.

```

DSECDFR DISPLAY CDR Customer Conference 11/13/13 16:00:35
Display Location Master
Warehouse Loc. Item W.H. Pick Area Tax Doc Item
Location Type Code Region Juris. I.D. Number
-----
1
Type options, press Enter.
2=Edit 5=Display Detail M=Move Item

? Whse. W.H. Item Cur. Type Pick Area Tax Doc. Quantity
Loc. Number Unit Reg. Juris. I.D. On Hand
- DAMAGE 1 6 DMG
- P4000 1 500033 JAR 1 B1 4 A 75
- P4010 1 500027 BOX 1 B1 4 A 308
- P4020 1 500028 BOX 1 B1 4 A 61
- P4030 1 500029 BOX 1 B1 4 A 54
- P4040 1 500037 JAR 1 B1 4 A 83
- P4050 1 500030 BOX 1 B1 4 A
- P4060 1 500038 JAR 1 B1 4 A 166
- P5000 1 801510 EA 1 B1 4 A 97-
- P5010 1 810512 EA 1 B1 4 A 103- +

F3=Exit F4=Search F10=Add New Record F20=Invalid Items

```

Repeat the previous steps as necessary, or press <F3> (Exit). The Warehouse Management screen appears.

```

User: JEANNINE Menu: WMCV1 Date: 11/13/13
===== > W A R E H O U S E M A N A G E M E N T < =====
||||| 1. Work With Receiving Requests
THE || 2. Work With Replenishment Requests
DAC || 3. Work With Locations
SYSTEM || 4. Create Replenishment Requests (Batch)
||||| 5. Display Warehouse Inventory Moves
6. Location Management Tools
7. Define Pick Regions
8. Define Warehouse Areas

M E N U C A L L S
19. Inventory 20. Purchasing 21.
22. 23. Dac Main Menu 90. Sign Off
=====
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==>

```

- To display the details of moves made using replenishment and RF Stock Putaway, select option 5 (Display Warehouse Inventory Moves) from the Warehouse Management screen. The Warehouse Inventory Moves screen appears.

```

DSQDFDR DISPLAY CDR Customer Conference 11/13/13 16:14:25
Warehouse Inventory Moves
Item Warehouse From Location To Location Date User
-----
Type options, press Enter.
5=Display

? Item From To Date Time U/M Qty User Type
- 801514 RCVDOC R5000 11/07/13 9:57:38 3 CSE 15 RF PUTAWY
- 500029 R4010 P4030 11/06/13 12:45:11 3 CSE 4 REPLEN
- 500028 R4010 P4020 11/06/13 12:45:11 3 CSE 1 REPLEN
- 500027 R4000 P4010 11/06/13 12:45:11 3 CSE 2 REPLEN
- 500027 R4000 P4010 11/06/13 12:45:11 3 CSE 2 REPLEN
- 500033 R4000 P4000 11/06/13 12:45:11 3 CSE 4 REPLEN
- 500030 R4010 P4050 11/05/13 13:21:25 3 CSE 4 REPLEN
- 500037 R4000 P4040 11/05/13 13:21:25 3 CSE 12 REPLEN
- 500029 R4010 P4030 11/05/13 13:21:25 3 CSE 1 REPLEN
- 500033 R4000 P4000 11/05/13 13:21:25 3 CSE 26 REPLEN
- 801516 RCVDOC P5030 11/01/13 11:20:16 3 CSE 3 RF PUTAWY
- 801514 RCVDOC P5020 11/01/13 9:47:31 3 CSE 3 RF PUTAW +

F3=Exit F4=Search F6=Print

```

Use one or more of the restrictor fields at the top of the screen to locate the desired move.

```

DSQDFDR   DISPLAY CDR Customer Conference           11/13/13 16:24:06
                Warehouse Inventory Moves
Item  Warehouse  From Location  To Location  Date      User
500037  _____  _____  _____  _____  _____

Type options, press Enter.
5=Display

? Item  From      To      Date      Time      U/M      Qty  User      Type
_ 500037 R4000    P4040    11/05/13 13:21:25 3 CSE    12
5 500037 RCVDOC   R4000    10/30/13 11:15:04 3 CSE    17 RF      PUTAWY
_ 500037 RCVDOC   R4000    10/22/13 8:13:31 3 CSE    30 RF      PUTAWY
_ 500037 RCVDOC   R4010    10/22/13 8:09:35 3 CSE     6 RF      PUTAWY

F3=Exit F4=Search F6=Print

```

Enter 5 (Display) in the selection next to the number of a moved item (as illustrated above), and press <Enter>. The Display Transfer Record Details screen appears.

```

HIQ4D1R   DISPLAY CDR Customer Conference           11/18/13 16:26:51
                Display Transfer Record Details

Transfer Number :      9977 Warehouse 1
Item Number . . : 500037 LAFFY TAFFY CHERRY JAR

Press Enter to continue.

Transfer From Location RCVDOC      Type      Transfer To Location R4000      Type 5
                Transfer To L.D. Trans      11

Transfer Request Date . . . . . : 10/30/13 Time 11:15:04

Transfer Quantity . . . . . :      17 U/M 3 CSE

Transfer Request User . . . . . : RF

Transfer Type R PUTAWY

F3=Exit F12=Key screen

```

Press <F3> (Exit), and repeat the previous steps as necessary.

# Working With Truck Scheduling

The Truck Scheduling applications are used to schedule deliveries of products ordered from vendors after purchase orders are printed. Refer to the Purchasing document for information about entering and printing POs.

```
User: JEANNINE          Menu: DACCV1          Date: 8/02/12
===== > THE DAC SOFTWARE SYSTEM <=====
||||| Distributor Analysis and Control |||||
||||| MAIN OPERATIONS MENU |||||
=====
|||||
THE || 1. File Maintenance Menu
DAC || 2. Accounts Receivable
SYSTEM || 3. Billing System
||||| 4. Inventory System
||||| 5. Purchasing System
||||| 6. Reports Menu
||||| 7. Truck Scheduling
||||| 8. Closing Procedures
||||| 9. Integration
||||| 10. Other Functions Menu
||||| 11. Accounts Payable
||||| 12. General Ledger
||||| 90. Sign Off
=====
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==>
```

1. Select option 7 (Truck Scheduling) from the main menu, then press Enter.

```
User: KAREN          Menu: TSCV1          Date: 8/05/92
===== > TRUCK SCHEDULING <=====
|||||
THE || 1. Work With Truck Scheduling
DAC CV1 || 2. Print Truck Schedules
SYSTEM || 3. Dock Receiving
|||||
|||||
M E N U   C A L L S
19. Purchasing System  20.
22.                    23. Dac Main Menu  21.
|||                    |||                    |||
90. Sign Off

=====
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==> 1
```

2. Select option 1 (Work with Truck Schedules) from the Truck Scheduling System menu, then press Enter.

```

DSUJDFR  DISPLAY  Creative Data Research, Inc.  5/26/92 14:28:57
                    Work With Truck Schedules
Position      Carrier  Entry  Entry
To Date      Code     Date   Time
52692        New Entry ----->

Type options, press Enter.
S=Select P.O.'s  2=Edit Record

? Scheduled  Scheduled  Carrier      Carrier Name      Schedule
  Date      Time      Code          Status
5/27/92    12:00:00  STS          Southern Trucking Service
7/20/92    10:00:00  DAVE         Dave's Fast Freight
9/19/92    12:00:00  DUMPTY       dumpty carrier code
10/10/92   1:00:00   DUMPTY       dumpty carrier code
10/19/92   14:00:00  BIGEV        Big Ev's Fast Movin' Junk
11/01/92   13:02:00  JANDJ        J AND J CARRIER

F3=Exit  F4=Search  F10=Add New Record

```

3. This program comes up in the Display mode and displays the current day's scheduled deliveries. (To view previously scheduled deliveries, change the date.)

## Adding Carrier Records

4. To input new carriers tab to the carrier code field, then press F4.

```

DSQOEFR  ADD  Creative Data Research, Inc.  5/26/92 13:06:46
                    Edit Carrier Master

Type options, press Enter.
D=Delete request

? Carrier  Carrier Name      Carrier Memo Text
  Id Code
STS        Southern Trucking Service  THREE DAY SERVICE
                                                Flag 1  Flag 2
                                                Flag 1  Flag 2
                                                Flag 1  Flag 2
                                                Flag 1  Flag 2
                                                Flag 1  Flag 2
                                                Flag 1  Flag 2
                                                Flag 1  Flag 2
                                                Flag 1  Flag 2      +

F3=Exit  F9=Go to 'Change' mode

CONFIRM: Y (Y/N)

```

5. Press F10 to add a record.
6. Input a carrier ID code.
7. Input carrier name.
8. Input carrier memo text (optional).
9. Flag 1 and 2 fields are not operational at this time.
10. When input is complete, press Enter; then press Enter again to confirm entries.
11. Press F3 to exit the Edit Carrier Master program and return to the Select Carrier Master screen.

## Adding Truck Scheduling Records

```

DSQNSRR  SELECT      Creative Data Research, Inc.      5/26/92 13:28:07
                               Select Carrier Master
Carrier  Carrier Name
Id Code                               Flag 1  Flag 2

Type options, press Enter.
X>Select request  2=Edit

? Carrier      Carrier Name      Carrier Memo Text
  Id Code                               1  2
FDX      Federal Express
X STS      Southern Trucking Service  THREE DAY SERVICE
UPS      United Parcel Service      ALWAYS NEXT DAY

F3=Exit  F10=Add New Record
  
```

12. Select the carrier code for the delivery record, then press Enter.

```

DSUJDFR  DISPLAY      Creative Data Research, Inc.      5/26/92 13:35:51
                               Work With Truck Schedules
Position  Carrier      Entry      Entry
To Date  Code           Date       Time
                New Entry ----->
                STS      052792    130000

Type options, press Enter.
S>Select P.O.'s  2=Edit Record

? Scheduled  Scheduled  Carrier      Carrier Name      Schedule
  Date       Time       Code           Name              Status
5/13/92     13:00:00  CARRIER     Carry anything anywhere
7/20/92     10:00:00  DAVE         Dave's Fast Freight
9/19/92     12:00:00  DUMPTY       dumpty carrier code
10/10/92    1:00:00   DUMPTY       dumpty carrier code
10/19/92    14:00:00  BIGEV        Big Ev's Fast Movin' Junk
11/01/92    13:02:00  JANDJ        J AND J CARRIER

F3=Exit  F4=Search  F10=Add New Record
  
```

13. Input entry date and time fields (delivery day and time).

14. Press F10 to add the record.

```

DSUJDFR  DISPLAY      Creative Data Research, Inc.      5/26/92 13:37:34
                               Work With Truck Schedules
Position  Carrier      Entry      Entry
To Date  Code           Date       Time
                New Entry ----->

Type options, press Enter.
S>Select P.O.'s  2=Edit Record

? Scheduled  Scheduled  Carrier      Carrier Name      Schedule
  Date       Time       Code           Name              Status
S 5/27/92     13:00:00  STS           Southern Trucking Service
  7/20/92     10:00:00  DAVE         Dave's Fast Freight
  9/19/92     12:00:00  DUMPTY       dumpty carrier code
  10/10/92    1:00:00   DUMPTY       dumpty carrier code
  10/19/92    14:00:00  BIGEV        Big Ev's Fast Movin' Junk
  11/01/92    13:02:00  JANDJ        J AND J CARRIER

F3=Exit  F4=Search  F10=Add New Record
  
```

15. Position an "S" next to the line (then press Enter) to select the purchase orders that will be delivered by this carrier.

```

DSQSDFR  DISPLAY      Creative Data Research, Inc.      5/26/92 13:50:09
                               Select P.O.'s For Scheduling
Carrier STS      Southern Trucking Service Date 5/27/92 Time 13:00:00
Vendor
Enter PO #
                               Print Date

Type options, press Enter.
U=UnSelect  X=Select

? P.O.   Print   Sched.   Vendor Name
  Number Date    Date     Time
    171  5/12/92 10/19/92 14:00:00 AC PAPER & SUPPLY
    181  5/26/92                AC PAPER & SUPPLY
    183  5/22/92 10/10/92  1:00:00 ALOHA PACIFIC INC
    180  5/26/92                AMERICAN CHICLE
    187  5/26/92                RAGU FOODS
X   188  5/26/92                SARA LEE CORPORATION
X   189  5/26/92                TOOTSIE ROLL INDUSTRIES, INC.

F1=Restrict to Schedule Info  F2=Show All  F3=Exit

```

16. Vendor's name or purchase order print date can be used as search criteria for locating records.
17. Purchase order numbers, if known, can be keyed directly into the P.O. # field; or the command key F2 (Show All) can be used to display all printed purchase orders.
18. If F2 is used, individually select the purchase orders by placing an "X" to the left of the desired record, then press Enter.
19. Press F3 to return to the Work with Truck Schedules screen.

## Editing Truck Scheduling Records

```

DSUJDFR  DISPLAY      Creative Data Research, Inc.      5/26/92 13:54:15
                                Work With Truck Schedules
Position  Carrier      Entry      Entry
To Date  Code           Date       Time

                                New Entry ----->

Type options, press Enter.
S=Select P.O.'s  2=Edit Record

?  Scheduled  Scheduled  Carrier      Carrier Name      Schedule
   Date       Time       Code          Name              Status
2  5/27/92    13:00:00  STS          Southern Trucking Service
   7/20/92    10:00:00  DAVE         Dave's Fast Freight
   9/19/92    12:00:00  DUMPTY       dumpty carrier code
  10/10/92    1:00:00   DUMPTY       dumpty carrier code
  10/19/92    14:00:00  BIGEV        Big Ev's Fast Movin' Junk
  11/01/92    13:02:00  JANDJ        J AND J CARRIER

F3=Exit  F4=Search  F10=Add New Record
  
```

1. Place a "2" to the left of the desired record, then press Enter.

```

DSUNE1R  CHANGE      Creative Data Research, Inc.      5/26/92 14:00:44
                                Edit Schedule Details

Schedule Sequence . . . . :    127

Schedule Date . . . . .  52792
Schedule Time . . . . .  12:00:00
Schedule Carrier Code . . . STS      Southern Trucking Service

Schedule Delivered Status .
Schedule Record Status . .
Schedule Flag 1 . . . . .

F3=Exit  F4=Search  F8=Change all Selected P.o.s  F11=Delete  F12=Key scre
                                CONFIRM: Y (Y/N)
  
```

2. Schedule date, time and carrier code fields may be edited.
3. If a scheduling record is edited, press F8 to record changes to all associated purchase orders.
4. Press Enter to confirm entries.
5. Press F3 to exit the program.

## Printing Truck Schedules

```
User: KAREN                Menu: TSCV1                Date: 5/04/94

===== > T R U C K   S C H E D U L I N G < =====
|||||||
THE    ||                1. Work With Truck Scheduling
DAC CVL||                2. Print Truck Schedules
SYSTEM ||                3. Dock Receiving
|||||||

                                M E N U   C A L L S
19. Purchasing System          20.
22.                            23. Dac Main Menu          21.
                                90. Sign Off

=====
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==>
```

1. To print truck schedules, select option 2 from the Truck Scheduling menu.

```
DSRNPVR  ENTER          Creative Data Research, Inc.      5/04/94 14:09:19
                                Truck Schedule Print Opt

Print All Truck Schedules with a Arrival Date Equal to the Following Date
                                50594

F3=Exit  F10=Process Selected Orders

                                CONFIRM: Y (Y/N)
```

2. Input desired date, then press F10 to print.

### Field Definitions

- **Carrier ID Code** (8,a) is used to represent a carrier. For example, UPS = United Parcel Service.
- **Carrier Name** (25,a) is used to input name of carrier (shipping company).
- **Carrier Status** (1,a). Status codes are: A = active, I = inactive, and D = delete request.
- **Carrier Memo Text** (35,a) is an option field used to input narrative for a carrier.
- **Scheduled Date** (6,n) is used to input the date a carrier is expected to deliver orders.
- **Scheduled Time** (6,n) is used to input the time of day (military) that a carrier is expected to deliver orders.

## Truck Schedules

Creative Data Research	Print Truck Schedules			KAREN	DSRFFFR	5/05/94 11:07:22	Page	1
94/05/05	Time	Schedule Sequence	Carrier Code	Carrier Name	Carrier Memo Text		Delivered Status	Schedule Flag 1
	<b>Total Cases</b>		<b>Vendor Name</b>		<b>P.O. Number</b>	<b>Received By</b>	<b>Date</b>	
	6	32000	ALHAMBRA	WATER	406	LONNIE	5/14/93	
	6	12300	R. J. REYNOLDS-	CIGARETTES	482			
	<b>Total Cases</b>		<b>Vendor Name</b>		<b>P.O. Number</b>	<b>Received By</b>	<b>Date</b>	
	12	32000	ALHAMBRA	WATER	411	LONNIE	5/14/93	
	4012	00031	A.H. ROBIN	COLECOURT	453	MARK	1/06/94	
	<b>Total Cases</b>		<b>Vendor Name</b>		<b>P.O. Number</b>	<b>Received By</b>	<b>Date</b>	
	4014	00031	A.H. ROBIN	COLECOURT	452	MARK	1/06/94	
	<b>Total Cases</b>		<b>Vendor Name</b>		<b>P.O. Number</b>	<b>Received By</b>	<b>Date</b>	
	4014	00031	A.H. ROBIN	COLECOURT	470			
	<b>Total Cases</b>		<b>Vendor Name</b>		<b>P.O. Number</b>	<b>Received By</b>	<b>Date</b>	
	4020	00031	A.H. ROBIN	COLECOURT	450	DAVID	2/16/94	
<b>Final totals</b>								
** END OF REPORT **								

# Working With Dock Receiving

The Dock Receiving application can be used to receive both complete and partial purchases orders. When inventory is received with the Dock Receiving application, items with location records are automatically transferred to the appropriate warehouse locations, a receiving report is printed, and transfer transactions are posted.

```
User: JEANNINE           Menu: DACCV1           Date: 8/02/12
=====
> THE DAC SOFTWARE SYSTEM <=====
||||||| Distributor Analysis and Control |||||
||||||| MAIN OPERATIONS MENU |||||
=====
||||||| 1. File Maintenance Menu
THE   || 2. Accounts Receivable
DAC   || 3. Billing System
SYSTEM || 4. Inventory System
||||||| 5. Purchasing System
||||||| 6. Reports Menu
||||||| 7. Truck Scheduling
||||||| 8. Closing Procedures
||||||| 9. Integration
||||||| 10. Other Functions Menu
||||||| 11. Accounts Payable
||||||| 12. General Ledger
||||||| 90. Sign Off
=====
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==>
```

1. Select option 7 (Truck Scheduling) from the Main Operations Menu screen. The Truck Scheduling screen appears.

```
User: JEANNINE           Menu: TSCV1           Date: 2/19/09
=====
> T R U C K   S C H E D U L I N G <=====
||||||| 1. Work With Truck Scheduling
THE   || 2. Print Truck Schedules
DAC   || 3. Dock Receiving
SYSTEM ||
|||||||

M E N U   C A L L S
19. Purchasing System  20.
22.                    23. Dac Main Menu  21.
                       90. Sign Off
=====
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==>
```

2. Select option 3 (Dock Receiving) from the Truck Scheduling screen. The Work With Dock Receiving screen appears with a list of the open and partial purchase orders that are expected for the current date.

```

DSK7DFR   DISPLAY Creative Data Research           5/04/01 14:45:07
                                Work With Dock Receiving
      P.O.   Expt   Vendor
      Date  Number Date   Time   Carrier Number
      50401                0:00:00
                                Sort Option D
                                (D=Description M=MFG#)

Type options, press Enter.
P=Mark for Print R=Receive Z=View P.O.

?   P.O.   Status   Vendor Name   Vendor Buyer
    3964  OPEN    GENERAL MILLS INC   GMI100 503
Carrier STS   Schedule 4/28/01 Time 7:01:00 Expected
    3975  OPEN    R J REYNOLDS TOBACCO CO   RJR100 502
Carrier STS   Schedule 4/28/01 Time 7:01:00 Expected

F3=Exit F4=Search F10=Process Selected Orders F18=Print Alt.Rcv.Doc.

```

If necessary, press <Field Exit> and <Enter> to clear the **Date** restrictor field, and display all the outstanding open and partial purchase orders.

```

DSK7DFR   DISPLAY Creative Data Research           5/04/01 14:46:37
                                Work With Dock Receiving
      P.O.   Expt   Vendor
      Date  Number Date   Time   Carrier Number
      0:00:00
                                Sort Option D
                                (D=Description M=MFG#)

Type options, press Enter.
P=Mark for Print R=Receive Z=View P.O.

?   P.O.   Status   Vendor Name   Vendor Buyer
    5567  OPEN    R J REYNOLDS TOBACCO CO   RJR100 502
Carrier Schedule Time 0:00:00 Expected
    5569  OPEN    R J REYNOLDS TOBACCO CO   RJR100 502
Carrier Schedule Time 0:00:00 Expected
    5563  PARTIAL R J REYNOLDS TOBACCO CO   RJR100 502
Carrier Schedule Time 0:00:00 Expected
    5564  OPEN    R J REYNOLDS TOBACCO CO   RJR100 502
Carrier Schedule Time 0:00:00 Expected
    5686  OPEN    NATIONAL TOBACCO COMPANY,L P   NAT200 502
Carrier Schedule Time 0:00:00 Expected +

F3=Exit F4=Search F10=Process Selected Orders F18=Print Alt.Rcv.Doc.

```

If necessary, use one or more of the restrictor fields at the top of the screen to locate the desired purchase order.

3. Enter *R* (Receive) in the selection column next to the purchase order's number.

```

DSK7DFR   DISPLAY Creative Data Research           5/04/01 14:46:44
                                Work With Dock Receiving
      P.O.   Expt   Vendor
      Date  Number Date   Time   Carrier Number
      0:00:00
                                Sort Option D
                                (D=Description M=MFG#)

Type options, press Enter.
P=Mark for Print R=Receive Z=View P.O.

?   P.O.   Status   Vendor Name   Vendor Buyer
    5567  OPEN    R J REYNOLDS TOBACCO CO   RJR100 502
Carrier Schedule Time 0:00:00 Expected
    5569  OPEN    R J REYNOLDS TOBACCO CO   RJR100 502
Carrier Schedule Time 0:00:00 Expected
    5563  PARTIAL R J REYNOLDS TOBACCO CO   RJR100 502
Carrier Schedule Time 0:00:00 Expected
R   5564  OPEN    R J REYNOLDS TOBACCO CO   RJR100 502
Carrier Schedule Time 0:00:00 Expected
    5686  OPEN    NATIONAL TOBACCO COMPANY,L P   NAT200 502
Carrier Schedule Time 0:00:00 Expected +

F3=Exit F4=Search F10=Process Selected Orders F18=Print Alt.Rcv.Doc.

```

4. Press <Enter>. The Dock Receiving Program screen appears with a detailed line item list of the order.

```

DSK5EFR  CHANGE  Creative Data Research-SUPPORT          4/15/99  9:00:59
                        Dock Receiving Program
Purchase Order Number :    3920                          Line No. .
Vendor K.A. FISHER CO.                                RECEIVING
Type options, press Enter.
Z=More Info

? Item   Qty   Total Expect Qty
Number Ordered Received Receipt Received      Description
510580   10    10    10    10    PEPTO-BISMOL 4 OZ
510590   20    20    20    20    PEPTO BISMOL 8 OZ
510592   30    30    30    30    PEPTO BISMOL MAX STR 4 OZ
510600   10    10    10    10    PEPTO BISMOL TABLETS 3OCT
513117   20    20    20    20    CHLORASEPTIC CHRY SPRY 6 OZ

F3=Exit  F10=Receive P.O.

```

5. Press <F10> (Receive P.O.). The value of the **Total Received** field of each item is updated.

```

DSK5EFR  CHANGE  Creative Data Research                    5/04/01  15:12:04
                        Dock Receiving Program
Purchase Order Number :    5564                          Line No. .
Vendor R J REYNOLDS TOBACCO CO                        RECEIVING
Type options, press Enter.
Z=More Info

? Item   Qty   Total Expect Qty
Number Ordered Received Receipt Received      Description
860334    2     2     2     2    DORAL F F 100 BOX B8G2F
860331    4     4     4     4    DORAL F F 100 B8G2F
860332    3     3     3     3    DORAL LT MEN 100 B8G2F
860335    1     1     1     1    DORAL LT 100 BOX B8G2F

F3=Exit  F10=Receive P.O.

```

6. To receive a partial order, enter the quantities received for the **Qty Received** (7,n) fields.

```

DSK5EFR  CHANGE  Creative Data Research                    5/04/01  15:13:04
                        Dock Receiving Program
Purchase Order Number :    5564                          Line No. .
Vendor R J REYNOLDS TOBACCO CO                        RECEIVING
Type options, press Enter.
Z=More Info

? Item   Qty   Total Expect Qty
Number Ordered Received Receipt Received      Description
860334    2     2     2     2    DORAL F F 100 BOX B8G2F
860331    4     4     4     2    DORAL F F 100 B8G2F
860332    3     3     3     2    DORAL LT MEN 100 B8G2F
860335    1     1     1     1    DORAL LT 100 BOX B8G2F

F3=Exit  F10=Receive P.O.

```

Press <Enter> when data entry is complete. The value of the **Total Received** fields are updated.

```

DSK5EFR  CHANGE  Creative Data Research  5/04/01 15:13:39
                                Dock Receiving Program
Purchase Order Number : 5564  Line No. .
Vendor R J REYNOLDS TOBACCO CO  RECEIVING
Type options, press Enter.
Z=More Info

? Item  Qty  Total Expect Qty  Description
Number Ordered Received Receipt Received
860334  2  2  2  DORAL F F 100 BOX B8G2F
860331  4  2  4  DORAL F F 100 B8G2F
860332  3  2  3  DORAL LT MEN 100 B8G2F
860335  1  1  1  DORAL LT 100 BOX B8G2F

F3=Exit  F10=Receive P.O.

CONFIRM: Y (Y/N)

```

Press <Enter> when prompted to confirm.

- Press <F3> to exit. The Work With Dock Receiving screen appears, and the P/O Receiving Posting Report is printed (see the example on the following page). Refer to Getting Started for information about the **Print Cat. on POPOSTRPT** and **Seq. of POSTRPT** fields of the SYS008 default system option.

```

DSK7DFR  DISPLAY  Creative Data Research  5/04/01 15:13:44
                                Work With Dock Receiving
                                Vendor
P.O.  Expt  Vendor
Date  Number  Date  Time  Carrier  Number
                                0:00:00
                                Sort Option D
                                (D=Description M=MFG#)

Type options, press Enter.
P=Mark for Print  R=Receive  Z=View P.O.

?  P.O.  Status  Vendor Name  Vendor  Buyer
5567  OPEN  R J REYNOLDS TOBACCO CO  RJR100  502
Carrier  Schedule  Time  0:00:00  Expected
5569  OPEN  R J REYNOLDS TOBACCO CO  RJR100  502
Carrier  Schedule  Time  0:00:00  Expected
5563  PARTIAL  R J REYNOLDS TOBACCO CO  RJR100  502
Carrier  Schedule  Time  0:00:00  Expected
5564  PARTIAL  R J REYNOLDS TOBACCO CO  RJR100  502
Carrier  Schedule  Time  0:00:00  Expected
5686  OPEN  NATIONAL TOBACCO COMPANY, L P  NAT200  502
Carrier  Schedule  Time  0:00:00  Expected  +

F3=Exit  F4=Search  F10=Process Selected Orders  F18=Print Alt.Rcv.Doc.

```

If the entire purchase order is received, it will not appear on the Work With Dock Receiving screen. If it is partially received, the value of the **Status** field of the order changes from *Open* to *Partial*.

- Press <F3> to exit. The Truck Scheduling screen appears.

Refer to Getting Started for information about using the **Status to Purge POs** and **No. Days After Purge Status** fields of the SYS008 default system option to delete purchase orders.

# Purchase Order Receiving Posting Report

Creative Data Research      P/O Receiving Posting Report      JTIPPIN      DSJ9PFR      5/04/01 15:14:10      Page 1

Ship To.....  
 CREATIVE DATA RESEARCH  
 1150 N CAUSEWAY BLVD

Vendor.....  
 R J REYNOLDS TOBACCO CO  
 P O BOX 101589

P.O. Number 5564  
 Order Date 5/04/01  
 Terms Code 61  
 Ship Date

MRANDVILLE      LA 70471      Warehouse  
 Buyer      Number      Code  
 502      JOHN ANDERS      1

ATLANTA      GA 30392  
 Vendor      Number      Ship      Order Placed With  
 RJR100      By Number

Received By Rcv Date  
 JTIPPIN      5/04/01

Item Number	Sts Received	Total Part This Run	Total Received	Total Ordered	Buy U/M	Case Mult	Sell Units	Sel U/M	Weight	Description	Manufacturer Number	Unit Cost	Ext.Amount This Run	
860334	2	2	2	2	CSE	30	60	CTN	.00	DORAL F 100 BOX B8G2F	25296	307.020	614.04	
860331	YES	2	2	4	CSE	30	60	CTN	.00	DORAL F 100 B8G2F	25293	307.020	614.04	
860332	YES	2	2	3	CSE	30	60	CTN	.00	DORAL LT MEN 100 B8G2F	25294	307.020	614.04	
860335	1	1	1	1	CSE	30	30	CTN	.00	DORAL LT 100 BOX B8G2F	25297	307.020	307.02	
P/O Number: 3981      Total Case Qty										Total Weight	210		Total Value This Run:	2149.14

\*\* END OF REPORT \*\*

# Working With Inventory Reports

The Inventory Reports application (option 21 of the Inventory Control screen) is used to print the following reports:

- Inventory Evaluation Reports - refer to Printing Inventory Evaluation Reports of the Physical Inventory document for additional information.
- Inventory Adjustment Reason List
- Cycle Count Worksheets - refer to Printing Cycle Count Worksheets for additional information. The Physical Inventory application (option 2 of the Inventory Menu screen) is used to print Physical Count Worksheets. Refer to Printing Physical Count Worksheets of the Physical Inventory document for additional information.
- Damaged Inventory Report
- Inventory Receipts Recap
- Pre-Stamped Replenishment Report
- Pre-Stamped Inventory Report
- Inter-Company Transfers
- Less Than 5 Days On-Hand Report
- Lost Sales By Buyer V2 - refer to the DAC Closing Procedures document for information about the lost sales reports that may be printed when end of day and end of week closing are run.
- Prt Lostsales Cust/Rep V2 - refer to the DAC Closing Procedures document for information about the lost sales reports that may be printed when end of day and end of week closing are run.

```
User: JEANNINE          Menu: IVCV1          Date: 8/02/12

===== > I N V E N T O R Y   M E N U < =====
=====
|||||||      1. Inventory Control
THE  ||      2. Physical Inventory
DAC  ||      3. Warehouse Management
SYSTEM ||    4. Returns Management
|||||||

                                M E N U   C A L L S
19.                                20. Purchasing          21.
22.                                23. Dac Main Menu      90. Sign Off

=====
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==>
```

After selecting option 1 (Inventory Control) from the Inventory Menu screen, the Inventory Control screen appears.

```

User: JEANNINE           Menu: ICCV1           Date: 8/02/12

======> I N V E N T O R Y   C O N T R O L <=====
=====
|||||||
THE   ||                1. Inventory Batch Entry
DAC   ||                2. Edit Inventory Adj. Reasons
SYSTEM ||              3. Display Item Inventory Transactions
|||||||                4. Damaged Inventory Batch Entry
|||||||                5. Work with Item Each/Case Links
|||||||                6. Work with Inter-Company Transfers
|||||||                7. Display Inventory Snapshot

M E N U   C A L L S
19 Inventory           20                               21 Inventory Reports
22 Purchasing         23 Dac Main Menu          90 Sign Off
=====
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==>

```

Select option 21 (Inventory Reports). The Inventory Reports screen appears.

```

User: JEANNINE           Menu: IVRCV1          Date: 8/02/12

======> I N V E N T O R Y   R E P O R T S <=====
=====
|||||||
THE   ||                1. Inventory Evaluation Report
DAC   ||                2. Inventory Adj. Reasons
SYSTEM ||              3. Cycle Count Sheets
|||||||                4. Damaged Inventory Report
|||||||                5. Inventory Receipts Recap
|||||||                6. Pre-Stamped Replenishment Report
|||||||                7. Pre-Stamped Inventory Report
|||||||                8. Inter-Company Transfers
|||||||                9. Less Than 5 Days On-Hand Report
|||||||               10. Lost Sales By Buyer/Vendor(Posted Orders)
|||||||               11. Lost Sales By Slsmn/Cust(Posted Orders)
|||||||               M E N U   C A L L S
19. Inventory Control  20.                               21. Reports
22.                   23. Dac Main Menu          90. Sign Off
=====
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==>

```

## Printing An Inventory Adjustment Reason List

To print a list of inventory adjustment reason codes and descriptions, select option 2 from the Inventory Reports Menu.

```
User: JEANNINE           Menu: IVRCV1           Date: 5/28/13

===== > I N V E N T O R Y   R E P O R T S < =====
=====
|||||
THE  ||           1. Inventory Evaluation Report
DAC  ||           2. Inventory Adj. Reasons
SYSTEM ||         3. Cycle Count Sheets
|||||           4. Damaged Inventory Report
|||||           5. Inventory Receipts Recap
|||||           6. Pre-Stamped Replenishment Report
|||||           7. Pre-Stamped Inventory Report
|||||           8. Inter-Company Transfers
|||||           9. Less Than 5 Days On-Hand Report
|||||          10. Lost Sales By Buyer/Vendor (Posted Orders)
|||||          11. Lost Sales By Slsmn/Cust (Posted Orders)
|||||          M E N U   C A L L S
19. Inventory Control  20.                21. Reports
22.                23. Dac Main Menu      90. Sign Off
=====
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==>
```

## Inventory Adjustment Reason List

```
CDR Customer Conference           Print Inventory Reasons           JEANNINE  BSK0PFR  5/28/13 15:44:26 Page 1

Inventory Inventory
Reason Reason Desc.

C      Cycle Count
D      Donation
I      In House Damage
L      Lost Sales
R      Returns
S      Short On Delivery
W      Warehouse Use

Final totals

** END OF REPORT **
```

## Printing A Lost Sales Report By Buyer

To print a report of lost sales report by buyer for posted orders, select option 10 from the Inventory Reports Menu before end of day closing is run.

```
User: JEANNINE           Menu: IVRCV1           Date: 5/28/13

===== > I N V E N T O R Y   R E P O R T S <=====
=====
|||||||      1. Inventory Evaluation Report
THE  ||      2. Inventory Adj. Reasons
DAC  ||      3. Cycle Count Sheets
SYSTEM ||    4. Damaged Inventory Report
|||||||      5. Inventory Receipts Recap
|||||||      6. Pre-Stamped Replenishment Report
|||||||      7. Pre-Stamped Inventory Report
|||||||      8. Inter-Company Transfers
|||||||      9. Less Than 5 Days On-Hand Report
|||||||     10. Lost Sales By Buyer/Vendor (Posted Orders)
|||||||     11. Lost Sales By Slsmn/Cust(Posted Orders)
|||||||      M E N U   C A L L S
19. Inventory Control    20.
22.                    23. Dac Main Menu        21. Reports
                        90. Sign Off

=====
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==>
```

Below is a sample of the Lost Sales By Buyer V2 report which is printed. Refer to the DAC Closing Procedures document for information about the lost sales reports that may be printed when end of day and end of week closing are run.

# Lost Sales By Buyer V2

Current Buyer KIMCC KIM TALLEY

Item Number	Description	Line Count	Lost Qty	Lost Sales	Qty OH	Qty AV1	Std U/M	Qty OO	Qty Rcv	Last Rcv Date	Buy Location U/M	Buy MFR Sts Out	Service Level Q	Service Level \$
902400	BIC CLASSIC MED BLACK 2PK	1	12.0	7.56	2706.0	2706.0	EA	.0	200	5/11/11	CSE 1999	A	.00 %	.00 %
Vendor BIC001 BIC CORPORATION		Lost Qty	12.0	Lost Sales	7.56	% of Total	1.44	Lost Sale W/O MFR Out	7.56	Service Lvl Q	.00 %	Service Lvl \$	.00 %	
500004	POWER BAR HARVEST APPLE CRISP	1	14.0	288.26	502.0	502.0	BOX	.0	1	4/17/12	CSE	A	.00 %	.00 %
500037	LAFFY TAFFY CHERRY JAR	1	1.0	10.17	680.0	679.0	JAR	.0	86	4/02/12	CSE	A	.00 %	.00 %
500043	NERDS GRAPE/STRAWBERRY	0	8.0	143.20	479.0	478.0	BOX	.0	18	4/02/12	CSE	A	20.00 %	20.00 %
500053	SNOCAPS THEATRE BOX	0	4.0	76.12	753.0	753.0	CSE	.0	984	4/02/12	CSE	A	60.00 %	60.00 %
Vendor NET100 NESTLE USA		Lost Qty	27.0	Lost Sales	517.75	% of Total	98.56	Lost Sale W/O MFR Out	517.75	Service Lvl Q	22.85 %	Service Lvl \$	22.46 %	

Buyer Totals	KIMCC	Lost Qty	39.0	Total Lost Sales	525.31	% of Total	100.00	Lost Sales W/O MFR Outs	525.31	Service Lvl Q	17.02 %	Service Lvl \$	22.20 %
Final totals		Lost Qty	39.0	Lost Sales	525.31	Lost Sales W/O MFR Outs	525.31	Service Lvl Q	17.02 % <td>Service Lvl \$</td> <td>22.20 % <td></td> <td></td> </td>	Service Lvl \$	22.20 % <td></td> <td></td>		

\*\* END OF REPORT \*\*

## Printing A Lost Sales Report By Sales Rep

To print a report of lost sales report by sales rep for posted orders, select option 11 from the Inventory Reports Menu before end of day closing is run.

```
User: JEANNINE           Menu: IVRCV1           Date: 5/28/13

===== > I N V E N T O R Y   R E P O R T S < =====
=====
|||||||      1. Inventory Evaluation Report
THE  ||      2. Inventory Adj. Reasons
DAC  ||      3. Cycle Count Sheets
SYSTEM ||    4. Damaged Inventory Report
|||||||      5. Inventory Receipts Recap
|||||||      6. Pre-Stamped Replenishment Report
|||||||      7. Pre-Stamped Inventory Report
|||||||      8. Inter-Company Transfers
|||||||      9. Less Than 5 Days On-Hand Report
|||||||     10. Lost Sales By Buyer/Vendor (Posted Orders)
|||||||     11. Lost Sales By Slsmn/Cust (Posted Orders)
|||||||      M E N U   C A L L S
19. Inventory Control    20. Reports
22.                      23. Dac Main Menu    90. Sign Off
=====
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==>
```

Below is a sample of the Prt Lostsales Cust/Rep V2 report which is printed. Refer to the DAC Closing Procedures document for information about the lost sales reports that may be printed when end of day and end of week closing are run.

# Prt Lostsales Cust/Rep V2

CDR Customer Conference		Prt Lostsales Cust/Rep V2		JEANNINE HIFDFFR		5/10/13 10:56:12 Page		1				
Invoice Number	Invoice Date	Item U/M Number	Description	Order Qty	Ship Qty	Lost Qty	Lost Sale	Lost Base Cost	Lost Profit	MFR Out	Service Lvl	Service Lvl \$
8597	5/10/13	500037	JAR LAFFY TAFY CHERRY JAR	1		1	10.17	8.33	1.84		.00	.00
8597	5/10/13	500043	BOX NERDS GRAPE/STRAWBERRY	10	2	8	143.20	116.16	27.04		20.00	20.00
8597	5/10/13	500004	BOX POWER BAR HARVEST APPLE CRISP	14		14	288.26	233.38	54.88		.00	.00
8597	5/10/13	500053	CSE SNOCAPS THEATRE BOX	10	6	4	76.12	61.68	14.44		60.00	60.00
8597	5/10/13	902400	EA BIC CLASSIC MED BLACK 2PK	12		12	7.56	5.28	2.28		.00	.00
Customer Totals :						Total	525.31	424.83	100.48		17.02	22.21
Sales Rep. 40				DAVID		Total	525.31	424.83	100.48		17.02	22.21
Final totals					Total Lost Sale		525.31	424.83	100.48		17.02	22.21

\*\* END OF REPORT \*\*

# Working With Warehouse Bin Label Batches

The Work With Bin Label Batches application is used to print warehouse bin labels of a variety of sizes, and primarily using printers with IPDS (intelligent printer data stream) capability. Refer to Printing Warehouse Bin Labels for examples of these labels. Note: Version 3 is no longer recommended for use as a warehouse bin label.

This application (option 6 of the Label Menu screen) is recommended for use, rather than the Warehouse Bin Label application (option 1 of the Label Menu screen), for the following reasons:

- Batch labels can be created and saved for repeated printing as needed.
- Eliminates the printing of unwanted labels.
- Batch labels can be copied and edited as necessary.
- Batch labels can be limited to those of warehouse locations for which no item number is assigned.

```
User: JEANNINE           Menu: RPCV1           Date: 4/26/10
===== > R E P O R T S < =====
|||||
THE  ||           1. Customer Reports
DAC  ||           2. Item Reports
SYSTEM ||         3. A/R Reports
|||||           4. Billing Reports
|||||           5. Inventory Reports
|||||           6. Purchasing Reports
|||||           7. Tax Reports
|||||           8. Sales Analysis Reports
|||||           9. Labels
|||||          10. Order Books

M E N U   C A L L S
19. Credit Reports      20. Salesman Reports      21.
22.                    23. Dac Main Menu        90. Sign Off

=====
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==>
```

1. Select option 9 (Labels) from the Reports screen. The Label Menu screen appears.

```
User: JEANNINE           Menu:LBLCV1          Date: 4/26/10
===== > L A B E L   M E N U < =====
|||||
THE  ||           1. Warehouse Bin Label
DAC  ||           2. Retail Shelf Label
SYSTEM ||         3. Customer Address Label
|||||           4. Vendor Address Label
|||||           5. Work With Retail Label Batches
|||||           6. Work With Bin Label Batches

M E N U   C A L L S
19.                    20.                    21.
22.                    23. Dac Main Menu        90. Sign Off

=====
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==>
```

2. Select option 6 (Work With Bin Label Batches) from the Label Menu screen. The

Work With Bin Label Batches screen appears with warehouse label batch records if any were previously created; otherwise the *No data to display* message appears.

CVKKDFR		DISPLAY CDR Customer Conference		4/26/10 8:24:51		
Work With Bin Label Batches						
Batch	User ID	Whse.	Source	Status	Version	
					1 = 2" X 4"	2 Across
					2 = 2 5/8" X 1"	3 Across
					3 = 3" X 5"	1 UP
					4 = 2" X 4" Ver 2	2 Across
					5 = 2"X4" (Non-IPDS)	2 Across
					6 = 3 1/3" X 4"	2 Across
					7 = 2" X 4" No UPC	2 Across
					8 = 3.5" X 6"	2 UP
					9 = 3.5" X 8"	1 UP
P=Mark for Print U=Unmark 2=Edit D=Delete Batch						
? Batch Description						
				User	Whse.	Entered Src Sts Ver
				JEANNINE	1	1/07/10 O C 4
				JEANNINE	1	1/08/10 O C B
				JEANNINE	1	1/08/10 O C C
				JEANNINE	1	1/08/10 O C D +
F3=Exit F6=Print F8=Manually Create Batch F10=Auto Create Batch						

The function keys appearing at the bottom of the Work With Bin Label Batches screen are used as follows:

F3 (Exit) - returns user to the Label Menu screen.

F6 (Print) - users print warehouse bin labels after creating a warehouse label batch record. Refer to Printing Warehouse Bin Labels for additional information.

F8 (Manually Create Batch) - users create warehouse label batch records for a limited number of items by entering warehouse location codes.

F10 (Auto Create Batch) - warehouse label batch records are automatically created by DAC based on a selection criteria designated by the user.

- To create a warehouse bin label batch using version versions 1 through 7 (see Work With Bin Label Batches screen above), refer to Warehouse Bin Label Versions 1 through 7 below. Note: Version 3 is no longer recommended for use as a warehouse bin label.
- To create a warehouse bin label batch using version versions 8, 9, or A through D (see Work With Bin Label Batches screen above), refer to Warehouse Bin Label Versions 8, 9 or A through D below.

## Warehouse Bin Label Versions 1 Through 7

The instructions which follow describe using the Build Bin Label Batch screen to automatically create warehouse label batch records for versions 1 through 7. Refer to Printing Warehouse Bin Labels for examples of these labels.

Note: Version 3 is no longer recommended for use as a warehouse bin label.

Batch	User ID	Whse.	Source	Status	Version	
					1 = 2" X 4"	2 Across
					2 = 2 5/8" X 1"	3 Across
			A = 2" X 4"	1 UP	3 = 3" X 5"	1 UP
			B = 1" X 3.5"	1 UP	4 = 2" X 4" Ver 2	2 Across
			C = 1.375" X 3"	1 UP	5 = 2"x4" (Non-IPDS)	2 Across
			D = 3" X 4"	1 UP	6 = 3 1/3" X 4"	2 Across
					7 = 2" X 4" No UPC	2 Across
					8 = 3.5" X 6"	2 UP
					9 = 3.5" X 8"	1 UP

P=Mark for Print U=Unmark 2=Edit D=Delete Batch

? Batch Description	User	Whse.	Entered	Src	Sts	Ver
Version 4	JEANNINE	1	1/07/10	O	C	4
Version B	JEANNINE	1	1/08/10	O	C	B
Version C	JEANNINE	1	1/08/10	O	C	C
Version D	JEANNINE	1	1/08/10	O	C	D +

F3=Exit F6=Print F8=Manually Create Batch F10=Auto Create Batch

1. Press <F10> (Auto Create Batch) after determining which version (1 through 7) of the label is desired. The Enter Bin Label Ver screen appears.

Enter Bin Label Ver.

Enter The Version To  
Create The Batch For.

1

2. Press <Enter> when the **Enter Bin Label Ver** screen appears. The Build Bin Label Batch screen appears.

```

CVKOPVR  ENTER  CDR Customer Conference  4/26/10 14:05:5
Build Bin Label Batch

Type choices, press Enter.
Batch Description . . .
Warehouse Code . . . 1
Beginning Loc. . . . . Ending Loc. . . . .
Location Type . . . . . (Blank=ALL)
Only Locs. With Items? Y (Y,N,Blank)
UPC/MFG Option(Ver 1) U (U/M)
Print BarCode?(Ver 2) (Y,N,Blank)
Only Items Added Since (Date)
(Version 3 only)
Date Selection Type . (N=New items added, P=Price change)
From to
Version . . . . . 1
Ver 1: 2" X 4" IPDS 2 Across (10 Per Sheet)
Ver 2: 1" X 2 5/8" IPDS 3 Across (30 Per Sheet)
Ver 3: 3" X 5" IPDS 1 Up (Tractor feed)
Ver 4: 2" X 4" IPDS 2 Across (10 Per Sheet) Simple Format
Ver 5: 2" X 4" NON-IPDS
Ver 6: 3 1/3" X 4" IPDS 2 Across (6 Per Sheet) Ver 7: 4 w/No UPC

F3=Exit F8=Cash & Carry Batches F10=Create Batch

```

3. Enter a description for the **Batch Description** (35,a) field.
4. Enter a warehouse code for the **Warehouse Code** (6,a) field.
5. Enter warehouse location codes for the **Beginning Loc.** and **Ending Loc.** (9,a) fields to limit the labels printed to those of designated locations. Users can press <F4> to select location codes from the Select Location Master screen. The **Beginning Loc.** field can be left blank, but a value must be entered the **Ending Loc.** field. Also, the value entered for the **Ending Loc.** field must be greater than or equal to the value entered for the **Beginning Loc.** field.
6. Enter a location type code for the **Location Type** (1,a) field to limit the labels printed to those of designated location types, or leave the field blank to print labels for locations regardless of the type.
7. Enter *Y* (yes) for the **Only Locs. With Items?** (1,a) field to limit the labels printed to those of locations for which no item number is assigned. If *N* (no) is entered, or the **Only Locs. With Items** field is left blank, labels are printed for all locations.
8. If version 1, 4 or 5 is used, enter *U* (UPC) or *M* (Mfg) for the **UPC/MFG Option** (1,a) field to designate that the universal product code or the manufacturer's part number, respectively, is printed on the labels.
9. If version 2 is used, enter *Y* (yes) or *N* (no) for the **Print BarCode?** (1,a) field to designate if item number bar codes are printed on the labels. If the field is left blank, bar codes are not printed.
10. Enter a date for the **Only Items Added Since** (6,n) field to limit the labels printed to those of locations for which items were added by the designated date.

11. Enter one of the following values for the **Date Selection Type** (1,a) field to limit the labels printed as described below:
  - *N* (New items added) - the labels are printed for only those locations with items which were added within the date range designated by using the **From** and **to** (6,n) date fields.
  - *P* (Price change) - the labels are printed for only those locations with items for which the List Price has changed within the date range designated by using the **From** and **to** (6,n) date fields.
12. Enter the version (1 through 7) for the **Version** field, and press <Enter>.

```

CVKOPVR  ENTER  CDR Customer Conference          4/26/10 16:07:18
                        Build Bin Label Batch
Type choices, press Enter.
Batch Description . . . Version 2 with barcodes
Warehouse Code . . . . 1
Beginning Loc. . . . . A0108      Ending Loc. . . . . A0414
Location Type . . . . .          (Blank=ALL)
Only Locs. With Items? Y          (Y,N,Blank)
UPC/MFG Option(Ver 1) U          (U/M)
Print BarCode?(Ver 2) Y          (Y,N,Blank)
Only Items Added Since           (Date)
(Version 3 only)
Date Selection Type .           (N=New items added, P=Price change)
                                From      to
Version . . . . . 2
Ver 1: 2" X 4"      IPDS  2 Across (10 Per Sheet)
Ver 2: 1" X 2 5/8" IPDS  3 Across (30 Per Sheet)
Ver 3: 3" X 5"     IPDS  1 Up (Tractor feed)
Ver 4: 2" X 4"     IPDS  2 Across (10 Per Sheet) Simple Format
Ver 5: 2" X 4"     NON-IPDS
Ver 6: 3 1/3" X 4" IPDS  2 Across (6 Per Sheet)      Ver 7: 4 w/No UPC
F3=Exit  F8=Cash & Carry Batches  F10=Create Batch

```

13. Press <F10> (Create Batch) when data entry is complete. The Work With Bin Label Batches screen appears.

```

CVKDFR  DISPLAY CDR Customer Conference          4/26/10 16:07:40
                        Work With Bin Label Batches
Batch  User ID  Whse.  Source  Status  Version
                                1 = 2" X 4"      2 Across
                                2 = 2 5/8" X 1"    3 Across
                                3 = 3" X 5"      1 UP
                                4 = 2" X 4" Ver 2  2 Across
                                5 = 2"X4" (Non-IPDS) 2 Across
                                6 = 3 1/3" X 4"    2 Across
                                7 = 2" X 4" No UPC  2 Across
                                8 = 3.5" X 6"      2 UP
                                9 = 3.5" X 8"      1 UP

P=Mark for Print  U=Unmark  2=Edit  D=Delete Batch

? Batch Description              User   Whse.  Entered Src Sts Ver
Version 4                       JEANNINE 1     1/07/10  O  C  4
Version B                       JEANNINE 1     1/08/10  O  C  B
Version C                       JEANNINE 1     1/08/10  O  C  C
Version D                       JEANNINE 1     1/08/10  O  C  D +
F3=Exit  F6=Print  F8=Manually Create Batch  F10=Auto Create Batch

```

If the new warehouse label batch record must be reviewed or changed before printing the labels, refer to Editing Warehouse Label Batch Records.

To print the labels, refer to Printing Warehouse Bin Labels.

## Warehouse Bin Label Versions 8, 9 and A Through D

The instructions which follow describe using the Auto Create Batch 2 screen to automatically create warehouse label batch records for versions 8, 9 and A through D. Refer to Printing Warehouse Bin Labels for examples of these labels.

Batch	User ID	Whse.	Source	Status	Version	
						1 = 2" X 4"            2 Across
						2 = 2 5/8" X 1"      3 Across
			A = 2" X 4"	1 UP		3 = 3" X 5"            1 UP
			B = 1" X 3.5"	1 UP		4 = 2" X 4" Ver 2    2 Across
			C = 1.375" X 3"	1 UP		5 = 2"X4" (Non-IPDS) 2 Across
			D = 3" X 4"	1 UP		6 = 3 1/3" X 4"      2 Across
						7 = 2" X 4" No UPC   2 Across
						8 = 3.5" X 6"        2 UP
						9 = 3.5" X 8"        1 UP

P=Mark for Print    U=Unmark    2=Edit    D=Delete Batch

? Batch Description	User	Whse.	Entered	Src	Sts	Ver
Version 4	JEANNINE	1	1/07/10	O	C	4
Version B	JEANNINE	1	1/08/10	O	C	B
Version C	JEANNINE	1	1/08/10	O	C	C
Version D	JEANNINE	1	1/08/10	O	C	D +

F3=Exit    F6=Print    F8=Manually Create Batch    F10=Auto Create Batch

1. Press <F10> (Auto Create Batch) after determining which version (8, 9, A, B, C or D) of the label is desired. The Enter Bin Label Ver screen appears.

Enter Bin Label Ver.

Enter The Version To  
Create The Batch For.

1

2. Enter 8, 9, A, B, C or D for the **Enter The Version To Create The Batch For** field, and press <Enter>. The Auto Create Batch 2 screen appears.

```

GWQ4PVR  ENTER  CDR Customer Conference  4/26/10 16:30:47
                               Auto Create Batch 2
Type choices, press Enter.
Batch Description . . . . . W.H. 1

Beginning Loc. . . . . Ending Loc. . . . .

Location Type . . . . . (Blank=ALL)
Item Info Y/N . . . . .
Arrow U=up D=Down . . . . .
Only Locs. With Items? Y (Y,N,Blank)

Version . . . . . B
                               9 = 3.5" X 8"    1 UP
                               A = 2" X 4"      1 UP
                               B = 1" X 3.5"    1 UP
                               C = 1.375" X 3"  1 UP
                               D = 3" X 4"      1 UP

F3=Exit  F10=Create Batch

```

3. Enter a description for the **Batch Description** (35,a) field.
4. Enter a warehouse code for the **W.H.** (6,a) field.
5. Enter warehouse location codes for the **Beginning Loc.** and **Ending Loc.** (9,a) fields to limit the labels printed to those of designated locations. Users can press <F4> to select location codes from the Select Location Master screen. The **Beginning Loc.** field can be left blank, but a value must be entered the **Ending Loc.** field. Also, the value entered for the **Ending Loc.** field must be greater than or equal to the value entered for the **Beginning Loc.** field.
6. Enter a location type code for the **Location Type** (1,a) field to limit the labels printed to those of designated location types, or leave the field blank to print labels for locations regardless of the type.
7. Enter *Y* (yes) for the **Item Info Y/N** (1,a) field to print item information on the labels.
8. Enter *U* (up) or *D* (down) for the **Arrow U=up D=down** (1,a) field to designate which direction the arrows are printed on the labels.
9. Enter *Y* (yes) for the **Only Locs. With Items?** (1,a) field to limit the labels printed to those of locations for which no item number is assigned. If *N* (no) is entered, or the **Only Locs. With Items** field is left blank, labels are printed for all locations.

```

GWQ4PVR  ENTER  CDR Customer Conference  4/27/10  8:40:36
                          Auto Create Batch 2
Type choices, press Enter.
Batch Description . . .  Version B                          W.H. 1

Beginning Loc. . . . . A0108  Ending Loc. . . . . A0414

Location Type . . . . . (Blank=ALL)
Item Info Y/N . . . . . Y
Arrow U=up D=Down . . . U
Only Locs. With Items? Y (Y,N,Blank)

Version . . . . . B
                        9 = 3.5" X 8"      1 UP
                        A = 2" X 4"        1 UP
                        B = 1" X 3.5"     1 UP
                        C = 1.375" X 3"   1 UP
                        D = 3" X 4"       1 UP

F3=Exit  F10=Create Batch

```

10. Press <F10> (Create Batch) when data entry is complete. The Work With Bin Label Batches screen appears.

```

CVKKDFR  DISPLAY CDR Customer Conference  4/27/10  8:49:12
                          Work With Bin Label Batches
Batch  User ID  Whse.  Source  Status  Version
                                           1 = 2" X 4"      2 Across
                                           2 = 2 5/8" X 1"  3 Across
                        A = 2" X 4"      1 UP      3 = 3" X 5"      1 UP
                        B = 1" X 3.5"    1 UP      4 = 2" X 4" Ver 2  2 Across
                        C = 1.375" X 3"  1 UP      5 = 2"X4" (Non-IPDS) 2 Across
                        D = 3" X 4"     1 UP      6 = 3 1/3" X 4"   2 Across
                                           7 = 2" X 4" No UPC 2 Across
                                           8 = 3.5" X 6"    2 UP
                                           9 = 3.5" X 8"    1 UP

P=Mark for Print  U=Unmark  2=Edit  D=Delete Batch

? Batch Description  User  Whse.  Entered Src Sts Ver
Version 4           JEANNINE 1  1/07/10  O  C  4
Version B          JEANNINE 1  1/08/10  O  C  B
Version C          JEANNINE 1  1/08/10  O  C  C
Version D          JEANNINE 1  1/08/10  O  C  D  +

F3=Exit  F6=Print  F8=Manually Create Batch  F10=Auto Create Batch

```

If the new warehouse label batch record must be reviewed or changed before printing the labels, refer to Editing Warehouse Label Batch Records.

To print the labels, refer to Printing Warehouse Bin Labels.

# Manually Creating Warehouse Label Batch Records

The instructions below describe using the Edit Bin Label Batch and Edit Bin Label Batch V2 screens to create a warehouse bin label batch record.

```
User: JTIPPIN           Menu:LBLCV1           Date: 11/28/00

===== > L A B E L   M E N U <=====
|||||||
THE    ||           1. Warehouse Bin Label
DAC CV1||          2. Retail Shelf Label
SYSTEM ||          3. Customer Address Label
|||||||          4. Vendor Address Label
|||||||          5. Work With Retail Label Batches
|||||||          6. Work With Bin Label Batches

                                M E N U   C A L L S
19.                                20.                21.
22.                                23. Dac Main Menu    90. Sign Off

=====
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==>
```

1. Select option 6 (Work With Bin Label Batches) from the Label Menu screen. The Work With Bin Label Batches screen appears.

```
CVKKDFR   DISPLAY Creative Data Research           11/28/00  9:47:55
                                Work With Bin Label Batches
Batch User ID  Whse.  Source  Status  Version
                                1 = 2" X 4"      2 Across
                                2 = 2 5/8" X 1  3 Across

Type options, press Enter.
P=Mark for Print  U=Unmark  2=Edit

? Batch Description              User   Whse.  Entered Src Sts Ver
Locations A0111 thru A0234      JTIPPIN 1      11/27/00 A  C  1
Loc A0111 thru A0234 (V. 2)    JTIPPIN 1      11/27/00 A  C  2

F3=Exit  F6=Print  F8=Manually Create Batch  F10=Auto Create Batch
```

2. Press <F8> (Manually Create Batch). The Enter Bin Label Ver. window appears.

```
Enter Bin Label Ver.

Enter The Version To
Create The Batch For.

1
```

3. Enter one of the following values for the **Enter The Version To Create The Batch For** field to designate the size of labels used for printing:
  - 1 - Laser printer labels measuring 2" by 4" (2 across), such as Avery 5263 labels (10 per sheet).
  - 2 - Laser printer labels measuring 1" by 2-5/8" (3 across), such as Avery 5260 labels (30 per sheet).

Refer to the previous section for examples of these warehouse bin labels.

4. Press <Enter>. If 2" by 4" labels are used, the Edit Bin Label Batch screen appears (see below).

```

CVKJETR  ADD      Creative Data Research      11/28/00 10:11:55
                        Edit Bin Label Batch
Batch      8                               Whse 1
Entered: 11/28/00  Last Changed:           By:      UPC/MFG Print? U (U/M)

          Label 1   Label 2       2 X 5 Labels Per Sheet
?=Search  D=Delete request

? Line   Location  Location
      0
      0
      0
      0
      0

F3=Exit  F7=Update & Exit  F11=Delete
  
```

If 1" by 2-5/8" labels are used, the Edit Bin Label Batch V2 screen appears (see below).

```

CVSJETR  ADD      Creative Data Research      11/28/00 10:03:50
                        Edit Bin Label Batch V2
Batch      7                               Whse 1
Entered: 11/28/00  Last Changed:           By:      Barcode?   (Y,N,Blank)

          Label 1   Label 2   Label 3       3 X 10 Labels Per Sheet
?=Search  D=Delete request

? Line   Location  Location  Location
      0
      0
      0
      0
      0
      0
      0
      0
      0
      0

F3=Exit  F4=Search  F7=Update & Exit  F11=Delete
  
```

5. Enter a description for the batch (35,a) next to the batch number, and enter a warehouse code for the **Whse** (6,a) field.
6. If 2" by 4" labels (2 across) are used, enter *U* (UPC) or *M* (Mfg) for the **UPC/MFG Print?** (1,a) field to designate that the universal product code or the manufacturer's part number, respectively, is printed on the labels.
7. If 1" by 2-5/8" labels (3 across) are used, enter *Y* (yes) or *N* (no) for the **BarCode?** (1,a) field to designate if bar codes are printed on the labels. If the field is left blank, bar codes are not printed.
8. Enter warehouse location codes for the **Location** (9,a) fields to designate for which the locations labels are printed. Refer to Editing Warehouse Label Batch Records for information about deleting lines of location codes.

9. Press <F7> (Update & Exit) when data entry is complete.

```

CVKJETR  ADD      Creative Data Research      11/28/00 10:11:55
                Edit Bin Label Batch
Batch      8 Locations A0241 - A0245      Whse 1
Entered: 11/28/00 Last Changed:          By:          UPC/MFG Print? U (U/M)

                Label 1   Label 2       2 X 5 Labels Per Sheet
? Search   D=Delete request

? Line   Location   Location
      0   A0241     A0242
      0   A0243     A0244
      0   A0245
      0
      0

F3=Exit   F7=Update & Exit   F11=Delete

                                CONFIRM: Y (Y/N)

```

10. Press <Enter> when prompted to confirm. The Work With Bin Label Batches screen appears.

```

CVKKDFR  DISPLAY Creative Data Research      11/28/00 11:14:41
                Work With Bin Label Batches
Batch User ID Whse. Source Status Version
                                1 = 2" X 4"      2 Across
                                2 = 2 5/8" X 1    3 Across

Type options, press Enter.
P=Mark for Print  U=Unmark  2=Edit

? Batch Description              User   Whse.   Entered Src Sts Ver
Locations A0111 thru A0234      JTIPPIN 1      11/27/00 A  C  1
Loc A0111 thru A0234 (V. 2)    JTIPPIN 1      11/27/00 A  C  2
Locations A0241 - A0245        JTIPPIN 1      11/28/00 O  C  1

F3=Exit   F6=Print   F8=Manually Create Batch   F10=Auto Create Batch

```

If the new warehouse label batch record must be reviewed or changed before printing the labels, refer to Editing Warehouse Label Batch Records. To print the labels, refer to Printing Warehouse Bin Labels.

## Editing Warehouse Label Batch Records

The instructions below describe using the Edit Bin Label Batch and Edit Bin Label Batch V2 screens to edit warehouse bin label batch records.

```
User: JTIPPIN           Menu:LBLCV1           Date: 11/28/00

===== > L A B E L   M E N U <=====
=====
|||||||
THE    ||           1. Warehouse Bin Label
DAC CV1||          2. Retail Shelf Label
SYSTEM ||          3. Customer Address Label
|||||||          4. Vendor Address Label
|||||||          5. Work With Retail Label Batches
|||||||          6. Work With Bin Label Batches

                                M E N U   C A L L S
19.                                20.                                21.
22.                                23. Dac Main Menu          90. Sign Off

=====
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==>
```

1. Select option 6 (Work With Bin Label Batches) from the Label Menu screen. The Work With Bin Label Batches screen appears.

```
CVKKDFR   DISPLAY Creative Data Research           11/28/00 11:40:47
                                Work With Bin Label Batches
Batch User ID Whse. Source Status Version
                                1 = 2" X 4"           2 Across
                                2 = 2 5/8" X 1         3 Across

Type options, press Enter.
P=Mark for Print  U=Unmark  2=Edit

? Batch Description              User      Whse.   Entered Src Sts Ver
Locations A0111 thru A0234      JTIPPIN  1       11/27/00 A  C  1
Loc A0111 thru A0234 (V. 2)    JTIPPIN  1       11/27/00 A  C  2
Locations A0241 - A0245        JTIPPIN  1       11/28/00 O  C  1

F3=Exit  F6=Print  F8=Manually Create Batch  F10=Auto Create Batch
```

2. After locating the desired warehouse label batch record in the screen's list (use <Page Down> if necessary), and enter 2 (Edit) in the selection column next to the batch description.

```

CVKKDFR   DISPLAY Creative Data Research           11/28/00 12:46:40
                                Work With Bin Label Batches
Batch User ID Whse. Source Status Version
                                1 = 2" X 4"      2 Across
                                2 = 2 5/8" X 1    3 Across

Type options, press Enter.
P=Mark for Print  U=Unmark  2=Edit

? Batch Description              User      Whse.    Entered Src Sts Ver
Locations A0111 thru A0234      JTIPPIN  1        11/27/00 A  C  1
2 Loc A0111 thru A0234 (V. 2)  JTIPPIN  1        11/27/00 A  C  2
Locations A0241 - A0245        JTIPPIN  1        11/28/00 O  C  1

F3=Exit  F6=Print  F8=Manually Create Batch  F10=Auto Create Batch

```

3. Press <Enter>. The Edit Bin Label Batch screen appears (see below) if 2" by 4" labels (2 across) are used as designated by the value of 1 appearing for the Ver field of the warehouse label batch record.

```

CVKJETR   CHANGE Creative Data Research           11/28/00 14:01:18
                                Edit Bin Label Batch
Batch      8 Locations A0241 - A0245             Whse 1
Entered: 11/28/00 Last Changed: 11/28/00 By: JTIPPIN UPC/MFG Print? U (U/M)

Label 1 Label 2      2 X 5 Labels Per Sheet
?=Search D=Delete request

? Line Location Location
   1 A0241 A0242
   2 A0243 A0244
   3 A0245
   0
   0

F3=Exit  F7=Update & Exit  F11=Delete

```

The Edit Bin Label Batch V2 screen appears (see below) if 1" by 2-5/8" labels (3 across) are used as designated by the value of 2 appearing for the Ver field of the warehouse label batch record.

```

CVSJETR   CHANGE Creative Data Research           11/28/00 14:02:22
                                Edit Bin Label Batch V2
Batch      4 Loc A0111 thru A0234 (V. 2)       Whse 1
Entered: 11/27/00 Last Changed:                By: JTIPPIN Barcode? Y (Y,N,Blank)

Label 1 Label 2 Label 3      3 X 10 Labels Per Sheet
?=Search D=Delete request

? Line Location Location Location
   1 A0111 A0112 A0113
   2 A0114 A0115 A0121
   3 A0122 A0123 A0124
   4 A0125 A0131 A0132
   5 A0133 A0134 A0135
   6 A0141 A0142 A0143
   7 A0144 A0145 A0211
   8 A0212 A0213 A0214
   9 A0215 A0221 A0222
  10 A0223 A0224 A0225      +

F3=Exit  F4=Search  F7=Update & Exit  F11=Delete

```

4. If necessary, change or add new warehouse location codes to the lines of the warehouse label batch record.
5. Enter D (Delete request) in the selection column next to a line of location codes to mark it for deletion.

6. Press <F7> (Update & Exit) when data entry is complete.

```

CVSJETR  CHANGE  Creative Data Research  11/28/00 14:27:59
                        Edit Bin Label Batch V2
Batch      4 Loc A0111 thru A0234 (V. 2)  Whse 1
Entered: 11/27/00  Last Changed:         By: JTIPPIN Barcode? Y (Y,N,Blank)

      Label 1   Label 2   Label 3       3 X 10 Labels Per Sheet
? = Search  D = Delete request

? Line  Location  Location  Location
D   1  A0111     A0112     A0113
   2  A0114     A0115     A0121
   3  A0122     A0123     A0124
   4  A0125     A0131     A0132
   5  A0133     A0134     A0135
   6  A0141     A0142     A0143
   7  A0144     A0145     A0211
   8  A0212     A0213     A0214
   9  A0215     A0221     A0222
  10  A0223     A0224     A0225
                                           +

F3=Exit  F4=Search  F7=Update & Exit  F11=Delete
                                           CONFIRM: Y (Y/N)

```

7. Press <Enter> when prompted to confirm. The Work With Bin Label Batches screen appears.

```

CVKKDFR  DISPLAY  Creative Data Research  11/28/00 14:28:45
                        Work With Bin Label Batches
Batch User ID  Whse.  Source  Status  Version
                                           1 = 2" X 4"      2 Across
                                           2 = 2 5/8" X 1  3 Across

Type options, press Enter.
P=Mark for Print  U=Unmark  2=Edit

? Batch Description                    User  Whse.  Entered Src Sts Ver
Locations A0111 thru A0234             JTIPPIN 1      11/27/00 A  C  1
Loc A0111 thru A0234 (V. 2)           JTIPPIN 1      11/27/00 A  C  2
Locations A0241 - A0245                JTIPPIN 1      11/28/00 O  C  1

F3=Exit  F6=Print  F8=Manually Create Batch  F10=Auto Create Batch

```

Refer to Printing Warehouse Bin Labels for information about printing the labels.

## Printing Warehouse Bin Labels

The instructions below describe using the Work With Bin Label Batches screen to print warehouse bin labels after creating a warehouse bin label batch record. All but one version of the labels require a printer with IPDS (intelligent printer data stream) capability. Examples of the labels are illustrated below the instructions.

Note: The Warehouse Bin Label application (option 1 of the Label Menu screen), which can be used to print warehouse bin labels, is no longer recommended for use due to system upgrades.

```
User: JTIPPIN          Menu:LBLCV1          Date: 11/27/00
===== > L A B E L    M E N U <=====
|||||||
THE  ||                1. Warehouse Bin Label
DAC CV1||              2. Retail Shelf Label
SYSTEM ||              3. Customer Address Label
|||||||                4. Vendor Address Label
|||||||                5. Work With Retail Label Batches
|||||||                6. Work With Bin Label Batches

                                M E N U    C A L L S
19.                                20.                                21.
22.                                23. Dac Main Menu          90. Sign Off
=====
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====>
```

1. Select option 6 (Work With Bin Label Batches) from the Label Menu screen. The Work With Bin Label Batches screen appears.

```
CVKKDFR  DISPLAY Creative Data Research          11/27/00 16:25:57
                                Work With Bin Label Batches
Batch User ID Whse. Source Status Version
                                           1 = 2" X 4"      2 Across
                                           2 = 2 5/8" X 1    3 Across

Type options, press Enter.
P=Mark for Print  U=Unmark  2=Edit

? Batch Description                User      Whse.   Entered Src Sts Ver
Locations A0111 thru A0234        JTIPPIN  1      11/27/00 A  C  1
Loc A0111 thru A0234 (V. 2)      JTIPPIN  1      11/27/00 A  C  2

F3=Exit  F6=Print  F8=Manually Create Batch  F10=Auto Create Batch
```

2. After locating the desired warehouse bin label batch record in the screen's list (use <Page Down> if necessary), enter *P* (Mark For Print) in the selection column next to the batch description.

```

CVKKDFR   DISPLAY Creative Data Research           11/27/00 16:25:57
                Work With Bin Label Batches
Batch User ID  Whse.  Source  Status  Version
                1 = 2" X 4"          2 Across
                2 = 2 5/8" X 1      3 Across

Type options, press Enter.
P=Mark for Print  U=Unmark  2=Edit

? Batch Description          User      Whse.    Entered Src Sts Ver
Locations A0111 thru A0234  JTIPPIN 1      11/27/00 A  C  1
P Loc A0111 thru A0234 (V. 2) JTIPPIN 1      11/27/00 A  C  2

F3=Exit  F6=Print  F8=Manually Create Batch  F10=Auto Create Batch

```

3. Press <Enter>.

```

CVKKDFR   DISPLAY Creative Data Research           11/27/00 16:31:57
                Work With Bin Label Batches
Batch User ID  Whse.  Source  Status  Version
                1 = 2" X 4"          2 Across
                2 = 2 5/8" X 1      3 Across

Type options, press Enter.
P=Mark for Print  U=Unmark  2=Edit

? Batch Description          User      Whse.    Entered Src Sts Ver
Locations A0111 thru A0234  JTIPPIN 1      11/27/00 A  C  1
Loc A0111 thru A0234 (V. 2) JTIPPIN 1      11/27/00 A  P  2

F3=Exit  F6=Print  F8=Manually Create Batch  F10=Auto Create Batch

```

4. Press <F6> to print the marked label records.

```

CVKKDFR   DISPLAY Creative Data Research           11/27/00 16:34:38
                Work With Bin Label Batches
Batch User ID  Whse.  Source  Status  Version
                1 = 2" X 4"          2 Across
                2 = 2 5/8" X 1      3 Across

Type options, press Enter.
P=Mark for Print  U=Unmark  2=Edit

? Batch Description          User      Whse.    Entered Src Sts Ver
Locations A0111 thru A0234  JTIPPIN 1      11/27/00 A  C  1
Loc A0111 thru A0234 (V. 2) JTIPPIN 1      11/27/00 A  P  2

F3=Exit  F6=Print  F8=Manually Create Batch  F10=Auto Create Batch
Printing Bin Labels...

```

5. Enter *U* (Unmark) in the selection column next to the batch description, and press <Enter> to unmark the warehouse label batch record for printing.

```

CVKKDFR   DISPLAY Creative Data Research           11/27/00 16:45:54
                                Work With Bin Label Batches
Batch User ID Whse. Source Status Version
                                1 = 2" X 4"      2 Across
                                2 = 2 5/8" X 1    3 Across

Type options, press Enter.
P=Mark for Print  U=Unmark  2=Edit

? Batch Description              User      Whse.   Entered Src Sts Ver
Locations A0111 thru A0234      JTIPPIN  1      11/27/00 A  C  1
Loc A0111 thru A0234 (V. 2)    JTIPPIN  1      11/27/00 A  C  2

F3=Exit  F6=Print  F8=Manually Create Batch  F10=Auto Create Batch

```

6. Press <F3> to exit. The Label Menu appears.

```

User: JTIPPIN           Menu:LBLCV1           Date: 11/27/00

===== > L A B E L   M E N U <=====
=====
||||| 1. Warehouse Bin Label
THE   || 2. Retail Shelf Label
DAC CV1|| 3. Customer Address Label
SYSTEM || 4. Vendor Address Label
||||| 5. Work With Retail Label Batches
||||| 6. Work With Bin Label Batches

                                M E N U   C A L L S
19.                                20.                                21.
22.                                23. Dac Main Menu          90. Sign Off











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==>

```































## Warehouse Bin Label Version 1

Version 1 can be printed on 8-1/2" by 11" sheets consisting of 10 labels (2" by 4").

<p>8937323490            10 PAK            234090 A &amp; C EXCLUSIVES.            45269</p> <p style="font-size: 2em; font-weight: bold;">A0108</p> <hr style="border-top: 1px dashed black;"/> <p>8937323490            10 PAK            45269 A &amp; C EXCLUSIVES.</p> <p style="font-size: 2em; font-weight: bold;">A0108</p>  <p>9070900606            50 EA            999495 WOLF BROTHERS CROOKS BOX 50            005000CT</p> <p style="font-size: 2em; font-weight: bold;">A0110</p> <hr style="border-top: 1px dashed black;"/> <p>9070900606            50 EA            005000CT WOLF BROTHERS CROOKS BOX 50</p> <p style="font-size: 2em; font-weight: bold;">A0110</p>  <p>000307            3 EA            307 ALKA-SELTZER 2-TABLETS            002200OZ</p> <p style="font-size: 2em; font-weight: bold;">A0112</p> <hr style="border-top: 1px dashed black;"/> <p>000307            3 EA            002200OZ ALKA-SELTZER 2-TABLETS</p> <p style="font-size: 2em; font-weight: bold;">A0112</p>  <p>4110000092            12 EA            92 ST. JOSEPH FEVER REDUCER 30 TAB            002200OZ</p> <p style="font-size: 2em; font-weight: bold;">A0114</p> <hr style="border-top: 1px dashed black;"/> <p>4110000092            12 EA            002200OZ ST. JOSEPH FEVER REDUCER 30 TAB</p> <p style="font-size: 2em; font-weight: bold;">A0114</p>  <p>099200009180            10 EA            943280 A INTERNATIONALS            002000PK</p> <p style="font-size: 2em; font-weight: bold;">A0116</p> <hr style="border-top: 1px dashed black;"/> <p>099200009180            10 EA            002000PK A INTERNATIONALS</p> <p style="font-size: 2em; font-weight: bold;">A0116</p> 	<p>111000            10 EA            111000 BAGS BRN 20# HEAVY SQUAT            002000PK</p> <p style="font-size: 2em; font-weight: bold;">A0109</p> <hr style="border-top: 1px dashed black;"/> <p>111000            10 EA            002000PK BAGS BRN 20# HEAVY SQUAT</p> <p style="font-size: 2em; font-weight: bold;">A0109</p>  <p>25900            10 EA            259006 SWISH SWEET LTL CIGAR LT. 10/20            002000PK</p> <p style="font-size: 2em; font-weight: bold;">A0111</p> <hr style="border-top: 1px dashed black;"/> <p>25900            10 EA            002000PK SWISH SWEET LTL CIGAR LT. 10/20</p> <p style="font-size: 2em; font-weight: bold;">A0111</p>  <p>123456789012            2 PAK            100461 A &amp; C CLASSIC LIGHT 10/12 PK.            10 OZ</p> <p style="font-size: 2em; font-weight: bold;">A0113</p> <hr style="border-top: 1px dashed black;"/> <p>123456789012            2 PAK            10 OZ A &amp; C CLASSIC LIGHT 10/12 PK.</p> <p style="font-size: 2em; font-weight: bold;">A0113</p>  <p>6666666            X            12 EA            415560 ULTRA START VITAMIN PKT 12/CT XXXXX            001200CT</p> <p style="font-size: 2em; font-weight: bold;">A0115</p> <hr style="border-top: 1px dashed black;"/> <p>6666666            X            12 EA            001200CT ULTRA START VITAMIN PKT 12/CT XXXXX</p> <p style="font-size: 2em; font-weight: bold;">A0115</p>  <p>88            24 BO            17892 ALMOND JOY            002000PK</p> <p style="font-size: 2em; font-weight: bold;">A0117</p> <hr style="border-top: 1px dashed black;"/> <p>88            24 BO            002000PK ALMOND JOY</p> <p style="font-size: 2em; font-weight: bold;">A0117</p> 
--	--

## Warehouse Bin Label Version 2

Version 2 can be printed on 8-1/2" by 11" sheets consisting of 30 labels (2-5/8" by 1"). This version can be printed with bar codes (see below), or without bar codes (see the example on the following page).

<p>A &amp; C EXCLUSIVES. 45269 8937323490</p> <p><b>A0108</b>  SWISH SWEET LTL CIGAR LT. 10/2 002000PK 25900</p> <p><b>A0111</b>  ST. JOSEPH FEVER REDUCER 30 TA 0022000Z 4110000092</p> <p><b>A0114</b>  ALMOND JOY 002000PK 88</p> <p><b>A0117</b>  JERGENS BATH BEADS NAT 15Z EA 0015000Z 1910004017</p> <p><b>A0211</b>  SKOAL BANDIT REGULAR 10/CT 001000CT upc2</p> <p><b>A0214</b>  ADANTE ELEGANTE 801 NAT 10/3 P 000300PK 8937325010</p> <p><b>A0223</b>  GATORADE CITRUS COOLER 32 OZ. 32 OZ 5200033905</p> <p><b>A0232</b>  A &amp; C PANATELA DARK 5/4 PACK 000400PK</p> <p><b>A0241</b>  RICHLAND KS 20'S 002000PK 2720000191</p> <p><b>A0244</b> </p>	<p>BAGS BRN 20# HEAVY SQURT 002000PK 111000</p> <p><b>A0109</b>  ALKA-SELTZER 2-TABLETS 0022000Z 000307</p> <p><b>A0112</b>  ULTRA START VITAMIN PKT 12/CT 001200CT 6666666 X MOQ: 3</p> <p><b>A0115</b>  BACARDI MARGARITA MIX 24/10Z E 0010000Z 2500000625</p> <p><b>A0118</b>  TOOTSIE ROLL POP ASST 100/CT 0 17.00Z 7172000508</p> <p><b>A0212</b>  A&amp;W DT ROOTBEER CANDY 12.00Z 78400412541</p> <p><b>A0221</b>  KIDOS PEANUT BUTTER 12CT 001200CT 4000011185</p> <p><b>A0224</b>  MAGNA FULL FLAVOR 002000PK 1230016806</p> <p><b>A0233</b>  A &amp; C EXCLUSIVES. 45269 7777777777777</p> <p><b>A0242</b>  BELAIR FILTER KING 002000PK</p> <p><b>A0413</b> </p>	<p>WOLF BROTHERS CROOKS BOX 50 005000CT 9070900606</p> <p><b>A0110</b>  A &amp; C CLASSIC LIGHT 10/12 PK. 10 OZ 123456789012</p> <p><b>A0113</b>  A INTERNATIONALS 002000PK 099200009180</p> <p><b>A0116</b>  G.P.C. LIGHT KINGS BOX 002000PK 2720001281</p> <p><b>A0120</b>  RAGU SPAG SAUCE MEAT 12/28Z EA 28.00 OZ 3620000102</p> <p><b>A0213</b>  TWIX PEANUT BUTTER 24/CT 002400CT 4000011122</p> <p><b>A0222</b>  PB MAX FNT BUTTER 24/NP 002400CT 4000011122</p> <p><b>A0231</b>  DORAL LIGHT KS 002000PK 1230015112</p> <p><b>A0234</b>  RICHLAND LIGHTS 20'S 002000PK 2720000193</p> <p><b>A0243</b>  CARLTON MENTHOL 002000PK 4330002040</p> <p><b>A0414</b> </p>
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## Warehouse Bin Label Version 2 (continued)

This example of version 2 is printed without barcodes.

<p>A &amp; C EXCLUSIVES. 45269 8937323490 Item # 234090</p> <p><b>A0108</b> SWISH SWEET LTL CIGAR LT. 10/2 002000PK 25900 Item # 259006</p> <p><b>A0111</b> ST. JOSEPH FEVER REDUCER 30 TA 0022000Z 4110000092 Item # 92</p> <p><b>A0114</b> ALMOND JOY 002000PK 88 Item # 17892</p> <p><b>A0117</b> JERGENS BATH HEADS NAT 15Z EA 0015000Z 1910004017 Item # 111369</p> <p><b>A0211</b> SKOAL BANDIT REGULAR 10/CT 001000CT upc2 Item # 307350</p> <p><b>A0214</b> ADANTE ELEGANTE 801 NAT 10/3 P 000300PK 8937325010 Item # 202400</p> <p><b>A0223</b> GATORADE CITRUS COOLER 32 OZ. 32 OZ 5200033905 Item # 33905</p> <p><b>A0232</b> A &amp; C PANATELA DARK 5/4 PACK 000400PK Item # 999491</p> <p><b>A0241</b> RICHLAND KS 20'S 002000PK 2720000191 Item # 127805</p> <p><b>A0244</b></p>	<p>BAGS BRN 20# HEAVY SQUAT 002000PK 111000 Item # 111000</p> <p><b>A0109</b> ALKA-SELTZER 2-TABLETS 0022000Z 000307 Item # 307</p> <p><b>A0112</b> ULTRA START VITAMIN PKT 12/CT 001200CT 6666666 X MOQ: 3 Item # 415560</p> <p><b>A0115</b> BACARDI MARGARITA MIX 24/10Z B 0010000Z 2500000625 Item # 999184</p> <p><b>A0118</b> TOOTSIE ROLL POP ASST 100/CT 0 17.00Z 7172000508 Item # 521100</p> <p><b>A0212</b> A&amp;W DT ROOTBEER CANDY 12.00Z 78400412541 Item # 993251</p> <p><b>A0221</b> KUDOS PEANUT BUTTER 12CT 001200CT 4000011185 Item # 650800</p> <p><b>A0224</b> MAGNA FULL FLAVOR 002000PK 1230016806 Item # 129100</p> <p><b>A0233</b> A &amp; C EXCLUSIVES. 45269 7777777777777777 Item # 234090</p> <p><b>A0242</b> BELAIR FILTER KING 002000PK Item # 126710</p> <p><b>A0413</b></p>	<p>WOLF BROTHERS CROOKS BOX 50 005000CT 9070900506 Item # 999495</p> <p><b>A0110</b> A &amp; C CLASSIC LIGHT 10/12 PK. 10 OZ 123456789012 Item # 100461</p> <p><b>A0113</b> A INTERNATIONALS 002000PK 099200009180 Item # 943280</p> <p><b>A0116</b> G.P.C. LIGHT KINGS BOX 002000PK 2720001281 Item # 129102</p> <p><b>A0120</b> RAGU SPAG SAUCE MEAT 12/28Z EA 28.00 OZ 3620000302 Item # 993358</p> <p><b>A0213</b> TWIX PEANUT BUTTER 24/CT 002400CT 4000011122 Item # 538200</p> <p><b>A0222</b> EB MAX PNT BUTTER 24/NE 002400CT 4000011122 Item # 592222</p> <p><b>A0231</b> DORAL LIGHT KS 002000PK 1230015112 Item # 127700</p> <p><b>A0234</b> RICHLAND LIGHTS 20'S 002000PK 2720000193 Item # 127800</p> <p><b>A0243</b> CARLTON MENTHOL 002000PK 4330002040 Item # 999910</p> <p><b>A0414</b></p>
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## Warehouse Bin Label Version 4

Version 4 can be printed on 8-1/2" by 11" sheets consisting of 10 labels (2" by 4"). This version can be printed with bar codes of both the item's UPC and item number (see below), or with bar codes of only the item's number.

A & C EXCLUSIVES. <b>A0108</b> 8937323490 	PAK <b>A0110</b> 234090 	WOLF BROTHERS CROOKS BOX 50 <b>A0114</b> 9070900606 	EA <b>A0116</b> 999495 
ST. JOSEPH FEVER REDUCER 30 TAB <b>A0118</b> 4110000092 	EA <b>A0120</b> 92 	A INTERNATIONALS <b>A0211</b> 099200009180 	EA <b>A0212</b> 943280 
BACARDI MARGARITA MIX 24/10Z EA <b>A0213</b> 2500000625 	EA <b>A0221</b> 999184 	G.P.C. LIGHT KINGS BOX <b>A0211</b> 2720001281 	EA <b>A0221</b> 129102 
JERGENS BATH BEADS NAT 15Z EA <b>A0211</b> 1910004017 	EA <b>A0212</b> 111369 	TOOTSIE ROLL POP ASST 100/CT <b>A0213</b> 7172000508 	EA <b>A0221</b> 521100 
RAGU SPAG SAUCE MEAT 12/28Z EA <b>A0213</b> 3620000302 	EA <b>A0221</b> 993358 	A&W DT ROOTBEER CANDY <b>A0213</b> 78400412541 	EA <b>A0221</b> 993251 

## Warehouse Bin Label Version 5

Version 5 can be printed on 8-1/2" by 11" sheets consisting of 10 labels (2" by 4"), and does not require a printer with IPDS capability.

A & C EXCLUSIVES.					WOLF BROTHERS CROOKS BOX 50				
A	000	1	000	88888	A	000	1	1	000
A A	00 00	111	00 00	88 88	A A	00 00	111	111	00 00
AAAAA	00 0 00	1	00 0 00	88888	AAAAA	00 0 00	1	1	00 0 00
A A	00 00	1	00 00	88 88	A A	00 00	1	1	00 00
A A	000	1111111	000	88888	A A	000	1111111	1111111	000
234090 8927323490 10 PAK					999495 9070900606 50 EA				
ST. JOSEPH FEVER REDUCER 30 TAB					A INTERNATIONALS				
A	000	1	1	44 44	A	000	1	1	66
A A	00 00	111	111	44 44	A A	00 00	111	111	66
AAAAA	00 0 00	1	1	4444444	AAAAA	00 0 00	1	1	6666666
A A	00 00	1	1	44	A A	00 00	1	1	66 66
A A	000	1111111	1111111	44	A A	000	1111111	1111111	66666
92 4110000092 12 EA					943280 099200009180 10 EA				
BACARDI MARGARITA MIX 24/10Z EA					G.P.C. LIGHT KINGS BOX				
A	000	1	1	88888	A	000	1	222	000
A A	00 00	111	111	88 88	A A	00 00	111	22 22	00 00
AAAAA	00 0 00	1	1	88888	AAAAA	00 0 00	1	222	00 0 00
A A	00 00	1	1	88 88	A A	00 00	1	22	00 00
A A	000	1111111	1111111	88888	A A	000	1111111	2222222	000
999184 2500000625 1 EA					129102 2720001281 1 EA				
JERGENS BATH BEADS NAT 15Z EA					TOOTSIE ROLL POP ASST 100/CT				
A	000	222	1	1	A	000	222	1	222
A A	00 00	22 22	111	111	A A	00 00	22 22	111	22 22
AAAAA	00 0 00	222	1	1	AAAAA	00 0 00	222	1	222
A A	00 00	22	1	1	A A	00 00	22	1	22
A A	000	2222222	1111111	1111111	A A	000	2222222	1111111	2222222
111369 1910004017 1 EA					521100 7172000508 100 EA				
RAGU SPAG SAUCE MEAT 12/28Z EA					A&W DT ROOTBEER CANDY				
A	000	222	1	3333	A	000	222	222	1
A A	00 00	22 22	111	3 33	A A	00 00	22 22	22 22	111
AAAAA	00 0 00	222	1	333	AAAAA	00 0 00	222	222	1
A A	00 00	22	1	3 33	A A	00 00	22	22	1
A A	000	2222222	1111111	3333	A A	000	2222222	2222222	1111111
993358 3620000302 1 EA					993251 78400412541 12 EA				

### Warehouse Bin Label Version 6

Version 6 can be printed on 8-1/2" by 11" sheets consisting of 6 labels (3-1/3" by 4").

<p>CAMEL FILTER 100 XXXXXXXX 200 CIGS.. 12300-16212</p> <p><b>AATEST1</b></p> <p>Height: 12 Width: 12 Depth: 12</p>  <p>1104 0002</p> <p>EACH CTN CONTAINS 10 EAS</p>	<p>A &amp; C EXCLUSIVES. 45269 89373-23490</p> <p><b>A0108</b></p> <p>Height: 0 Width: 0 Depth: 0</p>  <p>2340 9002</p> <p>EACH BBB CONTAINS 10 PAKS</p>
<p>ALKA-SELTZER 2-TABLETS 0022000Z 41321-10240</p> <p><b>A0112</b></p> <p>Height: 0 Width: 0 Depth: 0</p>  <p>0003 0700</p> <p>EACH PAK CONTAINS 3 EAS</p>	<p>CAMEL FILTER 100 XXXXXXXX 200 CIGS.. 12300-16212</p> <p><b>AATEST1</b></p> <p>Height: 12 Width: 12 Depth: 12</p>  <p>1104 0002</p> <p>EACH CTN CONTAINS 10 EAS</p>
<p>CAMEL FILTER 100 XXXXXXXX 200 CIGS.. 12300-16212</p> <p><b>AATEST1</b></p> <p>Height: 12 Width: 12 Depth: 12</p>  <p>1104 0002</p> <p>EACH CTN CONTAINS 10 EAS</p>	<p>JERGENS BATH BEADS NAT 15 0015000Z 19100-04017</p> <p><b>A0211</b></p> <p>Height: 0 Width: 0 Depth: 0</p>  <p>1113 6903</p> <p>EACH EA CONTAINS 1</p>

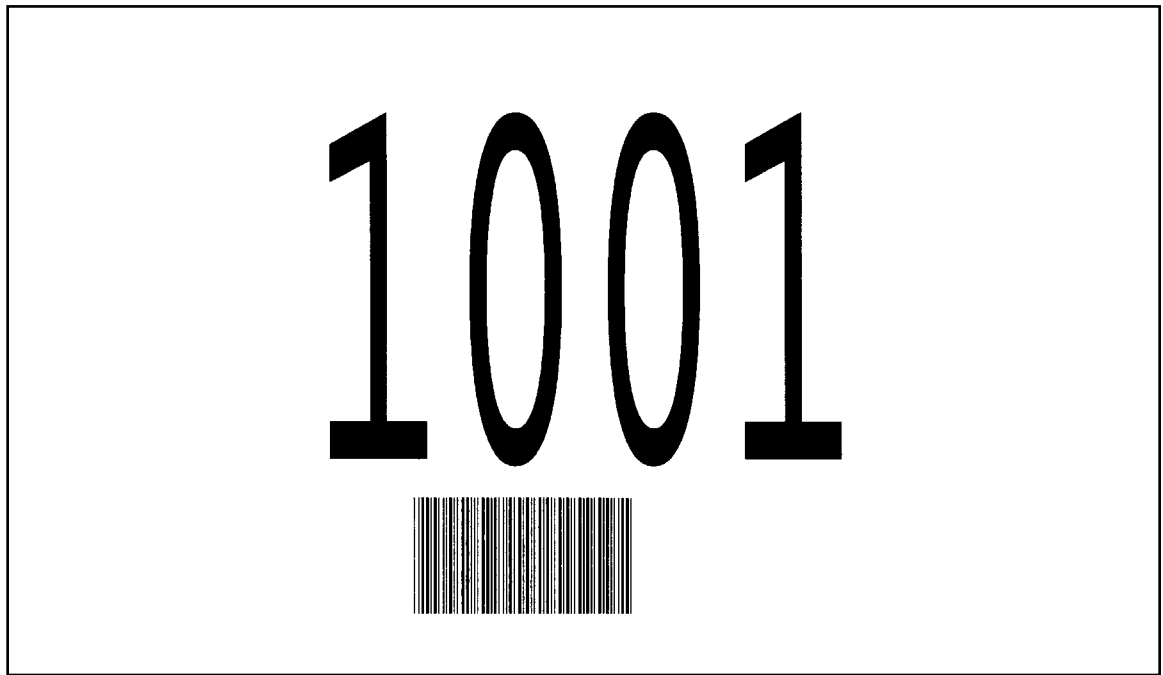
## Warehouse Bin Label Version 7

Version 7 can be printed on 8-1/2" by 11" sheets consisting of 10 labels (2" by 4").

A & C EXCLUSIVES. <b>A0108</b> 234090 	BBB WOLF BROTHERS CROOKS BOX 50 <b>A0110</b> 999495 	BOX
ST. JOSEPH FEVER REDUCER 30 TAB <b>A0114</b> 92 	BO A INTERNATIONALS <b>A0116</b> 943280 	CTN
BACARDI MARGARITA MIX 24/10Z EA <b>A0118</b> 999184 	EA G.P.C. LIGHT KINGS BOX <b>A0120</b> 129102 	EA
JERGENS BATH BEADS NAT 15Z EA <b>A0211</b> 111369 	EA TOOTSIE ROLL POP ASST 100/CT <b>A0212</b> 521100 	BOX
RAGU SPAG SAUCE MEAT 12/28Z EA <b>A0213</b> 993358 	EA A&W DT ROOTBEER CANDY <b>A0221</b> 993251 	BOX

### Warehouse Bin Label Version 8

Version 8 can be printed on 3-1/2" by 6" labels.



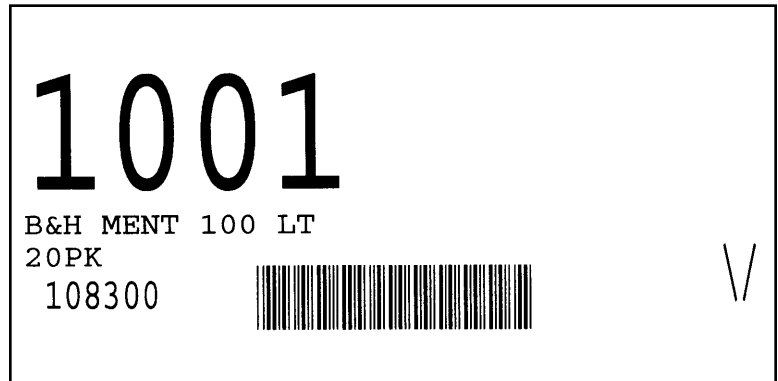
### Warehouse Bin Label Version 9

Version 9 can be printed on 3-1/2" by 8" labels.



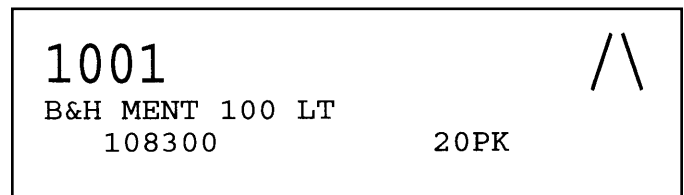
### Warehouse Bin Label Version A

Version A can be printed on 2" by 4" labels.



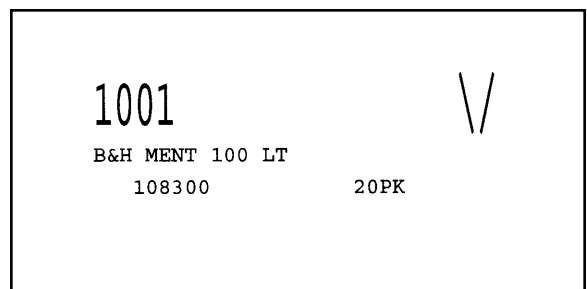
### Warehouse Bin Label Version B

Version B can be printed on 1" by 3-1/2" labels.



### Warehouse Bin Label Version C

Version C can be printed on 1-3/8" by 3" labels.



## Warehouse Bin Label Version D

Version D can be printed on 3" by 4" labels.

