Create/Edit Part

PROGRAM NAME: INPRTGUT
MENU OPTION TITLE: Create/Edit Part
MAIN MODULE: PARTS MAINTENANCE
HELP KEY ACTIVE: YES

PROGRAM OVERVIEW

This program is the heart and soul of IBS Software. Inventory is automatically integrated into three other vital areas of IBS software. They are:

1) Accounting System
2) Purchase Order Vendor File
3) Serial Number Books

These three areas should be setup before you create inventory records because some fields in inventory require a valid entry from these three areas. The system will NOT let you <ENTER> past certain fields until you have answered correctly.

As transactions are processed, any data manipulation that affects these three areas is automatically updated without any double entry motions! This gives you updated information daily.

Further, this is where all trackable inventory is created, stored, and viewed. Inventory viewing utilizes three screens of in depth information about the current condition of your entire inventory on record. I will attempt to explain these screens one at a time and show you how to select between each screen.

In order to have inventory records, you must assign individual inventory parts a unique part number.

PROGRAM OPERATION

PART#: < >: Enter a valid part number or create a new one.

If you are going to create a new part, type the part number that represents this new part. This number can be up to twenty characters long and can be any combination of letters and/or numbers. Press <ENTER> when done to advance the cursor to the next field.

When just viewing inventory, type in a valid part number and press <ENTER>. If you don't know the correct part number you can type the first character or a portion of the part number or use <IFF> to find your record.

DESCRIPTION: < >: This field displays the description of the part in the PART # field. This is an indexed field, just like the parts# field and can be used to search for a part by its description. Either type in what you know of the part number or use <IFF>. There are 36 characters available for this line. This field displays whenever the part# field displays. This part automatically transfers into the serial number tracking system.

GROUPING CODE: < >: Grouping codes are four character identifiers. This code is used by many of the IBS user definable reports to gather and sort inventory and is a powerful tool to define output for information gathering. You do not have to enter a code when creating a part. Just <ENTER> past the field. To enter a code type in the code or use <IFF> to find the code you need. Select the proper code and press <ENTER>.

To create or edit group codes, run the program {Enter/Edit Inv Group Codes} in the PARTS MAINTENANCE section of the software menu. Also, if you need to change a group code for a range of parts, use the program {Global Inv Group Code Change} in the same menu section.

ALT DESCRPTN: In the unlikely event you should need more than 35 characters for your part description, we have provided a second field to get you through this hour of need. This is not an indexed field, and does not show up on any of the other inventory screens.

NOTE: Information typed into this field will be displayed in all inventory viewing screens. Also, when you are processing an order and you enter a part number that has notes, they will display in the lower left-hand corner of any order processing screens.

MAIN VENDOR ID: < >: Enter the main vendor that you purchase this part from. The vendor must have been defined previously in the {POENTRY} program. This field is indexed which allows you to use <IFF> to search for a valid vendor.

PRICE SHT DESC: This line appears in all price sheets created in the IBS Price Sheet programs. This is the best way to ensure accuracy and low cost when creating your own price sheets. We recommend it match the part number description.

PURCHASE NOTES: This field is used by purchasing for any notes they may have about this product, be it lead times or other information. Say you have a part that you order at varying intervals and it takes many weeks before you receive the order after it is placed. Use this field to remind yourself to order well in advance, so the parts get there when you need them.

SERIALED (Y/N): If you track an item by its serial #, type <Y> for yes. If you type <Y>, this will then enter the cursor into the next field named {SERIAL CODE}. By answering yes, the purchasing and receiving system will automatically require serial numbers when this part is used.

SERIAL CODE: < >: If you answer the field above <Y>, then you will need to enter the valid code of the serial number database you wish to use. This database is set up using the program {GUNTYPES}. Next to the letter the actual book description will display so you don't have to memorize all of your book codes. To find valid serial codes you can type any letter or use <IFF>. If you type an invalid code, the lower left hand corner of the screen will display "**PLEASE ENTER A VALID RECORD ID**".

If you look at the box in the lower left-hand corner you will see some fields that you cannot access. These fields are automatically changed as sales, purchase receiving,

and manufacturing events occur, and inventory audits/counts are keyed in. If any of these quantities are incorrect, use the program {WOINVCN4} to adjust quantities up or down.

ASSIGNED: This field shows finished inventory that is in stock but spoken for, possibly showing items on layaway or assigned to a work order.

RAW ASSGND: This field shows unfinished inventory valued and spoken for in a work order.

These fields are automatically changed as sales, backorders, and shipping events occur. You can also recalculate and restore these fields by running the program {INASSIGN}.

YR END QTY: This field shows part quantity on hand at year-end audit when using the year end inventory audit system.

RESERVED: This field will indicate a portion of inventory held out and not for sale. Maybe a manager pulls stock to fill backorders. There is a value report for all inventory stored here. {INRESERV}

ON ORDER: This field is automatically updated as you purchase and receive inventory. This is a stored number that can be corrupted the same as some of the other fields in this data file, such as FIN, WIP, RAW, ASSIGNED, RAW ASSGND, YR END QTY, RESERVED, and the YTD fields. You can verify that the on order is inaccurate by running the report {POTORCV} or by viewing the on order in this program by pressing <F7> and choosing option# 5. The program to recalculate this field is called {WOORDCR}.

REORDER POINT: Designate this number to be the minimum level you want your inventory to go before replenishing.

STOCK LEVEL: Designate this number to be the maximum level you want to keep in stock at any given time. Keep in mind the amounts can always be readjusted due to changes in business and trends. Some reports will also pull data from these fields, including auto P.O.s.

YTD ASSIGNED: PURCHASED: SHIPPED: These totals are all running totals that are updated as you do business. If you notice that the YTD PURCHASED is not the same as you have seen in other programs that provide this same data, you will want to run the program {INYTDCLC} to recalculate and store the correct numbers. These three stored numbers could be incorrect due to hardware crashes or network crashes that take place as this data is being updated. Recalculating will correct that problem.

DELIVERY DTE: If you manually order a part, you can type in the date you should expect delivery. This will display in inventory look up.

LST SALE DTE: This field is updated every time a part leaves inventory through a P.O.S. or Sales Distribution transaction.

USER1:/USER2: These two fields have been left wide open for you to use if you have a use for them. Otherwise, leave them blank.

NSN #: Type the National Stock Number or <ENTER> for none.

FS #: Type the Federal Stock Number or <ENTER> for none.

LOT SIZE: This is the average quantity you schedule for a work order, usually determined as an economic manufacturing quantity.

Once you have pressed <ENTER> on the excise field, you will notice a message at the bottom of the screen. It displays "**Press RETURN to continue**". Press <ENTER> and the system will advance to the next screen and all the information on the first screen will have been saved. When viewing inventory, if you press the Arrow Down key once, you can advance to the next screen. By pressing the Arrow Up key, you will go back one screen.

The second screen lets you identify specific conditions of every inventory item. Other programs and reports within the system pull information from the data stored here. Sales processing also uses some of these fields.

The first two fields show you the actual part number and description of the part you are setting up. The cursor does not stop in these fields. Instead, it starts at the PURCHSED/ MANUFCTRD field.

PURCHSED/MANUFCTRD (P/M): If the part is normally purchased, enter <P>. If the part is normally manufactured, enter <M>. You can only type either <P> or <M>. This flag will determine if the automatic recalculation of freight should execute on a part only if this flag is set to <P>. Refer to the freight field for more explanation on freight.

PURCHASE BREAKDOWN (Y/N): This field requires <Y> for yes or <N> for no. If you select <Y>, when searching for this part it will show in inventory whether it can be sold by itself or if it is part of a sub-assembly. When the part is in a sub-assembly, you normally would not disassemble the item to get at that part. Since that part no longer is a sellable item, by itself, you should flag it as <N>, so it will not show up as a sellable item in your inventory.

INSPECTION FLAG (Y/N): This flag will be used to control incoming inventory. If you type <Y>, this will flag the receiving system to run the part through inspection before it goes into available inventory. An <N> response means it can go directly into inventory with out passing inspection first. This allows you to receive inventory into the system but not made available until inspection passed.

RECEIVE TO FLAG (R/F): This field indicates what state (Raw or Finished) the part is normally received as. An entry of <R> or <F> is required.

INTERNATIONAL FLAG (Y/N): This flag should be set to <Y> if the part is purchased from another country. An entry of <Y> or <N> is required.

MASTER/SUBASSEMBLY (M/S): By typing <M>, you are flagging the part as a MASTER part. This means it is a single part, or group of parts, sellable as stand-alone. By typing <S>, you are flagging the part as a SUBASSEMBLY; it is a part number representing a group of parts that will be made into a MASTER part.

PRICE EDIT FLAG (Y/N): If you type <Y> this will allow the prices of this part to be edited during order processing. As your company grows you may decide to limit who can edit prices during order processing. Type <N> and you can no longer edit the selling price during order processing. We have provided "Password Override" in case you wish to edit a price without having to get back into this area and change the price edit flag for one particular instance.

NO FREIGHT (Y/N): This field determines whether the freight for a part is percentage allocated or direct allocated. By setting the flag to <N>, the program will automatically calculate freight based on RAW COST and the freight amount in the system setup file. By setting the flag to <Y>, you will have to directly type in the freight amount in the FREIGHT field in the parts file. You will want to do this for all parts that have high freight costs, such as imported parts. Manufactured parts will ignore this field.

CHARGE SALES TAX (Y/N): When you type <Y> the system will calculate tax on an inventory item when it is order processed. If you type <N>, tax will not be calculated on that item. For example, in Illinois, labor is not taxed. You still need to include it on a bill, but don't want to charge tax on it. Flag the item as <N>.

During system setup, the tax rate will be entered as a percent based on your state's laws. To enter the proper tax rate for your state, you need to get into the {System Setup File} option of the {NBS SYSTEM SETUP PROGRAMS} menu.

CUSTOM = C: Let's say you manufacture a product that you build on a limited basis. Use this field to track parts that you plan to use only on those specific products. This field would be flagged as <C> in an instance such as this. You can <ENTER> past this field if you don't need it.

FIREARM (Y/N): If you are flagging this item as a firearm, enter <Y>. Then you will be prompted to enter the caliber of that firearm in the field marked CALIBER.

CALIBER: If the part number is a firearm part number, you will need to enter a valid caliber into this field. If you try to enter past this field, then you will receive the error message "**PLEASE ENTER A CALIBER FOR THIS FIREARM**". This field and the part description field are automatically updated into the serial tracking system (FEDBOOK) when you purchase and receive firearms.

SALES G/L ACCT #: < >:
COST G/L ACCT #: < >: These two fields require an entry that matches those of the <GENERAL LEDGER>. You must enter a valid G/L account number. If you know the correct account number you type it in and press <ENTER>. The other way to find the list of G/L accounts is to use <lFF>. Press <ENTER> when done. The cursor will drop to the bottom right of the screen and the bottom center of the screen will display <Press RETURN to continue>. All information in this page will have been saved.

NOTE: If you are just viewing the data, not creating or editing, you can use <PageUp> or <PageDown> to change between screens.

This concludes the information for the second page of the <INPRTGUT> screen. Press <ENTER> to go to the third and final screen. This screen is the setup area for determining selling price based on three categories. They are:

          1)   {**WHOLESALE PRICE:**}
          2)   {**DEALER PRICE:**}
          3)   {**RETAIL PRICE:**}

DSCNT LVL #1-#4: . % Each column holds the current price. Directly below are four lines per price category, labeled {**DSCNT LVL #1-#4: . %**} used to calculate any volume discounts your company may utilize. The first field will hold the minimum quantity for the discount and the second field will store the percentage of the discount. This information will show up during order processing. This will give the processor a reminder if there are any specials on that particular item. This is one of the best tools the sales staff has, giving them the best opportunities at landing larger orders.

The bottom half of the screen has many fields that show calculations figured from elsewhere in the software system. The calculations are figured using standard accounting practices.

RAW COST: This field will show cost of an item before any work is performed on it, as raw material. You can type a cost into this field. If this part is not manufactured, this will be the same cost as the FIN COST. If this part is manufactured, this will be the accumulated cost for all raw materials that make up this finished good part. This cost comes from the parts' bill of materials. You must enter a value in this field to calculate freight. Also, there is a program that recalculates the average RAW COST of a part based on a user defined range of historical purchase order activity and allows you to store it here.

WIP COST: This field is for calculating and does not require manual entry of figures.

FIN COST: If this part is not manufactured, this will represent the cost of the part when you purchase it. This field will load its value into your purchase order system. When you process a purchase order the cost is fed from this field as a standard cost. (While in purchase order processing you do have the option to change the loaded cost.) This cost does not include freight.

If this part is manufactured, this will be the total accumulated cost for all raw materials, direct labor, indirect labor, factory overhead, freight, and subcontractor costs that make up this finished good part. These costs will come from the part routing, the part bill of materials, and the manufacturing cells. They represent fully absorbed standard costs.

DIR LABOR: This field is also a calculated field and represents the accumulation of all labor costs per the parts' routing and the manufacturing cell.

IND LABOR: This field is also a calculated field and represents the accumulation of all labor costs per the parts' routing and the manufacturing cell.

FCTRY OVRHD: This field is also a calculated field and represents the accumulation of all labor costs per the parts' routing and the manufacturing cell.

SUBCNTRCTR1: This field is also a calculated field and represents the accumulation of all labor costs per the parts' routing and the manufacturing cell.

FREIGHT: Freight is based on either a percentage allocation or a direct allocation. If the NO FREIGHT flag is set to <N>, when you move past this field the program will automatically calculate freight based on RAW COST and the freight amount in the system setup file. By setting the flag to <Y>, you will have to directly type in the freight amount in the FREIGHT field in the parts file. You will want to do this for all parts that have high freight costs, such as imported parts. Manufactured parts will ignore this field.

MAT COST: This field is also a calculated field and represents the accumulation of all labor costs per the parts' routing and the manufacturing cell.

FRGHT OUT: This field is a typed in fixed dollar amount representing the average cost to freight out this part to any customer, and is used to subtract from the selling price of this part on an order, then multiplied by the percentage entered in the EXCISE field. If the part does not have an excise or value added tax, this field can be left blank.

LIST PRCE: This field is used to store a "Manufacturers Suggested List Price". If this field is filled in, its value will show on sales invoices in the LIST PRICE field when this part is sold. If you sell the part for less than the list price, the invoice will show the dollar discount in the DISC field. If left blank, a blank line will display on the sales orders.

UOM CODE: < >: This field is used to calculate a quantity of one or greater when processing purchase orders. For example, let's say you are going to purchase new softballs from your normal supplier and he sells them in boxes of six, twelve, twenty-four, and forty-eight. If you have "UOM" codes created that designate those quantities, they would calculate how many you should receive based on the UOM code multiplied by the quantity you order.

Let's say the UOM code is DOZ for one dozen to a pack. On the purchase order, only order "1" and indicate DOZ for UOM, you would in fact receive twelve widgets. This way you simplify the ordering process and you can be assured of ordering the correct quantity.

This is a database backed field which means you can use <IFF> to find the correct code you need when processing a new part or needing to change the UOM code. You need to type in the code exactly the way it is.

UOM QTY: This field will display the quantity represented by the UOM field, directly above. NOTE: This signifies that when you order one you will receive one times the UOM value.

The following fields are also calculated fields and represent the accumulation cost of strictly defective materials. These are dollar values.

RAW DEFECT: = Value of Defective Raw Materials
WIP DEFECT: = Value of Defective Work in Progress Materials
FIN DEFECT: = Value of Defective Finished Materials
SCRAP: = Value of Defective Materials that will be scrapped
TTL SCRP CST: = Total Scrapped Cost

EXCISE <% or $>: You are required to set this flag to tell the excise system that it will use either a percentage or a fixed dollar amount for calculating excise tax amount.

EXCISE RATE: The EXCISE RATE field can be used to store a dollar amount or a percentage value added tax, per part number. This field is usually associated with serial numbered items. There is an optional value added tax system that utilizes this field. Either type the dollar amount or a percentage. For example: an entry of <10.00> in this field would represent a fixed ten dollars if the {EXCISE <% or $>} field is set to <$>; where as an entry of <10.00> would represent ten percent of the selling price if the {EXCISE <% or $>} field was set to <%>.

When you press <ENTER> again the bottom of the screen will display "**Press RETURN to continue**". If you hit the escape key, you will not save any changes or additions. You must press the <ENTER> key to save your changes and continue. The fourth screen allows you to **(A)dd, (C)hange, (D)elete, and (S)ee more, or (Q)uit** vendors for this part number. From the vendor field on the first screen, the vendor entered there becomes the primary vendor and is listed here first. If you have other vendors from whom you can buy this part, this is where you may add them to the list. This screen is accessed by pressing <F4> anywhere in this program.

You are now prompted with a screen that is the reference between the inventory master file and the purchase order vendor file. You may modify the information here or type <Q> to quit this screen and return you to the first inventory screen to enter more parts.

PART #: < >: Notice the entry at the top of the screen is the part number and description of the part you are working on.

VENDOR#: Type the vendor ID. The primary vendor from the first screen should be displayed in the first line. Either type the ID and press <ENTER> or use <IFF>. NOTE: this is not changed automatically when you change the primary vendor. You will need to do this manually!

VENDOR NAME: The primary vendor entered on the first screen will show here.

VENDOR'S PART #: You can enter in anything you want, either a valid part number or not. Remember, this is the Vendor's part number for your part.

You are prompted with the following options:

<A>dd allows you to add in another vendor for this part. If you hit <ENTER>, you will go back to the options. You can use <IFF> when you are in the VENDOR field using this option.

<C>hange allows you to change the line that is currently hi-lighted.

<D>elete allows you to delete the line that is currently hi-lighted.

<S>ee more allows you to scroll throughout the list if there is more than one page of vendors. Remember, these are all secondary vendors. You can also <PageUp> while all the options are showing, which will provide the same function as this one.

<Q>uit allows you to quit this section of the program.

At this point if you are satisfied you have entered all the data correctly, press <ENTER> and you will return to the first inventory screen. Remember also that all information has been successfully saved. Now you should be back at the first inventory screen. It should be blank.